



**REQUEST FOR QUOTATION 4995Q  
SUPPLY & DELIVERY OF 1 (ONE) REGULAR CAB & CHASSIS WITH UTILITY  
BODY**

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

**Monday, December 2, 2013 12:00pm.**

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

The deadline for all enquiries is **Thursday, November 28, 2013 3:00 pm local time,**

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**PART A – INSTRUCTIONS TO BIDDERS**

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## PART A – INSTRUCTIONS TO BIDDERS

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### PART A – INSTRUCTIONS TO BIDDERS

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

- 1.1 Quotations are invited for supply & delivery of one (1) regular cab & chassis with utility body over a period of one (1) year as set out herein, for the City of Richmond.
- 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 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 Proposal document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Quotation:
  - a) 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

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- 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, will not be accepted and will be returned unopened.
- 4.3 The Bidder shall submit three (3) 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 in the spaces provided.
- 4.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 4.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office 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

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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

## PART A – INSTRUCTIONS TO BIDDERS

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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.

### **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 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.

## PART A – INSTRUCTIONS TO BIDDERS

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- 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.

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

### **9.0 Quantities**

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

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

- 10.1 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.

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

- 11.1 The City will publish the name of the successful Bidder on the websites listed in section 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

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### PART B – GENERAL CONDITIONS

#### **1.0 Responsibility For Supplies**

- 1.1 The Contractor shall be responsible for the Goods 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.
- 1.2 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.
- 1.3 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.

#### **2.0 Delivery**

- 2.1 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.

#### **3.0 Time of the Essence**

- 3.1 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.

#### **4.0 Laws, Permits and Regulations**

- 4.1 The laws of British Columbia shall govern the Contract.
- 4.2 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.

#### **5.0 Inspection**

- 5.1 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.



## PART B – GENERAL CONDITIONS

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- 5.2 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.
- 5.3 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.

### **6.0 Quality of Workmanship and Materials**

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.

## PART B – GENERAL CONDITIONS

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### **7.0 Payments**

7.1 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.

### **8.0 Taxes**

8.1 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).

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

### **9.0 Conduct of the Contract**

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

### **10.0 Rectification of Damage and Defects**

10.1 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.

### **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 B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<p><b>A. <u>GENERAL SPECIFICATIONS (Conventional regular cab and chassis with dual rear wheels and a 9’ (nine foot) custom utility body and crane)</u></b>  <b>Bidders are to include prices and details of alternatives and options in Part D – Quotation Form</b></p>		
<p><u>TYPE</u>            Conventional type regular cab and chassis with dual rear wheels configured for a 9’ (nine foot) custom utility body and crane. Primary application for vehicle is to carry personnel and materials to job sites. Moderate applications and occasionally heavy loading of approximately 4,000 – 5,000 lb.            STATE DETAILS:</p>		
<p>Make</p>		
<p>Year</p>		
<p>Model</p>		
<p>Regular cab</p>		
<p>Dual rear Wheels</p>		
<p><b>A. CAB TYPE</b></p>		
<p><b><u>A1. Cab and Chassis</u></b></p>	<p>Conventional regular cab and chassis arrangement vehicle capable of taking up to 9’ (nine feet) custom utility body and crane. Cab and chassis must also have clear outside frame for body install.            STATE DETAILS:</p>	
	<p>Conventional regular cab</p>	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>A2. <u>Wheelbase</u></b>	Wheelbase is to be approximately 165 inches. Cab to axel to be approximately 84 inches. STATE DETAILS:	
	Wheelbase	
	Cab to axle	
<b>A3. <u>Gross Vehicle Weight Rating</u></b>	Approximately gross vehicle weight rating shall be a minimum of 19,500 lbs	
	Maximum payload	
	Gross Vehicle Weight Rating	
<b>A4. <u>Trailer</u></b>	Vehicle is required to tow a trailer. State the gross combined vehicle weight rating. Must have a minimum class IV hitch with seven way RV style plug and in cab brake controller. STATE	
	GCVWR	
	Maximum tongue weight capability	
	Minimum class IV hitch with 7 (seven) way RV style plug	
	2” (two inches) or 2 5/16” (two and five sixteenth inches) receiver hitch 10,000 lb. capacity	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	In cab break controller	
<b><u>A6. Base Curb Weight</u></b>	Curb weight of vehicle	
<b>B. CAB</b>		
<b><u>B1. Paint</u></b>	Cab to be acrylic enamel white deluxe paint. Frame to be painted black, wheels silver and factory applied. STATE	
	Paint type and colour description	
	Rust proofing	
<b><u>B2. Windshield</u></b>	Preference is for a tinted windshield and side door windows. Cab to be fitted with visors on both sides. STATE DETAILS:	
	Tinted windshield	
	Tinted side door windows	
	Fitted visors in cab	
<b><u>B3. Power windows and doors locks</u></b>	Type and style STATE DETAILS:	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>B3. Seats</u></b>	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 2 (two) 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	
	Fully adjustable forward/ rearward motion	
	Capable of seating one (1) driver and two (2) passengers	
	Approved seat belts for all passengers	
	Seat material heavy duty vinyl	
	Floor mats and rubber flooring (Color should match seating)	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>B5. Interior Colour</u></b>	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	
	Colour	
	Type of materials	
<b><u>B6. Instrumentation</u></b>	Instrumentation shall include gauges for all vital functions - Oil pressure, coolant temperature, ammeter, speedometer and fuel levels.	
	Oil pressure gauge	
	Coolant temperature gauge	
	Ammeter gauge	
	Speedometer gauge	
	Fuel Level gauge	
	Type and functions with audible alarms.	
	Other Gauges included	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>B7. Radio</u></b>		
	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)	
<b><u>B8. Mirrors</u></b>		
	“West Coast” style dual mirrors complete with 7” (seven inch) diameter convex mirror preferred. STATE DETAILS:	
<b><u>B9. Intermittent Windshield Wipers</u></b>	Intermittent windshield wipers required complete with washer and reservoir. STATE DETAILS:	
	Intermittent Windshield Wipers	
	Reservoir	
<b><u>B10. Keys</u></b>	4 (four) keys required with remotes STATE DETAILS	
<b><u>B13. Steering Wheel</u></b>	Adjustable tilt steering required. STATE DETAILS:	
	Type and style	



PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>B14. <u>Heater/Defroster/Climate Control/AC</u></b>	A good quality heater/defroster unit capable of meeting local conditions, cool temperatures and high humidity. Complete with factory installed air conditioning system. STATE	
	Heater / Defroster, state BTU and details	
	Factory Installed Air Conditioning	
	Climate control	
	Features available to reduce idling	
<b>C. ENGINE</b>		
<b>C1. <u>Engine</u></b>	Diesel type engine STATE DETAILS:	
	Diesel type engine	
	Number of cylinders	
	Type and displacement	
	GHG emissions	
	Make and model	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>C2. <u>Engine Power Diesel</u></b>	Minimum requirement is for SAE 250 Net Horsepower and maximum torque output at the lowest RPM rating. STATE DETAILS:	
	Horsepower rating (Min 250 net HP)	
	Maximum torque and RPM	
	Complete with water separator/spin on filter and idle control kit.	
<b>C3. <u>Fuel System</u></b>	Electronic fuel injection system with throttle control PTO. STATE	
	Type of fuel system	
	Minimum of 196 litre fuel tank capacity	
<b>C4. <u>Power to Weight Ratio</u></b>	Cab and chassis power to weight ratio – base curb weight divided by SAE net horsepower STATE DETAILS:	
	The power to weight ratio	
	Base curb weight divided by SAE net horsepower	
	Multiport fuel injection system	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>C5. <u>Cooling System</u></b>	Provide the maximum available cooling system for model recommended. Coolant <u>must</u> be set for minimum of –30 C STATE DETAILS:	
	Coolant <u>must</u> be set for minimum of – 30C	
<b><u>D. DRIVE TRAIN</u></b>		
<b>D1. <u>Automatic Transmission</u></b>	Heavy-duty minimal 5 (five) speed automatic transmission complete with optional cooling package. The transmission must also be PTO ready. STATE DETAILS:	
	Type of transmission, make, model	
	Transmission PTO ready	
	Type of cooling package	
<b><u>E. ELECTRICAL</u></b>		
<b><u>E1. Alternator</u></b>	Minimum of 180-amp output alternator STATE DETAILS	
	Minimum of 180-amp output alternator	
	Type and capacity	
<b><u>E2. Battery</u></b>	Dual maintenance free heavy duty batteries with a minimum 750 CCA.	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	STATE DETAILS:	
	Maintenance free battery	
	Heavy-duty size relative to a high output alternator	
	Type	
	CCA rating	
<b><u>E3. Backup Alarm</u></b>	Provide backup alarm with minimum 105 DBA rating	
<b><u>E4. Anti-idling technologies:</u></b>	Provide specifications that reduce idling when vehicle lighting, heating and electrical systems are required when the vehicle is not moving	
<b>F. SUSPENSION</b>		
<b><u>F1. Steering</u></b>	Powers assist steering. STATE DETAILS	
<b><u>F2.Brakes</u></b>	Power assist brakes ABS 4-wheel disc factory system. STATE DETAILS:	
	Four Wheel disk brakes.	
<b><u>F3.Heavy Duty Suspension</u></b>	Heavy-duty suspension package required. Selection of unit will include consideration for	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	heavy-duty suspension components. STATE DETAILS:	
	Type of suspension.	
	List heavy-duty components	
	State heavy duty options to increase GVWR if available and associated costs.	
	State payload.	
	Type of suspension.	
<b><u>F4. Tires</u></b>	7 (seven) premium quality tires sized to match heavy-duty suspension. Dual rear wheels (deep lug type). Also, full size spare. STATE DETAILS:	
	Premium quality all season tires	
	Deep lug style	
	Dual rear wheels	
	Full size spare	
	Type and make	
	Size	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>G. MISCELLANEOUS</u></b>		
<b><u>G1. Government Regulations</u></b>	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	
	Workers Safe BC Regulations	
	BC Environmental Vehicle Emissions Reductions	
<b><u>G2. Manuals for vehicle and mounted equipment</u></b>	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	
<b><u>G3. Preventative Maintenance</u></b>	The following to be provided by the successful bidder at time of vehicle delivery to the Richmond City Works Yard: STATE DETAILS:	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	A complete check off style preventative maintenance	
	Schedule checklist as recommended by the manufacturer to ensure satisfactory service life.	
	Listing of special service tool requirements	
	Recommended diagnostic tools	
	A full list of a general maintenance parts such as filters, drive belts, recommended for on-hand stock.	
	Provide manufacturer's name and part numbers.	
<b><u>G5. Demo</u></b>	State if demo available for viewing or test drive.	
	Please provide details and demo location(s)	
<b><u>G6. Warranty</u></b>	Provide details concerning the standard applicable vehicle warranty. Advise if there are available extended warranties and their respective terms. STATE	
	Standard vehicle warranty	
	Extended warranty	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>G7. Delivery</u></b>	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 120 days	
<b><u>G8. Training</u></b>	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	
<b>H. UTILITY BODY PACKAGE:</b>	State price for 9’ (nine foot) custom utility body with an articulating crane rated at approximately 4000 lb capacity.	
<b><u>H1. Size</u></b>	Length 110” (inches) width 96” (inch) Side Pack depth 22” (inches) Load space floor width 52” (inches) Side pack height 60” (inches)	
<b><u>H2. Body Construction</u></b>		
	Compartments to be formed from .125” (inch) aluminum. Including tops and bottoms	
	Compartment tops to be one piece and form a full length drip rail over side doors	



PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Wheel panels to be constructed from .125” (inch) aluminum and have one piece rolled rib reinforcement and be completely removable	
	Chock block holder to be built into wheel panels of body. Chock blocks to be included.	
	2 (two) 7” (seven inch) stainless steel grab handles to be mounted to back of body for easy access.	
	Body must have 7 (seven) year warranty.	
	Two rows of tie down tracks mounted on both sides of load space and rear wall.	
<b><u>I3. Door Construction</u></b>		
	All doors to be double panel .064” (inch) aluminum with “V” groove bend for water runoff and have 316 grade stainless steel hinges.	
	All locks to be polished stainless steel recessed into door panels and fastened with stainless steel hardware and gaskets required between lock and door panel.	
	All doors must have automotive type weather stripping to provide a water type seal.	
	All doors to have compression style locks with whale tail handles and gas shocks.	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>I4. <u>Shelving</u></b>		
	To be constructed from .098” (inch) aluminum and to have 1 ½” rolled front edge to prevent any sharp edges.	
	All shelving to be adjustable	
<b>I5. <u>Location of Shelving</u></b>		
<b>Driver side #1</b>	1 (one) fixed shelf 14” (fourteen inches) down from top of cabinet with LED cabinet strip lighting	
<b>Driver side #2</b>	Two adjustable shelves with LED cabinet strip lighting	
<b>Driver side #3</b>	3 (three) adjustable shelves with LED cabinet strip lighting and rear hatch door on back of cabinet for hoses ends to exit out of.	
	½” (half inch) by 50’ (fifty foot) rewind air reel	
<b>Passenger side #1</b>	3 (three) adjustable shelves with LED cabinet strip lighting	
<b>Passenger side #2</b>	2 (two) adjustable shelves with LED cabinet strip lighting	
<b>Passenger side #3</b>	3 (three) adjustable shelves with LED cabinet strip lighting	
<b>I6. <u>Tailgate</u></b>	To be constructed of .125” (point one –two-five inch) aluminum and be 10” (ten inches) high and must be able to fold down. Tail gate to have chains to support tailgate when in horizontal position.	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>17. Floor and Under Structure</u></b>		
	Front and rear cross members to be ¼” (one fourth inch) aluminum channel.	
	Long sills to be 3” (three inch) structural channel and spaced to support 3/16” (three sixteenth inch) aluminum checker plate floor.	
	6” (six inch) Channel cross members.	
	6 (six) flush mounted tie down located in load space floor.	
<b><u>18. Rear Bumper</u></b>	Rear bumper to formed from 10 (ten) gauge aluminum checker plate and be cut out to allow for class IV hitch.	
	Bumper to full width of the body and have a 10”(ten inches) wide step.	
	Riser plate to be full height at rear of body.	
	Rear bumper to have 6” (six inches) bench vise and mount.	
<b><u>19. Paint</u></b>	All seams and joints to be sealed prior to paint.	
	Body to be primed with epoxy primer and polyurethane top coat.	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Body to be painted one colour to match cab and chassis.	
<b>I10. <u>Articulating Crane to be capable of :</u></b>	Crane to lift 2040 lbs @ 22' (feet) 8" (inches)	
	Wireless remote control and manual crane controls.	
	400 (four hundred) degree power rotation	
	9945 Ft lbs rotational torque	
	Winch with 65" (sixty-five inch) of aircraft cable	
	Heavy Duty outrigger hydraulic in/out and up/down.	
	Minimum 2 (two) year manufacturer warranty	
	Work Safe BC certified	
	Must included all engineering paperwork for stability and structural testing	
<b>I11. <u>Lighting</u></b>	All lighting to be LED and meet CMVSS standards.	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b><u>I12. Under the hood air compressor</u></b>		
	Rotary screw design type air compressor rated at 73 CFM @ 175 PSI	
	Electronic digital in cab controls	
	Must have filter, lubricator and regulator	
	Must have a 2 (two) year manufactures warranty	
<b>J. OPTIONS</b>		
<b><u>J1. LED Beacon Lights /Light bar</u></b>	2 (two) on top front of cab or light bar Rear and forward facing arrow bar- Protective cage around beacon STATE DETAILS	
<b><u>J2. Laptop stand and port</u></b>	STATE DETAILS	
<b><u>J3. Rear Back up Sensor/camera</u></b>	STATE DETAILS	
<b><u>J4. Side steps</u></b>	STATE DETAILS	
<b><u>J5. Cone Holder</u></b>	Mounted R/F bumper inside of headlight	

PART B – GENERAL CONDITIONS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<b>J6. <u>Work lights (4)</u></b>	2 (two) on the side and 2 (two) on the back. STATE DETAILS	
<b>J7. Hybrid Engine</b>	STATE DETAILS	
<b>J8. Alternative Fuel Engine</b>	STATE DETAILS	
<b>J9 <u>.Additional recommended options:</u></b>		

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
Base Cost: Gasoline Engine 1 (One) Regular Cab and Chassis with Utility Body	\$ _____
Provincial Services Tax (PST)	\$ _____
Goods and Services Tax (GST))	\$ _____
Total Cost	\$ _____

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

PART D – QUOTATION FORM

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**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:

<b>ADDENDUM</b>	<b>DATE OF ADDENDUM</b>	<b>FROM PAGES</b>	<b>TO PAGES</b>
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)
J1. LED Beacon Lights/light bar	EA \$
J2. Laptop stand and port	EA \$
J3. Rear Back up Camera Sensor/ camera	EA \$
J4. Side steps	EA \$
J5. Cone holder	EA \$
J6. Work lights (4)	EA \$
J7. Hybrid Engine	EA \$
J8. Alternation Fuel Engine	EA \$
<b>Total Requested options</b>	<b>Total</b>
J9 .Additional recommended options:	EA \$
	EA \$
	EA \$
<b>Total Recommended Additional Options (see Schedule of Options and Prices)</b>	<b>Total</b>

PART D – QUOTATION FORM

**Schedule of Alternatives and Prices**

**\*\*\*\*\*Pricing for ALL available alternatives. All alternatives identified in Part C – Requirements should be stated in this section, 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 \$
<b>TOTAL</b>	