



**REQUEST FOR QUOTATION 5156Q
SUPPLY & DELIVERY OF 2 (TWO) MID SIZE SEDANS**

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, September 4, 2014 12:00 Noon local time

NOTES:

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

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

Daianna Panni- Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is: **Monday, August 25, 2014 12:00 pm local time**
The City reserves the right not to answer any questions received after this time.

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PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

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

2.0 Pricing

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

3.0 Inquiries and Clarifications

- 3.1 Inquiries are to be in written form only and e-mailed to the contact persons shown on the cover page. If required, an amendment or addendum may be issued to Bidders. However, it is the sole responsibility of the Bidder to thoroughly examine these documents, and amendments and addenda and to satisfy itself as to the full Requirements of this Request for Quotation (“RFQ”).
- 3.2 The City, its agents, consultants, elected officials and employees shall not be responsible for any information given by way of oral or verbal communication.
- 3.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFQ process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Quotation document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Quotation:
 - a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
 - b) City’s website: <http://www.richmond.ca/busdev/tenders.htm>
- 3.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.

PART A – INSTRUCTIONS TO BIDDERS

- 3.5 Each addendum will be incorporated into and become part of the RFQ document. No amendment of any kind to the RFQ is effective unless it is contained in a written addendum issued by the City's Purchasing Section.

4.0 Submission of Quotation

- 4.1 The response to this Request for Quotations (RFQ) with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the "Closing Time"). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 4.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 4.3 The Bidder shall submit 3 (three) copies of its Quotation in accordance with the instructions stated herein.
- 4.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory.
- 4.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 4.6 Quotations may be withdrawn by written notice only, provided such notice is received at Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, prior to Closing time.
- 4.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 4.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City

PART A – INSTRUCTIONS TO BIDDERS

of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

5.0 Conflict of Interest

5.1 By submitting a Quotation, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

6.0 Evaluation of Quotations

6.1 Quotations will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:

- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
- b) financial offer including but not limited to life cycle cost (transaction price, estimated residual value, operating cost including maintenance, repair and fuel costs) warranty, and any other life cycle considerations;
- c) the Bidder's ability to meet the delivery timelines set out herein;
- d) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
- e) financial stability;
- f) equipment quality, fuel economy and consumption, configuration, age and condition;
- g) the completeness and detail of the quotation including but not limited to the organization and general appearance of the quotation, compliance with quotation instructions; and,
- h) any other criteria set out in the RFQ.

6.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last 2 (two) fiscal years.

PART A – INSTRUCTIONS TO BIDDERS

- 6.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.
- 6.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.
- 6.5 Preference may be given to Quotations offering environmentally beneficial products or services. Specifically, in accordance with the City's Sustainable Green Fleet Policy 2020, vehicles with highest fuel efficiency and cost effectiveness based on considerations of life-cycle costing and financial investment requirements and vehicles which maximize the use of alternative fuels and technologies will be considered

7.0 Acceptance and Rejection of Quotations

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

PART A – INSTRUCTIONS TO BIDDERS

are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

8.0 Award of Contract

- 8.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 8.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City's purchase order including the standard purchase order terms and conditions;
 - b) Or any mutually agreed to amendments between the Bidder and the City;
 - c) The Quotation; and
 - d) The RFQ and any subsequent addenda.
- 8.3 Where the head office of the successful Bidder is located within the City and/or where the successful Bidder is required to perform the Service at a site located within the City, the successful Bidder is required to have a valid City business license prior to Contract execution.
- 8.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

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.
- 9.2 The City may, at its discretion, require additional units to the ones required under this RFQ 5156Q. Bidders are requested to supply information on pricing on similar units for the next 1 (one) year period.

10.0 Alternates and/or Variations to Specifications

- 10.1 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.

PART A – INSTRUCTIONS TO BIDDERS

- 10.2 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.
- 10.3 The City is not obligated to accept any alternatives.
- 10.4 The City will determine what constitutes allowable alternatives and/or variations.

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

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

PART B – GENERAL CONDITIONS

PART B – GENERAL CONDITIONS

1.0 Definitions

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

“Act of God” means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the City, shall be deemed not to be acts of God;

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

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

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

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

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

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

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

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

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

PART B – GENERAL CONDITIONS

“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 therefore 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 must meet and the Contractor must provide;

“Unit” means mid size sedan as described herein;

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

2.0 Independent Contractor

2.1 The Contractor, 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.

3.0 Assignment

3.1 The Contractor will not assign, sublet, 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.

PART B – GENERAL CONDITIONS

4.0 Time of the Essence

- 4.1 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.

5.0 Laws, Permits and Regulations

- 5.1 The laws of British Columbia shall govern the Contract.
- 5.2 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.

6.0 Inspection

- 6.1 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.
- 6.2 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.
- 6.3 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.

7.0 Responsibility For Supplies

- 7.1 The Contractor shall be responsible for the Goods covered by this contract until it is delivered to the designated delivery point, regardless of the point of inspection; and the Contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.
- 7.2 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.
- 7.3 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.

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8.0 Quality of Workmanship and Materials

- 8.1 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.
- 8.2 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.
- 8.3 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.

9.0 Warranty

- 9.1 The Contractor warrants that the Goods supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).
- 9.2 The Contractor further warrants that the Goods is of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 9.3 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.
- 9.4 At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract.
- 9.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

10.0 Indemnification and Insurance

- 11.2 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.
- 10.1 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

11.0 Termination

11.1 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.

11.2 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).

11.3 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.

12.0 Payments

12.1 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.

PART B – GENERAL CONDITIONS

13.0 Taxes

13.1 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).

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

14.0 Conduct of the Contract

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

15.0 Rectification of Damage and Defects

15.1 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.

16.0 Failure to Perform

16.1 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.

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

17.0 Dispute Resolution

17.1 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.

PART B – GENERAL CONDITIONS

- 17.2 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.
- 17.3 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.
- 17.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

18.0 Delivery

- 18.1 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.

19.0 Changes in Requirements

- 19.1 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.
- 19.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

PART C – REQUIREMENTS

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

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>A. SPECIFICATIONS</u>		
<u>TYPE</u>		
Conventional type mid-size car for which the primary purpose is transport of personnel throughout the City of Richmond.		
STATE		
Make		
Year		
Model		
1A. Chassis Conventional type sedan chassis with passenger compartment having a minimum of 4 (four) doors. State vehicle passenger capacity. State details:		
	Vehicle passenger capacity.	
	Minimum of 4 doors	
2A. Cab Interior Following are vehicle specifications:	Front - Headroom minimum 37.5” - Shoulder room minimum 53.9” - Hip room minimum 48.8” - Leg room minimum 41.5” - Luggage capacity 12.9cu.ft.	Front - Headroom _____” - Shoulder _____” - Hip room _____” - Leg room _____” - Luggage capacity _____cu.ft

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
2A. Cab Interior (CONT'D) Following are vehicle specifications:	Rear - Headroom minimum 37.5” - Shoulder room minimum 53.9” - Hip room minimum 48.8” - Leg room minimum 41.5” - Luggage capacity 12.9cu.ft. Please list tendered vehicle measurements.	Rear - Headroom _____” - Shoulder _____” - Hip room _____” - Leg room _____” - Luggage capacity _____cu.ft
3A. Vehicle Exterior	Please list the proposed vehicle exterior dimensions. - Overall length - Overall height - Overall width	- Overall length _____ - Overall height _____ - Overall width _____
4A. Base Curb Weight	Curb weight of vehicle STATE DETAILS	
5A. Wheelbase	Wheelbase to be approximately 100" (one hundred) inches STATE: Vehicle wheelbase	
B.CAB		
1B. Paint	Unit to be painted with a high quality factory applied white paint. STATE DETAILS	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
2B. Windshield	Windshield and side door windows to be tinted. Cab to be fitted with visors for both sides. STATE	
	Tinted windshield	
	Fitted visors on both sides in cab	
3B. Seats	Fully adjustable separate forward/rearward motion bottom and back portions bucket type seat in front. Seats to be constructed of a heavy duty hard-wearing fabric material in dark shade. Seats must be fitted with approved seat belts. Floor mats and flooring shall match seat material.	
	Bucket type seat	
	Fold down console	
	Fully adjustable forward/ rearward motion	
	Capable of seating one (1) driver and three (3) passengers	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Approved seat belts for all passengers	
	Seat material heavy duty cloth.	
	Floor mats and flooring (Color should match seating)	
4B. Instrumentation	Instrumentation must include gauges for all vital functions: oil pressure, coolant temperatures, ammeter, speedometer, and fuel levels.	
	Oil pressure gauge	
	Coolant temperature gauge	
	Ammeter gauge	
	Speedometer gauge	
	Fuel Level gauge	
	Additional gauges and/or warning indicators not described above.	
5B. Radio		
	Vehicle shall be fitted with AM/FM/CD/ Blue tooth.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	AM/FM/CD Radio included type	
	Blue Tooth (Please advise if a subscription is required and any associated costs) STATE DETAILS	
6B. Mirrors		
	Dual remote control mirrors. STATE DETAILS	
7B. Power Windows and Door Locks	STATE DETAILS	
8B. Keys	4 (four) sets of keys are required with remotes. STATE DETAILS	
9B. Intermittent Windshield Wipers	Intermittent windshield wipers required complete with washer and reservoir. STATE DETAILS:	
	Intermittent Windshield Wipers	
	Reservoir	
	Type	
10B. Steering Wheel	Adjustable tilt steering required. STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
11B. Dual Air Bags required	STATE DETAILS:	
12B. Operator Visibility	Consideration will be made for overall operator visibility and convenience. STATE DETAILS:	
13B. Heater/Defroster/Climate Control/AC	A heater/defroster unit capable of local conditions – cool with very high humidity and air conditioning.	
	Heater / Defroster, state BTU and details	
	Factory Installed Air Conditioning	
	Climate control	
C. ENGINE		
C1.ENGINE	Gasoline type engine * Fuel economy and consumption* STATE DETAILS:	
	Gasoline type engine	
	Number of cylinders	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Type and displacement.	
	GHG emissions?	
	Make and model	
	Kilometers per litre Highway***	
	Kilometres per litre City***	
C2.Engine Power Gasoline		
	Minimum requirement is for 130 SAE net horsepower while providing maximum torque values at low RPM. STATE DETAILS:	
	Maximum horsepower	
	Maximum torque and RPM	
C3. Power to Weight Ratio	STATE DETAILS:	
	The power to weight ratio	
	Base curb weight divided by SAE net horsepower	
C4. Fuel System	Fuel system to have a minimum 45 litre fuel tank.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
C5. Vehicle Emission	Engine must meet current U.S. Federal EPA emissions control requirements and B.C. Motor Vehicle Emissions Reductions Regulations. Preference will be given to vehicles that have lower GHG emissions. STATE GHG emissions	
D. DRIVE TRAIN		
	Transmission Automatic type transmission STATE	
	Type of transmission	
	Make and Model	
E. ELECTRICAL E1. Alternator	Alternator Good quality alternator having a minimum output capacity of 95 (ninety-five) amps	
	STATE DETAILS Type and capacity output at RPM range	
E2. Battery	A heavy duty battery having a minimum of 58 (fifty-eight) amp/hour rating. STATE DETAILS:	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
	Type and capacity	
	CCA rating	
<u>F. SUSPENSION</u>		
<u>F1. Power Steering</u>	Power assist steering. STATE DETAILS:	
<u>F2. Brakes</u>	Power assist brakes required. STATE DETAILS:	
<u>F3. Suspension</u>	Good quality heavy duty suspension.	
	Type of suspension.	
<u>F4. Tires</u>	5 (Five) Premium all season radial tires to match vehicle purposed. STATE DETAILS:	
	Type and make STATE DETAILS	
	Size STATE DETAILS	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>G. MISCELLANEOUS</u>		
<u>G1. Government Regulations</u>	Vehicle <u>must</u> comply with all government regulations and requirements for operation within BC.STATE DETAILS:	
	Federal Government Motor Vehicle Safety Regulations	
	BC Motor Vehicle Act and Regulations	
	Workers Safe BC Regulations.	
	BC Environmental Vehicle Emissions Reductions	
<u>G2. Manuals</u>	The following will be made available at time of vehicle delivery to the City Works Yard: STATE DETAILS:	
	2 (Two) operator manuals.	
	1 (One) set repair manuals.	
	1 (One) full set parts manuals.	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
<u>G3. Preventative Maintenance</u>	The following to be provided by the successful bidder at time of vehicle delivery to the Richmond City Works Yard: STATE DETAILS:	
	A complete check off style preventative maintenance	
	Schedule checklist as recommended by the manufacturer to ensure satisfactory service life.	
	Listing of special service tool requirements.	
	Recommended diagnostic tools.	
<u>G4. Preventative Maintenance</u>		
	A full list of a general maintenance parts such as filters, drive belts, recommended for on-hand stock.	
	Provide manufacturer's name and part numbers STATE DETAILS	

PART C – REQUIREMENTS

DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDERS TO DESCRIBE ITEMS QUOTED
G6. <u>Warranty</u>	Provide details concerning the standard applicable vehicle warranty. Advise if there are available extended warranties and their respective terms. STATE DETAILS	
	Standard vehicle warranty	
G7. <u>Delivery</u>	State the number of days from the date of order to the date of delivery of the unit F.O.B. the City Public Works Yard. The City would expect delivery within 90 (ninety) days.	
H. <u>OPTIONS</u>		Do not include “Options” in the base price
H1. <u>Alternate Fuels</u>	STATE DETAILS	
H2. <u>Rear Back up Sensor/camera</u>	STATE DETAILS	

PART D – QUOTATION FORM

Quotation Form (Gasoline Engine)

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

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

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

DESCRIPTION	UNIT COST	EXTENSION
Base Cost: Medium Size 4 Door Sedan (1 unit)	\$ _____ Each	\$ _____ (2 units)
Tire Levy	\$ _____ Each	\$ _____ (2 units)
Subtotal (2 Units)		\$ _____ (2 units)
Provincial Services Tax (PST) (2 unit)		\$ _____ (1 unit)
Goods and Services Tax (GST) (2 units)		\$ _____ (1 unit)
Total Cost		\$ _____ (2 units)

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.

TERMS:

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

PART D – QUOTATION FORM

ADDENDA:

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

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

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

The undersigned Bidder agrees to supply the required units 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

Additional Units

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

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

Gasoline

DESCRIPTION	UNIT COST
Additional units Year 1	\$ _____
Additional units Year 2	\$ _____

PART D – QUOTATION FORM

Schedule of Options and Prices

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

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

DESCRIPTION	UNIT COST (Pre-Tax)
H1. <u>Alternate Fuels</u>	EA \$
H2. <u>Rear Back up Sensor/camera</u>	EA \$
Total requested options	\$ Total (Pre-Tax)
Additional recommended options:	
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
	EA \$
Total recommended additional options	\$ Total (Pre-Tax)

PART D – QUOTATION FORM

Schedule of Alternatives and Prices

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

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

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