

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-061**

**Supply and Delivery of One (1) Forklift**

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

**Wednesday, October 13, 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 Consent of Surety**

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

(Company Name)

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

Proponents MUST identify any specific requirements with which they are unwilling or unable to comply with.

1. **PRICE – Supply and Delivery of 1 (One) Forklift**

**\*Price for both Options below must include all required decals, paint and any features required to be compliant with all regulations and standards and be fully operational.\***

* 1. Option A - Propane Forklift

In accordance with **Appendix A – Preferred Specifications - Propane**:

|  |  |  |
| --- | --- | --- |
| **Manufacturer:** | | |
| **Model:** | | |
|  | **Item** | **Unit Price**  (exclude PST & GST) |
| **a)** | **Supply and Delivery of One (1) Propane Forklift** | **$** |
| **b)** | **Levies**: | **$** |
| **c)** | **Environmental Tax**: | **$** |
| **Sub-Total** | | **$** |
| **PST** | | **$** |
| **GST** | | **$** |
| **TOTAL PRICE** | | **$** |

* 1. Option B - Electric Forklift

In accordance with **Appendix B – Preferred Specifications – Electric**:

|  |  |  |
| --- | --- | --- |
| **Manufacturer:** | | |
| **Model:** | | |
|  | **Item** | **Unit Price**  (exclude PST & GST) |
| **a)** | **Supply and Delivery of One (1) Electric Forklift** | **$** |
| **b)** | **Battery Charging Unit** | **$** |
| **c)** | **Levies**: | **$** |
| **d)** | **Environmental Tax**: | **$** |
| **Sub-Total** | | **$** |
| **PST** | | **$** |
| **GST** | | **$** |
| **TOTAL PRICE** | | **$** |

1. **REQUESTED DEPARTURES – CONTRACT**

The Proponent has reviewed the City’s Contract and the [[Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)](https://www.coquitlam.ca/docs/default-source/tender-documents/standard-terms-and-conditions---purchase-of-goods-and-services.pdf). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

|  |
| --- |
|  |

1. **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:

|  |
| --- |
|  |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**
   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:

|  |
| --- |
|  |

* 1. Social Responsibility

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. **EXPERIENCE, CAPABILITIES AND CAPACITY**
2. Proponent's relevant experience and qualifications in delivering Goods and Services similar to those required by the RFP

|  |
| --- |
|  |

1. State length of time company has been in business and average number of units (of model proposed) sold per year:

|  |
| --- |
|  |

1. **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\*\*** | **Propane Forklift –**  **Electric Forklift –** |

1. **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: | **Propane –**  **Electric -** |

1. **KEY FACILITY LOCATIONS**
   1. Manufacturing Plant

|  |  |
| --- | --- |
| **Business Name and Location:** |  |

* 1. 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:** |  |
| State the procedure for handling warranty claims: |  |

* 1. MRO Parts Distribution Center

|  |  |
| --- | --- |
| **Business Name and Location:** |  |
| Regular Lead Time for Delivery of Stocked Parts: |  |
| Provide a list and details of stocked parts available at the local dealership for the equipment proposed (attach additional information if necessary): |  |
| Location for non-stocked parts: |  |
| Regular Lead Time of Non- Stocked Parts: |  |

1. **QUALITY ASSURANCE**

|  |  |  |
| --- | --- | --- |
| **Quality Assurance Information** | | |
|  | **Quality Assurance –** Provide information on the systems of Quality Control and build specification assurance. |  |

1. **TRAINING AND MANUALS**
   1. Training

Describe types of training that will be provided by Proponent’s professional Technicians:

|  |  |  |
| --- | --- | --- |
|  | **Operators –** stateduration of training, number of attendees and number of on-site workshops at Coquitlam Works Yard: |  |
|  | **Fleet and Maintenance –** state duration of training, number of attendees, number of workshops and Location |  |

* 1. Manuals

|  |  |  |
| --- | --- | --- |
|  | **Manuals** (online/web based/DVD/paper manuals) included:   * 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: |
|  | **Training Materials:**  Access to online/web based or DVD training, 1 for Operators and 1 for Mechanics | Confirm:  State format available: |

1. **WARRANTIES AND EXTENDED WARRANTIES**

Attach Warranty information including extended warranties. Any additional cost is to be stated:

|  |  |
| --- | --- |
| **Description** | **Price** |
| Manufacturer Warranty | Included |
| Extended Bumper to Bumper Warranty  State term: | $ |
| Other available Warranty  Options: | $ |

1. **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.

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

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

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

1. **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:

|  |
| --- |
|  |

1. **NON-COMPLIANCE**

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

|  |
| --- |
|  |

1. **ADDENDA**

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** |
|  |  |
|  |  |
|  |  |

1. **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](http://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, will accept the City’s Contract: [Standard Terms and Conditions - Purchase of Goods and Services](http://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)

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.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **GST Registration No.:** |  |
| **Project Contact:**  Name and Title of Individual *for communication related to this RFP (*please print**)** |  |
| **Contact Email:** |  |
| **Name & Title of Authorized Signatory:**  (please print) |  |
| **Signature:** |  |
| **Date:** |  |

**APPENDIX A – PREFERRED SPECIFICATIONS -PROPANE**

| **ITEM** | **DESCRIPTION** | **PREFERRED SPECIFICATIONS** | **MEETS PREFERRED SPECIFICATION YES/NO** |
| --- | --- | --- | --- |
|  | **GENERAL** | It is the intent of these specifications is to describe the preferred requirements of **One (1) Propane Forklift** | |
|  | Make | **STATE** |  |
|  | Model | **STATE** |  |
|  | Year of Manufacture | **STATE** |  |
|  | Maximum Lifting Capacity | 6,000 lb. - **STATE** |  |
|  | LPG powered, internal combustion | **STATE** |  |
|  | Swing-out Propane Tank Holder | 2 Positions **STATE** |  |
|  | **CHASSIS/ REAR STEER SINGLE DRIVE WHEEL** | | |
|  | Width | **STATE** |  |
|  | Counter balance weight | **STATE** |  |
|  | Turning Radius | **STATE** |  |
|  | Size/Type of Pneumatic run flat tires | 15” wheels and tires **STATE** |  |
|  | Tire tread design for steer axle/drive axle | Suitable for gravel/concrete **STATE** |  |
|  | **POWER TRAIN** | | |
|  | Engine size and HP | **STATE** |  |
|  | Engine Manufacturer | **STATE** |  |
|  | Alternator Output (Amperage) | **STATE** |  |
|  | Battery Specifications/Type | **STATE** |  |
|  | Engine over temp/low oil pressure shut down | **STATE** |  |
|  | Transmission Specifications | **STATE** |  |
|  | Electronic or manual transmission shift control | **STATE** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **PREFERRED SPECIFICATIONS** | **MEETS PREFERRED SPECIFICATION YES/NO** | |
|  | **MAST AND FORK SPECIFICATIONS** | | |
|  | 3 stage mast:   * Lift Height (MFH) * Free Lift Height * Collapsed Height * Extended Height | **STATE**  **STATE**  (96” Maximum) **STATE**  **STATE** |  |
|  | Tilt Range (forward/backward) | **STATE** |  |
|  | Side Shift  Automatic fork levelling (90 degrees) | **STATE**  **STATE** |  |
|  | Fork Positioner | **STATE** |  |
|  | Fork Specifications:   * Fork thickness * Fork width * Fork length * Fork spread (min/max) | **STATE**  **STATE**  **STATE**  **STATE** |  |
|  | Hydraulic Accumulator | **STATE** |  |
|  | **OPERATOR CAB / DASH / DRIVER’S SEAT AND LIGHTING** | | |
|  | Clear see through weatherproof roof | **STATE** |  |
|  | Front Windscreen | Full Length **STATE** |  |
|  | Rear Windscreen | Half-length preferred **STATE** |  |
|  | Driver’s seat:   * Adjustability / ergonomics * Suspension | **STATE**  **STATE** |  |
|  | Controls | Seat-side **STATE** |  |
|  | LED display including load weight | **STATE** |  |
|  | Pedestrian Safety Lights | Blue **STATE** |  |
|  | Backup Alarm | **STATE** |  |
|  | Tilt steering | **STATE** |  |
| **ITEM** | **DESCRIPTION** | **PREFERRED SPECIFICATIONS** | **MEETS PREFERRED SPECIFICATION YES/NO** |
|  | Retractable seat belt with ignition interlock | **STATE** |  |
|  | Roof mounted operator cab reading light | **STATE** |  |
|  | Exterior working light (2 front facing and 2 rear facing) | **STATE** |  |
|  | LED strobelight (roof mounted) | **STATE** |  |
|  | **WARRANTY** | | |
|  | Warranty | * State standard warranty, duration of warranty, what is included and what is not covered * State engine and emissions warranty, duration of warranty, what is included and what is not covered * Provide information as to available extended warranties what is covered, duration of coverage & cost to purchase |  |
|  | **DELIVERY** | | |
|  | Pre-delivery and Inspection | Complete pre-delivery and motor vehicle inspection check |  |
|  | **PARTS AND SERVICE** | | |
|  | Spare Parts List | Complete list of preventative maintenance parts and consumables.   * Provide part numbers and description |  |

**APPENDIX B – PREFERRED SPECIFICATIONS -ELECTRIC**

| **ITEM** | **DESCRIPTION** | **PREFERRED SPECIFICATIONS** | **MEETS PREFERRED SPECIFICATION YES/NO** |
| --- | --- | --- | --- |
|  | **GENERAL** | It is the intent of these specifications is to describe the preferred requirements for **One (1) Electric Forklift.** | |
|  | Make | **STATE** |  |
|  | Model | **STATE** |  |
|  | Year of Manufacture | **STATE** |  |
|  | Maximum Lifting Capacity | 6,000 lb. - **STATE** |  |
|  | **CHASSIS/ REAR STEER SINGLE DRIVE WHEEL** | | |
|  | Width | **STATE** |  |
|  | Counter balance weight | **STATE** |  |
|  | Turning Radius | **STATE** |  |
|  | Size/Type of Pneumatic run flat tires | 15” wheels and tires **STATE**  Solid pneumatic - **STATE** |  |
|  | Tire tread design for steer axle/drive axle | Suitable for gravel/concrete **STATE** |  |
|  | **POWER TRAIN** | | |
|  | Electric Motor(s) | Configuration - **STATE**  Manufacturer - **STATE**  HP/kW **- STATE**  Specifications **- STATE** |  |
|  | Control Type | Drive - **STATE**  Load Handling **– STATE**  Steering – **STATE** |  |
|  | Battery | Voltage **- STATE**  Composition **– STATE**  Specifications **– STATE**  Capacity **– STATE**  Run Time **– STATE**  Low Battery Warning/Protection **- STATE** |  |
|  | Battery Charger | 120V / 240V - **STATE**  Charge Time **– STATE**  Auto shut-off/overcharge prevention- **STATE** |  |
|  | Regeneration | **STATE** |  |
|  | **MAST AND FORK SPECIFICATIONS** | | |
|  | 3 stage mast:   * Lift Height (MFH) * Free Lift Height * Collapsed Height * Extended Height | **STATE**  **STATE**  (96” Maximum) **STATE**  **STATE** |  |
|  | Tilt Range (forward/backward) | **STATE** |  |
|  | Side Shift  Automatic fork levelling (90 degrees) | **STATE**  **STATE** |  |
|  | Fork Positioner | **STATE** |  |
|  | Fork Specifications:   * Fork thickness * Fork width * Fork length * Fork spread (min/max) | **STATE**  **STATE**  **STATE**  **STATE** |  |
|  | Hydraulic Accumulator | **STATE** |  |
|  | **OPERATOR CAB / DASH / DRIVER’S SEAT AND LIGHTING** | | |
|  | Clear see through weatherproof roof | **STATE** |  |
|  | Front Windscreen | Full Length **STATE** |  |
|  | Rear Windscreen | Half-length preferred **STATE** |  |
|  | Driver’s seat:   * Adjustability / ergonomics * Suspension | **STATE**  **STATE** |  |
|  | Controls | Seat-side **STATE** |  |
|  | LED display including load weight | **STATE** |  |
|  | Pedestrian Safety Lights | Blue **STATE** |  |
|  | Backup Alarm | **STATE** |  |
|  | Tilt steering | **STATE** |  |
|  | Retractable seat belt with ignition interlock | **STATE** |  |
|  | Roof mounted operator cab reading light | **STATE** |  |
|  | Exterior working light (2 front facing and 2 rear facing) | **STATE** |  |
|  | LED strobelight (roof mounted) | **STATE** |  |
|  | **WARRANTY** | | |
|  | Warranty | * State standard warranty, duration of warranty, what is included and what is not covered * State engine and emissions warranty, duration of warranty, what is included and what is not covered * Provide information as to available extended warranties what is covered, duration of coverage & cost to purchase |  |
|  | **DELIVERY** | | |
|  | Pre-delivery and Inspection | Complete pre-delivery and motor vehicle inspection check |  |
|  | **PARTS AND SERVICE** | | |
|  | Spare Parts List | Complete list of preventative maintenance parts and consumables.   * Provide part numbers and description |  |