



**City of Coquitlam
REQUEST FOR PROPOSALS**

RFP No. 16-01-06

FLEET VEHICLE LEASES

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

Tuesday, February 2, 2016

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

Inquiries

All inquiries are to be submitted in writing quoting the RFP name and number 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

Proposal Submissions

The lowest price Proposal will not necessarily be accepted. The City reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time.

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

D. Trudeau, Purchasing Manager

Issue Date: January 18, 2016

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APPENDIX A – 2016 Lease Vehicle Specifications and Price Worksheet

[PROPOSAL SUBMISSION FORM](#)

DEFINITIONS

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

“City” means City of Coquiltam.

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

“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.

“Cameras” means Fleet Vehicle Leases used for Firefighting.

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

“Supplier” means the successful Proponent awarded the Contract for supply of goods and services.

1. INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The City of Coquitlam (City) requests Proposals from experienced qualified Suppliers to supply and deliver **Fleet Vehicle Leases for the City's Public Works &/or Parks Operations Departments.**

Fleet Vehicle Leases offered shall be newer model vehicle equipped as specified. The required lease period is generally seven (7) months from approximately March 31 to October 31.

For further details refer to: **Appendix A – 2016 Lease Vehicle Specifications and Price Worksheet.**

1.2 Timelines

The City requires the first delivery of Fleet Vehicle Leases to be no later than **March 1, 2016.**

1.3 Term

Refer to **Appendix A** - "Required Lease Term Dates" for each vehicle lease term.

The City may opt to extend the leases depending on actual requirements subject to acceptance of price, delivery and service.

The City may extend the Fleet Vehicle Lease contract for additional years subject to mutual agreement of price, delivery and services.

1.4 Price

All monthly lease rates quoted shall be firm for the initial term - 2016 and **must include delivery, administration, security, overhead and freight prepaid**, FOB to:

Coquitlam Fleet Department
500 Mariner Way
Coquitlam, BC V3K 7B6

1.5 Closing Date & Time

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

Tuesday, February 2, 2016

1.6 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 by an authorized representative of the proponent upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.7 Enquiries

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 later 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.

1.8 Addenda

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

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

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are 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.

1.9 Privacy Act

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.

1.10 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 accept or reject any or all proposals or cancel the RFP at any time. The lowest proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to 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 of the described 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.

Should a Proposal be accepted, a City purchase order (PO) will be issued for the provision of these goods and services that will incorporate all related documents and correspondence.

1.11 No Claim

Except as expressly and specifically permitted in this Request for Proposals, 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

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.

1.13 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.

1.14 Conflict of Interest

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

1.15 Liability for Errors

While the City has used considerable efforts 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.

1.16 Piggy Back

The Supplier agrees to allow other local public agencies with similar needs within the Metro Vancouver area to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Supplier for the purchase of the products and services described in this RFP based on the terms, conditions, rates offered by the Supplier to the City of Coquitlam with possible minor changes negotiated.

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

1.17 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

Corporate:

- References and experience

Technical:

- Compliance to Specifications
- Vehicle Performance and Functionality

Financial:

- Price
- Sustainable Benefits
- Value Added Benefits

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City will evaluate proposals received and may invite one or more of the highest ranked proponents to provide a presentation to demonstrate the features of the proposed products.

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.

Upon submitting a Proposal, Proponents agree that the City may disclose their company name; however, no prices, scores, weights or totals will be provided to any Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

1.18 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) 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.

2. **AWARD OF CONTRACT**

2.1 Notification of Award

The City will notify the successful Proponent (“Supplier”) in writing of its decision to award the Contract by issue of a City Purchase Contract or Purchase Order (PO).

The City’s Standard Terms and Conditions of Purchase will form the contract and are posted on the City’s website:

[Standard Terms and Conditions of Purchase](#)

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

2.2 Supply of Vehicles

The Supplier will supply Fleet Vehicle Leases as described in **Appendix A – 2016 Lease Vehicle Specifications and Price Worksheet**.

2.3 Warranty

The Supplier shall warranty the Fleet Vehicles against defects for the term of lease. If required, the Supplier will replace a defective vehicle within 2 business days at no additional charge to the City.

2.4 Substitutions

The substitution of equipment will not be accepted unless it conforms to the City specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

2.5 Advertisement

The Supplier will not advertise its relationship with the City without prior written authorization from the City.

2.6 Subletting

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

2.7 Non-Exclusivity

The intent of the City is to award to one Supplier but the acceptance of any proposal, and upon award, does not entitle any Supplier to exclusive rights for the supply of goods, services and materials.

2.8 Invoices and Payment

The City will provide payment for goods and services that have been received in good condition and are accepted by the City.

- a) Invoices are to be sent in .pdf format to email: apinvoices@coquitlam.ca
- b) Invoices shall indicate the Date, a unique invoice number, the City Purchase Order Number, Work Order or Purchase Contract Number and City contact name;
- c) The Supplier shall be paid net 30 days or best effort 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 Supplier and the City.
- d) Taxes are to be shown separately.

2.9 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and purchase goods from any other Supplier, if the successful Supplier:

- Fails to make delivery of the goods;
- 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;
- Fails to meet the City's standard of expected and agreed level of service and performance of the products;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.10 Cancellation

The contract may be cancelled by either party, without cause or penalty upon thirty (30) days written notice.

**City of Coquitlam - RFP No. 16-01-06
Fleet Vehicle Leases**

Appendix A - 2016 Lease Vehicle Specifications & Price Worksheet

2016 RFP Unit #	Requestor	Department / Use	Previous Lease Vehicle Specifications and the City Requirements for 2016	Required Additional Accessories & Special Equipment	Proposed Equivalent Vehicle Specifications (State all Changes &/or Confirm Example Specification can be Provided)			Lease Rates (note weekly or monthly periods) <i>exclude GST</i>	State Maximum Monthly KMs Allowed	State Rate for Excess KMs	Per Week/ Month	Number of Lease Months/ Weeks	Required Lease Term Dates
					Year	Manufacturer	Specification Details - List all Details & Features	Rate	KMs	Rate			
PRC 1	Wiederick	Parks - Events / Park Ops	2015 Ford Transit Connect Cargo Van XLT, 2.5L, Auto, White	B/U Beeper Alert, Cargo Partition							Monthly	6	April 1 - Sept. 30
PRC 2	Wiederick	Parks – Irrigation Van	2015 Ford Transit Connect Cargo Van XLT, 2.5L, Auto, White	Beacon, B/U Beeper, Cargo Partition							Monthly	6	April 1 - Sept. 30
PRC 3	Wiederick	PRC - CiB/125	Ford Transit Cargo Van	B/U Beeper Alert, Cargo Partition							Monthly	9	March 1 - Nov. 30
PRC 4	Por	Parks - Landscape	2012 Ford F450 1T, 11' Dump Box Crew Cab, XL (10,000 GVW), 6.7L, Auto, 4x2, White	HRack, Beacon, ArrowStick, Brake Controller, B/U Beeper, Tow Hitch, Lighting FAB for 60 Km							Monthly	8	March 14 - Nov. 11
PRC 5	Por	Parks – Trim Crew *Towing John Deere Mower Trailer	1/2 T Reg Cab, Short Box 4x2, 6.0L, Auto, White	HRack, Tool Holder, Beacon, ArrowStick, Brake Controller, B/U Beeper, Hitch							Monthly	5	May 1 - Sept. 30
PRC 6	Englund	Parks – Urban Forestry	2013 Chevrolet 2500 Silverado Extra Cab, 4x2, 4.3L Auto, White	HRack, Beacon, B/U Beeper							Monthly	6	April 1 - Sept. 30
PRC 7	Englund	Parks - Urban Forestry	19,500 GVWR 5500 2 T, Reg Cab, Dump Box	Emergency Top Lighting, Tow Hitch, Electronic Brake Controller, B/U Beeper, Tool Box							Monthly	10	March 1 - Dec. 31
PRC 8	Cooke	PRC - Outdoor Recreation	Full Size Cargo or Transit Van, 1/2 T, Auto, White	Bulkhead, B/U Beeper							Weekly	10	June 20 - Sept. 2
PRC 9	Hebner	PRC - Maintenance	2015 Chevrolet 2500 Crew Cab, 4x4, 6.0L Auto, White	HRack, Tool Holder, Side Rails, Tow Hitch, Flashing Arrow 12 lamps, Brake Controller, B/U Beeper							Monthly	9	March 1 - Nov. 30
PRC 10	Hebner	PRC Maintenance	3/4 T, Gas, Extended Cab, 2x4, Long Box, 2WD,	H Rack, Side Rails, Tow Hitch							Monthly	6	May 1 - October 30
ENG 1	Hobkirk	Engineering - Drain	Ford F250 Gas, Crew Cab, Long Box, 2x4	Emergency Top Lighting, Tow Hitch, Electronic Brake Controller, B/U Beeper, Tool Box							Weekly	7	July 25 - Oct. 7

The quantities stated are estimates only and not a commitment. Actual quantities ordered and lease periods may increase or decrease dependent on need and budget availability.



CITY OF COQUITLAM

RFP No. 16-01-06

FLEET VEHICLE LEASES

Proposals will be received on or before 2:00 pm local time on
Tuesday, February 2, 2016
(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: 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 Proposal Submission Form and Appendix A
(attach pages as required)

Submitted by: _____
(Company name)

1. PRICE

Lease rates quoted shall be all inclusive; overhead, administration, security and delivery (excluding GST) and be stated in Canadian dollars.

Prices shall remain firm for a minimum of the initial term of the lease. The lease periods may be adjusted or extended for additional months in 2016, subject to mutual agreement of price and service.

Refer to Appendix A – 2016 Lease Vehicle Specifications & Price Worksheet

Delivery - Lease vehicles are to be delivered prepaid FOB to:

City of Coquitlam Fleet Services
500 Mariner Way
Coquitlam BC V3K 7B6

The quantities stated are estimates only and not a commitment. Actual quantities ordered may increase or decrease dependent on need and budget availability.

2. RATES

Indicate if the Lease rates quoted may require adjustment if the City requires a shorter or longer period.

3. DEMONSTRATION

If required, Proponents confirm they will provide the same or similar vehicle to that being proposed for inspection and evaluation to verify suitability.

4. LEAD TIME FOR DELIVERY

State the lead time for delivery of Lease vehicle from the date of order:

5. REPAIR AND MAINTENANCE

Describe all repair and maintenance services that are included for the leased vehicles.

6. VALUE ADDED

Provide information on what makes the Supplier innovative. What is your competitive advantage, and what other additional services does the Supplier provide that would assist or be of benefit to the City.

7. SUSTAINABLE BENEFITS

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

8. REFERENCES

Contracts indicated below should be of similar size and with other similar clients. Proponents agree that by providing information below, the City has permission to contact references provided.

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

9. CONFLICT OF INTEREST

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

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10. PIGGY-BACK OPTION

Proponents agree to provide similar lease vehicles & services to other Cities in the Metro Vancouver area – subject to mutual agreement.

Yes _____ No _____

11. 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 confirm that this proposal is open for acceptance by the City for a period of _____ days.

12. 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

13. AUTHORIZATION

We confirm that we are an authorized Supplier and hereby submit our Proposal for the supply and services specified in accordance with the Terms & Conditions provided in this RFP:

Company Name:	
Address:	
Phone:	
GST Registration No.	
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:	

This proposal is submitted and signed by a representative that can bind the company to statements made. For the purpose of the Proposal submission, digital copies of original documents and electronic signatures are accepted.

- End of Proposal Submission Form -