



**REQUEST FOR QUOTATION 4802Q
SUPPLY & DELIVERY OF 7 (SEVEN) ½ (HALF) TON CREWCAB TRUCKS**

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

Thursday, October 17, 2013 12:00 Noon local time.

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:

Daianna Panni- Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is **Tuesday, October 8, 2013 3:00 pm local time,**
The City reserves the right not to answer any questions received after this time.

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PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for supply & delivery of 7 (seven) ½ (half) ton crew cab trucks (the “Units”) as set out herein, for the City of Richmond (the “City”).
- 1.2 Bidders are required to 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 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.

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 Quotation (“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 Quotation 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) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
 - b) City’s website: <http://www.richmond.ca/busdev/tenders.htm>
- 3.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.

PART A – INSTRUCTIONS TO BIDDERS

- 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.

4.0 Submission of Quotation

- 4.1 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.
- 4.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 4.3 The Bidder shall submit 3 (three) copies of its Quotation in accordance with the instructions stated herein.
- 4.4 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.
- 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 Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, prior to 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

PART A – INSTRUCTIONS TO BIDDERS

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.

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 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) financial stability;
- f) equipment quality, configuration, age and condition;
- g) the completeness and detail of the quotation including but not limited to the organization and general appearance of the quotation, compliance with quotation instructions; and,
- h) 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 2 (two) fiscal years.

PART A – INSTRUCTIONS TO BIDDERS

- 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.
- 6.5 Preference may be given to Quotations offering environmentally beneficial products or services. Specifically, in accordance with the City's Sustainable 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

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 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 be irrevocable and 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, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which

PART A – INSTRUCTIONS TO BIDDERS

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 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.
- 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 of Richmond, the successful Bidder is required to have a valid City of Richmond 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.

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

- 9.1 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.

10.0 Publication of the Results of the Request for Quotation

- 10.1 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.

PART B – GENERAL CONDITIONS

1.0 Time of the Essence

- 1.1 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.

2.0 Laws, Permits and Regulations

- 2.1 The laws of British Columbia shall govern the Contract.
- 2.2 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.

3.0 Inspection

- 3.1 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.
- 3.2 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.
- 3.3 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.

4.0 Responsibility For Supplies

- 4.1 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; and the Contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.
- 4.2 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.
- 4.3 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.

PART B – GENERAL CONDITIONS

5.0 Quality of Workmanship and Materials

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.

6.0 Payments

- 6.1 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.

PART B – GENERAL CONDITIONS

7.0 Taxes

7.1 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).

7.2 Invoices shall show the appropriate amounts for PST and GST.

8.0 Conduct of the Contract

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

9.0 Rectification of Damage and Defects

9.1 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.

10.0 Delivery

10.1 Deliveries shall be made to 5599 Lynas Lane Fleet Garage in the City of Richmond Monday through Friday excluding statutory holidays, between the hours of 7:30 AM and 4:00 PM.

11.0 Changes in Requirements

11.1 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.

11.2 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

Bidders are to acknowledge each requirement and provide additional information regarding items quoted.

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
A. <u>GENERAL SPECIFICATIONS 7 (SEVEN) (Conventional Crew Cab 4 (four) door truck)</u> Bidders are to include prices and details of alternatives and options in Part D – Quotation Form		
<u>TYPE</u> Conventional Crew Cab 4 (four) door truck commonly referred to as a 1/2 (half) ton. Primary purpose is for transporting personnel and materials. An assortment of short and long boxes are required. <u>STATE DETAILS:</u>		
<ul style="list-style-type: none"> - Make 		
<ul style="list-style-type: none"> - Year 		
<ul style="list-style-type: none"> - Model. 		
<ul style="list-style-type: none"> - Crew cab 		
<ul style="list-style-type: none"> - 4 (four) door 		
<ul style="list-style-type: none"> - 1/2 ton 		
<u>A1. Pickup Box</u>		
	Conventional crew cab	
	Protective caps along top of box, rails and tailgate	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Length of box and additional cost if applicable	
<u>A2. Wheelbase</u>		
	STATE DETAILS: Wheelbase	
<u>A3. Gross Vehicle Weight Rating</u>	Approximately gross vehicle weight rating shall be a minimum of 6,800 lb.	
	Maximum payload.	
	Trailer towing GCVWR.	
<u>A4. Base Curb Weight</u>	STATE DETAILS:	
	Curb weight of vehicle	
<u>A5. Vehicle Size</u>	State overall height from ground to the tallest point of the vehicle. State height for two wheel drive unit Height for 4 wheel drive unit.	
<u>B. CAB</u>		
<u>B1. Paint</u>	Unit to be painted with a high quality factory applied white paint	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>B2. Windshield</u>	STATE DETAILS:	
	Windshield and side windows	
	Rear sliding window	
	Fitted visors in cab	
<u>B3. Seats</u>	Bucket type seat with fold down console, fully adjustable forward/rearward motion. 40/20/40 split seat. The seating arrangement shall be capable of seating 1 (one) driver and 4 (four) passengers complete with approved seat belts. Seat cover material shall be heavy-duty vinyl type. Floor mats and rubber flooring shall match seat material.	
	40/20/40 split seats	
	Bucket type seat	
	Fold down console	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Fully adjustable forward/rearward motion	
	Capable of seating 1 (one) driver and 4 (four) passengers	
	Approved seat belts for all passengers	
	Seat material heavy duty vinyl	
	Floor mats and rubber flooring (Color should match seating)	
<u>B4. Interior Colour</u>	The interior colours should be of a darker shade. (i.e. grey/dark grey) and constructed with "easy care" materials. Interior materials should be very durable. STATE DETAILS:	
	Type of materials	
<u>B5. Instrumentation</u>	Instrumentation shall include gauges for all vital functions - Oil pressure, coolant temperature, ammeter, speedometer and fuel levels.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Oil pressure gauge	
	Coolant temperature gauge	
	Ammeter gauge	
	Speedometer gauge	
	Fuel Level gauge	
	Types of gauges	
<u>B6. Radio</u>		
	Vehicle shall be fitted with AM/FM/CD/ Blue tooth.	
	AM/FM/CD Radio included type	
	Blue Tooth (Please advise if a subscription is required and any associated costs)	
<u>B7. Mirrors</u>		
	Preference is for dual remote control mirrors. STATE DETAILS:	
<u>B8. Power Windows and Locks</u>	STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>B9. Keys</u>	4 (four) sets of keys required with remotes if applicable. STATE DETAILS	
<u>B10. Intermittent Windshield Wipers</u>	Intermittent windshield wipers required complete with washer and reservoir. STATE DETAILS:	
	Intermittent Windshield Wipers	
	Reservoir	
<u>B11. Steering Wheel</u>	Adjustable tilt steering required. STATE DETAILS:	
<u>B12. Dual Air Bags required</u>	STATE DETAILS:	
<u>B13. Operator Visibility</u>	Consideration will be made for overall operator visibility and convenience. STATE DETAILS:	
<u>B14. Heater/Defroster/Climate Control/AC</u>	A heater/defroster unit capable of local conditions - cool with very high humidity and air conditioning.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Heater / Defroster, state BTU and details	
	Factory Installed Air Conditioning	
	Climate control	
<u>C. ENGINE</u>		
<u>C1. ENGINE</u>	Gasoline type engine STATE DETAILS:	
	Gasoline type engine	
	Number of cylinders.	
	Type and displacement.	
	GHG emissions'	
	Make and model	
<u>C2. Engine Power Gasoline</u>		
	Minimum requirement is for SAE 175 Net Horsepower and maximum torque output at the lowest RPM rating. STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Horsepower rating (Min 175 net HP)	
	State engine model and type	
	Lowest RPM rating	
<u>C3. Power to Weight Ratio</u>		
	STATE DETAILS:	
	The power to weight ratio.	
	Base curb weight divided by SAE net horsepower.	
	Multiport fuel injection system.	
	Type of fuel system.	
	Capacity of Fuel Tank	
<u>C4. Cooling System</u>	Provide the maximum available cooling system for model recommended. Coolant <u>must</u> be set for minimum of -30 C, STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Coolant <u>must</u> be set for minimum of – 30C.	
<u>D. DRIVE TRAIN</u>		
	Heavy-duty minimal 5 (five) speed automatic transmission complete with optional cooling package. STATE DETAILS:	
	Type of transmission, make, model.	
	Type of cooling package.	
<u>E.ELECTRICAL</u> <u>E.1 Alternator</u>	Minimum of 90-amp output alternator. STATE DETAILS:	
	Minimum of 90-amp output alternator	
	Type and capacity	
<u>E2. BATTERY</u>	Maintenance free battery, heavy duty size relative to a high output alternator. STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Maintenance free battery	
	Heavy-duty size relative to a high output alternator.	
	Type	
	CCA rating.	
<u>F. SUSPENSION</u>		
<u>F1. Steering</u>	Powers assist steering. STATE DETAILS	
	Type	
<u>F2.Brakes</u> STATE DETAILS:	4 (four) wheel disk brakes with 4 (four) wheel ABS.	
	4 (four) Wheel disk brakes.	
	4 (four) wheel ABS	
<u>F3.Heavy Duty Suspension</u>	STATE DETAILS:	
	Type of suspension.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	State heavy duty options to increase GVWR if available and associated costs.	
	State payload.	
	Type of suspension.	
<u>F4. Tires</u>	5 (five) Premium quality light truck all season radial tires. STATE DETAILS:	
	Premium quality light truck all season tires	
	Type and make.	
	Size.	
<u>G. MISCELLANEOUS</u>		
<u>G1. Government Regulations</u>	Vehicle <u>must</u> comply with all government regulations and requirements for operation within BC. STATE DETAILS:	
	Federal Government Motor Vehicle Safety Regulations.	
	BC Motor Vehicle Act and Regulations.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Workers Safe BC Regulations.	
	BC Environmental Vehicle Emissions Reductions	
<u>G2. Manuals</u>	The following will be made available at time of vehicle delivery to the City Works Yard: STATE DETAILS:	
	2 (two) operator manuals.	
	1 (one) set repair manuals.	
	1 (one) full set parts manuals.	
<u>G3. Preventative Maintenance</u>	The following to be provided by the successful bidder at time of vehicle delivery to the Richmond City Works Yard: STATE DETAILS:	
	A complete check off style preventative maintenance	
	Schedule checklist as recommended by the manufacturer to ensure satisfactory service life.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Listing of special service tool requirements.	
	Recommended diagnostic tools.	
<u>G4. Preventative Maintenance</u>		
	A full list of a general maintenance parts such as filters, drive belts, recommended for on-hand stock.	
	Provide manufacturer's name and part numbers.	
<u>G5. Warranty</u>	Provide details concerning the standard applicable vehicle warranty. Advise if there are available extended warranties and their respective terms. STATE DETAILS:	
	Standard vehicle warranty	
	Extended warranty	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>G7. Delivery</u>	State the number of days from the date of order to the date of delivery of the unit F.O.B. the City Public Works Yard. The City would expect delivery within 90 (ninety) days.	
<u>G8. Training</u>	Provide training for City staff mechanics in the maintenance and repair of the units being proposed by factory or factory trained personnel.	
	Training to be made available for City staff mechanics in the maintenance and repair by factory trained personnel.	
	List training and training aids (i.e. videos, charts, etc.).	
	Training curriculum is to be supplied to the City.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>H. OPTIONS</u>		
<u>H1.Trailer Towing Package</u>	Trailer towing may be required. State all components included in tow package and the vehicle ratings as outlined in (A item 3) (Capable of towing 4000 lb trailer) STATE DETAILS:	
	Components.	
<u>H2. Auxiliary Battery</u>	Maintenance free battery, heavy duty size relative to a high output alternator. STATE DETAILS:	
	CCA rating.	
<u>H3. Alternate Fuels</u>	STATE DETAILS:	
<u>H4. 4x4 Options</u>	STATE DETAILS:	
	4X4 Option is it manual or electric	
<u>H5. Short Box</u>	STATE DETAILS	
<u>H6. Long Box</u>	STATE DETAILS	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>H7. Box liner</u>	STATE DETAILS	
<u>H8. Rear defrost</u>	STATE DETAILS	
<u>H9. Power Operated Rear Window</u>	STATE DETAILS:	
<u>H10. Rear Back up Sensor/camera</u>	STATE DETAILS:	
<u>H11. Side steps</u>	STATE DETAILS:	
<u>H12. Tinted Windows</u>	STATE DETAILS:	
<u>H13. Hybrid Engine</u>	STATE DETAILS:	

PART D – QUOTATION FORM
Quotation Form (Gasoline Engine)

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:

(Note: detailed breakdown sheet of option pricing should be completed)

DESCRIPTION	UNIT COST (PRE-TAX)	EXTENSION
1/2 Ton Crew Cab Pickup Truck (1 unit)	\$ _____ (1 unit)	\$ _____ (7 units)
Provincial Services Tax (PST) (7 units)		(7) \$ _____ (7 units)
Goods and Services Tax (GST) (7 units)		(7) \$ _____ (7 units)
Total Cost (7 units)		(7) \$ _____ (7 units)

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation with taxes expressed separately.

PART D – QUOTATION FORM

TERMS:

PAYMENT TERMS _____% discount if invoice paid within _____ days
(otherwise Net 30 days from acceptance of the equipment)

ADDENDA:

The City may issue and Addendum. It is requested that receipt of any Addenda be acknowledged as follows:

I/We acknowledge receipt of the following applicable Addenda to the Request for Quotation:

ADDENDUM	DATE OF ADDENDUM	FROM PAGES	TO PAGES
Addendum # 1			
Addendum # 2			
Addendum # 3			

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: _____

Initials of Signing Officer

PART D – QUOTATION FORM
Schedule of Options and Prices

*******Pricing for ALL available options. All options identified in Part C – Requirements should be stated in this section, attach additional page if required*******

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

DESCRIPTION	UNIT COST (Pre-Tax)
H1. Trailer tow package	EA \$
H2. Auxiliary battery	EA \$
H3. Alternative fuels	EA \$
H4. 4 x4 option	EA \$
H5. Short box	EA \$
H6. Long box	EA \$
H7. Box liner	EA \$
H8. Rear defrost	EA \$
H9. Power operated rear window	EA \$
H10. Rear back up sensor/camera	EA \$
H11. Side steps	EA \$
H12. Tinted windows (all sides and rear)	EA \$
H13. Hybrid engine	EA \$
Total Requested options	Total
H13.Additional recommended options:	EA \$
	EA \$
Total Recommended Additional Options	Total

**PART D – QUOTATION FORM
 Schedule of Alternatives and Prices**

*******Pricing for ALL available alternatives. Attach additional page if required*******

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

DESCRIPTION	UNIT COST (Pre-Tax)
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
TOTAL	

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.