



Request for Information (RFI)

High-Rise Emergency Response Trucks for Toronto Fire Services

Request for Information (RFI) No.: Doc5658519507

Issued Date: As displayed in the City Online Procurement System countdown clock

Response Deadline: As displayed in the City Online Procurement System countdown clock

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CSS & CMO
Purchasing Client Services
City of Toronto

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1. PURPOSE

This Request for Information (RFI) invites Suppliers to provide information to the City of Toronto regarding their potential interest to bid on the project to design and build two High Rise Emergency Response trucks for use by Toronto Fire Services. The City plans to utilize the vendor response to gauge the method of procurement to be utilized based on the number of vendors that indicate they would consider entering a bid should a specification be placed out for quotation.

Please review the questions listed in Section 5.2 and submit your Response through the Ariba Procurement System by the closing deadline as displayed in the City Online Procurement System countdown clock.

If you have questions on the content of this RFI, please submit them through the Event Messages in the Online Procurement System or by email to the City contact listed in accordance with Section 4.2 – Schedule of Events.

This RFI process is governed by the terms and conditions in Appendix 'A'. Participation in the RFI process in no way precludes any firm from participating in the process for the resultant issued RFQ, nor is it a prequalification process. It is not the City's intent to pre-qualify any respondents as part of this RFI process.

2. BACKGROUND

This RFI is intended to provide the City with information related to manufacturers that can build the custom fire apparatus described below, within the time period indicated. The information provided through this RFI may be used by the City, at its sole discretion, to issue a future RFQ or non-competitive bid purchase.

Toronto Fire Services are expanding their utilization of **High-Rise Emergency Response Trucks** to four by purchasing two more identical trucks for coverage in the East and West Commands.

With the staffing model underway it is critical to have these two trucks built as quickly as possible, therefore the maximum build time allowed will be **24-months** following the issuance of the Purchase Order.

These trucks are designed as a walk-in style body with storage locations for vendor built custom sized carts used to carry specific high-rise firefighting equipment directly to the emergency scene floor.

The custom cab & chassis is a Spartan LLFD model with 20" raised roof, center rear door, seating for six firefighters, a 200' wheelbase, maximum 125" height, and a 47,000 lb GVW.

The engine will be a Cummins X10/450 Hp and an Allison 3000 transmission.

The custom walk-in nineteen foot (19') painted aluminum body is designed with four external roll-door compartments ahead of the rear axle, with a full width rear interior and flat-floor leading to a large rear lift gate for cart deployment.

3. DEFINITIONS

“City” means the City of Toronto.

"City Contact" means the City employee(s) designated as City Contact on the Notice to Potential Respondents for all matters related to the RFI process.

“Council” means City Council.

“MFIPPA” means the Municipal Freedom of Information and Protection of Privacy Act.

“Respondent” means a legal entity, being a person, partnership or firm that submits a Response in response to the RFI.

“Response” means a submission by a Respondent in response to the RFI.

“RFI” means this Request for Information package in its entirety, inclusive of all Appendices and any bulletins or Addenda that may be issued by the City.

4. RFI PROCESS

4.1 Review Committee

The City reserves the right to review some, all, or none of the Responses received as a result of this RFI. Responses may be reviewed and analyzed by a review committee, which will include relevant City staff and stakeholders. The review committee may at its sole discretion retain additional committee members or advisors.

4.2 Schedule of Events

Event	Date
RFI Issue Date	As displayed in the City Online Procurement System countdown clock
Deadline for Questions	Five (5) Business Days before closing deadline
Release of Final Addendum (if any)	Three (3) Business Days before closing deadline
RFI Closing Deadline	As displayed in the City Online Procurement System countdown clock

This schedule is subject to change and appropriate written notice of any changes will be provided where feasible.

4.3 Clarifications

As part of the evaluation process, the Review Committee may make requests for further information with respect to the content of any Response in order to clarify the understanding of the Respondent's response.

The Review Committee may request this further information from one or more Respondents and not from others.

4.4 Review Results

Upon conclusion of the review process, the Review Committee will make final recommendations to the appropriate City staff members.

By submitting a Response to this RFI all Respondents consent to the City incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any subsequent procurement process without any obligation, liability, or consideration on the part of the City.

Responses shall be the property of the City and are subject to MFIPPA. Responses may be subject to public release pursuant to MFIPPA.

Respondents should be aware that Council and individual Councillors have the right to view the responses provided that their requests have been made in accordance with the City's policy.

5. SUBMISSION GUIDELINES

5.1 Response Documentation and Delivery

General

- .1 Responses must be submitted through the City Online Procurement System prior to the Submission Deadline. Responses may not be accepted if submitted by any other mechanism including, but not limited to, post, courier, fax, e-mail or orally, unless specifically requested by the City Procurement Contact through the City Online Procurement System.
- .2 The City Online Procurement System will not accept any Responses that are attempted to be submitted after the Submission Deadline. The expiry of the Submission Deadline and submission time of a Response shall be determined by the City Online Procurement System.
- .3 It is the Supplier's sole responsibility to ensure its Response is received by the Submission Deadline in accordance with the requirements of this RFI. The receipt of Responses can be delayed due to a number of factors including "internet traffic", file transfer size, and transmission speed. The Supplier should allow sufficient time to

download, complete and upload, as applicable, the submission forms comprising its Response and any attachments.

- .4 A Response will only be considered to be submitted once it has been received by the City in the City Online Procurement System. The time of such receipt is reflected by the time stamped acknowledgement of receipt generated by the City Online Procurement System, regardless of when the Response was submitted by the Supplier. A Supplier may access such time stamped acknowledgement of receipt using the response history function of the City Online Procurement System to confirm the submission time of its Response.
- .5 Suppliers should submit their Responses in the format presented, prescribed and compatible with the requirements of the RFI and the City Online Procurement System and should include all attachments required by the City Online Procurement System.
- .6 Any documents forming part of a Response uploaded to the City Online Procurement System by the Supplier should:
 - not have a security password.
 - not be defective, corrupted, or blank.
 - be provided in Word or PDF format and be able to be opened and viewed by the City.
- .7 If there is any discrepancy whatsoever between:
 - the information input directly by Suppliers into the interface of the City Online Procurement System and the electronic copy of any documentation uploaded to the City Online Procurement System, information input directly by Suppliers into the interface of the City Online Procurement System shall govern; or
 - any documentation physically delivered by Suppliers and the electronic version of such documentation uploaded to the City Online Procurement System, such electronic version shall govern.

5.2 Response Content

The Response should contain the following items:

Letter of Introduction – Introducing the Respondent and signed by the person(s) authorized to sign on behalf of the Respondent.

Table of Contents – Include page numbers and identify all included materials in the response submission.

SECTION 1 – RESPONDENT PROFILE

Respondents are requested to provide information on the following:

- (a) A profile and summary of corporate history including:

- date company established.
 - products and/or services offered
 - total number of employees.
 - business partners and the products/services they offer.
- (b) A profile and summary of corporate history of any parents or subsidiaries and affiliates and the nature of the Respondent's relationship to them (i.e., research, financing and so on).

SECTION 2 – RFI QUESTIONS

Please provide written responses to the following questions:

Question 1:

Does your company currently manufacture custom fire apparatus built on Spartan (or approved equivalent) custom fire apparatus chassis?

Question 2:

Does your company manufacture custom formed or extruded aluminum apparatus bodies, including all welding, painting, and electrical wiring processes in-house?

Question 3:

Are you able to provide references to five (5) Ontario fire services (serving a population over 300,000) for whom you have produced similar walk-in style emergency fire apparatus within the last five years?

Question 4:

Does your company manufacture over 30% of this type of apparatus in Ontario or a similar percentage in Canada?

Question 5:

Would your company be able to design, manufacture, and deliver the two trucks described within 24-months of receiving a Purchase Order?

Question 6:

Is this a project your company would bid on if placed out for open bid, given the manufacturing criteria and mandatory construction timelines described?

SECTION 3 - RESPONSE SUBMISSION FORM

Provide a completed Response Submission Form (provided as Appendix B).

APPENDIX A

RFI PROCESS TERMS AND CONDITIONS

1. City Contacts and Questions

All contacts and questions concerning this RFI should be directed in writing to the City employee(s) designated as "City Contacts" in the Notice to Potential Respondents.

No City representative, whether an official, agent or employee, other than those identified "City Contacts" are authorized to speak for the City with respect to this RFI.

2. Addenda

1. The RFI may only be amended by Addendum in accordance with this Section (Addenda). Prior to the Submission Deadline, the City may at any time or times modify the RFI in whole or in part through the issuance of an Addenda, if deemed necessary by the City. Each Addendum shall form an integral part of this RFI.
2. All Addenda will be posted through the City Online Procurement System. Although the City Online Procurement System may send notices to registered Suppliers of when Addenda are posted, the City is not responsible for any failure of such notice system or for notices not received by Suppliers.
3. Suppliers must check the City Online Procurement System frequently to inform themselves of any posted Addendum. Suppliers acknowledge that any information input directly by Suppliers into the interface of the City Online Procurement System which is the subject matter of an Addendum that is issued after such information has been input, will be automatically erased from the City Online Procurement System by the issuance of such Addenda, whether or not the Supplier's Response has been fully completed or submitted. Suppliers shall be wholly responsible for checking and reviewing any posted Addenda and ensuring the completeness of the RFI (as amended) and their Responses (as impacted by such Addenda). The City is not responsible for any incomplete or incorrect Responses resulting from the issuance of an Addendum or a Supplier's failure to update its Response in response to an Addendum.
4. The City will make reasonable efforts to issue the final Addendum (if any) in a sufficient time prior to the Submission Deadline to allow Suppliers to submit their Responses. If any Addendum requires substantial amendments to the RFI, the City may, in its sole and absolute discretion, extend the Submission Deadline.

5. Other than documents issued as part of the RFI (including Addenda), the City shall not be responsible for any explanations, instructions or interpretations even if provided by its actual or purported employees, designees or agents at an Information Meeting. No oral or written explanations, instructions or interpretations shall modify any of the requirements or provisions of the RFI unless in the form of an Addendum.
6. Any reference in this RFI to any document comprising this RFI includes any amendments to such document made in accordance with this Section (Addenda).

3. Omissions, Discrepancies and Interpretations

A Respondent who finds omissions, discrepancies, ambiguities or conflicts in any of the RFI documentation or who is in doubt as to the meaning of any part of the RFI should notify the City in writing not later than three days before the Closing Deadline. If the City considers that a correction, explanation or interpretation is necessary or desirable, the City will issue an Addendum as described in the article above titled **Addenda**.

4. Incurred Costs

The City will not be liable for, nor reimburse, any potential Respondent or Respondent, as the case may be, for costs incurred in the preparation, submission or presentation of any Response, for interviews or any other activity that may be requested as part of the review process.

5. Prohibition against Gratuities

No Respondent and no employee, agent or representative of the Respondent, may offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, director, agent, appointee or employee of the City in connection with or arising from this RFI, in any other manner whatsoever.

6. Intellectual Property Rights

Each Respondent warrants that the information contained in its Response does not infringe any intellectual property right of any third party and agrees to indemnify and save harmless the City, its staff and its consultants, if any, against all claims, actions, suits and proceedings, including all costs incurred by the City brought by any person in respect of the infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property right in connection with their Response.

APPENDIX B
RESPONSE SUBMISSION FORM

REQUEST FOR INFORMATION (RFI) NO. Doc5658519507

FOR: High Rise emergency Response trucks

CLOSING: As displayed in the City Online Procurement System countdown clock

I/WE HEREBY SUBMIT MY/OUR RESPONSE TO THE ABOVE REQUEST FOR INFORMATION.

I/WE HAVE CAREFULLY EXAMINED THE DOCUMENTS AND DECLARE THAT THE INFORMATION PROVIDED IN THIS RESPONSE IS ACCURATE.

ACKNOWLEDGE RECEIPT OF ADDENDA BY NUMBER AND ISSUE DATE:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

SUBMITTED BY:

(RESPONDENT'S FULL LEGAL NAME)

ADDRESS: _____ **TELEPHONE NO.** _____

_____ **FAX NO.** _____

_____ **EMAIL:** _____

_____ **DATE:** _____

SIGNATURE OF AUTHORIZED SIGNING OFFICER

PRINTED NAME OF SIGNING OFFICER