



Contract 2778Q

Supply and Delivery of ONE MOBILE STAGE

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 2778Q - SUPPLY AND DELIVERY OF ONE MOBILE STAGE

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

Monday, December 12, 2005

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations shall be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation shall be returned to the City.
4. This Document with 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.

Instructions to Bidders (Cont'd)

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

Purchasing

Kerry Lynne Young
Buyer
Purchasing Section
City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

Technical

Mike Lederer
Trades Foreman II- Fleet Operations
Engineering & Public Works
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 Section 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 with the City of Richmond's Purchasing Section to ensure that all available information has been received prior to submitting a bid.**
16. The City, it's agents and employees shall not be responsible for any information given by way of verbal communication.

Quotation Form

Purchasing Section
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 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
	Mobile Stage	1	\$ _____	\$ _____

Subtotal \$ _____

Provincial Sales Tax \$ _____

Goods and Services Tax \$ _____

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

Payment Terms _____

Early 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
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				

(If additional space is required, attach additional)

Specifications

A. MOBILE STAGE STRUCTURE	
<p>1. Aluminum Structure The stage structure shall be aluminium; chassis and structure shall be designed and built by the manufacturer. Minimum life expectancy of aluminium structure shall be 25 years.</p> <p>STATE:</p> <ul style="list-style-type: none">- type of structure.- manufacturer name.- life expectancy.	
<p>2. Testing The City of Richmond Requires from the manufacturer all field testing results on prototypes</p> <p>STATE:</p> <ul style="list-style-type: none">- what is available /offered.- Please attach all field testing results if model proposed is a prototype.	
<p>3. Structure Dimensions The manufacturer shall provide to the City of Richmond all dimensions of the structure, including a schematic.</p> <p>STATE:</p> <ul style="list-style-type: none">- Dimensions.- Schematic (please attach this information)	
B. HYDRAULICS	
<p>1. Levelling & Set up (Hydraulic) The unit shall come complete with a fully-hydraulic levelling and set-up system. This is to include the ability to raise the roof with up to 3800 lbs of balanced or unbalanced lighting and sound equipment from stage level to its highest point in addition to levelling the stage floor. Minimum set up approximately 45 minutes for two persons.</p> <p>STATE:</p> <ul style="list-style-type: none">- type & style of levelling system- manufacturer- weight lifting limits- load rating	

2.Hydraulic Stabilizers

The unit shall include a minimum of four(4) hydraulic stabilizers designed to support up to 24,000 lbs vertically and 2000 lbs laterally without the need for additional bracing.

STATE:

- number of stabilizers
- vertical load min/max
- lateral load min/max

3.Hydraulic Motor Power

The unit shall provide a built in 4.0 HP fuel powered Honda generator for the sole purpose of hydraulic system operation.

STATE:

- type of generator
- fuel type
- HP rating

4.Hydraulic Security & Safety

When unit is fully opened, the hydraulic system shall include a secondary locking mechanism composed of pins and posts. It shall include safety valves on all hydraulic cylinders. It shall also include an engine emergency stop button to be located on the opposite side of the hydraulic operating panel. This emergency stop button, located at stage, shall be able to cut power and operation to the hydraulic pump and motor

STATE:

- type of system
- what is included
- operation of system
- schematic of system
- location of emergency stop

5.Stage Height

The stage height from the ground shall be hydraulically adjusted and be within 3'6" to 4'2"

STATE:

- stage height

C. ROOF STRUCTURE

1.Trussing

The unit shall be equipped with a minimum of four (4) trusses. Trusses shall run the complete length of the stage (24'). Trusses are to be comprised of two (2)-inch aluminium tubing to allow for the attachment of industry-standard sound and lighting equipment. Front and rear overhang trusses shall extend at least 18" past the edge of the stage floor. Each front and rear truss shall be able to hold up to 500 lbs of balanced or unbalanced equipment. Two (2) trusses shall be situated at the centre of the roof, each capable of holding up to a 700 lb balanced or unbalanced load. Shall not require tools or hoist mechanisms and trussing shall be included in the hydraulic set up.

STATE:

- number of trusses;
- truss material/make up;
- overhang;
- load limits;
- centre trusses design;
- centre trusses load limit;
- if hydraulic.

2.Rigging Points

The unit shall include a minimum of four (4) independent rigging points. Each rigging point shall be capable of holding up to 350 lbs per point

STATE:

- number of rigging points;
- if independent;
- load limit per point.

3.Side Overhang Rigging Beams

The unit shall include two (2) 3' side overhang rigging beams on each side of the roof to hang sound speakers with a capacity of 500lbs each.

STATE:

- number of overhang rigging beams;
- load capacity of each beam.

4.Roof Structure

The unit's roof structure shall be an aluminium space frame. Designed to support 4800 lbs of equipment or

<p>20psf and shall not bend under load.</p> <p>STATE:</p> <ul style="list-style-type: none"> - type and style of roof structure; - load limit. <p>5.Roofing</p> <p>The unit shall consist of an Ultra-Violet (UV)-resistant 1/8” thick fibreglass roof complete with gel coat, moulded to the aluminium structure, not bonded. The complete roofing system shall be fully waterproof.</p> <p>STATE:</p> <ul style="list-style-type: none"> - type and style of roofing; - if UV-resistant; - size of fibreglass; - if moulded to structure; - waterproof. <p>6.Secondary Roof Support (Corner Posts)</p> <p>The unit shall include four (4) corner posts which connect the roof corners to the stage corners providing additional safety and support for the roof structure.</p> <p>STATE:</p> <ul style="list-style-type: none"> - number of corner posts; - how the corner posts are connected. <p>7.Height Clearance</p> <p>The height clearance shall be a minimum of 12’ when open over the entire surface area. Inclined roof. Upstage clearance of 12’5”. Downstage clearance of 14’ 1”</p> <p>STATE:</p> <ul style="list-style-type: none"> - inclined roof; - upstage clearance; - downstage clearance; - minimum height clearance. <p>8.Roof/Floor Size</p> <p>The roof shall overhang the floor surface by at least three (3) inches in depth and 10” in length providing protection to performers on stage, against the elements.</p> <p>STATE:</p> <ul style="list-style-type: none"> - overhang information. 	
D. STAGE	
<p>1.Stage Surface</p> <p>The units floor shall be made of ¾” thick <i>Duraply</i> plywood sheets with a phenolic overlay. Floor shall be</p>	

painted with a grey non-skid compound which is wear-resistant and easy to repair.

STATE:

- type of flooring;
- size of flooring;
- type of overlay;
- colour/non skid compound type;
- if wear resistant.

2.Stage Width

The stage width shall be no less than 24” when opened.

STATE:

- stage width.

3.Stage Depth

The stage depth shall be no less than 20” when opened.

STATE:

- stage depth.

4.Stage Expandability

The stage floor space shall be easily increased to a minimum of 40’x28’ by adding optional 4’x8’ extension platforms.

STATE:

- stage expandability offered.

5.Quick Levelling Legs

The unit shall be equipped with screw jack legs that shall be rated at a minimum of 10000 lbs and an adjustable height of up to 4’.

STATE:

- type and style of screw jacks;
- load rating minimum/max;
- adjustment height.

6.Self Levelling Stairway

The unit shall have a self-levelling stairway constructed of aluminium, 8” adjustable. Minimum width of 3’ shall include two (2) handrails

STATE:

- type/style of stairway;
- if self-levelling;
- number of handrails;
- type of material.

<p>7.Work Lighting</p> <p>The unit shall include a minimum of two (2) 500watt work lights with controls at stage level.</p> <p>STATE:</p> <ul style="list-style-type: none">- type/wattage of lights;- location of controls. <p>8.Reinforced Deck Edges</p> <p>The unit shall have aluminium reinforced deck edges to protect entire perimeter of stage floor.</p> <p>STATE:</p> <ul style="list-style-type: none">- type of deck edges;- if entire perimeter. <p>9.Platform Support Brackets</p> <p>The platform support brackets shall be preinstalled around the stage for ease of installation of 4'x8' extension platforms</p> <p>STATE:</p> <ul style="list-style-type: none">- if platform support brackets are preinstalled- type/style of bracket. <p>10.Floor Structure</p> <p>The floor structure shall resist a minimum of 100 psf.</p> <p>STATE:</p> <ul style="list-style-type: none">- floor structure resistance in psf. <p>11.Complete Stage Set Up</p> <p>The complete stage set up shall not require hand tools, loose nuts and bolts, chain hoists, come along or hand cranking.</p> <p>STATE:</p> <ul style="list-style-type: none">- if manufacturer complies.	
E. TRAILER	
<p>1.Tow Vehicle</p> <p>The unit shall be designed for a one (1) ton tow vehicle</p> <p>STATE:</p> <ul style="list-style-type: none">- if manufacturer complies. <p>2.Total Weight</p> <p>The total weight of the unit shall be no more than 10,000 lbs, including stairs, windwall, skirting and guardrails.</p>	

<p>STATE:</p> <ul style="list-style-type: none">- total weight of unit. <p>3.Trailer Height</p> <p>The unit shall be a maximum height of 11'6"</p> <p>STATE:</p> <ul style="list-style-type: none">- maximum height of trailer. <p>4.Hitch Mechanism</p> <p>The unit shall be equipped with a drawbar-style hitch with pintle eye. Shall be CSA and TRANSPORT CANADA certified, certification shall be provided with bid</p> <p>STATE:</p> <ul style="list-style-type: none">- type and style of hitch;- Canadian Standards Association (CSA) and Department of Transportation (TRANSPORT CANADA) certified?- if certification provided. <p>5.Leaf Spring Axles</p> <p>The unit shall have suspension provided by two (2) leaf-spring axles. Shall be easy to inspect and repair with a 14,000 lb load capacity.</p> <p>STATE:</p> <ul style="list-style-type: none">- type of suspension;- load capacity. <p>6.Tires</p> <p>The unit shall be equipped with four (4) 16" tires Michelin LT 235/85R16 on rims .</p> <p>STATE:</p> <ul style="list-style-type: none">- type/style of tires;- type/style/size of rim;- make/size of tires. <p>7.Spare Tire</p> <p>The unit shall come with a full-size spare tire on rim complete with integrated storage.</p> <p>STATE:</p> <ul style="list-style-type: none">- type/size/style of tire & rim;- type of storage. <p>8.Brakes</p> <p>The unit shall come equipped with electric brakes on all wheels. Shall include emergency breakaway</p>	
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<p>system as required by Federal, Provincial and TRANSPORT CANADA regulations.</p> <p>STATE:</p> <ul style="list-style-type: none">- type/style of electric brakes;- on all wheels;- emergency breakaway system;- provide regulation details and certifications. <p>9.Storage Compartment</p> <p>The unit shall have a storage compartment within the proximity of the hydraulic motor; minimum dimensions of the compartment shall be 17"x17"x36" and waterproof.</p> <p>STATE:</p> <ul style="list-style-type: none">- location of storage compartment;- size of storage compartment;- if sealed and waterproof. <p>10.Tie Downs</p> <p>The unit shall be equipped with a minimum of eight (8) tie downs for securing and fastening cargo.</p> <p>STATE:</p> <ul style="list-style-type: none">- number of tie downs. <p>11.Additional Cargo Capacity</p> <p>In the closed position the trailer shall have a minimum of 720 cu ft of storage area where up to 300 lbs of additional cargo can be stored for transport.</p> <p>STATE:</p> <ul style="list-style-type: none">- minimum storage;- load limit of additional cargo.	
<p><u>F. STANDARDS/REGULATIONS/COMPLIANCES</u></p>	
<p>1.Conformity to Applicable Requirements</p> <p>The unit shall comply with the following standards, regulations and compliances</p> <ul style="list-style-type: none">- International Building Code (IBC),- Society of Automotive Engineers (SAE)- Transport Canada,- National Fire Protection Association (NFPA),- Building Officials and Code Administrators	

- (BOCA),
- Canadian Welding Bureau (CWB),
- National Building Code of Canada (NBC),
- Insurance Corporation of British Columbia (ICBC),
- Canadian Standards Association (CSA),
- National Safety Code (NSC),
- Workers' Compensation Board (WCB) and
- British Columbia Provincial and Canada Federal regulations.

STATE:

- if manufacturer complies;
- documentation to be included.

2.Wind Resistance

The unit shall be able to withstand wind gusts of no less than 100km/hr with windwall and up to 130 km/hr without windwall.

STATE:

- if manufacturer complies;
- documentation of testing of proto-type (please attach additional information if applicable.)

3.Vertical Load

The vertical load of floor shall be 100 psf, the roof shall be 20 psf.

STATE:

- vertical load of floor and roof.

4.Rigging Load

The rigging load of the unit shall have a 4,500 lbs net capacity.

STATE:

- rigging load capacity.

5.Training

The City of Richmond requires factory-certified training by the manufacturer for a period of three to five full days. All training costs associated are the responsibility of the manufacturer/supplier.

STATE:

- what is offered.

6.Preventative Maintenance

The following shall be provided by the successful bidder at the time of delivery to the City of Richmond, Public

<p>Works Operations Yard:</p> <ul style="list-style-type: none">- a complete check off style preventative maintenance schedule as recommended by the manufacturer to ensure satisfactory service life;- a listing of special service tools requirements;- recommended diagnostic tooling;- a full list of general maintenance parts recommended for on hand stock. <p>7. Delivery State the number of days from the date of order to the date of delivery FOB the City of Richmond, Public Works Operations Yard. STATE:</p> <ul style="list-style-type: none">- delivery timeline <p>8.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 during the warranty period. STATE:</p> <ul style="list-style-type: none">- parts delivery service by “air”,- associated costs.	
<u>G. DOCUMENTATION</u>	
<p>1.Manuals The City of Richmond requires the following manuals at time of delivery:</p> <ul style="list-style-type: none">- Two (2) operators manuals;- One (1) full set repair manuals;- One (1) full set parts manual. <p>2.Certification/Drawings All drawings shall be indicative of specifications. Stamped certification from a licensed engineer which states that the stage meets the required safety standards as outlined in the <i>Uniform Building Code of 1997</i> for live loads, point loads and wind resistance, to be included with bid proposal. STATE:</p> <ul style="list-style-type: none">- if manufacturer complies;- please attach additional information.	

<u>H.WARRANTY/PRODUCT SUPPORT</u>	
<p>1.Warranty</p> <p>The warranty is to cover, for a minimum three (3) years from the date of delivery to the City, all hydraulic components, safety components, mechanical devices, electric brakes, axles and hitching mechanisms, and all items not considered under normal wear and tear. a sample of the warranty shall be included with the bid proposal.</p> <p>STATE:</p> <ul style="list-style-type: none">- what is offered;- extend warranty availability;- if included in bid proposal. <p>2.Product Support</p> <p>The City of Richmond requires the supplier to provide a product-support tech hotline, complete with contact numbers, names and timelines.</p> <p>STATE:</p> <ul style="list-style-type: none">- what is offered. <p>3.Alternatives</p> <p>Please list any options or alternatives recommended by the manufacturer and/or the supplier in addition to those specified or in place of.</p> <p>STATE:</p> <ul style="list-style-type: none">- alternatives and description;- additional pricing for alternative and/or reduction in price;- alternatives “in place” of item shown in spec and describe in detail.	
<u>I.OPTIONS</u>	
<p>1.Windwall</p> <p>The windwall shall be weatherproof and fire-retardant to protect the side and rear of the stage. It shall be made of a minimum 14oz. vinyl and be quick installed. Installation shall not require hand tools. Shall include a standard size door on each side with a minimum 12’ wide door on the backside.</p> <p>STATE:</p> <ul style="list-style-type: none">- if weatherproof;- if fire-retardant;- type/style of vinyl;	

- installation ease;
- size of doors.

2.Skirting

The skirting shall be weatherproof and fire-retardant, for front and sides of the stage. Skirting shall be a minimum 14oz. vinyl and shall be quick-install..

STATE:

- if weatherproof;
- if fire-retardant;
- type/style of vinyl.

3.Stage Guardrails

The unit shall have lightweight aluminium guardrails, which are easily mounted to the edges of the stage, capable of protecting artists and general public from any safety issues.

STATE:

- type/style of guardrails;
- safety compliance.

4.Stage Reversibility

The upstage and downstage shall be reversible to fit in tight spaces or to back up against a wall.

STATE:

- if stage reversible.

5.Extension Platforms

Four by eight foot (4'x8') extension platforms complete with screw jack legs easily attached to stage deck to extend stage size to a minimum of 40'x28'. Shall be made of plywood with phenolic overlay and painted with a non-skid compound, no tools required.

STATE:

- type/style of extensions;
- size of extensions;
- if non skid;
- plywood/painted as indicated.

6.Extension Platform Guardrails

The extension platform guardrails are to be lightweight aluminium which can be easily mounted to the edges of the extension platform for protecting equipment, performers and staff.

STATE:

- type/style/size of guardrails;

- ease of install.

7. Banner Supports

The unit shall include banner support hardware to provide easy hook up of advertising banners vertically at the left and right of the stage, and horizontally across the entire front of the roof.

STATE:

- banner hardware;
- type of supports;
- type of mounting.

8. Projection Screen Support

The projection screen shall mount-able on the stage trusses.

STATE:

- describe how the projection screen is mounted to the stage trusses.

9. Utility Access Door

An easy-access utility door shall be provided at either end of the stage for access to stage when fully closed. Access door shall be able to accommodate full a size adult.

STATE:

- what is offered;
- size of door;
- location of door.

10. Handicapped Access

The unit shall provide handicapped access to stage via a disability lift or ramp.

STATE:

- what is offered;
- type/style/size of lift or ramp.

11. Loading Ramp

The user group will require as needed, a 12' lightweight aluminium loading ramp that attaches to the stage perimeter.

STATE:

- what is offered;
- type/size/style of ramp.

12. Electric Motor

The unit shall be equipped with a minimum 1 HP electric motor for dual power. This will be for indoor use of stage and/or a back-up power source.

STATE:

- what is offered;
- size/rating of electric motor.

13.14' Rigging Bar

The rigging bar shall be fitted with 2" tubing to connect two rigging points together from stage left to stage right.

STATE:

- type/style/size of rigging bar.

14. Windwall Scrim

Windwall vinyl material may be replaced by 70% mesh material allowing for air to pass through the windwall while still providing a measure of protection from the elements

STATE:

- what is offered;
- type/size of mesh material.

15. Electrical Package

The stage shall allow for a custom electrical distribution to be installed to specified requirements.

STATE:

- electrical package.

16. Trailer Graphics

In the closed position, the trailer shall allow for customized paint and lettering graphics to be applied.

STATE:

- what is offered.

J. ACCESSORIES

The City of Richmond requires all bidders to provide: costs, availability and description for the following accessories (attach additional information if necessary):

ITEM:

1. Self levelling aluminium stairway complete with handrails.
2. Rainwater drain.

<ul style="list-style-type: none">3. Cylinder lock.4. Disability lift.5. Basic lighting package.6. Electrical package for basic sound & lighting packages.7. Basic sound system package.8. Portable 5 kw generator.9. Shrink Wrapping.10. Transportation.	
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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.richmond.ca/services/environment/policies/purchasing.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 PURCHASING	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 the contract/Purchase Order. are the Contractor and the City, defined as follows:

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

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

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 Manager of Purchasing and Risk 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 Manager of Purchasing and Risk 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

General Conditions of the Contract (Cont'd)

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 Accounts Payable Section 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.

General Conditions of the Contract (Cont'd)

- (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 Contract/Purchase Order, 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

Time shall be the essence in 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 Risk Manager 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.



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.

2778Q

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	

November 30, 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: To All Bidders

Dear Sir/Madam:

Re: City of Richmond Request for Quotation 2778Q - Supply & Delivery of One Mobile Stage – Addendum 1

Please consider the following information in preparing your bid:

Specifications pp. 18 – 22: Pricing and Sections “I” and “J” (Options and Accessories)

Please provide a quotation on your basic model in the *Schedule of Quantities and Prices* (p. 6) and provide pricing for the options and accessories as separate attachments.

Bids from the United States:

If you providing a bid from the United States, please be advised that typically, the Customs Broker will remit the Goods and Services Tax (GST) if they are not registered in Canada.

Also, you may quote in either United States or Canadian currency, but your bid must include the GST & Provincial Sales Tax (PST) and simply state that the purchaser (City of Richmond) must self-assess the taxes.

For example:

Stage Cost - \$100,000 (GST + PST are applicable)
Brokerage Fees - \$2,000 (GST applicable, only)
Total to Vendor \$102,000

GST - \$7,140 (City of Richmond to Self Assess)
PST - \$7,100 (City of Richmond to Self Assess)

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

Yours truly,

Kerry Lynne Young
Buyer

KY:ky

pc: Mike Lederer, Trades Foreman II- Fleet Operations