

City of Coquitlam

Request for Proposals

RFP No. 21-004

Supply and Delivery of Fleet Vehicles –  
Preferred Dealer

Issue Date: January 5, 2021

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### Appendix A - Pricing Structure

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 21-004</b> <b>Supply and Delivery of Fleet Vehicles – Preferred Dealer</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified firms for <b>Supply and Delivery of Fleet Vehicles – Preferred Dealer</b> as specified within this RFP document.
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday, February 02, 2021</b>
<b>Instructions for Proposal Submission</b>	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> <b>1. In the "Subject Field" enter:</b> RFP Number and Name <b>2. Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)  Phone 604-927-3037 should assistance be required.  The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	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>  Printing of RFP documents is the sole responsibility of the Proponents.
<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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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

**“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;

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

**“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;

**“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.

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

## 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 **Supply and Delivery of Fleet Vehicles – Preferred Dealer** as stated within this RFP. Vehicles 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 a qualified Supplier that has the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide continuous support for the vehicles.

### 1.2 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, along with **Appendix A - Pricing Structure** and a window sticker/vehicle specification sheet for each vehicle configuration.

### 1.3 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

### 1.4 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, 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

### 1.5 Prices

Prices shall be all-inclusive and stated in (Canadian Funds).

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, 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.

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.

**1.6 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.

**1.7 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**

- Dealer size and ability to provide vehicles
- Delivery Lead Time
- Compliance with the preferred specifications
- Departures listed
- Warranty
- 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
- Markup
- 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.

#### 1.8 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.

#### 1.9 Warranties

The Proponent shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in **Appendix A - Pricing Structure**, 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.

#### 1.10 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal Price submitted,

unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Site Visit and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.



## **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 Scope

The purpose of this RFP is to invite Proposals from qualified firms for the **Supply and Delivery of Fleet Vehicles – 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.

#### 3.2 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.

#### 3.3 Prices

Proposed Prices will be used for evaluation of Proposals as the city understands vehicle prices fluctuate. Upon selection of Preferred Supplier(s) the City will request quotes for its vehicle requirements. Preferred Supplier(s) shall follow the pricing matrix submitted with Proposal.

### 3.4 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 1400 kgs:**

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

### 3.5 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.

### 3.6 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.

### 3.7 Documentation at Time of Delivery

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

<b>Quantity</b>	<b>Description</b>
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
1 set	One complete <b>Service Manual</b> to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed. Electronic versions, or online access to manufacturers software is acceptable.
1 set	One <b>Parts Manual</b> covering the entire piece of equipment proposed. Electronic versions, or online access to manufacturers software is acceptable.
1 set	One 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. Electronic versions, or online access to manufacturers software is acceptable.
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 liters.

### 3.8 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.

### 3.9 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

## REQUEST FOR PROPOSALS

RFP No. 21-004

### Supply and Delivery of Fleet Vehicles – Preferred Dealer

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

Tuesday, February 02, 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 - Pricing Structure  
and**

**Window sticker/vehicle specification sheet of each vehicle proposed**

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

(Company Name)

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

**1. PRICE**

1.1. Vehicle Price

Vehicle prices provided shall be all inclusive; overhead, administration, security and delivery (excluding GST) and be stated in Canadian dollars. The pricing structure in the Proposal Submission Form is expected by the City for all future quotes and will form part of the Contract.

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

1.2. Third Party Upfitting Markup Rates

Mark-up rate on Vehicle upfitting = \_\_\_\_%.

**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**

a) 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:

b) Social Responsibility

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

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

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**5. WARRANTY AND RECALLS**

State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area:

<b>Business Name and Location:</b>	
State the procedure for handling warranty claims (vehicle pickup, concierge service etc.):	
State the procedure for recalls (notification, vehicle pickup, concierge service etc.):	

**6. MANUALS**

a)	<b>Manuals</b> (online/web based/DVD/paper manuals) included: <ul style="list-style-type: none"> <li>• 1 parts manual</li> <li>• 1 repair manual</li> <li>• 1 service manual</li> <li>• 2 Operator’s manuals</li> <li>• Wiring schematics including all installed systems and equipment</li> </ul>	State Format available:
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**7. REFERENCES**

Provide current **fleet** references that the City may contact to verify successful performance.

<b>Vehicle Description</b>	
<b>Approximate Value</b>	
<b>Owner</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

<b>Vehicle Description</b>	
<b>Approximate Value</b>	
<b>Owner</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

<b>Vehicle Description</b>	
<b>Approximate Value</b>	
<b>Owner</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

**8. EXPERIENCE, CAPABILITIES AND CAPACITY**

a) State amount of vehicles sold last year, and how many of those were fleet vehicles.

b) State experience and expertise in fleet sales:

c) State key personnel on this project and experience in fleet sales:



**9. NON-COMPLIANCE**

Proponents shall fully disclose any requirement they are unable to comply with:

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**10. CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

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**11. 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>

**12. 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>	