



**REQUEST FOR QUOTATION 4276Q  
SUPPLY & DELIVERY OF TEN (10) CUTAWAY VANS**

Quotations 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 on Tuesday, August 23, 2011**.

**NOTES:**

1. Three (3) copies of quotations shall be in a sealed envelope or package marked with the bidder's Name, the RFQ Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.

All queries related to the RFQ shall be submitted  
in writing to the attention of:

Sumita Dosanjh - Buyer II - Contracting Specialist

email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

The deadline for all enquiries is **12:00 pm local time, on Tuesday, August 16, 2011.**

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**REQUEST FOR QUOTATION 4276Q  
SUPPLY & DELIVERY OF TEN (10) CUTAWAY VANS**

Name of Bidder: \_\_\_\_\_

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

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## PART A – INSTRUCTIONS TO BIDDERS

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### PART A – INSTRUCTIONS TO BIDDERS

#### **1.0 Description of Requirement**

- 1.1 Quotations are invited for supply & delivery of ten (10) cutaway vans (the “Vans”) as set out herein, for the City of Richmond. The City would like the option to purchase the Vans as required over the next three (3) years.
- 1.2 Bidders are required to submit a quotation for the full requirement only. Partial responses will be put aside and given no further consideration.

#### **2.0 Contract Term- Intentionally Omitted**

#### **3.0 Pricing**

- 3.1 Prices quoted will be in Canadian currency and exclusive of all taxes, F.O.B. destination to the sites named herein, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

#### **4.0 Inquiries and Clarifications**

- 4.1 It is the sole 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 e-mailed to the contact person shown on the cover page. If required, an addendum will be published on the following websites:
  - a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
  - b) City’s website: <http://www.richmond.ca/busdev/tenders.htm>
- 4.2 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

#### **5.0 Inspection of Site- Intentionally Omitted**

#### **6.0 Submission of Quotation**

- 6.1 The response to this Request for Quotations (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 “Closing Time”). 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.

## PART A – INSTRUCTIONS TO BIDDERS

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- 6.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 6.3 The Bidder shall submit three (3) copies of its Quotation in accordance with the instructions stated herein.
- 6.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory in the spaces provided.
- 6.5 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.
- 6.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to Closing Time.
- 6.7 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.
- 6.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

### **7.0 Conflict of Interest**

- 7.1 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 Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

## PART A – INSTRUCTIONS TO BIDDERS

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### 8.0 Evaluation of Quotations

- 8.1 Quotations will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:
- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
  - b) financial offer including but not limited to life cycle cost (transaction price, estimated residual value, operating cost including maintenance, repair and fuel costs) warranty, and any other life cycle considerations;
  - c) the Bidder's ability to meet the delivery timelines set out herein;
  - d) 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;
  - e) equipment quality, configuration, age and condition; and
  - f) any other criteria set out in the RFQ.
- 8.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
- 8.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.
- 8.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.

Preference may be given to Quotations offering environmentally beneficial products or services. . Specifically, in accordance with the City's Green Fleet Policy 2020, vehicles with highest fuel efficiency and cost effectiveness based on considerations of life-cycle costing and financial investment requirements and vehicles which maximize the use of alternative fuels and technologies will be considered

## PART A – INSTRUCTIONS TO BIDDERS

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### **9.0 Acceptance and Rejection of Quotations**

- 9.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:
- a) accept any Quotation;
  - b) reject any Quotation;
  - c) reject all Quotations;
  - d) accept a Quotation which is not the lowest Quotation;
  - e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
  - f) reject a Quotation even if it is the only Quotation received by the City;
  - g) accept all or any part of a Quotation; and
  - h) split the Requirements between one or more Bidders.
- 9.2 All Quotations shall be irrevocable and remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 9.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

### **10.0 Award of Contract**

- 10.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 10.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City's purchase order including the standard purchase order terms and conditions;
  - b) Or any mutually agreed to amendments between the Bidder and the City;
  - c) The Quotation; and
  - d) The RFQ and any subsequent addenda.



## PART A – INSTRUCTIONS TO BIDDERS

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- 10.3 Where the head office of the successful Bidder is located within the City of Richmond and/or where the successful Bidder is required to perform the Service at a site located within the City of Richmond, the successful Bidder is required to have a valid City of Richmond business license prior to Contract execution.
- 10.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

### **11.0 Publication of the Results of the Request for Quotation**

- 11.1 The City will publish the name of the successful Bidder on the websites listed in Section 4.1. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Request for Quotation.

### **12.0 Quantities**

- 12.1 The quantities stated herein are the City's best estimates of its requirements and should not be relied on. Actual quantities may vary.

### **13.0 Brand Names – Intentionally Omitted**

### **14.0 Alternates and/or Variations to Specifications**

- 14.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Bidders should bid in accordance with such Specifications, or if the Bidder cannot meet the Specifications, the Bidder may offer an alternative which it believes to be the equivalent.
- 14.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Specifications, the Bidder wishes to offer an alternative, the alternative Quotation shall be submitted separately in the same format as the initial Quotation.
- 14.3 The City is not obligated to accept any alternatives.
- 14.4 The City will determine what constitutes allowable alternatives and/or variations.

### **15.0 Freedom of Information and Protection of Privacy Act (BC)**

- 15.1 Bidders should note that the City of Richmond is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

PART A – INSTRUCTIONS TO BIDDERS

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**16.0 Confidentiality**

- 16.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.
- 16.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

**17.0 Insurance**

- 17.1 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.
- 17.2 Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 within the document completed and submitted with their Quotation.
- 17.3 All requested policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

**18.0 Bid Bond- Intentionally Omitted**

PART B – GENERAL CONDITIONS

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PART B – GENERAL CONDITIONS

**1.0 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 City, shall be deemed not to be acts of God;

“Bidder” means the individual, partnership, corporation or combination thereof, including joint ventures, who or which sign the Quotation form set out in Part D of this RFQ;

“City” means the municipal corporation, generally known as the City of Richmond.

“City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

“Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;

“Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;

“Contract Documents” means the purchase order, the Contractor’s Quotation, the RFQ and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;

“Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint ventures, who or which is awarded the Contract;

“Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

“F.O.B.” means all costs of freight, insurance, brokerage, customs duties and all other costs of delivery to the site named as F.O.B. will be borne by the Contractor and that ownership and title to all goods, materials, and equipment are transferred to the City when same are delivered by the Contractor to the City and the risk of loss or damage to the goods, materials and equipment transfers to the City only at such time as same are received and accepted by the City at the site named as “F.O.B.”;

## PART B – GENERAL CONDITIONS

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“HST” means the harmonized sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefore in force from time-to-time;

“OHS Regulation” means the *Workers Compensation Act* (British Columbia), including without limitation, the Occupational Health & Safety Regulation (BC Regulation 296/97, as amended by BC Regulation 185/99) enacted pursuant to such Act, all as such Act or Regulations are amended or re-enacted from time to time.

“Quotation” means the Bidder’s response made on the Quotation form set out on Part E of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements; Part D – Quotation Form;

“Requirements” means all of the Specifications, requirements and services set out in the RFQ that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;

“Goods” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

### **2.0 Sub-contractors**

- 2.1 All sub-contractors are the responsibility of the Contractor.
- 2.2 The Contractor shall be held as fully responsible to the City for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by the Contractor, as for the acts and omissions of persons directly employed by it.
- 2.3 The Contractor agrees to ensure performance by every sub-contractor with the terms and requirements of the Contract Documents.
- 2.4 No sub-contractors will be permitted except those expressly named by the Contractor in Part D – Quotation form or subsequently permitted in writing by the City pursuant to Section 4.1 of these General Conditions.
- 2.5 The Contractor will list below all subcontractors it intends to use in its performance of the Work, and what parts of the Work each subcontractor will be undertaking (the “Subcontractors”).
- 2.6 The Contractor, if awarded the Contract, will engage the listed Subcontractors only, and no others in their stead, without prior written authorization of the City.

## PART B – GENERAL CONDITIONS

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- 2.7 The Contractor, if awarded the Contract, will ensure that every Subcontractor is bounded by a legal agreement with the same terms and conditions of the Contract.

### **3.0 Independent Contractor**

- 3.1 The Contractor, its Sub-contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and its sub-contractors are not, nor are they to be deemed to be, partners, appointees, employees or agents of the City.

### **4.0 Assignment**

- 4.1 Subject to Sections 2.4 and 4.2, the Contractor will not assign, sublet, subcontract, or let out as task work any part of the Work or any of the Contractor's obligations of the Contract Documents to any third party, and will not assign or otherwise transfer any of the rights of payment under the Contract Documents to any third party, without in each case the prior written consent of the City which consent the City may arbitrarily withhold.
- 4.2 Despite Section 4.1, the Contractor may utilize those sub-contractors expressly named in the "List of Subcontractors" of Part D– Quotation Form but only for the Area of Responsibility set out beside their name, provided always that the Contractor may not substitute or replace those sub-contractors, or permit those sub-contractors to further assign, sub-let, sub-contract, or let out as task work their obligations under the Contract documents, except in accordance with Section 4.1 above.
- 4.3 If the City should consent to any such assignment, subletting or letting out as task work of all or any part of the Work, the Contractor shall in no way be relieved from its responsibility for the fulfilment of the Work, but shall continue to be responsible for the same in the same manner as if all the Work had been performed by the Contractor.

### **5.0 Time of the Essence**

- 5.1 For all requests made by the City pursuant to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the City, 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.

### **6.0 Laws, Permits and Regulations**

- 6.1 The laws of British Columbia shall govern the Contract.

## PART B – GENERAL CONDITIONS

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6.2 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.

### **7.0 Inspection**

7.1 The Goods are subject to inspection and in case is not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.

7.2 The City shall be the final judge of the Goods in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.

7.3 The City will not be deemed to have accepted the Goods by virtue of a partial or full payment for it or prior inspection at the Contractor's facility.

### **8.0 Responsibility For Work**

8.1 The Contractor shall be responsible for the Goods covered by this contract until it is delivered to the designated delivery point, regardless of the point of inspection.

8.2 Upon delivery of the Goods, the title shall pass from Contractor to the City. Passing of title shall not constitute acceptance of the Goods by the City.

8.3 Upon delivery of the Goods, the Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from Contractor's negligence.

### **9.0 Quality of Workmanship and Materials**

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

9.2 The Contractor shall ensure that materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment.

9.3 The Contractor shall ensure that materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

## PART B – GENERAL CONDITIONS

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### **10.0 Warranty**

- 10.1 The Contractor warrants that the Goods supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).
- 10.2 The Contractor further warrants that the Goods is of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 10.3 Equipment and materials shall be new, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation.
- 10.4 At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract.
- 10.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

### **11.0 Indemnification and Insurance**

- 11.1 The Contractor shall 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 a manner based upon, occasioned by or attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, its employees, officers, volunteers, servants, sub-contractors, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of the Requirements.
- 11.2 The Contractor shall 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 in equity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process or otherwise.
- 11.3 The Contractor shall assume the defence of, and indemnify and hold harmless the City and its officers, employees and agents, from and against all claims relating to materials, goods or equipment furnished and to inventions, copyrights, trade marks, or patents and rights thereto used by the Contractor in the execution of the Contract and in subsequent use and/or operation by the City.

PART B – GENERAL CONDITIONS

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- 11.4 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
- 11.5 The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverage:
- a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverage:
    - 1. Contractual liability assumed under this agreement.
    - 2. Contingent employer's liability with respect to operations of sub-contractors.
    - 3. Owner's protective liability.
    - 4. Cross liability.
    - 5. Automobile liability (non-owned, hired).
    - 6. Completed operations liability 24 months after completed operations.
    - 7. Voluntary medical payments.
  - b) "Course of Construction" Property Damage Insurance - Intentionally Omitted
- 11.6 Intentionally Omitted
- 11.7 The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Manager Purchasing a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least thirty (30) days' written notice to the City.



## PART B – GENERAL CONDITIONS

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- 11.8 Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law
- 11.9 It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.
- 11.10 It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

### **12.0 Termination**

- 12.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:
- a) if the Contractor fails to make delivery of the Goods within the time specified, or fails to perform any other provisions, terms or conditions of the Contract within the time specified, or within a reasonable time if no time is specified;
  - b) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
  - c) any failure of the Contractor to meet the safety requirements of the Contract;
  - d) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
  - e) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.

## PART B – GENERAL CONDITIONS

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- 12.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).
- 12.3 Upon termination of the Contract(s) in whole or in part, the City may procure similar goods, materials, equipment and/or services and the Contractor shall be liable to the City for any excess costs for such similar goods, materials, equipment and/or services. The Contractor shall not be liable for any excess costs if failure to perform arises by reason of strikes, lockouts, Acts of God or acts of the City. The City will not be liable where Delivery Sites are not available due to strikes, lockouts or Acts of God.

### **13.0 Payments**

- 13.1 The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.

### **14.0 Taxes**

- 14.1 Unless otherwise provided herein, the Contractor shall pay all sales or excise taxes in force during the term of the Contract, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract(s).
- 14.2 Invoices shall show the appropriate amounts for HST.

### **15.0 Non-resident Withholding Tax**

- 15.1 Regulation 105(1) of the Canadian Income Tax Act requires that payments to non-residents for any work performed in Canada are subject to a Non-resident Withholding Tax of fifteen (15%) percent. Exemption from this withholding tax is available in some circumstances, but the Contractor must apply directly to the Canada Revenue Agency (CRA) at least thirty (30) days before commencing the Work.

PART B – GENERAL CONDITIONS

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**16.0 Performance Bond – Intentionally Omitted**

**17.0 Protection of Person and Property- Intentionally Omitted**

**18.0 Clean Up- Intentionally Omitted**

**19.0 Character of Workers- Intentionally Omitted**

**20.0 Conduct of the Contract**

20.1 The City of Richmond’s Manager, Purchasing shall have the conduct of the RFQ and the Contract.

**21.0 Rectification of Damage and Defects**

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

**22.0 Failure to Perform**

22.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor.

22.2 If the Contractor fails to perform any provision of the Contract due to reasons of strike, lockout or other work stoppages, the City may upon ten (10) days written notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

**23.0 Dispute Resolution**

23.1 All claims, disputes or issues in dispute between the City and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction with the Province of British Columbia and be governed by the laws of British Columbia.

23.2 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

## PART B – GENERAL CONDITIONS

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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 with the Province of British Columbia.

23.3 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.

23.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

### **24.0 Delivery**

24.1 Deliveries shall be made to 5599 Lynas Lane Fleet Garage in the City of Richmond between the hours of 7:30 AM and 4:00 PM on any normal working day.

### **25.0 Changes in Requirements**

25.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.

25.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>A. GENERAL SPECIFICATIONS</u></b></p> <p><b><u>TYPE</u></b>            Cut away vans/ cube type van with dual rear wheel.            Primary application for vehicle is to carry personnel and materials to and from job sites and towing of various trailers.</p> <p><b>STATE</b>            -Make and model (diesel and gasoline)            -Options/alternatives</p> <p><b>A. CAB</b></p> <p><b>1. Wheelbase</b>            Wheelbase to be 158” minimum  <b>STATE</b>            -Wheelbase            -Cab to axle            -Options/alternative’s</p> <p><b>2. Gross Vehicle Weight Rating</b>            Minimum gross vehicle weight rating must be a minimum 8000Kg. (Payload 1700 Kg)  <b>STATE</b>            -Gross Vehicle Weight Rating</p> <p><b>3. Trailer Towing Package</b>            Towing package must include trailer harness and brake controller, Class 4 trailer hitch with 2 inch square receiver and 2 inch ball and 7 pin round wiring receptacle.  <b>STATE</b>            -GCVWR            -Maximum tongue weight capability            -2” or 2 5/16” receiver hitch minimum 10,000 lb. Capacity            - type and style of brake control system</p> <p><b>4. Base Curb Weight</b>  <b>STATE</b>            -Curb weight of chassis and cab</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>B. CAB</u></b></p> <p><b>1. Paint</b>            Cab to be acrylic enamel white deluxe or equal. Frame to be painted black, wheels silver, and factory applied.            STATE            -Paint type and colour description            -If rust proofing included            -options</p> <p><b>2. Windshield</b>            Preference is for a tinted windshield and side door windows. Cab to be fitted with visors on both sides.            STATE            -Type</p> <p><b>3. Seats</b>            Two bucket seats with OEM head restraints provided. Seat fully adjustable with forward/rearward motion. Cover material to be heavy duty knitted vinyl type fabric. Seats must be fitted with approved seat belts.            STATE            -Type</p> <p><b>4. Power Window and Door locks</b>            STATE:            - options            - itemized costs</p> <p><b>5. Interior</b>            Interior should be a grey or dark grey shade. Interior materials must be easy care and durable. Rubber floor mats.            STATE            Colour            Material Type</p> <p><b>6. Instrumentation</b>            Instrumentation should include gauges for all vital functions: oil pressure, coolant temperature, ammeter, speedometer and fuel levels.            STATE            -Gauges included            -Type            -Type and functions with audible alarms            -Options/alternatives</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>B. CAB</u></b> (Cont'd)</p> <p><b>7. Radio</b>            -Fitted with AM/FM/CD/Radio            -Blue Tooth            -Options/alternatives</p> <p><b>8. Mirrors</b>            Conventional power style dual folding outside mirrors complete with convex mirror.            STATE            -Type</p> <p><b>9. Intermittent Windshield Wipers</b>            Intermittent type windshield wipers complete with washer control and fluid reservoir.            STATE            -Type            -Options/alternatives</p> <p><b>10. Interior Sound Levels</b>            Please list interior sound levels at following stages:            -Vehicle idle            -First gear maximum RPM            -60 KPH cruise on pavement</p> <p><b>11. Operator Visibility</b>            Purchase consideration will be given to overall operator visibility and convenience offered by vehicle.</p> <p><b>12. Heater/Defroster/AC</b>            A heater/defroster unit capable of meeting local conditions, cool temperatures and high humidity.            Complete with factory installed air conditioning system.            STATE            -System air movement capacity            -System BTU delivery at maximum – warm engine.            -Options/alternatives</p> <p><b>13. Steering Wheel</b>            Tilt type adjustable steering wheel.            STATE            - Type and style</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>C. ENGINE</u></b></p> <p><b>1. Engine</b>            Diesel and or Gas type engine. Engine must take into account eco-energy options and must meet the demand of the GVW.            STATE            -Number of cylinders            -Type and displacement            - Carbon emissions associated with vehicle            -Make and model            -Options/alternatives</p> <p><b>2. Engine Power</b>            Minimum required power output is a minimum 250 SAE net horsepower.            STATE            -Horsepower rating            -Maximum torque and RPM            -Complete with water separator/spin on filter and idle control kit.            -Options/alternatives</p> <p><b>3. Fuel System</b>            Electronic fuel injection system.            STATE            -Type of fuel system            -Size of tank capacity of rear tank            - Options/alternatives</p> <p><b>4. Cooling</b>            Provide maximum available cooling system, complete with silicone hoses for model recommended. Coolant to be a minimum of -30°            STATE            -Type            -Options/alternatives</p>	



PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>C. ENGINE</u></b> (Cont')</p> <p><b>5. Power to Weight Ratio</b>            Cab and chassis power to weight ratio – base curb weight divided by SAE net horsepower.            STATE</p> <p><b><u>D. DRIVE TRAIN</u></b></p> <p><b>1. Automatic Transmission Requirement</b>            6 speed w/Overdrive automatic transmission with transmission cooling system.            STATE            -Type, make, model            -If optional, list price and components included in package.</p> <p><b><u>E. ELECTRICAL</u></b></p> <p><b>1. Alternator</b>            Minimum of 130 amps.            STATE            -Type and output capacity            -Options/alternatives</p> <p><b>2. Battery</b>            Dual maintenance free battery, heavy duty relative to large capacity alternator.            STATE            -CCA ratings</p> <p><b>3. Back Up Alarm</b>            Provide back up alarm with minimum 105 dB rating</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>F. SUSPENSION</u></b></p> <p><b>1. Steering</b>            Power assist steering            STATE            -Type</p> <p><b>2. Brakes</b>            Power assist brakes ABS 4-wheel disc factory system.            STATE            -Type</p> <p><b>3. Heavy Duty Suspension</b>            Heavy-duty suspension package required. Selection of unit will include consideration for heavy-duty suspension components to accommodate a power tailgate.            STATE            -Type of suspension            -List heavy-duty components            -Increase in GVWR with HD suspension package offered.            -Vehicle payload            -Options/alternatives</p> <p><b>4. Tires</b>            Seven (7) premium quality tires sized to match heavy-duty suspension. Dual rear wheels (deep lug type).            STATE            -Type and size            -Options/alternatives</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>G. MISCELLANEOUS</u></b></p> <p><b>1. Vehicle must comply with government regulations and requirements for operation within B.C.</b>            -Federal Government Motor Vehicle Safety Regulations            -B.C. Motor Vehicle Act and Regulations            -Workers Safe BC Regulations            -B.C. Environmental Emissions Reductions Regulations</p> <p><b>2. Manuals/CD</b>            The following will be made available at time of vehicle delivery to the City Works Yard.            -2 operator manuals            -1 full set repair manuals/CD's            STATE            -what is offered</p> <p><b>3. Preventative Maintenance</b>            The following to be provided by the successful bidder at time of vehicle delivery to the Richmond City Works Yard.            -A complete check-off style preventative maintenance schedule checklist as recommended by the manufacturer to ensure satisfactory service life            -Listing of special service tool requirements            -Recommended diagnostic tools            -A full list of general maintenance parts such as filters, drive belts, recommended for on-hand stock            -Provide manufacturer's name and part numbers            STATE            -Describe what is included</p> <p><b>4. Demo</b>            Advise if demo vehicle is available for viewing or use in the Works Yard.</p> <p><b>5. Warranty</b>            Provide details concerning the standard applicable vehicle warranty. Advise if extended warranties apply, their respective terms and costs, if any.</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>G. MISCELLANEOUS</u></b> (Cont'd)</p> <p><b>6. Delivery</b>            Date of delivery must be within 60 days of the City of Richmond purchase order being issued. FOB, City of Richmond Works Yard.  <b>STATE:</b>            - Delivery _____ days</p> <p><b>7. Training</b>            Provide training to City of Richmond staff mechanics in the maintenance and repair of vehicles by factory or factory-trained personnel.  <b>STATE</b>            -Training provided            -Training aids provided (i.e., videos, chards, etc.)</p> <p><b>8. Keys</b>            -4 sets of keys and remotes to be provided</p> <p><b>9. Parts</b>            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.  <b>STATE</b>            - parts delivery service by air            - associated costs            - options/alternatives</p> <p><b>10. Greenhouse Gas/Carbon Reduction</b>            Proponent to provide solution how the design and use of your product takes into account strategies to reduce its carbon footprint.  <b>STATE:</b>            - Options and alternatives</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>H.BODY:</u></b></p> <p>1. <b>Cargo capacity</b> minimum 100 litres. (14 Ft box is required)            Should have windows in rear doors and where applicable.            STATE:            - what is offered            - costs associated to upgrade</p> <p>2. <b>Right hand side door.</b>(7Ft by 27")            STATE:            - what is offered            - costs associated to upgrade</p> <p>3. <b>Exterior mirrors</b> – should have with a fold in feature to prevent breakage.            STATE:            - what is offered            - costs associated to upgrade</p> <p>4. <b>Organizer box between seats</b> 18” x 12” x 16”            STATE:            - what is offered            - costs associated to upgrade</p> <p><b><u>I. OPTIONS:</u></b></p> <p><b>1. Payload Upgrade</b>            Provide costs associated to payload upgrade of 19,000 lbs.            STATE:            - what is offered              - costs associated to upgrade</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>I. OPTIONS (Cont'd)</u></b></p> <p><b>2. GPS</b>  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- Type of system(s) available</li> <li>- Subscriptions details and cost if applicable</li> <li>- Options and alternatives</li> </ul> <p><b>3. Mini light bar mounted forward facing.</b> LED bar mounted on rear doors with cab controls.  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- options</li> <li>- itemized costs</li> </ul> <p><b>4. Search lights. (LED)</b>  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- options</li> <li>- itemized costs</li> </ul> <p><b>5. Scene lights. (LED)</b>  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- options</li> <li>- itemized costs</li> </ul> <p><b>7. 3500 Watt Inverter 30AMP with auxiliary battery.</b>  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- options</li> <li>- itemized costs</li> </ul> <p><b>8. Electrical Outlets</b> (110 Volt) – 4 , two located inside and two outside.  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- what is offered</li> <li>- costs associated to upgrade</li> </ul> <p><b>9. Third seat</b> (jump seat) Must be engineering certificate to meet Commercial Motor Vehicle Act compliance.  <b>STATE:</b></p> <ul style="list-style-type: none"> <li>- options</li> <li>- itemized costs</li> </ul>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>I. OPTIONS:</u></b> (Cont'd)</p> <p><b>10. Full Partition</b> with window behind driver and passenger seats.            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>11. Three outside vented storage compartments</b> (passenger side). One 45” high by 38” wide and 34” deep (rear). One 26” high by 45.5 wide by 24 deep (center). One 49” high by 47” wide by 24” deep (front)            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>12. Work bench with vise.</b> Passenger side from side door to rear door.            STATE:            - options            - itemized costs</p> <p><b>13. Insulated Walls.</b>            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>14. Roof Vents.</b>            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>15. Roof Mounted Skylight.</b>            STATE:            - what is offered            - costs associated to upgrade</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b><u>I. OPTIONS:</u></b> (Cont'd)</p> <p><b>16. Rear heater for cargo area (12 volt).</b>            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>17. On board hydraulic system for hydraulic tools.</b>            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>18. Driver's side exterior ladder holder.</b>            STATE:            - what is offered            - costs associated to upgrade</p> <p><b>19. Can you provide <u>parts and services guarantees</u></b>            complete with minimum standards quantifying the            delivery of parts and services?            STATE            - Describe your performance guarantees.            - Costs.            - Options/Alternatives</p> <p><b>20. Other Options Available and/or Suggested</b>            STATE:            - options            - itemized costs</p>	



PART D – QUOTATION FORM

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PART D – QUOTATION FORM

**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, General Conditions, Requirements, Quotation Form, and Undertaking of Liability Insurance and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Requirements and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL\$ \_\_\_\_\_ (A)**

**LUMP SUM TOTAL\$ \_\_\_\_\_ (B)**

**PAYMENT TERMS \_\_\_\_\_ EARLY PAYMENT TERMS \_\_\_\_\_**

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation except for H.S.T.

The undersigned Bidder agrees to complete the whole of the works within \_\_\_\_\_ working days of acceptance.

Name of Bidder: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Name, Signature, and  
Title of Signing Officer: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

PART D – QUOTATION FORM

**Schedule of Quantities and Prices**

DESCRIPTION	UNIT	TOTAL COST
Cutaway Vans	EA	\$ _____(A)
DESCRIPTION	UNIT	TOTAL COST
Cutaway Vans	10	\$ _____(B)

Subtotal \$ \_\_\_\_\_(B)

**TOTAL QUOTED AMOUNT** \$ \_\_\_\_\_(B)  
**(carried forward to Quotation Form)**

Harmonized Services Tax (HST) \$ \_\_\_\_\_(B)

Payment Terms \_\_\_\_\_ Early Payment Discount \_\_\_\_\_

\_\_\_\_\_  
 Initials of Signing Officer

**PART D – QUOTATION FORM**

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**Schedule of Options and Prices**

(Please state additional options and costs not included in base price)

<b>DESCRIPTION</b>	<b>COST</b>
<b>TOTAL</b>	

PART D – QUOTATION FORM

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**Undertaking of Liability Insurance**

City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) \_\_\_\_\_ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) \_\_\_\_\_

EXCEPTIONS:

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Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 2011.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY IS APPLICABLE.

PART D – QUOTATION FORM

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**List of Subcontractors**

The Bidder agrees that the subcontractors shown herein is the list of subcontractors that he proposes to use to carry out those part of the work shown on the list and, subject to their approval by the City, the Bidder agrees to employ the listed subcontractors and no others.

Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the City.

The Bidder agrees that if he is awarded the contract, he will bind every subcontractor by the terms of the contract documents, as far as applicable to his work.

Description of Parts of Work to be Sublet to Subcontractors	Name, Address, and Telephone Number of Subcontractor(s) to be Used to Carry Out the Various Parts of the Work Described

(If additional space is required, attach additional)

PART D – QUOTATION FORM

**List of Equipment**

The Bidder proposes to use the equipment listed below in carrying out the work covered by this Contract (list only the major pieces of equipment to be used):

Number of Units	Brief Description of Equipment (state its use, make, age, and general condition)	Check Whether: Owned by Bidder      Rented/Leased

(If additional space is required, attach additional)

PART D – QUOTATION FORM

**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