



Contract 2711Q

Supply and Delivery of Two (2) BACKHOE LOADERS

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

1. Two copies of quotations, sealed and plainly marked on the envelope:

CONTRACT 2711Q - SUPPLY AND DELIVERY OF TWO (2) BACKHOE LOADERS

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing and Insurance Department, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Monday, August 29, 2005

2. Quotations received in the office of the Purchasing and Insurance Department after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document and completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. The City of Richmond estimates that this contract will be awarded within 4 - 6 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
7. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
8. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
9. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.

10. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Young
Buyer
Purchasing Department
City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

Technical

Mike Lederer
Trades Foreman II, Fleet Services
City of Richmond

Telephone: 604-244-1255

E-mail: mlederer@richmond.ca

11. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Department prior to time set as closing time for receiving Quotations.
12. Quotations shall be open for acceptance for 90 days following the submission closing date.
13. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
14. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
15. **Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. For Requests for Quotations posted on the City of Richmond Web Site/BC Bid, all addenda will posted on these sites. For Invitational Requests for Quotations, all Bidders receiving copies of the documents will faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential bidders to check the City of Richmond Web Site and BC Bid to ensure that all available information has been received prior to submitting a bid.**

Quotation Form

Purchasing and Insurance Department
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract and Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
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	Backhoe Loader	2		
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Subtotal \$ _____

Provincial Sales Tax \$ _____

Goods and Services Tax \$ _____

TOTAL QUOTED AMOUNT \$ _____
(carried forward to Quotation Form)

Payment Terms _____

Initials of Signing Officer

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

	DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
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Owner:

Located at:

Contract for:

Owner:

Located at:

Contract for:

Owner:

Located at:

Contract for:

Owner:

Located at:

Contract for:

(If additional space is required, attach additional)

Specifications

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>A. GENERAL SPECIFICATIONS</u></p> <p><u>TYPE</u> Conventional backhoe loader primarily used for municipal maintenance and Capital Project work. Minimum machine operating requirements shall consist of an operating weight of approximately 21,000 lbs., 94 SAE Net horsepower range, backhoe bucket capacity of 11 cu.ft. and front-end loader bucket of 1.30 cubic yard capacity, extendible boom, all wheel drive (AWD) and a multi-purpose 1.30 yard bucket or equivalent.</p> <p>STATE - Make and model of machine proposed. - Options/Alternatives</p> <p>1.Wheelbase The units wheel base to be within 83". STATE - Vehicle wheelbase.</p> <p>2.Base Curb Weight STATE - Front axle static load rating shall be minimum 27,000 lb. - Rear axle static load rating shall be minimum 61,000 lb. - Overall vehicle operating weight as configured above in general descriptions. - Options/Alternatives</p> <p>3.Vehicle Dimensions STATE - Length. - Height. - Width with stabilizers spread (not to exceed 12 ft. 1 in.). - Overall length of vehicle including boom in "road" or transport mode. - Options/Alternatives</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB (OPERATOR STATION) AND CHASSIS</u></p> <p>1. Conventional Backhoe Loader All Weather Deluxe Cab and Chassis arrangement in compliance with W.C.B. regulations and the B.C. Motor Vehicle Act. Refer to Section J., Miscellaneous, Item 1. Must be factory designed and installed. STATE - Type of cab. - Options/Alternatives</p> <p>2. Cab To include headliner, sun visors, floormat (moulded), and ROPS/FOPS design conforming to current WCB regulations. Indicate type of cab mount - rigid or cushion - cushion is preferred. STATE:</p> <p>3. Door Access The Cab must be equipped with both left and right doors with windows that open separately from the doors. STATE:</p> <p>4. Windshield Straight cut flat laminated safety glass and tint required at front (as opposed to curved or formed). All glass shall be of safety type (i.e. tempered). Rear window shall slide up and store inside the cab in a locked position. Side windows shall open sufficiently for air circulation. Components must be water leak-proof. STATE - Type of glass. - Configuration of windows. - Options/Alternatives</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB (OPERATOR STATION) AND CHASSIS</u> (Cont'd)</p> <p>5. Seats Air Suspension heavy-duty type operator's seat complete with 9-way control, height, weight and length with Auto-Up feature. Seat is to be constructed of easy care, easy clean material and to "breath". Must include flip-up arms and retractable seat belt meeting current WCB requirements, (i.e. 3 in. width of belt). A contoured seat backrest with positive lumbar support and adjustment. Backrest angle must be adjustable to 110 degrees, ideally adjustment offered should have a range of 90 to 115 degrees. Back rest must have a width of 46 cm. (18 in.) with a minimum height of 65 to 90 cm. (26 to 35 1/2 in.) must be included.</p> <p>STATE</p> <ul style="list-style-type: none"> - Description of seat. - State if optional seats available and price. - Auto- up feature. - Options/Alternatives <p>6. Instrumentation Full instrumentation for all vital functions including tachometer, fuel level, voltmeter, audio/visual warnings for oil pressure, coolant temperature, torque converter temperature, service indicators for fuel water separator, engine air cleaner, and hydraulic filters.</p> <p>STATE</p> <ul style="list-style-type: none"> - Type of audio and/or visual warning indicators. - Instrumentation. - Options/Alternatives 	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB (OPERATOR STATION) AND CHASSIS</u> (Cont'd)</p> <p>7. Mirrors Factory mirrors are required consisting of convex and standard mirror together mounted on both sides of the machine. STATE: - Type/Style and location of mirrors. - If factory mirrors are heated? - Options/Alternatives.</p> <p>8. Intermittent Windshield Wipers Full intermittent windshield wiper controls including washer reservoir front and rear. Wipers for front and rear of cab. STATE</p> <p>9. Horns Dual electric horns with back-up alarm capable of 105 dba. Horn control is to be mounted as well on rear controls. STATE:</p> <p>10. Vandal Protection Unit shall have locking provision for engine access doors and other ports of entry. STATE</p> <p>11. Operator Safety To be fitted with handholds (grab handles) and slip resistant steps. Please state cab safety features the proposed unit is equipped with. Operator access, egress and operator back protection features shall be evaluated.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB (OPERATOR STATION) AND CHASSIS</u> (Cont'd.)</p> <p>12. Operator Safety (Cont'd) Each unit shall be evaluated according to those features incorporated in the design intended to mitigating potential operator injury. STATE - Safety features. - Options/Alternatives</p> <p>13. Heater Defroster Cab must include factory-installed heater/defroster, pressurise. Unit shall have multiple blower speed controls. STATE - Air system capacities must have sufficient capability to maintain all glass clear under all conditions encountered. - BTU's - Options/Alternatives</p> <p>14. Auxiliary Socket An auxiliary electric socket shall be provided for connection for electrical appliances such as cellular phone etc. STATE</p> <p>15. Noise Levels Interior noise level not to exceed 75 dba and to meet the new minimum WCB standards. Exterior noise not to exceed 81 dba. Measurement method for exterior testing to be as per S.A.E. standard, J336 and J88 respectively. Exterior noise reading to be taken at range of 25 ft. circumference and at machine normal (i.e., 3/4 throttle) operating range. STATE - Interior noise level. - Exterior noise level.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB (OPERATOR STATION) AND CHASSIS</u> (Cont'd.)</p> <p>16. Operator Visibility Machine selection criteria will include overall operator visibility and operating convenience. STATE - Special features.</p> <p>17. Steering Wheel Tilt and adjustable type steering wheel. STATE - Type. - Options/Alternatives</p> <p>18. Amber Beacon To have a roof mounted amber beacon, grote part #7683 or equivalent. STATE - Type. - Options/Alternatives</p> <p>19. Ride Control To provide a RIDE CONTROL system to assist in a smoother ride in all applications, reduction in machine loping while roading and to improve material retention during load and carrying operations while increasing operator comfort. STATE - Type - Options/Alternatives</p> <p>C. ENGINE</p> <p>1. Engine Diesel type internal combustion engine, direct injection complete with replaceable, flanged press fit cast iron liners. STATE - Make, model of engine. - EPA Certification. - Displacement. - Options/Alternatives</p>	

2. Engine Power

Minimum requirement is for 94 SAE net horsepower.

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- Maximum horsepower and RPM range
- Options/Alternatives

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>C. ENGINE</u> (Cont'd)</p> <p>3. Turbocharger Please state if unit is turbocharged to achieve minimum 94 SAE Horsepower as stated above. STATE</p> <p>4. Torque To be at least 250 ft. lb. STATE</p> <ul style="list-style-type: none"> - Torque and RPM. - Options/Alternatives <p>5. Fuel System A bio-diesel of a 5% blend (B5) will be used in this vehicle STATE</p> <ul style="list-style-type: none"> - Design (type) of fuel pump and injectors. - Electronic or mechanical governor. - Fuel consumption. - Options/Alternatives - Please discuss the manufacturer's written recommendation regarding minimum and maximum allowable levels of Bio-Diesel blend (in %) and how if at all the warranties would be effected for the complete power train. <p>6. Cooling System Include heavy duty cooling system and with extended life anti-freeze to -30°C. STATE</p> <p>7. Water Pump Coolant circulation shall be provided by means of a gear driven pump. STATE</p> <p>8. Air Cleaner Indicate type of air filtration, location and if service condition indicator provided. STATE</p> <ul style="list-style-type: none"> - type 	

- | | |
|---|--|
| <ul style="list-style-type: none">- location- indicator- options/alternatives | |
|---|--|

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>C. ENGINE</u> (Cont'd)</p> <p>9. Fuel Tanks Fuel tanks to have minimum capacity of 34 gal./155 litres capacity. Racor fuel/water separator complete with fuel heater and self-prime pump or equivalent mounted as per manufacturer's recommendation and in location agreed to by Fleet Operations staff. STATE - Capacity of fuel tank and location. - Type of fuel/water separator. - Options/Alternatives.</p> <p>10. Power to Weight Ratio List the power to weight ratio - base curb operating weight divided by the SAE Net Horsepower. STATE</p> <p>11. Maintenance For environmental reasons, it shall be required to have an extended internal oil change capability at least reaching a minimum of 500 hours. STATE - Change interval frequency.</p> <p>D. DRIVE TRAIN</p> <p>1. Transmission Transmission shall be a fully synchronised 4-speed power shuttle type coupled to hydraulically shifted forward/reverse shuttle clutches.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>C. <u>DRIVE TRAIN</u> (Cont'd)</p> <p>1. Transmission (Cont'd) Unit must be capable of direction change and travel speed on the go. STATE - Type of transmission. - Ranges and ground speeds. - Automatic Shift Transmission Option and additional cost. - Kick –down switch option and additional cost. - Options/Alternatives</p> <p>2. Transmission Disconnect The gear shifter and loader control will have a disconnect devise allowing for full engine power to loader. STATE:</p> <p>3. Brakes Preference is for hydraulic service brakes self-adjusting type completely enclosed and sealed. STATE - Type and design. - Options/Alternatives</p> <p>4. Parking Brake Parking/secondary brakes shall be independent of the service brake and must be mechanically applied and adjusted from the cab. STATE - type - automatic engagement when engine stopped. - Options/alternatives</p> <p>5. Cooling STATE - If cooling provided for transmission and type.</p> <p>6. Oil Reservoirs The transmission differential and hydraulics shall be separate oil reservoirs to differentiate contamination and component failures.</p>	

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Contract 2711Q

Supply and Delivery of Two (2) Backhoe Loaders

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CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>D. <u>DRIVE TRAIN</u> (Cont'd)</p> <p>7. All Wheel Drive Requirement is for operator controlled 4-wheel drive (front wheel drive). System shall have the ability for "on-the-go" engagement while under load. Brake Mode selection is required that will provide improved braking performance. STATE - Type of drive mechanism (mechanical/hydraulic). - Type of drive system control. - On-the-go engagement. - Brake Mode System. - Options/Alternatives</p> <p>8. Front Axle The front axle (AWD) shall have a minimum static load rating of 27,000 lb. with sealed for life kingpins. STATE - Static load rating. - King pin type and lubrication. - Options/Alternatives</p> <p>9. Power Steering STATE - Type. - Steering cylinders must be double acting. - Options/Alternatives</p> <p>E. ELECTRICAL</p> <p>1. Alternator Minimum output capacity rating of 95 amps. STATE - Make, model and rating. - Alternator output at 1,200 engine RPM.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>E. ELECTRICAL</u> (Cont'd)</p> <p>2. Battery Dual maintenance free batteries, minimum of 1400 CCA. STATE - Type and specifications. - Options/Alternatives</p> <p>3. Wiring Circuitry Preference given to automatic reset type circuit breakers, highest quality electrical components and design. STATE - Type of circuit breakers. - Options/Alternatives</p> <p>4. Vehicle Lights Halogen driving and working lights having 35,000-candle power each and having 4 located to front and 4 to rear. Fitted with 2-rear stop and tail lamps. Amber flasher must be mounted completed with brush guard. Flasher unit to be a Grote Part #76803 or equal. STATE</p> <p><u>F. HYDRAULICS</u></p> <p>1. Pump Pump shall be variable displacement, load sensing, torque limiter and axial piston type. STATE - Type of pump and capacity at RPM. - Type of torque limiter. - Options/Alternatives</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>F. <u>HYDRAULICS</u> (Cont'd)</p> <p>2. Hydraulic System STATE</p> <ul style="list-style-type: none">- Requirements for a closed centre type hydraulic system.- Type of load sensing used.- System operating pressure.- Relief values provided within system for main and boom lift and bucket take out cylinders.- Options/Alternatives <p>3. Hydraulic Tank The hydraulic tank should be located to rear of engine compartment to avoid maintenance problems.</p> <ul style="list-style-type: none">- Location of hydraulic reservoir.- Independent oil cooler required.- Capacity of hydraulic oil reservoir.- Drain plug- Options/Alternatives <p>4. Filter Hydraulic system shall have a replaceable, easily accessible filter.</p> <p>STATE</p> <ul style="list-style-type: none">- Type.- Location.- Micron.- Options/Alternatives <p>5. Hydraulic Hose The hydraulic system shall include high-pressure hose, 4 spiral overlapping wire, as oil pressure lines and routing shall ensure protection from chaffing while operating.</p> <p>STATE</p> <ul style="list-style-type: none">- Type of hose.- Routing location.- Options/Alternatives	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>F. HYDRAULICS</u> (Cont'd)</p> <p>6. Additional Hydraulic Circuit Requirement is for hydraulic circuit plumbed along stick to working attachments. Additional circuit plumbing should be made of hi-pressure hose suitably protected against damage or "chaffing" while operating. STATE - If as above. - Check with City of Richmond to ensure hydraulic circuit meets pressure and flow requirements by contacting Mike Lederer at 244-1255 or 516-9494.</p> <p>7. Operator Controls Pilot operated controls are preferred, with "joystick" style, pilot operated stabilizer controls, pilot control pods and pattern changer valve. STATE - type of control system. - if "joystick" style controls. - pattern changer valve is available - options/alternatives</p> <p><u>G. LOADER</u></p> <p>1. Bucket Multipurpose 4-N-1 type bucket with bolt-on cutting edge and a minimum capacity of 1.30 cubic yards. STATE - Dimensions and type.</p> <p>2. Loader Specifications STATE - Lift capacity to full height. - Hinge pin height. - Dump angle maximum. - Dump height at 45° - Reach at 45° angle. - Loader breakout force. - Bucket rise to full height shall be no more than 4.9 seconds.</p>	

- Options/Alternatives	
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CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>H. BACKHOE</u></p> <p>1. Bucket and Quick Coupler Requirement is for <u>extendable</u> stick c/w 24" digging buckets with teeth and quick coupler. Unit shall in addition include a 42" clean-up bucket. Coupler to be compatible with existing City owned attachments. STATE</p> <p>2. Backhoe Specifications The backhoe must be configured with an "excavator style" curved boom and an extendable stick. STATE</p> <ul style="list-style-type: none">- Retracted digging depth.- Extended digging depth.- Loading height.- Loading reach.- Reach from centre of rear axle.- Digging force - bucket cylinder.- Digging force - crowd cylinder.- Boom lift capacity @ 8'.- Stick lift capacity @ 8'.- Stabilizer spread in operating position.- Extend-a-hoe feature must be conveniently field serviced. State type of maintenance required.- Boom design shall be held to a minimum width, for operator visibility of a 10 inch maximum.- Options/Alternatives <p>3. Stabilizer Cylinder Stabilizer cylinders must not extend past the width of the tires. STATE</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>I. TIRES AND WHEELS</u></p> <p>Preference is for Bridgestone or Michelin. High floatation type with excellent "roading" characteristics.</p> <p>STATE</p> <ul style="list-style-type: none">- Front tire size and type.- Rear tire size and type.- Options/Alternatives <p><u>J. MISCELLANEOUS</u></p> <p>1. Compliance Vehicle must comply with government regulations and requirements.</p> <ul style="list-style-type: none">- Federal Government Motor Vehicle Safety Act.- B.C. Motor Vehicle Act and Regulations.- Workers Compensation Board Regulations. <p>2. Operator Manuals/CD The following at time of vehicle delivery will be provided:</p> <ul style="list-style-type: none">- 2 operator manuals.- 1 full set repair manuals.- 1 full set parts manuals. <p>3. Demo Is demo model available for use or viewing?</p> <p>STATE</p> <ul style="list-style-type: none">- Demo conditions.- Options/Alternatives <p>4. Warranty Minimum requirement is for a 5-year or 7500 SMU warranty to whole machine. A bio-diesel of a 5% blend (B5) will be used in this vehicle. Please discuss the manufacturer's written recommendation regarding minimum and maximum allowable levels of Bio-Diesel blend (in %) and how if at all the warranties would be effected for the complete power train.</p> <p>State details concerning the applicable warranty to vehicle and components if otherwise. State other extended warranty</p>	

options, terms and costs, if any. If unit is down longer than 24 hours due to warranty issues the successful bidder must provide a machine of equal or greater value. All costs associated, including cartAge, is the sole responsibility of the successful bidder.

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J. MISCELLANEOUS (Cont'd)

5. Preventative Maintenance

The following shall be provided by the successful bidder at time of vehicle delivery to the Richmond City Works Yard:

- A complete check-off style preventative maintenance schedule as recommended by the manufacturer to ensure satisfactory service life.
- A listing of special service tool requirements.
- Recommended diagnostic tooling.
- A full list of general maintenance parts (i.e., filters, drive belts, etc.) recommended for on hand stock.

6. Delivery

State the number of days from the date of order to the date of delivery F.O.B. the City of Richmond Works Yard.

7. Alternatives

Please list any options or alternatives recommended by the supplier in addition to those specified or in place of.

STATE

- Alternatives and description.
- Additional pricing for alternative and/or reduction in price.
- Alternatives "in place" of item show in spec and describe in detail.

8. Trade-In

No trade

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>J. MISCELLANEOUS</u> (Cont'd)</p> <p>9. Parts The City of Richmond requires parts delivery by air/within 24 hours within Canada and 48 hours outside of Canada. All costs associated to "air" delivery are the responsibility of the supplier. STATE - parts delivery service by air - associated costs - options/alternatives</p> <p><u>K. OPTIONS (for this section, please attach additional information as required.)</u></p> <p>Given current, longstanding operating procedures and practices, this machine will incur approximately 1000 SMU annually. Application within the City of Richmond must be characterized as very moderate relative to many other municipal and government locations. These units are essential however to maintenance of works productivity and "uptime" and the unit's reliability is foremost. Therefore, with these points in mind, your proposals to the following optional features to the contract are appreciated.</p> <p>1. Please list any "availability" guarantees. For example, if machine is down due to mechanical failure do you provide a back-up unit of equal or greater size? STATE (attach additional information) - What <u>availability guarantees</u> you propose. - What costs associated with this "performance" guarantee.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>K.</u> <u>OPTIONS</u> (Cont'd)</p> <p>2. Can you provide <u>parts and services guarantees</u> complete with minimum standards quantifying the delivery of parts and services? STATE - Describe your performance guarantees. - Costs. - Options/Alternatives</p> <p>3. Are you prepared to guarantee the units operating costs <u>excluding normal maintenance labour and material</u> and <u>fuel</u> for fixed periods? STATE - Terms or periods of duration. - The costs associated to each duration. - Options/Alternatives</p> <p>4. Do you offer guaranteed "buyback" of your unit and if so please list the value and terms corresponding to value? STATE: - Options/Alternatives</p> <p>5. Air Conditioning – Factory Installed. STATE - Price - Options/Alternatives</p> <p>6. Auto Lube System STATE: - Auto lube system availability - type & style of system - options/alternatives</p>	

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.

1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.

1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.2 Environmental impacts in the life cycle of a product or service

1.2.1 Environmental purchasing involves considering the costs and environmental consequences of a product or service in all stages of its life cycle, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, reuse and disposal.

1.2.2 Independent certification programs such as Environmental Choice as well as an increasing number of manufacturers conduct life cycle assessments to answer the question, "What is the environmental burden of a product or service through all stages of its life cycle?" The City of Richmond is

interested in receiving, wherever available, life cycle information relevant to the products or services being considered.

1.3 Characteristics of environmentally preferable products

1.3.1 Environmentally preferable products and services have characteristics that include but are not limited to the following:

- Reduce waste and make efficient use of resources, including energy
- Are reusable or contain reusable parts
- Are recyclable
- Contain post-consumer recycled materials
- Produce fewer polluting by-products and/or safety hazards during manufacture, use or disposal, and
- Have a long service life and/or can be economically and effectively repaired or upgraded.
- Are certified by an independent accredited organization such as the Environmental Choice program

1.4 Packaging

1.4.1 As with products and services, the City of Richmond will endeavour to consider the environmental characteristics of a product's packaging.

1.4.2 The City prefers that suppliers minimize the amount of packaging used on products or that durable, long-lasting forms of reusable packaging be used. While packaging containing post-consumer recycled material or recyclable packaging is considered better than wasteful packaging, reduced or reusable packaging is preferred.

1.5 Environmental attributes of company

1.5.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.

1.5.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.5.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.6 Environmental purchasing resources

- 1.6.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

http://www.city.richmond.bc.ca/environment/policy/purchasing_guide/purchasing_guide.htm

2.0 BIDDERS' ENVIRONMENTAL QUESTIONNAIRE

- 2.1 Please complete this questionnaire. If more than one product or service is included in this contract, please use additional copies of the questionnaire as required, noting the products and services that are covered on each questionnaire:

- 2.2 The City of Richmond reserves the right to request additional information from bidders in order to validate the accuracy of information provided and demonstrate compliance to the City's environmental requirements.

ENVIRONMENTAL ATTRIBUTES OF THE PRODUCT	YES	NO	N/A	SPECIFY
Have studies of the environmental attributes of this product been completed (ie. lifecycle assessment)? If yes, please attach.				
Does the product require Material Safety Data Sheets (MSDS)? If yes, please provide details and/or enclose applicable MSDS.				
Does this product reduce waste and make efficient use of resources such as energy and raw materials throughout its life cycle? If yes, please explain.				
Is this product reusable or contain reusable parts? If yes, provide details.				
Is this product recyclable? If yes, provide details for local recycling, including whether the supplier will take back the product for recycling.				
Does this product contain post-consumer recycled materials? If yes, specify percentage.				
Does this product produce fewer polluting by-products and/or safety during its life cycle hazards than similar products? If yes, provide details.				
Does this product have a long service life and/or can be economically and effectively repaired or upgraded? If yes, provide details.				
Has the product been packaged using the least amount of packaging possible? If no, provide reasoning.				

ENVIRONMENTAL ATTRIBUTES OF THE PRODUCT	YES	NO	N/A	SPECIFY
Is the packaging reusable or contain reusable parts? If yes, provide details.				
Is the packaging recyclable? If yes, provide details for local recycling, including whether the supplier will take back the packaging for recycling.				
Does the packaging material contain post-consumer recycled materials? If yes, specify percentage.				
Does your company have an environmental policy statement approved at the executive level? If yes, attach.				
Has your company implemented its environmental policy (ie. undertaking waste reduction or energy efficiency initiatives)? If yes, provide details				
Does your company have certification (ie: ISO 14001 or equivalent)? If yes, provide documentation.				
Does your company participate in voluntary environmental programs such as Energy Star, Green Seal, Environmental Choice or EnerGuide? If yes, provide details.				
Has your company received any environmental violations within the past five years? If yes, provide detailed listing.				

3.0 ENVIRONMENTAL EVALUATION CRITERIA

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Environmental attributes of products or services
- Certifications of products or services, ie: The Environmental Choice Program, Green Seal and Energy Star
- Environmental attributes of packaging
- Provision of bidder's environmental policy and contents therein
- Implementation of bidder's environmental policy, eg. waste reduction or energy efficiency initiatives
- Certifications of bidder, ie: ISO 14001 Certified
- Statements indicating compliance with all environmental laws and regulations
- Completion of Bidders' Environmental Questionnaire

Note: The evaluation criteria are deemed to be of equal value and will amount to 10% of the total Bid Evaluation Process.

General Conditions of the Contract

1. Definitions

The two parties to this contract are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and written acceptance of his Quotation from the City.

The City: City of Richmond.

Contract Documents: Means and includes the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, Specifications, General Conditions of the Contract, and the awarding Purchase Order to the successful bidder.

2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Purchasing and Insurance Department and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Purchasing and Insurance Department shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Purchasing and Insurance Department for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

The Contractor shall deliver the unit and carry out all work required by this Contract at the rates agreed upon and within the time limit specified by this contract, and time shall be of the essence for this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Insurance Department at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



City of Richmond
Finance & Corporate Services Division

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2711Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	

August 23, 2005
File: 02-0775-30-- INBOX/Vol 01

Finance & Corporate Services
Fax: (604) 276-4162
Admin. (604) 276-4219
Accounts Receivable (604) 276-4144
Payroll (604) 276-4137
Purchasing (604) 276-4270
Tax (604) 276-4145
Treasury Services (604) 276-4277

Attention: All Bidders on Request for Quotation 2711Q

Dear Sir/Madam:

Re: Addendum 1: Extension of Bid Submission Deadline

Please be advised that the bid submission deadline has been extended to **September 8th, 2005, at 12 noon**. We cannot accept previous bids on this request and ask that bidders complete the current RFQ document in full and submit this as their bid.

If you have any questions, please call me at 604-276-4097.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Young', written in a cursive style.

Kerry Lynne Young
Buyer

KY:ky