



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 15-04-07**

**RCMP Fleet Vehicles Repair and Maintenance**

Proposals will be received on or before 2:00 pm local time  
**WEDNESDAY, MAY 27, 2015**  
(Closing date and time)

**Obtaining RFP Documents**

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

Printing of RFP documents is the sole responsibility of the Proponents.

**Addenda**

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

**Proposals Submissions**

The City reserves the right to accept or reject any or all Proposals or accept a Proposal deemed to be in the best interest of the City.

The City will not be responsible for any costs incurred by Proponents in preparing a response.

D. Trudeau  
Purchasing Manager  
City of Coquitlam  
Issue Date: May 8, 2015

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### Proposal Submission Form

## DEFINITIONS

**“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, and any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

**“Contractor”** means the qualified experienced professional person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

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

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

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

**“RCMP”** means Royal Canadian Mounted Police, Coquitlam Detachment

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

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

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

**“Work(s)”** shall unless the context otherwise requires, 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.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1 Description of Services

The City of Coquitlam (“City”) requests Proposals from professional, qualified, certified, and experienced companies to provide **RCMP Fleet Vehicles Repair and Maintenance** (“Services”).

The RCMP Fleet consists of approximately 100 vehicles of domestic, foreign and hybrid vehicles, both diesel and gas powered.

Refer to: **Scope of Services, Section 3**, for complete details.

### 1.2 Term of Contract

The contract will commence approximately July, 2015.

The initial term will be for three (3) years and remain in effect to June 1, 2018.

Upon mutual agreement the Contract may be extended for two (2) or more additional one (1) year terms.

### 1.3 Closing Date & Time

Proposals will be received by the City of Coquitlam on or before 2:00 pm local time:

**Wednesday, May 27, 2015**

### 1.4 Instructions for Proposal Submission

Proposal submissions are to be uploaded electronically 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.)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for

any delay 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 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.

Proposals may be withdrawn upon request by an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

#### 1.5 Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Questions are to be submitted in writing 3 business days 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 posted on the City's website that will be incorporated into and become part of the RFP.

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

#### 1.6 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)

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

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

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

1.7 General Information

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City reserves the right to cancel any order or contract in accordance with the terms and conditions specified at their sole discretion.

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

1.8 Privacy

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.9 Prices

All shop charges and labour rates shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the initial three (3) year term.

1.10 Evaluation Criteria

The criteria for evaluation of Proposal, listed in no order of precedence, may include but is not limited to:

Corporate

- Corporate stability and established local business presence

Technical

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

Price and Value Added Benefits

- Shop rates
- Value added: additional services/ features (i.e. shuttle service, extended hours of service, etc.)
- Sustainable benefits
- Proximity to the RCMP Detachment  
2986 Guildford Way  
Coquitlam, BC

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 that would provide best value for the City.

And, upon selection of one or more lead proponent(s):

- References may be contacted
- Interviews will be conducted
- Site inspection will be conducted

The evaluation committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the evaluation committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

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

1.11 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any 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 to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.



1.12 Irrevocability and Acceptance of Proposals

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) 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 reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

1.13 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, 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.

1.14 No Contract

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

1.15 Conflict of Interest

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

1.16 Non-Solicitation

Proponents and their agents will not contact any member 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.

1.17 Liability for Errors

While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.18 Proposal Submission

Proponents should complete and submit the information requested in this section of the RFP document on this Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.19 Examination of Proposal Documents

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

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

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

## 2. GENERAL CONDITIONS OF CONTRACT

### 2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services.

The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

### 2.2 Health and Safety Requirements

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

### 2.3 Indemnity

The Contractor shall indemnify and save harmless the City and the RCMP 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 execution of the work.

### 2.4 Insurance Requirements

The Contractor shall submit, upon award by the City, Certificates of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) The Contractor shall carry Commercial General Liability Insurance satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence, and include:
  - the City and RCMP being named as an additional insured; and
  - the Commercial General Liability insurance include a cross liability clause;
- b) Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

- c) Garage Liability Insurance in an amount satisfactory to the City that includes third party liability for non-owned vehicles and Legal Liability for own damage to customer's vehicles for losses arising from specified perils and collision.
- d) Evidence of such insurance policies are to be provided no later than then then (10) days prior to commencement of the Work;
- e) The insurance policies shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City and the City's written approval of the cancellation, transfer, assignment or alteration; and
- f) Refer to: [Certificate of Insurance - Contractor Form](#)

The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.

#### 2.5 Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City or RCMP.

#### 2.6 Business Licence

The Contractor shall maintain a valid Business License for the City in which the business located.

#### 2.7 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The Contractor is responsible for having the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

#### 2.8 Operations and Coordination of the Services

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

2.9 Equipment, Materials and Workmanship

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

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

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

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

2.10 Shop Rates

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

2.11 Warranty

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

2.12 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City/RCMP or a designated representative. If they are not approved, the City/RCMP shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.

- c) The City/RCMP will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City/RCMP or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control.

#### 2.13 Damage and Defects

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

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

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

#### 2.14 Default

The City/RCMP reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City/RCMP
- Fails to meet the City's/RCMP's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

#### 2.15 Cancellation

The contract may be cancelled by the City/RCMP for any reason without cause or penalty upon 30 days written notice.

The City may cancel the contract immediately should there be misuse of police equipment or investigation related to illegal activities.

The Contractor would be compensated for all work completed at the date of notification.

#### 2.16 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of 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 BC 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 bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the 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 shall be in Metro Vancouver, BC area.

#### 2.17 Confidentiality

The Contractor agrees that proprietary City/RCMP information obtained in providing the services will be treated as confidential and not disclosed.

2.18 Advertisement

The Contractor shall not advertise its relationship with the City or RCMP without prior written consent from the City.

2.19 Sub-Contractors and Assignment

The Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this contract, in whole or in part without prior written approval by the City.

The Contractor will be fully responsible to the City for acts and omissions of sub-contractors.

2.20 Non-exclusive

The intent of the City is to have one service provider but the acceptance of any proposal, and upon award, does not entitle any Contractor to exclusive rights for the provision of the services.

The City also reserves the right to contract with other companies to meet fluctuations in service demands where response times, capacity and resources may be constrained.

2.21 Law

The contract shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.22 Payments – Invoicing

- a) The Contractor must be willing to accept payment from and be qualified by the current fleet card payment vendor (presently ARI Canada, this is subject to change) and adhere to their procedures as imposed by the RCMP.
- b) The Contractor will submit an invoice (the "Invoice") for each vehicle service request, accompanied by any required reports and supporting documentation;



Invoices are to include the following information:

- A unique invoice number
  - Invoice date
  - Service date
  - Detailed invoice, that includes all labour, parts, materials, and applicable taxes shown separately
  - Grand total of the invoice
- c) After review and approval of the invoice and supporting documentation by City/RCMP, payment will be made to the Contractor by the designated RCMP Fleet Management System (presently ARI Canada, this is subject to change)
- d) If the City/RCMP reasonably determines that any portion of an Invoice is not payable then the City/RCMP will so advise the Contractor.

### **3. SCOPE OF SERVICES**

#### **3.1 Scope of Services**

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

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

- a) Pre and post collision inspection; (pre-inspection : inspection of vehicle involved in accident to determine the extent of damage prior to repair / post-inspection: to determine quality of repair)
- b) Diesel, gas and hybrid powered engine service and repair;
- c) Wiring and electrical / electric diagnosis and repairs performed at a highly technical level;
- d) Emission testing and repair;
- e) Supplemental Restraint System (SRS) diagnosis and repair;
- f) Anti-lock Brake System (ABS) diagnosis and repair
- g) Air-Conditioning servicing and repair;
- h) Body Control Module (BCM) diagnosis and repair;
- i) Upholstery repair;
- j) Tire mounting, repair, high speed balancing and Tire Pressure Monitoring System (TPMS) system diagnosis and repair;
- k) Aftermarket RCMP up-fitted equipment diagnosis and repair (i.e. emergency lighting, sirens, etc.);

- l) Fabrication and welding, i.e. repairing as opposed to replacing anything that will remain structurally sound, i.e. exhaust systems, push bars, underbody panels, metal seat frames & sliders, etc.;
- m) Complete driveline servicing and repair; differential, transmission and transfer case;
- n) Steering and suspension repairs;
- o) On-site service calls at the RCMP Detachment, when required;
- p) Occasional shuttle service;
- q) Deliver and pick-up vehicles, if required;

### 3.2 Equipment, Vehicle Storage and Supplies

The Contractor is required to provide:

- secure indoor storage for vehicles left after hours;
- must park police vehicles within sight line during regular business hours;
- have a minimum 4 equipped shop bays;
- operate with a computerized invoicing system with searchable history;
- have access to all Original Equipment Manufacturer (OEM) and aftermarket parts wholesale vendors and an inventory of parts tailored to the RCMP fleet;
- must have up-to-date web based diagnostic repair information systems (OEM & aftermarket);
- various types of vehicle lifting hoists with at least one heavy capacity hoist of 14,000 lbs. or greater;
- specialty equipment (i.e. welders, including Oxy Acetylene gas, Mig, Tig, Plasma cutter, various pullers, differential service tools, hydraulic press, engine crane, transmission jack, AC service equipment, current technology alignment equipment, etc.).

### 3.3 Rates

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

**Rates are to be firm for the entire initial three (3) year term of the contract.**

### 3.4 Term

The initial term will be for three (3) years and remain in effect to June 1, 2018.

Upon mutual agreement the Contract may be extended for two (2) or more additional one (1) year terms.

### 3.5 Transportation

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

### 3.6 Services

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

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

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

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

### 3.7 Certified Service Technicians

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

### 3.8 Response Time

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

### 3.9 Contractor Suspension and Termination

Contractor's may be suspended or terminated at the sole discretion of the City for any one or more of the following reasons:

- failure to deliver the services as required; or
- failure to provide certified and trained personnel; or
- default or arrears standing with WorksafeBC; or
- expired insurance.



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**RFP No. 15-04-07**

**RCMP Fleet Vehicles Repair and Maintenance**

Proposals will be received on or before 2:00 pm local time  
**WEDNESDAY, MAY 27, 2015**  
(Closing date and time)

**Proposal Submission Instructions**

Proposal submissions are to be uploaded electronically 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 until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the submission process.

For assistance Phone 604-927-3060 or Fax 604-927-3035.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form**

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

1. **PRICE**

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

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

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

ITEM	DESCRIPTION	HOURLY RATE (exclude GST & PST)
<b>SHOP RATES -</b> State rates per hour and, hours of operation and days of the week the rates would be applied:		
.1	STRAIGHT TIME FROM: TO:	\$
.2	OVERTIME FROM: TO:	\$
<b>PARTS/MATERIALS – State Mark-up or Discounts</b>		
.3		
<b>OTHER</b>		
.4		

**Shop Labour Rates are to be firm for the initial three (3) year term of the contract.**

**2. SHOP DETAILS**

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

**3. PARTS AND INVENTORY**

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

**4. SUBCONTRACTORS**

The Contractor has the ability to provide all of the Scope of Services on-site at their location.

Or, state any Sub-contractors that would be utilized in provision of the services and will comply with all the terms and conditions of this RFP; for example upholstery repair

	Type of Service	Company Name
.1		
.2		
.3		

**5. EQUIPMENT**

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

Equipment	
Equipment	Age of Equipment

**6. EXPERIENCE OF PERSONNEL**

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

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

Name	Years of Experience and Qualifications	Certification Date

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

**7. NON-COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFP that your company is unable to comply with.



**8. SUSTAINABLE PRACTISES AND INITIATIVES**

Describe all initiatives, policies or programs that illustrate your efforts towards sustainable practises and responsibility in providing the services.

**(Social/Ethical, Environmental, Economic/Financial)**

**9. 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/RCMP including shuttle service, vehicle pick-up and delivery, extended hours of operation or other.

**10. HEALTH AND SAFETY PROGRAM**

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes  No

b) If no is checked, describe how safety training is accomplished.

**11. EXPERIENCE AND REFERENCES**

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

<b>Start Date</b>	
<b>Completion Date</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Annual Contract Value</b>	

<b>Start Date</b>	
<b>Completion Date</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Annual Contract Value</b>	

<b>Start Date</b>	
<b>Completion Date</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Annual Contract Value</b>	

**12. ACCEPTANCE**

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We, the undersigned, confirm that this proposal is open for acceptance by the City for a period of: \_\_\_\_\_ days.

**13. ADDENDA**

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

<b>Addendum No.</b>	<b>Date Issued</b>	<b>Date Received</b>

**14. CORPORATE PROFILE**

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

<b>Proponent</b>		
<b>1.1</b>	<b>Registered Business Name</b>	
<b>1.2</b>	<b>Operating Business Name</b>	
<b>1.3</b>	<b>Name of Principal Owner(s)</b>	
<b>1.4</b>	<b>Name of Principal Operator(s)</b>	
<b>1.5</b>	<b>Shareholder Information (Major Registrants)</b>	
<b>1.6</b>	<b>Number of Years in Business</b>	
<b>1.7</b>	<b>Description of Business</b>	
<b>1.8</b>	<b>Business Memberships</b>	

**15. AUTHORIZATION**

**The Contractor must:**

- Ensure Provincial Commercial Vehicle Inspection Facility with Structural and Body Integrity endorsements is current.
- Ensure insurance is current and in compliance with City/RCMP requirements. Any changes made must be reported to the City’s representative before acceptance of any work subsequent to the change.
- Ensure that WorkSafe BC (WSBC) coverage is maintained and kept current.
- Ensure that the Mechanics and Technicians performing work on RCMP vehicles have a Red Seal Endorsement or the equivalent on their certification of qualifications from a Canadian government agency or be directly supervised by someone possessing these qualifications.
- Would provide evidence of a current Business License.

We hereby confirm full understanding of the above registration requirements and agree to comply with all the requirements as specified.

We hereby submit our Proposal for the services described in this RFP and confirm that price, and other information contained in this Proposal are accurate, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to bind their company to statements made in this Proposal.

<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 – please print)</i>	
<b>Contact Email:</b>	
<b>Signature of Authorized Person:</b>	
<b>Name &amp; Title of Authorized Person:</b>	
<b>Date</b>	

**For the purpose of this Proposal submission, electronic signatures will be accepted.**

**- End of Proposal Submission Form -**