



## **REQUEST FOR QUOTATIONS**

**Title:** Supply and Delivery of 1 or More Trailered Wood Chippers

**Reference No.:** 1220-040-2024-004

### **FOR THE SUPPLY OF GOODS**

(General Services)

Issue Date: January 15, 2024

**TABLE OF CONTENTS**

1. INTRODUCTION.....3

2. ADDRESS FOR DELIVERY .....3

3. DATE .....3

4. INQUIRIES.....3

5. ADDENDA .....4

6. NO CONTRACT .....4

7. ACCEPTANCE.....4

8. CONTRACTOR'S EXPENSES.....4

9. CONTRACTOR'S QUALIFICATIONS .....4

10. CONFLICT OF INTEREST .....5

11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS.....5

12. CONFIDENTIALITY .....5

13. SIGNATURE .....5

14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES .....5

ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT – GOODS.....7

SCHEDULE A – SPECIFICATIONS OF GOODS.....14

SCHEDULE B – FORM OF QUOTATION.....18

## 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](mailto: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 February 5<sup>th</sup>, 2024. (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](mailto:purchasing@surrey.ca)

Reference: 1220-040-2024-004

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](http://www.bcbid.gov.bc.ca) and the City website at [www.surrey.ca](http://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.

## **14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES**

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A - Specifications of Goods to Attachment 1 – 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 – 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 – 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.

## ATTACHMENT NO. 1 – DRAFT QUOTATION AGREEMENT – GOODS

**Reference RFQ Title: Supply and Delivery of 1 or More Trailered Wood Chippers**

**RFQ No.: 1220-040-2024-004**

**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) "Goods" means the equipment or materials that are the subject of this Agreement; and
  - (e) "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.
  
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.

## **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.

## **PURCHASE PRICE**

6. 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**

7. Time is of the essence.

## **PAYMENT**

8. 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.
9. 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.
10. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.



11. 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**

12. 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.
13. 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**

14. 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.
15. 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.
16. 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.
17. 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**

18. 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.
19. 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.
20. 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.
21. 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**

22. 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**

23. 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**

24. 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**

25. 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

26. 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

27. 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

28. 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

29. 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: <<City Contact>>  
13450 – 104th. Avenue  
Surrey, B.C., V3T 1V8
  
- (b) The Contractor:  
  
Attention: <<Contractor Contact>>  
<<Insert Contractor Address>>

**MERGER AND SURVIVAL**

30. 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**

31. 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.

32. 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**

33. 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**

34. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

**IN WITNESS WHEREOF** the parties hereto have executed the Agreement on the day and year first above written.

**CITY OF SURREY**

by its authorized signatory:

\_\_\_\_\_  
[NAME]

[Title]

**<<NAME OF CONTRACTOR>>**

by its authorized signatory:

\_\_\_\_\_  
[NAME]

[Title]

## **SCHEDULE A – SPECIFICATIONS OF GOODS**

### **1. GENERAL DESCRIPTION**

The Contractor, to the satisfaction of the City, shall furnish all necessary labour, materials, supplies, and transportation necessary for the supply and delivery of the Good(s) and any additional work reasonably required to be done for the fulfillment and completion of this Agreement.

It is the intent of this specification to provide for the purchase, and delivery of one (1) or more new and unused, twelve (12) inch tailorized chipper units (the “Goods”). The unit bid quotation shall be the manufacturer's current production model that meets or exceeds the following minimum specifications. Only a standard production machine may quoted on these specifications and a supplier will not be permitted to modify their standard production unit in order to meet these specifications.

### **2. QUALITY**

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

### **3. EQUIVALENT PRODUCT**

Quotations will be accepted for consideration on any make or model that is equal or superior to the machine specified. Decisions of equivalency will be at the sole interpretation of the Fleet and Garage Manager of Surrey's Engineering Department. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. Original manufacturer's brochures of the proposed unit are to be submitted with the Quotation.

Contractor should be prepared to demonstrate a unit similar to the one proposed, if requested.

### **4. DELIVERY**

The Goods shall be delivered F.O.B. Destination, Freight Prepaid to the City of Surrey in first class operating condition at 14687 66 Avenue, Surrey (the “Delivery Point”). If the Contractor should store, park, or hold the unit until such a time that the City, at its sole discretion, requires them, the Contractor will store the machine at no additional cost to the City.

### **5. TRANSFER OF TITLE**

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 6 will pass to the City free and clear of all encumbrances at the time the Goods are delivered to the Delivery Point.

**6. RISK OF LOSS**

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.

**7. MARKETABLE TITLE**

The Contractor warrants that it has or will at the time of the transfer of title as described in Section 5 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.

**8. OPTIONAL ITEMS**

The City of Surrey may choose, at its sole discretion, to add any or all of the optional items to this purchase. Contractor shall provide on a cover letter with a list of options and prices.

**- END OF PAGE -**

## SCHEDULE A-1 –TECHNICAL SPECIFICATIONS

### TECHNICAL SPECIFICATIONS

The specification herein states the minimum preferred requirements of the City of Surrey. All Quotations are regular in every respect. Unauthorized conditions, limitations, or provisions may be cause for rejection.

<b>Preferred Specifications</b>
<b>A. ENGINE</b>
1. 4 Cylinder diesel engine, Tier 4 final
2. Power output approximately 75 hp.
3. Engine torque approximately 180 lb-ft
4. Air intake should include a precleaner
5. A replaceable spin-on fuel filter
6. Engine should be equipped with a fuel saver system
7. 12- volt system, 950 CC battery
8. Engine shall be rubber mount to the trailer frame, with a steel engine cover and access door, and a lockable instrument panel
9. The engine should be coupled to clutchless type PTO system to engage the cutter drum. System will not allow engagement with engine speed over 1,000 rpm.
<b>B. TRAILER</b>
1. The trailer frame should be manufactured from steel ¼” Z channel (4.25” x 7”)
2. The fenders will be bolt on, with flag mounts
3. The suspension should be of a rubber torsion type with a approximately 2,350 kg capacity
4. An adjustable tongue jack should be provided 2,300 kg capacity
5. Electric drum brakes shall be provided with break away cable
6. Heavy duty 16” steel rims with 235/80R16 tires
7. 2 ½” pintle hitch should be provided
8. 2 towing safety chain should be provided approximately 9.5 mm
9. A light package meeting Federal & Provincial transport regulations shall be provided. The lights shall be 12-volt LED and be high mounted with protection to reduce damage. The package will include a 6-pin replaceable coiled cord and junction box, wired to the City’s wiring configuration.
<b>C. FEED SYSTEM</b>
1. The unit should be equipped with a hydraulic infeed system.
2. The feed system should have one horizontal feed roller with a diameter of approximately 51 cm and approximately 43 cm wide.
3. The roller is driven by a hydraulic motor with a displacement of approximately 72 cu cm.
4. The feed table should be approximately 67 cm long from the feed roller nip point
5. The infeed throat should have an opening of approximately 31 cm x 43 cm.
6. The feed system will have an automatic engine speed monitoring system that senses the engine speed and will automatically control the feeding of material. The system will also have the ability to reverse the material and then start the feeding process again
<b>D. CUTTING SYSTEM</b>
1. The drum should be approximately 51 cm diameter and approximately 51 cm wide
2. The drum shall have two knives, bolted in place with four bolts each.
3. The knives should be approximately 120mm x 230mm, and a thickness of 16mm
4. The cutter housing should be rubber insulated from the engine and frame.
<b>E. DISCHARGE</b>
1. The chute should be no less than 2550 mm heigh



<b>Preferred Specifications</b>
2. The chute should rotate no less than 270 degrees, and controlled with twin handles, and locking pin to secure it in 27 positions
<b>F. FLUID CAPACITIES</b>
1. The unit should come with a steel fuel tank with a capacity of approximately 95 litres, and include a gate valve at the tank outlet, a lockable filler cap, and a sight gauge
2. The unit should have a steel hydraulic tank with a capacity of approximately 26 litres, included a gate valve at the tank outlet, magnetic drain plug, lockable filler cap, and a sight gauge
<b>G. HYDRAULICS</b>
1. Hydraulic pump is driven directly from the engine
2. The system should be an open centre design with return filtration of a maximum of 10-micron filter, and 100 micron suction
3. The pump should have a minimum capacity of approximately 10 litres/minute
4. The relief pressure of 2,500 psi.
<b>H. SAFETY</b>
1. A lower feed stop bar shall be installed which allows for the operator's leg to strike the bar and shut off the feed either intentionally or automatically in an emergency situation.
2. An upper feed control bar shall be a four-position bar used to control the rotational direction of the feed rollers (forward, reverse and two neutral/stop positions). The bottom bar and upper feed control bar shall be painted red, and the bottom bar shall have two sensitivity settings.
3. The lower bar and upper feed control bar shall be painted red and the lower bar shall have two sensitivity settings.
4. A green button should be positioned within reach of each side of the feed table to restart the feed roller and momentarily (30 second maximum) override the bottom feed stop bar if so required by the operator.
5. Safety decals shall be provided
<b>I. WARRANTY</b>
1. There shall be a minimum 1-year parts and labour warranty on the chipper
2. Please provide details on extended warranty options and costs
<b>J. STANDARDS</b>
1. Trailer must comply with government regulations and requirements which allow it to operate on roads and highways. <ul style="list-style-type: none"> <li>• Federal Government Motor Vehicle Standards</li> <li>• BC Motor Vehicle Act and Regulations</li> <li>• BC Workers' Compensation Board Regulations</li> <li>• BC Emissions Standards</li> </ul>
<b>K. MISCELLANEOUS</b>
1. 3 full sets of keys shall be provided
2. Manufacturer's Certificate of Origin shall be provided
3. One complete Service Manual shall be provided
4. One complete Parts Manual shall be provided
5. A complete parts list shall be provided for belts, filters, hoses, and wear items
6. Fluid capacities in litres
7. The trailer shall be delivered, registered and insured. The insurance shall be arranged through the City of Surrey's insurance broker.
8. 2 – wheel chocks, and chock holders shall be provided
9. A set of spare knives, bolts, nuts and washers



## SCHEDULE B – FORM OF QUOTATION

**RFQ Title: Supply and Delivery of 1 or More Trailered Wood Chippers**

**RFQ No.: 1220-040-2024-004**

### 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](mailto: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)**

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**Please State Reason For Departure(s):**

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**Changes and Additions to Specifications:**

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

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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**

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**Please State Reason For Departure(s):**

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**Fees and Payments**

6. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

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

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

<b>F.O.B.</b> Destination Freight Prepaid		<b>Payment Terms:</b> 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.			<b>Ship Via:</b>
Item #	Item Name (Description and Specifications)	Delivery Time	Quantity	Unit Price	Total Amount
1.	Vehicle				
2.	Wood Chipper				
3.	Environmental Levy (Battery)				
4.	Tire Stewardship B.C. (TSBC)				
5.	Other:				
CURRENCY: Canadian				Subtotal:	\$
				GST (5%):	\$
				PST (7%) <b>as applicable:</b>	\$
				<b>QUOTATION PRICE:</b>	\$

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

Manufacturer's Warranty: State Warranty \_\_\_\_\_

Warranty repairs shall be performed at \_\_\_\_\_

Please complete if applicable: British Columbia Certified

All prices submitted shall be for the entire equipment described in Schedule A with options shown separately, where permitted.

Prices shall be shown on the Quotation form with GST/PST, Environmental Taxes and Levies. The Contractor shall state the length of time that submitted price(s) will be held firm effective from the closing date.

Prices are to be quoted F.O.B. Destination, including freight, unloading at destination, import duties, brokerage fees, royalties, handling charges, overhead, profit and all other costs included. Fluctuations in GST/PST or Environmental Tax Rates will be allowed.

Prices to be quoted in Canadian currency, the lowest or any Quotation may not necessarily be accepted.

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 \_\_\_\_\_, 202\_.

**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 – TECHNICAL SPECIFICATIONS

The specification herein states the preferred requirements of the City of Surrey. All Quotations are regular in every respect. Unauthorized conditions, limitations, or provisions may be cause for rejection. The City of Surrey will consider as "irregular" or "non-responsive" any Quotation not prepared and submitted in accordance with the RFQ document and specification, or any Quotation lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

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

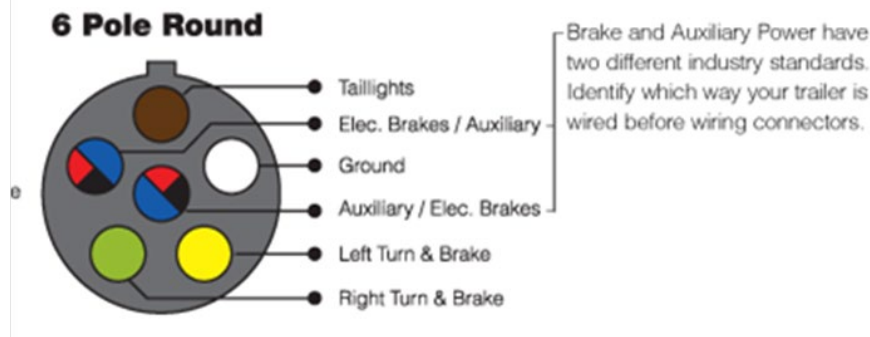
Preferred Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment offered. Contractor shall complete all spaces in this column.
<b>A. ENGINE</b>			
1. 4 Cylinder diesel engine, Tier 4 final	<input type="checkbox"/>	<input type="checkbox"/>	
2. Power output approximately 75 hp.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Engine torque approximately 180 lb-ft	<input type="checkbox"/>	<input type="checkbox"/>	
4. Air intake should include a precleaner	<input type="checkbox"/>	<input type="checkbox"/>	
5. A replaceable spin-on fuel filter	<input type="checkbox"/>	<input type="checkbox"/>	
6. Engine shall be equipped with a fuel saver system	<input type="checkbox"/>	<input type="checkbox"/>	
7. 12-volt system, 950 CC battery	<input type="checkbox"/>	<input type="checkbox"/>	
8. Engine shall be rubber mount to the trailer frame, with a steel engine cover and access door, and a lockable instrument panel	<input type="checkbox"/>	<input type="checkbox"/>	
9. The engine should be coupled to clutchless type PTO system to engage the cutter drum. System will not allow engagement with engine speed over 1,000 rpm.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. TRAILER</b>			
1. The trailer frame should be manufactured from steel ¼" Z channel (4.25" x 7")	<input type="checkbox"/>	<input type="checkbox"/>	
2. The fenders will be bolt on, with flag mounts	<input type="checkbox"/>	<input type="checkbox"/>	
3. The suspension should be of a rubber torsion type with a approximately 2,350 kg capacity	<input type="checkbox"/>	<input type="checkbox"/>	
4. An adjustable tongue jack should be provided 2,300 kg capacity	<input type="checkbox"/>	<input type="checkbox"/>	
5. Electric drum brakes shall be provided with break away cable	<input type="checkbox"/>	<input type="checkbox"/>	
6. Heavy duty 16" steel rims with 235/80R16 tires	<input type="checkbox"/>	<input type="checkbox"/>	
7. 2 ½" pintle hitch should be provided	<input type="checkbox"/>	<input type="checkbox"/>	

Preferred Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment offered. Contractor shall complete all spaces in this column.
8. 2 towing safety chain should be provided approximately 9.5 mm	<input type="checkbox"/>	<input type="checkbox"/>	
9. A light package meeting Federal & Provincial transport regulations shall be provided. The lights shall be 12-volt LED and be high mounted with protection to reduce damage. The package will include a 6-pin replaceable coiled cord and junction box, wired to the City's wiring configuration.	<input type="checkbox"/>	<input type="checkbox"/>	

FUNCTION	COLOR
Right Turn	= Green
Left Turn	= Yellow
Ground	= White
Tail / Marker	= Brown
Reverse	= Purple
Battery	= Red / Black
Electric Brake	= Blue

Please note the two different industry standards for wiring 6 pole trailer plugs.

The City of Surrey has utilized the center terminal for the BLUE brake wire and the "S" terminal for the 12-VOLT CHARGE WIRE.



<b>C. FEED SYSTEM</b>			
1. The unit should be equipped with a hydraulic infeed system.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The feed system should have one horizontal feed roller with a diameter of approximately 51 cm and approximately 43 cm wide.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The roller is driven by a hydraulic motor with a displacement of approximately 72 cu cm.	<input type="checkbox"/>	<input type="checkbox"/>	
4. The feed table should be approximately 67 cm long from the feed roller nip point	<input type="checkbox"/>	<input type="checkbox"/>	
5. The infeed throat should have an opening of approximately 31 cm x 43 cm.	<input type="checkbox"/>	<input type="checkbox"/>	

Preferred Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment offered. Contractor shall complete all spaces in this column.
6. The feed system will have an automatic engine speed monitoring system that senses the engine speed and will automatically control the feeding of material. The system will also have the ability to reverse the material and then start the feeding process again	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D. CUTTING SYSTEM</b>			
1. The drum shall be approximately 51 cm diameter and approximately 51 cm wide	<input type="checkbox"/>	<input type="checkbox"/>	
2. The drum shall have two knives, bolted in place with four bolts each.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The knives should be approximately 120mm x 230mm, and a thickness of 16mm	<input type="checkbox"/>	<input type="checkbox"/>	
4. The cutter housing should be rubber insulated from the engine and frame.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E. DISCHARGE</b>			
1. The chute should be no less than 2550 mm height	<input type="checkbox"/>	<input type="checkbox"/>	
2. The chute should rotate no less than 270 degrees, and controlled with twin handles, and locking pin to secure it in 27 positions	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F. FLUID CAPACITIES</b>			
1. The unit should come with a steel fuel tank with a capacity of approximately 95 litres, and include a gate valve at the tank outlet, a lockable filler cap, and a sight gauge	<input type="checkbox"/>	<input type="checkbox"/>	
2. The unit shall have a steel hydraulic tank with a capacity of approximately 26 litres, included shall be a gate valve at the tank outlet, magnetic drain plug, lockable filler cap, and a sight gauge	<input type="checkbox"/>	<input type="checkbox"/>	
<b>G. HYDRAULICS</b>			
1. Hydraulic pump is driven directly from the engine	<input type="checkbox"/>	<input type="checkbox"/>	
2. The system should be an open centre design with return filtration of a maximum of 10-micron filter, and 100 micron suction	<input type="checkbox"/>	<input type="checkbox"/>	
3. The pump should have a minimum capacity of approximately 10 litres/minute	<input type="checkbox"/>	<input type="checkbox"/>	
4. The relief pressure of 2,500 psi.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>H. SAFETY</b>			
1. A lower feed stop bar shall be installed which allows for the operator's leg to strike the bar and shut off the feed either intentionally or automatically in an emergency situation.	<input type="checkbox"/>	<input type="checkbox"/>	
2. An upper feed control bar shall be a four-position bar used to control the rotational direction of the feed rollers (forward, reverse and two neutral/stop positions). The bottom bar and upper feed control bar	<input type="checkbox"/>	<input type="checkbox"/>	



Preferred Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment offered. Contractor shall complete all spaces in this column.
shall be painted red, and the bottom bar shall have two sensitivity settings.			
3. The lower bar and upper feed control bar shall be painted red and the lower bar shall have two sensitivity settings.	<input type="checkbox"/>	<input type="checkbox"/>	
4. A green button should be positioned within reach of each side of the feed table to restart the feed roller and momentarily (30 second maximum) override the bottom feed stop bar if so required by the operator.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Safety decals shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I. WARRANTY</b>			
1. There shall be a minimum 1-year parts and labour warranty on the chipper	<input type="checkbox"/>	<input type="checkbox"/>	
2. Please provide details on extended warranty options and costs	<input type="checkbox"/>	<input type="checkbox"/>	
<b>J. STANDARDS</b>			
1. Trailer must comply with government regulations and requirements which allow it to operate on roads and highways. <ul style="list-style-type: none"> <li>• Federal Government Motor Vehicle Standards</li> <li>• BC Motor Vehicle Act and Regulations</li> <li>• BC Workers' Compensation Board Regulations</li> <li>• BC Emissions Standards</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>K. MISCELLANEOUS</b>			
1. 3 full sets of keys shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
2. Manufacturer's Certificate of Origin shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
3. One complete Service Manual shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
4. One complete Parts Manual shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
5. A complete parts list shall be provided for belts, filters, hoses, and wear items	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fluid capacities in litres	<input type="checkbox"/>	<input type="checkbox"/>	
7. The trailer shall be delivered, registered and insured. The insurance shall be arranged through the City of Surrey's insurance broker.	<input type="checkbox"/>	<input type="checkbox"/>	
8. 2 – wheel chocks, and chock holders shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	
9. A set of spare knives, bolts, nuts and washers	<input type="checkbox"/>	<input type="checkbox"/>	