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|  | **SCHEDULE B****APPLICATION FOR A****STANDING OFFER AGREEMENT** |

**Request For Standing Offer Title: SUPPLY AND DELIVERY OF FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT, ACCESSORIES AND SERVICES**

**Request For Standing Offer Reference No.: 1220-060-2019-014**

**Legal Name of Applicant:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

TO:

City Representative: Richard D. Oppelt, Manager, Procurement Services

Address: Surrey City Hall

 Finance Department – Procurement Services Section

 Reception Counter – 5th Floor West

 13450 – 104th Avenue

 Surrey, British Columbia, V3T 1V8, Canada

Phone: 604-590-7274

Fax: 604-599-0956

E-mail for PDF Files: purchasing@surrey.ca

Dear Sir:

1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Goods and Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

2. The Applicant offers to supply to the City the Goods and Services for the prices plus applicable taxes as follows. In Canadian dollars, F.O.B. Destination, Freight Prepaid. F.O.B. Destination prepaid, Surrey Fire Services Training Centre, 14923 – 64th Avenue, Surrey, British Columbia, CANADA, The following price(s) include and covers all duties, taxes, handling and transportation charges and all other charges incidental to and forming part of this Application. The Applicant shall be responsible for customs clearance and payment of any duties and/or taxes owing at time of importation into Canada, as applicable.

**A. ESTIMATED FEES – INITIAL ORDER:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #****(A)** | **Estimated Initial Purchase Quantity** **(B)** | **Item Name****(C)** | **Lead Time****(D)** | **Brand****(E)** | **Model No.****(F)** | **Firm Unit Price****(CDN $)****(G)** | **Amount****(CDN $)****(B X G)** |
| **Goods:** |
| **1.** | 1-25 | Full PPE set |  |  |  | **$** | **$** |
| **2.** | 26-50 | Full PPE set |  |  |  | **$** | **$** |
| **3.** | 50+ | Full PPE set |  |  |  | **$** | **$** |
| **4.** |  | *Other – Please state* |  |  |  | **$** | **$** |
| Sub Total: | **$** |
| GST (5%): | **$** |
| PST (7%): | **$** |
| **TOTAL APPLICATION PRICE:** | **$** |

 **If an Applicant has alternative or optional PPE items the Applicant may submit multiple fee tables for the alternative or optional PPE items that may be available.**

**B. RATE SCHEDULE FOR SERVICES OUTSIDE OF SCOPE:**

|  |  |
| --- | --- |
| Labour rates for mechanical repairs, trouble shooting, service calls for repairs which fall outside the scope. | $ |
| Repair parts and accessories, materials, and third party services will be provided at cost plus markup, please provide a markup schedule. Copies of parts, materials, and third-party services invoices shall be provided as backup to the Contractor’s Invoice.  | **%** |
| , will be provided at cost plus markup, please provide a markup schedule. Copies of parts, materials and third-party services invoices shall be provided as backup to the Contractor’s Invoice. | **%** |

**C. FIXED FEES FOR SUBSEQUENT ORDERS “AS AND WHEN REQUESTED” DURING THE INITIAL TERM:**

Under the Agreement, the Applicant is required to provide certain Goods and Services to the City on an “as and when requested” basis. Except as expressly provided in this Agreement, the City is not obliged to request any such Goods or Services under this Agreement and this Agreement does not represent a commitment to purchase such Goods and Services exclusively from the Applicant.

The City may issue Orders for the “as and when requested” quantities directly to the Applicant detailing the exact quantities of Goods and Services being ordered and the delivery date during the Term and in accordance with the predetermined conditions.

The quantity of “as and when requested” Goods specified under this section are an approximation of requirements.

Deliveries made against Orders of the “as and when requested” quantities will be inspected by the SFS mechanical division staff at destination.

The following is a list of optional Goods and Services (if any). Applicants are asked to provide pricing on subsequent items that may be of interest to the City.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Brand Name** | **Model Number** | **Fixed Fees For Subsequent Orders “As And When Requested” During The Initial Term** |
| **1-25** | **26-50** | **50+** |
| Full PPE set |  |  | **$** | **$** | **$** |
| *Other – Please state (e.g. jacket, pants, etc.)* |  |  | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** |
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**D. FIXED FEES FOR SUBSEQUENT ORDERS “AS AND WHEN REQUESTED” DURING EACH OF THE RENEWAL TERMS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Firm Unit Price Per Quantity** |
| **Description** | **Brand Name** | **Model Number** | **Option Year 1 Renewal Term** | **Option Year 2 Renewal Term** |
| **1-25** | **26-50** | **50+** | **1-25** | **26-50** | **50+** |
| Full PPE set |  |  | **$** | **$** | **$** | **$** | **$** | **$** |
| *Other – Please state (e.g. jacket, pants, etc.)* |  |  | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** | **$** | **$** | **$** |
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|  |  |  | **$** | **$** | **$** | **$** | **$** | **$** |

3. Payment Terms:

 A cash discount of \_\_\_\_\_\_% will be allowed if invoices are paid within \_\_\_\_ days, or the \_\_\_\_\_\_ day of the month following, or net 30 days, on a best effort basis.

4. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:

(a) the Request;

(b) the specifications of Goods and scope of Services set out above and in Schedule A of the Request;

(c) the Standing Offer Agreement as Attachment 1 to this RFA-SOA;

(d) this Application;

(e) an Order (if any); and

(f) other terms, if any, that are agreed to by the parties in writing.

5. Capitalized terms used and not defined in this Application will have the meanings given to them in the Standing Offer. Except as specifically modified by this Application, all terms, conditions, representations, warranties and covenants as set out in the Standing Offer will remain in full force and effect.

6.In addition to the warranties provided in the Agreement this offer includes the following warranties (use the spaces provided and/or attach additional pages, if necessary):

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**Technical and Functional Specifications/Requirements Response**

7. I/We have reviewed the RFA-SOA Schedule A – Specifications of Goods and Scope of Services. The Applicant should set out in its Application in detail how its proposed technical and functional solution meets the technical and functional specifications/requirements of the RFA-SOA Schedule A – Specifications of Goods and Scope of Services. Any variance from those technical and functional specifications/requirements should be clearly pointed out by the Applicant in its Application, including where the conflicts may exist between the Applicant’s proposed solution and the technical and functional specifications/requirements as described herein.

 Each Application should be accompanied by a set of “Applicant’s Specifications” consisting of a detailed description of the Good proposed and to which Good should conform. Computer run-off sheets are not acceptable as descriptive literature. The specifications should indicate size, type, model and make of all component parts and equipment (use the spaces provided and/or attach additional pages, if necessary):

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**Experience, Reputation and Resources:**

8. Applicant’s relevant experience and qualifications in delivering Goods similar to those required by the RFA-SOA.

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9. Applicants should describe the level of research and development investment you make in your products:

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10. Performance History. Provide the number of Goods similar to the proposed model delivered in the past five years, including the timeframes for delivery. Should provide a copy of recall notices issued for the proposed model during the previous five year along with the number of affected Goods in service.

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11. Key Personnel: Applicants should identify and provide the background and experience for the key personnel that would perform the Applicant`s work, outlining their intended roles in meeting the requirements. If appropriate, also include a complete organization chart, identifying all roles and areas of responsibility.

 Preference may be given to an Applicant and proposed personnel that demonstrate knowledge and experience involving the successful design, development and manufacturing goods similar to the Goods. Each Applicant should make clear in its Application its relevant knowledge and experience, and that of its proposed key personnel. Without limiting the foregoing, each Applicant should provide copies of their Goods certifications for its current staff of technicians at its service centre.

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12. Applicants should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the work on the Goods and Services (subject to prior approval by the City) (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Work** | **Sub-Contractors Name** | **Years of Working With Sub-Contractor** | **Telephone Number and Email** |
|  |  |  |  |
|  |  |  |  |

13. Applicant's should provide references (name and telephone number) (use the spaces and or attach additional pages, if necessary). Previous clients of the Applicant may be contacted at the City’s discretion.

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**Industry Feedback**

14. The City is seeking feedback on this initiative based on the contents of this RFA-SOA. The feedback can expand on any aspect of the initiative including the list of maintenance and repair parts and services, potential services, cost model, procurement/supply inventory management and/or the implementation approach. The industry point of view will be beneficial to assist the City and the SFS in maximizing saving opportunities, increasing the end-user satisfaction which providing opportunities for industry. As an example, the feedback could expand on a service that is currently being contemplated as part of this initiative or it can be a completely new service.

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**Preliminary Production and Delivery Schedule**

15. Applicants should provide for each Good a preliminary production schedule and delivery schedule with committed timelines for the construction of each Good with a delivery date at the Delivery Location. It is preferred that the preliminary production schedule be prepared in the form of a Gantt Chart or in a similar format.

**Training, and Support Services, On-Call Support and On-Site Service(s), Replacement Parts Support, Warranty and Preventative Maintenance Support:**

16. Training and Support Services**.** Applicant should provide a description of the general approach and methodology that the Applicant would take in performing the training and support services described in the Agreement.

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Applicant should provide a detailed description of the operator training sessions, to include but not limited to the following:

* + The method of training delivery;
	+ Number of trainers, names and their roles;
	+ Background and qualifications of the proposed trainers; and
	+ Materials to be included in the training program, including examples of handout materials.

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17. On-Call Support and On-Site Service.

 What technical and engineering support could the Applicant provide to the City? Please include location these services will be provided and how the City’s needs will be addressed in critical times. Please include breadth and depth of this support.

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18. What technical and engineering support could be provided by the original equipment manufacturers (OEM) that supports the major components in each Good (e.g., composite cylinders, communications equipment)? Please provide letters of assurance from the OEMs if possible.

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19. What and how would technical liaison and field services will be supplied to the City by the Applicant?

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20. How field service team member’s abilities, experience and qualifications could meet the City’s expectations of a high level of support? The Applicant should provide an organizational chart showing current BC based personnel names, titles and contact information.

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 Applicant should:

(a) Identify the location of the parts provider Applicant now maintains or agrees to establish and the hours of operation. Please identify the parts providers that OEM suppliers of major components within North America that will support the supply chain of components on the Goods.

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(b) Describe how Applicant’s parts supply team member’s abilities, experience and qualifications will meet the City’s expectation of high level of support.

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(c) State what parts of the Goods Applicant will carry in its parts service centre or directly supported through a North American supply chain by other parties or OEMs.

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(d) State the turnaround time(s) for processing and delivering an order to the SFS for parts.

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22. Warranty.

 The Applicant should:

(a) provide in detail how its proposed warranty solution meets the warranty requirements as set out in the draft Agreement. This statement should a general warranty statement with respect to the overall system.

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(b) provide details of the manufacturer’ warranty as these apply to the various components of the system.

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(c) provide procedures for identifying warranty/defective equipment.

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(d) submit with its Application a detailed program for in-house warranty work to be performed by the SFS designated technical staff.

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23.Preventative Maintenance Support.

 Applicant should:

(a) identify the location of the authorized service centre provider the Applicant now maintains or agrees to establish and the hours of operation.

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(b) provide access to electronic Goods user and service manuals and updates specific to models provided. Please explain.

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(c) provide planned annual preventative maintenance with mandatory and recommended preventative maintenance schedules for Goods and all components. Please explain.

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 (e) provide a list and related costs of any specialized equipment or special tools needed for Goods and components maintenance. Please explain.

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 (f) provide a list and related costs of mandatory replacement parts and frequency these parts need to be replaced. Please explain.

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 (g) provide authoritative source that prescribes the mandatory replacement (e.g., NFPA standard, market standard, Applicant specific, etc.). Please explain.

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(h) provide information on Applicant’s ability to repair or replace defective equipment (or components of equipment) so that there is a 100% level of service at all times or zero (0) downtime for all warranty/service work. Please explain.

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**Inventory/Supply Management**

24.Applicant should provide a narrative that illustrates an understanding of the City’s requirements and Services for inventory/supply management.

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25. I/We have reviewed the Agreement attached to this RFA-SOA as Schedule B. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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26. The City of Surrey requires that the successful Applicant have the following in place before performing the Services:

(a) Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Contractors Certificate of Insurance](http://www.surrey.ca/files/DCT_Consultants_Form_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Applicant’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Applicant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 As of the date of this Application, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

**Section Requested Departure / Alternative(s)**

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27. The Applicant acknowledges that the departures it has requested in Sections 25 and 26 of this Application will not form part of the Agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

**- END OF PAGE -**

28. I/We the undersigned duly authorized representatives of the Applicant, having received and carefully reviewed the RFA-SOA including without limitation the draft Agreement, submit this Application in response to the RFA-SOA.

This Application is offered by the Applicant this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

**APPLICANT**

I/We have the authority to sign on behalf of the Applicant:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Applicant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |