

City of Coquitlam

Request for Proposals

RFP No. 22-050

One (1) Library Link Van

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[Appendix A – Preferred Specifications](#)

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 22-050</p> <p align="center">One (1) Library Link Van</p>
Overview of the Opportunity	<p>The purpose of this RFP is to invite proposals from qualified, experienced companies for the design and build One (1) Library Link Van as stated within this RFP.</p>
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Monday, June 06, 2022</p>
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <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>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	<p>The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents</p>
Questions	<p>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: bid@coquitlam.ca</p>
Addenda	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	<p>Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p>
Terms and Conditions of Contract	<p>City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.</p>

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.

“CMVSS” means Canadian Motor Vehicle Safety Standards

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “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;

“Project Manager” means the City staff member appointed to coordinate the work;

“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 purpose of this RFP is to invite proposals from qualified, experienced companies for the design and build **One (1) Library Link Van** 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** 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 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, Appendix A – Preferred Specifications, describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in its Proposal. If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Special consideration may be given to accessibility of the various units which require periodic maintenance and ease of operation.

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

Proponents may also propose alternative equipment which meets the majority of the specifications if it is immediately available for delivery. The City will review proposed alternative equipment for suitability in order to take delivery sooner; however, the City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

Proponents are to provide environmentally efficient equipment and services wherever possible. If there are known alternatives or substitutions for such materials that would mitigate the effects of any adverse conditions on the environment, the Proponent agrees to advise the City of such alternatives or substitutions.

1.5 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them.

1.6 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.)
- Location

Technical

- Delivery Lead Time
- Compliance with the preferred specifications
- Quality assurance
- Warranty

Financial and Value Added

- 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.

1.7 Eligibility

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

- a) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- b) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.8 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the delivery of equipment and completion of the Services.

Supply and delivery of One (1) Library Link Van is to be included in the price, FOB, Freight Prepaid to:

**City of Coquitlam, Works Yard West
500 Mariner Way
Coquitlam, BC, V3K 7B6**

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.

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 One Year Guarantee

The Contractor shall guarantee to maintain the Work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the Work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 2 weeks of notification. This shall be at no cost to the City.

3 SCOPE OF SERVICES

3.1 General Requirements

The Contractor is to design and build **One (1) Library Link Van** where the body is to be built on a City supplied Ford F59 Chassis as specified in this RFP and **Appendix A – Preferred Specifications**.

Further details about the purpose of the Library Link van can be found in below link:

<https://www.coqlibrary.ca/services/community-outreach/library-link/the-library-link-story>

3.2 Location

Contractor's manufacturing facility should be a sensible distance from the City to reduce delivery time and cost of the chassis to the Contractor from the City.

3.3 Quality and Workmanship

The quality and workmanship of the completed delivered product must meet or exceed that of any sample, demo unit, or any other representation made by the Supplier prior to delivery.

Vehicles and equipment shall comply with all applicable legislated and regulatory standards. All welding shall meet American Welding Society or Canadian Welding Bureau current standards.

3.4 Pre-delivery Services

The equipment shall be delivered clean and shall be complete with all equipment required for the equipment to be operable. The delivered equipment will be inspected for compliance with the approved Purchase Order and current standards.

3.5 Delivery

Delivery is to be made with **minimum 48 hours' notice**, at a scheduled time that is mutually acceptable to the City.

An authorized representative of the Supplier shall supervise delivery to the City.

3.6 Regulatory Requirements

The vehicles must have a standard road package that meets all legal requirements for operation on public roadways, including the BC Motor Vehicle Act, the federal Motor Vehicle Safety Act and Work Safe BC regulations.

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.

3.7 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 22-050

One (1) Library Link Van

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

Monday, June 06, 2022

(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

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.

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

1.

DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services and would be prepared to enter into in an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):	
Section	Requested Departure(s) / Alternative(s)
b) SERVICES - I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):	
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)	
c) AWARD - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.	
i. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
ii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
iii. Contract – Acceptance of the City's Terms and Conditions: Standard Terms and Conditions - Purchase of Goods and Services	
As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):	

2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:
iii.	Proponent is to state how many builds on supplied chassis they have done:
b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

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

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

c) Location – State manufacturing location:

3.

TECHNICAL

a) Appendix A – Preferred Specifications- is attached :

☐ **Yes**

☐ **No**

b) LEAD TIME FOR DELIVERY

The lead time is an important consideration in this purchase. The Proponent guarantees to deliver the unit 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:

c) WARRANTY - State warranty:

d) Quality Assurance

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

4. FINANCIAL

a) One (1) Library Link Van_In accordance with Appendix A – Preferred Specifications			
One (1) Library Link Van – State Manufacturer and Model:			
	Item	Quantity	Unit Price (exclude PST & GST)
I.	One (1) Library Link Van	1	\$
II.	Environmental Tax (per unit):	1	\$
Sub-Total			\$
PST			\$
GST			\$
TOTAL PRICE (per unit)			\$
The Price must include all required decals, paint and any features required to be compliant with all regulations and standards and be fully operational.			

b) VALUE ADD 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

c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20 ____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.

APPENDIX A – PREFERRED SPECIFICATIONS – One (1) Library Link Van

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
1.	GENERAL	It is the intent of these specifications is to describe the preferred requirements for One (1) Library Link Van . The unit 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.	
A.	Make	Custom	
B.	Model	Custom	
C.	Year of Manufacture		
D.	Vehicle Weight	22,000 GVW – Chassis supplied by City	
E.	Regulatory	<p>Must comply with all WorkSafe BC Regulations.</p> <p>Must meet all B.C. Motor Vehicle Regulations and meets all requirements to be driven on highways, roads, etc.</p> <p>Must meet 2020 mandatory emission requirements.</p> <p>To meet Canadian motor vehicle safety standards.</p>	
2.	CAB - Body		
A.	Cab Type	Step Van Style with aluminum construction 30'L x 8'-6"W x 7' H(Inside Dimension) x 11'H(outside dimension)	
B.	Wipers	Dual wipers with intermittent function	
C.	Horns	Electric	
D.	Back-up Alarm	<p>Maximum 102 dBA:</p> <ul style="list-style-type: none"> Does it meet Work Safe BC regulations and requirements? Please state the dBA rating 	
E.	Heater	Multi speed high output heater, defroster and air conditioning. A/C to be a dual system to adequately cool the entire interior of Van	
F.	Radio	AM/FM radio with Bluetooth	
G.	Mirrors	Electric adjustable mirrors and dual convex mirrors <ul style="list-style-type: none"> State options 	
H.	Power Accessories	Power door locks <ul style="list-style-type: none"> State options 	
I.	Driver and passenger Seat's	Premium seat's with all ergonomic adjustments.	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
		<ul style="list-style-type: none"> Provide information as to ergonomic adjustments State colour options: 	
J.	Floor Cover	Vinyl cover State colour	
K.	Camera	360-degree camera system with a 10" monitor mounted on dash. Must include switch to allow system to be on while ignition is off.	
L.	Gauges	Is to include speedometer, tachometer, fuel, oil pressure, coolant temperature, outside temperature	
M.	Cab Light	Door activated dome light	
N.	Cab Handles	Left and right grab handles for the entry and exit of the cab.	
O.	Paint	Cab colour is standard white and is to come with base and clear coat Frame is to be black. Interior is to be gray. State colour options	
P.	Sound Suppression	Cab is to include sound suppression <ul style="list-style-type: none"> State what means are used to achieve sound suppression State the ambient noise within the cab while truck is in use 	
Q.	Safety	Unit is to come equipped with reflector kit and a mounted fire extinguisher <ul style="list-style-type: none"> State where reflector kit is applied on unit State size and where extinguisher is mounted 	
R.	Hood	Hood to open for clearance and access to engine compartment.	
3.	CHASSIS TO BE SUPPLIED BY City of Coquitlam		
A.	Wheel Base	202"	
B.	Make Model	Ford F59 stripped chassis	
4.	Compartments		
A.	Curbside	<ul style="list-style-type: none"> 38' x 18" skirt compartment at front opens upward and insulated 44" x 24" skirt compartment at middle opens downward and insulated 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
		- 56" x 18" compartment at rear opens upward and insulated	
B.	Roadside	- 38" x 18" Genset compartment Opens upward to suit Onan LP 6.5 KW genset - 20" x 18" Compartment at middle opens upward	
5.	Access Doors		
A.	Curb Side	41" x 73.5" 2 panel all glass bus style door with 12 volt actuator and hand rails	
B.	Road Side	44" x 78" wheel chair lift side door that opens rearward with an 800 lb capacity and 51" x 32" platform.	
C.	Warranty	State:	
6	Interior layout and features		
A.	Road side	- 27" monitor mounted to wall with adjustable mounting bracket - (5) 73" x 38" wall mount shelving units with 36" x 11" shelves with 2 dividers per shelf - (5) Ven-Rez 35" x 16" removable book trucks	
B.	Curbside	- 1 – custom folding countertop reception desk behind passenger seat - 1 wall mounted single monitor workstation suitable for a 42" monitor - 1 mobile book return cart - (4) 73" x 38" wall mount shelving units with 36" x 11" shelves with 2 dividers per shelf - (4) Ven-Rez 35" x 16" removable book trucks - 1 bathroom located at rear with toilet and sanitizer station.	
C.	Electrical	- Onan 6.5KW LP Genset with interior mounted start stop control panel - 120V 30Amp shore plug and wiring to support shore power including 30' cord - AC distribution panel to support all electrical loads - Quad receptacle at reception desk - 4 exterior GFI duplex receptacles at 4 corners of unit - 1 GFI duplex receptacle in washroom - 3 other duplex receptacles located in spots determined at build meeting	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
		<ul style="list-style-type: none"> - 2- 15,000 BTU roof mounted A/C heat pumps - 4 - 750 watt heaters 2 in front and 2 in rear - 1- 500-watt heater in washroom - 1- 27" monitor at checkout station - 1 – 28" Monitor at checkout desk - 1- 65" monitor at rear interior wall 	
7.	ELECTRICAL Exterior		
D.	12V DC exterior	<ul style="list-style-type: none"> - All lights to be LED - 5 surface mount work lights to be mounted 2 on curbside, 2 on roadside, and one at rear with 3 separate switches. - 2 surface mount courtesy lights one above each entry door - 12v Carefree Freedom Freestyle LED Roof-mount box awning installed to be 16.5' x 8' - 2 – Maxxfan Deluxe roof fans with wall-mount control panels - 1-touch computerized automatic leveling system suitable for vehicle weight. 	
8.	EXTERIOR LIGHTING		
	SAFETY EQUIPMENT		
A.	Certification	Meets ANSI B71.4-2004 standard Meets Canadian Motor Vehicle Safety Standards	
B.	Fire Extinguisher	5 lb ABC - Mounted in operators cab	
9.	WARRANTY		
A.	Warranty	<ul style="list-style-type: none"> - State standard 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 and cost to purchase 	
10.	DELIVERY		
A.	Pre-delivery and Inspection	Complete pre-delivery and motor vehicle inspection check	
11.	PARTS AND SERVICE		
A.	Spare Parts List	Complete list of preventative maintenance parts and consumables. <ul style="list-style-type: none"> - Provide part numbers and description 	