



Contract 2842Q

SUPPLY & DELIVERY OF THREE HIGH ROOF CARGO VANS

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: _____

Table of Contents

Cover Page	1
Table of Contents	2
Instructions to Bidders	3
Quotation Form	5
Schedule of Quantities and Prices	6
List of Previous Contracts	7
Specifications	8
Environmental Terms and Conditions of the Contract	16
General Conditions of the Contract	GC1-GC3
Notice of No Bid	

Instructions to Bidders

1. Sealed quotations, plainly marked on the envelope:

CONTRACT 2842Q - SUPPLY AND DELIVERY OF SUPPLY & DELIVERY OF THREE HIGH ROOF CARGO VANS

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 2:00 pm, Local time:

Wednesday, April 19, 2006

2. Quotations received in the office of the Purchasing Section 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 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
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. It is the sole responsibility of the potential bidders to check with BCBid, the City's website and the City's Purchasing Section to ensure that all available information has been received prior to submitting a bid.
16. The City, its 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
	Supply & Delivery of Three High Roof Cargo Vans	3	\$ _____	\$ _____
	Environmental Levy	3	\$ _____	\$ _____

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:				

(If additional space is required, attach additional)

Specifications

ITEM NO.	SPECIFICATION	YES	NO	CONFIRMATION
Line Item No.	This column lists the MINIMUM standards required by the City of Richmond.	“Yes” or “No” boxes are to be filled with a check mark.		This column is to be completed by the bidder showing particulars of vehicle(s) to be supplied. Where detailed data is not required, “YES” or “NO” in the check box will suffice.

1. **VEHICLE:**

1.1	Shall be / equipped with: <input type="checkbox"/> High Roof Cargo Van <input type="checkbox"/> Cargo van. <input type="checkbox"/> Rear Wheel Drive.	Yes:	No:	State:
-----	--	------	-----	--------

2. **VEHICLE WEIGHT:**

2.1	G.V.W.R. shall be 3,800 kg (8,400lb) minimum.	Yes:	No:	Specify: _____ /G.V.W.R.
2.2	Payload to be 1,700 kg (3,800 lb.) minimum.	Yes:	No:	Specify: _____ / kg.

3. **FRAME:**

3.1	Wheelbase shall be minimum (158 in).	Yes:	No:	Specify: inches
3.2	Shall have a class 4 trailer-hitch with 2-inch square receiver and 2 inch ball – pintle combination; plug in wiring and a round 6 terminal receptacle.	Yes:	No:	State:

4. **ENGINE:**

4.1	Shall be Diesel powered.	Yes:	No:	State
4.2	Maximum displacement to be 4.0 liter.	Yes:	No:	Specify: Displacement: _____ _ / L. HP: _____/h.p. @ _____ rpm
4.3	Shall have an OEM engine oil cooler.	Yes:	No:	State
4.4	Block heater, immersion type shall be provided.	Yes:	No:	State

5. **TRANSMISSION:**

5.1	A heavy-duty five (5) speed (minimum) automatic transmission shall be supplied.	Yes:	No:	State:
5.2	Shall have an OEM oil cooler.	Yes:	No:	State:

6. **AXLES AND SUSPENSIONS:**

6.1	Shall be rear wheel drive.	Yes:	No:	State:
6.2	Shall have independent front suspension.	Yes:	No:	State:
6.3	State rear axle gear ratio.	Yes:	No:	Specify:
6.4	Shall have a rear anti-roll bar.	Yes:	No:	State:

7. **STEERING AND BRAKES:**

7.1	Power assisted braking & steering system shall be provided.	Yes:	No:	State:
7.2	All Wheel ABS brakes shall be	Yes:	No:	State:

	provided.			
--	-----------	--	--	--

8. **TIRES AND WHEELS:**

8.1	The tires & rims required for this unit must meet with all the load requirements for each axle specification	Yes:	No:	State:
8.2	Shall be first line, steel belted, radial tubeless premium tire. (Bridgestone or Michelin) preferred	Yes:	No:	State:
8.4	Shall have manufacturers standard steel wheels.	Yes:	No:	State:

9. **CAB AND BODY:**

9.1	Shall be a high roof cargo van with two (2) person seating.	Yes:	No:	State:
9.2	Cloth premium bucket type seats with OEM head restraints shall be provided.	Yes:	No:	State:

9.3	Interior upholstery colour shall be manufacturers standard grey.	Yes:	No:	State:
9.4	Shall include all standard equipment.	Yes:	No:	State:
9.5	Shall have heavy-duty rubber floor matting in driver and passenger area.	Yes:	No:	State:
9.6	Shall have OEM front air conditioning.	Yes:	No:	State:
9.7	Cargo capacity shall be minimum 9,100 L (320 cu. ft) (12ft box is required)	Yes:	No:	Specify:
9.8	Shall have windows in side and rear doors.	Yes:	No:	State:
9.9	Tinted safety glass shall be provided throughout unit.	Yes:	No:	State:

9.10	Shall have a sliding door on right side.	Yes:	No:	State:
9.11	Rear doors shall open 270° (degrees) and be held open with magnetic catches.	Yes:	No:	State:
9.12	Shall have two (2) exterior mirrors with fold in feature to prevent breakage. One (1) on each side of vehicle.	Yes:	No:	State:
9.13	Shall have a cab organizer box with hinged lid mounted between the seats. Box to be approximately (18 in) by (12 in) by (16 in).	Yes:	No:	Specify:
9.14	Shall have a full partition with a window behind driver and passenger seats.	Yes:	No:	State:
9.15	Shall have a (3/4 in) plywood floor or equivalent with aluminium thresholds in the area behind the partition.	Yes:	No:	State:
9.16	Cargo body walls and roof shall be insulated and covered with plywood.	Yes:	No:	Specify:
9.17	Mud flaps at all wheels shall be provided.	Yes:	No:	Specify:

10. **ELECTRICAL AND LIGHTING SYSTEM:**

10.1	<u>Battery</u> , 750 CCA (approximately), 12 volt, shall be provided.	Yes:	No:	Specify: CCA
10.2	<u>Alternator</u> shall be 150 amp, minimum output, 12 volt.	Yes:	No:	Specify: Amps
10.3	Shall have full gauge package option by OEM (if available).	Yes:	No:	State:
10.4	Backup alarm shall be provided and installed.	Yes:	No:	State:

10.5	Am/Fm/Cd radio (factory installed) shall be provided.	Yes:	No:	State:
10.6	Variable speed intermittent windshield wipers with windshield washers shall be supplied.	Yes:	No:	State:
10.7	Shall have traction control and electronic stability program.	Yes:	No:	State:
10.8	Shall have a mini light bar or equivalent mounted on a bracket on the forward roof area.	Yes:	No:	State:
10.9	Shall have a LED light bar, mounted above rear doors with in-cab controls.	Yes:	No:	State:

11. **PAINT:**

11.1	Exterior paint colour shall be manufacturers standard white.	Yes:	No:	State:
------	--	------	-----	--------

12. **FUEL TANK:**

12.1	Largest standard size single fuel tank available shall be provided.	Yes:	No:	Specify: Litres
------	---	------	-----	--------------------

13. **KEYS:**

13.1	Four (4) sets of keys shall be provided with keyless remote.	Yes:	No:	State:
------	--	------	-----	--------

14. **MANUALS AND SIGNAGE:**

14.1	One (1) Operators manual per unit shall be supplied.	Yes:	No:	State:
14.2	One (1) Service & Parts manual (per unit), which will include electrical diagnosis and overhaul to be supplied.	Yes:	No:	State:
14.3	All vehicle signage must be English with universal symbols.	Yes:	No:	State:

14.4	One (1) line set ticket per unit (if available) shall be supplied.	Yes:	No:	State:
14.5	A list of fast moving parts, filters, belts, etc. shall be supplied to the Fleet Operations at time of vehicle delivery.	Yes:	No:	State:

15. **TRAINING:**

15.1	Basic operator and mechanic training will be required on site upon delivery of units to familiarize staff with the changes in the vehicle operating procedures. A Factory Trained Representative shall complete all Technical training.	Yes:	No:	State:
------	---	------	-----	--------

16. **PARTS AND SERVICE:**

16.1	The successful bidder shall ensure that spare parts and service facilities are available in the Richmond area to maintain and repair the unit supplied for a reasonable period of time consistent with the normal life expectancy of the unit.	Yes:	No:	State:
16.2	The successful bidder must be able to perform all service work to the units at their shop.	Yes:	No:	State:
16.3	The City of Richmond, Fleet Operations staff shall have the option of performing an on site visit to all suppliers bidding on this tender.	Yes:	No:	State:

17. **WARRANTY:**

17.1	Shall be a minimum of three (3) years 60,000 kms bumper to bumper. Please provide information regarding extended warranties and costs.	Yes:	No:	Specify: Years
------	--	------	-----	-------------------

18. **WARRANTY AUTHORIZATION:**

18.1	It is the intent of the City of Richmond to have warranty repairs performed by the authorized service depot of the successful bidder however, authorization is required to perform minor warranty repairs when the successful bidder cannot meet the service requirements of the City.	Yes:	No:	State:
18.2	For clarification purposes, minor warranty repairs will include, but not be limited to, bulb, belt, and hose replacements etc.	Yes:	No:	State:
18.3	Where the equipment/vehicle is immobile, warranty will be normally be performed by the successful bidder.	Yes:	No:	State:
18.4	For warranty repairs for vehicles and/or equipment requiring towing the successful bidder shall be responsible for the pickup and delivery of the vehicle and/or equipment. The pickup and delivery shall be at the successful bidder's sole risk, responsibility and expense.	Yes:	No:	State:

19. **DELIVERY:**

19.1	The unit must be delivered as specified within the time specified in Request for Quotation. The time frame specified shall commence upon the successful bidder's receipt of a purchase order authorized by the City of Richmond. State number of days from date of order to the date of delivery FOB to the City of Richmond Public Works Operations Yard.	Yes:	No:	State:
19.2	Prior to delivery , it shall be the supplier's responsibility to pre	Yes:	No:	State:

	service the unit ready for immediate use upon delivery. The Supplier shall contact the Fleet Operations Foreman (Mike Lederer) for a checklist to be filled out with vehicle and component serial numbers and other pertinent information.			
19.3	The unit being supplied shall be inspected by the City of Richmond for acceptance.	Yes:	No:	State:

20. **IMPORTANT:**

20.1	Bidders should note that where provisions of the Province of British Columbia's Occupational Health and Safety act and related regulations are applicable to the equipment, the bidder must assume all the responsibilities and obligations imposed upon the supplier under this act.	Yes:	No:	Specify:
20.2	All costs for services/materials required to fulfill the obligations of this Request for Tender document shall be included in the tendered price submitted.	Yes:	No:	Specify:

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.

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 must 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.

2842Q

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	