



City of Humboldt

Request for Proposal (RFP) No. 20250303

Purchase of One Mobility Van

3rd of March 2025

Delivery of Submissions
Closing Date: Monday, March 17, 2025
Time of Closing: 15:00 (3:00pm) Central Standard Time
Delivery Location: see page 1 Via e-mail: cityclerk@humboldt.ca



Request for Proposal (RFP)

The City of Humboldt ("the City") is requesting proposals from interested vendors for the supply of one, new mobility van.

Completed copies of the proposal must be submitted by email or in a sealed package addressed to the following:

Subject: RFP No. 20250303 Purchase of One Mobility Van.

Email: cityclerk@humboldt.ca

Attention: Office of the City Clerk

City of Humboldt

Box 640

Humboldt, SK

S0K 2A0

by 3:00 p.m. CST on Monday, March 17th, 2025. Proposals received after this time will be rejected.

RFP documents may be obtained from the City of Humboldt's website, www.humboldt.ca or from www.sasktenders.ca.

RFPs not submitted in accordance with these instructions or not otherwise meeting the requirements may be rejected.

Questions regarding this Request for Proposal should be directed to:

Jace Porten

City Controller

(306) 682-2525 ext 661 or email cityclerk@humboldt.ca



Context

Humboldt is a community of 6,033 people with no existing fixed-route or on-demand transit services that are available to all residents of the City. Many residents and councillors have voiced their concern over the limited mobility options available, and their desire for a public transportation service to allow them to access essential goods, services and medical appointments within Humboldt and the broader region.

The City of Humboldt is located in central Saskatchewan, approximately 115 kilometres east of Saskatoon. Other similar sized communities in this larger region include Lanigan, Watrous, Wynyard, Melfort, Wadena, and Warman. The City has experienced a 2.8% population growth between 2016 and 2021.

Highway 20 and Highway 5 are the major corridors that connect Humboldt to the rest of the province. Commercial uses are concentrated along these corridors. Residential neighbourhoods that surround these two highway corridors mostly consist of single-detached dwellings. The city is also home to other various land uses including, parks, three elementary schools, a high school, the Carlton Trail Regional College, and the Humboldt Uniplex.

A paratransit service is provided for persons with disabilities and other eligible residents with limited mobility options called the Mobility Van. This service was originally designed and operated as a specialized transit service for individuals who could not access conventional taxi services due to disability. When the privately-operated taxi service ceased operations in 2021, it was decided to expand Mobility Van service to all individuals who required it due to lack of a private vehicle or other transportation options. For the temporary service introduced in 2021 for the broader population, a larger share of residents live within the inner part of Humboldt, with smaller shares from outer parts of Humboldt and senior housing.

To meet the community's diverse needs, it is recommended that Humboldt pursues options that could eventually allow it to expand into three service areas:

- An accessible paratransit service, continuing the current Mobility Van service;
- An on-demand shared-ride service, offering rides that are shared with other passengers and are partially subsidized, and;
- A premium door-to-door service, emulating the taxi service that was previously offered.

Due to Humboldt's small size, and to ensure the services launch smoothly, it has been recommended that the City operate all three of these services using one operator, platform, and vehicle type. By making use of the same operator-side infrastructure, the service and platform would have higher utilization and allow more trip sharing. Sharing would also provide better cost recovery for each of these components and more efficiently make use of these investments. Whether the operator is the City or a private partner, using one operator, platform, and vehicle type at the start of service will be simpler for the City to manage and adjust as service evolves.



Vehicle Specifications

The intent of this Request for Proposal is to obtain offers to supply one purpose-built wheelchair accessible van meeting the minimum regulatory requirements such as CSA D409, but also;

- **Access:** Van to be equipped with a lift that allows for rear or side-entry. Equipped with no less than two wheelchair spaces, with wheelchair restraining devices. There should be unimpeded access for each wheelchair to enter or exit without needing other passengers to exit.
- **Lifts:** Van to be installed with a hydraulic or electric lift. Lifts equipped with mechanisms to reduce ergonomic impacts on operators are preferred.
- **Durability:** Must be able to withstand travel both within City limits and on highways, or rural roads.
- **Seating:** Vans are to have at least four passenger seats.
- **Delivery:** Be able to fulfill a delivery date of August 31, 2025.

Trade Agreements

Proponents are advised that procurements issued by the City which fall within the scope of New West Partnership Trade Agreement or the Agreement on Internal Trade are subject to the applicable provisions of those trade agreements.

Response Requirements

Proponents are requested to submit a hardcopy or electronic copy of their proposal. Proponents should label the proposal with the RFP Title, the proponent's name and address, and the RFP# (20250303). Vendors may submit multiple proposals for different types or models, it is encouraged that each additional proposal be noted as Proposal A, Proposal B, etc.

Submissions should contain the following information:

- a. A detailed response to all the requirements contained within minimum specifications of this RFP. Listing of any additional recommended equipment, and associated pricing.
- b. Complete manufacturer's technical specifications, literature, and terms of warranty for proposed Equipment.
- c. A build sheet (if applicable) detailing all standard and additional options placed on the proposed unit.
- d. Weight distribution table and wheelbase used for calculation.
- e. Manufactures National Safety Mark (NSM) assigned company number.
- f. Provide an estimated delivery date.
- g. Provide a detailed pricing quote, with total fees, levies, delivery costs, and applicable taxes included.
- h. Vendor contact information of the main point of contact (name, position, contact telephone and email).
- i. The vendor is requested to provide a minimum of three references from Municipal customers, who have purchased a similarly equipped combination vehicle within the past 5 years. Please provide the clients name, contact details of the responsible staff (name, position, contact



telephone and email) and a brief description of the equipment purchased and any other services provided.

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. The City reserves the unqualified right to increase or decrease service scope; modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any proponent teams and to request and obtain additional information from any candidate submitting a proposal. Furthermore, a proposal risks being rejected for any of the following reasons:

- a. Proposal received after designated time and date.
- b. Proposal received at other than the designated location.
- c. Proposal not containing the required elements, exhibits, nor organized in the required format.
- d. Proposal contains excess or extraneous material not called for in the RFP.
- e. Proposal considered not fully responsive to this RFP.

Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

- **Quality and completeness – 5%**

Is the proposal presented in an organized and professional manner? Is it in the format required and does it address all of the items and concerns expressed?

- **Minimum Specifications – 15%**

Does the equipment bid comply with minimum specifications? If not, are the deviations from specifications within acceptable limits and/or do they enhance the serviceability of the equipment?

- **Features and Suitability – 20%**

The City of Humboldt refers to the principles of Best Value in scoring proposals. The City has provided broad discretion provided to proponents to provide multiple options to address the City's needs, and in turn the City invites the proponents to offer features not specifically identified in this RFP that would be suitable for the City's needs.

- **Delivery – 25%**

Proponents are required to quote a firm delivery date. The delivery date that must be realistic and attainable.

- **Cost – 35%**

Cost will be a factor, however neither the only factor nor the determining factor, in the evaluation of bids.



The completion of this evaluation process will result in the proponents being numerically ranked base on the evaluation process. The proponent ranked first will be recommended to Council for award. The City may require the proponent submit additional information or other revisions to the proponent's qualifications as may result from negotiations. Negotiations may include requests by the City for improved pricing or performance terms from the proponent. The lowest proposal bid may not necessarily be accepted. Should the City and the first ranked proponent not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the proponent that is next in line.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. To withhold financial and proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under The Cities Act, and is, at the City's discretion, based on the potential impact of the public's interests whether to disclose "confidential" or "proprietary" information. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Cities Act.

Key Dates

Proposal Submission Deadline	3:00 pm on Monday, March 17 th , 2025
Estimated Award of Successful Proposal	March 24 th , 2025, City Council Meeting
Order placed for equipment	March 25 th , 2025