



City of Coquitlam

Request for Proposals

RFP No. 26-026

Fleet Standard Vehicle - Preferred Dealer

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APPENDIX A – PRICING STRUCTURE

PROPOSAL SUBMISSION FORM

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KEY DATES

RFP Issue Date	Tuesday, January 6, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Thursday, January 22, 2026
Submission Deadline	2:00 PM (local time) Tuesday, January 27, 2026

2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) A City of Coquitlam 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.

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 hə́nqəmíñəm̍ (HUN-kuh-MEE-num) word kʷikʷəłəm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷəłəm traditional and ancestral lands, including those parts that were historically shared with the qícəy (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 of **Fleet Standard Vehicle - Preferred Dealer** as stated within this RFP. 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** and **Appendix A – Pricing Structure**.

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

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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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:

Proposal Evaluation Summary	Maximum Points to be Awarded
<u>Corporate</u>	30
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	30
<u>Financial</u>	30
Total	100

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

Corporate Experience, Capacity and Resources

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

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
- Warranties
- Training
- Demonstration Unit

Financial

- Price

e) 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.

f) 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.

g) 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.

h) 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.

i) 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 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.

Supply and delivery of materials is to be included in the price, FOB, Freight Prepaid.

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.

4.8 Term

The Term of the Agreement will be a two (2) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

5 **SCOPE OF SERVICES**

The purpose of this RFP is to invite Proposals from qualified firms for the **Fleet Standard Vehicle - Preferred Dealer** in various categories including:

- Light Duty Pick Up
- Medium Duty Pick Up
- Stripped Chassis Trucks
- Cab and Chassis Trucks
- Alternate Fuel Vehicles
- Hybrid Cars and trucks
- Plug in Hybrid cars and trucks
- Electric vehicles

Equipment shall be new and that which has never been owned except by a manufacturer, distributor or dealer and has never been registered.

The quantity and type of vehicles will be budget and demand dependent as the City makes no guarantee of the value or volume of vehicles.

The City intends to select a Preferred Supplier or multiple Dealers and Fleet Standards for various vehicle categories, and may award multiple categories to one Preferred Supplier.

Proponents are required to provide examples of quotes that include Dealers cost from the manufacturer, less discounts, and the Dealer Mark-up/Fee to be charged on all orders for each vehicle model. Dealer's cost would be subject to verification by the City.

Proponents may be required to provide specification details, supported by illustrative and technical literature.

It is understood that the selected Preferred Supplier shall extend all manufacturer's Price concessions, discounts, rebates and factory incentive pricing whenever available and to ensure the City is provided the best Price available.

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:

- 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.

5.1 Regulatory Requirements

The unit must have a standard road package that meets all legal requirements for operation on public roadways, including:

- BC Motor Vehicle Act
- Federal Motor Vehicle Safety Act
- Must comply with all WorkSafe BC Regulations
- Must meet 2020 mandatory emission requirements
- To meet Canadian motor vehicle safety standards

5.2 Standard Requirements

All vehicles to meet minimum basic City specification at time of requests with the following options (where applicable) to be standard:

All Vehicles:

- Automatic transmission
- Power windows
- Power door locks
- Power adjusted mirrors
- A/C
- Vinyl, or durable cloth seats
- Rubber floor rather than carpet
- Back up camera
- Bluetooth hands-free calling system
- Upfitter switches to allow controls of aftermarket devices such as strobe lights, beacon lights, and power take offs

Vehicles with towing capacity greater than 1,400 kg's:

- Towing package with receiver hitch that matches tow capacity
- Integrated trailer brake controller
- Towing mirrors

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.

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	Four complete sets of KEYS
1	Manufacturer's Certificate of Origin
1	Warranty document and certifications
1 set	One complete Service Manual to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed
1 set	One Parts Manual covering the entire piece of equipment proposed
1 set	One 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
1 list	Complete PARTS LIST of all belts, hoses, and filters; including part numbers, manufacturer and use
1 list	All Fluid Capacities in Litres.

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.

5.11 Manufacturer-Authorized

Supplier must be authorized by the manufacturer to sell vehicles and parts where such authorization is granted by the manufacturer. The relationship with the manufacturer must be direct and not indirect through a third party.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-026

Fleet Standard Vehicle - Preferred Dealer

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name
2. Add files and "Send Files"

(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.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1.

DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) and would be prepared to enter into 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

a) DEMONSTRATION UNITS

Availability, location and notification required to arrange for a demonstration and testing of the following equipment as proposed:

****The City may choose to use the demo vehicle in the field for one day****

b) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

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:

c) REFERENCES – 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 listed as part of an independent review.

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number and Email:
Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number and Email:
Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number and Email:

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

a) **LEAD TIME FOR DELIVERY** - 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: **City of Coquitlam: Works Yard West, 500 Mariner Way, Coquitlam, BC.** Lead time in days for manufacture and delivery once the final specification is approved by the City:

b) **KEY FACILITY LOCATIONS**

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:

c) MRO Parts Distribution Center

I. Business Name and Location:

II. Regular Lead Time for Delivery of Stocked Parts:

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 Non- Stocked Parts:

d) Quality Assurance

I. Provide information on the systems of Quality Control and build specification assurance.

II. **Preventative Maintenance** – Provide preventative maintenance schedule.

Attach if necessary

e) TRAINING AND MANUALS	
I. Operators – state duration of training, number of attendees and number of on-site workshops at Coquitlam Works Yard:	
II. Fleet and Maintenance – state duration of training, number of attendees, number of workshops and Location:	
III. Training Method – State type of training method used to teach:	
IV. Manuals (online/web based/DVD/paper manuals) included: <ul style="list-style-type: none">• 1 Parts Manual• 1 Repair Manual for truck and all mounted equipment• 1 Service Manual• 2 Operator's Manuals• Wiring Schematics including all installed systems and equipment State format available:	
V. Training Materials: Access to online/web based or DVD training, 1 for Operators and 1 for Mechanics Confirm and State format available:	

5.

FINANCIAL

a) PRICE – The following Prices proposed are to be firm. Confirm Appendix A – Pricing Structure	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 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** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) 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.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1. _____
	2. _____
Print Name(s) and Position(s) of Authorized Signatory(ies)	1. _____
	2. _____