

City of Coquitlam

Request for Proposals

RFP No. 20-10-05

## Supply and Delivery of Short Term Vehicle Leasing

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### [Proposal Submission Form](#)

### **Appendix A - Preferred Specifications and Price Sheet**

### **Appendix B - History of Vehicles Leased**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<p align="center"><b>RFP No. 20-10-05</b></p> <p align="center"><b>Supply and Delivery of Short Term Vehicle Leasing</b></p>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified firms for the <b>Supply and Delivery of Short Term Vehicle Leasing</b> as specified within this RFP document.
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Thursday, January 14, 2021</b></p> <p><b>Please note the Purchasing Department will be closed December 24, 2020 to January 1, 2021. Queries will be reviewed after January 1, 2021. City service operations will remain in full service.</b></p>
<b>Instructions for Proposal Submission</b>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/140/Bid-Opportunities">https://www.coquitlam.ca/140/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 5 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/140/Bid-Opportunities">https://www.coquitlam.ca/140/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	<a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

## **DEFINITIONS**

**“CMVSS”** means Canadian Motor Vehicle Safety Standards

**“Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

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

**“Contractor”** means a Proponent whose Proposal the City has accepted and to whom the Contract has been awarded;

**“Price”** means the amount that will be paid by the City to the Supplier 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”** means and includes the provision by the successful Proponent of all Services, duties, and expectations as further described in this RFP.

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

**“Supplier”** means the successful Proponent awarded the Contract for supply of vehicles, equipment and Services described in this RFP. The Supplier agrees to carry out all duties, obligations, work and Services outlined in this RFP, and include all associated documentation, addenda, and mutually agreed revisions subsequent to submission of a Proposal. “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

## 1 INSTRUCTIONS TO PROPONENTS

### 1.1 Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for “as and when required” for the **Supply and Delivery of Short Term Vehicle Leasing** as stated within this RFP.

### 1.2 Proposal Submission

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

### 1.3 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 and Price Sheet**, 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.

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

### 1.4 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 will evaluate those departures as per Evaluation Criteria.

### 1.5 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	30
Technical	30
Financial and Value Added	40
Total	100

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.)

**Technical**

- Fleet Size
- Delivery Lead Time
- Compliance with the preferred specifications
- Departures listed
- Warranties
- Variety of offering
- Maintenance - Local support and parts availability in Metro Vancouver area

**Financial and Value Added**

- Financial offer including, but not limited to, prices, operating and maintenance costs, interest rate, monthly payments, term of lease, buy out price.
- Value Added / Sustainable benefits

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.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

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.

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.

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

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.

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.

Prices shall include the provision of all 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, transportation, 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.

1.6 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.

1.7 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the Scope of the services or to the Contract documents (including pricing to meet budget) with the highest ranked Proponent and then consecutively, any one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes to the scope of the Services or to the Contract documents; and the City may enter into a changed or different contract with the Proponent(s) proposing the “best value”, without liability to Proponents who are not awarded the Contract.

1.8 Litigation

The City may, at its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

## **2 GENERAL CONDITIONS OF CONTRACT**

### **2.1 Terms and Conditions of Contract**

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.



### 3 SCOPE OF SERVICES

#### 3.1 General Requirements

The City requests proposals from qualified, experienced companies with an extensive list of vehicle inventory for the **Supply and Delivery of Short Term Vehicle Leasing** (the “SERVICES”).

#### 3.2 Scope of Services

The City requires vehicles on an “as and when required” basis for a full-line of various types of vehicles, from small compact car to single axle dump truck see **Appendix B - History of Vehicles Leased** for a list of vehicles the City has leased in the past. The Cities requirement do not include buses or heavy trucks (semis and trucks with more than 8 wheels). This list provides a historical usage and is not a commitment by the City. Actual vehicles and lease term will vary based on future needs of the City.

New and used vehicles are acceptable as part of the Services.

The City is seeking companies to provide short and/or long term vehicle leases for its vehicle requirements, from one month to 5 years.

Vehicles may be leased that are not listed in **Appendix A - Preferred Specifications and Price Sheet** or **Appendix B - History of Vehicles Leased** and are to be quoted on an as needed basis.

#### 3.3 Regulatory

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.

#### 3.4 Delivery Locations

The City may request deliveries of vehicles to the following locations:

- Austin Works Yard – 500 Mariner Way, Coquitlam BC V3K 7B6

#### 3.5 Vehicle Inspection and Documentation at Time of Delivery

All leased vehicles to be delivered are to be inspected, at which point vehicle inspection documentation will be provided indicating the condition of the vehicle.

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

Quantity	Description
2 sets	<b>KEYS</b> - All keys (two full sets)

1	<b>Letter of authorization to allow the City to register and insure the vehicle.</b>
1	<b>Vehicle Condition Report</b>

### 3.6 Condition of Leased Vehicles

Each vehicle to be of good quality and in safe operating condition. The City shall accept or reject the vehicle promptly after receipt. If the City determines that any vehicle is defective or unsafe at delivery, the City shall promptly inform the Contractor.

### 3.7 Frequency of Invoicing

Contractor to invoice on a monthly basis.

### 3.8 Insurance and Accidents

#### a) Insurance

The City is insured for liability coverage. The City to be responsible for damage to leased vehicles where such damage is not beyond economical repair, but the Contractor shall be liable for:

- i. Normal wear and tear
- ii. Loss or damage caused by the negligence of the Contractor
- iii. Damage covered by the manufacturer's warranty or damage attributable to a manufacturing defect

#### b) Collision and Comprehensive Damage and Repairs:

The City will repair any damages and return the car to its original condition when it was dropped off to the City.

### 3.9 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.

### 3.10 Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit leased 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

## REQUEST FOR PROPOSALS

RFP No. 20-10-05

### Supply and Delivery of Short Term Vehicle Leasing

Proposals will be received on or before 2:00 pm local time on

Thursday, January 14, 2021

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions 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](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.

### **PROPOSAL SUBMISSION FORM**

**Complete and return this section  
and attach**

**Appendix A - Preferred Specifications and Price Sheet**

Submitted By: \_\_\_\_\_

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

## 1. PRICE

Lease rates quoted shall be all inclusive; overhead, administration, security and delivery (excluding GST) and be stated in Canadian dollars. Prices shall remain firm for the initial term of the lease. The lease periods may be adjusted or extended for additional months' subject to mutual agreement of price and service.

**\*\*Proponent is to provide Pricing in Appendix A - Preferred Specifications and Price Sheet (Excel spreadsheet) and return the Worksheet along with their Proposal Submission Form\*\***

## 2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

## 3. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

## 4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

### 4.1. Sustainable Benefits

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:

### 4.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

**5. LEAD TIME FOR DELIVERY**

State the lead time for delivery of Lease vehicle from the date of order:

**6. FLEET SIZE**

Variety and size of offering -attach list of types of vehicles an quantities of each vehicle: Provide list of vehicles available (attach if necessary).

**7. REPAIR, MAINTENANCE and WARRANTY**

Describe all repair, maintenance and warranty coverage services that are included for the leased vehicles. State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area:

**8. EXPERIENCE, CAPABILITIES AND CAPACITY**

- a) Proponent's relevant experience and qualifications in leasing vehicles similar to those required by the RFP.

- b) State length of time company has been in business and average number of units leased per year:

**9. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

Provide current references that the City may contact to verify successful performance of the Services.

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

## 10. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

<b>Addendum No.</b>	<b>Date Issued</b>

## 11. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City's contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	