



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-05-01**

SUPPLIER SELECTION to DESIGN & MANUFACTURE  
**Four (4) FIRE PUMPER TRUCKS**

**Proposals will be received on or before 2:00 pm local time on**  
**Tuesday, January 13, 2015**  
(Closing date and time)

**OBTAINING RFP DOCUMENTS**

RFP documents are available for downloading from the City's website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

**ENQUIRIES**

Questions are to be submitted in writing within 5 business days of the Closing date quoting the RFP name and number and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Please note the City will be closed for business December 24, 2014 to January 5, 2015 and will be unable to respond during this time.**

**ADDENDA**

Proponents are required to check the City's website for any updated information and addenda issued before the closing date at the following website address:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

The City reserves the right to accept or reject any or all Proposals and will not be responsible for any costs incurred by the Proponents in preparing a response.

D. Trudeau  
Purchasing Manager

Date of Issue: December 2, 2014

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### **PROPOSAL SUBMISSION FORM**

### **APPENDICES**

- **Appendix A – Base Truck Specification Worksheet (5 pages)**
- **Appendix B – Draft Build Sheet**
- **Appendix C – Warranties and Extended Warranties**
- **Appendix D – Optional Portable Equipment Price List (2 pages)**
- **Appendix E – Certificate of Insurance**

## **DEFINITIONS**

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

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

**“CFR”** means City of Coquitlam Fire Rescue Service.

**“Contractor” “Supplier”** means the successful Proponent awarded the Contract for supply of goods and provision of Services described in this RFP. The Contractor 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. “Contractor” “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

**“Price”** means the amount that will be paid by the City to the Vendor for delivery and acceptance of goods and Services.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

**“Services”** means and includes the provision by the successful Proponent of all Services, duties, and expectations as further described in this RFP.

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

## **1.0 GENERAL REQUIREMENTS**

### **1.1 Request for Proposals (RFP)**

The City of Coquitlam (**City**) requests Proposals to select a qualified professional experienced company to Design & Manufacture Four (4) new **Fire Pumper Trucks** for Coquitlam Fire Rescue (**CFR**). It is the City's intent to purchase four (4) trucks; two (2) trucks to be delivered in 2015 and two (2) trucks to be delivered in 2016.

At the City's sole discretion, this RFP may also be used to establish a **City Fleet Standard Model and a Preferred Dealer** for purchase of additional Fire Pumper Trucks. Alternatively, the City may issue a new RFP for additional trucks.

The City is seeking to identify and select a qualified supplier that has the knowledge, technical resources, experience, reputation and capacity to design, manufacture, deliver and provide continuous support and service for the Fire Pumper Trucks.

The vehicle and equipment offered must provide optimum performance to be utilized at capacity on an ongoing basis at extreme/various elevations in adverse geographical and weather conditions.

The Fire Pumper Trucks must include:

- Minimum 450 HP Engine
- Waterous 1500 IMPG 2 Stage Pump
- CAFS Foam System
- 500 IMPG Gallon Water Tank
- 50 IMPG Foam tank
- Cab Seating for six (6) firefighters
- Side Mount Pump Panel

The Fire Pumper Trucks are to be the current production model with all the latest updates including, all manuals, instructions, training and requested spare parts.

For the detailed requirements for the **Fire Pumper Trucks**, refer to:  
**Appendix A – Base Truck Specification Worksheet**

The City intends to award to a Proponent who submits a Proposal which, in the sole opinion of the City, represents best overall value.

1.2 Closing Date and Time

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

**Tuesday, January 13, 2015**

1.3 Instructions for Proposal Submission

Proposal submissions are to be uploaded through QFile, the City's file transfer service accessed at website: <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 and you receive 2 emails from Qfile to confirm upload is complete)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.

The City at its sole discretion, reserves the right to accept Proposals received after the Closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

1.4 Enquiries

**Questions are to be submitted in writing within 5 business days of the Closing date quoting the RFP name and number and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)**

**Please note the City will be closed for business December 24, 2014 to January 5, 2015 and will be unable to respond during this time.**

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by means of written Addenda that will be posted on the City's website prior to the closing date.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda that will be posted on the City's website and will be incorporated into and become part of the RFP.

1.5 Addenda

**Proponents are required to check the City's website for any updated information and addenda before the closing date at the following website address:**

[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Written Addenda are the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. Proponents should acknowledge receipt of all Addenda in their Proposal.

Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City's website and deemed to have considered the information of inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

1.6 Prices & FOB Point

Prices shall be stated in Canadian or U.S. funds for the entire equipment described in the Specifications with pricing options shown separately.

Net unit price shall be shown on the Proposal Form. PST, GST, Environmental Taxes and Levies are to be shown separately. All other taxes, duties, insurance in freight, shall be included in the net price.

Equipment shall be delivered F.O.B. (freight pre-paid) to the City of Coquitlam, Fleet Services Dept., 500 Mariner Way, Coquitlam, BC, V3K 7B2.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.7 Irrevocability and Acceptance of Proposals

The City requests that Proposals remain open for acceptance for a period of not less than one hundred twenty (120) days from the closing date and time.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted Proposal and should it decide to abandon same, may, at any time, invite further Proposals for the described goods and Services or enter into any discussions or negotiations with any party for the provision of the Services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

1.8 No Claim

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

1.9 No Contract

This is a Request for Proposal and not a call for Tenders or a request for binding offers.

No contractual, tort or other legal obligations are created or imposed on the City or any other individual, officer or employee of the City by the Request for Proposal documentation or by submission or consideration of any Proposal by the City.

There will be no binding Contract until the City and a Proponent enter into a formal, written Contract for the Proponent to undertake the project described in this RFP or until a City Purchase Order (PO) is issued.

1.10 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

1.11 Non-solicitation

Proponents and their agents will not contact any City and CFR staff member or members of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

All questions are to be submitted in writing in accordance with Section 1.4.

1.12 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CFR, the City, its elected or appointed officials or employees.



1.13 Freedom of Information and Protection of Privacy Act

Proposals submitted become the property of the City and are subject to the Freedom of Information and Protection of Privacy Legislation of British Columbia and contents may be disclosed if required to do so, pursuant to the Act.

To request documentation confidentiality, Proponents must submit a covering letter with their Proposal, detailed the specifics of their confidentiality request.

1.14 Withdrawal of Proposals

Proponents may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to the time set as Closing Date and time for receiving Proposals.

1.15 Law

This RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

## **2.0 GENERAL CONDITIONS**

The City will notify the successful Proponent in writing of its decision to award the Contract. If and when a Contract is entered into with a successful Proponent (referred to as “Contractor”) a City Purchase Order (PO) will be issued and the following terms and conditions will apply.

### **2.1 Confidentiality**

All information not already in the public domain and emanating from the City’ business in any form is confidential and proprietary information. The Contractor will not, during or after the termination of the Contract, permit the disclosure of any such confidential and proprietary information to any person other than those who must have such information to perform the Contractor’s duties and obligations hereunder. The Contractor will be responsible for any unauthorized disclosure of such confidential and proprietary information and will take all reasonable precautions to prevent such disclosures. The Contractor further agrees not to exploit such confidential and proprietary information for the Contractor’s own benefit during or after the term of the Contract.

### **2.2 Ownership of Documentation**

All design information, data plans, drawings, specifications, reports, estimates, summaries, photographs, computer generated designs and all other documentation prepared by the Contractor in the connection with the provision of Services under the Contract, whether they be in draft or final format, shall become the property of the City.

### **2.3 Assignment**

The Contractor will not assign the Contract or the right to payment due hereunder, without the City’ prior written consent, which may be withheld. Any assignment or purported assignment will be deemed to terminate the Contract.

### **2.4 WorkSafeBC**

The Contractor will observe all applicable WorkSafeBC or equivalent safety rules and regulations and all assessments are to be fully paid. The Contractor is to ensure that their company is current and in good standing with WorkSafeBC for the duration of the Contract. The Contractor is to provide confirmation of coverage. Proponents outside of British Columbia, Canada are encouraged to provide proof of an equivalent workplace health and safety program and injury insurance for employees.

2.5 Insurance

The Contractor will obtain, at its own expense, before commencing work on Services under the Contract, a Professional Liability Insurance policy covering errors and omissions with coverage of not less than one million dollars (\$1,000,000).

The Contractor will procure and maintain in force at its own cost, during the entire term of the Contract, a Comprehensive General Liability Insurance policy with a limit of not less than Two Million dollars (\$2,000,000) inclusive per occurrence. The insurance certificate would name the City of Coquitlam as additional insured and be in a format acceptable to the City.

Automobile Liability insurance with respect to owned and leased automobiles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than Five Million (\$5,000,000) dollars inclusive for each and every loss.

2.6 Indemnity

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-Contractors or employees in the performance of the Services or in the execution of the work.

2.7 NFPA 1901 (2009) Standards

The complete outfitted Fire Truck shall comply with the current NFPA standards except for fire department specifications that differ from NFPA specifications.

2.8 Inspection Certification

The complete Fire Trucks shall be certified and tested to the ULC *Automobile Fire fighting Apparatus Standard*, CAN/ULC-S515-13, by Underwriters Laboratories Inc. / Underwriters Laboratories of Canada, and the vehicle shall bear the ULC Mark, indicating compliancy to the standard.

2.9 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 Contractor prior to delivery. Special consideration shall be given to the following points: Accessibility of the various units which require

periodic maintenance and ease of operation (including both pumping and driving and symmetrical proportions. Construction shall be rugged and ample safety factors shall be provided to carry the loads specified and to meet both on and off road requirements and speed conditions as set forth under Performance Tests and Requirements. All welding shall meet American Welding Society or Canadian Welding Bureau current standards. The Contractor is to confirm welding standards and provide evidence of welding certification of employees.

2.10 Compliance Standards

The Contractor is to provide verification of ISO compliance standards.

2.11 Pre-delivery Inspection

A road performance test, pump test, foam delivery test and general operation inspection must be performed prior to delivery at the manufacturer's facility.

The City will attend this inspection.

Certificates of third party testing of the pumps must also be available for inspection.

2.12 Pre-delivery Services

The Fire Truck shall be delivered clean and shall be complete with all equipment required for the Fire Truck to be operable. The delivered Fire Truck and components will be inspected for compliance with the approved design and current NFPA 1901 standards and previously authorized exceptions.

The checklist developed during the pre-delivery inspection at the manufacturer's site will be used to verify that all items previously identified, as deficient/defective/unacceptable were corrected/replaced.

The Fire Trucks and components will only be accepted by the City upon successful completing of all required tests and delivery of all specified equipment.

Equipment items not delivered at the time of tests or construction not in conformance with the requirements will be cause for the City to withhold payment.

### 2.13 Documentation at Time of Delivery

The Contractor is to provide the following documentation upon delivery with the Fire Pumper Truck:

- **KEYS** - All keys [four (4) full sets], manuals, catalogues, schematics, tools, and parts lists, etc. are to be delivered with the vehicle;
- Manufacturer's **Certificate of Origin**;
- **Warranty** document and certifications;
- Two (2) hardcopy and one (1) electronic copy complete **Overhaul Manuals** to cover, but not limited to, tires, engine, batteries, pumps, transmission, rear axle, electrical components to cover the completed Fire Truck. They will include as-built wiring schematics of chassis;
- Two (2) hardcopy and one (1) electronic copy **Parts Catalogues** covering the entire Fire Pumper Truck and complete drive train. This must include any equipment supplied with Fire Pumper Truck;
- Two (2) hardcopy and one (1) electronic copy **Pump Manuals** covering repair and operation of pump;
- Two (2) hardcopy sets and one (1) electronic set of **As-built Electrical Wiring Schematics** 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;
- Any **Special Tools** that will be required in the care and maintenance or overhaul of the Fire Truck and its components;
- Complete **PARTS LIST** of all belts, hoses, and filters; including part numbers, manufacturer and use;
- All **Fluid Capacities** in litres;
- A **Permanent Plate** will be mounted in the driver's compartment specifying the quantity and type of fluids required including engine oil, engine coolant, transmission, pump transmission lubrication, pump primer and drive axle.

#### 2.14 Delivery

To ensure the proper break-in of all components while still under warranty, the Fire Truck Engine shall be delivered under its own power (rail or truck freight shall not be acceptable).

The Contractor shall deliver the Fire Truck and remain for a sufficient length of time to instruct and train the appropriate City and CFR staff in the proper initial operation, care and maintenance of the equipment delivered.

Delivery is to be prepaid F.O.B: City of Coquitlam, Fleet Services, 500 Mariner Way, Coquitlam, BC, V3K 7B2.

The Contractor is to notify the City not less than ten (10) days prior to expected delivery/arrival to permit final inspection scheduling.

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

#### 2.15 Transfer of Ownership and Insurance Documents

At least one (1) week prior to delivery, the Contractor will contact the City Fleet Superintendent to collaborate on time and date of delivery to allow for City staff to attend and complete a delivery inspection at City of Coquitlam, Fleet Services department, at 500 Mariner Way, Coquitlam, BC.

At least one (1) week prior to delivery, the Contractor will email .pdf copies of all original owner documentation to facilitate transfer of ownership and insurance. Required documents may include the following:

- Certificate of Origin (for U.S. manufacturers)
- National Vehicle Insurance (NVIS)
- Commercial Vehicle Inspection Report (CVI)
- Vehicle Import Form 1
- Registrar of Imported Vehicle (Inspection Form)
- Weight Slip

The Contractor will provide original documentation to the City within 5 days prior to delivery or at time of agreed upon delivery.

Subject to City acceptance, payment will be made at the completion and City's acceptance of the final delivery inspection.

2.16 Title, Risk of Loss, Freight

Title of goods received under this Contract shall remain with the Contractor until they are delivered to the address specified and transfer of title is executed by the City.

The Contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery and acceptance.

The Contractor shall be responsible for customs clearance and payment of any duties and/or taxes owing at time of importation into Canada, as applicable.

2.17 Inspections

All materials or equipment shall be subject to inspection or test and shall meet the approval of the City.

Should materials or equipment be found defective in quality of workmanship or otherwise fail to conform to the specifications set forth, the City shall have the right to reject them or require their immediate correction.

The City or a designated representative shall be the final judge of all equipment and materials and its decisions of all questions in dispute will be final.

Materials or equipment requiring correction shall be removed for correction or corrected in place as requested by the City at no expense to the City. Unavoidable expense encountered by the City shall be chargeable to the Contractor and deducted from any monies owing to the Contractor by the City.

2.18 Warranties

The Contractor shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in **Appendix A**, as a minimum. This warranty should clearly describe the terms under which the Fire Trucks manufacturer or sub-contractors 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.

The Contractor 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 on-site within 24 hours of notification, all of which will be at no cost to the City.

#### 2.19 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 Contractor to assure that all recall notices are sent directly to the City Fleet Superintendent and CFR Fire Chief.

#### 2.20 Contract Termination for Cause

The City reserve the right to terminate the Contract, by written notice, in whole or any part thereof and such cancellation is not the result in any penalty or other charges to the City:

- If for any reason the Contractor should fail to fulfill its obligations under the Contract in a timely and professional manner, or if the Contractor should violate any of the covenants, Contracts or stipulations of the Contract or applicable British Columbia statute; or
- If the Contractor fails to rectify deficiencies within a reasonable time frame, as determined by the City, or;
- If materials, Services, or deliveries are not in accordance with the stated deliverables or;
- If the Contractor should be adjudged bankrupt; or
- If the Contractor should make a general assignment for the benefit of its creditors; or
- If a receiver should be appointed on account of the Contractor's insolvency.

#### 2.21 Contract Termination for Convenience

The City may terminate the Contract with the Contractor for convenience by giving not less than sixty (60) calendar days notice in writing to the Contractor of its intent to so terminate for convenience and the effective date of such termination.

In the event that termination under this provision is elected, the Contractor may receive payment for goods and Services satisfactorily received/ performed as determined by the City to the date of termination.



## 2.22 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising of that Contract or related to the Contract using the dispute resolution procedures set out in this section:

- **Negotiation**

The parties will make reasonable efforts to resolve any disputes by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

- **Mediation**

If all or any portion of a dispute cannot be resolved by good faith negotiations within (30) days, either party may by notice to the other party refer the matter to mediation. Within (7) days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

- **Litigation**

If within (90) days of the request for mediation the dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation. The place of litigation will be in Vancouver, British Columbia.

## 2.23 Force Majeure

A “Force Majeure Event” means anything beyond the reasonable control of a party, including fire, flood, explosion, mass power failure, any other natural disaster, riot, war, rebellion, sabotage, vandalism and atomic or nuclear incidents, judicial or government decree but excluding the impact of the financial circumstances of a party on its ability to perform that Contract.

Neither party will be liable for its failure to perform any of the obligations or duties under the Contract due to a Force Majeure Event.

A Force Majeure Event will suspend the Contractual obligations impaired or affected by such event and will not terminate the Contract or any part of it.

If either party is subject to a Force Majeure Event, it will give notice to the other party as soon as reasonably possible, and the parties will work together to cure any default in that Contract or damages resulting.

2.24 Permits and Licenses

All permits, licenses and fees required for the successful completion and delivery of the Fire Truck are the responsibility of the Contractor and the Contractor is to comply with all applicable regulations of the City.

2.25 The Laws of British Columbia

This Contract shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

2.26 Term of Contract

The Contract will be in effect for the initial units as specified.

Issue of a City Purchase Order is contingent upon sufficient funds being available in the City's budget in the year of acquisition.

The City, at its sole discretion reserves the right to sole source with the Contractor if similar equipment is required for future years.

Alternatively, the City reserves the right to issue a new Request for Proposals at any time.

2.27 Invoices and Payment

- a) Payment will be made at the time of delivery and upon completion of the final delivery inspection and acceptance by the City.
- b) Invoices are to be submitted in .pdf format sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- c) Invoices shall reference the City Purchase Order number.
- d) Taxes and levies shall be shown separately.

### **3.0 SCOPE OF SERVICES**

#### **3.1 Requirements**

The City is seeking to create a business partnership with a Proponent who has the knowledge, technical resources, experience, reputation and capacity to design, manufacture, deliver and provide on-going support and service for Four (4) **Fire Pumper Trucks** for Coquitlam Fire Rescue (**CFR**). It is the City's intent to purchase four (4) trucks; two (2) trucks to be delivered in 2015 and two (2) trucks to be delivered in 2016. The City's requirements are outlined in **Appendix A**.

The City will review and assess information received from Proponents in response to this RFP. The City will identify a Preferred Proponent that is qualified and provides "Best Value" in meeting the requirements of this RFP, and with whom a Contract will be considered.

**a.** Services include, but are not limited to:

- Develop and propose various conceptual design options of varying scope and drawings for the Fire Trucks and components;
- Provide a detailed firm budget for the various conceptual designs;
- Provide cost advantage saving strategies for current and possible future purchases of Fire Pumper Trucks;
- Provide on-site and local warranty service at no cost;
- Replacement parts availability;
- Responsive maintenance, repair and support services for the life of the vehicles;
- Training for City CFR operators and Fleet Technicians in the operation and maintenance of the trucks; and
- Standardization of Fire Trucks.

In addition, the City expects to gain an in-depth understanding of a Proponent's:

- Ability to demonstrate expertise and qualifications in design and manufacture of Fire Trucks;
  - Ability to provide value-added Services and reporting capabilities;
  - Ability to provide on-site warranty service;
  - Ability to provide ongoing support and service;
  - Ability to communicate and work effectively with CFR, Fleet Services and the City and;
  - Ability to provide a Fire Truck within 10 months.
- b.** At the sole discretion of the City, based on mutual agreement of price and service, the City may purchase additional similar trucks;
- c.** Any travel or per diem required by the Contractor to carry out its obligations under the Contract shall be solely at the Contractor's expense.

#### **4.0 EVALUATION & AWARD**

##### **4.1 Evaluation of Proposals**

Proposals will be evaluated based on quality, service, price and any other criteria that may become evident including, but not limited to:

###### **a. Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources;
- Ability to deliver the equipment when and where required; and
- References

###### **b. Technical and Support Services**

- Compliance with the required specifications
- Build options, build sheet with budget breakdown, quality, configuration, technical information
- Design build methodology, Work plan, progress and tracking capabilities, reports and inspections;
- Local support and parts availability
- Local Service Facility inspection
- Training
- Mechanical/Fabrication assessment
- Operator/Ergonomic assessment
- Delivery Lead Time
- Demonstration or detailed graphics / designs

###### **c. Financial and Value Added**

- Financial offer including, but not limited to, prices, operating and maintenance costs, warranty, and any life cycle considerations
- Value Added
- Sustainable benefits

No totals, weights, prices or scores will be provided to any Proponent.

##### **4.2 Additional Information and Site Inspections**

The City may request one or more Proponents provide additional information or details, including making a presentation, providing a demonstration unit (at the Proponent's cost) and/or additional technical information.

The City may request a site inspection of the manufacturer's production facility and a site inspection of the local repair and maintenance facility.

The additional information, presentations and site inspections will be considered in the evaluation.

#### 4.3 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to negotiate changes to the specifications including pricing with one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

The City may enter into a changed or different specification of equipment with the Proponent proposing the “best value”, without liability to Proponents who are not awarded the Contract.

#### 4.4 Award

The City will notify the successful Proponent in writing that it has been awarded the Contract.

The City may use the results of this RFP to establish a fleet standard model and preferred dealer. Should additional similar equipment be required, the City at its sole discretion may single source with the preferred dealer for future years, subject to mutual acceptance of price and availability.

Alternatively, the City reserves the right to issue a new RFP for additional Fire Trucks at any time.

Acceptance of a Proposal, award of Contract and issue of a City Purchase Order is contingent upon sufficient funds being available in the City’s budget in the year of acquisition.

#### 4.5 Contract

Award will be made by issue of a City Purchase Order (PO) incorporating the City’s “Terms and Conditions of Contract” outlined in Section 2 of this RFP.

This RFP and completed Proposal Form will be incorporated by reference in the PO which will, together with the Terms and Conditions, form the Contract between the City and the Contractor.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-05-01**

**SUPPLIER SELECTION to DESIGN & MANUFACTURE**  
**Four (4) FIRE PUMPER TRUCKS**

Proposals will be received on or before 2:00 pm local time on  
**Tuesday, January 13, 2015**  
(Closing date and time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be uploaded through QFile, the City's file transfer service accessed at website: <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 and 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 604-927-3060 or fax 604-927-3035.**

**Proposal Submission Form**

Complete and return this section with:

- Appendix A – Base Truck Specification Worksheet**
- Appendix B – Draft Build Sheet**
- Appendix C – Warranties and Extended Warranties**
- Appendix D – Optional Portable Equipment Price List**

**Submitted by:** \_\_\_\_\_  
(company name)

**1.0 PRICE – FOUR (4) NEW FIRE PUMPER TRUCKS:**

*In accordance with Appendix A – Base Truck Specification Worksheet:*

Fire Pumper Truck			
State Make and Model of Base Truck:			
	Item	Cost	Currency (CAD or USD)
1.1	<b>Complete Base Truck Price (per unit):</b> (State in Canadian or US Funds; exclude taxes and levies)	\$	
1.2	<b>Other:</b>	\$	
1.3	<b>Environmental Tax:</b>	\$	

*The Base Truck Price must include all required decals, paint and any features required to be compliant with all regulations and standards and be fully operational.*

- 1.4** Proponents are to provide information on what cost savings could be achieved by ordering all four fire pumper trucks for delivery at the same time.



Four (4) fire pumper trucks will be decommissioned within three (3) months of delivery of the new trucks. Provide the amount of rebate the City would receive to trade-in the current trucks and all optional equipment. Trade-in to include truck and all optional equipment at time of trade-in inspection.

OPTIONAL – Trade-In				
	Unit #	Year	Make & Model	Mileage/Hours (as of December 1, 2014)
1.5	E0443	1995	Spartan Gladiator Pumper	<ul style="list-style-type: none"> <li>• 146,000 km's</li> <li>• 11,000 hours</li> </ul>
1.6	E0444	1995	Spartan Gladiator Pumper	<ul style="list-style-type: none"> <li>• 180,000 km's</li> <li>• 9,500 hours</li> </ul>
1.7	E0445	1995	Spartan Gladiator Pumper – 156,000 km's – 9,800 hours	<ul style="list-style-type: none"> <li>• 156,000 km's</li> <li>• 9,800 hours</li> </ul>
1.8	E0450	1995	Spartan Gladiator Pumper – 151,000 km's – 9,367 hours	<ul style="list-style-type: none"> <li>• 151,000 km's</li> <li>• 9,367 hours</li> </ul>

OPTIONAL - Portable Equipment		
1.9	Portable loose equipment items necessary to fully outfit the Fire Truck:	State Percentage Mark-up:  Price Sheet - <b>Appendix D.</b>

*All Truck Build Specifications and Portable Equipment Options will be reviewed and confirmed following award to the successful Contractor.*

**2.0 DEMONSTRATION**

Availability, location and notification required to arrange for a demonstration and testing of similar Fire Truck proposed:	
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**3.0 LEAD TIME FOR DELIVERY**

The City expects delivery to be within 10 months from the time of order. We guarantee to deliver the vehicle F.O.B. (freight pre-paid) to: City of Coquitlam, Fleet Service Department, 500 Mariner Way, Coquitlam, BC.

Lead time for manufacture and delivery once the final specification is approved by the City:	
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**4.0 CORPORATE PROFILE**

Provide a brief description of the Proponent’s current business.

<b>Corporate</b>		
<b>4.1</b>	<b>Registered Business Name</b>	
<b>4.2</b>	<b>Operating Business Name</b>	
<b>4.3</b>	<b>Location of Head Office</b>	
<b>4.4</b>	<b>Number of Years in Fire Truck Design &amp; Manufacture Business</b>	
<b>4.5</b>	<b>Number of Employees</b>	

## 5.0 KEY FACILITY LOCATIONS

### 5.1 Truck Manufacturing Plant

<b>Provide ISO Information</b>	
<b>Business Name:</b>	
Address:	
Phone:	
Website:	

### 5.2 Warranty and Repair Service Center

State location of nearest affiliate service facilities with factory authorized technicians:

<b>Business Name:</b>	
Address:	
Phone:	
Website:	
State the procedure for handling warranty claims:	

**5.3 MRO Parts Distribution Center**

<b>Business Name:</b>	
Address:	
Phone:	
Website:	
Total value of Inventory at this location:	
Regular Lead Time for Delivery of Parts:	
Guaranteed Lead Time for Delivery of Critical Parts:	
List critical parts and inventory levels	

**5.4 Support and Service**

State programs and procedures for ongoing support and service to ensure minimum downtime:

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**6.0 TECHNICAL INFORMATION**

<b>Technical Information</b>		
<b>6.1</b>	<b>Describe Design – Build Methodology</b>	
<b>6.2</b>	<b>Confirm Compliance to All Applicable Safety Standards</b>	
<b>6.3</b>	<b>Build Options</b> – Provide an example of how build options will be presented to the City for the purpose of confirming final specifications	
<b>6.4</b>	<b>Provide calculations showing grade ability and speed</b>	
<b>6.5</b>	<b>Manufacture Progress Reports</b> - Describe methodology and frequency of status updates once manufacturing starts	
<b>6.6</b>	<b>Quality Assurance</b> – Provide information on the systems of Quality Control and build specification assurance.	
<b>6.7</b>	<b>Attach Appendix B - Draft Build Sheet</b> - based on the Base Truck specifications in Appendix A, with component prices	

**7.0 WORK PLAN AND SCHEDULE**

Provide a detailed schedule of all activities, phases of design and manufacturing by task, key deliverable and milestone timelines to complete the design, manufacture, testing and delivery of a completely outfitted Fire Truck.

<b>Work Schedule Time</b>		
<b>Activity</b>	<b>Start Date</b>	<b>Number of Weeks</b>
Start Design Process		
Fire Truck Delivery to: City Fleet Services, 500 Mariner Way, Coquitlam, BC.		

**8.0 ON-SITE INSPECTIONS**

The City expects the number of recommended on-site inspections for three (3) people at the manufacturer’s location is included in the base truck price. The City reserves the right to add or delete the number of on-site inspections. Additional inspections will be paid for by the City and the City will be credited the amount if they choose to delete an on-site inspection.

		<b>Response</b>
<b>8.1</b>	<b>Confirm the number and type of on-site inspections recommended</b>	
<b>8.2</b>	<b>Confirm the number of City personnel attending the on-site inspections are included in the Base Truck Price</b>	
<b>8.3</b>	<b>State the Break-out Price for each on-site inspection including three (3) persons</b>	
<b>8.4</b>	<b>State the Break-out Price for each additional person per inspection</b>	

**9.0 TRAINING, TECHNICIANS AND PERSONNEL**

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

<b>9.1</b>	<b>Fire Department Operations –</b> duration of training, number of attendees and number of on-site workshops at CFR Fire Hall	
<b>9.2</b>	<b>Fleet and Maintenance –</b> duration of training, number of attendees, number of workshops and Location	
<b>9.3</b>	<b>Other</b>	

**10.0 WARRANTIES AND EXTENDED WARRANTIES**

**Appendix C** – Attach Warranty information including extended warranties. Any additional prices are to be described in the Proposal.

**11.0 VALUED ADDED SERVICES**

**Preferred Dealer Services** - Provide information on what makes your firm innovative, what is your competitive advantage, what other Services, or leading edge engineering/technology your firm provides that would assist or would be of benefit to the City if your company is selected:

**12.0 SUSTAINABLE INITIATIVES AND LEADERSHIP**

**Corporate** - Please provide information on any initiatives, programs and product choices that the Proponent has implemented that could be considered environmental, financial/economic, social/ethically sustainable value:

**Equipment** – Describe efficiencies or innovations in manufacturing, maintenance benefits, replacement components that contribute positively to overall Best Value and Total Cost of Ownership:



**13.0 REFERENCES**

Provide current references that the City may contact to verify successful performance of vehicles comparative in quality, size, complexity, with similar equipment set-up.

<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>	

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

**14.0 PAYMENT OPTIONS**

The City prefers to provide full payment upon final inspection and acceptance at the City's Service Centre.

Provide all payment terms and options available and cost saving strategies that will benefit the City.

**15.0 PERFORMANCE ASSURANCE**

The City may, at any time during the period for Acceptance of Proposal determine that a form of performance assurance is required to guarantee that all obligations described in the RFP will be met including delivery timelines.

Time will be of the essence.

The form of performance assurance required will be an Irrevocable Letter of Credit (ILOC) in the amount of 50% of the purchase value issued by the Proponent's local Financial Institution named below.

**16.0 PERIOD FOR ACCEPTANCE OF PROPOSAL**

The City of Coquitlam requests Proposals to remain open for acceptance for a minimum of 120 days.

Our Proposal will remain open for acceptance by the City for a period of \_\_\_\_\_ days from the Closing Date.

**17.0 ADDENDA**

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

Addendum No.	Date Issued	Date Received

**18.0 CONFLICT OF INTEREST**

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

**19.0 AUTHORIZATION**

We hereby submit our Proposal for the supply and delivery of vehicle(s) described in this RFP and confirm that price, and other information contained in this Proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this Proposal.

For the purpose of this RFP, electronic signatures are accepted.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Name and Title of Contact</b> <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 of Authorized Person:</b>	
<b>Date:</b>	

– End of Proposal Submission Form –

## Appendix A – Base Truck Specification Worksheet

**Submitted by:** \_\_\_\_\_  
(Company Name)

	Component	Specifications	Confirm and Provide Details	Describe Options and Component Prices
<b>1</b>	Emissions	2015 emissions compliant		
<b>2</b>	Standards	Meets all current National Fire Protection Association (NFPA) Standards and the Canadian Motor Vehicle Safety Standards(CMVSS)		
<b>3</b>	Standards for Automobile Fire Fighting Apparatus	ULC S515-04 compliant and certified + tested		
<b>4</b>	Model year	Current 2015 (or newer)		
<b>5</b>	Maximum height	132"		
<b>6</b>	Overall length	As short as possible maximum 400"		
<b>7</b>	Chassis Wheelbase	As short as possible maximum 200"		
<b>8</b>	Overall width	maximum 102"		
<b>9</b>	Roof Cab	16" – 24" raised cab roof		
<b>10</b>	Seating	6 seating positions		
<b>11</b>	Drive Train	2 Wheel Drive		
<b>12</b>	Front Axle	IFS matched to GVWR <b>STATE</b>		
<b>13</b>	Rear Axle	multi-leaf matched to GVWR <b>STATE</b>		

	Component	Specifications	Confirm and Provide Details	Describe Options and Component Prices
14	Differential	<b>STATE</b> ratio based on speed of 60 mp/h		
15	Rear Brakes	Matched to GVWR <b>STATE SIZE</b>		
16	Front Brakes	Matched to GVWR <b>STATE SIZE</b>		
17	Wheels	Alcoa ultra bright aluminum wheels <b>STATE SIZE</b>		
18	Tires	<b>Front:</b> Michelin XZY3 in size to match front axle  <b>Rear:</b> Michelin XDS in size to match rear axle		
19	Engine	<ul style="list-style-type: none"> <li>• Cummins - 450 hp, 1650 lbs/ft. or Detroit DD – 450 hp, 1650 lbs/ft.</li> <li>• Engine Programming High Idle Speed 1,250 RPM</li> <li>• Engine High Idle Control Manual &amp; Auto w/V-MUX</li> <li>• Engine Programming Road Speed Governor Enabled</li> <li>• Engine Warranty – five (5) year/100,000 miles</li> </ul>		
20	Alternator	Minimum 320 Amps <b>STATE</b>		

	Component	Specifications	Confirm and Provide Details	Describe Options and Component Prices
21	Transmission	<ul style="list-style-type: none"> <li>• Allison EVS to suit engine horsepower with retarder option</li> <li>• Trans. Mode Programming (6 Speed)</li> <li>• Trans. Feature Programming (Allison GEN V-E I/O Package 198/Pumper)</li> <li>• Trans. GEN V-E Shift Select Key Pad/Push Button</li> <li>• Trans. Retarder Control Lever On/Off Rocker Switch/Reversed Lever</li> <li>• Trans. 2<sup>nd</sup> Gear Pre-Select w\ Aux. Brake</li> <li>• Transmission Warranty – Allison five (5) Year</li> </ul>		
22	Pump	Waterous minimum 1500 IMPG 2 stage pump		
23	Pump Panel	Side Mount		
24	Water tank	500 IMPG.		
25	Foam tank	50 IMPG foam tank		
26	Foam system	Waterous Advantus 6.0 foam system c/w remote fill or equivalent		
27	Foam System	Waterous Eclipse CAFS System 200 CFM or equivalent		

	<b>Component</b>	<b>Specifications</b>	<b>Confirm and Provide Details</b>	<b>Describe Options and Component Prices</b>
<b>28</b>	Main Hose Bed	Capacity for: 1200' - 4" Hi Volume 1000' - 2 ½ " Hose 500' - 1 ¾ " Hose 300' - 2 ½" Hose - (preconnected)		
<b>29</b>	Attack Line Bed- Crosslay Design	2 – 200' 1 ¾" Hose c/w pistol grip nozzle 1 – 200' 2 ½" Hose c/w pistol grip nozzle		
<b>30</b>	Vehicle mounted monitor	Capable of producing 1250 IMP GPM and rotating 360 degrees		
<b>31</b>	Bumper Line	1 – 150' 1 ¾" Hose c/w pistol grip nozzle		
<b>32</b>	Generator	10,000 watt hydraulic generator		
<b>33</b>	Electrical control system	Weldon v-mux system or equivalent		
<b>34</b>	Interior	Extreme duty interior - no plastic or vinyl, aluminum checkerplate floor		
<b>35</b>	Air Conditioning	Required		
<b>36</b>	Windows	Electric windows		
<b>37</b>	Door Locks	Electric door locks c/w drivers side keypad		
<b>38</b>	Wiring	All wiring shall have soldered and shrink- wrapped weather proof connections		
<b>39</b>	Lighting	All Whelan brand LED emergency and scene lighting preferred. Meeting NFPA standard		



	Component	Specifications	Confirm and Provide Details	Describe Options and Component Prices
40	Siren	Q2B siren flush bumper mount		
41	Scene Lights	Whelan M9 LED scene lights (4) 12 volt		
42	Batteries	(6) group 31 batteries AGM deep cycle		
43	Battery charger	Xantrex 40 amp battery charger		
44	Fuel tank	Minimum 50 gallon US fuel tank – Fill inlet on driver’s side.		
45	Ground Ladders	Duo –Safety: 1 - 35’ 3 section 1 - 24’ 2 section 1 - 14’ Roof 1 - 10’ Attic		
46	Hard Suction Hose & Strainer	2 – 6” x 10’ lengths		
47	Light tower	6 LED 12/24 volt 6’-10’ tall		
48	Insta-chains	6 strand		
49	Compartment doors	Roll-up Amdoor		
50	Ladder rack	Hydraulic controlled on passenger side above compartments to hold ladders in Item 45, above		
51	Tow hitch	In rear rated at 10 000 lbs. w/ 6 pin receptacle and brake controller in cab		

## Appendix B – Draft BUILD SHEET

- BUILD SHEET** - Attach a draft Build Sheet based on the Base Truck Specifications in Appendix A, with component prices;

## Appendix C – Warranties and Extended Warranties

- WARRANTY** – Attach information for all components including optional and extended warranties.

**Appendix D – OPTIONAL Portable Equipment Price List**

**PORTABLE EQUIPMENT**– Price sheet for portable loose equipment items necessary to fully outfit the Fire Truck.

	<b>Qty.</b>	<b>Description</b>	<b>Details or Options</b>	<b>Unit Price \$</b>	<b>Extended Price \$</b>
<b>1</b>	1	20 LB Dry Chemical Extinguisher			
<b>2</b>	1	20 LB CO2 Extinguisher			
<b>3</b>	1	Akron Quick Attack Ground Monitor Model 3443, w/ Fog Nozzle 4445 w/ 4 Stacking Tips			
<b>4</b>	1	Low Expansion Foam Nozzle			
<b>5</b>	1	Medium Expansion Foam Nozzle			
<b>6</b>	1	Honda Super Vac PPV Fan – Gas Model 720G4H			
<b>7</b>	2	Portable Electrical Cord Reels 100’			
<b>8</b>	2	Flood Lamps RAB model HLK-LED-1H Yellow			
<b>9</b>	3	2 ½” Akron Breakaway Attack Nozzles			
<b>10</b>	5	1 ½” Akron Breakaway Attack Nozzles Model 4821			
<b>11</b>	1	Drager gas Detector XAM2000			
<b>12</b>	5	Scott Breathing Apparatus C/W Cylinder 45 Minute 4500 psi			
<b>13</b>	5	Scott Air Cylinders 45 Minute 4500 psi			
<b>14</b>	1000’	High Combat 1 ¾” Hose (50’)			
<b>15</b>	1200’	High Combat 2 ½” Hose (50’)			
<b>16</b>	1	Portable Scott RIT Pak w/mask			
<b>17</b>	1	Honda Holmatro Pump & Combi Tool			

	Qty.	Description	Details or Options	Unit Price \$	Extended Price \$
<b>18</b>	1	TIC Thermo Imaging Camera MSA			
<b>19</b>	1	A E D Medtronic LitePak 1000			
<b>20</b>	1	Piercing Nozzle			
<b>21</b>	1	Stihl Chain Saw Model MS 441 C-M (20" bar)			
<b>22</b>	1200'	4" Angus Hi Vol Fire Hose (100')			
<b>23</b>	2	33' 4" Angus Hi Vol Fire Hose			
		<b>TOTAL</b> (State in Canadian or US funds, exclude GST & PST)			<b>\$</b>

Confirm whether prices are in CDN or US funds: \_\_\_\_\_

**THIS FORM IS TO BE COMPLETED BY THE INSURANCE BROKER**

 (A fillable form is also available for electronic completion on the City's website): [http://www.coquitlam.ca/Libraries/Coquitlam\\_Forms/Certificate\\_of\\_Insurance\\_-\\_Consultant\\_Form.sflb.ashx](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Consultant_Form.sflb.ashx)

 This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that **thirty (30) days' notice of cancellation** or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

**NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN BRITISH COLUMBIA.**

 This Certificate is issued to: **City of Coquitlam**, 3000 Guildford Way, Coquitlam, BC V3B 7N2

<b>Insured</b>	<b>Name:</b>		
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

<b>Broker</b>	<b>Name:</b>		<b>Agent's Name:</b>
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

**Project to which this Certificate applies:**

<b>Contract No.:</b> 14-05-01	<b>Project Name &amp; Description:</b> Four (4) Fire Pumper Trucks
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**COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term (dd/mm/yy)	Limits of Liability/Amounts
<b>Section 1: Commercial General Liability</b> <input checked="" type="checkbox"/> Occurrence Form		From:	Bodily Injury, Death & Property Damage
		To:	\$ _____ Per Occurrence
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit <input checked="" type="checkbox"/> <b>MINIMUM \$2,000,000</b>
<b>Section 2: Automobile Liability</b> (owned or leased vehicles)		From:	Bodily Injury & Property Damage
		To:	\$ _____ Limit <input checked="" type="checkbox"/> <b>MINIMUM \$5,000,000</b>
<b>Section 3: Professional Errors &amp; Omissions Liability</b>		From:	<b>Minimum</b>
		To:	\$ _____ Per Claim(\$1,000,000) \$ _____ Aggregate(\$1,000,000)

**Particulars of General Liability Insurance (Section 1):  indicates that the coverage is included.**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured    | <input checked="" type="checkbox"/> Blanket Contractual                       | <input checked="" type="checkbox"/> Occurrence Property Damage      |
| <input checked="" type="checkbox"/> Premises & Operations                      | <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input checked="" type="checkbox"/> Contingent Employer's Liability |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input checked="" type="checkbox"/> Employees as Additional Insureds          | <input checked="" type="checkbox"/> Broad Form Loss of Use          |
| <input checked="" type="checkbox"/> Personal Injury                            | <input checked="" type="checkbox"/> Non-Owned Automobile                      |   |
| <input checked="" type="checkbox"/> Owners & Contractors Protective            | <input checked="" type="checkbox"/> Coverage is Primary and not contributory  |   |

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

<b>Broker Authorization (Signature &amp; Stamp)</b>	Date
---	------

**INTERNAL USE ONLY**  
 Certificate  Approved  Not Approved

**COMPLETE & SUBMIT TO: CITY OF COQUITLAM**  
 Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)