Request for Proposal

Forklift Training/Scissor Lift Training/Yard Crane Training

To establish a renewable standing offer list for Fork Lift, Scissor Lift and Crane Training, for the Department of Transportation & Infrastructure Renewal.

The purpose of this Request for Proposals is to establish a renewable **Standing Offer** list of vendor(s) to provide training in Fork Lift, Scissor Lift and Yard Crane operation for staff of Transportation & Infrastructure Renewal.

Training must include all aspects of Fork lift, Scissor Lift and Yard Crane use for both in shop and yard, including but not limited to vehicle inspection, maintenance the operator will be required to perform and vehicle lifting capacity and vehicle stability. Training will consist of a combination of classroom and operation of Lift Truck along with a written and operating test. Successful vendor will provide a Certificate of Competencies and laminated wallet card. Please state in your response price per student, minimum and maximum number for each course, duration for course and location of training.

The Province is requesting a licensed school to provide basic fork lift, scissor lift and crane training for employees including;

- School/Trainer to be certified and licensed under *The Private Training Schools Act & Regulations.*
- School/Trainer to provide price per applicant, including space.
- School/Trainer to provide - forklift/scissor lift/yard crane for applicable training request.

- School/Trainer to provide training location(s). T.I.R. is requesting training in all three counties. Specify if location(s) available on bid submissions.

- School/Trainer to provide manuals and handouts.

- School/Trainer staff to provide written evaluation for all students.

- School/Trainer to provide detailed course outline with number of hours of training, practical and evaluations.

- School/Trainer to provide the student ratio (students to instructors).

- School/Trainer to provide laminated wallet cards, certificate indicating:
  - School logo
  - Date of training
  - Employee's name
  - Training course
  - Trainer signature
  - Valid while employed with Transportation & Infrastructure Renewal

- Specify if refresher course is available, if so, please provide a detailed outline including materials, equipment and cost for each course.

- If bidding on all three courses please provide detailed course outlines and costing separately for each course.
  - Fork lift
  - Scissor lift
  - Yard crane

- School/Trainer to provide all the information listed.

Section A - Description

1. School/Trainer to provide all aspects of Fork Lift, Scissor Lift and Yard Crane Training for both in shop and yard, including but not limited to vehicle inspection and maintenance the operator will be required to perform, vehicle lifting capacity and vehicle stability

2. Training will consist of a combination of classroom and hands on operation of Fork Lift, Scissor Lift and Yard Crane along with a written and operating test.

3. All School/Trainer(s) must be certified and licensed under *"The Private Training Schools Act & Regulations"* and shall be responsible for all licensing, certification and training.

Section B - Instructions to Bidders

1. INVITATION

   Bids shall be submitted to Procurement Services on or before: **December 30, 2014**

2. GENERAL

   1. Training to include the supply of forklift, scissor lift, yard crane and training space, including classroom space.
   2. School/Trainer to provide manuals and handouts, written evaluation for all students and laminated wallet cards and certificates indicating school logo, date of training, employee's name, training course, trainer signature and valid while employed with TIR.
   3. Specify if refresher course is available, if so, provide a detailed outline including materials, number of hours, equipment and cost for each course.
   4. School/Trainer to provide the student ratio (students to instructors).
   5. School/Trainer to provide a detailed course outline and number of hours of training.
   6. The Bid Price is to include all charges but excluding HST.
   7. Must have not less than two (2) million dollars person liability coverage.

3. INQUIRIES
   1. Direct all questions to:
      Wilf MacDonald
      Senior Fleet Manager
      Phone: (902)368-5222
      Cell: (902)314-0611

4. SCHOOL/TRAINERS INSURANCE

4.1 The Trainer/Training School shall be liable for all injuries to persons and for damage to property caused by his operations, and those of his subcontractors, and his and their employees, engage on all operations in connection with the contract both on and off the site, and he shall indemnity and save harmless the Owner from all suits, claims, expenses, costs, demands, losses and damages to which the Owner may be put by reason of injury, including death, to persons, and damage to property of the Owner and others, resulting from; negligence, carelessness and any other cause whatsoever in the performance of the work.

4.2 The Trainer/Training School shall, without limiting it's obligations or liabilities and at its own expense, provide and maintain the following insurances with Insurers and in forms and amount acceptable to government:
Commercial General Liability Insurance in an amount not less than Two million dollars, ($2,000,000) inclusive per occurrence against bodily injury, including death, and property damages. The Owner is to be added as an insured under this policy. Such insurance shall include, but not be limited to:

- Products and Completed Operations Liability;
- Owners and Contractors Protective Liability;
- Blanket Written Contractual Liability;
- Contingent Employers Liability;
- Personal Injury Liability;
- Non-Owned Automobile Liability;
- Cross Liability;
- Broad Form Property Damage;
- Employees as Additional Insurers;

5. COURSE LEARNING OBJECTIVES

Course learning objectives should describe in detail the knowledge, skills or attitudes which learners will develop through participating in the training. Objectives should be written in plain language.

6. COURSE OUTLINE AND DESIGN

Provide a training outline of the course and the specific methodology used at each stage of the outline. This outline should include reference to individual activity descriptions, manuals and training materials, time frames and content. This information will be confidential and copyright will be strictly protected.

7. COURSE MATERIALS

Manuals and training should be clear, appropriate and comprehensive to serve as both a program manual and a reference guide. Please provide a sample of the course material that complements the outline and design described above. You may use screen shots or other illustrations as well sound or image files in your submission. This information will be confidential and copyright will be strictly protected.

8. CONFIDENTIALITY AND FREEDOM OF INFORMATION
(EFFECTIVE November 1, 2002)

8.1 By submitting your bid, you agree to disclosure of the information supplied subject to the provisions of the Freedom of Information and Protection of Privacy (FOIPP) Act.

8.2 Anything submitted in your bid that you consider to be personal information because of its proprietary nature should be marked as **"confidential"** and will be subject to appropriate consideration under the FOIPP Act.

8.3 During the delivery and installation of goods and/or services, you may have access to confidential or personal information. Should this occur, you must ensure that such information is not released to any third parties or unauthorized individuals.

8.4 Any information provided on this contract may be subject to release under the *Freedom of Information and Protection of Privacy Act*. You will be consulted prior to the release of any information.

9. LETTER OF QUALIFICATION

1. The employer shall receive, for each candidate, a wallet size training certificate and a letter stating when training was completed, by the School/Trainer.

10. CRITICAL CONSIDERATIONS

10.1 Demonstrated qualifications and credentials to deliver this specialized learning to employees from diverse operational applications.

10.2 Proof of knowledge, skills and experience in the application of adult education methods in conjunction with the recognition of different learning styles and learning delivery models.

10.3 References and identification of experience in training employees with large, operationally and functionally diverse organizations.

11. CHANGES TO PROPOSALS

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time stated on the PEI Tender Website. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless, requested by the Province for purposes of clarification.

11. LATE PROPOSALS

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Closing time and closing location for this RFP are available on the PEI Tender Website. Hard copies of late proposals will not be accepted and will be returned to the Proponent in the event of a dispute, the proposal receipt time as recorded by Government at the closing location shall prevail whether accurate or not.

12. ELIGIBILITY

12.1 Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with Government Contact Persons prior to submitting a proposal.

13. EVALUATION

13.1 Evaluation of proposals will be by employees of the Province's Department of Transportation & Infrastructure Renewal. All personnel will be bound by the same standards of confidentiality. The Province's intent is to enter into a Contract with the Proponent(s) who has the highest overall ranking for delivery of training services.

13.2 Evaluation of proposals will be by staff from the Department of Transportation & Infrastructure Renewal. RFP evaluators will be bound by the same standards of confidentiality.

14. SUB-CONTRACTING

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made, to this list in the Contract without the prior written consent of the Department of Transportation & Infrastructure Renewal's contact person.

15. TRAINING TYPE AND DETAIL

FORKLIFT

- Number of Hours Classroom _____
- Number of Hours Practical _____
- Course Outline _____
- Instructor/Student Ratio _____
- Sample of Training Certificate _____
- Sample Letter of Training Completion _____
- School License Number _____
- Insurance Coverage _____
- List of Instructors _____
- Forklift (year, make, model) _____
- Training Location(s) _____
- Fee Per Applicant _____
- Name/Location of Training Facility _____

Comments: _____
_____
_____

SCISSOR LIFT

- Number of Hours _____
- Course Outline _____
- Instructor/Student Ratio _____
- Sample Certificate _____
- Letter of Completion _____
- School License Number _____
- Insurance Coverage _____
- List of Instructors _____
- Forklift (year, make, model) _____
- Training Location(s) _____

- Fee Per Applicant _____
- Name/Location of Training Facility _____

Comments: _____
_____
_____

YARD CRANE

- Number of Hours _____
- Course Outline _____
- Instructor/Student Ratio _____
- Sample Certificate _____
- Letter of Completion _____
- School License Number _____
- Insurance Coverage _____
- List of Instructors _____
- Forklift (year, make, model) _____
- Training Location(s) _____
- Fee Per Applicant _____
- Name/Location of Training Facility _____

Comments: _____
_____
_____

16. CORRESPONDENCE

The School/Trainer may be contacted in writing or at the following addresses below:

NAME:_____

ADDRESS:_____

EMAIL: _____

PHONE:_____

CELL:_____

FAX:_____

TO BE COMPLETED BY SUCCESSFUL BIDDER(S)

OWNER

P.E.I. Department of Transportation and Infrastructure Renewal
Charlottetown Mechanical Branch, 64 Park St, Charlottetown, PE C1A 5G7

9. SCHOOL/TRAINER'S ACCEPTANCE

Accepted and executed on behalf of the School/Trainer this _____ day of_____, 20____, in the presence of _____.

_____ _____
Witness Signature

10. OWNER'S ACCEPTANCE

Accepted and executed on behalf of the Owner this _____ day of _____, 20_____, in the presence of _____.

_____ _____
Witness Signature