



REQUEST FOR INFORMATION

Title: Police Specific Vehicles, Outfitting and Aftermarket Equipment

Reference No.: 1220-051-2020-001

(General Services)

Issue Date: March 19th, 2020

1. INTRODUCTION

The City of Surrey (the “City”) is requesting information from interested parties on services and goods (if any) relating to police vehicle specifications and options, including components and accessories required to out fit operational police vehicles.

This Request For Information (the “RFI”) is intended to:

- (a) determine the level of market interest, and at the City’s discretion individually meet with respondents that are interested in demonstrating their ability to meet the scope and requirements described in this RFI;
- (b) gather information that could assist the City in the development of a future procurement process;
- (c) obtain high-level cost estimates for budget purposes; and
- (d) provide interested parties with an opportunity to comment on a potential procurement opportunity.

This RFI is not a tender, request for proposals or quotation; a contract will not result from this initiative.

Respondents are advised to monitor the B.C. Bid Website at www.bcbid.gov.bc.ca and the City Website at www.surrey.ca for any such opportunities, which will be open to all suppliers regardless of whether or not a response to this RFI was submitted.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Delivery

A response (the “Response”) should be labelled with the respondent’s (the “Respondent”) name, RFI title and number. A Response should be submitted in the form as set out below.

The Respondent should submit the Response electronically in a single pdf file which must be delivered to the City by email at: purchasing@surrey.ca

PDF emailed Responses 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, Respondent’s should phone [604-590-7274] to confirm receipt. A Respondent bears all risk that the City’s computer equipment functions properly so that the City receives the Response.

2.2 Date

The City would prefer to receive Responses on or before **April 16, 2020**. The City’s office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

2.3 Inquiries

All inquiries related to this RFI should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Manager, Procurement Services
E-mail: purchasing@surrey.ca

Reference: 1220-051-2020-001

2.4 Addenda

If the City determines that an amendment is required to this RFI, the City's 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 a part of this RFI. No amendment of any kind to the RFI is effective unless it is posted in a formal written addendum on the City Website. Upon submitting information, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

2.5 No City Obligation

This RFI is not a tender, request for proposals or a request for quotations and does not commit the City in any way to select a preferred Respondent or Respondents, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all submissions, and to terminate this RFI process.

2.6 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing and submitting Responses, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFI. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Response, or any other activity related to or arising out of this RFI.

2.7 No Contract

By submitting a Response and participating in the process as outlined in this RFI, Respondents expressly agree that no contract of any kind is formed under, or arises from this RFI.

2.8 Conflict of Interest

A Respondent should disclose in its Response 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.

2.9 Confidentiality

All Responses become the property of the City and will not be returned to the Respondent. All Responses will be held in confidence by the City unless otherwise required by law. Respondents 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.

3. RESPONSE FORM AND CONTENTS

3.1 Response Content

Interested parties are invited to respond to this RFI by submitting a response to the City Representative. Respondents should provide their comments and, where applicable, alternatives, recommendations, as well as rationales regarding how the requirements or objectives described in this RFI could be satisfied. Respondents may answer some or all of the following predefined questions, and may offer additional comments beyond the predefined questions, as desired.

Respondents are encouraged to respond in the following format:

- (a) a letter clearly presenting the Respondent's profile;
- (b) Respondent details (company name, address, website, primary point of contact, title, business email address and business phone number);
- (c) a statement of interest, indicating ability to meet the following outcomes described below;
- (d) and at the City's discretion individually meet with respondents that are interested in demonstrating their ability to meet the scope and requirements described in this RFI;
- (e) provide information about the qualifications or experience of their firm or individuals in their firm;
- (f) high-level cost estimate(s) (for budgeting purposes); and
- (g) experience, agencies you have worked with, locations of your business, or dealer representatives.

Through this RFI the City is requesting information from Respondents on the topics below:

Vehicles

1. Vehicle Suppliers:

Respondents are requested to provide details of their current range of vehicles as suitable for front line police operations.

- a. Details should include but not limited to:
 - i. Make
 - ii. Model
 - iii. Current product model
 - iv. Proposed up-coming model updates/changes
 - v. Sedan, SUV, Pick-up truck, van
 - vi. Alternative fuel options, hybrid options
 - vii. 2WD, 4WD, AWD options
 - viii. Indicative pricing only

- b. Details of factory options available
 - i. Lighting and wiring
 - ii. Ballistic door panels
 - iii. Seats
 - iv. Driver/passenger security
 - v. Computer mounts for 1-occupant, 2-occupant vehicles

2. Vehicle Upfitters

Respondents are requested to provide information with regards to upfitting police vehicles.

- a. Details should include but not limited to:
 - i. Location of plant
 - ii. Experience working with Canadian police forces
 - iii. Experience working with vehicle manufactures
 - iv. Component brands available, are there options
 - v. Quality assurance standards
 - vi. Can you provide vehicles that are ready for service?

3. Component Suppliers

Respondents requested to provide information with regards to components which are available to upfit police vehicles.

- a. Details should include but not limited to:
 - i. Lighting options available
 - ii. Centre consoles
 - iii. Computer stands and docking stations
 - iv. Occupant security options
 - v. Seating options
 - vi. Weapon restraint and security options
 - vii. Trunk storage options
 - viii. Communication mounting options
 - ix. Canadian warehouse location

Use of Responses: Responses to this RFI will not be formally evaluated nor will it be used to pre-qualify or screen Respondents for a subsequent competitive procurement opportunity. However, the responses received may be used by the City to develop or modify procurement strategies or documents for a future competitive procurement opportunity. The City will review all responses that are received by the RFI closing date, and may at its discretion, review responses received after the RFI closing date.

Respondents to this RFI consent to the City incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the City.

3.2 Cost Estimates (High-Level)

Any cost estimates provided are for budgeting purposes only. Respondents will not be held to price estimates provided as part of the RFI should the City later decide to issue a competitive procurement opportunity.

3.3 Additional Information

The City may, at its discretion, request clarifications or additional information from a Respondent with respect to any submission and the City may make such requests to only selected Respondents.