



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

**Fleet Standard Vehicle Models
and
Preferred Dealer(s)**

Proposals will be received on or before 2:00 p.m. local time
Tuesday December 8, 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

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

Inquiries

Questions are to be submitted in writing quoting the RFP number and name sent to email:
bid@coquitlam.ca

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

D. Trudeau
Purchasing Manager
Date of Issue: November 10, 2015

TABLE OF CONTENTS

	Page
DEFINITIONS	3
1. INSTRUCTIONS TO PROPONENTS	4
1.1. Request	4
1.2. Objectives.....	4
1.3. Term of Contract	5
1.4. Closing Date & Time.....	5
1.5. Instructions for Proposal Submission	6
1.6. Inquiries.....	6
1.7. Addenda.....	7
1.8. Piggyback Clause.....	7
1.9. Privacy Act.....	7
1.10. Evaluation Criteria	8
1.11. Negotiation.....	9
1.12. Irrevocability & Acceptance of Proposals	9
1.13. No Claim	9
1.14. No Contract.....	9
1.15. Non-Solicitation.....	10
1.16. Conflict of Interest.....	10
1.17. Terms and Conditions of Purchase and Award	10
2. GENERAL CONDITIONS OF CONTRACT	11
2.1 Notification of Award	11
2.2 Default	11
2.3 Cancellation.....	11
2.4 Dispute Resolution.....	11
2.5 Confidentiality	12
2.6 Advertisement	12
2.7 Subletting.....	12
2.8 Law	12
2.9 Non-exclusivity.....	12
2.10 Invoice and Payments	13

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

“City” means City of Coquitlam.

“Dealer” “Preferred Dealer” means the Dealer selected to provide detailed quotes for future vehicle requirements.

“Fleet Standard” means the manufacturer brand selected for each vehicle duty category described in this RFP.

“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, drawings 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.

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

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

1. INSTRUCTIONS TO PROPONENTS

1.1. Request

The City of Coquitlam (the “City”) invites Proposals to select **Preferred Dealer(s)** to supply **Fleet Standard** vehicles in various categories including:

- **LIGHT DUTY**
- **MEDIUM DUTY**
- **STRIPPED CHASSIS**
- **CAB AND CHASSIS**
- **ALTERNATE FUEL**
- **HYBRID**

1.2. Objectives

The City intends to select a Preferred Dealer or multiple Dealers and Fleet Standards for various vehicle categories, and may award multiple categories to one Preferred Dealer.

Proponents are required to provide examples of quotes that include Dealers cost from the manufacturer, less discounts, and the Dealer Mark-up/Fee to be charged on all orders for each vehicle model. Dealer’s cost would be subject to verification by the City.

Proponents may be required to provide specification details, supported by illustrative and technical literature.

It is understood that the selected Preferred Dealer shall extend all manufacturer’s price concessions, discounts, rebates and factory incentive pricing whenever available and to ensure the City is provided the best price available.

Actual Vehicle purchases will be determined by the City’s annual approved budget and operational requirements. The City will then request a quote from the Dealer and based on acceptance of the quote, issue a Purchase Order (PO).

The City and the Dealer could anticipate benefits in several possible forms:

- simplifying the quotation process for future fleet vehicle purchases
- involve only the “Preferred Dealer” in quoting on a factory special order purchase
- sourcing the required vehicle specification from available inventory accessible to the Preferred Dealer
- Municipal fleet discount prices will apply at a minimum

The City would also expect:

- the Preferred Dealer would communicate all Manufacturer's special promo pricing/marketing programs
- assist with expediting delivery of the vehicle to the City or to a custom accessory builder for installation

Value added benefits may include:

- Dealer/Manufacturer supplied model specific tooling, parts catalogues
- service training for City Technicians on staff at no additional charge
- consolidation of replacement parts orders to a single source
- Discount pricing for OEM replacement parts
- Discount for dealer shop or partner shop repair services,
- Coordination services with custom body building shops for Light , Medium Duty & Stripped Chassis vehicles
- consign on-site (City) parts inventories with the Preferred Dealer
- other additional benefit(s) or value added services as offered by the Dealer are to be included in the proposal submission

1.3. Term of Contract

The initial term shall be a one (1) year period and may be renewed for 4 or more additional one year terms subject to mutual agreement on price (including Mark-up, discounts) and service.

In each of the subsequent terms a request may be issued to the Fleet Standard Model Dealer to confirm pricing, including Dealer Mark-up/Fee for the subsequent term(s).

1.4. Closing Date & Time

Proposals will be received, on or before 2:00 p.m. (local time) on:

Tuesday December 8, 2015

1.5. Instructions for Proposal Submission

Proposal submissions are to be uploaded electronically through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. in the "Subject" field enter: RFP Number and Name

2. Add files in .pdf format and 'Send'

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

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 prior to time set as closing time for receiving Proposals.

1.6. Inquiries

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

Questions are to be submitted in writing no less than 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.

1.7. 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

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.

1.8. Piggyback Clause

The City is a participating member of the Vancouver Regional Co-operative Purchasing Group (VRCPG) which is an amalgamation of local government agencies in the Metro Vancouver area. This group consolidates requirements for standardized goods and services to achieve economies of scale, thereby reducing the public tax burden.

The successful Dealers agree to consider allowing other neighboring public agencies with similar needs to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Dealers for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and mark-up fees offered to the City and any additional changes negotiated.

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Dealers.

1.9. Privacy Act

Proponents are advised that proposals will become the property and 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.

1.10. Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience and Resources

- Dealer's business, services and technical reputation
- Experience, resources and capacity
- References provided for similar Fleet services
- Customer Service

Technical

- Vehicle quality, durability, configuration, design features, and ergonomics
- Vehicle delivery and Lead time for Factory orders

Financial

- Prices, mark-ups, discounts, operating and maintenance costs, fuel efficiency, warranty, and any life cycle considerations
- Sustainable Initiatives and benefits
- Value Added, Preferred Dealer benefits

Proposals will be evaluated to determine the overall best value including vehicle features and suitability for Municipal Fleet use.

The City intends to select a Preferred Dealer or multiple Dealers and Fleet Standards for various vehicle categories, and may award multiple categories to one Preferred Dealer.

The City may elect to short list some of the Proponents and require short listed Proponents to provide additional information or details, including making a presentation, providing a demonstration unit (at the Proponent's cost) and/or additional technical information.

The lowest or any proposal will not necessarily be accepted, rather be analyzed to determine suitability and overall best value.

No totals, weights, prices, or scores 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 & 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 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, it may, at any time, invite further Proposals for the supply or enter into any discussions or negotiations with any party for the provision of the vehicles. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a purchase order will be placed for the provision of vehicle requirements on an “as needed and when requested” basis.

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. 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.

1.16. 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.

1.17. Terms and Conditions of Purchase and Award

Any resultant award will be made by means of individual Purchase Orders incorporating the City's standard "Terms and Conditions of Purchase" located on the City's website: www.coquitlam.ca . The RFP and completed Proposal Form will be incorporated by reference in the Purchase Order which will, together with the Terms and Conditions of Purchase, form the contract between the City and the successful Proponent.

The City is not under any obligation to award a "contract" and may elect to terminate this RFP at any time.

It is the intent of the City to award to a single company that can provide the majority of the requirements however the City reserves the right to obtain any supply from any dealer.

2. GENERAL CONDITIONS OF CONTRACT

2.1 Notification of Award

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

The following general conditions 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 Default

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

- a) Fails to make delivery of the services;
- b) 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;
- c) Fails to meet the City’s standard of expected and agreed level of service, specification and performance;
- d) Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.3 Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 60 days written notice.

2.4 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:

- b) 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.
- c) 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.

- d) 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.

2.5 Confidentiality

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

2.6 Advertisement

The Dealer shall not advertise its relationship with the City without prior written consent from the City.

2.7 Subletting

The Dealer will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

2.8 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.9 Non-exclusivity

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

2.10 Invoice and Payments

The Dealer will submit invoices for vehicles that have been provided to the City.

Payment will be made to the Dealer for vehicles upon receipt, acceptance and approval by the City.

- a) Invoices are to be sent in .pdf format sent to email: apinvoices@coquitlam.ca
- b) All invoices shall include the Purchase Order number as provided by the City.
- c) The Dealer shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Dealer and the City.
- d) Invoices shall show taxes separately.



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INSTRUCTIONS FOR PROPOSAL SUBMISSION

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- 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)

Submitted by: _____
Company Name

1.0 SPECIFICATIONS AND PRICE

The City of Coquitlam invites Proposals to select Preferred Dealer(s) to supply Fleet Standard vehicles in various categories including:

- 1. LIGHT DUTY**
- 2. MEDIUM DUTY**
- 3. STRIPPED CHASSIS**
- 4. CAB AND CHASSIS**
- 5. ALTERNATE FUEL**
- 6. HYBRID**

All prices submitted shall be in Canadian funds for the entire equipment described in the Specifications with options shown separately.

Prices shall be shown on the Proposal as a net price. Sales Taxes, Environmental Taxes and Levies are to be shown separately. All other taxes, duties, insurance in freight, shall be included in the net price.

Dealer preparation and delivery is to be included in the mark-up fee and noted separately on vehicle quotes.

It is understood that the selected Preferred Dealer shall extend all manufacturer's price concessions, discounts, rebates and factory incentive pricing whenever available and to ensure the City is provided the best price available.

Proponents are requested to quote on all vehicle types that the dealer is able to provide.

The City may at its discretion select multiple vehicle brands and dealers by vehicle duty category.

All prices submitted shall be in Canadian funds for the entire equipment described in the Specifications with available options shown separately.

Prices shall be shown as net with Dealer Mark-up fees, Sales and Environmental Taxes and Levies shown separately. All other taxes, duties, insurance in freight, shall be included in the net price.

Delivery is to be freight prepaid FOB to the following location:

City of Coquitlam
Service Centre – Fleet Services
500 Mariner Way
Coquitlam, BC V3K 7B6

Submit the following information for the vehicles the Proponent is able to supply:

Vehicle Categories & Types		Proponent offers to supply	If yes, a detailed quote may be required
1. <u>Light Duty</u>			
a)	Sedan – Compact Size	(Y/N)	*Quote Required Refer to specification information below
b)	Sport Utility Vehicle (SUV) - Compact size	(Y/N)	No Quote
c)	Pick-up Truck	(Y/N)	No Quote
d)	Cargo Van-Compact Size	(Y/N)	No Quote
2. <u>Medium Duty</u>			
a)	Pick-up Truck – Full Size	(Y/N)	*Quote Required for 2 Truck types Refer to specification information below
b)	Cargo Van – Full Size	(Y/N)	*Quote Required Refer to specification information below
3. <u>Stripped Chassis</u>		(Y/N)	Provide additional information below
4. <u>Cab and Chassis</u>		(Y/N)	Provide additional information below
5. <u>Alternate Fuel</u>		(Y/N)	*Quote Required Refer to specification information below
6. <u>Hybrid</u>		(Y/N)	*Quote Required Refer to specification information below

Vehicle Specifications and Quote Requirements for each vehicle duty category:

All vehicles quoted must have:

- automatic transmissions,
- basic trim level, vinyl seats
- electric windows & door locks
- basic AM/FM radio
- air conditioning
- body color-white

Additionally, Pick-up Trucks must have a full towing package.

1. Light Duty

- a) Sedan – Compact Size
- b) Sport Utility Vehicle (SUV) - Compact size
- c) Pick-up Truck
- d) Cargo Van-Compact size

***Provide a sample detailed quote for:**

- Compact 4 door sedan with gasoline engine, automatic transmission and a suitable trim level and features for Fleet use

2. Medium Duty

- a) Pick-up Truck –Full Size
 - State configurations available in Gas/Diesel; Box length, GVW Ratings, Cab styles.
- b) Cargo Van – Full Size
 - State configurations available in Gas/Diesel; Storage capacity & length, GVW Ratings.

***Provide a sample detailed quote for:**

- Full size Truck regular cab, ¾ T, 2-WD with gas engine and suitable trim level & features for Fleet
- Full size Truck Crew Cab 19,500lb GVW 4-WD with diesel engine and suitable trim level & features for Fleet
- Cargo Van- Full size – gas engine, 2-WD , short wheel base, 10,000 lb GVW

3. Stripped Chassis

State configurations available:

***Provide a sample detailed quote for:**

- A Stripped Chassis with: diesel engine and matched drive train

4. Cab and Chassis

State configurations available:

5. Alternate Fuel

***Provide a sample detailed quote for:**

- Alternate Fuel - Sedan or 3 door hatchback style

6. Hybrid

***Provide a sample detailed quote for:**

- Hybrid - Sedan or 3 door hatchback style

2.0 DEALER MARK-UP FEES

State the Mark-up Fee for applied by the dealer for each vehicle purchase.

3.0 MUNICIPAL DISCOUNT

State Manufacturer’s Municipal Discount

4.0 WARRANTY

Does the same standard warranty apply for all vehicle categories?

Yes No

List below all warranty variations for vehicle categories or models, by completing this section for each vehicle duty category quoted:

	Vehicle Category	Manufacturer Warranty Terms
1.	Light Duty	
2.	Medium Duty	
3.	Stripped Chassis	
4.	Cab and Chassis	
5.	Alternate Fuel	
6.	Hybrid	

5.0 SERVICE AND PARTS

5.1	SERVICE – Service Location for Warranty Repairs:	

5.2	PARTS – Location for OEM Parts (Warehouse):	
	Delivery Lead Time for Parts:	# of Days

6.0 VEHICLE DELIVERY LEAD TIME

For factory ordered vehicles state the maximum number of days from Purchase Order issue until delivery:

State if delivery lead time is different for each vehicle duty category quoted.

7.0 VALUE ADDED

Please provide information on any additional Services, or benefits that would be provided to the City Fleet Services for declaration of “Preferred Dealer” status for the term outlined for supply of vehicles. Include all information that may assist in determination of suitability of Dealer and overall best value:

8.0 CONFLICT OF INTEREST

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

9.0 PIGGY BACK

Are you willing to provide the resulting prices and benefits to member organizations as per section 1.8 Piggy Back? Please provide details or comments as necessary:

10.0 SUSTAINABLE LEADERSHIP AND INITIATIVES

Provide information on any initiatives, programs and product choices that the Proponent has implemented that could be considered an environmental, financial/economic, social/ethically sustainable value:

11.0 EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and have successfully completed or currently participate in contracts similar in size, scope and complexity:

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

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

12.0 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.

13.0 ADDENDA

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

Addendum No.	Date Issued

14.0 AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST No.:	
Contact Name and Title: <i>(for all communications related to this RFIQ)</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFP, electronic signatures will be accepted.

- End of Proposal Submission Form -