



REQUEST FOR QUOTATIONS

Title: New Fire Service Administration Vehicles

Reference No.: 1220-040-2015-070

FOR THE SUPPLY OF GOODS

(General Services)

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ATTACHMENT No. 1 – QUOTATION AGREEMENT - GOODS
SCHEDULE A – SPECIFICATION OF GOODS
SCHEDULE B – QUOTATION

REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods described in Schedule A to Attachment 1 (the "Goods"). The description of the Goods sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, to also include goods, or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

(a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: purchasing@surrey.ca.

PDF emailed Quotations are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

(b) Hard Copy

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and one (1) copy (two (2) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt
Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104th Avenue, Surrey, B.C., Canada, V3T 1V8

3. DATE

The City would prefer to receive Quotations on or before July 30, 2015. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

4. INQUIRIES

All inquiries related to this Request for Quotations ("RFQ") should be directed in writing to:

Name: Richard D. Oppelt, Purchasing Manager
Email: purchasing@surrey.ca
Reference: 1220-040-2015-070

5. ADDENDA

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFQ. It is the responsibility of Contractors to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

7. ACCEPTANCE

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed agreement by the City may be by fax or pdf e-mail. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods.

10. CONFLICT OF INTEREST

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

11. SOLICITATION OF COUNCIL MEMBERS AND CITY STAFF

Contractors and their agents will not contact any member of the City Council and City staff with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

12. CONFIDENTIALITY

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

Attachment No. 1 – QUOTATION AGREEMENT – GOODS

Reference RFQ Title: New Fire Service Administration Vehicles

RFQ No.: 1220-040-2015-070

BETWEEN:

CITY OF SURREY
13450 - 104 Avenue
Surrey BC V3T 1V8

(the "City")

AND:

(the "Contractor")

WHEREAS the City wishes to engage the Contractor to provide the Goods and the Contractor agrees to provide the Goods.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

DEFINITIONS AND INTERPRETATION

1. In these General Terms and Conditions:
 - (a) "Agreement" means this agreement and all schedules attached hereto;
 - (b) "City" means the City of Surrey;
 - (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
 - (d) "Goods" means the equipment or materials that are the subject of this Agreement;
 - (e) "Purchase Price" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST; and
 - (f) "RFQ" means the Request for Quotations.

2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
 - (a) this Agreement;
 - (b) the RFQ;
 - (c) the Quotation; and
 - (d) other terms, if any, that are agreed to by the parties in writing.

3. The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods; and
Schedule B – Quotation.

GOODS

4. The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A of this Agreement.
5. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

PURCHASE PRICE

6. The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
7. Time is of the essence.

PAYMENT

8. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number, the Contractor's GST registration number or an indication that it is not applicable if the Contractor is a small trader, the quantity, tax (if any) and the complete Purchase Price calculations, including extensions and discounts.
9. The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, those described in Sections 11, 12 and 13, within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted that the Goods are in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
10. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.

SUBMITTING YOUR ELECTRONIC INVOICE

Please send electronic invoices to the City of Surrey by email to surreyinvoices@surrey.ca.

In order to process your payment, the following submission guidelines **must** be met:

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>_<Invoice Number>.
- Email(s) must not exceed 2MB.

Please Note: failure to meet the guidelines above may result in payment processing delays or in your payment not being processed.

SUBMITTING YOUR INVOICE BY HARD COPY

Please send your hard copy invoices by mail to:

Name: _____
Address: _____

DEFICIENCIES

11. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
12. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

DEFAULT AND TERMINATION

13. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:
 - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all

expenses or loss resulting from such failure or delay and will return all monies paid by the City; or

- (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
14. The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
15. If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.
16. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

WARRANTIES AND INDEMNITIES

17. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
18. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save

harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.

19. The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.
20. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contactor or any employee or agent of the Contractor.

CUSTOMS

21. Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

“Upon arrival, please contact customs broker:
Livingston International Inc.
Telephone: 604-685-3555
Fax: 604-605-8231
Email: cst19@livingstonintl.com”

INSPECTIONS

22. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

SAFETY

23. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or sub-contractor of the Contractor, all such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the Workers Compensation Act, the Occupational Health & Safety Regulation and the Hazardous Products Act, and also in strict compliance with any published and issued by the City for use at the City's premises. The Contractor shall provide the City with the Contractor's Workers Compensation Board registration number and a letter from the Workers Compensation Board confirming the Contractor is registered in good standing with the Workers Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

WHMIS/MSDS

24. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

SHOP DRAWINGS

25. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

WAIVER

26. Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

APPLICABLE LAW

27. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

NOTICES

28. Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
 - (b) by facsimile, on transmission; or
 - (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:
Attention:

- (b) The Contractor:
Attention:

MERGER AND SURVIVAL

29. The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.

ENTIRE AGREEMENT

30. This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods.
31. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

SIGNATURE

32. This Agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a pdf file.

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ENUREMENT

33. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

This Quotation Agreement is executed by the Contractor this _____ day of _____, 2015.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the City of Surrey this _____ day of _____, 2015.

CITY OF SURREY

by its authorized signatory:

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A – SPECIFICATION OF GOODS

PROJECT TITLE: NEW FIRE SERVICE ADMINISTRATION VEHICLES

PROJECT No.: 1220-040-2015-070

DESCRIPTION OF THE GOODS

1. The purpose of these specifications is to describe a 2015 or 2016 mid-size sedan front wheel drive four door vehicle. This vehicle must comply with all D.O.T. and British Columbia Motor Vehicle Act regulations.
2. Detailed specifications are attached as Schedule A-1 – Technical Specifications.

DELIVERY

3. The vehicle(s) shall be delivered F.O.B. Destination, Freight Prepaid to the City of Surrey in first class operating condition. If the Contractor must store, park, or hold the vehicles until such a time that the City, at its sole discretion, requires them, the Contractor will store the vehicles at no additional cost to the City.
4. Title of goods received under a purchase order agreement shall remain with the Contractor until they are delivered to:

City of Surrey
Fire Hall #9, Service Centre,
14901 – 64th Avenue,
Surrey, BC
V3S 1X8

Attention: Simon Upshon, Chief Mechanic

5. Once delivered, inspected and accepted, the title will only then pass to the City of Surrey. The Contractor will bear all risks of loss, theft, injury, or destruction or damage of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction or damage shall not release the Contractor from any obligations under.
6. Each Contractor must state in their submission the guaranteed delivery date in number of calendar days from the date after receipt of order (ARO).
7. The item(s) specified are to be delivered with packing slips/delivery slips and/or other required documents.
8. The Contractor is to notify Simon Upshon, Chief Mechanic, not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. An authorized representative of the Contractor is to supervise delivery to the City. The City will not assume any liability for vehicle/equipment delivered to an unauthorized location.

9. Documentation at time of Delivery:

Seller is to provide the following documentation upon delivery:

- Copy of Purchase Order and Original Invoice(s).
 - Warranty Policy(ies) and/or certifications as may be required in the Specifications.
 - Parts, service, operators and maintenance manual(s) as may be required in the Technical Specifications.
10. Each unit is to be delivered clean and shall be complete with all equipment operable. The unit(s) will be inspected by the City before delivery to determine compliance with the specifications and/or to test its ability to perform its intended use.
11. The Contractor will be responsible for securing any and all inspections required by law, including B.C. Provincial Inspection stickers. Any fee charged for these inspections will be the responsibility of the Contractor.

UNSUITABLE EQUIPMENT

12. Quotations will not be considered for vehicles that have previously failed to perform satisfactorily or from Contractors who have a history of performance problems with the City.

BRAND NAMES

13. Wherever the specifications state a brand name, make, name of manufacturer, trade name, or vendor catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition of equal brands or makes. If a product other than that specified is offered, it is the Contractor's responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except as stated otherwise, the specifications describe what is considered necessary to meet the performance requirements of the City and Contractors should consider this in their Quotation or, if the Contractor cannot meet specifications, the Contractor may identify and offer an alternative which it believes to be an equal or better alternative.

Contractors shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature.

The City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and best overall value.

DEALERSHIP EMBLEMS/LOGOS

14. The Contractor will not install on the vehicle, any logos, nameplates or stickers denoting the name of the company or dealership that may be considered as advertising. Failure to comply with this requirement will result in the dealership being given the option to remove same, or reimburse the City for removal and restoration, if needed.

ENVIRONMENTAL CONSIDERATIONS

15. The City is committed to preserving the environment. Contractors should provide environmentally sensitive goods and services wherever possible.

Where there is a requirement within the specifications that require the Contractor to supply materials such as oils, lubricants, paints or other fluid materials and where such materials may cause adverse effects, Contractors should indicate the nature of the hazard in its Quotation.

The Contractor agrees to advise the City of any known alternative or substitute for such materials that would mitigate the effects of any adverse conditions on the environment.

NEW VEHICLE

16. Equipment/vehicles are to be new and unused and not previously titled.

FACTORY INSTALLATION

17. Items that are available from the factory must be factory installed. If factory installation of an item is not available to the dealer and the dealer is making a dealer modification in order to meet the specification, it must be clearly noted in your response.

PRE-DELIVERY SERVICES

18. The equipment shall be delivered clean and shall be complete with all equipment required to be operable.

PRE-DELIVERY INSPECTION

19. A road performance test and general operation inspection is to be performed prior to delivery.

INSPECTION

20. All materials or equipment shall be subject to inspection or test and shall meet the approval of the Chief Mechanic and his decision shall be final and binding upon all parties. Such inspection, at the option of the City, may be carried out at the place of business of the Contractor and the Contractor shall assist the Chief Mechanic, or his designate in the performance of his duties.
21. Should materials or equipment be defective in quality of workmanship or otherwise fail to conform to the specifications set forth, the Chief Mechanic shall have the right to reject them or require their immediate correction.
22. Materials or equipment requiring correction shall be removed for correction or corrected in place as requested by the Chief Mechanic at no expense to the City. Unavoidable expense encountered by the City shall be chargeable to the Contractor and deducted from any monies owing the Contractor by the City.

23. If the Contractor fails to take proper action promptly when requested by the Chief Mechanic, the City may replace or correct materials as necessary and charge the cost of such replacement to the Contractor or the City may terminate the Agreement as provided for herein.

DOCUMENTATION AT TIME OF DELIVERY

24. The Contractor is to provide the following documentation upon delivery:
- Keys – Four (4) full sets
 - Parts and Service manuals (1 each)
 - Manufacturer's Certificate of Origin
 - Warranty documents and certification
 - One set of as-built electrical wiring schematics to cover any and all wiring not installed by chassis manufacturer. This diagram should include part numbers and brand names.
 - Complete list of all belts, hoses, filters; including part numbers, manufacturer and change frequency.
 - All fluid capacities in litres.

TITLE, RISK OF LOSS

25. Title of goods received under a purchase order agreement shall remain with the Contractor until they are delivered to the Fire Hall 9, Service Centre, located at 14901 – 64th Avenue, Surrey, B.C., at which time title passes to the City of Surrey. The Contractor will bear all risks of loss, theft, injury, or destruction or damage of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction or damage shall not release the Contractor from any obligations under.

RECALL NOTICE

26. In the event of any recall notices, technical bulletin, or other important notification affecting a unit purchased under this agreement, a notice shall be immediately sent to the City. It shall be the responsibility of the Contractor to ensure that all recall notices are sent directly to the City's Fleet and Garage Manager.

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SCHEDULE A-1 – PREFERRED TECHNICAL SPECIFICATIONS

THREE (3) ONLY - NEW 2015/16 MID-SIZE SEDAN FRONT WHEEL DRIVE FOUR DOOR CAR C/W POLICE PACKAGE

The technical specifications listed below are preferred specifications. Contractors are to state any deviations from the preferred specifications in Schedule B – Attachment 1.

Item #	Description	Minimum Specification Preferred
1.	Style	HD Frame, 4 Door Sedan, and utilizing manufacturer's "police package".
2.	Wheelbase	Approx. 110" to 120" (specify)
3.	Engine	E.F.I. Gas V6 Specify
4.	Tires & Wheels	4 All Weather Nokian WRG3 Tires, (or Surrey approved equal), mounted on steel wheels complete with wheel covers - all tires to be balanced. NOTE: Spare to be Full size and of same type above. Include 2 additional full size steel wheels and tires FOR EACH VEHICLE
5.	Transmission	Automatic – Column shift
6.	Drive Train	Front wheel drive
7.	Body/Interior	<ul style="list-style-type: none"> • H.D. 6 way power driver's full cloth 40/20/40 front bench. • Full cloth rear bench seat. • Upholstery, Charcoal Grey cloth, or to match exterior paint. • Carpet floor • Rear Passenger assist handles NOTE: No floor console.
8.	Brakes and Steering	<ul style="list-style-type: none"> • H. D. power assisted, 4-wheel disc. as per Police package with antilock brake system, and traction lock. • Power steering. Steering wheel to be tilting type
9.	Suspension	H.D. front & rear - rear sway bar
10.	Cooling	H.D. for both engine & transmission
11.	Electrical System	<ul style="list-style-type: none"> • Alternator: High Output, 120 amp min. with 80 amp. output @700 RPM idle. • Battery: H.D. 12V. 690 C.C.A. battery. State.

Item #	Description	Minimum Specification Preferred
12.	Accessories Required	<ul style="list-style-type: none"> power operated door locks & windows c/w keyless entry and remote start, c/w 4 controls & 4 sets of keys tilt steering wheel Automatic Headlights Back-up Camera Navigation package (without subscription) – Specify Built in Bluetooth Hands free (without subscription) cruise control Police instrument cluster
13.	Exterior Colour	Manufacturer's Standard White
14.	Radio	Require in dash AM/FM CD radio c/w digital clock with deluxe speaker package. Factory Installed.
15.	Body / Exterior	<ul style="list-style-type: none"> Body side trim mouldings. Factory applied undercoating
16.	Windshield Wipers	Dual, electric, intermittent speed c/w dash/steering column controlled washers.
17.	Defrosters & Air Conditioning	Front & Rear
18.	Headlights	<ul style="list-style-type: none"> Halogen, with headlamp on warning indicator Automatic "on" function
19.	Side View Mirrors	Both left and right - electric remote control
20.	Trunk Release	Electric, to be activated from interior
21.	Axle Ratio	3:29 - Specify
22.	Police Package	<p>Complete police package to include only:</p> <ul style="list-style-type: none"> auxiliary dome light ignition and main power supply to instrument panel area flasher system, headlamp and tail lamp siren speaker wiring to front grill area power and ground to trunk list any changes in requested options.
23.	Warranty	<ul style="list-style-type: none"> Warranty and service checks to be made within the City of Surrey. State term and warranty coverage
24.	Parts and Shop Manuals	<ul style="list-style-type: none"> Full Shop maintenance and operational manuals or CD ROM supplied. Outfitting Guide manuals to be supplied Electrical diagrams and all schematics to be included.
25.	Delivery	<p>F.O.B. (freight prepaid) Surrey Fire Hall #9 14901 – 64 Avenue Surrey, B.C. V3S 1X8</p> <ul style="list-style-type: none"> Freight prepaid State approx. delivery date



QUOTATION
SCHEDULE B

RFQ Title: New Fire Service Administration Vehicles

RFQ No: 1220-040-2015-070

CONTRACTOR

Legal Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

CITY OF SURREY

TO:

City Representative: Richard D. Oppelt
Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104th Avenue, Surrey, B.C., V3T 1V8

Telephone: 604-590-7274
Email: purchasing@surrey.ca

1. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

Year, Make & Model: _____

All costs to meet the minimum specifications shall be included in the following delivered prices.

UNIT PRICE:	\$ _____	x 3	\$ _____
ENVIRONMENTAL LEVIES:			
BATTERY:	\$ _____	x 3	\$ _____
TIRE STEWARDSHIP B.C. (TSBC):	\$ _____	x 3	\$ _____
ADVANCED DISPOSAL FEE (ADF):	\$ _____	x 3	\$ _____
AIR CONDITIONING:	\$ _____	x 3	\$ _____
ANY OTHER LEVIES OR FEES:	\$ _____	x 3	\$ _____
		SUB-TOTAL:	\$ _____
GST 5% on \$ _____			\$ _____
PST 7% on \$ _____			\$ _____
<u>TOTAL QUOTATION PRICE:</u>			\$ _____

The completed units shall be delivered within _____ days after receipt of purchase order.

State Warranty (no less than one (1) year) _____

Warranty repairs shall be performed at _____

Please complete if applicable: British Columbia Certified

Payment Terms:

A cash discount of _____ % will be allowed if the invoices is paid within _____ days, or the ____ day of the month following, or net 30 days, on a commercial best effort basis.

2 If this offer is accepted by the City, such offer and acceptance will create a contract as described in:

- (a) the RFQ;
- (b) the specifications set out above and in Schedule A of the RFQ;
- (c) the General Terms and Conditions; and
- (d) this Quotation; and
- (e) other terms, if any, that are agreed to by the parties in writing.

3. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
4. The Contractor will meet or exceed each item in the specifications as written: YES NO . If No, any minor deviations from the stated specifications are backed up by the enclosed manufacturer or dealer's detailed description of each variation with reference made to each item to which the variation will apply.
5. The location of the nearest factory authorized warranty repair facility / parts dealership:

6. The Contractor to indicate on each line provided in **Schedule B - Attachment No. 1** if they comply with the Quotation items as specified or are taking exception to the Quotation items specified.

If additional space is required to fully explain Quotation exception(s), attach additional page(s) to the Quotation and indicate the section number and subsection that has the exception and provide explanation.

If more than one (1) make or model is to be offered, copy the specification sheets to submit separate Quotation sheets for each item.

- END OF PAGE -

7. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the Specifications and the General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 2015.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

Revision January 31, 2014

MAY 21, 2009
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SCHEDULE B – ATTACHMENT NO. 1 – PREFERRED SPECIFICATIONS

THREE (3) ONLY - NEW 2015/16 MID-SIZE SEDAN FRONT WHEEL DRIVE FOUR DOOR CAR C/W POLICE PACKAGE

The specifications listed are preferred specifications. Contractors are to state any deviations from the preferred specifications in Schedule B – Attachment No. 1.

Contractor should list complete manufacturer’s details in the last column on the right.

Item #	Description	Minimum Specification Preferred	Yes (Circle)	No (Circle)	Manufacturer’s Specifications of Equipment Offered. Bidder should complete all spaces in this column.
1.	Year Make Model	Specify	Y	N	State
2.	Style	HD Frame, 4 Door Sedan, and utilizing manufacturer’s “police package”.	Y	N	State
3.	Wheelbase	Approx. 110" to 120" (specify)	Y	N	
4.	Engine	E.F.I. Gas V6 Specify	Y	N	
5.	Tires & Wheels	4 All Weather Nokian WRG3 Tires, (or Surrey approved equal), mounted on steel wheels complete with wheel covers - all tires to be balanced. NOTE: Spare to be Full size and of same type above. Include 2 additional full size steel wheels and tires FOR EACH VEHICLE	Y	N	
6.	Transmission	Automatic – Column shift	Y	N	
7.	Drive Train	Front wheel drive	Y	N	

8.	Body/Interior	<ul style="list-style-type: none"> • H.D. 6 way power driver's full cloth 40/20/40 front bench. • Full cloth rear bench seat. • Upholstery, Charcoal Grey cloth, or to match exterior paint. • Carpet floor • Rear Passenger assist handles <p>NOTE: No floor console.</p>	Y	N	
9.	Brakes and Steering	<ul style="list-style-type: none"> • H. D. power assisted, 4-wheel disc. as per Police package with antilock brake system, and traction lock. • Power steering. Steering wheel to be tilting type 	Y	N	
10.	Suspension	H.D. front & rear - rear sway bar	Y	N	
11.	Cooling	H.D. for both engine & transmission.	Y	N	
12.	Electrical System	<ul style="list-style-type: none"> • Alternator: High Output, 120 amp min. with 80 amp. output @700 RPM idle. • Battery: H.D. 12V. 690 C.C.A. battery. State. 	Y	N	
13.	Accessories Required	<ul style="list-style-type: none"> • power operated door locks & windows c/w keyless entry and remote start, c/w 4 controls & 4 sets of keys • tilt steering wheel • Automatic Headlights • Back-up Camera • Navigation package (without subscription) – Specify • Built in Bluetooth Hands free (without subscription) • cruise control • Police instrument cluster 	Y	N	

14.	Exterior Colour	Manufacturer's Standard White	Y	N	
15.	Radio	Require in dash AM/FM CD radio c/w digital clock with deluxe speaker package. Factory Installed.	Y	N	
16.	Body / Exterior	Body side trim mouldings. Factory applied undercoating	Y Y	N N	
17.	Windshield Wipers	Dual, electric, intermittent speed c/w dash/steering column controlled washers.	Y	N	
18.	Defrosters & Air Conditioning	Front & Rear	Y	N	
19.	Headlights	Halogen, with headlamp on warning indicator Automatic "on" function	Y	N	
20.	Side View Mirrors	Both left and right - electric remote control	Y	N	
21.	Trunk Release	Electric, to be activated from interior	Y	N	
22.	Axle Ratio	3:29 - Specify	Y	N	
23.	Police Package	Complete police package to include only: <ul style="list-style-type: none"> • auxiliary dome light • ignition and main power supply to instrument panel area • flasher system, headlamp and tail lamp • Siren speaker wiring to front grill area • power and ground to trunk • List any changes in requested options. 	Y Y Y Y Y	N N N N N	
24.	Warranty	<ul style="list-style-type: none"> • Warranty and service checks to be made within the City of Surrey. • State term and warranty coverage 	Y	N	

25.	Parts and Shop Manuals	<ul style="list-style-type: none"> • Full Shop maintenance and operational manuals or CD ROM supplied. • Outfitting Guide manuals to be supplied • Electrical diagrams and all schematics to be included. 	Y	N	
26.	Delivery	<p>F.O.B. (freight prepaid) Surrey Fire Hall #9 14901 – 64 Avenue Surrey, B.C. V3S 1X8</p> <ul style="list-style-type: none"> • Freight prepaid • State approx. delivery date 	Y	N	