



REQUEST FOR QUOTATIONS

Title: Supply and Delivery of Two (2) [More or Less] Small Cargo Vans

Reference No.: 1220-040-2022-105

FOR THE SUPPLY OF GOODS – VEHICLES

(General Services)

Issue Date: December 2, 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, Schedule B-1 Preferred Specifications Response Form to Attachment 1 – Draft Quotation Agreement (the “**Quotation**”) for the supply and delivery of the Good described in Schedule A – Specifications of Goods to Attachment 1 – Draft Quotation Agreement - Goods (the “**Goods**”). The description of the Goods sets out the minimum requirements of the City.

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 computer 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 January 16, 2023 (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: 1220-040-2022-105

Inquiries should be made no later than seven (7) business days before Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the Date. 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 or a request for proposals 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 negotiation of amendments to Contractors’ prices in Schedule B to a Quotation, 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. This RFQ does not commit the City in any way to select a Contractor 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 Quotations and to terminate this RFQ process.

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.

14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES

Unless otherwise expressly stated, if and wherever the Specifications set out in Schedule A - Specifications of Goods to Attachment 1 – Draft Quotation Agreement - Goods, use a brand name of a manufacturer, make, trade name, or catalogue designation in specifying an item, it does not restrict Contractors to the identified manufacturer, make, trade name, or catalogue designation. The usage of such identification is simply to indicate the character, quality and/or performance equivalence of the commodity identified.

Prior to the Date, a Contractor may request, pursuant to section 4 the City to approve a commodity(ies) (each, an “**Equivalency**”) to be included in a Quotation in substitution for a commodity(ies), indicated in Schedule A Specifications of Goods to Attachment 1 – Draft Quotation Agreement - Goods, on the basis that the substitution of the same or better character, quality and/or

performance as the commodity(ies) indicated in Schedule A - Specifications of Goods to Attachment 1 – Draft Quotation Agreement - Goods, such that that the proposed Equivalency will serve the purpose for which it is intended to be used equally as well. Applications for an Equivalency should be in writing delivered to the City Representative, accompanied by appropriate supporting information, data, specifications and documentation. The City may request any additional supporting information, data, specifications and documentation it considers necessary to make a decision with respect to the application. If the City decides in its sole discretion to accept an Equivalency, then the City will provide written confirmation of such acceptance to the Contractor, without notification to other Contractors (subject to the City’s discretion under section 4). The City is not obligated to review or accept any application for an Equivalency. Without limiting the City’s discretion as set out in this section 14, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to a Quotation Price or a delay to the supply and delivery of the Goods.

The Contractor should clearly identify in its Quotation any Equivalencies approved by the City under this section 14.

If the Contractor does not, in its Quotation, indicate any Equivalencies, the Contractor will be deemed to accept the commodity(ies) described in Schedule A – Specifications of Goods to Attachment 1 – Quotation Agreement - Goods.

15. ANTICIPATED QUANTITIES

The City reserves the right and discretion to place orders on quoted items as per Schedule B – Form Quotation on an “as required” basis. All quantities are anticipated quantities only and may or may not increase or decrease according to requirements.

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Attachment No. 1 – DRAFT QUOTATION AGREEMENT – GOODS

Reference RFQ Title: Supply and Delivery of Two (2) [More or Less] Small Cargo Vans

RFQ Reference No.: 1220-040-2022-105

BETWEEN:

CITY OF SURREY

13450 – 104th. Avenue
Surrey, B.C., V3T 1V8
(the “City”)

AND:

(the “Contractor”)

[INSERT THE FULL LEGAL NAME AND ADDRESS OF CONTRACTOR]

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

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

DEFINITIONS AND INTERPRETATION

1. In these General Terms and Conditions:

- (a) “Agreement” means this agreement and all schedules attached hereto;
- (b) “City” means the City of Surrey;
- (c) “Contractor” means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
- (d) “Fees” means the price set out in Schedule B – Quotation Extracts, for provision of the Goods, unless otherwise agreed by parties in writing, and includes all taxes;
- (e) “Goods” means the vehicle, equipment or materials that are the subject of this Agreement;
- (f) “Purchase Price” means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST and PST;
- (g) “RFQ” means the Request for Quotations; and
- (h) “Specifications” means the scope of work, specifications and requirements set out in the Schedule A and Schedule A-1 to this Agreement and including anything and everything required to be done for the fulfilment 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;
- (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;
Schedule A -1 Preferred Technical Specifications;
Schedule B – Quotation Extracts; and
Schedule B-1 Preferred Technical Specifications.

GOODS

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

TRANSFER OF TITLE

- 6. 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 7, 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

- 7. 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

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

TIME

9. Time is of the essence.

PAYMENT

10. 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 amount (if any) and the complete Purchase Price calculations, including extensions and discounts.
11. 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.
12. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
13. Payments to Contractors will be made through Electronic Funds Transfer (EFT), directly into the Contractor's bank account. An EFT application form will be provided to the Contractor for completion.

DEFICIENCIES

14. 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.
15. 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

16. 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.
17. 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.
18. 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.
19. 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

20. 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.

21. 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.
22. 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.
23. 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 Contractor or any employee or agent of the Contractor.

CUSTOMS

24. 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

25. 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

26. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or subcontractor 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 supplier 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

27. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and 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

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

WAIVER

29. 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

30. 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

31. 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

32. 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

33. 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.
34. 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

35. 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

36. 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 City of Surrey this ____ day of _____, 202.

CITY OF SURREY

by its authorized signatory:

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the Contractor this ____ day of _____, 202.

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)

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SCHEDULE A – SPECIFICATIONS OF GOODS

PROJECT TITLE: SUPPLY AND DELIVERY OF TWO (2) [MORE OR LESS] SMALL CARGO VANS

REFERENCE No.: 1220-040-2022-105

1. GENERAL DESCRIPTION

The City intends to purchase two (more or less) 2022/2023 model Small Cargo Vans (the “Goods”) for delivery to the City’s Fleet/Service Centre Central Operations Works Yard located at 6651 -148th Street, Surrey, BC. The Goods are to be new and in good operating condition that meets or exceeds the Preferred Technical Specifications as specified in Schedule A-1. The Contractor shall furnish all necessary labour, materials, supplies, and transportation necessary to supply and deliver the Goods and any spare parts and perform of the services in accordance with this Agreement.

The Goods are 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*, *WorkSafeBC Regulations*, and to be built in accordance with SAE standards. The Goods shall be delivered with a current Commercial Vehicle Inspection certificate.

The City may consider Quotations that deviate to some extent from the Specifications if it proves to be in the best interest of the City to do so.

The Contractor may submit multiple Quotations if several units meeting the preferred Specifications are available. A separate Schedule B – Form of Quotation and Schedule B-1 Preferred Specifications Response Form should be completed in full for each Good/vehicle proposed.

2. PREFERRED TECHNICAL SPECIFICATIONS

The City’s requirements are outlined in **Schedule A-1 – Preferred Technical Specifications**. The Contractors may include brochures or additional specifications as supplementary information in Schedule B – Quotation.

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

- Supply and delivery of the Goods 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.

A qualified and responsible representative of the Contractor shall instruct City personnel in the operation, care and maintenance of the Goods, during the pre-delivery inspection. All specifications, drawings, dimensions, warranty and quotations will be reviewed, enabling the City to align equipment within budget guidelines.

3. DELIVERY REQUIREMENTS

The Goods are to be delivered F.O.B. Destination, Freight Prepaid.

Delivery Point

The Contractor will take steps as required so that all the Goods are properly prepared for delivery and the Goods shall be driven to City of Surrey, Fleet/Service Centre, Central Operations Works Yard, 6651 – 148th Street, Surrey, BC, V3S 3C7 (the “**Delivery Point**”) to the attention of: Mr. Keith Sharp, Fleet & Garage Manager, between the hours of 8:00 a.m. to 3:30 p.m., Monday through Friday excluding statutory holidays, unless other arrangements have been agreed to in writing by the City, 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.

The Contractor should notify the Fleet & Garage Manager at 604-590-7269 not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. The City will not assume any liability for Good delivered to an unauthorized location.

The Good should be inspected by the City to determine compliance with the specifications and/or to test its ability to perform its intended use.

4. PRE-DELIVERY AND INSPECTION

Prior to delivery, the Goods shall be completely inspected and serviced by the Contractor and/or the manufacturer’s Service Centre. The Contractor is responsible to ensure the Goods are thoroughly tested, inspected, and that all deviations are corrected prior to delivery. The Goods shall contain a pre-delivery check sheet showing what operations have been performed on the vehicle by the Contractor. The Goods are 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 each Good/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. DOCUMENTATION AT TIME OF DELIVERY

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
- **Fluid Capacities** in litres.

6. **MANUFACTURER'S WARRANTY**

The Contractor will be required to furnish a warranty by the manufacturer that the Good/vehicle is suitable for the service intended, in accordance with the specifications defined herein. The Contractor shall agree to replace and install without charge [including all labour], within the scope of the warranty, any defective part or any parts that are determined by the City not to be suitable for the service intended.

The warranty period will go into effect at the time the vehicle is placed into service by the City. Contractors are to include a complete warranty statement with their Quotation.

[END OF PAGE]

SCHEDULE A-1 – PREFERRED TECHNICAL SPECIFICATIONS

DESCRIPTION: Each Good/vehicle is to be supplied with all available standard equipment in addition to the following preferred specifications. Provide warranty details for the Goods offered.

Preferred Specifications
A. Exterior
1. Colour – Red, colour to be provided with the bid to check for suitability
2. The vehicle shall have two sliding doors one on the drivers’ side and one passenger’s side for access to the cargo area, no windows.
3. The vehicle shall have twin rear barn type doors, no windows.
4. Power adjustable heated external rear vision mirrors, with manual fold.
5. Front splash guard/map flaps, rear mud flaps.
B. Axles, Suspension, Chassis, Brakes
1. The GVWR should be approximately 5,300lbs.
2. Front wheel drive configuration.
3. Wheelbase will be approximately 120” overall length 190”.
4. Brakes will be vacuum/hydraulic type with ABS. Disc brakes front and rear.
C. Engine - Transmission
1. Engine – 2.4 litre 4-cylinder gasoline engine, 150hp and 144 lb-ft torque.
2. Engine to have auto start/stop system and ecomode.
3. 8 speed automatic transmission.
4. Extended life coolant 50/50 mix. The cooling system should be protected to -30° F.
5. Note: The City will also consider a hybrid gasoline/battery option, please provide options and pricing
D. Wheels, Tires
1. Wheels 16” steel coloured with full wheel covers.
2. Wheels are to be fitted with winter tires (5) Michelin winter (snowflake) tires.
E. Interior
1. Vehicle interior environment should be fully air-conditioned including a fresh air heater/ventilator/defroster.
2. Vehicle should have full flow through ventilation for optimal temperature control and operator comfort.
3. Rear cargo area LED light.
4. Wipers will have intermittent feature.
5. Door windows to be power operated.
6. Vehicle will include dash mounted cigar lighter type power outlet.
7. Vehicle will include AM/FM/ radio with (4) speakers minimum and antenna.
8. Bluetooth connection.
9. Rubber Floor Mats should be provided for all seating areas.
10. Vinyl covered front bucket seats, 6 – way manual adjustment, including lumbar support.
11. Driver’s bucket seat, 6 – way manual adjustment, including lumbar support.
12. Seat covers shall be installed – fabric type Wrangler – Fia Saddle Blanket type.
13. Passengers bucket seat, 4 – way manual adjustment.

14. Driver and passenger air bags, including side curtain.
15. Cruise control.
F. Miscellaneous
1. Keyless entry with 3 sets of keys.
2. Back up alarm - Grote part # 73040 97 dBA.
3. Fire extinguisher 2.5lb dry powder ABC type.
4. WCB Level 1 Basic First Aid Kit.
5. Reverse Camera.
6. A one-piece bulkhead shall be supplied and fitted to the vehicle.
7. The Contractor shall deliver the vehicles, registered, insured, and plated as per the City's insurance requirements through the City's insurance broker.
8. The vehicle shall be rust proofed with a product that provides long term protection and does not require continued reapplication of the product. Contractor to provide details of product offered and warranty.
9. Operator's manuals / service manuals: One service manual and one parts manual in digital format or CD c/w software.
10. 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
G. Warranty
1. Provide details of manufacturer's warranty.

-End of Page-



FORM OF QUOTATION

SCHEDULE B

RFQ Title: Supply and Delivery of Two (2) [More or Less] Small Cargo Vans

RFQ No.: 1220-040-2022-105

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

TO:

CITY OF SURREY

City Representative: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

1. If this offer is accepted by the City, such offer and acceptance will create a contract as described in:
 - (a) the RFQ;
 - (b) the specifications of Goods set out above and in Schedule A;
 - (c) the General Terms and Conditions; and
 - (d) this Quotation; and
 - (e) other terms, if any, that are agreed to by the parties in writing.
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. I/We have reviewed the RFQ Attachment 1 – Quotation 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)

Please State Reason For Departure(s):

Changes and Additions to Specifications:

4. In addition to the warranties provided in Attachment 1 – Quotation Agreement - Goods, this Quotation includes the following warranties:

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

Section	Requested Departure(s) / Alternative(s) / Additions
----------------	--

Please State Reason For Departure(s):

Fees and Payments

6. 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.

(NOTE: A separate Schedule B – Form of Quotation and Schedule B-1 Preferred Specifications Response Form should be completed in full for each Good/vehicle proposed)

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 \$)
------	-------------	------------------------

Year, Make and Model:		
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.)	\$
	c.)	\$
6	Subtotal per unit:	\$

7	Price for two (2) units:	
8	GST (5%):	\$
9	PST (7%):	\$
10	TOTAL QUOTATION PRICE	\$

Pricing is firm until (state date):
ALL PRICING IN CANADIAN DOLLARS

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

Manufacturer's Warranty: (State Warranty) _____

Body Warranty: (State Warranty) _____

Warranty repairs shall be performed at: _____

Please complete if applicable: British Columbia Certified
 (Commercial Vehicle Inspection Certificate)

OPTIONAL PRICING (Refer to Schedule A-1, C.5, Hybrid gasoline/battery option)

Item	Particulars	Cost per Unit (CDN \$)
1	Year, Make and Model:	\$

7. 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.

(Full Legal Name of Contractor)

(Signature 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)

PROJECT TITLE: Supply and Delivery of Two (2) [More or Less] Small Cargo Vans

REFERENCE NO.: 1220-040-2022-105

Specifications

The Contractors should complete and submit Schedule B – Form of Quotation and Schedule B-1 Preferred Technical Specifications Response Form. Attach any additional specifications for the Goods, any optional accessories and any substitutions (if substitutions are permitted or applicable).

The specification herein states the preferred requirements of the City of Surrey.

Note: Contractors should provide a list of complete manufacturers' details of model proposed in the right-most column.

Preferred Technical Specifications Response Form	√ (Yes)	√ (No)	Manufacturers' Specifications of Goods Offered. Contractor should complete all spaces in this column.
A. Exterior			
1. Colour – Red, colour to be provided with the bid to check for suitability	<input type="checkbox"/>	<input type="checkbox"/>	
2. The vehicle shall have two sliding doors one on the drivers' side and one passenger's side for access to the cargo area, no windows.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The vehicle shall have twin rear barn type doors, no windows.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Power adjustable heated external rear vision mirrors, with manual fold.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Front splash guard/map flaps, rear mud flaps.	<input type="checkbox"/>	<input type="checkbox"/>	
B. Axles, Suspension, Chassis, Brakes			
1. The GVWR should be approximately 5,300lbs.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Front wheel drive configuration.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Wheelbase will be approximately 120" overall length 190".	<input type="checkbox"/>	<input type="checkbox"/>	
4. Brakes will be vacuum/hydraulic type with ABS. Disc brakes front and rear.	<input type="checkbox"/>	<input type="checkbox"/>	
C. Engine – Transmission			
1. Engine – 2.0 litre 4-cylinder gasoline engine, 150hp and 144 lb-ft torque.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Engine to have auto start/stop system and ecomode.	<input type="checkbox"/>	<input type="checkbox"/>	
3. 8 speed automatic transmission.	<input type="checkbox"/>	<input type="checkbox"/>	

Preferred Technical Specifications Response Form	√ (Yes)	√ (No)	Manufacturers' Specifications of Goods Offered. Contractor should complete all spaces in this column.
4. Extended life coolant 50/50 mix. The cooling system should be protected to -30o F.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Note: The City will also consider a hybrid gasoline/battery option, please provide options and pricing	<input type="checkbox"/>	<input type="checkbox"/>	
D. Wheels, Tires			
1. Wheels 16" steel coloured with full wheel covers.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Wheels are to be fitted with winter tires (5) Michelin winter (snowflake) tires.	<input type="checkbox"/>	<input type="checkbox"/>	
E. Interior			
1. Vehicle interior environment should be fully air-conditioned including a fresh air heater/ventilator/defroster.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Vehicle should have full flow through ventilation for optimal temperature control and operator comfort.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Rear cargo area LED light.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Wipers will have intermittent feature.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Door windows to be power operated.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Vehicle will include dash mounted cigar lighter type power outlet.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Vehicle will include AM/FM/ radio with (4) speakers minimum and antenna.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Bluetooth connection.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Rubber Floor Mats should be provided for all seating areas.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Vinyl covered front bucket seats.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Driver's bucket seat, 6 – way manual adjustment, including lumbar support.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Seat covers shall be installed – fabric type Wrangler – Fia Saddle Blanket type.			
13. Passengers bucket seat, 4 – way manual adjustment.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Driver and passenger air bags, including side curtain.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Cruise control.	<input type="checkbox"/>	<input type="checkbox"/>	
F. Miscellaneous			
1. Keyless entry with 3 sets of keys.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Back up alarm – Grote part # 73040 97 Db.			
3. Fire extinguisher 2.5lb dry powder ABC type.	<input type="checkbox"/>	<input type="checkbox"/>	
4. WCB Level 1 Basic First Aid Kit.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Reverse Camera.	<input type="checkbox"/>	<input type="checkbox"/>	

Preferred Technical Specifications Response Form	√ (Yes)	√ (No)	Manufacturers' Specifications of Goods Offered. Contractor should complete all spaces in this column.
6. A one-piece bulkhead shall be supplied and fitted to the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
7. The Contractor shall deliver the vehicles, registered, insured, and plated as per the City's insurance requirements through the City's insurance broker.	<input type="checkbox"/>	<input type="checkbox"/>	
8. The vehicle shall be rust proofed with a product that provides long term protection and does not require continued reapplication of the product. Contractor to provide details of product offered and warranty.	<input type="checkbox"/>	<input type="checkbox"/>	
9. One service manual and one parts manual in digital format or CD c/w software.	<input type="checkbox"/>	<input type="checkbox"/>	
10. 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 	<input type="checkbox"/>	<input type="checkbox"/>	
G. Warranty			
1. Provide details of manufacturer's warranty	<input type="checkbox"/>	<input type="checkbox"/>	

[END OF PAGE]