

City of Coquitlam

Request for Proposals

RFP No. 17-03-09

Five (5) Compact Tractors

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### **APPENDIX A – Five (5) Compact Tractors Specifications and Price Worksheet**

#### **[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.

## 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 **Five (5) Compact Tractors**.

The Five (5) Compact Tractors are to be the current production model with all the latest updates including, where requested, all manuals, instructions, training and requested spare parts.

### 1.2 Obtaining RFP Documents

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

### 1.3 Technical Specifications

For the detailed requirements for the tractors, refer to attached:

**Appendix A - Five (5) Compact Tractors Specifications and Price Worksheet**  
(3 pages).

Optional Trade-In Equipment for consideration:

Coquitlam Unit No.	VIN #	Year	Approximate Hours	Description
E0302	TC1445D060832	2006	1,380	John Deere 1445 Ride-on Mower
E1192	TL1444D070482	2007	2,060	John Deere 1445 Ride-on Mower
E1250	TC1445D081395	2008	2,130	John Deere 1445 Ride-on Mower
E1252	TC1444D081388	2008	1,840	John Deere 1445 Ride-on Mower
E1254	TC1445D081392	2008	2,220	John Deere 1445 Ride-on Mower

The City is seeking to identify and select a qualified supplier that has the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide continuous support for the Five (5) Compact Tractors.

At the City's sole discretion, this RFP may also be used to establish a **City Fleet Standard Model and a Preferred Dealer** for purchase of additional Rotary Mowers. 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, March 30, 2017**

## 1.7 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.)

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](mailto:bid@coquitlam.ca)**

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

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

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

### 1.9 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](http://www.coquitlam.ca/BidOpportunities)

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

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

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

### 1.10 Prices & FOB Point

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

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

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

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

### 1.11 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.

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

### 1.12 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.

### 1.13 No Contract

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

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

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

### 1.14 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.



#### 1.15 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.

#### 1.16 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.

#### 1.17 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.

Upon submission of a proposal, Proponents agree the City may disclose the names of their company.

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

#### 1.18 Withdrawal of Proposals

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

#### 1.19 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.

## 2. GENERAL CONDITIONS OF CONTRACT

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 following terms and conditions will apply:

a. Assignment

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

b. Indemnity

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

c. Quality and Workmanship

The quality and workmanship of the completed delivered product must meet or exceed that of any sample, demo unit, or any other representation made by the Vendor prior to delivery.

Special consideration shall be given to accessibility of the various units which require periodic maintenance and ease of operation.

All welding shall meet American Welding Society or Canadian Welding Bureau current standards.

d. Pre-delivery Inspection

A road performance test and general operation inspection must be performed prior to delivery.

e. Pre-delivery Services

The Five (5) Compact Tractors shall be delivered clean and shall be complete with all equipment required for the Five (5) Compact Tractors to be operable. The delivered Five (5) Compact Tractors and components will be inspected for compliance with the approved Purchase Order and current standards.

f. Documentation at Time of Delivery

The Vendor is to provide the following documentation upon delivery with the Five (5) Compact Tractors:

- **KEYS** - All keys [four (4) full sets], parts and service manuals are to be delivered with the vehicle;
- Manufacturer's **Certificate of Origin**;
- **Warranty** document and certifications;
- One (1) complete **Service Manual** to cover, but not limited to, tires, engine, batteries, transmission, rear axle, electrical components to cover the Five (5) Compact Tractors.
- One (1) **Parts Catalogue** covering the entire Five (5) Compact Tractors and complete drive train. This must include any equipment supplied with the Five (5) Compact Tractors;
- One (1) set of **As-built Electrical Wiring Schematics** to cover any and all wiring not installed by chassis manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of parts used;
- Complete **PARTS LIST** of all belts, hoses, and filters; including part numbers, manufacturer and use;
- All **Fluid Capacities** in litres;

g. Delivery

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

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

h. Title, Risk of Loss, Freight

Title of the equipment shall remain with the Vendor until it is delivered to the City address specified and transfer of title is executed by the City.

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

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

i. Inspections

The Five (5) Compact Tractors and equipment shall be subject to inspection or test and shall meet the approval of the City.

Should the Five (5) Compact Tractors and/or equipment be found defective in quality of workmanship or otherwise fail to conform to the specifications set forth, the City shall have the right to reject them or require their immediate correction.

The Five (5) Compact Tractors and equipment shall be corrected at no expense to the City.

j. Warranties

The Vendor shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in **Appendix A**, as a minimum. This warranty should clearly describe the terms under which the Five (5) Compact Tractors manufacturer or sub-vendors of the manufacturer accept responsibility for the cost to repair defects caused by faulty design, quality of work or material and for the applicable period of time after delivery.

The Vendor agrees to repair or replace any faulty equipment and that any defects discovered and failures which occur during the guarantee period will be rectified to the satisfaction of the City within a reasonable amount of time at no cost to the City.

k. Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit purchased under this agreement, a notice shall be sent to the City. It shall be the responsibility of the Vendor to assure that all recall notices are sent directly to the City Fleet department.

I. Contract Termination

**Termination for Cause**

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

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

**Termination for Convenience**

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

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

m. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising of that Contract or related to the Contract in a collaborative manner and will share all information necessary to facilitate a timely amiable resolution.

n. Permits and Licenses

All permits, licenses and fees required for the supply and delivery of the Five (5) Compact Tractors are the responsibility of the Vendor.

o. The Laws of British Columbia

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

p. Term of Contract

The City, at its sole discretion reserves the right to sole source with the Vendor if similar equipment is required for a period of up to five (5) years.

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

### 3. SCOPE OF SERVICE

The City is seeking to create a partnership with a Proponent who has the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide on-going support for **Five (5) Compact Tractors**.

The City's requirements are outlined in **Appendix A – Five (5) Compact Tractors Specifications and Price Worksheet**.

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

- Provide dealer warranty service and replacement parts where applicable;
- Provide post-delivery services and parts availability where applicable.

## 4. EVALUATION & AWARD

### 4.1 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) **Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References

#### b) **Technical and Support Services**

- Compliance with the required specifications
- Warranties
- Support and parts availability
- Training
- Mechanical/Fabrication assessment
- Operator/Ergonomic assessment
- Delivery Lead Time
- Demonstration

#### c) **Financial and Value Added**

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

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.

### 4.2 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.



#### 4.3 Negotiation

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

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

#### 4.4 Award

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

The City may use the results of this RFP to establish a fleet standard model and preferred dealer. Should additional similar equipment be required, the City at its sole discretion may single source with the preferred dealer for up to five (5) years, subject to mutual acceptance of price and availability.

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

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

#### 4.5 Contract

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

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

The City is not under any obligation to award a Contract and may elect to terminate this RFP at anytime.

**City of Coquitlam**  
**RFP 17-03-09 - Five (5) Compact Tractors**

**Appendix A - Compact Tractor Specification and Price Worksheet**

Item #	Sub Item	Description	Requirement	Meets Requirement YES/NO	Explain all Deviations	Provide Specification Details on Available Options or Accessories	Price (for Options and Accessories)
<b>1.0</b>		<b>Mowing Performance</b>					
	1.01	Slope Mowing up to 20 degrees	Required				
	1.02	Minimum 72" Mowing Deck	Required				
<b>2.0</b>		<b>Engine Equipment</b>					
	3.01	Diesel Power	Required				
	3.02	Approximately 25 H.P.	State				
<b>3.0</b>		<b>Cooling System</b>					
	3.01	Ability to Reverse Cooling Fan to clean out Radiator of debris.	Required				
<b>4.0</b>		<b>Traction System</b>					
	4.01	Hydrostatic Drive	Required				
	4.02	4 Wheel drive	Required				
<b>5.0</b>		<b>Tires</b>					
	5.01	Front - All Terrain Tires	Required				
	5.02	Rear - All Terrain Tires	Required				
<b>6.0</b>		<b>Safety Equipment</b>					
	6.01	Dual Wheels or Widened Stance <b>STATE</b>	State				
	6.02	Strobe Light	Required				
	6.03	Fire Extinguisher - mounted in cab	Required				
	6.04	Horn Kit	Required				
	6.05	Back-up Alarm	Required				
	6.06	Slope Gauge	Preferred				
<b>7.0</b>		<b>Cutting Decks</b>					
	7.01	Minimum 72" Mowing Deck	Required				
	7.02	Deck lift and lower through Electro/hydraulic switches	Required				

City of Coquitlam  
RFP 17-03-09 - Five (5) Compact Tractors

Appendix A - Compact Tractor Specification and Price Worksheet

Item #	Sub Item	Description	Requirement	Meets Requirement YES/NO	Explain all Deviations	Provide Specification Details on Available Options or Accessories	Price (for Options and Accessories)
<b>8.0</b>		<b>Operator Station</b>					
	8.01	Canopy	Required				
	8.02	Full ROPS ISO 21299 certified	Required				
	8.03	Suspension Seat with Armrests	Required				
	8.04	Foot Controls for Throttle	Required				
		<b>GENERAL REQUIREMENTS</b>					
<b>9.0</b>		<b>Functionality</b>					
	9.01	Ability to accept multiple quick coupling attachments such as: Aerator, Snow Plow, Stump Grinder, trencher, etc.) <b>STATE</b>	State				
<b>10.0</b>		<b>Manuals &amp; Training</b>					
	10.01	Parts Manual	Required				
	10.02	Service Manual	Required				
	10.03	Operator Training	Preferred				
	10.04	Service Training	Preferred				
<b>11.0</b>		<b>Warranty</b>					
	11.01	Provide details of warranty for all components	Required				
	11.02	Provide details of extended warranty	Required				
<b>12.0</b>		<b>Delivery</b>					
	12.01	Complete pre-delivery Inspection	Required				
	12.02	State earliest guaranteed date for delivery FOB - City of Coquitlam 500 Mariner Way Coquitlam, B.C.	State in Proposal Submission Form				

**City of Coquitlam**  
**RFP 17-03-09 - Five (5) Compact Tractors**

**Appendix A - Compact Tractor Specification and Price Worksheet**

Item #	Sub Item	Description	Requirement	Meets Requirement YES/NO	Explain all Deviations	Provide Specification Details on Available Options or Accessories	Price (for Options and Accessories)
<b>13.0</b>		<b>Spare Parts</b>					
	13.01	Four sets of ignition/cab keys - all keyed alike	Required				
	13.02	60" Snow Plow Blade					
<b>14.0</b>		<b>Service and Parts</b>					
	14.01	Provide details of parts available at the local distributor for the model of equipment proposed	Required (attach additional information if necessary)				
	14.02	Nearest parts distribution centre	State in Proposal Submission Form				
	14.03	Delivery Lead time for parts ordered from the distribution centre	State in Proposal Submission Form				
	14.04	Provide details of nearest service centre	State in Proposal Submission Form				
<b>15.0</b>		<b>Equipment Trade-in (Optional)</b>					
	15.01	2006 John Deere 1445 (1,380 hours)	State in Proposal Submission Form				
	15.02	2007 John Deere 1445 (2,060 hours)	State in Proposal Submission Form				
	15.03	2008 John Deere 1445 (2,130 Hours)	State in Proposal Submission Form				
	15.04	2008 John Deere 1445 (1,840 Hours)	State in Proposal Submission Form				
	15.05	2008 John Deere 1445 (2,220 Hours)	State in Proposal Submission Form				

\*End of Worksheet\*



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 17-03-09**

Supply and Delivery of a  
**Five (5) Compact Tractors**

Proposals will be received on or before 2:00 pm local time on  
**Thursday, March 30, 2017**  
(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 with:

- **Appendix A – Five (5) Compact Tractors Specifications and Price Worksheet**
- **Warranty Information**

**Submitted by:** \_\_\_\_\_

(company name)

**1.0 Price – Five (5) Compact Tractors**

In accordance with Appendix A – Five (5) Compact Tractors Specifications and Price Worksheet:

<b>Five (5) Compact Tractors</b>		
	<b>State Year, Make and Model of Compact Tractors:</b>	<b>Year: Make: Model:</b>
<b>1.1</b>	<b>Per Unit Price with Proposed Specifications:</b>	<b>\$</b>
<b>1.2</b>	<b>Per Unit Levies:</b>	<b>\$</b>
<b>1.3</b>	<b>Per Unit Environmental Levies:</b>	<b>\$</b>
<b>1.4</b>	<b>TOTAL PER UNIT PRICE:</b> (State in Canadian Funds exclude PST & GST)	<b>\$</b>
<b>1.5</b>	<b>TOTAL PRICE FOR FIVE (5) UNITS:</b> (State in Canadian Funds exclude PST & GST)	<b>\$</b>
<b>Optional Trade-In Equipment</b>		
<b>1.6</b>	<b>2006 John Deere 1445 – 1,380 hours</b>	<b>\$</b>
<b>1.7</b>	<b>2007 John Deere 1445 – 2,060 hours</b>	<b>\$</b>
<b>1.8</b>	<b>2008 John Deere 1445 – 2,130 hours</b>	<b>\$</b>
<b>1.9</b>	<b>2008 John Deere 1445 – 1,840 hours</b>	<b>\$</b>
<b>1.10</b>	<b>2008 John Deere 1445 – 2,220 hours</b>	<b>\$</b>
<b>1.11</b>	<b>TOTAL PRICE FOR FIVE (5) UNITS:</b> (State in Canadian Funds exclude PST & GST)	<b>\$</b>
<b>1.12</b>	<b>PST @ 7%</b>	<b>\$</b>
<b>1.13</b>	<b>GST @ 5%</b>	<b>\$</b>
<b>1.14</b>	<b>TOTAL PRICE FOR FIVE (5) UNITS:</b>	<b>\$</b>

*The 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 Demonstration**

Availability, location and notification required to arrange for a demonstration and testing of similar Compact Tractor proposed:	
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**3.0 Lead Time for Delivery**

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

Lead time for delivery once a Purchase Order is provided by the City:	
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**4.0 Key Facility Locations**

**4.1 Warranty and Repair Service Center**

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

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

**4.2 MRO Parts Distribution Center**

<b>Business Name:</b>	
Address:	
Phone:	
Website:	
Regular Lead Time for Delivery of Parts:	

**5.0 Technical Information**

Technical Information	
<b>5.1</b>	<b>Quality Assurance</b> – Provide information on the systems of Quality Control and build specification assurance.

**6.0 Training, Technicians and Personnel**

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

<b>6.1</b>	<b>Operations</b> –duration of training, number of attendees and number of on-site workshops at Coquitlam Works Yard
<b>6.2</b>	<b>Fleet and Maintenance</b> – duration of training, number of attendees, number of workshops and Location

**7.0 Warranties and Extended Warranties**

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

**8.0 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:



### 9.0 Sustainable Initiatives and Leadership

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

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

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### 10.0 References

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

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

<b>Vehicle Description</b>	
<b>Approximate Value</b>	
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<b>Telephone and Email</b>	

**11.0 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.

**12.0 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

**13.0 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.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

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