

City of Coquitlam

Request for Proposals

RFP No. 25-022

Supply and Delivery One (1) Operations  
Support Unit

## TABLE OF CONTENTS

<b>1</b>	<b>KEY DATES</b> .....	<b>3</b>
<b>2</b>	<b>RFP REQUIREMENTS, GUIDELINES, AND TERMS &amp; CONDITIONS</b> .....	<b>3</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>4</b>
<b>4</b>	<b>INSTRUCTIONS TO PROPONENTS</b> .....	<b>5</b>
4.1	Acknowledgement .....	5
4.2	Purpose .....	5
4.3	Proposal Submission .....	5
4.4	Specifications and Alternatives .....	5
4.5	Requested Departures .....	6
4.6	Evaluation Criteria .....	6
4.7	Warranties .....	8
4.8	Prices .....	8
<b>5</b>	<b>SCOPE OF SERVICES</b> .....	<b>9</b>
5.1	Scope of Work .....	9
5.2	Quality and Workmanship .....	10
5.3	Environmental Considerations .....	10
5.4	Pre-delivery Services .....	10
5.5	Pre-delivery Inspection .....	10
5.6	Delivery .....	10
5.7	Regulatory Requirements .....	10
5.8	Documentation at Time of Delivery .....	11
5.9	Warranties .....	11
5.10	Recall Notices .....	11

## APPENDIX A – PREFERRED SPECIFICATIONS

## PROPOSAL SUBMISSION FORM

## 1 KEY DATES

<b>RFP Issue Date</b>	<b>Tuesday, April 29, 2025</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Wednesday, May 14, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Thursday, May 15, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Tuesday, May 20, 2025</b>

## 2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place *before* providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services
- c) A City of Coquiltam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

**These items are not required as part of this RFP Proposal but will be required prior to entering into an agreement with the City for Services.**

### 3 DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City” “Owner”** means City of Coquitlam;

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met;

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

**“Supplier”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

## 4 INSTRUCTIONS TO PROPONENTS

### 4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́h (HUN-kuh-MEE-num) word kwíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the kícə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The purpose of this RFP is to invite proposals from qualified, experienced companies for the **Supply and Delivery One (1) Operations Support Unit** as stated within this RFP for the Coquitlam Fire Department. Equipment shall be new and that which has never been owned except by a manufacturer, distributor or dealer and has never been registered.

The City is seeking to identify and select qualified Suppliers that have the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide continuous support for the equipment.

### 4.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** or in a format that has been approved and is acceptable to the City.

### 4.4 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, Appendix A – Preferred Specifications, describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in its Proposal. If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Special consideration may be given to accessibility of the various units which require periodic maintenance and ease of operation.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

Proponents may also propose alternative equipment which meets the majority of the specifications if it is immediately available for delivery. The City will review proposed alternative equipment for suitability in order to take delivery sooner; however, the City

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

Proponents are to provide environmentally efficient equipment and services wherever possible. If there are known alternatives or substitutions for such materials that would mitigate the effects of any adverse conditions on the environment, the Proponent agrees to advise the City of such alternatives or substitutions.

#### 4.5 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

#### 4.6 Evaluation Criteria

##### a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

##### b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

###### I. Non-conforming

- Are not submitted in Microsoft Word format
- Rely solely on references such as "see section X in the attached document" without providing summaries.

###### II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

##### c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#"><u>Corporate Experience, Reputation, Capacity and Resources</u></a>	30
<a href="#"><u>Sustainable Benefits and Social Responsibility</u></a>	10
<a href="#"><u>Technical</u></a>	30
<a href="#"><u>Financial</u></a>	30
<b>Total</b>	<b>100</b>

The criteria for evaluation of the Proposals may include, but is not limited to:

**Corporate Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References (on time delivery, support, performance, etc.)
- Sub-contractors
- Value added benefits

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**Technical**

- Delivery Lead Time
- Compliance with the preferred specifications
- Ease of operation
- Maintenance requirements
- Maintenance - Local support and parts availability in Metro Vancouver area
- Warranties
- Training
- Drawings

**Financial**

- Financial offer including, but not limited to, prices, operating and maintenance costs

d) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

e) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
  - As part of the evaluation of Corporate Experience

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

f) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

g) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

h) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

#### 4.7 Warranties

The Proponent shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in [Appendix A - Preferred Specifications](#), as a minimum. This warranty should clearly describe the terms under which the equipment manufacturer or sub-suppliers of the manufacturer accept responsibility for the cost to repair defects caused by faulty design, quality of work or material and for the applicable period of time after delivery.

#### 4.8 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the delivery of equipment and completion of the Services.



Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

## 5 SCOPE OF SERVICES

### 5.1 Scope of Work

Coquitlam Fire/Rescue is looking to build an Operations Support Unit (OSU) vehicle that consolidates the functionalities of three existing vehicles: 1) Incident Command trailer, 2) HAZMAT (Hazardous Materials) truck, and 3) Emergency Support Unit (ESU). This consolidation aims to streamline operations and enhance service delivery and efficiency.

Contractor is to **Supply and Delivery One (1) Operations Support Unit** to be used in a municipal environment as specified in **Appendix A – Preferred Specifications**.

The unit is to be the current production model with all the latest updates including, where requested, all manuals, instructions, training and requested spare parts.

The Services include, but are not limited to:

- Develop and propose various conceptual design options of varying scope and drawings for the vehicle and its components.
- The City must sign off on final build specifications prior to the City providing a notice to proceed
- Supply and Delivery of the equipment proposed;
- Provide local (Metro Vancouver) dealer warranty service;
- Provide post-delivery services and parts availability at a local dealer area; and
- Preventative maintenance schedule.
- Pre-Production, Production
  - Identify the specific requirements and functionalities needed in the new Operations Support Unit.
  - Collaborate with the City to create a design that incorporates the necessary features and equipment for Incident Command, HAZMAT response, and emergency services.
  - Ensure that the design meets safety standards and regulations.
  - Determine how the equipment from the existing vehicles will be integrated into the new Operations Support Unit.

- Ensure that the consolidation does not compromise the effectiveness of each individual function.
- Consider incorporating modern communication and information systems to enhance coordination and response capabilities.
- Provide inspections at the manufacturing plant for City staff.
- Provide progress reporting at frequent intervals that includes pictures and videos.

## 5.2 Quality and Workmanship

The quality and workmanship of the completed delivered product must meet or exceed that of any sample, demo unit, or any other representation made by the Supplier prior to delivery.

Vehicles and equipment shall comply with all applicable legislated and regulatory standards. All welding shall meet American Welding Society or Canadian Welding Bureau current standards.

## 5.3 Environmental Considerations

Equipment offered is to be environmentally friendly, including but not limited to the manufacturing process, materials, oils, lubricants, paints and other fluid materials, wherever possible.

## 5.4 Pre-delivery Services

The equipment shall be delivered clean and shall be complete with all equipment required for the equipment to be operable. The delivered equipment will be inspected for compliance with the approved Purchase Order and current standards.

## 5.5 Pre-delivery Inspection

A road performance test and general operation inspection must be performed prior to delivery.

## 5.6 Delivery

Delivery is to be made with **minimum 48 hours' notice**, at a scheduled time that is mutually acceptable to the City, freight prepaid F.O.B to:

**City of Coquitlam, Works Yard West  
500 Mariner Way, Coquitlam, BC, V3K 7B6**

An authorized representative of the Supplier shall supervise delivery to the City.

## 5.7 Regulatory Requirements

The vehicles must 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 and Work Safe BC regulations.

Must comply with all WorkSafe BC Regulations.

Must meet all B.C. Motor Vehicle Regulations and meets all requirements to be driven on highways, roads, etc.

Meet Canadian motor vehicle safety standards.

#### 5.8 Documentation at Time of Delivery

The Supplier is to provide the following documentation upon delivery with each piece of equipment:

Quantity	Description
4 sets	<b>KEYS</b> - All keys (four full sets), a complete parts list, and service manuals are to be delivered with the vehicle
1	Manufacturer's <b>Certificate of Origin</b>
1	<b>Warranty</b> document and certifications
3 sets	Two hardcopies and one electronic copy complete <b>Service/Overhaul Manual</b> to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed
3 sets	Two hardcopies and one electronic copy <b>Parts Manual/Catalogue</b> covering the entire piece of equipment proposed
3 sets	Two hardcopies and one electronic copy set of <b>As-built Electrical Wiring Schematics</b> to cover any and all wiring not installed by chassis manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of parts used
1 list	Complete <b>PARTS LIST</b> of all belts, hoses, and filters; including part numbers, manufacturer and use
1 list	All <b>Fluid Capacities</b> in litres.
	Any <b>Special Tools</b> that will be required in the care and maintenance or overhaul of the vehicle and its components.
1	A <b>Permanent Plate</b> will be mounted in the driver's compartment specifying the quantity and type of all fluids required.
Note	Additional documentation items as listed in 21A below.

#### 5.9 Warranties

The Supplier agrees to repair or replace any faulty equipment and that any defects discovered and failures which occur during the guarantee period will be rectified to the satisfaction of the City within a reasonable amount of time at no cost to the City.

#### 5.10 Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit purchased under this Contract, a notice shall be sent to the City. It shall be the responsibility of the Supplier to assure that all recall notices are sent directly to the City Fleet department.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-022

### Supply and Delivery One (1) Operations Support Unit

Proposals will be received as per date and time in Key Dates Section

#### INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the "Subject Field" enter:** RFP Number and Name

**2. Add files in .pdf format and "Send"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

1.

## DEPARTURES AND AWARD

a) **CONTRACT** - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) **SERVICES** - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements - Requested Departure(s) / Alternate(s) / Addition(s)

**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iii.	Proponent is to state how many units they have produced in the last three (3) years:

**b) SUB-CONTRACTORS** - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>Sub-Contractor No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>c) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not	
<b>Reference No. 1</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Name and Phone Number:
	Email Address:

<b>Reference No. 2</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Name and Phone Number:
	Email Address:

<b>Reference No. 3</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Name and Phone Number:
	Phone Number:
	Email Address:

### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
d) What policies does your organization have to support reconciliation with indigenous peoples:

### 4. **TECHNICAL**

<b>a) LEAD TIME FOR DELIVERY</b> The lead time for delivery of the new unit is an important consideration in this purchase. The Proponent guarantees to deliver the vehicle(s) F.O.B. (freight pre-paid) to: <b>City of Coquitlam, Works Yard West, 500 Mariner Way, Coquitlam, BC.</b> Lead time in days for manufacture and delivery once the final specification is approved by the City:



<b>b) KEY FACILITY LOCATIONS</b>
Manufacturing Plant, Business Name and Location:
I. Warranty and Repair Service Center State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area. Business Name and Location:
II. State the procedure for handling warranty claims:

<b>c) MRO Parts Distribution Center</b>
I. Business Name and Location:
II. Regular Lead Time for Delivery of <u>Stocked Parts</u> :
III. Provide a list and details of stocked parts available at the local dealership for the equipment proposed (attach additional information if necessary):
IV. Location for non-stocked parts:
V. Regular Lead Time of <u>Non- Stocked Parts</u> :

<b>d) Quality Assurance</b>
I. Provide information on the systems of Quality Control and build specification assurance.
II. <b>Preventative Maintenance</b> – Provide preventative maintenance schedule. Attach if necessary

<b>e) TRAINING AND MANUALS</b>	
I. <b>Operators</b> – state duration of training, number of attendees and number of on-site workshops at Coquitlam Works Yard:	
II. <b>Fleet and Maintenance</b> – state duration of training, number of attendees, number of workshops and Location	
III. <b>Training Method</b> – State type of training method used to teach.	
IV. <b>Manuals</b> (online/web based/DVD/paper manuals) included:	
<ul style="list-style-type: none"> <li>• 3 sets Two hardcopies and one electronic copy complete Service/Overhaul Manual to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed.</li> <li>• 3 sets Two hardcopies and one electronic copy Parts Manual/Catalogue covering the entire piece of equipment proposed.</li> <li>• 3 sets Two hardcopies and one electronic copy set of As-built Electrical Wiring Schematics to cover any and all wiring not installed by chassis manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of parts used.</li> <li>• 1 list Complete PARTS LIST of all belts, hoses, and filters; including part numbers, manufacturer and use.</li> <li>• 1 list All Fluid Capacities in liters.</li> </ul>	
V. <b>Training Materials:</b> Access to online/web based or DVD training, 1 for Operators and 1 for Mechanics <b>Confirm and State format available:</b>	

<b>f) WARRANTIES AND EXTENDED WARRANTIES</b>	
Attach Warranty information including extended warranties. Any additional cost is to be stated:	
Manufacturer Warranty	<b>State:</b>

<b>g) Preliminary Drawings</b> – Attach drawings to show interior and exterior views of the unit, specifications, and the location of compartments.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**5. FINANCIAL**

<b>a) Supply and Delivery One (1) Operations Support Unit</b> In accordance with <b>APPENDIX A – PREFERRED SPECIFICATIONS</b>			
<b>Supply and Delivery One (1) Operations Support Unit – State Manufacturer and Model:</b>			
	<b>Item</b>	<b>Quantity</b>	<b>Unit Price in CAD</b> (exclude PST & GST)
a)	<b>Supply and Delivery One (1) Operations Support Unit</b>	<b>1</b>	<b>\$</b>
b)	<b>Levies (per unit):</b>	<b>1</b>	<b>\$</b>
c)	<b>Environmental Tax (per unit):</b>	<b>1</b>	<b>\$</b>
d)	<b>Tariffs (if applicable)</b>		<b>\$</b>
<b>Sub-Total</b>			<b>\$</b>
<b>PST</b>			<b>\$</b>
<b>GST</b>			<b>\$</b>
<b>TOTAL PRICE (per unit)</b>			<b>\$</b>
The Price must include all required decals, paint and any features required to be compliant with regulations and standards and be fully operational.			

<b>b) WARRANTIES AND EXTENDED WARRANTIES</b>	
Attach Warranty information including extended warranties. Any additional cost state:	
Extended Bumper to Bumper Warranty State term:	<b>State Term:</b>
	\$
Other available Warranty Options:	<b>State Options:</b>
	\$

**Attention Purchasing Manager:**

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities) and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.

**APPENDIX A – PREFERRED SPECIFICATIONS – Supply and Delivery One (1) Operations Support Unit**

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
<b>1.</b>	<b>GENERAL</b>	It is the intent of these specifications is to describe the preferred requirements for <b>Supply and Delivery One (1) Operations Support Unit</b> . The unit must 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 and Work Safe BC regulations.	
A.	Make		
B.	Model		
C.	Year of Manufacture	Current	
D.	Vehicle Weight	GVW 54,600 M2-106 or equivalent Chassis	
E.	Regulatory	<p>Must comply with all WorkSafe BC Regulations.</p> <p>Must meet all B.C. Motor Vehicle Regulations and meet all requirements to be driven on highways, roads, etc.</p> <p>Must meet current mandatory emission requirements.</p> <p>To meet Canadian Motor Vehicle Safety Standards.</p>	
F.	Overall Exterior Truck Length	41' max. preferred. -State overall length.	
G.	Vehicle height	12' 6" max  State - Overall travel height of vehicle. Including all accessories and rooftop units.	
<b>2.</b>	<b>Body</b>		
A.	Base Body	<p>All aluminum commercially available production model walk-in body (no exceptions). May not include any proprietary construction techniques or components.</p> <p>Body shall be one-piece aluminum side panels. The panels must be free of rivets allowing for greater leak protection.</p>	

		-State type of side panels. Body to be installed on chassis using rubber isolation mounts for maximum protection of the chassis and box.	
B.	Insulation	Walls, doors and ceiling insulated for sound. -State type of insulation.	
C.	Roof	Perimeter must have built in roof drip rail. Corners must have welded in radius castings. One piece with no seams and no rivets, crowned to shed water.	
D.	Exterior Paint and Decals	Cab colour is standard black on red to match existing fleet and is to come with base and clear coat. Decals to match existing fleet.	
<b>3.</b>	<b>Exterior Box</b>		
A.	#1 - Slide Out Passenger Side Front of box	The slide out room extensions to be approximately 84" wide by 24" deep with maximum height utilized. - State dimensions. Slide out shall be fully automatic -State type of control. Insulated. Slide out awning to match rooftop awnings. No track or hardware shall be attached to the ceiling or the floor of the body. Install an interlock through the vehicle automation system to prevent moving the vehicle with the slide out extended. Vehicle automation system to give audible and visual alert if the ignition is turned to on position when any slide out is extended. The slide will contain 2 work stations on 1 table running the length of the slide which will allow for 2 office chairs. Add storage drawers underneath the table between the 2 stations.	

		<p>- State type of table top, storage, chairs and color.</p> <p>Slide to include aluminum storage cabinets above the table set back far enough to not bump head. State size and type of cabinets.</p> <p>- Must have at least one 120V electrical receptacle with USB/USB – C ports at each work station.</p> <p>-State electrical components.</p>	
B.	#2 - Slide Out Exterior compartment	<p>Approximately 78" W x 42" H x 6" D compartment to house mounted monitor screen. Minimum 50 inch screen.</p> <p>-State dimensions and type of monitor.</p> <p>Any additional space to be filled with adjustable shelving.</p> <p>-State type and dimension of shelving.</p> <p>120V electrical receptacle in compartment</p> <p>HDMI cable run to work station location.</p> <p>-State electrical components.</p>	
C.	#3 and #4 - 2 Storage cabinets under slide out	<p>Must utilize maximum height and depth.</p> <p>-State dimensions and door type.</p> <p>-State possible use. (I.e. Fresh and waste water tanks, batteries, inverters, and pumps etc.)</p>	
D.	#5 - Passenger Side Exterior Door	<p>Next to slide out towards the rear.</p> <p>-State dimensions.</p> <p>Door to have a sliding window with screens and privacy cover.</p> <p>Door ajar switch to be wired to cab warning light.</p> <p>Equipped with a device to hold open.</p> <p>-State type of device.</p> <p>Fold away entry step with LED ground lights.</p> <p>-State type.</p> <p>Extruded drip rail above.</p> <p>Grab rail mounted to vehicle.</p>	

E.	#6 - Passenger side compartment ( next to door )	<p>Approximately 56' W.                  Adjustable Shelving – min 2                  Top shelf to be a drop down style.                  Second shelf to be a slide out.                  Roll up door.                  Must utilize maximum height and depth.                  - State Dimensions, shelf weight capacities and type of door.</p>	
F.	#7 - Passenger side compartment	<p>Approximately 56" W.                  Adjustable Shelving – min 2                  Top shelf to be a drop down style.                  Second shelf to be a slide out.                  Roll up door.                  Must utilize maximum height and depth.                  - State Dimensions, shelf weight capacities and type of door.</p>	
G.	#8 - Passenger side compartment	<p>Approximately 24".                  Adjustable Shelving.                  Roll up door.                  Must utilize maximum height and depth.                  - State Dimensions, type of shelving and type of door.</p>	
H.	#9 - Passenger side compartment	<p>Approx. 40" W.                  Entire compartment to be transverse.                  Adjustable Shelving.                  Must utilize maximum height.                  Roll up door.                  - State Dimensions, type of shelving and type of door.</p>	
I.	#10 - Slide out Driver Side front of box.	<p>The slide out room extensions to be approximately 84" wide by 24" deep with maximum height utilized.                  - State dimensions.                  Slide out shall be fully automatic.                  -State type of control.                  Insulated.</p>	



		<p>Slide out awning to match rooftop awnings.</p> <p>No track or hardware shall be attached to the ceiling or the floor of the body.</p> <p>Install an interlock through the vehicle automation system to prevent moving the vehicle with the slide out extended. Vehicle automation system to give audible and visual alert if the ignition is turned to on position when any slide out is extended.</p>	
J.	#11 - Driver Side Exterior slide out compartment.	<p>Sized to fit with interior folding bench seats.</p> <p>Adjustable Shelving – min 2</p> <p>Top shelf to be a drop down style.</p> <p>Second shelf to be a slide out.</p> <p>Roll up door.</p> <p>Must utilize maximum height and depth.</p> <p>- State Dimensions, shelf weight capacities and type of door.</p>	
K.	#12 and #13 - Driver Side 2 Storage compartments under slide out	<p>Must utilize maximum height and depth.</p> <p>-State dimensions and door type.</p> <p>-State how many compartments and possible use. (I.e. Fresh and waste water tanks, batteries, inverters, and pumps etc.)</p>	
L.	#14 - Drivers side Exterior Door to Washroom	<p>-State dimensions.</p> <p>Door to have a sliding window with screens and privacy cover.</p> <p>Door ajar switch to be wired to cab warning light.</p> <p>Equipped with a device to hold open.</p> <p>-State type of device.</p> <p>Fold away entry step with LED ground lights.</p> <p>-State type.</p> <p>Extruded drip rail above.</p> <p>Grab rail mounted to vehicle</p>	
M.	#15 - Driver Side Storage	<p>Sized to fit under washroom.</p>	

	Compartment under washroom	<p>Must utilize maximum height and depth. Incorporate a slide out tray.</p> <p>Tray to have a 2" lip on all sides, with a drain hole and removable rubber matting.</p> <p>Door to be hinged with hand latch.</p> <p>-State Dimensions and tray capacity.</p> <p>Sized to house diesel generator.</p>	
N.	#16 - Driver Side Compartment next to door	<p>Approximately 20" W.</p> <p>Must utilize maximum height and depth. To house a water supply with pull out shower head.</p> <p>- State Dimensions, type of water supply controls and type of door.</p>	
O.	#17 - Driver Side Compartment over rear wheels	<p>Approximately 80" W.</p> <p>Adjustable Shelving – min 2</p> <p>Top shelf to be a drop down style.</p> <p>Second shelf to be a slide out.</p> <p>Roll up door.</p> <p>Must utilize maximum height and depth.</p> <p>- State Dimensions, shelf weight capacities and type of door.</p>	
P.	#18 - Driver Side Compartment	<p>Approximately 24" W.</p> <p>Adjustable Shelving – min 2</p> <p>Top shelf to be a drop down style.</p> <p>Second shelf to be a slide out.</p> <p>Roll up door.</p> <p>Must utilize maximum height and depth.</p> <p>- State Dimensions, shelf weight capacities and type of door.</p>	
Q.	#19 - Driver Side Compartment	<p>Approx. 40" W.</p> <p>Entire compartment to be transverse.</p> <p>Adjustable Shelving.</p> <p>Must utilize maximum height.</p> <p>Roll up door.</p> <p>- State Dimensions, type of shelving and type of door.</p>	

R.	Wheel Chock Storage	Accommodate 2 rubber wheel chocks if possible. Drivers side wheel well. - State Dimensions and location.	
S.	All Compartments	Ventilated – Must be programmable. -State type of ventilation. Dry Deck matting All slide trays to have reflective striping Sprayed with rubber coating and painted grey LED Lighting -State type of lighting	
T.	Fresh water Tank	Include level indicators. -State size and location. Install a ¾" hose bib with 12 volt RV type water pump capable of min 3 gpm at 50 psi. -State size of pump and location.	
U.	Black Water Tank	Include level indicators. -State size and location. Driver side drain.	
V.	Grey Water Tank	Include level indicators. -State size and location. Drivers side drain.	
W.	Tanks	All tanks, waterlines and pumps to have cold weather protection. -State type of protection. All tank drains to be on driver's side.	
X.	Water heater	-State type, capacity and location.	
Y.	Awnings	2 automatic closing roof mounted awnings (1 per side). As long as possible including LED lighting and aluminum protective case. -State make, model and colour.	
Z.	Heating and AC	Manufacture to state most efficient options for HVAC system. To include Heat and AC.	

AA.	Placard Holder	1 on each rear door, 1 on the front and 1 on the rear.	
BB.	Heavy duty door/seatbelt sensors	All door and seatbelt sensors to be heavy duty to minimize breakage and alarm errors. Silence option for sensors to be available. -State type of sensors.	
CC.	Rear Bumper	Powder coated black finish.	
<b>4.</b>	<b>INTERIOR BOX</b>		
A.	Flooring	Interior sub floor with vinyl cover. – State options and measurements.	
B.	Meeting Table	Removable, located towards front, center of box. -State type.	
C.	Folding bench seating	Located in driver side slide out. -State type of seating and dimensions.	
D.	Drivers Slide Out Upper Storage Cabinets	Located in driver side slide out. Upper storage cabinets to accommodate storage, fridge and microwave. Include electrical outlets. -State dimensions of cabinets and make of fridge and microwave.	
E.	Washroom	Located driver side in box. Pedal flush, high rise toilet. Small hand wash sink with mirror faced cabinet. Include paper towel dispenser, garbage can and dual toilet paper holder. Shower head with base. -State make, model and colour of fixtures etc. Manufacturer to advise best use of space.	
F.	Coffee Station	Located next to washroom. Include sink and cabinet/counter. -State location, make, model and colour of appliances/counter. Manufacturer to advise best use of space.	

G.	Interior Cabinets	As per manufacturers design to take advantage of the most storage area possible. State material, colour, shelving, door hardware and lighting. - State Dimensions and location.	
H.	Ceiling Fans	Manufacturer to state best configuration.	
<b>5. CAB</b>			
A.	Cab Type	4 door crew cab with 4 seats.	
B.	Wipers	Dual wipers with intermittent function.	
C.	Horns	Dual electric & air horns.	
D.	Back-up Alarm	Maximum 102 dBA. -Must meet Work Safe BC regulations and requirements. -State the dBA rating. Backup camera system with colour monitor and night vision. -State make and model.	
E.	Heater/AC	Multi speed high output heater, defroster and air conditioning.	
F.	Radio	AM/FM radio with Bluetooth.	
G.	Mirrors	Electric adjustable mirrors with dual convex mirrors. -State options. Powder coated black finish like bumpers.	
H.	Power Accessories	Power windows and door locks. Have a hidden exterior unlock button under driver's side bumper or equivalent. -State options.	
I.	Driver and front passenger Seats	2 air ride premium seats with adjustments. Seat to be durable vinyl. -Provide information as to adjustments. -State colour options.	
J.	Rear Seats	2 Air ride premium seats. Seat to be durable vinyl. - Provide information as to adjustments. -State colour options.	
K.	Cab Rear	Cut out as large as possible.	

		-State size of cutout.	
L.	Floor Cover	Vinyl floor cover. -State colour options.	
M.	Gauges	Is to include speedometer, tachometer, fuel, diesel exhaust fuel (“DEF”), oil pressure, coolant temperature, transmission temp gauge, outside temperature, brake application, primary and secondary air reservoir gauges -State gauges which are included and the style of each gauge.	
N.	Cab Lights	Door activated dome lights.  Red and white ceiling mounted map lights.	
O.	Cab Handles	Left and right grab handles for the entry and exit of the cab. Black powder coated finish.	
P.	Exterior Paint and Decals	Cab colour is standard black on red to match existing fleet and is to come with base and clear coat. Decals to match existing fleet.	
Q.	Sound Suppression	Cab is to include sound suppression to manufacturers spec. -State the means used to achieve sound suppression.	
R.	Safety	Unit is to come equipped with reflector kit and a mounted fire extinguisher. -State location of reflector kit. -State size and mounting location of extinguisher.	
S.	Hood	Hood to be front tilting.	
T.	Front Bumper	Powder coated black finish.	
U.	Cab Interior	Dark Charcoal/Grey Vinyl.	
V.	EMTRAC System	Power to supply City of Coquitlam EMTRAC transponder unit.	
W.	Sigtronics	4 Sigtronics headsets wired w/ hangers.	
<b>6.</b>	<b>CHASSIS</b>		
A.	Wheel Base	Wheel base to meet weight distribution requirements. -State wheel base length. -State overall width of unit	

		-State overall length of unit.	
B.	Cab to Axle	To meet weight distribution requirements. -State cab to axle length.	
C.	Fuel Tank(s)	-State mounting location and size of fuel tanks. Fill location on driver's side.	
D.	Stabilizers	Electric powered. -State type and locations.	
<b>7.</b>	<b>ENGINE EQUIPMENT</b>		
A.	Diesel Engine	Minimum 300 Horse Power & 650 foot pounds engine torque. -State horse power rating of engine offered. -State engine torque rating in foot pounds.	
B.	Emissions	Engine is to be current emission compliant. -Provide details.	
C.	Brake	Engine brake. -State type.	
D.	Filters	Lubricant, fuel and coolant filters.	
E.	Fuel Water Separator	Fuel Water Separator. -State style and mount location.	
F.	Fuel	Renewable diesel compatible. -State warranty coverage in regards to using Renewable diesel. -State maximum Renewable diesel content which unit will work (20% to 100% biodiesel)	
G.	Exhaust	Horizontal. In front of rear tire passenger side to match Nederman Exhaust Extraction/w Gen 2 transmitter.	
H.	Nederman Puck	Installed for exhaust extraction system.	

<b>8. COOLING SYSTEM</b>			
A.	Heavy Duty Radiator	Must meet engine & transmission cooling requirements and be compatible with extended life coolant.	
B.	Transmission Cooler	Meets the needs of engine, transmission and retarder.	
C.	Hoses	Hoses are to be silicone with constant torque clamps.	
<b>9. ELECTRICAL</b>			
A.	Shore Power	Manufacturer to state best configuration for electrical constant power requirements. -State.	
B.	Alternator	Alternator to function at a minimum of 20% above expected load. -State amperage of alternator.	
C.	Battery	Battery. -State type and the total CCA rating.	
D.	Lighting System	12 Volt lighting system with circuit protection.  Unit lighting is to be LED. -State type of LED lighting and locations of fixtures and switches.	
E.	Ground Lighting	LED perimeter ground lighting.  - State type and locations.	
F.	Wiring 12 Volt	Circuits are to be numbered and /or color coded. All wiring to be sealed. Main wiring harness to be fully accessible through removable raceways etc. Must have a minimum of 4 integrated auxiliary switches.  -State number of auxiliary switches.	
G.	Circuit Breakers	Auto reset. -State type.	
H.	Trailer Brake Controller	Full trailer towing package or aftermarket controller installed at the dealer with provisions for electric trailer brakes. -State what is offered.	



I.	Generator	Onan quiet diesel generator installed in the lower front driver side compartment ( or state other location ) using the vehicles main fuel supply. Must be sufficient to supply all electrical requirements. -State size and model.	
J.	Radio	Radio and antenna kit wired to cab and work stations.	
K.	120 V Exterior Receptacles	Manufacturer to state best configuration for exterior receptacles.	
L.	Misc. Electrical	Manufacturer to state best configuration for electrical requirements 1 receptacle in each compartment is preferred.	
<b>10.</b>	<b>EXTERIOR /INTERIOR LIGHTING</b>		
A.	Full Light Package	Including headlights, amber warning lights, amber turn signals and brake lights (LED). -Must meet Canadian Motor Vehicle Safety Standards	
B.	Stop, Tail and Signal Lights	Separate stop, tail and signal lights, recessed with protective guards to be LED. -State type of lights. - Must meet Canadian Motor Vehicle Safety Standards.	
C.	Clearance Lights	Clearance lights are to be LED. -State type.	
D.	Regulatory	Lighting to meet all Canadian and BC motor vehicle regulations.	
E.	Back-up	Clear back-up lights to be LED and activate when reverse gear is selected.	
F.	Emergency Lighting	Whelen or equivalent Ultra Freedom NFPA 60" Light bar with 2 front red flashers, 2 front white flashers and 4 corner red flashers. Include aluminum mounting brackets. Whelen or equivalent LED flashers to meet or exceed emergency vehicle standard. - State type, model, mounting style and locations.	

G.	Scene Lighting	Whelen M9LZC LED or equivalent scene lights with chrome bezels. 2 lights on front. 3 lights on each side. 2 lights facing rearwards mounted at the rear of the vehicle. - State type, model, mounting style and locations.	
H.	Traffic advisory strip light	LED traffic advisory strip light to be mounted at the rear facing rearward with separate controls. -State mounting details, controls and model.	
I.	Interior Lighting	Manufacturer to state best configuration for interior lighting. Must be LED. -State.	
<b>11. TRANSMISSION</b>			
A.	Transmission	Allison transmission to meet requirements -State all options available -State warranty	
B.	Transmission Temperature Gauge	-State type of temperature gauge.	
C.	Transmission Lubricant	Transynd lubricant or equivalent for extended warranty. -State type.	
D.	Drive Line	Safety Loops required.	
<b>12. FRONT AXLE</b>			
A.	Capacity	Match to expected loads and GVW. State front axle capacity.	
B.	Shock Absorbers	Heavy Duty. -State what is offered.	
<b>13. REAR AXLES</b>			
A.	Capacity	Tandem matched to expected loads and GVW. -State rear axle capacities.	
B.	Axle Lock	Dash Mounted switch. -Provide details.	
C.	Differential	State ratio based on hill climbing capabilities. Hill climbing ability preferred with top speed of 90 KMPH sufficient. -Provide SCAAN report.	

D.	Diff Lock	Dash Mounted switch. Provide details.	
E.	Air Suspension	Air ride suspension with suspension gauge mounted in dash.	
<b>14.</b>	<b>STEERING</b>		
A.	Power Steering	Tilt and telescopic.	
<b>15.</b>	<b>BRAKES</b>		
A.	Front Brakes	Air disc brake required. All wheel lock up with brake stroke indicators. -State type of brakes. -State size and thickness of rotors and size of calipers.	
B.	Rear Brakes	Air disk brake required. All wheel lock up with brake stroke indicators -State type of brakes. -State size and thickness of rotors and size of calipers.	
C.	Emergency Brake	Air Brake. - State type and operation.	
D.	Air Tanks	Labelled Auxiliary and primary. Remote drains to bleed air tanks from the driver's side of vehicle	
E.	Aux Air System	Aux air compressor provided to keep air brake system pressure up while plugged into shore power.	
F.	Tow brakes	Delete capacity to tow air brake trailers.	
<b>16.</b>	<b>RIMS AND TIRES</b>		
A.	Front Rims	Black Aluminum. -State size of rims. -Load rating.	
B.	Front Tires	Traction tires installed. -State tire manufacturer and model. -State tire size.	
C.	Rear Rims inner and outer.	Black Aluminum. -State size of rims. -Load rating.	
D.	Rear Tires	Traction tires installed. -State tire manufacturer and model. -State tire size.	

<b>17. EQUIPMENT</b>			
A.	Tow Hooks	Front mounted. Black Powder Coat Finish	
B.	Mud Guards	Front and Rear.	
C.	Trailer Tow Receiver	Must include electric brakes.	
D.	Insta Chains	Cab mounted activation switch, easily accessible to driver. State type.	
E.	Front and Rear Bumper	Black powder coated.	
F.	Siren	Whelen electronic or equivalent. - State type.	
<b>18. FUEL TANK</b>			
A.	Fuel Tank	Diesel tank to be labelled "Diesel Fuel Only". -State capacity of tank in litres. -State location of tank. -Fill location must be on driver's side.	
B.	Diesel Exhaust Fluid ("DEF") Tank	DEF tank to be labelled "DEF Only". -State capacity of tank in litres. -State location of tank.	
<b>19. SAFETY EQUIPMENT</b>			
A.	Certification	Meets Canadian Motor Vehicle Safety Standards.	
B.	Smoke and CO Detectors	Manufacturer to state best configuration.	
<b>20. DELIVERY</b>			
A.	Pre-delivery and Inspection	Complete pre-delivery and motor vehicle inspection.	
<b>21. PARTS AND SERVICE</b>			
A.	Manuals and Spare Parts List	3 sets - Two hardcopies and one electronic copy complete Service/Overhaul Manual to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed. 3 sets - Two hardcopies and one electronic copy Parts Manual/Catalogue covering the entire piece of equipment proposed.	

		<p>3 sets - Two hardcopies and one electronic copy set of As-built Electrical Wiring Schematics to cover any and all wiring not installed by chassis manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of parts used.</p> <p>1 list - Complete PARTS LIST of all belts, hoses, and filters; including part numbers, manufacturer and use.</p> <p>1 list - All Fluid Capacities in litres.</p>	
<b>22.</b>		<b>OPTIONS</b>	
A.	Undercoat	<p>Corrosion free undercoat.</p> <p>-State additional cost.</p>	
B.	Tower Lighting	<p>LED tower light.</p> <p>Extendable above roof and includes handheld NFPA controller with emergency stop.</p> <p>– State lumen output and manufacturer/model (Wil-burt preferred).</p> <p>-State options for 4, 6 and 8 light heads.</p> <p>- State additional cost.</p>	