|  |  |  |
| --- | --- | --- |
|  | **SCHEDULE B – QUOTATION** |  |

**RFQ Title: SUPPLY AND DELIVERY OF UP TO two (2) MINI pumper fire apparatus**

RFQ No: 1220-040-2022-056

**CONTRACTOR**

Legal Name:

Address:

Business Phone:

Business Fax:

Business Email:

**CITY OF SURREY**

TO:

City Representative: Sunny Kaila, Procurement Manager

Email: purchasing@surrey.ca

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

**A. Price**

In accordance with the Contract Documents, which terms and conditions I/we have carefully examined and agree to, the undersigned hereby submits a firm Quotation for the design, construction and delivery of the Good(s) in accordance with the Technical and Functional Specifications and Requirements to the Delivery Location.

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 Quotation. The Contractor shall be responsible for customs clearance and payment of any duties and/or taxes owing at time of importation into Canada, as applicable.

**SUPPLY AND DELIVERY OF UP TO TWO MINI PUMPER FIRE APPARATUS**

Year, Make & Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Particulars** | **Cost per Unit If One Purchased (CDN $)** | **Cost per Unit If Two Purchased (CDN $)** |
| 1 | Price per Unit: | $ | $ |
| 2 | Province of B.C. Environmental Levy (Battery): | $ | $ |
| 3 | Province of B.C. Advance Disposal Fee (Tires): | $ | $ |
| 4 | Air Conditioning Surcharge: | $ | $ |
| 5 | Other Fees/Levies (please state): | $ | $ |
|  |  a.) |  |  |
|  |  b.) |  |  |
| 6 | Subtotal: | $ | $ |
| 7 | GST (5%) on $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ |
| 8 | PST (7%) on $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ |
| 9 | **TOTAL QUOTATION PRICE (PER UNIT):** | $ | $ |

**B. PRICING FOR PRE-PRODUCTION MEETING AND INSPECTIONS:**

Depending on the global situation regarding COVID-19 and any travel advisories that may be in place, the Pre-Production meeting, inspections and training(s) may be conducted through a video conferencing platform at the City’s discretion.

Pricing for each Good should include all costs for travel (to and from Surrey, British Columbia to meeting/manufacture site), lodging and hosting two (2) Surrey Fire Department Representatives, for three (3) individual and consecutive eight (8) hour days dedicated to meeting and inspection meetings as set out in Schedule B – Form of Agreement.

It is preferred that a minimum of three (3) weeks’ notice be provided to the Fire Department representative(s) to allow for proper arrangements to be made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Option A: Price for In-Person Meeting and Inspections** | **Option B: Price (if any) for Video Conferencing** |
| 1 | **Pre-Production Conference at Contractor’s plant**: Price should include three (3) days of dedicated ??conference time for the attendance of two (2) Fire Department representatives (not including travel time). | **$** | **$** |
|  | Other (provide description): |  |  |
| 2 | **Inspection #1** – Inspection of Cab, Chassis and Main Fire Pump. Price to include three (3) days of dedicated cab, chassis and main fire pump inspection meeting time, for the attendance of two (2) Fire Department representatives (not including travel time). Option A to include all costs for commercial transportation (i.e., airfare) meals, accommodation (hotel/motel), and local travel (to and from airport). Includes photographs and detailed inspection documents. | **$** | **$** |
|  | Other (provide description): |  |  |
| 3 | **Inspection #2** – Inspection of pump installation, all plumbing, and structural body installed, and, primed and ready for paint. Price to include three (3) days of dedicated cab, chassis and main fire pump inspection meeting time, for the attendance of two (2) Fire Department representatives (not including travel time). Option A to include all costs for commercial transportation (i.e., airfare) meals, accommodation (hotel/motel), and local travel (to and from airport). Includes photographs and detailed inspection documents. | **$** | **$** |
|  | Other (provide description): |  |  |
| 4 | **Inspection #3** – Pre-Delivery. Price to include three (3) of dedicated cab, chassis and main fire pump inspection meeting time, for the attendance of two (2) Fire Department representatives (not including travel time). Option A to include all costs for commercial transportation (i.e., airfare) meals, accommodation (hotel/motel), and local travel (to and from airport). Includes photographs and detailed inspection documents, and an inspection completed at the Contractor’s plant by an independent party. | **$** | **$** |
|  | Other (provide description): |  |  |

**C. PRICING WORKSHEET FOR PROVISION OF PERFORMANCE SECURITY (At City’s Option)**: The City may or may not require a Performance Bond and/or a Labour and Material Payment Bond. Please list the prices below in the event the city decides to require these bonds.

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **ESTIMATED QUANTITY** | **AMOUNTS** |
| Performance Bond at 50% of total contract value  | If one (1) MINI PUMPER truck is Ordered | $ |
| If two (2) MINI PUMPER Trucks are Ordered | $ |
| Labour and Material Payment Bond at 50% of total contract value  | If one (1) MINI PUMPER truck is Ordered | $ |
| If two (2) MINI PUMPER Trucks are Ordered | $ |

**D SUPPLY AND DELIVERY OF GOODS**

The Contractor will supply and deliver the Goods that meet the specifications set out in Schedule A – Specifications of Goods of the Agreement. The Contractor will complete and deliver to the Delivery Point each Good in accordance with the following schedule:

|  |  |  |
| --- | --- | --- |
|  | **Completion Date** | **Delivery Date** |
| If One Mini Pumper Truck Ordered: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If Two Mini Pumper Trucks Ordered: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Note: While the City anticipates purchasing up to two units, there is no guarantee of any volume of purchase.

**E. 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.

2. 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.

3. In addition to the warranties provided in the Agreement this offer includes the following warranties:

4. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods. 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)**

5. The Contractor acknowledges that the departures it has requested in Sections 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Technical and Functional Specifications & Requirements Response**

6. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods, Schedule A – Specifications of Goods and Schedule A-1 Technical and Functional Requirements. The Contractor should set out in its Quotation in detail how its proposed technical and functional solution meets the technical and functional specifications & requirements of RFQ Attachment 1 – Agreement – Goods, Schedule A and Schedule A-1. Any variance from those technical and functional specifications & requirements should be clearly pointed out by the Contractor in its Quotation, including where conflicts may exist between the Contractor’s proposed solution and the technical and functional specifications & requirements as described therein.

 Contractors should complete and include with their Quotation the Schedule B-1 Technical and Functional Specifications & Requirements Response Matrix worksheets

The Technical and Functional Specifications & Requirements Matrix worksheets (Schedule B-1) may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit “enter”. Enter “surreybid” as the User Name, “Welcome” as the password and then click “Login”

[**https://mft.surrey.ca/**](https://mft.surrey.ca/)

Login ID: surreybid

Password: Welcome

Folder: 1220-040-2022-056

7. Each Quotation should be accompanied by a set of "Contractor'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.

**Indicative Design Submittal**

8. Each Quotation should be accompanied by an indicative design. The indicative design should represent a full size, conceptual, blueprint type of drawings and detailed engineering drawings of the Goods, representing a level of design sufficient to enable a thorough evaluation of the Contractor’s design concepts. Such drawings should be drawn to scale using a CAD program to ensure accurate and professional drawings. The City may pursuant to Section 16(b) of the RFQ request electronic copies of such drawings.

 These drawings should address following views:

(i) top view (entire truck);

(ii) front end view;

(iii) rear end view;

(iv) left side view;

(v) right side view; and

Contractor should:

(a) show the overall dimensions and configuration of the Goods and the arrangement of compartments and equipment storage;

(b) be consistent with the technical and functional requirements set out in Part II of Schedule A – Specifications of Goods;

(c) clearly indicate, to scale, all exterior portions of the Goods, including controls, lights, railings, gauges, etc.; and

(d) provide a narrative that further describes the key features and innovative aspects of the Contractor’s design concept.

**Experience, Reputation and Resources:**

9. Contractor’s relevant experience and qualifications in delivering the Goods similar to those required by the RFQ:

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

11. Performance History. Provide the number of Goods similar to the proposed model delivered in the past five (5) years, including timeframes for delivery. Provide a copy of recall notices and Fleet Defects issued for the proposed model during the previous five years along with the number of affected Goods in service.

12. Key Personnel: Contractors should identify and provide the background and experience for the key personnel that would perform the Contractor’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 Contractor and proposed personnel that demonstrate knowledge and experience involving the successful design, development and manufacturing goods similar to the Goods. Each Contractor should make clear in its Quotation its relevant knowledge and experience, and that of its proposed key personnel. Without limiting the foregoing, each Contractor should provide copies of Emergency Vehicle Technician (EVT) certifications for its current staff of technicians at its service center.

13. Contractor should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the work on the Good (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF WORK** | **SUB-CONTRACTOR’S NAME** | **YEARS OF WORKING WITH SUB-CONTRACTOR** | **TELEPHONE NUMBER AND EMAIL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

14. Operational Facility: Contractors should provide satisfactory evidence that it has an operational facility adequate for the manufacture of the Goods that it intends to furnish, as well as documented experience of construction of multiple goods similar to those which are the subject of the Quotation and their successful operation for periods of years. (It is the intention of the City to purchase heavy duty fire apparatus of proven design, and not prototypes.)

15. Contractors should provide references (name, telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

**Preliminary Production and Delivery Schedule:**

16. Contractors 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 Point. 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, Parts Support and Warranty:**

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

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

(a) What technical and engineering support could the Contractor 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 the breadth and depth of this support.

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

(c) What and how would technical liaison and field services will be supplied to the City by the Contractor?

(d) How field service team member’s abilities, experience, and qualifications could meet the City’s expectation of a high level of support? Contractor should provide an organizational chart showing current BC based personnel names and titles.

19. Replacement Parts Support:

 (Refer to Sections 83 through 85 of the Agreement)

 Contractor should:

(a) Identify the location of the parts provider the Contractor 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.

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

(c) State what parts of engine, transmission, running gear, chassis, body and equipment the Contractor will carry in its parts service centre or directly supported through a North American supply chain by other parties or Original Equipment Manufacturers.

20. Warranty. Contractor should provide information on its ability to meet the warranty terms set forth in the Agreement. Contractor should submit with its Quotation a detailed program for in-house warranty work to be performed by the City’s Fire Services mechanical division staff with the Contractor reimbursing the City for all expenses and supply whatever parts, assemblies, systems, etc., that are necessary to complete the repairs.

**Corporate Environmental Sustainability:**

21. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods. Information pertaining to its environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective.

**- end of page -**

22. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the draft Agreement 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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |