

City of Coquitlam

Request for Proposals

RFP No. 21-055

## RCMP Fleet Vehicles - Repair and Maintenance

Issue Date: July 12, 2021

## TABLE OF CONTENTS

<b>SUMMARY OF KEY INFORMATION.....</b>	<b>3</b>
<b>DEFINITIONS .....</b>	<b>4</b>
<b>1 INSTRUCTIONS TO PROPONENTS.....</b>	<b>5</b>
1.1 Purpose.....	5
1.2 Proposal Submission.....	5
1.3 Instructions to Proponents.....	5
1.4 Term .....	5
1.5 Prices.....	5
1.6 Requested Departures.....	5
1.7 Police Information Check.....	5
1.8 Evaluation Criteria.....	6
1.9 Eligibility.....	7
1.10 Examination of Proposal Documents.....	7
<b>2 GENERAL CONDITIONS OF CONTRACT .....</b>	<b>8</b>
2.1 Terms and Conditions of Contract .....	8
2.2 Operations and Coordination of the Services .....	8
2.3 Environmental Protection .....	8
2.4 Equipment, Materials and Workmanship .....	8
2.5 Shop Rates .....	8
2.6 Warranty.....	8
2.7 Damage and Defects.....	9
2.8 Payments – Invoicing.....	9
<b>3 SCOPE OF SERVICES .....</b>	<b>10</b>
3.1 Scope of Work.....	10
3.2 Equipment, Vehicle Storage and Supplies.....	10
3.3 Fleet Inventory.....	11
3.4 Rates.....	11
3.5 Term .....	11
3.6 Transportation.....	11
3.7 Approval to Proceed for Services .....	11
3.8 Certified Service Technicians.....	11
3.9 Response Time.....	12

## PROPOSAL SUBMISSION FORM

## SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 21-055</b> <b>RCMP Fleet Vehicles - Repair and Maintenance</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for the provision of <b>RCMP Fleet Vehicles - Repair and Maintenance</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday, August 10, 2021</b>
<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>1. In the "Subject Field" enter:</b> RFP Number and Name</li> <li><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.)</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/Bid-Opportunities">https://www.coquitlam.ca/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 3 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/Bid-Opportunities">https://www.coquitlam.ca/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>	City of Coquitlam <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.

**“Contractor”** means the qualified, experienced professional 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 “Contractor” 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.

**“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.

## 1 INSTRUCTIONS TO PROPONENTS

### 1.1 Purpose

The City requests Proposals from professional, qualified, experienced companies for the provision of **RCMP Fleet Vehicles - Repair and Maintenance**.

### 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.

### 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 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

### 1.5 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

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 Police Information Check

Prior to award, the City will request a Police Information Check of the business owner(s) of the highest ranked Proponent. If the results fail to be satisfactory to the City and the RCMP, the City will then move in order of next highest ranked Proponent until a satisfactory Police Information Check is confirmed.

## 1.8 Evaluation Criteria

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

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
Corporate Experience, Reputation, Capacity and Resources	35
Technical	35
Financial and Value Added	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**

- Corporate stability
- Established local business presence
- Capabilities and capacity
- References
- Sub-contractors
- Proximity to the RCMP Detachment at 2986 Guildford Way, Coquitlam, BC

### **Technical**

- Qualifications (i.e. red seal endorsement or designated provincial endorsements) experience, and demonstrated performance providing similar services
- Equipment (i.e. diagnostic & repair information systems, welding equipment, computerized invoicing, etc.), conditions of equipment, capability and capacity
- Shop details
- Repair time/ “turnaround time”
- Parts Inventory
- Ability to provide the full scope of services (one-stop shop)

### **Financial and Value Added**

- Shop rates
- Value added: additional services/ features (i.e. shuttle service, extended hours of service, etc.)
- Sustainable benefits

### **Condition of Award - Pass/Fail**

- Police Information Check with results that are satisfactory to the City

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

- Interviews may be conducted
- References may be contacted
- Site inspection will 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 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 licenses, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

#### 1.9 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Review of submitted Police Information Check with results that are satisfactory to the City.

#### 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 of Coquitlam.

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.

## **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.

### **PROJECT SPECIFIC TERMS AND CONDITIONS**

### **2.2 Operations and Coordination of the Services**

The Contractor shall agree to coordinate the execution of the Services with the RCMP such that disruption of the work of all involved is minimized, i.e. vehicles received for service without appointment, 1st in line priority service.

### **2.3 Environmental Protection**

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

### **2.4 Equipment, Materials and Workmanship**

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments to the Service requirements for the duration of the contract.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC;
- b) Provincial Commercial Vehicle Inspection Facility with Structural and Body Integrity endorsements designation;
- c) Red Seal Endorsement or Equivalent on their certificate of qualifications from a Canadian Government Agency.

Equipment must be in good mechanical repair in order to not create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

### **2.5 Shop Rates**

The hourly shop rates shall include all overhead, profit, shop supplies and all small tools and other miscellaneous equipment normally required by tradesmen in providing the services.

### **2.6 Warranty**

The Contractor shall guarantee to maintain and remedy the services against any defects arising from faulty installation, faulty parts or workmanship which may appear within a warranty period of ninety (90) days from completion date.



## 2.7 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City/RCMP, the Contractor is responsible, at no charge to the City/RCMP and to the satisfaction of the City/RCMP.

Alternatively, the City/RCMP may repair the loss or damage and the Contractor shall pay to the City/RCMP the costs of repairing the loss or damage upon demand from the City/RCMP. Where, in the opinion of the City/RCMP, it is not practical or desirable to repair the loss or damage, the City/RCMP may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

## 2.8 Payments – Invoicing

- a) The Contractor must be willing to accept payment from and be qualified by the current fleet card payment vendor (presently ARI Canada, this is subject to change) and adhere to their procedures as imposed by the RCMP
- b) The Contractor will obtain advanced approval for any repairs through ARI
- c) The Contractor will submit an invoice (the "Invoice") for each vehicle service request, accompanied by any required reports and supporting documentation. Invoices are to include the following information:
  - A unique invoice number
  - Invoice date
  - Service date
  - Detailed invoice, that includes all labour, parts, materials, and applicable taxes shown separately
  - Grand total of the invoice
- d) After review and approval of the invoice and supporting documentation by City/RCMP, payment will be made to the Contractor by the designated RCMP Fleet Management System (presently ARI Canada, this is subject to change)
- e) If the City/RCMP reasonably determines that any portion of an Invoice is not payable, then the City/RCMP will so advise the Contractor.

### **3 SCOPE OF SERVICES**

#### **3.1 Scope of Work**

The Contractor will provide RCMP Fleet Repair and Maintenance Services on an “as needed and when required” basis as well as coordinated preventative and scheduled maintenance schedules.

The scope of the “Services” will include, but is not limited to:

- a) Pre and post collision inspection; (pre-inspection: inspection of vehicle involved in accident to determine the extent of damage prior to repair / post-inspection: to determine quality of repair)
- b) Diesel, gas and hybrid powered engine service and repair;
- c) Wiring and electrical / electric diagnosis and repairs performed at a highly technical level;
- d) Emission testing and repair;
- e) Supplemental Restraint System (SRS) diagnosis and repair;
- f) Anti-lock Brake System (ABS) diagnosis and repair
- g) Air-Conditioning servicing and repair;
- h) Body Control Module (BCM) diagnosis and repair;
- i) Upholstery repair;
- j) Tire mounting, repair, high speed balancing and Tire Pressure Monitoring System (TPMS) system diagnosis and repair;
- k) Aftermarket RCMP up-fitted equipment diagnosis and repair (i.e. emergency lighting, sirens, etc.);
- l) Fabrication and welding, i.e. repairing as opposed to replacing anything that will remain structurally sound, i.e. exhaust systems, push bars, underbody panels, metal seat frames & sliders, etc.;
- m) Complete driveline servicing and repair; differential, transmission and transfer case;
- n) Steering and suspension repairs;
- o) On-site service calls at the RCMP Detachment, as required;
- p) Occasional shuttle service;
- q) Deliver and pick-up vehicles, as required;

#### **3.2 Equipment, Vehicle Storage and Supplies**

The Contractors is required to provide:

- a) Storage
  - secure indoor storage for vehicles left after hours;
  - must park police vehicles within sight line during regular business hours;
- b) Facility and Equipment
  - have a minimum 4 equipped shop bays;
  - operate with a computerized invoicing system with searchable history;
  - have access to all Original Equipment Manufacturer (OEM) and aftermarket parts wholesale vendors and an inventory of parts tailored to the RCMP fleet;

- various types of vehicle lifting hoists with at least one heavy capacity hoist of 14,000 lbs. or greater;
- specialty equipment (i.e. welders, including Oxy Acetylene gas, Mig, Tig, Plasma cutter, various pullers, differential service tools, hydraulic press, engine crane, transmission jack, AC service equipment, current technology alignment equipment, etc.).
- up-to-date web based diagnostic repair information systems (OEM & aftermarket);
- a dealer level subscription to “Ford Service Info.”
- Other OEM subscriptions, as required, to service the fleet
- equipment to service current AC systems. ie R1234YF.

### 3.3 Fleet Inventory

The Fleet consists of approximately 110 passenger vehicles and light duty trucks of domestic, foreign and hybrid vehicles, both diesel and gas powered. A list of specific vehicles will not be provided.

Four (4) ATVs are also included and the Contractor must be willing and able to repair ATVs including their tires.

### 3.4 Rates

Rates for Fleet Repair and Maintenance will be quoted and invoiced on an hourly basis, as per the Pricing provided. **Rates are to be firm for the Initial Term of the Contract.**

### 3.5 Term

The initial term of the Contract will be for two (2) years. Upon mutual agreement, the Contract may be extended for additional terms.

### 3.6 Transportation

The RCMP will be responsible for transporting police vehicles to the shop for repairs; however, there may be occasions when on-site service calls to the detachment or vehicle pick-up/delivery are required.

### 3.7 Approval to Proceed for Services

The RCMP vehicles will be diagnosed and a quote will be provided that details the repairs that are required.

The Contractor’s quotation must provide a detailed description of the work to be performed, broken down by task and subtask. The quotation should contain details on the level of effort, including hours, labour categories, materials, and all items necessary for completion.

The Contractor shall not begin performing any service without first obtaining approval from the City/RCMP.

The City/RCMP shall be under no obligation to pay for work done without prior approval.

### 3.8 Certified Service Technicians

The work shall be carried out by a qualified service technician with appropriate Trade Qualifications and in compliance with the conditions of the Provincial WorkSafeBC Regulations.

3.9 Response Time

The Contractor is to provide the City with priority “first in line” service without scheduled appointments.



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 21-055

### RCMP Fleet Vehicles - Repair and Maintenance

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

**Tuesday, August 10, 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**

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

(Company Name)

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

## 1. PRICE

Services provided are to be in accordance with all governing regulatory authorities.

The **Shop Rates are all inclusive including**, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead, profit, shop supplies, small tools and other miscellaneous equipment normally required by tradesmen in providing the services.

Rates for Fleet Repair and Maintenance will be paid on an hourly basis.

ITEM	DESCRIPTION	HOURLY RATE (exclude GST & PST)
<b>SHOP RATES -</b> State rates per hour and, hours of operation and days of the week the rates would be applied:		
.1	STRAIGHT TIME  FROM: TO:	\$
.2	OVERTIME  FROM: TO:	\$
<b>PARTS/MATERIALS – State Mark-up or Discounts</b>		
.3		
<b>OTHER – State other items that may show up on invoices with an explanation to its nature and how its derived</b>		
.4		

**Shop Labour Rates are to be firm for the Initial Term of the Contract.**

## 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. NON-COMPLIANCE

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

### 4. 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:

### 5. 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:

### 6. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

#### 6.1. 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:

#### 6.2. 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:

## 7. CORPORATE PROFILE

- a) Proponent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, branch locations etc.)

--

- b) Proponent is to state the branch or location including address it is proposing to provide the Services from:

--

## 8. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

--

- b) Proponent is to provide a narrative as to their capacity to take on this Contract with respect to manpower and other contracts that may affect their ability in delivering the goods and Services:

--

- c) Proponent is to provide details as how they will prioritize the Services with respect to turn around time, shop time and other business.

--

## 9. REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully completed or currently providing **Fleet Maintenance and Repair Services** of a similar size, scope and complexity:

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	



<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. SUBCONTRACTORS

The successful Proponent has the ability to provide all of the Scope of Services on-site at their location, or state any Sub-contractors that would be utilized in provision of the Services and will comply with all the terms and conditions of this RFP; (i.e. example upholstery repair).

	Type of Service	Company Name
.1		
.2		
.3		

#### 11. SHOP DETAILS

.1	Number of Service Bays	
.2	Secure Storage For Vehicles After Hours – Space for how many vehicles?	
.3	Storage For Vehicles During Regular Business Hours Within Staff Sight Line - Space for how many vehicles & in whose sight line?	
.4	Repair time/ “turnaround time”	
.5	Proximity to the RCMP Detachment (2986 Guildford Way, Coquitlam, BC)	

## 12. PARTS AND INVENTORY

.1	What is the value of current parts inventory on-site?	
.2	Would be willing to stock parts specifically required for RCMP fleet?	

## 13. SUBSCRIPTION/INFORMATION SYSTEMS

Proponent is to provide the following information:

Subscription	Subscribed	Comments
Ford Service Info		
Diagnostic Repair Information System – web based		
OEM Subscriptions – as required		

## 14. EQUIPMENT

List the Proponent's vehicles and equipment both owned or leased that would be used in providing the services. Demonstration of the equipment and vehicles offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations.

Equipment	
Equipment	Age of Equipment

## 15. EXPERIENCE OF PERSONNEL

Provide list of personnel currently employed with the company that have completed the required factory training on the equipment listed, and that have obtained the required B.C. Trade qualifications (BCTQ).

The City may request verification and copies of certificates for any personnel listed. Only certified personnel will be permitted to service RCMP vehicles.

Name	Years of Experience and Qualifications	Certification Date


**Note: If names are to be added or deleted from this list, the RCMP must be notified in writing.**

**16. 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>

## 17. 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>	