



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-04-17

Supply and Delivery of a
Excavator Rental

Proposals will be received on or before 2:00 pm local time on
Thursday, May 7, 2015
(Closing date and time)

OBTAINING RFP DOCUMENTS

RFP documents are available for downloading from the City's website:

www.coquitlam.ca/BidOpportunities

ENQUIRIES

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: bid@coquitlam.ca

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

PROPOSALS

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: April 30, 2015

TABLE OF CONTENTS

Definitions	Page 3
Section 1 General Requirements	Page 4
1.1 Request for Proposals (RFP)	
1.2 Delivery	
1.3 Technical Specifications	
1.4 Specifications and Alternatives	
1.5 Environmental Considerations	
1.6 Closing Date and Time	
1.7 Instructions for Proposal Submission	
1.8 Enquiries	
1.9 Addenda	
1.10 Irrevocability and Acceptance of Proposals	
1.11 No Claim	
1.12 No Contract	
1.13 Proponent’s Expenses	
1.14 Non-solicitation	
1.15 Conflict of Interest	
1.16 Freedom of Information and Protection of Privacy Act	
1.17 Withdrawal of Proposals	
1.18 Law	
Section 2 Terms and Conditions of Contract	Page 10
2.1 General Conditions	
2.2 Cancellation	
2.3 Insurance	
2.4 Return of Excavator	
Section 3 Evaluation & Award	Page 11
3.1 Evaluation of Proposals	
3.2 Additional Information	
3.3 Negotiation	
3.4 Award	
3.5 Contract	

PROPOSAL SUBMISSION FORM

DEFINITIONS

“Agreement” “Contract” means the Contract for Services or 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.

“Vendor” “Supplier” means the successful Proponent awarded the Contract for supply of goods and provision of Services described in this RFP. The Vendor 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. “Vendor” “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.

Section 1 - General Requirements

1.1 Request for Proposals (RFP)

The City of Coquitlam (**City**) requests Proposals to select a qualified and experienced company to supply and deliver One (1) new track **Excavator** complete with a fully weatherproofed cab.

The City intends to rent the excavator for up to a 6 month term which may be cancelled, extended for additional months, or purchased.

The Excavator will be used for water and sewer utility construction by the City of Coquitlam crews.

The track excavator shall be the current production model with all the latest updates including; all manuals, instructions and training.

1.2 Delivery

Delivery is to be on or before May 21, 2015 prepaid by the Vendor F.O.B: to City of Coquitlam, Fleet Services, 500 Mariner Way, Coquitlam, BC, V3K 7B2.

An authorized representative of the Vendor shall supervise delivery to the City to provide training and orientation.

1.3 Technical Specifications

Detailed requirements for the Excavator are:

1	2015 Hydraulic Excavator 32,000 lb. Reduced tail swing design for working in confined areas.
2	Steel tracks
3	Approx. 97 h.p. IT4 emissions . Auto idle
4	Powertrain 2 speed propel with automatic shift
5	Hydraulics Open Centre load sensing , axial piston pumps
6	Maximum digging depth approx. 19 feet 6 inches
7	Maximum arm digging force approx. 13,000 lb.
8	Maximum bucket force approx. 21,500 lb.
9	Drawbar pull approx. 25,000 lb.
10	Dump height approx. 22 feet 6 in.
11	Machine dimensions (approximate): Overall Length: 24 feet Overall height: 9 feet Overall width: 8 ft. 6 in. Blade width 8 ft. 6 in.
12	Rear View Camera
13	Air Conditioning
14	Deluxe seat
15	Provide Fuel consumption figures (L/hr)
16	Right hand and left hand mirrors
17	Lockable cab door, fuel cap and tool box
	Complete with :
18	Push Blade
19	Quick attach coupler
20	Swap Valve - to change from ISO to JD
21	54 inch clean up bucket
22	30 inch digging bucket with blade edge
23	24 inch digging bucket with blade edge
24	Combo plumbing to run a hydraulic thumb , hoe pack or hammer
25	Top light Whelan H31 LAF with brush guard
26	First aid kit
27	Fire extinguisher
28	4 sets keys
29	2 sets Operation and Parts Manual

The City is seeking to identify and select a qualified supplier that has the knowledge, technical resources, experience, reputation and capacity to Rent, supply, deliver and provide continuous support for the track Excavator.

At the City's sole discretion, this RFP may also be used to establish a **City Fleet Standard Model and a Preferred Dealer** for rent or purchase of track Excavators. Alternatively, the City may issue a new RFP for additional equipment.

1.4 Specifications and Alternatives

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

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

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

The City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

1.5 Environmental Considerations

The City is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible.

Where there is a requirement within the specifications that require the successful Proponent to supply materials, oils, lubricants, paints or other fluid materials and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its proposal.

The Proponent agrees to advise the City of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse conditions on the environment.

1.6 Closing Date and Time

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

Thursday, May 7, 2015

1.7 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 until 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.

1.8 Enquiries

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: bid@coquitlam.ca

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.

1.9 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

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.

1.10 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 Cities reserve 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.

1.11 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.

1.12 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 a City Purchase Order (PO) is issued.

1.13 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Cities, if any. The Cities 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.

1.14 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.

1.15 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.

1.16 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.

1.17 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 prior to the time set as Closing Date and time for receiving Proposals.

1.18 Law

This Proposal 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.

Section 2 - Terms and Conditions of Contract

2.1 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 “Vendor”) a City Purchase Order (PO) will be issued and the City’s standard “Terms and conditions of Purchase will apply:

[City's Standard Terms and Conditions](#)

The following terms and conditions will also apply to this contract:

2.5 Cancellation

The Rental agreement may be cancelled without cause or penalty by either party with 30 days written notice.

2.6 Insurance

The City, at its expense shall insure the Excavator against all risks to the full replacement value.

2.7 Return of Excavator

The City will return the excavator in similar condition it was received including normal wear and tear expected during operation of its intended use.

Section 3 – Evaluation & Award

3.1 Evaluation of Proposals

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

a) Technical and Support Services

- Compliance with the required specifications
- Warranties
- Local support and parts availability in Metro Vancouver area
- Operator/Ergonomic assessment
- Delivery

b) Financial and Value Added

- Price
- Flexible Rental Terms and Purchase Options
- Value Added
- Sustainable benefits

The Proponents agree that upon submission of their proposal, the City may disclose the name of their company. However, no prices, scores, weights or totals will be provided to any Proponents.

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

3.2 Additional Information

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.

3.3 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.

3.4 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 up to five (5) years, subject to mutual acceptance of price and availability.

3.5 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.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-04-17

Supply and Delivery of a
Excavator Rental

Proposals will be received on or before 2:00 pm local time on
Thursday, May 7, 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 until you receive 2 emails from Qfile to confirm upload is complete)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3060 or fax 604-927-3035.

Proposal Submission Form

Complete and return this section and
ATTACH the following documents:
1. Equipment Specification Details
2. Warranty Information
3. Sample Rental Agreement

Submitted by: _____

(company name)

1.0 Price – One (1) New Track Excavator

Prices are to be in Canadian funds and exclude GST and PST.

Excavator		
	State - Make and Model of Track Excavator	
1.1	Monthly Rental Price for up to 6 month term:	\$ Per month
1.2	Additional Rental Months – if rate changes from 6 month term	\$ Per month
1.3	Purchase Price including all attachments and accessories specified:	\$
1.4	REBATE – indicate discounts that would Be applied from rental to purchase:	

Attach –

- 1) Equipment Specification Details**
- 2) Warranty Information**
- 3) Sample Rental Agreement**

Proponents confirm they agree to Rent the excavator for up to a 6 month term which may be cancelled, extended for further additional one (1) month terms, or purchased as outlined above.

The Rental agreement may be cancelled without cause or penalty by either party with 30 days written notice.

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

2.0 Deviation from Terms and Specifications

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

3.0 Lead Time for Delivery

We guarantee to deliver the vehicle F.O.B. (pre-paid) to: City of Coquitlam, Fleet Service Department, 500 Mariner Way, Coquitlam, BC.

On or before May 21, 2015:	
-----------------------------------	--

4.0 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:

--

5.0 Sustainable Benefits

Attach specifications sheet that outlines the sustainable benefits and products of the equipment:

--

6.0 References

Provide current references that the City may contact to verify successful performance of the proposed equipment.

Vehicle Description	
Approximate Value	
Owner	
Reference Contact	
Telephone and Email	

Vehicle Description	
Approximate Value	
Owner	
Reference Contact	
Telephone and Email	

7.0 Period for Acceptance of Proposal

The City of Coquitlam requests Proposals to remain open for acceptance for 60 days.

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

8.0 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

9.0 Authorization

We hereby submit our Proposal for the supply and delivery of the equipment described in this RFP and confirm that price, and other information contained in this Proposal are correct, and that the signature below is of a duly authorized officer of the Proponent having the authority to verify the accuracy of the information provided this Proposal.

Company Name:	
Address:	
Phone:	
Fax:	
Name and Title of Contact <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

For the purpose of this RFP, electronic signatures are accepted

- End of Proposal Submission Form -