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**VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP**

**REQUEST FOR QUOTATION (RFQ)**

**SERVICES**

**RFQ NO. 4234Q**

***ARMOURED CAR SERVICES***

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Quotations will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 3pm, local time, **Monday, April 23, 2012 12:00 pm.**

**NOTE: DO NOT SEND BY FAX**

All queries related to this RFQ shall be submitted by **Friday, April 13, 2012 12:00 pm** in writing to the attention of:

**Daianna Panni**  
**Buyer I**  
**Purchasing Department**  
**City of Richmond**

**Email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)**

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**NOTICE TO BID:**

|                            |   |
|----------------------------|---|
| <b>(Please print)</b>      |   |
| <b>Bidder's Name:</b>      | _____                                       |
| <b>Address:</b>            | _____                                       |
|                            | <b>Postal Code:</b> _____                   |
| <b>Telephone:</b>          | _____ <b>Fax:</b> _____ <b>Email:</b> _____ |
| <b>Key Contact Person:</b> | _____                                       |

**To: City of Richmond, Lead Participating Member**

The undersigned Bidder, intends to bid on the RFQ. This "Notice to Bid" form must be submitted to City of Richmond – Purchasing Dept via email [purchasing@richmond.ca](mailto:purchasing@richmond.ca) or fax 604-276-4162 by Tuesday, April 10, 2012 12:00pm.

Once purchasing receives confirmation of the "Notice to Bid", the document "4234Q Armoured Car Services Locations and Amounts" will be emailed to you. It is the Bidder's responsibility to ensure receipt of the document. It is the sole responsibility of the Respondent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFQ.

**AS EVIDENCED WHEREOF, the Bidder has executed the "Notice to Bid" form under the signature shown below with the intent that the "4234Q Armoured Car Services Locations and Amounts" document must be confidential.**

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Bidder

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**PART A – INSTRUCTIONS TO BIDDERS:**

Note: The definitions set out in Section 1.0 of Part B – General Conditions apply throughout this Request for Quotation (RFQ), including this Part A of this RFQ, except where otherwise expressly stipulated or the context otherwise requires.

**1. Introduction**

- 1.1 This RFQ is issued by the participating members (PMs) of the Vancouver Regional Co-operative Purchasing Group (VRCPG). A list of members participating in this RFQ is attached as Appendix 1 (see the definition of ‘participating members’ in Section 1.0 of Part B). The VRCPG is a group of local government entities. Members of the VRCPG from time to time combine their like requirements into a co-operative procurement. Typically one of the PMs is assigned to take charge of the preparation of the RFQ and related administration. For this RFQ, the PM so assigned is The City of Richmond. The VRCPG is not a legal entity.
- 1.2 The Lead Participating Member (LPM) has no authority to bind any other PM or any other members of the VRCPG. PMs do not take on any liability for each other or any other members of the VRCPG. There is no partnership or agency relationship between or among any PMs or between or among any other members of the VRCPG. Nothing in or associated with this RFQ will make any PM, or any employee or representative of a PM, an agent or representative for any other PM or any other members of the VRCPG, or will authorize any PM, or any employee or representative of a PM, to create or give rise to any legal obligation that would be binding on any other PM or any other members of the VRCPG.
- 1.3 Quotations submitted will be irrevocable for the period stated in Part A Section 12.2 made by the Bidder to each PM to supply (for the duration of the term specified in this RFQ and for the prices stipulated in the Quotation) on the terms and conditions set out in the Contract Documents. Issuance of a purchase order by a PM will represent acceptance by the PM of that Quotation. A binding Contract will arise only upon a PM issuing a purchase order to the Bidder. Each PM will be responsible only for purchase orders issued by it. No other liability or responsibility is undertaken by any PM, or any other members of the VRCPG, under or in connection with this RFQ.
- 1.4 In order to foster the effectiveness of the VRCPG as a co-operative purchasing group, among themselves PMs contemplate that purchase orders will be directed to the Bidder(s) who submitted the Selected Quotation(s). However, no legally binding commitment or undertaking is made by any members of the VRCPG to Bidders in this regard.

VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

**PART A – INSTRUCTIONS TO BIDDERS – Cont.**

**2. Description of Services**

2.1 Armoured car services as described herein.

**3. Term**

3.1 The term applicable to the Contracts shall be for a two (2) year period (with the option to extend for up to three (3) additional one-year periods to a maximum total term of five (5) years.) The options to extend the term are subject to agreement between the Contractor, the LPM and all other PMs.

**4. Pricing**

4.1 Pricing shall be held firm for the first two (2) year period.

4.2 Prices quoted will be exclusive of all taxes, F.O.B. destination to the sites named herein, with all freight, unloading and loading at destinations, import duties, brokerage, royalties, handling, overhead, profit and all other costs included. The F.O.B. point, or points, will be defined in the purchase order (s) issued by each PM.

4.3 Extensions & Price Increases – The VRCPG prefers that there be no price increases when exercising an option to extend a Contract. If an extension is approaching and if presenting a price increase, the LPM requires sixty (60) days written notice accompanied by adequate documented evidence (i.e. cost of living adjustment, market indices, etc.) supporting the need for a price increase. The proposed increase extension will be granted or deemed unacceptable, the service will be rebid.

**5. Inquiries and Clarifications**

5.1 It is the responsibility of the bidder to thoroughly examine these documents and satisfy itself as to the full requirements of this RFQ. Inquiries are to be in written form only, faxed or emailed to the contact person shown on the cover page. If required, an addendum will be issued to all bidders.

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**PART A – INSTRUCTIONS TO BIDDERS – Cont.**

**6. Inspection of Site**

- 6.1 Bidders shall inspect the worksite(s) and make allowances in its Quotation for such conditions as in the sole opinion of the bidder are warranted. The PMs make no representation or warranties as to the condition of the sites. No consideration will be given for extras resulting from conditions that would have been evident during a routine site visit.

**7. Submission of Quotation**

- 7.1 The response to this RFQ with all accompanying schedules, appendices or addenda submitted by the bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ. The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the bidder's name and the RFQ title and number.
- 7.2 The bidder shall submit two (2) copies of its Quotation in accordance with the instructions stated in the RFQ.
- 7.3 The language used in the VRCPG's procurement documents and the responses thereto shall be English.
- 7.4 Quotations received after the closing time or in locations other than the address indicated on the cover page of this RFQ will be rejected and returned to the bidder.
- 7.5 Amendments to a Quotation may be submitted if delivered in writing prior to the closing time in a sealed envelope or package, marked with the bidder's name and the RFQ title and number.
- 7.6 Quotations may be withdrawn by written notice only, provided such notice is received at the office of the LPM prior to closing time, the address of which is indicated on the title page of the RFQ.
- 7.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the bidder after the closing time, will be borne solely by the bidder.
- 7.8 The bidder, by submitting a Quotation, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its Quotation for matters relating to the agreement or in respect of the competitive process, and the bidder, by submitting a Quotation, waives any claim for loss of profits if no agreement is made with the bidder.

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**PART A – INSTRUCTIONS TO BIDDERS – Cont.**

**8. Conflict of Interest**

8.1 By submitting a Quotation, the bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Quotation, has any financial or personal or other relationship or affiliation with any elected official or employee of the LPM or any VRCPG member or their families which could in any way be considered or perceived to be or become (as determined by the LPM) a conflict or give rise to bias. Quotations may be rejected or not accepted on account of any such conflict or perceived or potential conflict or bias.

**9. Evaluation of Quotations**

9.1 Quotations will be evaluated by the LPM on the basis of the criteria set out herein including, but not limited to:

- a) the overall value that the Quotation represents to the VRCPG based on quality, service and price;
- b) the bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
- c) any other criteria set out in this RFQ; and
- d) any other criteria reasonably considered relevant

9.2 The LPM may request clarification and elect to shortlist some of the bidders and require the shortlisted bidders to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, must be submitted within the time specified and at no expense to the PMs. If not destroyed testing, the samples will be returned at the bidder's request and expense.



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**PART A – INSTRUCTIONS TO BIDDERS – Cont.**

**10. Solicitation**

10.1 If any director, officer, employee, agent or other representative of any bidder makes any representation or solicitation to any Mayor, Councilor, officer or employee of the LPM or any PM or any other VRCPG member with respect to the RFQ, whether before or after the submission of the Quotation, the LPM shall be entitled to reject or not accept the Quotation.

**11. Acceptance and Rejection of Quotations**

11.1 Notwithstanding any other provision in this RFQ, the LPM may elect to:

- a) accept any Quotation;
- b) reject any Quotation;
- c) reject all Quotations;
- d) accept any Quotation which is not the lowest Quotation;
- e) reject any Quotation even if it is the only Quotation received;
- f) accept all or any part of any Quotation; and
- g) split the requirement between one or more bidders.

11.2 All Quotations shall be irrevocable and remain open for acceptance for at least ninety (90) days after the closing time, whether or not another Quotation has been accepted.

11.3 Bidders must be able to demonstrate, to the satisfaction of the LPM that they have the experience and resources necessary to meet the requirements and expectations expressed or implied in the RFQ. The LPM shall be the sole judge as to whether or not these criteria have been met.

**12. Selected Quotation**

12.1 The Contract Documents shall form the basis for each Contract between the Contractor and each PM. The Contractor agrees to supply to each PM, as specified in purchase orders from time to time issued by such PM, in accordance with the Contract Documents, for the duration of the term.

12.2 In the event of a conflict between any of the Contract Documents, the following precedence shall apply:

- a) the PM's purchase order;
- b) any mutually agreed to amendments;
- c) the Quotation; and
- d) the RFQ and any subsequent addenda.
- e) Vancouver Regional Co-operation Purchasing Group  
VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

**PART A – INSTRUCTIONS TO BIDDERS – Cont.**

12.3 In addition to the PMs, other members of the VRCPG will be entitled to participate in the Selected Quotations.

**13. Quantities**

13.1 The quantities stated herein are the PMs' best estimates of their requirements. Actual quantities may vary.

**14. Ownership of Quotations**

14.1 All responses to this RFQ become the property of the PMs. By submitting a Quotation, the Bidder agrees that the PMs have the right to copy the Quotation.

**15. Freedom of Information and Protection of Privacy Act**

15.1 PMs may be subject to the Province of British Columbia Freedom of Information and Protection of Privacy Act.

**16. Confidentiality**

16.1 The Quotation documents, or any portion thereof, may not be used for any purpose other than submission of Quotations.

16.2 The Bidder agrees not to divulge or release any information that has been given to it or acquired by it on a confidential basis.

16.3 Confidentiality with respect to all confidential information related to the Quotation will be maintained by the VRCPG, the LPM and all PMs, however any such entity may be subject to the Freedom of Information and Privacy Act. If the Bidder considers that any of its information is confidential, the Bidder shall identify that confidential information in its Quotation.

**17. Special Conditions**

17.1 Where special conditions are attached herein and there is a conflict, the special conditions shall take precedence over the Instructions to Bidders and General Conditions set out in this RFQ.

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**PART B – GENERAL CONDITIONS**

**1. Definitions**

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

**Act of God** means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the VRCPG, shall be deemed not to be acts of God;

**Bidder** means the individual, partnership, corporation or combination thereof, including joint venturers, who or which sign the Quotation form set out in Part E of this RFQ;

**Contract** means the supply Contract formed between the PM and the Contractor as evidenced by the purchase order issued to the Contractor by the PM and the other Contract Documents;

**Contract Documents** means the Contractor's Quotation, the purchase orders issued by a PM, this RFQ, all reasonable instructions and directives issued from time to time by the LPM, and all applicable amendments or addenda;

**Contractor** refers to the party who has submitted a Selected Quotation;

**F.O.B.** means the site where the goods and / or services are delivered or picked up by the Contractor to the PM at which time the ownership transfers to the PM. The risk of goods and / or services, materials and equipment shall remain with the Contractor until such time as they are received and accepted at the PMs required delivery site;

**Goods** means all specifications and requirements set out in Part D and elsewhere in the RFQ that describes the general requirements that the equipment, goods, materials, or services must meet and the Contractor must provide;

**LPM** means the Lead Participating Member. For this RFQ, it is the City of Richmond.

**Non-Disclosure Agreement** is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties.

**Participating Members (PMs)** means the VRCPG members participating in this RFQ, including the LPM listed on Appendix 1, and any other VRCPG member who may during the term be entitled to participate as a PM as contemplated in Part A, Section 12.3 of this RFQ and proceeds to issue a purchase order for the purchase of products and/or services under the Contract Documents;

**Requirements** means all of the requirements set out in Part B, C & D and elsewhere in the RFQ that describe the general requirements that the goods, materials, equipment and/or services shall meet and the Contractor shall provide;

**RFQ** means this Request for Quotation including, but not limited to: Part A – Instructions to Bidders; Part B – General Conditions; Part C – Special Conditions; Part D – Additional Information; Part E – Quotation Form; Appendix 1 – Participating Members; and any additional attachments listed in the Table of Contents.

**Selected Quotation** means a Quotation in respect of which notification of selection has been given as contemplated in Section 13.0 under Part A of this RFQ. There may be more than one Selected Quotation;

**Specifications** means that part of the RFQ consisting of general requirements and technical descriptions of the goods, services, materials, equipment, standards and workmanship;

**Quotation** means the bidder's response to this RFQ made on the Quotation form set out in Part E herein and all required appendices or addenda;

**Term** means the term specified in Part A Section 3.0 of this RFQ, subject to extension or early termination as provided for in the Contract Documents; and,

**VRCPG** means the Vancouver Regional Co-operative Purchasing Group, a group of local government entities. The VRCPG is not a legal entity.

## **2. Conduct of the RFQ and Contract Documents**

2.1 The LPM will in the first instance, subject to approval of each PM, have conduct of the administration of matters relating to this RFQ and the Contract Documents. Provided that each PM and the Contractor shall directly communicate on matters relating to service and performance. If a service or performance issue is not resolved, then the LPM may (without binding PMs) make efforts to resolve the issue to the satisfaction of the PMs.

2.2 The LPM and the Contractor may from time to time propose changes to the terms of the Contract Documents. Such changes will take effect only if approved by the Contractor and the LPM and all other PMs.

## **3. Notices**

3.1 Any notice required to be given in regards to the Selected Quotation(s) and Contract(s) shall be given in writing and served personally or mailed by registered mail addressed to the LPM and the relevant PMs, and to the Contractor at the address set forth in its Quotation.

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**PART B – GENERAL CONDITIONS – Cont.**

**4. Assignment**

4.1 The Contractor shall not assign the Contract in whole or in part, nor any payments due or to become due under the Contract without prior written consent of the LPM. No assignments of the Contract shall relieve the Contractor from any obligation under the Contract or impose any liability on the VRCPG, LPM or any PM. Involuntary assignment of the Contract as a result of, inter alia, bankruptcy, assignment of the Contract for the benefit of creditors or appointment of a receiver, or insolvency shall be deemed default under the Contract entitling the PMs to terminate their Contracts.

**5. Time of the Essence**

5.1 For all requests made by the LPM or a PM pursuant to the Selected Quotation, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the PM or LPM shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

**6. Laws, Permits and Regulations**

6.1 The laws of British Columbia shall govern the Contract.

6.2 Contractor will be expected to carry a business license for each jurisdiction.

6.3 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

**7. Workplace Hazardous Material Information System (WHMIS) – Intentionally Omitted**

**8. Participating Members' Contract**

8.1 Each PM shall issue and administer its own Contract and shall be invoiced separately. The settling of accounts is to be directly between the Contractor and the PM.

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**PART B – GENERAL CONDITIONS – Cont.**

**9. Quality of Workmanship**

9.1 The Contractor shall perform the services with the degree of care, skill and diligence normally applied in the performance of services of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.

**10. Inspection of Services**

10.1 All services shall be subject to inspection and shall meet the approval of the PM. In case services are not approved the PM shall have the right to reject them or to require correction.

10.2 Acceptance or rejection of the services shall be made as promptly as practical, but failure to accept or reject the services shall not relieve the Contractor from responsibility for such services that are not in accordance with the Contract.

10.3 The PM will not be deemed to have accepted the services by virtue of a partial or full payment for it.

10.4 The PM shall be the final judge of all services and its decisions of all questions in dispute with regard thereto will be final.

**11. Protection of Person and Property**

11.1 The Contractor shall use due care that no persons are injured, no property damaged or lost, and no rights are infringed in the supply of the services, and the Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

11.2 The Contractor shall effectively warn and protect the public and other personnel from any danger as a result of the services being supplied.

**12. Rectification of Damage and Defects**

12.1 The Contractor shall rectify any loss or damage for which, in the opinion of the PM, the Contractor is responsible, at no charge to the PM and to the satisfaction of the PM. Alternatively, the PM may repair the loss or damage and the Contractor shall pay to the PM the costs of repairing the loss or damage forthwith upon demand from the PM. Where, in the opinion of the PM, it is not practical or desirable to repair the loss or damage, the PM may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

**13. Warranty**

- 13.1 The Contractor warrants that the services supplied by the Contractor to the PMs will be in full conformity with the Specifications and all conditions of the RFQ.
- 13.2 The Contractor further warrants that the services are fit for the intended purpose and are according to the Requirements set out in the RFQ.
- 13.3 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfillment of the Contracts.

**14. Clean Up**

- 14.1 It is the Contractor's responsibility to leave the site(s) clean, safe and debris free.

**15. WorkSafe BC**

- 15.1 Prior to commencing any services on a PM's site, the Contractor must provide evidence that it is in good standing with the WorkSafe BC (WCB). The Contractor is responsible for having the site secured in accordance with WCB safety regulations and ensure that no danger shall befall the public at any time during the performance of the services.
- 15.2 The Contractor shall be deemed the "prime Contractor" as defined by WorkSafeBC for the purpose of the Contract(s) and as such, has the responsibility to:
  - a) ensure work is done in a safe manner that complies with all the regulatory requirements;
  - b) direct and coordinate the work activities related to the health and safety of all Contractors and any other workers in the workplace and immediately give notice;
  - c) have a supervisor with the necessary skills, qualifications and experience readily available at the workplace to coordinate the health and safety activities of the workers;
  - d) obtain from the PM written information on hazards and conditions and the methods to address the hazards and conditions and will circulate this information.

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**PART B – GENERAL CONDITIONS – Cont.**

- 15.3 Prior to starting any work at the workplace the Contractor must:
- a) have its own safety program and with written safe work procedures specific to the work being performed available at the worksites; and
  - b) ensure the safety program meets the requirements of Part 3 of the WorkSafe Act and Part 3 of the WCB OHS Regulation.
- 15.4 The Contractor shall:
- a) ensure there is a supervisor at the workplace who has the necessary skills and experience to run the Contractor's safety program;
  - b) provide occupational health and safety records and documentation to the PM;
  - c) at the start of the services, provide in writing, the names of all supervisors; and immediately inform the PM of any changes.
- 15.5 At all times the Contractor will ensure that its workers and sub-Contractors, and all other workers coming onto the workplace will comply with:
- a) the Workers Compensation Act and the WCB OHS Regulation;
  - b) the Contractor's safety program; and
  - c) all worksite safety requirements.

**16. Dispute Resolution**

- 16.1 All claims, disputes or issues in dispute between the PM and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.
- 16.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia.
- 16.3 In the event that the parties agree to arbitration, the arbitration shall take place in the lower mainland, British Columbia and be governed by the laws of British Columbia.
- 16.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the PMs and the Contractor



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**PART B – GENERAL CONDITIONS – Cont.**

**17. Termination of Contract**

17.1 The PM may, by notice of default to the Contractor, terminate in whole or in part the Contract if the Contractor fails to perform the services, at the sole discretion of the PM, on any provision of the Contract, and within the time specified, or within a reasonable time if no time is specified

**18. Confidentiality**

18.1 The contents of this RFQ, any Contract arising from a Quotation in response to this RFQ and any information pertaining to the PMs, their customers, or individuals, which is obtained by the Bidder as a result of participation in this RFQ, is confidential and must not be disclosed without prior written authorization from the LPM/PM unless the information is already in the public domain or becomes available in the public domain through no fault of the Bidder or Contractor.

**19. Indemnity**

19.1 The Contractor shall indemnify and save harmless the PMs and their directors, officers, servants, employees, volunteers and agents from and against all claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising in any way out of or connected with the work by the Contractor under the Contract, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the indemnified parties or any of them.

**20. Payments**

20.1 The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the PM.

**21. Taxes**

21.1 Invoices shall show the appropriate amounts for HST, GST and PST, where applicable.

**22. Non-resident Withholding Tax – Intentionally Omitted.**

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**PART C – SPECIAL CONDITIONS**

**1. Late Deposit**

1.1. In the event that the Contractor fails to meet the guaranteed same day deposits as requested, the Contractor shall be liable for all loss of interest which would have been earned by PM, or penalties levied against each respective PM for late deposit of payment.

**2. Licenses and Permit**

2.1. The Contractor shall be the holder of a valid security license for armoured car service as per the Province of British Columbia's Security Services Act and Regulations. The Contractor shall employ individuals with a current and valid security worker license to provide armoured car guard services with a current, valid Authorization to Carry (ATC) a restricted firearm (under the Firearms Act, Canada). The Contractor shall also hold a valid permit as per the Province of British Columbia's Armoured Vehicle and After-Market Control Act to operate an armoured car service in the Greater Vancouver Area.

**3. Requirements of B.C. Attorney General's Office**

3.1. The Contractor must comply with the BC Provincial Security Services Acts and Regulations including amendments up to B.C. Reg. 203/2010, July 1, 2010. All armoured cars and guards must meet specifications as required by the B.C. Attorney General's office.

**4. Time of Pickup**

4.1. The time of pickup must be mutually agreed upon between the Contractor and each respective PM.

4.2. If the Contractor cannot perform a pickup at the time specified, the Contractor will immediately notify the appropriate PM contact to make arrangements for pickup later that day and at a mutually agreeable time. If the Contractor cannot perform the pickup on that day, this will be deemed a "missed pickup."

VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

RFQ FOR: [4234Q ARMOURED CAR SERVICES]

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**PART C – SPECIAL CONDITIONS – Cont.**

**5. Identification**

5.1 The Contractor's employees will be attired in the Company's uniform and will visibly wear their photo identification card while on site. The Contractor must provide to each pickup location a current photo identification listing (name and picture) of each employee's used to pick-up deposits. If the Contractor has any changes to the staff servicing VRCPG facilities the Contractor must immediately notify each respective facility by fax or email providing an updated listing as soon as possible.

**6. Breach of Contract**

6.1 An excessive number of missed revenue deposit pick-ups, missed same-day bank deposits or missed currency/coin deliveries will constitute a breach of Contract subject to cancellation of this Contract upon thirty (30) days notice. Excessive shall be at the sole determination of each PM.

**7. Currency/Coin**

7.1 The Contractor will be fully liable for any loss, damage, destruction or theft of any VRCPG deposit/currency/coin from the time the deposit is received into the custody of the Contractor until the time of delivery of the deposit/currency/coin to required bank.

7.2 The Contractor will deliver currency/coin to the required locations from a supplier approved by the VRCPG group. Currency/coin will be secured in sealed containers and will be delivered on the days as and when required by each respective facility.

7.3 Coin delivery may be refused if delivered in a damaged condition.

**8. Comprehensive General Liability Insurance:**

8.1 Comprehensive general liability insurance with limits of not less than five million dollars (\$5,000,000) per occurrence inclusive for personal injury or property damage and in the aggregate with respect to products and completed operations. The insurance shall protect the Contractor, its subcontractors and their respective employees, servants and agents against personal injury, including death, sustained by any person and damage to or destruction of property including loss of use thereof, arising directly out of the operations or Requirements performed in connection with the Contract.

8.2 The Contractor shall provide proof of insurance covering the liability assumed by the Contractor for loss or damage from any cause whatsoever, to property of the VRCPG group consisting of money, currency, coin, bank notes, legal Quotation, cheques, drafts,  
VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

**PART C – SPECIAL CONDITIONS – Cont.**

bills of exchange, money orders, bonds, debentures, negotiable and non-negotiable securities

8.3 The policy of insurance shall include but not be limited to:

- a) a cross-liability or severability of interest clause;
- b) cover non-owned automobile, contingent employer's liability, blanket contractual liability, Contractor's protective liability, personal injury, broad form property damage, broad form completed operations, and operation of attached machinery;
- c) addition of the VRCPG, its officers, officials, employees, servants, and agents as additional insured; and
- d) a policy deductible not exceeding five thousand dollars (\$ 5,000) for any one accident of occurrence;
- e) premises and operations liability

8.4 The Contractor shall provide and maintain a Comprehensive Dishonesty, Disappearance and Destruction (3-D) Insurance including Form A coverage, with an endorsement for Third Party Property coverage, in an amount of not less than \$1,000,000.00 per occurrence acting alone or in collusion with others and broad form money and securities in transit coverage with a limit of not less than \$1,000,000.00.

**9 Comprehensive Crime & Fidelity Insurance**

9.1 comprehensive crime including a commercial blanket bond at \$5,000,000.00 being minimum limit;

9.2 inside/outside robbery for loss inside premises and loss outside of premises at \$2,000,000.00 being minimum limit

**10 Motor Vehicle Insurance:**

10.1 Motor vehicle liability insurance for owned and leased licensed vehicles with limits of five million dollars (\$5,000,000) inclusive for accidental injury to or death of one or more persons or damage to or destruction of property as a result of any one accident. Where the policy has been issued pursuant to a government operated automobile insurance system, the Contractor shall provide the LP with confirmation of the automobile insurance coverage for all automobiles registered in the name of the Contractor and its subcontractors used in connection with the services.

**11 Submission of Insurance:**

11.1 The Contractor must provide the LP with certified copies of all insurance certificates prior to commencing work under this Contract.

VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

RFQ FOR: [4234Q ARMOURED CAR SERVICES]

**PART D – ADDITIONAL INFORMATION**

1.

|   |          |
|---|----------|
| Pickup/Delivery within a twenty-four (24) hour, seven (7) days per week, is a requirement and is mandatory.<br>What is the charge for this additional delivery ? (Monday to Friday) | \$       |
| What is the charge for this additional delivery ? (Saturday and Sundays)  | \$       |
| What is the charge for this additional delivery ? (Statutory holidays)  | \$       |
| Cost to deliver Coin (whole or partial boxes) to any location per delivery, please provide proposed procedures:   | \$ /Roll |
| State cost off rolling presorted coin   | \$ /Roll |
| State if your company offers coin service<br>(Yes or No)  |          |
| State cost for supplying uniquely identified bags, as required. The bags offered must be approved both by each PM's bank and by each PM.  | \$ /Bag  |
| State cost of counting , sorting and rolling and depositing coin  | \$ /roll |
|   |          |

VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

RFQ FOR: [4234Q ARMOURED CAR SERVICES]

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**PART E – QUOTATION FORM**

**1 References**

1.1 The following is a list of references for similar services supplied by the Bidder to other clients. The Bidder agrees that the LPM may contact these references. In addition, the LPM may also contact any other organization for the purposes of evaluating the Bidder's company and Quotation.

| <b>COMPANY NAME &amp;<br/>ADDRESS</b> | <b>CONTACT NAME<br/>TELEPHONE NUMBER AND<br/>EMAIL</b> | <b>BRIEF DESCRIPTION OF<br/>WORK &amp; DATE PERFORMED</b> |
|---------------------------------------|--|---|
|                                       |  |   |
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VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

RFQ FOR: [4234Q ARMOURED CAR SERVICES]

**PART E – QUOTATION FORM –Cont.**

**2. Bidder Information**

|                            |   |
|----------------------------|---|
| (Please print)             |   |
| <b>Bidder's Name:</b>      | _____                                       |
| <b>Address:</b>            | _____                                       |
|                            | _____ <b>Postal Code:</b> _____             |
| <b>Telephone:</b>          | _____ <b>Fax:</b> _____ <b>Email:</b> _____ |
| <b>Key Contact Person:</b> | _____                                       |

To: \_\_\_\_\_, Lead Participating Member, the undersigned Bidder, having carefully read and examined the RFQ, including the Instructions to Bidders, General Conditions, Special Conditions, Additional Information, and all Addenda and having full knowledge of the Requirements described herein, does Quote to provide the goods and/or services in accordance with the specifications, terms and conditions set out in the RFQ and in accordance with the pricing set out in the Additional Information, and the Locations and Amounts document.

AS EVIDENCED WHEREOF, the Bidder has executed this Quotation form, Additional Information form and Locations and Amounts document under the signature shown below with the intent that the Quotation will be irrevocable for the period specified in Section 12.2 under Part A of this RFQ.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Bidder

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP

QUOTATION FOR: [4234Q ARMoured CAR SERVICES]

APPENDIX 1 – PARTICIPATING MEMBERS OF THE VRCPG

| Name & Address (shipping & invoicing, if applicable)   | Contact Name & Title<br>Email Address   | Telephone #  |
|--|---|--------------|
| City of Richmond<br>6911 No. 3 Road<br>Richmond, BC, V6Y 2C1                                 | Daianna Panni<br><a href="mailto:dpanni@richmond.ca">dpanni@richmond.ca</a>                         | 604-276-4270 |
| City of Coquitlam<br>3000 Guildford Way<br>Coquitlam, BC, V3B 7N2                            | Judy Arnal<br><a href="mailto:jarnal@coquitlam.ca">jarnal@coquitlam.ca</a>                          | 604-927-3062 |
| Township of Langley<br>20338 – 65 Avenue<br>Langley, BC, V2Y 3J1                             | Renee Carter<br><a href="mailto:rcarter@tol.ca">rcarter@tol.ca</a>                                  | 604-532-7328 |
| North Vancouver Recreation Commission<br>600 West Queens Road<br>North Vancouver, BC V7N 2L3 | Susan Relleve<br><a href="mailto:relleves@northvanrec.com">relleves@northvanrec.com</a>             | 604-983-6313 |
| District of Maple Ridge<br>11995 Haney Place<br>Maple Ridge, BC V2X 6A9                      | Nicole Walsh  | 604-463-4343 |
| City of North Vancouver<br>141 West 14 <sup>th</sup> Street<br>North Vancouver, BC V7M 1H9   | Sabine Zander<br><a href="mailto:szander@cnv.org">szander@cnv.org</a>                               | 604-983-7309 |
| District of North Vancouver<br>355 West Queens, North Vancouver<br>BC V7N 4N5                | Mark Pain<br><a href="mailto:PainM@dnv.org">PainM@dnv.org</a>                                       | 604-990-2303 |
| District of West Vancouver<br>750 – 17 <sup>th</sup> Street<br>West Vancouver, BC V7V 3T3    | Brenda Williamson<br><a href="mailto:bwilliamson@westvancouver.ca">bwilliamson@westvancouver.ca</a> | 604-925-7165 |
| Corporation of Delta   | Mike Froehler   | 604-952-3644 |



PARTICIPATING MEMBERS OF THE VRCPG Cont'd

| <b>Name &amp; Address (shipping &amp; invoicing, if applicable)</b>     | <b>Contact Name &amp; Title<br/>Email Address</b>   | <b>Telephone #</b> |
|---|---|--------------------|
| 5404 – 64 <sup>th</sup> Street<br>Delta, BC, V4K 3M6                    | <a href="mailto:mfroehler@corp.delta.bc.ca">mfroehler@corp.delta.bc.ca</a>                |                    |
| City of Abbotsford<br>32315 South Fraser Way<br>Abbotsford, B.C V2T 1W7 | Cathy Macdonald<br><a href="mailto:cmacdonald@abbotsford.ca">cmacdonald@abbotsford.ca</a> | 604-864-5521       |