



## Request for Proposal – Fleet Vehicles

Issued Date: May 12<sup>th</sup>, 2025

Closing Date: June 13<sup>th</sup>, 2025 12:00 PM CST

## Purpose

The purpose of this Request for Proposal (RFP) is to go out into the market to obtain fleet pricing on the purchase of four vehicles.

## Organizational Background

Society for the Involvement of Good Neighbours (SIGN) is a not-for profit organization with a social service focus, with many of SIGN's programs being offered free to the public. The idea of the SIGN was first developed in 1968 by four members of the Yorkton Ministerial Association, Father Paul St. Pierre, Rev. Wm. Shank, Jack Jones and Rev. Roland Wood. SIGN was created to be sensitive to community needs and to be available to the community to help develop programs to meet the needs of individuals in the community. SIGN's first full time Executive Director was Elton Davidge. Through his work, a number of early projects were undertaken under the SIGN umbrella. Some of the early projects included:

- A Drop-In Centre for Outpatients of Mental Health;
- A radio talk show called SIGN Listens, in which local clergy answered questions and offered advice to callers;
- A pre-school program which served children requiring a specific school readiness program;
- A child day care centre, which later became the model used by the province in setting their provincial standards;
- A general counselling program, which in the early years operated under the auspices of the Saskatchewan Psychological Association;
- A program which provided volunteers for the delivery of meals in a Meals-on-Wheels Program
- A Senior's Drop-In Centre (one of the first in Saskatchewan); and
- A central information and referral service which maintained a directory of all non-profit and service groups in the community.

Many of these programs are still in existence and now operate independently of SIGN. Currently SIGN has the following support services and programs that is provided to those in the Yorkton community and surrounding areas at either FREE or minimal fee: Rapid Access Counselling for Adults; Rapid Access Counselling for Child, Youth and Caregivers; Next Steps; Senior Mobility; Housing Support; Positive Impact; Choose to Change; Vocational Employment; Independent Living; Life Without Barriers; Trustee Services; KidsFirst; Triple P Parenting Program; Family Preservation; Family Support; Kamsack Family Resource Centre; Yorkton Family Resource Centre; Early Learning Centre Daycare; Before and After School Programs (St. Paul's, Yorkdale, and M.C. Knoll); Life Skills; and Adolescent Group Home.

“Caring, safe and stable communities that recognize and provide for the needs of all” is SIGN’s Vision. It is SIGN’s mission to “provide leadership, programs and services that assist, support and empower people in our communities to be strong, caring, and successful”.

SIGN has three locations within Yorkton, including SIGN on Broadway, SIGN on North or Elton Davidge Building, and the Adolescent Group Home. SIGN also operates out of Kamsack, Melville, and Esterhazy through rented facilities, and programs travel across Saskatchewan to provide services.

## Financial Background

SIGN’s fiscal year-end is March 31<sup>st</sup> of each year. The 2026 fiscal year operating budget amounts to just over \$7.1 million, with revenues being derived from the Government of Saskatchewan (Ministry of Social Services, Ministry of Justice, and Ministry of Education), the Federal Government, the Saskatchewan Health Authority, SGI, Saskatchewan Abilities, City of Yorkton, Family Services Saskatchewan, donations, fundraisers, and various other grants and user fees.

## Contact Information

All inquiries related to this RFP should be directed to the following individual:

Lynsey Swanson, CPA, CA  
Chief Financial Officer  
SIGN  
83 North Street  
Yorkton, SK S3N 0G9

Phone: (306) 783-9409  
E-mail: [l.swanson@signyorkton.ca](mailto:l.swanson@signyorkton.ca)

Please note that information obtained from any other person other than the contact individual above, may not be relied upon. All inquiries should be made by **June 6<sup>th</sup>, 2025 at 3:30 PM CST**. Inquiries and responses will be recorded and may be provided to all known Proponents and/or be posted to SIGN’s website.

If there are any omissions of information or discrepancies noted within this RFP document please immediately notify the representative above.

## Requirements

The proposal should include, but is not limited to, the following information:

- Proposal Summary Form (Schedule A)
- Company Background
- Group Package for Hybrid Vehicles including Pricing

- Group Package for Non-Hybrid Vehicles including Pricing
- Safety Features
- Warranty Products available
- Trade-In Offers

#### *Proposal Summary Form (Schedule A)*

Please complete the attached proposal summary form (Schedule A) and attach it to the front of your proposal, including disclosures regarding any potential conflicts of interest or related party transactions that may result if selected.

#### *Company Background*

Proponents are asked to provide background information of how long their company has been in operations and whether the organization has a service component for warranty and repair work. What is your company's largest strengths and why do others choose you to provide this service/product?

#### *Group Package*

Vehicles are being purchased for four different departments of the organization. One SUV will be used for the Adolescent Group Home to transfer youth to and from school, appointments, and recreational activities. One SUV will be used by the Family Preservation Program for staff members to transport to client locations and to be used to transport clients/families. One SUV will be used by SIGN as a shared vehicle to be signed out by any of the programs SIGN operates based on need. The one truck will be used by the Vocational Employment and Independent Living program, which will haul mowers and other equipment for clients to use for yard work jobs.

**SIGN is looking to purchase four vehicles in total including the following:**

- **3 – SUVs**
- **1 – Half-ton Truck**

Two different packages should be provided by each proponent: one package for all four being hybrid vehicles, and one package for all four being non-hybrid vehicles. All applicable taxes and fees should be included in the total package price.

Specification requirements for the SUVs include:

- Automatic transmission
- All vehicles to be in one colour, white is preferred
- Vehicles are to at least hold 7 passengers
- All-Wheel Drive preferred
- Base model package preferred
- Heat and A/C required
- Block heater included



- Cruise control required
- Rear child safety locks required

Specification requirements for the half-ton Truck include:

- Automatic transmission
- All vehicles to be in one colour, white is preferred
- All-Wheel Drive preferred
- Base model package preferred
- Heat and A/C required
- Block heater included
- Cruise control required
- Truck topper required, truck to be used to haul mowers and small yard equipment
- Running board required

If a feature is not listed above, there is no preference by SIGN on that specification; therefore, the proponent is to recommend the option they see would meet SIGN's needs best. Please note that vehicles will not be used to tow. If the proponent does not sell half-ton trucks, please exclude this vehicle from your package offering.

SIGN will be paying for all vehicles in Cash. No purchase financing will be required. SIGN is not interested in leasing vehicles.

### *Safety Features*

Safety of our staff and clients is SIGN's number one priority. Proponents are asked to include information on all vehicles proposed in the package regarding safety equipment, ratings, and regulations.

### *Warranty Products available*

SIGN may be interested in purchasing additional warranty on the vehicles in the package. Please clearly indicate the different warranty levels and costs (inclusive of all taxes and fees). Please also indicate which warranty product is recommended for each vehicle in the package.

### *Trade-In Offers*

SIGN has four vehicles that can be used as trade-ins with the purchase and include the following:

- 2006 Dodge Grand Caravan SE with mileage at March 31, 2025 at 311,204
- 2018 Ford Escape S 2WD (currently not operational, with blown transmission) with mileage at March 31, 2025 at 203,987
- 2014 Toyota Sienna V6 with mileage at March 31, 2025 at 305,090
- 2007 Dodge Caravan 2WD (passenger side sliding door non operational) with mileage at March 31, 2025 at 162,391

Pictures of the vehicles are included in Appendix A. Further details can be provided by the contact individual if required, or arrangements can be made to view the vehicles to be traded-in.

The board reserves the right to accept or reject any or all of the trade-in offers from one proponent, and/or negotiate with the successful proponent on trade-in offers.

## Addenda

If it is determined that an amendment is required for this RFP, a written addendum will be made available on SIGN's website at [www.signyorkton.ca](http://www.signyorkton.ca). It is the responsibility of the proponent to check SIGN's website for addenda information.

## Submission Information

Proponents have the option of submitting a paper or electronic format of their proposal. If the proposal is submitted electronically the proponent will receive a confirmation of receipt email indicating that the proposal has been received. Proposals should be submitted to SIGN on or before **12:00 noon CST on June 13<sup>th</sup>, 2025** to the following address:

SIGN

**Proposal for Fleet Vehicles**

Lynsey Swanson, CPA, CA  
83 North Street  
Yorkton, SK S3N 0G9

OR

Email: [l.swanson@signyorkton.ca](mailto:l.swanson@signyorkton.ca)

**Subject: Proposal for Fleet Vehicles**

Email submissions will be accepted; however, the date and time electronically recorded based on receipt on SIGN's inbox will be used in determining if the submission is late. SIGN does not take any responsibility for late submissions due to electronic or delivery complications. Late submissions may or may not be accepted, based on a decision by the board.

The proposal should be completed and signed with an authorized signature of the Proponent or designated official.

## Schedule

The following is the proposed schedule for notification of potential acceptance of proposal:

Event	Timeline
RFP Posted	May 12 <sup>th</sup> , 2025
Last Day for Inquiries	June 6 <sup>th</sup> , 2025 at 3:30 PM CST
Proposal Submissions	June 13 <sup>th</sup> , 2025 at 12:00 PM CST
Opening of Proposals	June 13 <sup>th</sup> , 2025 at 1:00 PM CST

Recommendations Made to Board	June 25 <sup>th</sup> , 2025
Notification to Successful Proponent	June 26 <sup>th</sup> , 2025

SIGN reserves the right to adjust the schedule displayed above. Any changes to the schedule will be noted through an addendum and posted to SIGN's website at [www.signyorkton.ca](http://www.signyorkton.ca).

## Evaluation Criteria

The following evaluation criteria will be used when evaluating proposals; however, the board reserves the right to select the proposal that they see best fit the needs of the organization:

**a. Quality and Completeness of Proposal – 10%**

Evaluation will be made on the Proponents ability to meet the requirements as set out in the "Requirements" section of this RFP and to offer solutions to all requested information. Schedule A, Proposal Summary form is completed and signed by an authorized representative. The proposal is easy to understand and is clear on what is offered at what costs.

**b. Experience, Reputation and Resources – 5%**

Proponents should include information on the dealership, staff experience, and ability to complete service or warranty work on the vehicles proposed in the package.

**c. Safety – 20%**

A summary of safety features should be included in the proposal, clearly outlining safety equipment used and regulations met.

**d. Financial – 60%**

The proposal clearly indicates a package of four hybrid vehicles, and one package of four non-hybrid vehicles. All taxes and fees should be included and clearly indicated. Warranty packages should be identified and prices listed.

**e. Timeliness – 5%**

Proposal will be evaluated on whether it has been submitted on time at the deadline indicated throughout this RFP.

The evaluation of the proposals may not be limited to the criteria referred to above. Other criteria may be identified during the evaluation process and used to appraise the proposals. All criteria considered will be applied to each Proponent on an equitable basis. This evaluation is for internal use and for presentation to the board only.

If there are any obvious discrepancies identified within the proposals, SIGN will make obvious corrections, but only to the extent that the corrections are blatantly apparent within the submission.

SIGN may, at its discretion, request clarifications or additional information from a Proponent in respect to their submission. SIGN may consider such clarifications or additional information in evaluating a proposal.

## Confidentiality

SIGN will endeavour to keep all proposals confidential. Material will only be viewed by the evaluation team and board members. Information contained in the proposal will not be released to the public.

## Additional Information

SIGN reserves the right to reject any or all submissions, as well as, accept, accept parts of a proposal, and/or negotiate with the successful Proponent. SIGN will reject any proposal which is either:

- Incomplete, obscure, or unrealistic; or
- Has not been signed by an authorized representative;

This RFP is not a tender and does not commit SIGN in any way to select a proposal or to proceed with negotiations for a Contract. By submitting a proposal, Proponents agree that no contract of any kind is formed under, or arises from this RFP prior to the signing of a formal written Contract or equipment purchase.

Proponents are solely responsible for their own expenses for preparing and submitting a proposal. SIGN will not be liable to any Proponent for any claims for costs, damages, loss of anticipated profits, or for any other matter whatsoever incurred by the Proponent in preparing and submitting a proposal, participating in negotiations for Contract, or other activity related to or arising from this RFP.

A Proponent shall disclose in the proposal whether there are any or potential conflicts of interest and/or existing business relationships with SIGN, its elected or appointed board or employees.

Proposals must be firm for at least 30 days after the submission deadline date of June 13, 2025, or disclosure should be made on what charges may fluctuate before signing of a contract.

All fees and rates should be expressed in Canadian dollars.

While SIGN has used considerable efforts to ensure an accurate representation of the information contained within this RFP, the information is supplied as a guideline only. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.

## Schedule A - Proposal Summary Form

(Return all of Schedule A with the Proposal Package Submission)

### Contact Information

Legal Name of the Proponent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Individual Name: \_\_\_\_\_

Authorized Individual Position: \_\_\_\_\_

Authorized Individual E-mail Address: \_\_\_\_\_

Total Hybrid Vehicle Package: \_\_\_\_\_

Fuel Economy (City/Hwy/Combined): \_\_\_\_\_

Total Non-Hybrid Vehicle Package \_\_\_\_\_

Fuel Economy (City/Hwy/Combined): \_\_\_\_\_

Warranty packages (or page number of where this information can be found): \_\_\_\_\_

I hereby certify that there are no known or potential conflicts of interest or existing business relationships between SIGN's appointed board or employees and the Proponent's organization.

\_\_\_\_\_

Authorized Representative Signature

Date

If conflicts exist, please list those here:

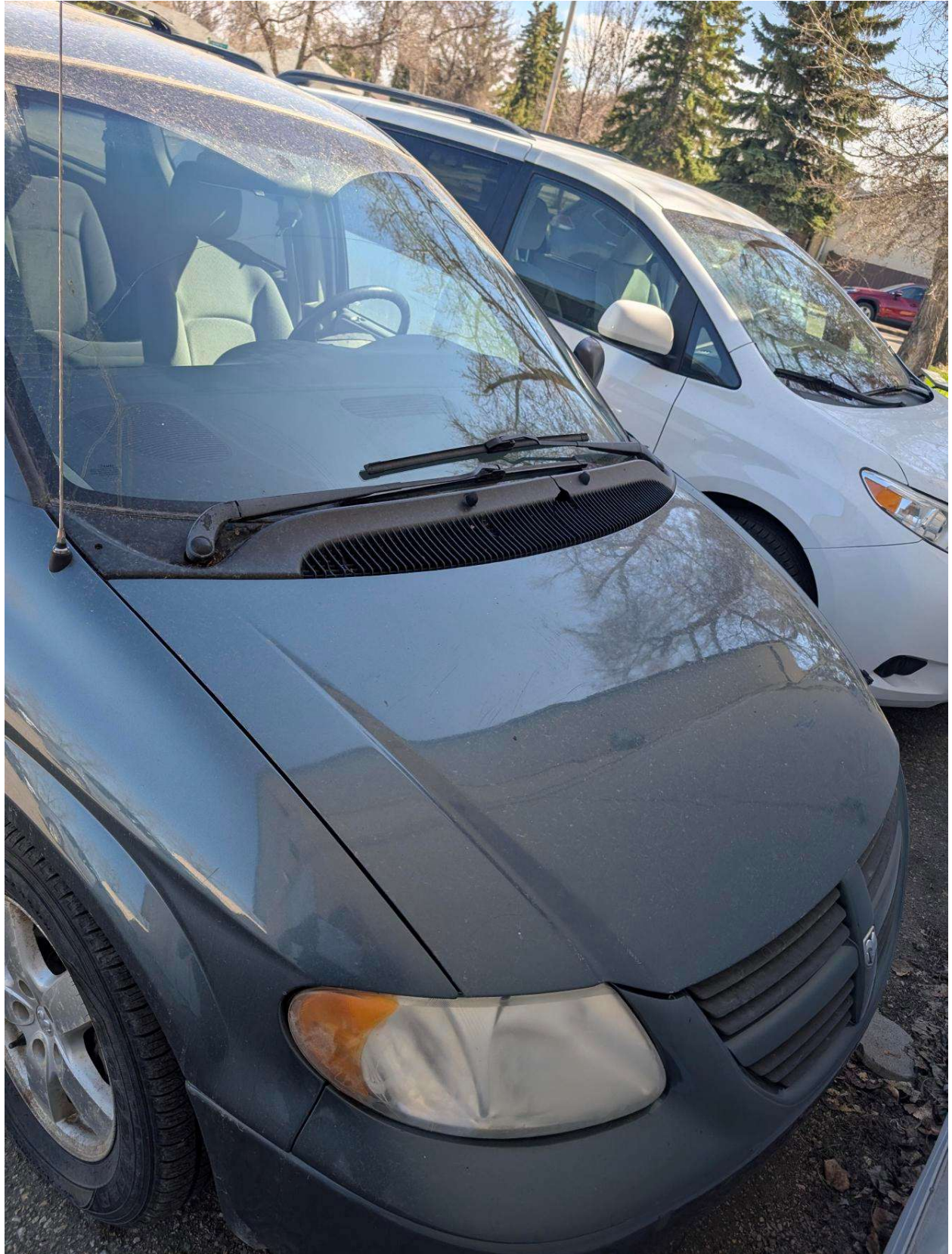
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## Appendix A – Photos of Vehicles for Trade-In Purposes

*2006 Dodge Grand Caravan*











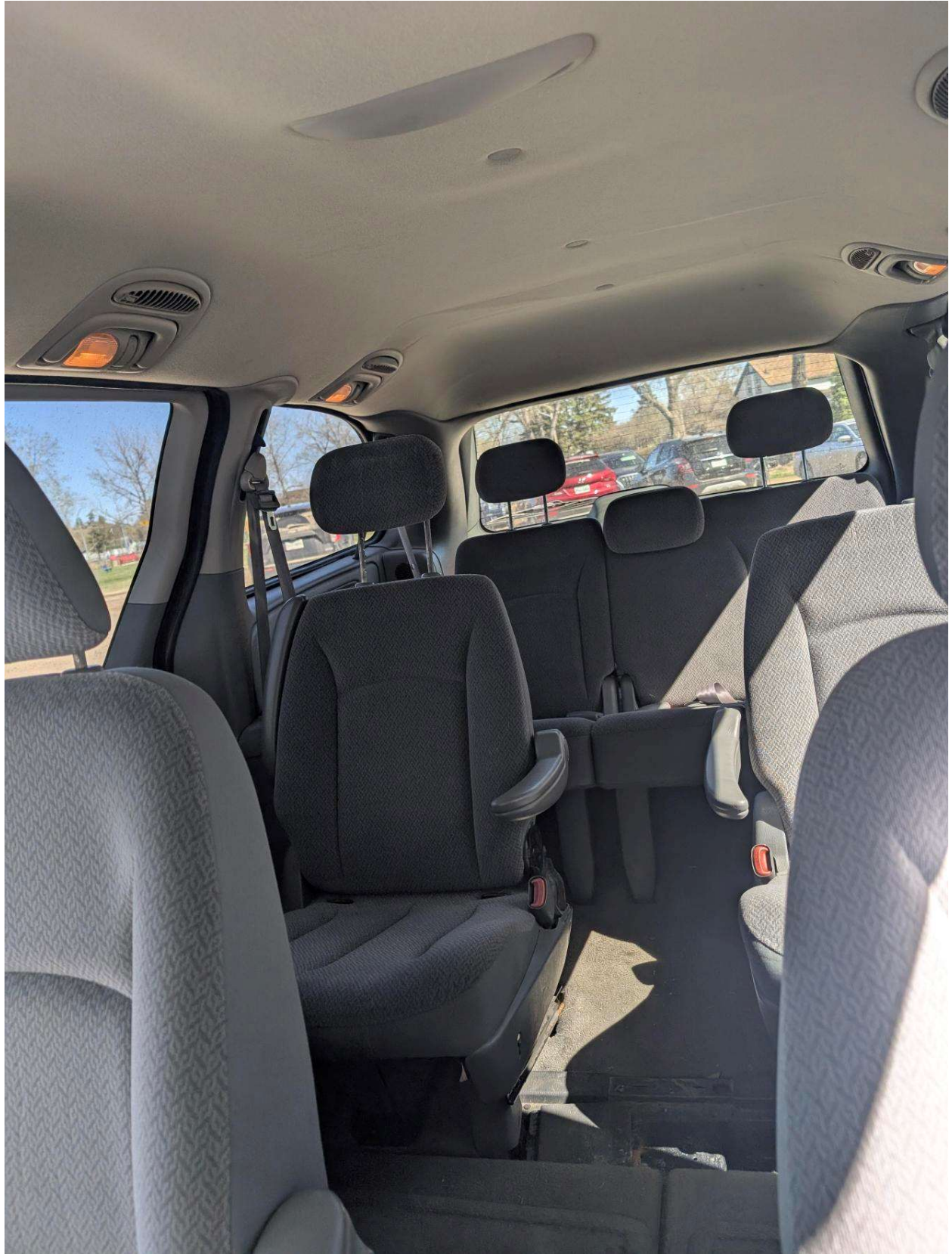














2018 Ford Escape





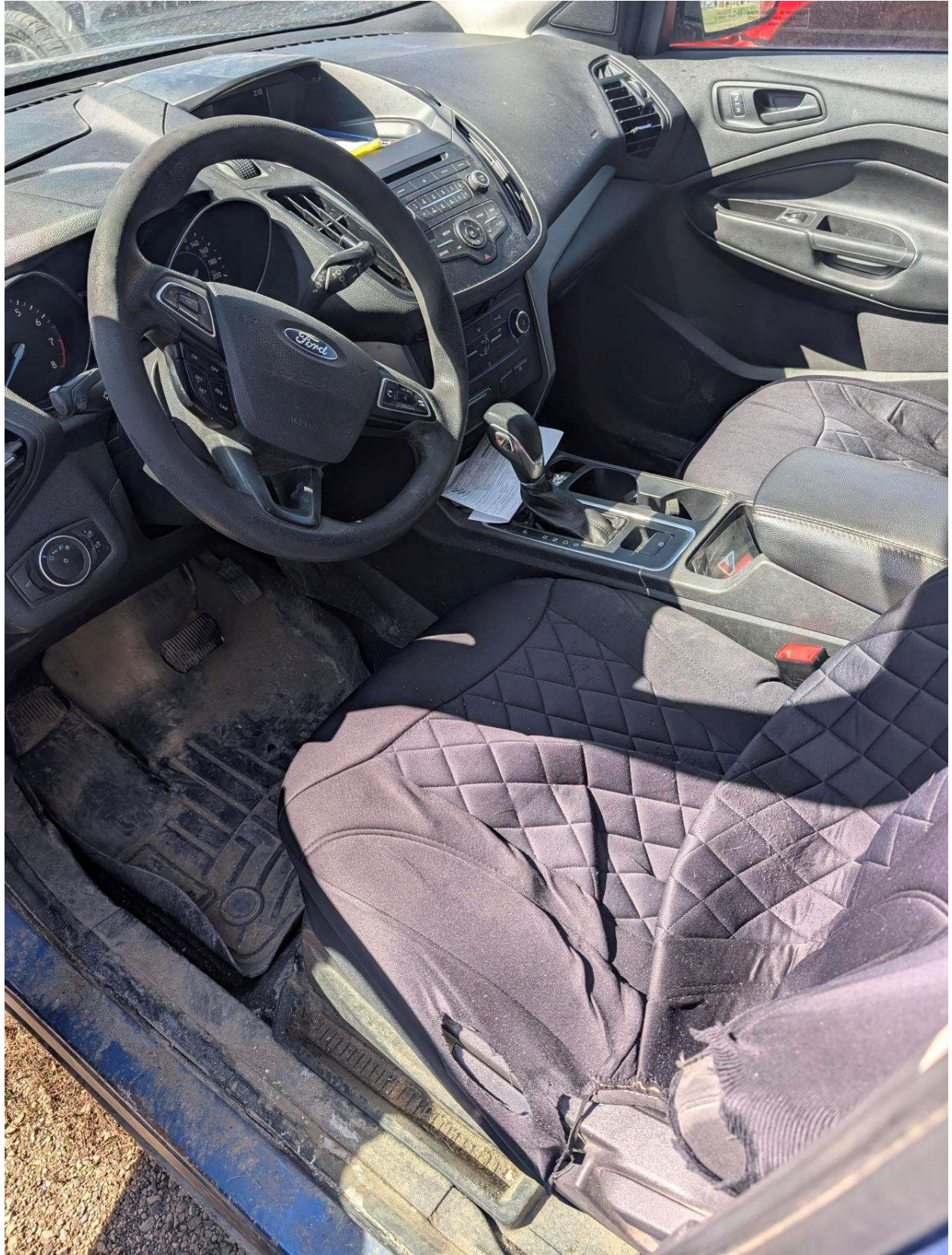




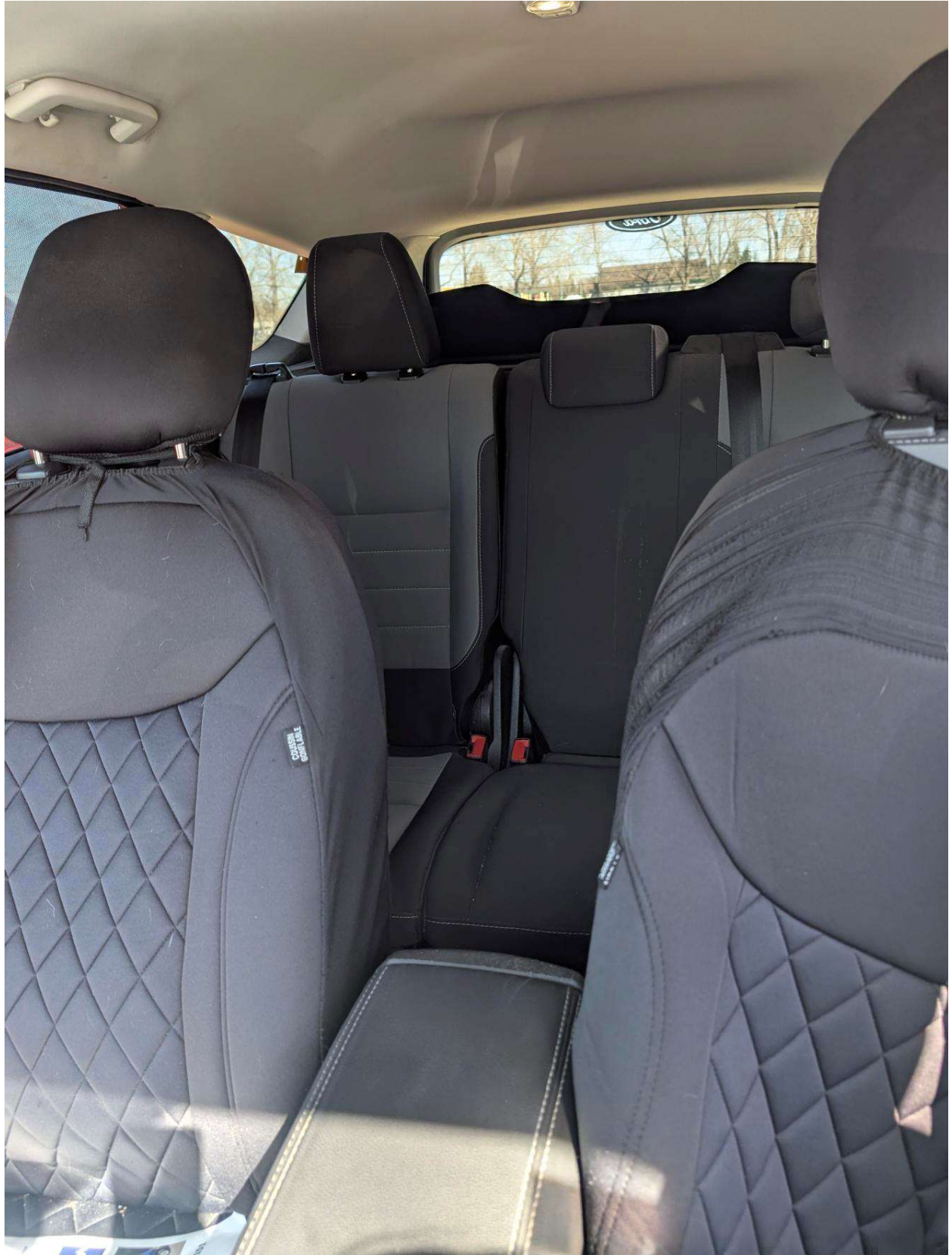












*2007 Dodge Caravan*











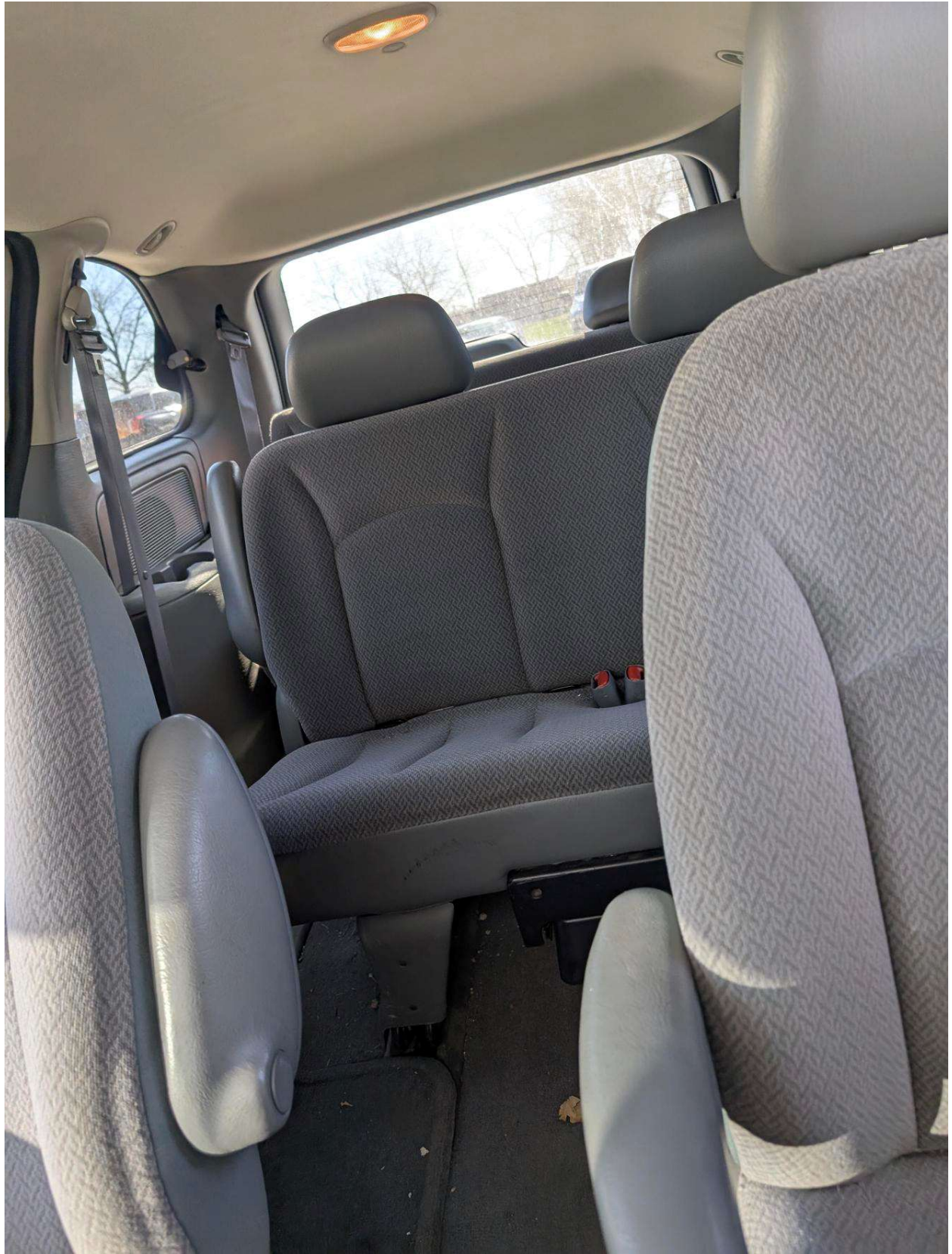














*2014 Toyota Sienna*





