



**REQUEST FOR QUOTATION 4801Q
SUPPLY & DELIVERY OF TWO (2) MINI-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 **3:00 pm local time on Wednesday March 27th, 2013.**

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:

Kerry Gillis - Buyer II - Contracting Specialist

email: purchasing@richmond.ca

The deadline for all enquiries is **5:00 pm local time, Thursday March 21st, 2013.**

The City reserves the right not to respond to inquiries received after this time.

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**REQUEST FOR QUOTATION 4801Q
SUPPLY & DELIVERY OF TWO (2) MINI-VANS**

Name of Bidder: _____

Address: _____

City: _____

Province: _____

Postal Code _____

Telephone Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Fax Number: _____

PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for supply & delivery of two (2) mini-vans as set out herein, for the City of Richmond (the “City”).
- 1.2 Bidders should submit a quotation for the full requirement only. Partial responses may be put aside and given no further consideration.

2.0 Pricing

- 2.1 Prices quoted will be in Canadian currency, exclusive of H.S.T and inclusive of all F.O.B. Destination to the Sites named herein as applicable, and with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

3.0 Inquiries and Clarifications

- 3.1 Inquiries are to be in written form only and e-mailed to the contact persons shown on the cover page. If required, an amendment or addendum may be issued to Bidders. However, it is the sole responsibility of the Bidder to thoroughly examine these documents, and amendments and addenda and to satisfy itself as to the full Requirements of this Request for Quotations (“RFQ”).
- 3.2 The City, its agents, consultants, elected officials and employees shall not be responsible for any information given by way of oral or verbal communication.
- 3.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFQ process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Quotation:
 - a) City: <http://www.richmond.ca/busdev/tenders.htm>
 - b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- 3.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 3.5 Each addendum will be incorporated into and become part of the RFQ document. No amendment of any kind to the RFQ is effective unless it is contained in a written addendum issued by the City’s Purchasing Section.

PART A – INSTRUCTIONS TO BIDDERS

4.0 Submission of Quotation

- 4.1 The response to this RFQ with all accompanying schedules, appendices, amendments 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.
- 4.2 Quotations received after the Closing Time or in locations other than the address indicated, may not be accepted and may be returned unopened.
- 4.3 The Bidder should submit Three (3) copies of its Quotation in accordance with the instructions stated herein.
- 4.4 The Bidder should 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 should be initialled by the authorized signatory.
- 4.5 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.
- 4.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Section office prior to the Closing Time.
- 4.7 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.
- 4.8 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 Quotation 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.

PART A – INSTRUCTIONS TO BIDDERS

5.0 Conflict of Interest

- 5.1 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.

6.0 Evaluation of Quotations

- 6.1 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 prices, operating and maintenance costs, warranty, and any life cycle considerations;
 - c) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; track record; and references of current and former customers;
 - d) financial stability;
 - e) equipment quality, configuration, age and condition; and
 - f) any other criteria set out in the RFQ.
- 6.2 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.
- 6.3 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.
- 6.4 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.

PART A – INSTRUCTIONS TO BIDDERS

- 6.5 Preference may be given to Quotations offering environmentally beneficial products or services.

7.0 Acceptance and Rejection of Quotations

- 7.1 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 Request for 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.
- 7.2 All Quotations shall remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 7.3 The City may waive any non-compliance with the RFQ, the Requirements, the specifications, or any conditions of 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.

8.0 Award of Contract

- 8.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 8.2 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 General Conditions of the Contract, including any mutually agreed to amendments between the Bidder and the City;

PART A – INSTRUCTIONS TO BIDDERS

- b) The City's purchase order including the standard purchase order terms and conditions;
 - c) The Quotation; and
 - d) The RFQ and any subsequent amendments or addenda.
- 8.3 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, the Successful Bidder is required to have a valid City business license prior to Contract execution.
- 8.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.
- 8.5 The City's Manager, Purchasing shall have the conduct of the Request for Quotation and the Contract.

9.0 Quantities

- 9.1 Any quantities stated herein are the City's best estimates of its Requirements and should not be relied on. Actual quantities may vary.

10.0 Alternates and/or Variations to Specifications

- 10.1 Except where stated otherwise herein, the Requirements describe what is considered necessary to meet the performance requirements of the City; and Bidders should submit their Quotations in accordance with such Requirements, or if the Bidder cannot meet the Requirements, the Bidder may offer an alternative which it believes to be the equivalent in addition to a quotation that meets the Requirements.
- 10.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Requirements, the Bidder wishes to offer an alternative, the alternative Quotation should be submitted separately in the same format as the initial Quotation.
- 10.3 The City is not obligated to accept any alternatives.
- 10.4 The City will determine what constitutes allowable alternatives and/or variations.

11.0 Freedom of Information and Protection of Privacy Act (BC)

- 11.1 Bidders should note that the City is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant

PART A – INSTRUCTIONS TO BIDDERS

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.

12.0 Confidentiality

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

13.0 Undertaking of Insurance

- 13.1 The Successful Bidder will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.
- 13.2 Bidders should have the Undertaking of Liability Insurance Form Letter within the Part D of the document completed and submitted with their Quotations
- 13.3 All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

14.0 Publication of the Results of the Request for Quotation

- 14.1 The City will publish the name of the successful Bidder on the websites listed in section 3.3. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Request for Quotation

15.0 Form of Agreement

- 15.1 The form of agreement consists of the terms and conditions identified in Part B *General Conditions of the Contract* of this RFQ document.

PART B – GENERAL CONDITIONS

PART B – GENERAL CONDITIONS

1.0 Definitions

- 1.1 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.
- a) “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;
 - b) “Bidder” means the individual, partnership, corporation or combination thereof, including joint venturers, who or which sign the Quotation form set out in Part D of, and submit a Quotation in response to, this RFQ;
 - c) “City” means the municipal corporation, generally known as the City of Richmond.
 - d) “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;
 - e) “Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;
 - f) “Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;
 - g) “Contract Administrator” means the City’s designated staff person who is responsible for day-to-day administration of the Contract and compliance of the Contractor with the terms and conditions of the Contract.
 - h) “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;
 - i) “Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint venturers, who or which is awarded the Contract;
 - j) “Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

PART B – GENERAL CONDITIONS

- k) “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.”;
- l) “H.S.T.” means the harmonized sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefor in force from time-to-time;
- m) “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.
- n) “Owner” means the same as “City”
- o) “Quotation” means the Bidder’s offer made on the Quotation form set out on Part D of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;
- p) “RFQ” means this Request for Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements and Part D – Quotation Form;
- q) “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 that the Contractor must provide;
- r) “Unit” or “Units” means the mini vans required under this RFQ and
- s) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements.

2.0 Personnel

2.1 Qualified Personnel

- a) The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.

PART B – GENERAL CONDITIONS

3.0 Sub-contractors – Intentionally Omitted

4.0 Independent Contractor

4.1 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.

5.0 Assignment

5.1 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.

5.2 Despite Section 5.1, 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.

5.3 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.

6.0 Responsibility For Supplies

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

7.0 Delivery

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

PART B – GENERAL CONDITIONS

8.0 Time of the Essence

- 6.1 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.

9.0 Laws, Permits and Regulations

- 7.1 The laws of British Columbia shall govern the Contract.
- 7.2 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.

10.0 Inspection

- 10.1 The Unit is subject to inspection and in case the Unit 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 it or to require correction.
- 10.2 The City shall be the final judge of the Unit and materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 10.3 The City will not be deemed to have accepted the Unit by virtue of a partial or full payment for it.

11.0 Quality of Workmanship and Materials

- 11.1 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.
- 11.2 The whole of the Work and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

PART B – GENERAL CONDITIONS

- 11.3 All work shall be done in strict conformity with the Contract Documents and drawings which form a part of the Contract. The intent of the contract documents is to include all labour, materials, equipment, services, supplies and all the things necessary for the proper and complete execution of the work.
- 11.4 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.
- 11.5 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.

12.0 Warranty

- 12.1 The Contractor warrants that the goods, materials, equipment and/or services 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).
- 12.2 The Contractor further warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 12.3 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. All equipment and materials shall be at the risk of the Contractor until delivered to and accepted by the City.
- 12.4 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.
- 12.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

13.0 Indemnification and Insurance

- 13.1 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

PART B – GENERAL CONDITIONS

assumed responsibility in the performance or purported performance of the Requirements.

- 13.2 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.
- 13.3 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, trademarks, 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.
- 13.4 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
- 13.5 The Contractor shall, at its own expense, through the terms of the contract secure, maintain, and pay for the following coverages:
- 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 coverages:
 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.

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- 13.6 The City, its officers, officials, and employees shall be added as an additional insured on all such policies. All such insurance provided by these policies shall be primary regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.
- 13.7 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 and Risk 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.
- 13.8 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
- 13.9 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.
- 13.10 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.

14.0 Workers' Compensation Board Coverage/Prime Contractor

- 14.1 The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the

PART B – GENERAL CONDITIONS

right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

- 14.2 The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.
- 14.3 The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.
- 14.4 The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

15.0 Termination

- 15.1 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, materials, equipment and/or services 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;

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- 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.
- 15.2 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).
- 15.3 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.

16.0 Payments

- 16.1 The City shall endeavour to pay the Contractor (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.

17.0 Taxes

- 17.1 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).
- 17.2 Invoices shall show the appropriate amounts for H.S.T.

18.0 Liens

- 18.1 The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim

PART B – GENERAL CONDITIONS

which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

19.0 Patent Fees

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

20.0 Conduct of the Contract

20.1 The City'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 If, in the opinion of the Manager Purchasing, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten (10) working days, the Manager Purchasing may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

22.2 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.

PART B – GENERAL CONDITIONS

- 22.3 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 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 Changes in Requirements

- 24.1 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.

PART C – REQUIREMENTS

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS																		
<p><u>A. SPECIFICATIONS</u></p> <p><u>TYPE</u></p> <p>Two Mini-vans as specified herein, for which the primary purpose is transport of personnel throughout the City.</p> <p>STATE - Proposed make and model</p> <p>1. Chassis Minivan chassis with a minimum of (6) passenger seating. Dual sliding passenger doors.</p> <p>STATE - Vehicle passenger capacity.</p> <p>2. Cab Interior Following are vehicle specifications:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">- Front - headroom minimum</td> <td style="text-align: right;">37.5"</td> </tr> <tr> <td style="padding-left: 40px;">- shoulder room minimum</td> <td style="text-align: right;">53.9"</td> </tr> <tr> <td style="padding-left: 40px;">- hip room minimum</td> <td style="text-align: right;">48.8"</td> </tr> <tr> <td style="padding-left: 40px;">- leg room minimum</td> <td style="text-align: right;">41.5"</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="padding-left: 20px;">- Rear - headroom minimum</td> <td style="text-align: right;">37.5"</td> </tr> <tr> <td style="padding-left: 40px;">- shoulder room minimum</td> <td style="text-align: right;">53.9"</td> </tr> <tr> <td style="padding-left: 40px;">- hip room minimum</td> <td style="text-align: right;">48.8"</td> </tr> <tr> <td style="padding-left: 40px;">- leg room minimum</td> <td style="text-align: right;">41.5"</td> </tr> </table> <p>Please list tendered vehicle measurements.</p> <p>3. Vehicle Exterior State the proposed vehicle exterior dimensions.</p> <ul style="list-style-type: none"> - Overall length - Overall height - Overall width <p>4. Base Curb Weight State vehicle curb weight.</p> <p>STATE</p> <p>5. Wheelbase STATE - Vehicle wheelbase</p>	- Front - headroom minimum	37.5"	- shoulder room minimum	53.9"	- hip room minimum	48.8"	- leg room minimum	41.5"			- Rear - headroom minimum	37.5"	- shoulder room minimum	53.9"	- hip room minimum	48.8"	- leg room minimum	41.5"	
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PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>B. CAB</u></p> <p>1. Paint Paint to be acrylic <u>white</u> enamel DU 50841 or equivalent. Factory applied. STATE</p> <p>2. Windshield Preference is for tinted windshield and side door windows. Cab to be fitted with visors for both sides. STATE</p> <p>3. Seats Fully adjustable separate forward/rearward motion bottom and back portions. Seats to be constructed of a heavy duty hard-wearing fabric material in dark shade. All seats shall be fitted with approved seat belts. STATE - Type.</p> <p>5. Instrumentation Instrumentation shall include gauges for all vital functions: oil pressure, coolant temperatures, ammeter, speedometer, and fuel levels. STATE - Types of gauges and functions - Types of warning indicator and functions - Additional gauges and/or warning indicators not described above.</p> <p>6. Radio - Unit to be fitted with CD/AM/FM radio - Blue Tooth STATE</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>B. CAB (cont'd)</p> <p>7. Mirrors Dual mirrors complete with remote adjustment controls. STATE</p> <p>8. Intermittent Windshield Wipers Intermittent windshield wipers complete with washer and reservoir. STATE</p> <p>9. Operator Visibility Consideration will be given for overall operator visibility and convenience of operation.</p> <p>10. Heater/Defroster/AC A good quality heater and defroster unit capable of local conditions - cool and high humidity. STATE - System air movement capacity - System BTU delivery at maximum - engine warm.</p> <p>11. Power Window & Power locks STATE</p> <p>12. Steering Wheel Tilting and adjustable type steering wheel. STATE</p> <p>13. Four (4) sets of keys and remotes (ignition/door locks) are required. STATE</p> <p>14. GPS STATE</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>C. ENGINE</u></p> <p>1. Gasoline Engine Conventional internal combustion gasoline engine. Minimum four-cylinder required. STATE - Type and design of engine - Displacement - Number of cylinders.</p> <p>2. Engine Power Minimum requirement is for 130 SAE net horsepower while providing maximum torque values at low RPM. - Maximum horsepower - Maximum torque and RPM</p> <p>3. Power to Weight Ratio List the power to weight ratio - base curb weight divided by horse power. STATE</p> <p>4. Fuel System Fuel system to have a minimum 60 litre fuel tank. STATE - Type.</p> <p>5. Vehicle Emission Engine must meet current U.S. Federal EPA emissions control requirements and B.C. Motor Vehicle Emissions Reductions Regulations. Preference will be given to vehicles that have lower GHG emissions. STATE GHG emissions</p> <p>(a) Gasoline Engine</p> <p>(b) Alternative Fuel</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>D. DRIVE TRAIN</u></p> <p>1. Transmission Automatic type transmission STATE - Type of transmission - Make and model of transmission</p> <p><u>E. ELECTRICAL</u></p> <p>1. Alternator Alternator having a minimum output capacity of 95 amps. STATE - Capacity output at RPM range.</p> <p>2. Battery A heavy duty battery having a minimum of 58 amp/hour rating. STATE Capacity - CCA</p> <p>3. Electrical System Consideration will be made for unit utilizing highest quality electrical wiring and components. Please state features.</p> <p><u>F. SUSPENSION</u></p> <p>1. Power Steering Power assist steering required. STATE</p> <p>2. Brakes ABS and Power assist brakes required. STATE - If ABS available.</p>	

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>F. SUSPENSION (cont'd)</u></p> <p>3. Suspension Heavy duty suspension. STATE</p> <ul style="list-style-type: none"> - List options of recommendations for long life or heavy duty suspension and extra cost <p>4. Tires Four (4) Premium quality all season radial tires, sized to match heavy duty suspension and (1) spare tire. STATE - Make of tires - Size</p> <p><u>G. MISCELLANEOUS</u></p> <p>1. Vehicle shall comply with government regulations and requirements. - Federal Government Motor Vehicle Safety Regulations. - B.C. Motor Vehicle Act and Regulations. - Workers Safe BC Regulations. - B.C. Motor Vehicle Emissions Reductions Regulations</p> <p>2. Operator Manuals The following will be made available at time of vehicle delivery to the Richmond City Works Yard: - 2 operator manuals. - 1 set repair manuals (if multiples of the same vehicle purchased, additional copies may be waived by the Manager - Fleet.) - 1 full set parts manuals (same as above for multiples).</p> <p>3. Demo Is a demo unit available for view and/or use by City staff. STATE - If available and dates.</p> <p>4. Warranty Provide the details concerning the applicable warranty to vehicle and components. Advise of extended warranty options, their respective terms and costs, if any. STATE - Standard warranty. - Extended warranty.</p>	

PART C – REQUIREMENTS

G. MISCELLANEOUS (cont'd)

5. Training

Provide training for City staff mechanics in the maintenance and repair of the unit(s) by factory or factory trained personnel.

STATE

- training to be provided
- training aids: videos, charts to be provided

6. Preventative Maintenance

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 recommended by the vehicle 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.

7. Delivery

Date of delivery shall be within sixty (60) days of the City purchase order being issued.

STATE:

Delivery _____ days

PART C – REQUIREMENTS

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><u>H. OPTIONS AND ALTERNATIVES</u></p> <p>1. Stow and Go Seating STATE</p> <p>2. Back up Camera STATE</p> <p>3. Alternative Fuel or Hybrid Option Provide options or availabilities for more fuel-efficient alternatives or units with reduced GHG emissions.</p>	

PART D – QUOTATION FORM

PART D - 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 following quoted amounts:

Item	Quantity	Unit Price	Extension (Total Lump Sum Amount)
Mini Van	1	\$	\$
Options Package	1	\$	\$
Mini Van	2	\$	\$
Options Package	2	\$	\$

PAYMENT TERMS _____ **EARLY PAYMENT TERMS** _____

The above prices include and cover all 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.

Payment Terms _____ Early Payment Discount _____

Signature of Bidder's Authorized Representative

Printed Name and Title of Bidder's Authorized Representative

PART D – QUOTATION FORM

Schedule of Options and Prices

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

DESCRIPTION	COST
1. Stow and Go Seating	\$
2. Back Up Camera	\$
3. Alternative Fuel or hybrid	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

(If additional space is required, attach additional)

PART D – QUOTATION FORM

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:

Dated at _____, British Columbia, this ____ day of _____, 2013.

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

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City 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)