



REQUEST FOR QUOTATIONS

Title: SUPPLY AND DELIVERY OF ONE DUAL FUEL ONE TON SRW TRUCK WITH SPECIALIST BODY

Reference No.: 1220-040-2022-035

FOR THE SUPPLY OF GOODS - VEHICLES

(General Services)
Issue Date: March 11th, 2022

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REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the “**City**”) invites contractors to provide a quotation on the form attached as Schedule B – Form of Quotation to Attachment 1 – Quotation Agreement (the “**Quotation**”) for the supply and delivery of the goods described in Schedule A – Specifications of Goods to Attachment 1 – Quotation Agreement - Goods (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, also include goods, or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

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

Confirmation of receipt of emails will be issued. Quotations that cannot be opened or viewed may be rejected. A Contractor bears all risk that the City’s receiving equipment functions properly so that the City receives the Quotation.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone [604-590-7274] to confirm receipt.

3. DATE

The City would prefer to receive Quotations on or before **March 31, 2022** (the “**Date**”).

4. INQUIRIES

All inquiries related to this Request for Quotations (the “**RFQ**”) 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: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference: 1220-040-2022-035

Inquiries should be made no later than 7 business days before the Date set out in Section 3. The City reserves the right not to respond to inquiries made within 7 business days of the Date set out in Section 3. Inquiries and responses will be recorded and may be distributed to all Contractors at the discretion of the City.

Contractors finding discrepancies or omissions in the Agreement or RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFQ, the City Representative will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

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 and the City website at www.surrey.ca (collectively, the "**Websites**"), and upon posting, any addenda will form a part of this RFQ. It is the responsibility of Contractors to check the Websites 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 of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax, pdf e-mail or hard copy. 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 should 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, CITY STAFF AND CITY CONSULTANTS

Contractors and their agents will not contact any member of the City Council, City staff or City consultants 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 – DRAFT QUOTATION AGREEMENT – GOODS

Reference RFQ Title: Supply and Delivery of One Dual Fuel SRW 1-Ton Truck with Specialist Body

RFQ No.: 1220-040-2022-035

BETWEEN:

CITY OF SURREY
13450 – 104th Avenue
Surrey, B.C., V3T 1V8

(the “**City**”)

AND:

(the “**Contractor**”)

WHEREAS the City wishes to engage the Contractor to provide the Good(s) and the Contractor agrees to provide the Good(s).

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) “Completion Date” means the applicable date set out in Section 4;
- (e) “Delivery Date” means the delivery date(s) for the applicable Goods, as set out in Section 4;
- (f) “Delivery Point” has the meaning as set out in Section 6;
- (g) “Department Representative” means the City’s Fleet & Garage Manager, or designate as the City’s designated representative;
- (h) “Goods” means the equipment or materials (if any) as described generally in Schedule A – Specifications of Goods, including anything and everything required to be done for the fulfilment and completion of this Agreement;

- (i) "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;
- (j) "RFQ" means the Request for Quotations; and
- (k) "Specifications" means the scope of work and specifications and requirements set out in the schedules to this Agreement, and including anything and everything required to be done for the fulfillment and completion of this Agreement.

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) Schedule B – Quotation Extracts;
- (c) Schedule A – Specifications of Goods; 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 Extracts

SUPPLY AND DELIVERY GOODS

4. The Contractor will supply and deliver Goods that meet the specifications set out in Schedule A – Specifications of Goods of this Agreement.

The Contractor will complete and deliver to the Delivery Point the Good in accordance with the following schedule, unless this Agreement has been terminated sooner in accordance with its provisions:

<u>Completion Date</u>	<u>Delivery Date</u>
Dual Fuel SRW 1-Ton Truck with Specialist Body	_____

Goods will not be deemed or construed to be delivered until actually received by the City at the Delivery Point.

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.

DELIVERY POINT

6. The Contractor will take steps as required so that all the Goods are properly prepared for delivery and the Goods shall be driven to Surrey Operations Works Yard, Mechanical Division, 6651 – 148th. Street, Surrey, B.C., Canada between the hours of 8:00 a.m. to 3:30 p.m., Monday through Friday (the “**Delivery Point**”) under their own power to ensure proper break-in of all components. The City will not assume any liability for Goods or equipment delivered to an unauthorized location. The Contractor shall ensure the integrity of the Goods during transportation, handling and temporary storage. Due regard shall be given by the Contractor to protection from loss and pilferage, physical damage, and the effect of the elements and environmental conditions. Any loss, damage or repair cost resulting from delivery to the Delivery Point will be the Contractor’s sole responsibility.

MARKETABLE TITLE

7. The Contractor warrants that it has or will at the time of the transfer of title as described in Section 8 have good and marketable title to the Goods, free and clear of all liens, restrictions, reservations, encumbrances or claims of any kind and that it will defend the City’s title to the Goods. 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.

TRANSFER OF TITLE

8. Title and all other property rights in and to all tangible personal property, and in and to all parts of tangible personal property that are or are intended to be part of the Goods or are otherwise provided to the Delivery Point by or on behalf of the Contractor under this Agreement, including all consumables, products, materials, equipment, tools, supplies and other items, but not the risk of loss with respect to such tangible personal property, the risk of which will remain with the Contractor until such time as specified in Section 9, will pass to the City free and clear of all encumbrances at the time the Goods are delivered to the Delivery Point.

RISK OF LOSS

9. Risk of loss with respect to the Goods will remain with the Contractor and will not transfer to the City unless and until the City accepts and takes possession and control of the Goods. No loss, injury or destruction of the Goods shall release Contractor from any obligations under this Agreement.

PURCHASE PRICE

10. As payment for the performance of the Contractor’s obligations under this Agreement, the City will pay to the Contractor, the sum of the prices set out in Schedule B – Quotation Extracts (the “Purchase Price”), inclusive of GST & PST. Payment by the City of the Purchase Price will be full payment for the Goods and the Contractor will not be entitled to receive any additional payment from the City.

The Purchase Price will be the entire compensation owing to the Contractor for the complete performance of the Contractor's obligations under this Agreement and this compensation will cover and include all profit and all costs of supervision, labour, material, equipment, transportation and delivery, overhead, financing and all other costs and expenses whatsoever incurred by the Contractor in performing the supply and delivery of the Good.

11. For greater certainty, costs of general management, non-technical supporting services, all insurance, import duties and taxes, brokerage, royalties, handling, general overhead, profit and all other charges are included in the Purchase Price.
12. Timely delivery is of the essence and the Contractor will be responsible to ensure that such delivery is made, and will notify the Department Representative immediately in writing of any anticipated delays and the reasons therefor.

PAYMENT

13. Invoices should 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.
14. 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 this Agreement 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.
15. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
16. Contractor to send invoice(s) electronically to: surreyinvoices@surrey.ca

DEFICIENCIES

17. 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.
18. 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

19. 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.
20. 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.
21. 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.
22. 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

23. 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.
24. 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.

25. 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.
26. 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

27. 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

28. 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

29. 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

30. 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

31. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Good. 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

32. 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

33. 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

34. Any notice, report or other document that either party may be required or may wish to give to the other should 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

35. 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

36. 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.

37. 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

38. 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.

ENUREMENT

39. 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 _____, 2022.

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)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the City this _____ day of _____, 2022.

CITY OF SURREY

I/We have the authority to bind the City.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A – SPECIFICATION OF GOODS

PROJECT TITLE: Supply and Delivery of One Dual Fuel SRW 1-Ton Truck with Specialist Body

PROJECT No.: 1220-040-2022-035

1. GENERAL DESCRIPTION

It is the intent of this specification to provide for the purchase of one 2022/2023 model, single rear wheeled supercab 4x2 cab & chassis truck with specialist body (the “**Good**”). The Good shall have a gaseous prepared engine, capable of running dual fuels (CNG and Gasoline). The vehicle shall be supplied with factory approved CNG conversion, and shall be warranted by the vehicle manufacturer or supplier. Conversions which are not factory approved or carry the vehicle manufacturers warranty, or the contractors warranty are not acceptable. The Contractor shall provide details of the layout and configuration of the installed CNG tanks. The installation of the tanks shall be done in a manner as to maximize the load carrying space of the trucks. The CNG tank(s) shall have approximately a twenty year life.

It is to have a standard road package that meets all legal requirements for operation on public roadways, including the BC Motor Vehicle Act, the Federal Motor Vehicle Safety Act, Work Safe BC Regulations, and to be built in accordance with SAE standards. The Good shall be delivered with a current Commercial Vehicle inspection certificate.

2. QUALITY

The Good should be manufactured by a company with a registered quality standard no less than ISO 9001.

3. PREFERRED SPECIFICATIONS

The City’s requirements are outlined in **Schedule A-1 – Preferred Specifications**.

The Services include, but are not limited to the following:

- Supply and delivery of the vehicle as identified in the specifications;
- Provision of local dealer warranty service and replacement parts at no cost to the City at a local dealer preferably in the Surrey area; and
- Provision of post-delivery services and parts availability at a local dealer, preferably in the Surrey area.

Quotations will be evaluated based upon the suitability of the Contractor’s proposed solution in relation to the Preferred Specifications, all as described and embedded in Schedule A-1.

As part of their Quotation, Contractors should submit Schedule B-1 (Preferred Specifications Response Form) by completing the spreadsheet’s third right-most columns.

4. PRE-DELIVERY AND INSPECTION

Prior to delivery, the vehicle shall be completely inspected and serviced by the Contractor and/or the manufacturer's Service Centre. The Contractor is responsible to ensure the Good is thoroughly tested, inspected, and that all deviations are corrected prior to delivery. The vehicle shall contain a pre-delivery check sheet showing what operations have been performed on the vehicle by the Contractor. The Good is to be clean, and all stickers are to be removed from glass prior to delivery with the exception of any sticker required by law.

The City will inspect the vehicle, upon delivery, for workmanship, appearance, proper functioning of all Good and accessories and systems, and conformance to all requirements of the specifications. In the event deficiencies are detected, the vehicle will be rejected and it shall be the Contractor's responsibility to pick-up the vehicle and make the necessary corrections and re-deliver the vehicle for a re-inspection and acceptance.

The Contractor shall be responsible for securing any and all inspections required by law, including B.C. Provincial Inspection stickers. Any fee charged for these inspections shall be the sole responsibility of the Contractor.

5. WARRANTIES

Description		Description
1.	Basic	As set out in Schedule B – Form of Quotation, Schedule B-1 –
2.	Extended	Preferred Specifications Response Form

6. DOCUMENTATION

The Contractor should provide the following documentation upon delivery:

- **KEYS** – All key [three (3) full sets];
- Manufacturer's **Certificate of Origin**;
- **Warranty** documents and certifications;
- One (1) complete **Service Manual** to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover the vehicle equipment;
- One (1) **Parts Manual** covering the entire vehicle equipment;
- One (1) set of **As-built Electrical Wiring Schematics** to cover any and all wiring not installed by the manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of part used;
- Complete **Parts List** of all belts, hoses and filters; including parts numbers, manufacturer and use; and
- A **Fluid Capacities** in litres.

SCHEDULE A-1 – PREFERRED SPECIFICATIONS

(Note: This Schedule, subject to negotiations between the City and the successful Contractor, will be incorporated into the Agreement)

A. GOOD

1. SPECIFICATIONS: **NOTE:** These Specifications are the preferred Specifications necessary to establish functional and technical requirements. The Good(s) should meet or exceed these Specifications. The City is relying on the Contractor to verify suitability and safety of materials, components, equipment, systems and items. Compatibility is of the essence and any modification, accessory, device, material or type of construction which may be necessary should be considered to be a part of these Specifications whether detailed by item or not.

TABLE 1 – CORE GOODS AND ACCESSORIES – ONE TON SUPERCAB, 4X2 CAB & CHASSIS SINGLE WHEELED REAR AXLE TRUCK

Index #	PREFERRED SPECIFICATIONS
A. Exterior	
1.	Colour - White
2.	Cab & Chassis, with 60" CA, 10,700lb GVW (Supercab model) Box delete
3.	Heated mirrors
4.	Vent visors shall be fitted to both front door windows
B. Engine	
1.	Engine shall be prepared (gaseous prep engine) to run on CNG and gasoline and shall comply with all Provincial and Federal engine emission regulations. It is the supplier and installers responsibility to ensure the engine meets all Canadian exhaust and evaporative emission requirements when running on CNG.
2.	State engine configuration, size
3.	Full manufactures warranty with CNG conversion must be provided
4.	Cooling system to -30F
5.	CNG system to be integrated into manufacturer's engine management system.
6.	Prins CNG system conversion is requested
C. Transmission, Brakes	
1.	Automatic transmission, state number of speeds
2.	Power assisted ABS brakes
3.	Limited slip differential
D. Fuel Tanks	
1.	The manufacturers gasoline fuel tank shall remain
2.	CNG tank(s) shall be of a size of at least 24.5 GGE/93GLE to give sufficient operating range under normal operating conditions and shall be made of composite material – steel tanks are unacceptable
3.	Fuel gauge for each fuel type shall be provided in easy view for the driver
4.	CNG tank shall be fitted into the toolbox body as per attached quote & specs from body builder
5.	The CNG filling port shall be located between the body and the cab
6.	Valving shall be installed in a suitable location to allow for the CNG system to be de-fueled should the need arise
E. Wheels, Tires	
1.	Wheel size 17" diameter, fitted with winter rated tires (snow flake)
2.	Full size spare tire

Index #	PREFERRED SPECIFICATIONS
F. Interior	
1.	Seats 40/20/40 split front seat, vinyl covered
2.	Seat covers shall be installed – fabric type Wrangler – Fia Saddle Blanket type
3.	Two 12-volt power outlets shall be provided
4.	Rubber floor mats shall be provided for all seating areas
5.	Air conditioning
6.	Radio AM/FM stereo w/MP3 player with Bluetooth
7.	All auxiliary cab switches shall be wired from a non-switched source – e.g. direct from battery
8.	Power windows
G. Miscellaneous	
1.	Keyless entry with 3 sets of keys
2.	Trailer Tow Package – Complete hidden trailer hitch package, c/w receiver, hitch to match the maximum towing capability of the vehicle. Wiring to match 6 pin 1235 BX Cole Hersey t/plug to match CoS wiring and brake controller
3.	State GVW in lbs
4.	State max towing capacity in lbs
5.	Back up alarm - Grote part # 73040 97 dBA
6.	Fire extinguisher 2.5lb dry powder ABC type
7.	WCB Level 1 Basic First Aid Kit
8.	Splash guards front and mud flaps rear
9.	Running boards shall be supplied and fitted
10.	The Contractor shall deliver the Good, registered, insured, and plated as per the City's insurance requirements through the City's insurance broker.
H. CNG	
1.	The Good shall default to run on CNG, and shall only operate on gasoline when the CNG tanks are empty. Good may start on gasoline but must automatically switch to CNG once they reach operating temperature. (Please provide details)
2.	Provide the following information regarding the CNG installation: <ul style="list-style-type: none"> • Conversion supplier/make • Tank serial number • Tank expiry date • Filter part number • Regulator part number • Schematic drawing of installation • Tanks to be new and unused

I. Warranty

1. Provide details of manufacturer's warranty

(a) Basic Warranty – Number of years and kilometres covered.

(b) Extended Warranty – Number of years and kilometres covered

Note: Warranty and service checks should be made within the City of Surrey.

J. Manuals and Data

1. Operators Manuals / Service Manuals

- I. 1 – Service manual or CD c/w software
- II. Provide CNG system service manual, parts manual with trouble shooting guide
- III. A build sheet shall be provided detailing (but not limited to the following):
 - VIN
 - Engine details including serial number
 - Transmission details including serial number
 - Diff details including serial number
 - Oil types and quantities for all components
 - Tire make, type and size
 - Engine belts details
 - Filter list for all components
 - Battery details
 - Beacon light make
 - Body

K. Body

1. Body as per Work Truck West Quote # MR22-21. *(Note: Copy of Quote Not Included – Responsibility of Contractor to obtain information from Truck West.)*

- END OF PAGE -



QUOTATION
SCHEDULE B

RFQ Title: Supply and Delivery of One Dual Fuel SRW One Ton Truck with Specialist Body

RFQ No: 1220-040-2022-035

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

TO:

City Representative: Sunny Kaila, Purchasing Manager

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:

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

F.O.B. Destination Freight Prepaid		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.	Ship Via:
Item	Particulars		Cost per Unit (CDN \$)
1.	Price per Unit:		\$
Less:			
2.	Municipal Gov't Discount/Concession (minimum applicable to all model years)		\$
3.	Other Discounts (provide details)		
	(a)		\$
	(b)		\$
Add:			
4.	Dealer Mark-up/Fee(s)		\$
5.	Environmental Levy (Battery(ies)):		\$
6.	Province of B.C. Advance Disposal Fee (Tires):		\$
7.	Air Conditioning Surcharge:		\$
8.	Other Fees/Levies (provide details):		\$
	(a)		
	(b)		
9.	Subtotal:		\$
10.	GST (5%) on \$_____:		\$
11.	PST (7%) on \$_____:		\$
12.	TOTAL QUOTATION PRICE:		\$

2. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and if requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requested Departure(s) / Alternative(s) / Addition(s)

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

3. If this Quotation is accepted by the City, a contract will be created as described in:
 - (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

4. 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.

5. I/We have reviewed the RFQ Attachment 1 – Draft Quotation Agreement. 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(s) / Alternative(s)

6. CUSTOMER SERVICE:

(a) **Customer Service Approach:** (Note: Describe your customer service approach, including issues management, reporting, etc.)

(b) **Response and Performance:** (Note: Describe your ability to repair/replace defective Goods so there is always a 100% level of service or zero downtime for warranty/service work, if not applicable.)

(c) **After Purchase Support:** (Note: Describe after-purchase support (including engineering and technical support; and technical liaison and field services), including location of these services, service desk phone number and hours of operation, and how the City's needs will be addressed in critical times. Please include depth and breadth of support. Describe how you will meet the City's expectation of high level of support.)

By Contractor:

By Original Equipment Manufacturers (OEMs) to support the major components (engine, transmission, chassis, wiring, etc.): In addition, should include letters of assurance from OEMs, if possible.

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 _____, 2022.

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)

SCHEDULE B-1 – PREFERRED SPECIFICATIONS RESPONSE FORM

(Note: This Schedule B-1, subject to negotiations between the City and the successful Contractor, will be incorporated into the Agreement)

Note: Other than entering data in the spaces provided, or including attachments as necessary, making changes to this form or submitting an alternate format is discouraged. If space is insufficient, additional pages may be added as necessary.

PROJECT TITLE: Supply and Delivery of One Dual Fuel SRW One Ton Truck with Specialist Body

PROJECT No.: 1220-040-2022-035

A. GOOD

- 1. SPECIFICATIONS: NOTE:** These Specifications are the preferred Specifications necessary to establish functional and technical requirements.

It shall be the Contractor's responsibility to carefully examine each item of the specification. Failure to offer a completed Quotation or failure to respond to each section of the technical specification may cause the Quotation to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

Note: Contractors are directed to list complete manufacturers' details of model proposed in the right-side column under manufacturers' specifications.

TABLE 1A – CORE GOODS

Index #	Specifications	Contractor's Response Details <small>(Equipment Specifications Offered)</small>		
1. MODEL YEAR, VEHICLE DETAILS				
a.	Dual Fuel SRW One Ton Truck with Specialist Body	Make:		
		Model/Trim:		
		Year		

Table 1B – Core Goods and accessories - Dual Fuel SRW One Ton Truck with Specialist Body

Item #	Specifications	Specifications Met (indicate)		Contractor's Response Details <small>(Equipment Specifications Offered) Substitutions, deviations or conflicts must be identified in detail (if insufficient space, attach additional pages)</small>
		Yes (Y)	No (N)	
A. Exterior				
1.	Colour - White			
2.	Cab & Chassis, with 60" CA, 10,700lb GVW (Supercab model) Box delete			
3.	Heated mirrors			
4.	Vent visors shall be fitted to both front door windows			
B. Engine				
1.	Engine shall be prepared (gaseous prep engine) to run on CNG and gasoline and shall comply with all Provincial and Federal engine emission regulations. It is the supplier and installers responsibility to ensure the engine meets all Canadian exhaust and evaporative emission requirements when running on CNG.			
2.	State engine configuration, size			

Item #	Specifications	Specifications Met (indicate)		Contractor's Response Details (Equipment Specifications Offered) Substitutions, deviations or conflicts must be identified in detail (if insufficient space, attach additional pages)
		Yes (Y)	No (N)	
3.	Full manufactures warranty with CNG conversion must be provided			
4.	Cooling system to -30F			
5.	CNG system to be integrated into manufacturer's engine management system.			
6.	Prins CNG system conversion is requested			
C. Transmission, Brakes				
1.	Automatic transmission, state number of speeds			
2.	Power assisted ABS brakes			
3.	Limited slip differential			
D. Fuel Tanks				
1.	The manufacturers gasoline fuel tank shall remain			
2.	CNG tank(s) shall be of a size of at least 24.5 GGE/93GLE to give sufficient operating range under normal operating conditions and shall be made of composite material – steel tanks are unacceptable			
3.	Fuel gauge for each fuel type shall be provided in easy view for the driver			
4.	CNG tank shall be fitted into the toolbox body as per attached quote & specs from body builder			
5.	The CNG filling port shall be located between the body and the cab			
6.	Valving shall be installed in a suitable location to allow for the CNG system to be de-fueled should the need arise			
E. Wheels, Tires				
1.	Wheel size 17" diameter, fitted with winter rated tires (snow flake)			
2.	Full size spare tire			
F. Interior				
1.	Seats 40/20/40 split front seat, vinyl covered			
2.	Seat covers shall be installed – fabric type Wrangler – Fia Saddle Blanket type			
3.	Two 12-volt power outlets shall be provided			
4.	Rubber floor mats shall be provided for all seating areas			
5.	Air conditioning			
6.	Radio AM/FM stereo w/MP3 player with Bluetooth			
7.	All auxiliary cab switches shall be wired from a non-switched source – e.g. direct from battery			
8.	Power windows			

G. Miscellaneous			
1. Keyless entry with 3 sets of keys			
2. Trailer Tow Package – Complete hidden trailer hitch package, c/w receiver, hitch to match the maximum towing capability of the vehicle. Wiring to match 6 pin 1235 BX Cole Hersey t/plug to match CoS wiring and brake controller			
3. State GVW in lbs			
4. State max towing capacity in lbs			
5. Back up alarm - Grote part # 73040 97 dBA			
6. Fire extinguisher 2.5lb dry powder ABC type			
7. WCB Level 1 Basic First Aid Kit			
8. Splash guards front and mud flaps rear			
9. Running boards shall be supplied and fitted			
10. Contractor shall deliver the Good, registered, insured, and plated as per the City's insurance requirements through the City's insurance broker.			
H. CNG			
1. The Good shall default to run on CNG, and shall only operate on gasoline when the CNG tanks are empty. Vehicles may start on gasoline but must automatically switch to CNG once they reach operating temperature. (Please provide details)			
2. Provide the following information regarding the CNG installation: <ul style="list-style-type: none"> • Conversion supplier/make • Tank serial number • Tank expiry date • Filter part number • Regulator part number • Schematic drawing of installation • Tanks to be new and unused 			
I. Warranty			
2. Provide details of manufacturer's warranty	Years	Kms	
(a) Basic Warranty – Number of years and kilometres covered.			Details:
(b) Extended Warranty – Number of years and kilometres covered			Details:
<i>Note: Warranty and service checks should be made within the City of Surrey.</i>			Details:

J. Manuals and Data			
1. Operators Manuals / Service Manuals:	Yes (Y)	No (N)	
I. 1 – Service manual or CD c/w software			
II. Provide CNG system service manual, parts manual with trouble shooting guide			
III. A build sheet shall be provided detailing (but not limited to the following): <ul style="list-style-type: none"> • VIN • Engine details including serial number • Transmission details including serial number • Diff details including serial number • Oil types and quantities for all components • Tire make, type and size • Engine belts details • Filter list for all components • Battery details • Beacon light make • Body 			Details:
K. Body			
1. Body as per Work Truck West Quote # MR22-21 <i>(Note: Copy of Quote Not Included – Responsibility of Contractor to obtain information from Truck West.)</i>			

1. **SUBSTITUTIONS:** *(Note: If substitutions are permitted, or if Goods have been discontinued or are not available, alternatives may be considered – provide reasons justifying the alternative (including associated advantages, benefits and risks), full descriptive data on the alternative, evidence substantiating its equivalency, and any schedule and/or price impact (if none identified, it will be deemed to have no impact). The City will determine, in its sole discretion, whether the alternatives are acceptable).*

2. **DETAILED SPECIFICATIONS:** *(Note: Attach catalogues, goods listings, detailed specifications, etc. for the Goods, any optional accessories and any substitutions for the Goods (if substitutions are permitted or applicable))*