



**REQUEST FOR QUOTATION 4871Q
SUPPLY & DELIVERY OF 1 (ONE) MOBILE WHEEL CONTACT LIFTING SYSTEM**

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, July 25, 2013 12:00 Noon local time.

NOTES:

1. 3 (Three) 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 RF Q shall be submitted
in writing to the attention of:

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is Tuesday, July 16, 2013 3:00pm local time

TABLE OF CONTENTS

PART A – INSTRUCTIONS TO BIDDERS..... 2

1.0 Description of Requirement.....2

2.0 Pricing.....2

3.0 Inquiries and Clarifications.....2

4.0 Submission of Quotation.....3

5.0 Conflict of Interest.....4

6.0 Evaluation of Quotations.....4

7.0 Acceptance and Rejection of Quotations.....5

8.0 Award of Contract.....5

9.0 Publication of the Results of the Request for Quotation.....6

10.0 Quantities.....6

11.0 Alternates and/or Variations to Specifications.....6

12.0 Freedom of Information and Protection of Privacy Act (BC).....7

13.0 Confidentiality.....7

14.0 Undertaking of Insurance.....7

PART B – GENERAL CONDITIONS 8

1.0 Definitions.....8

2.0 Personnel.....9

3.0 Independent Contractor.....9

4.0 Assignment.....10

5.0 Responsibility For Supplies.....10

6.0 Delivery.....10

7.0 Time of the Essence.....10

8.0 Laws, Permits and Regulations.....10

9.0 Inspection.....11

10.0 Quality of Workmanship and Materials.....11

11.0 Warranty.....12

12.0 Indemnification and Insurance.....12

13.0 WorkSafe BC Coverage/Prime Contractor.....14

14.0 Termination.....15

15.0 Payments.....16

16.0 Taxes.....16

17.0 Liens.....16

18.0 Patent Fees.....16

19.0 Conduct of the Contract.....16

20.0 Rectification of Damage and Defects.....17

21.0 Failure to Perform.....17

22.0 Dispute Resolution.....17

23.0 Changes in Requirements.....18

PART C - REQUIREMENTS.....	19
PART D - QUOTATION FORM	39
Quotation Form.....	39
Schedule of Options and Prices	40
Schedule of Alternatives and Prices.....	41
Undertaking of Liability Insurance.....	42
List of Previous Contracts.....	43

**REQUEST FOR QUOTATION 4871Q
SUPPLY & DELIVERY OF 1 (ONE) MOBILE WHEEL LIFTING SYSTEM**

Name of Bidder: _____

Address: _____

City: _____

Province: _____

Postal Code _____

Telephone Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Fax Number: _____

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for supply & delivery of 1 (One) Mobile Lifting System (the “Unit”) 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 will 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 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 RFQ, may be issued as written addenda by the City. 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 e-mailed to the contact person shown on the cover page. 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.

- 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.
- 3.6 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

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, may not be accepted and may 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 shall enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form shall 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 shall 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 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 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.
- 6.5 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.

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 90 (ninety) 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 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.

8.5 The City's Manager, Purchasing shall have the conduct of the Request for Quotation and the Contract.

9.0 Publication of the Results of the Request for Quotation

9.1 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.

10.0 Quantities

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

11.0 Alternates and/or Variations to Specifications

11.1 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.

11.2 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.

11.3 The City is not obligated to accept any alternatives.

11.4 The City will determine what constitutes allowable alternatives and/or variations.

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

12.1 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.

13.0 Confidentiality

13.1 Information about the City obtained by Bidders shall not be disclosed unless prior written authorization is obtained from the City.

13.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

14.0 Undertaking of Insurance

14.1 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

14.2 Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 within the document completed and submitted with their Quotation.

14.3 All requested policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

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.”;

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

“GST” means the goods and services 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.

“PST” means British Columbia provincial sales tax and any successor tax or levies therefor in force 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 shall meet and the Contractor shall provide; and,

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

“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.

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 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 If the City should consent to any 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 Responsibility For Supplies

- 5.1 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.
- 5.2 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.
- 5.3 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.

6.0 Delivery

- 6.1 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.

7.0 Time of the Essence

- 7.1 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.

8.0 Laws, Permits and Regulations

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

- 8.2 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.

9.0 Inspection

- 9.1 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.
- 9.2 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.
- 9.3 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.

10.0 Quality of Workmanship and Materials

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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.
- 10.5 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.

- 10.6 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.
- 10.7 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.

11.0 Warranty

- 11.1 The Contractor warrants that the Good, 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).
- 11.2 The Contractor further warrants that the Goods, materials and/or requirement is of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 11.3 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.
- 11.4 At a minimum, a 1 (one) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract.
- 11.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

12.0 Indemnification and Insurance

- 12.1 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.
- 12.2 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.

- 12.3 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.
- 12.4 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
- 12.5 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.
- 12.6 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.
- 12.7 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 30 (thirty) days' written notice to the City.

- 12.8 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
- 12.9 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.
- 12.10 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.

13.0 WorkSafe BC Coverage/Prime Contractor

- 13.1 The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full WorkSafe BC 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 WorkSafe BC coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the WorkSafe BC premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.
- 13.2 The Contractor agrees that it is the Prime Contractor for the purposes of the WorkSafe BC Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the WorkSafe BC and shall ensure that all WorkSafe BC 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 WorkSafe BC 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 WorkSafe BC Act and Part 20 of the WCB Occupational Health and Safety Regulations.

- 13.3 The Contractor shall provide the City with the Contractor's WorkSafe BC' registration number and a letter from the WorkSafe BC confirming that the Contractor is registered in good standing with the WorkSafe BC 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.
- 13.4 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 WorkSafe BC' 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 WorkSafe BC, including penalties levied by the WorkSafe BC'.

14.0 Termination

- 14.1 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.

14.2 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).

14.3 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.

15.0 Payments

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

16.0 Taxes

16.1 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).

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

17.0 Liens

17.1 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 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.

18.0 Patent Fees

18.1 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.

19.0 Conduct of the Contract

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

20.0 Rectification of Damage and Defects

20.1 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.

21.0 Failure to Perform

21.1 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.

21.2 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 10 (ten) days written notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

22.0 Dispute Resolution

22.1 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.

22.2 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.

22.3 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.

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

23.0 Changes in Requirements

- 23.1 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.
- 23.2 The Contractor shall 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.

CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<p>A. <u>GENERAL SPECIFICATIONS Mobile Wheel Lifting system</u> Bidders are to include prices and details of alternatives and options in Part D – Quotation Form</p> <p>The purpose of these specifications is to define a mobile wheel contact lifting system to elevate large buses, trucks, and other vehicles for the purpose of inspection, maintenance, servicing and cleaning. Lifting system shall consist of six (6) wheel engaging inter-changeable columns and <u>must</u> incorporate an energy retrieval system to recharge column batteries. The size of the set shall be able to be configured by the operator at time of set up without the need to modify the operating system. With a set of any size up to six (6) columns it shall be possible to operate any single column, one (1) axle consisting of a pair of columns (up to a maximum of three (3) axles/pairs) or all columns together, at the same time, without the activation of switches.</p> <p>STATE:</p>	
Make:	
Model:	
Year:	
- The manufacturer of lifting system shall have ISO 9001 certification and certification shall be submitted at the time of the bid.	
- The manufacturer shall be a member, in good standing, of the Automotive Lift Institute	

<p><u>A1.Columns</u></p> <ul style="list-style-type: none"> - All columns shall be able to be operated synchronously (as a set) from the control panel on any of the columns in the set. Individual or paired operation shall be obtained by activating a selection button on that column or within a designated pair of columns. 		
<ul style="list-style-type: none"> - Each column shall contain its own power supply which consists of two (2) deep cycle twelve (12) VDC batteries combined in series to provide a stable twenty-four (24) VDC. 		
<ul style="list-style-type: none"> - The base shall be of a rectangular design. The column shall utilize a triangular foundation contact pattern to provide maximum stability. Columns with a rectangular contact pattern shall not be acceptable 		
<ul style="list-style-type: none"> - Lifting columns shall not weigh more than 1250 lbs. to facilitate ease of relocation 		

PART C – QUOTATION FORM

A1.Columns (Cont'd)		
<ul style="list-style-type: none"> - Each column shall have a rated lifting capacity of 18,000 lbs. per column. The column shall be hydraulically protected against overloading. 		
<ul style="list-style-type: none"> - Column height, in the lowered position, shall not be greater than a hundred and two (102) inches 		
<ul style="list-style-type: none"> - Each column shall be structurally designed as to have the motor and hydraulic pump assembly positioned in the center of the column to promote greater stability during column relocation. 		
<ul style="list-style-type: none"> - The columns shall be equipped with an electronic and redundant mechanical end stop to limit the lifting height. 		
<ul style="list-style-type: none"> - The column shall be designed so that end stops in the lowest position are not required. 		

PART C – QUOTATION FORM

<u>A1.Columns (Cont'd)</u>		
Each column shall contain identical: <ul style="list-style-type: none"> • Control panel with on screen display • “up” and “down” buttons • Printed circuit board • Motor relays for all input voltage • Reserve fuse for control system • Selection button 		
- The column shall not have a noise level in excess of seventy-three (73) dBA when operated under full load.		
- Each lifting column shall be equipped with adjustable forks which allow for lifting vehicles equipped with wheel diameters ranging from 12” to 22.5”.		
- Each column shall be fitted with fixed front roller wheels fabricated from oil impregnated nylon.		
- Floor pressure at the front roller wheel location shall be no greater than 7000 psi.		

<p><u>A2.Lifting Carriage</u></p> <ul style="list-style-type: none"> - The lifting carriage shall be made from one continuous tube and shall fit with minimum clearance into the U-shaped column to provide the maximum protection against pinching and shearing of fingers and hands. 		
<ul style="list-style-type: none"> - The entire lift system shall be approved and certified by the Automotive Lift Institute certification program to the ALCTV-2006 standard for automotive lifts. Proof of certification shall be submitted at the time of bid. 		
<ul style="list-style-type: none"> - Lifting carriage shall ride on durable, oil filled nylon guide rollers and guide rollers shall be maintenance free 		
<ul style="list-style-type: none"> - Vertical distance between the guide rollers shall be at least Twenty-six point five (26.5) inches (from center to center). STATE: Distance 		

<u>A2.Lifting Carriage (Cont'd)</u>		
<ul style="list-style-type: none"> - Carriage shall have a point two five (0.25) inch clearance from the floor, in the lower position, to enhance column mobility when power is off. 		
<u>A3.Lifting Forks</u>		
<ul style="list-style-type: none"> - The lifting height of each lifting fork shall be no less than sixty-nine (69) inches as measured from the ground to the bottom of the fork. 		
<ul style="list-style-type: none"> - Forks shall easily slide along the fork plate and able to be locked into specific locations for the desired tire diameters with spring loaded pins. 		
<u>A4.Lift/lower time</u>		
<ul style="list-style-type: none"> - Total lifting time shall not be greater than ninety-four (94) seconds. 		
<ul style="list-style-type: none"> - Total lowering time shall not be greater than sixty-eight (68) seconds. 		

A5.Column Jacks		
<ul style="list-style-type: none"> - A pallet jack mechanism shall be used to relocate the lifting column and be equipped with two oil impregnated nylon steering wheels to ensure maximum stability during relocation and protect the floor finish against marring. 		
<ul style="list-style-type: none"> - The pallet jack mechanism shall have a three position, (lift, neutral and lower) loop style handle. 		
<ul style="list-style-type: none"> - Column shall be able to be moved with jack mechanism handle in the vertical position. 		
<ul style="list-style-type: none"> - The pallet jack mechanism shall incorporate gas shocks which shall serve to dampen shocks as the mobile column is relocated and to provide overload protection. 		
<ul style="list-style-type: none"> - The pallet jack system shall be electronically interlocked to the control system so that if the column is inadvertently relocated, the control system will not allow the columns/set to be operated. 		

PART C – QUOTATION FORM

A6. Controls		
<ul style="list-style-type: none"> - Control system shall utilize a micro-processor integrated within the printed circuit board to provide the various safety and operational requirements. 		
<ul style="list-style-type: none"> - The control system’s adaptive levelling function shall be provided by an analog measuring device, such as a potentiometer. 		
<ul style="list-style-type: none"> - The control system shall utilize an ID Key to initiate start up to ensure maximum reliability and safety. 		
<ul style="list-style-type: none"> - For ease of maintenance, the entire printed circuit board shall be able to be removed and replaced in less than five (5) minutes. 		
<ul style="list-style-type: none"> - Control panel shall be rated NEMA (National Electrical Manufacturer Association) 		

<p><u>A6. Controls (cont'd)</u></p>		
<ul style="list-style-type: none"> - The various functions of the system shall be initiated from the control panels on the column: 		
<ul style="list-style-type: none"> - Peed control dials shall be located on the outside of the control box 		
<ul style="list-style-type: none"> - Shall have a slow lowering (turtle) button with speed control dial that shall allow operator the ability to adjust the operational speed of any moving column (single, paired or group) from thirty-five percent (35)% operational speed up to a hundred percent (100)% operational speed. 		
<ul style="list-style-type: none"> - Shall have main power disconnect 		
<ul style="list-style-type: none"> - Each control panel shall have an “automatic height reference setting” function which allows at start up the setting of the height memory. 		
<ul style="list-style-type: none"> - Control voltage in each control box shall not exceed twenty-four (24) VDC. 		

<p><u>A6. Controls (cont'd)</u></p>		
<ul style="list-style-type: none"> - The control system shall be completely wireless and properly shielded from external interference by in the workshop. 		
<ul style="list-style-type: none"> - Control panels shall utilize a printed circuit board and micro-processor to permit operation of the lift. 		
<ul style="list-style-type: none"> - Single operation of any column in the set shall be possible from that column at any time and at any height. 		
<ul style="list-style-type: none"> - Paired operation shall be possible with a set consisting of an even number of columns. - State pairing process: 		
<ul style="list-style-type: none"> - It shall be possible to switch back and forth; to and from each individual, paired or synchronous (group) operation in any order regardless of physical location of column or height setting. 		

<u>A6. Controls (cont'd)</u>		
<ul style="list-style-type: none"> - Paired or single operation shall be permitted from any height position of the lifting column(s). 		
<u>A7. On Screen Display (OSD)</u> The OSD screen shall indicate to the operator:		
<ul style="list-style-type: none"> - Actual number of columns in set (set size). This numeric indicator shall immediately inform the operator of number columns currently included in the set. 		
<ul style="list-style-type: none"> - Actual number of that particular column in the set of columns. 		
<ul style="list-style-type: none"> - Actual lifting height 		
<ul style="list-style-type: none"> - Action in process (lifting/ unlocking/ lowering). 		
<ul style="list-style-type: none"> - Battery condition. 		
<ul style="list-style-type: none"> - Load on column in numerical form either as pounds or kilograms. 		

<p><u>A7. On Screen Display (Cont'd)</u></p>		
<p>- Any fault codes to facilitate trouble-shooting</p>		
<p>- Initiation of height restricted operation as entered by operator.</p>		
<p>- Initiation of lifting with the lock retracted for reduced noise output.</p>		
<p>- Initiation of crush protection (block lowering below twelve (12) inches).</p>		
<p><u>A8. Drive Mechanism</u></p>		
<p>- The drive system shall be hydraulic and shall permit lifting without any pulsation, jerks, or unsteady lifting. Lifting shall be smooth.</p>		
<p>- The hydraulic system shall be comprised of a twenty-four (24) VDC electrically-powered pump, flow control valves, and a fluid reservoir.</p>		
<p>- Hydraulic lifting cylinder shall be of piston type.</p>		

<p><u>A8. Drive Mechanism(Cont'd)</u></p>		
<p>- Piston rod shall be mounted in the base of the column at floor level.</p>		
<p>- Piston rod shall be chromium plated for low abrasion conditions and to prevent slip-stick problems.</p>		
<p>- Hydraulic lifting cylinder shall be equipped with an excluder to remove dirt, dust and other contaminants on the plunger.</p>		
<p>- Each hydraulic cylinder shall be equipped with a hose burst check valve to prevent excessive leakage in the event of a major fluid leak.</p>		

<p><u>A9.Safety Devices</u></p> <ul style="list-style-type: none"> - An independent and fail-safe mechanical safety device (lock) shall be present on each column. This safety device (lock) shall be totally independent from the lifting drive system. 		
<ul style="list-style-type: none"> - A mechanical safety lock shall be automatically engaged at all times when the lift is not operating. 		
<ul style="list-style-type: none"> - A locking “pawl and ratchet” system shall be used to insure proper and automatic locking at any height and at all times. 		
<ul style="list-style-type: none"> - Locking notches shall be integrated into the lifting carriage. 		
<ul style="list-style-type: none"> - A solenoid valve shall release the locking pawl when the lift is in descend mode. 		

<u>A9.Safety Devices(Cont'd)</u>		
<ul style="list-style-type: none"> - Locking positions/increments on lifting carriage safety locking ladder shall not be greater than one point three seven five (1.375) inches. The first locking position shall engage at five (5) inches of vertical travel with a total of forty-five (45) locking positions. 		
<ul style="list-style-type: none"> - “up” and “down” push button switches shall be of momentary style 		
<ul style="list-style-type: none"> - A steel cable holding bracket shall be provided on each column to provide safe storage of cables when unit is not in operation. 		
<ul style="list-style-type: none"> - Emergency release of the columns shall be possible to facilitate lowering of columns manually. 		
<ul style="list-style-type: none"> - Manual lowering shall be accomplished without use of cranks. 		

<u>A9.Safety Devices(Cont'd)</u>		
<ul style="list-style-type: none"> - For safe and unmistakable operation, the operating system shall be equipped with an analogue measuring device 		
<ul style="list-style-type: none"> - Analogue system shall insure that the lift system raises and lowers at the same time 		
<ul style="list-style-type: none"> - The automatic levelling system shall operate within the full range of synchronized operation, paired operation and insure height memory operation (when operating columns with varying heights). 		
<ul style="list-style-type: none"> - The operating system shall utilize the LCD on the exterior of the control panel to provide a fault indication system, which shall visually display any and all fault indications to facilitate trouble-shooting and remedy. 		

PART C – QUOTATION FORM

<p><u>A10. Environment</u></p> <ul style="list-style-type: none"> - Electrical and hydraulic equipment shall be suitable for all-weather use indoors and outdoors. The equipment shall be specifically designed to be able to operate outdoors on a continual basis, not an occasional basis 		
<p><u>A11. Maintenance</u></p> <ul style="list-style-type: none"> - The column shall essentially be a maintenance free lifting system. The only requirements shall be monthly and yearly visual checks to insure that the hydraulic fluid levels are correct and that emergency release mechanisms, mechanical safety locks, are operating in a proper fashion. 		
<ul style="list-style-type: none"> - The mobile lift system shall utilize bio-degradable oil 		
<ul style="list-style-type: none"> - There shall be no external grease or oil reservoir to fill 		

<p><u>A12. Warranty and Special Requirements</u></p> <ul style="list-style-type: none"> - Lift system shall be warranted for a minimum period of two (2) years for parts and one (1) year for labour 		
<ul style="list-style-type: none"> - The hydraulic cylinder shall be warranted for a minimum period of five (5) years for parts only. 		
<ul style="list-style-type: none"> - Guide rollers shall be warranted for the life of the column. 		
<ul style="list-style-type: none"> - Manufacturer must guarantee, in writing, spare parts availability for twenty- five (25) years from date of delivery of the lift system. 		
<p><u>A13. Governmental Regulations</u></p> <ul style="list-style-type: none"> - Unit must comply with all Work Safe BC regulations and requirements for operation within BC. - STATE COMPLIANCE:] 		
<ul style="list-style-type: none"> - Work Safe BC Regulations; 		

PART C – QUOTATION FORM

<p><u>A14. Manuals</u> - The following will be made available at time of vehicle delivery to the City of Richmond Works Yard.</p>		
<p>- Two (2) Operator manuals</p>		
<p>- One (1) Set repair manuals/CD</p>		
<p>- One (1) Full set parts manuals/CD</p>		
<p><u>A15. Preventative Maintenance</u> - The following to be provided by the successful Bidder at time of vehicle delivery to the City of Richmond Works Yard.</p>		
<p>- A complete check off style preventative maintenance schedule checklist as recommended by the manufacturer to ensure satisfactory service life;</p>		
<p>- Listing of special service tool requirements;</p>		
<p>- Recommended diagnostic tools;</p>		

PART C – QUOTATION FORM

<p><u>A15. Preventative Maintenance (Cont'd)</u></p>		
<p>- A full list of all general maintenance parts, recommended for on-hand stock;</p>		
<p>Provide manufacturer's name and part numbers. STATE:</p>		
<p>- Describe what is included.</p>		
<p><u>A16. Demonstration Model</u> <u>STATE:</u></p>		
<p>- If demo available for viewing and/or use.</p>		
<p><u>15. Green Alternatives</u> - List any details on options of Green Alternatives that may include active energy retrieval technology.</p>		

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:

Item	Unit Price (each)
One (1) Mobile Wheel Contact Lifting System	\$
GST	\$
PST	\$
TOTAL	\$

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 applicable taxes.

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

PAYMENT TERMS _____ **EARLY PAYMENT TERMS** _____

Signature of Bidder's Authorized Representative

Printed Name and Title of Bidder's Authorized Representative

PART D – QUOTATION FORM

Schedule of Options and Prices

All options identified in Part C – Requirements shall be stated in this section. Also if there are any additional options and their costs, not included in the base price, state in this section as well. Attach additional page(s) if required.

DESCRIPTION	COST
TOTAL (Insert total on page 39 – Option Package)	

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 should be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM SHOULD 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 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