



City of Coquitlam

Request for Proposals
RFP No. 18-01-25

Tractor with Rear Mounted Flail Mower

Issue Date: April 05, 2018

TABLE OF CONTENTS

Section 1 - General Requirements	5
1.1 Request for Proposals (RFP)	5
1.2 Fleet Standard Model and Preferred Dealer	5
1.3 Technical Specifications	6
1.4 Optional Trade-In Equipment	6
1.5 Specifications and Alternatives	6
1.6 Environmental Considerations	7
1.7 Closing Date and Time	7
1.8 Instructions for Proposal Submission	7
1.9 Enquiries	8
1.10 Addenda	8
1.11 Prices & FOB Point	8
1.12 Irrevocability and Acceptance of Proposals	9
1.13 No Claim	9
1.14 No Contract	9
1.15 Proponent's Expenses	9
1.16 Non-solicitation	9
1.17 Conflict of Interest	9
1.18 Freedom of Information and Protection of Privacy Act	10
1.19 Withdrawal of Proposals	10
1.20 Extension of Offer	10
1.21 Law	10
Section 2 - Terms and Conditions of Contract	11
2.1 Assignment	11
2.2 Indemnity	11
2.3 Quality and Workmanship	11
2.4 Pre-delivery Inspection	11
2.5 Pre-delivery Services	11
2.6 Documentation at Time of Delivery	12
2.7 Delivery	12
2.8 Title, Risk of Loss, Freight	13
2.9 Inspections	13
2.10 Warranties	13
2.11 Recall Notices	13
2.12 Contract Termination	14
2.13 Dispute Resolution	14
2.14 Permits and Licenses	14
2.15 The Laws of British Columbia	15
2.16 Term of Contract	15
2.17 Invoices and Payment	15
Section 3 – Evaluation & Award	16
3.1 Evaluation of Proposals	16
3.2 Acceptance of Proposals	16
3.3 Additional Information	17

3.4 Negotiation..... 17
3.5 Contract..... 17

PROPOSAL SUBMISSION FORM

Appendices:

APPENDIX A – PREFERRED SPECIFICATIONS – TRACTOR

APPENDIX B – PREFERRED SPECIFICATIONS – REAR MOUNTED FLAIL MOWER

DEFINITIONS

“Agreement” “Contract” means the 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.

“Price” means the amount that will be paid by the City to the Supplier 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.

“Supplier” means the successful Proponent awarded the Contract for supply of vehicles, equipment and Services described in this RFP. The Supplier 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. “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

Section 1 - General Requirements

1.1 Request for Proposals (RFP)

The City of Coquitlam ('City') requests Proposals to select qualified and experienced companies to supply and deliver the following equipment:

- **One (1) New Tractor with Rear Mounted Flail Mower**

The Services include, but are not limited to:

- Supply and Delivery of the equipment proposed;
- Provide local (Metro Vancouver) dealer warranty service; and
- Provide post-delivery services and parts availability at a local dealer area.

Proponents are invited to submit Proposals for any of the units they have the capacity, resources, and technical ability to provide.

The units are to be the current production model with all the latest updates including, where requested, all manuals, instructions, training and requested spare parts.

The City is seeking to identify and select qualified Suppliers that have the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide continuous support for the equipment.

Proponents may also propose alternative equipment which meets the majority of the specifications if it is immediately available for delivery. The City will review proposed alternative equipment for suitability in order to take delivery sooner.

1.2 Fleet Standard Model and Preferred Dealer

At the City's sole discretion, the results of this RFP may also be used to establish a **City Fleet Standard Model and a Preferred Dealer** for purchase of additional units should the City require additional similar equipment for the next five (5) years.

The City's decision to direct award to the successful Proponent would be subject to mutual acceptance of price and availability.

Alternatively, the City may issue a new RFP for additional equipment.

1.3 Technical Specifications

For the detailed requirements for the Tractor with rear mounted Flail Mower, refer to attached:

Appendix A – Preferred Specifications – New Tractor

Appendix B – Preferred Specifications – Rear Mounted Flail Mower

1.4 Optional Trade-In Equipment

The City offers the following equipment for trade-in consideration:

Coquitlam Unit No.	VIN #	Hours	Description
E0361	133993B	11783	New Holland- Flail Tiger Attachment

1.5 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier 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 vehicles or equipment 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 described in **Appendix A & Appendix B** describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in its Proposal. 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.

1.6 Environmental Considerations

The City is committed to preserving the environment. Proponents shall provide environmentally efficient equipment 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.

1.7 Closing Date and Time

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

Tuesday April 24, 2018

1.8 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded 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)

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.

1.9 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

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.

1.10 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

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.

1.11 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.

1.12 Irrevocability and Acceptance of Proposals

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

The City 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.

1.13 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.

1.14 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 with a Proponent until a City Purchase Order (“PO”) is issued.

1.15 Proponent’s Expenses

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

1.16 Non-solicitation

Proponents and their agents will not contact any City 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.

1.17 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.

1.18 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.

1.19 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.

1.20 Extension of Offer

The Supplier agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

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

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

1.21 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 Assignment

The Supplier 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.

2.2 Indemnity

The Supplier 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 Supplier, its agents, Sub-Suppliers or employees in the performance of the Services or in the execution of the work.

2.3 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 Supplier prior to delivery.

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

Vehicles and equipment shall comply with all applicable legislated and regulatory standards. All welding shall meet American Welding Society or Canadian Welding Bureau current standards.

2.4 Pre-delivery Inspection

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

2.5 Pre-delivery Services

The equipment shall be delivered clean and shall be complete with all equipment required for the equipment to be operable. The delivered equipment will be inspected for compliance with the approved Purchase Order and current standards.

2.6 Documentation at Time of Delivery

The Supplier is to provide the following documentation upon delivery with each piece of equipment:

- **KEYS** - All keys [four (4) full sets], a complete parts list, 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, axles, electrical components to cover each piece of equipment proposed;
- One (1) **Parts Manual** covering the entire piece of equipment proposed;
- 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; and
- All **Fluid Capacities** in litres.

2.7 Delivery

Delivery is to be made with minimum 48 hours' notice, at a scheduled time that is mutually acceptable to the City, freight prepaid F.O.B to:

City of Coquitlam Fleet Services
500 Mariner Way
Coquitlam, BC, V3K 7B2

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

2.8 Title, Risk of Loss, Freight

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

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

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

2.9 Inspections

The equipment shall be subject to inspection or test and shall meet the approval of the City.

Should any of the 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 equipment shall be corrected at no expense to the City.

2.10 Warranties

The Supplier shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in **Appendix A & Appendix B**, as a minimum. This warranty should clearly describe the terms under which the equipment manufacturer or sub-Suppliers 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 Supplier 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.

2.11 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 Supplier to assure that all recall notices are sent directly to the City Fleet department.

2.12 Contract Termination

a) 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 Supplier should fail to fulfil its obligations under the Contract in a timely and professional manner, or if the Supplier should violate any of the covenants, Contracts or stipulations of the Contract or applicable British Columbia statute; or
- If the Supplier 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 Supplier should be adjudged bankrupt; or
- If the Supplier should make a general assignment for the benefit of its creditors; or
- If a receiver should be appointed on account of the Supplier's insolvency.

b) Termination for Convenience

The City may terminate the Contract with the Supplier for convenience by giving not less than sixty (60) calendar days' notice in writing to the Supplier 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 Supplier may receive payment for goods and Services satisfactorily received/performed as determined by the City at the date of termination.

2.13 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.

2.14 Permits and Licenses

All permits, licenses and fees required for the supply and delivery of any equipment is the responsibility of the Supplier.

2.15 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.

2.16 Term of Contract

The Contract will be in effect for the initial units as specified.

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

Alternatively, the City reserves the right to issue a new RFP at any time for future vehicles or equipment.

2.17 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.

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) Experience, Reputation, Capacity and Resources – 30 points

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Industry references (on time delivery, support, performance, etc.)

b) Technical and Support Services – 30 points

- Delivery Lead Time
- Compliance with the required specifications
- Warranties
- Local support and parts availability in Metro Vancouver area
- Training
- Mechanical/Fabrication assessment & Operator/Ergonomic assessment
- Demonstration Units

c) Financial and Value Added – 40 points

- Financial offer including, but not limited to, prices, operating and maintenance costs, warranty, and any life cycle considerations
- Economies of scale from ordering multiple pieces of equipment from one Supplier
- Trade-In Values for City owned equipment
- 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.

3.2 Acceptance of Proposals

The City reserves the right to accept or reject any or all Proposals, cancel this RFP 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.

If the City terminates the RFP process, it may at any time invite further submissions or enter into any discussion or negotiation with any party for the provision of the Services.

The City may enter into changed or different specifications with the Proposal proposing “best value”, without liability to Proponents that are not awarded the Contract.

By submission of a Proposal to this RFP, Proponents agree the City may disclose the name of the company and the total value of the awarded amount. However, the evaluation will be confidential and no unit prices or scores will be released to any Proponents.

Award of contract would be subject to budget approval.

3.3 Additional Information

The City may request one or more Proponents provide additional information or details, including making a presentation, providing demonstration units (at the Proponent’s cost) and/or additional technical information.

3.4 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.

3.5 Contract

Award will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFEI, The City’s [Terms and Conditions](#), published on the City’s website, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-25

Supply and Delivery of
Tractor with Rear Mounted Flail Mower

Proposals will be received on or before 2:00 pm local time on
Tuesday April 24, 2018
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded 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 section with:

Appendix A – Preferred Specifications – Tractor
Appendix B – Preferred Specifications – Rear Mounted Flail Mower

Submitted by:

_____ (company name)

1.0 Price

1.1 One (1) Tractor with Rear Mounted Flail Mower

In accordance with **Appendix A** – One Tractor - Preferred Specifications and **Appendix B** - Rear Mounted Flail Mower - Preferred Specifications:

One (1) Tractor with rear mounted Flail Mower			
Tractor - Manufacturer and Model:			
Flail Mower - Manufacturer and Model:			
	Item	Quantity	Unit Price (exclude PST & GST)
a)	Tractor with rear mounted Flail Mower	1	\$
b)	Levies (per unit):	1	\$
c)	Environmental Tax (per unit):	1	\$
d)	TOTAL PRICE (exclude GST & PST)		\$

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

1.2 Optional Units for Trade-in

Coquitlam Unit No.	VIN #	Description	Trade In Offered
E0361	133993B	New Holland- Flail Tiger Attachment	\$

2.0 Demonstration Units

	Tractor with Rear Mounted Flail Mower:
Availability, location and notification required to arrange for a demonstration and testing of the following equipment as proposed: **The City may choose to use the demo vehicle in the field for one day**	

3.0 Lead Time for Delivery

The lead time for delivery of the new unit is an important consideration in this purchase. The Proponent guarantees to deliver the vehicle(s) F.O.B. (freight pre-paid) to: City of Coquitlam, Fleet Service Department, 500 Mariner Way, Coquitlam, BC.

	Tractor with Rear Mounted Flail Mower
Lead time in days for manufacture and delivery once the final specification is approved by the City:	

4.0 Key Facility Locations

4.1 Manufacturing Plant

Business Name and Location:	
------------------------------------	--

4.2 Warranty and Repair Service Center

State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area:

Business Name and Location:	
State the procedure for handling warranty claims:	

4.3 MRO Parts Distribution Center

Business Name and Location:	
Regular Lead Time for Delivery of Parts:	

5.0 Quality Assurance

Quality Assurance Information	
5.1	Quality Assurance – Provide information on the systems of Quality Control and build specification assurance.

6.0 Training and Manuals

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

6.1	Operators – state duration of training, number of attendees and number of on-site workshops at Coquitlam Works Yard:
6.2	Fleet and Maintenance – state duration of training, number of attendees, number of workshops and Location
6.3	Manuals included: 1 parts manual 1 service manual
6.4	Training DVD’s: 2 sets training DVD's, 1 for Operators and 1 for Mechanics

7.0 Warranties and Extended Warranties

Attach Warranty information including extended warranties. Any additional cost is to be stated:

a) Tractor

Description	Price
Manufacturer Warranty	Included
Extended Bumper to Bumper Warranty State term:	\$
Other available Warranty Options:	\$

b) Flail Mower

Description	Price
Manufacturer Warranty	Included
Extended Warranty State term:	\$
Other available Warranty Options:	\$

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 Benefits

Provide information on equipment efficiencies, client benefits, initiatives, programs and product choices that the Proponent has implemented that could be considered environmental, financial/economic, social/ethically sustainable value that would be of benefit to the City:

10.0 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	

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

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. The signature below is of a duly authorized officer of the Proponent having the authority to verify the accuracy of the information provided in this Proposal.

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

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

APPENDIX A – PREFERRED SPECIFICATIONS - TRACTOR

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
1.	GENERAL	It is the intent of these specifications is to describe the preferred requirements for one (1) new Tractor , to come a quick detachable front bucket assembly, and with a new quick detachable rear mounted Flail Mower installed as specified in Appendix B – Rear Mounted Flail Mower – Preferred Specifications. The unit must have a standard road package that meets all legal requirements for operation on public roadways, including the BC Motor Vehicle Act, the federal Motor Vehicle Safety Act and Work Safe BC regulations.		
A.	Make			
B.	Model			
C.	Year of Manufacture			
D.	GVW			
E.	Regulatory	<p>Must comply with all WorkSafe BC Regulations.</p> <p>Must meet all B.C. Motor Vehicle Regulations and meets all requirements to be driven on highways, roads, etc.</p> <p>Must meet 2018 mandatory emission requirements.</p> <p>To meet Canadian motor vehicle safety standards.</p>		
2.	CAB			
A.	Cab Type	Regular cab		
B.	Wipers	Dual wipers with intermittent		
C.	Horns	Dual electric & air horns		
D.	Back-up Alarm	<ul style="list-style-type: none"> • Does it meet Work Safe BC regulations and requirements? • Please state its dBA rating 		

City of Coquitlam
RFP No. 18-01-25 – Tractor with rear mounted Flail Mower
Appendix A – Tractor - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
E.	Heater	Multi speed high output heater, defroster and air conditioning		
F.	Radio	AM/FM radio with Bluetooth		
G.	Mirrors	Electric adjustable mirrors and dual front fender mounted convex mirrors <ul style="list-style-type: none"> • State options 		
H.	Power accessories	<ul style="list-style-type: none"> • State equipment 		
I.	Driver's seat	Air ride premium cloth seat with all ergonomic adjustments. Rider seat to be base cloth or vinyl. <ul style="list-style-type: none"> • Provide information as ergonomic adjustments • State colour options 		
J.	Floor cover	Vinyl cover in black or grey		
K.	Gauges	Is to include tachometer, fuel, diesel exhaust fuel ("DEF"), oil pressure, coolant temperature, outside temperature, brake application, primary and secondary air reservoir gauges and an engine hours <ul style="list-style-type: none"> • State gauges which are included and what style of gauge each one is. Outside temperature gauge is dash mounted and factory installed. <ul style="list-style-type: none"> • Confirm outside temperature gauge is factory installed and is dash mounted 		
L.	Cab Light	Door activated dome light		
M.	Cab Handles	Left and right grab handles for the entry and exit of the cab.		

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
N.	Paint	Cab colour is standard and is to come with base and clear coat Frame is to be black. Interior is to be gray. State colour options		
O.	Sound Suppression	Cab is to include sound suppression <ul style="list-style-type: none"> • State what means are used to achieve sound suppression • State the ambient noise within the cab while tractor is in full use, including flail mower use 		
P.	Safety	Unit is to come equipped with reflector kit and a mounted fire extinguisher <ul style="list-style-type: none"> • State where reflector kit is applied on unit • State size and where extinguisher is mounted 		
3. CHASSIS				
A.	Wheel Base	As short as possible to meet weight distribution requirements <ul style="list-style-type: none"> • State wheel base length • State overall width of unit 		
B.	Cab to Axle	To meet weight distribution requirements <ul style="list-style-type: none"> • State cab to axle length • State overall length of unit • 		
C.	Service Functions	Quick detach front bucket assembly Quick detach rear mounted Flail Mower		

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
4.	ENGINE EQUIPMENT			
A.	Diesel Engine	<ul style="list-style-type: none"> State horse power rating of engine offered State engine torque rating in foot pounds 		
B.	Emissions	Engine is to be 2018 emission compliant <ul style="list-style-type: none"> Provide details 		
C.	Brake	State type		
D.	Fuel Economy	State fuel economy		
E.	Filters	Lubricant, fuel and coolant filters – spin on <ul style="list-style-type: none"> State if filters are spin on. If not, please provide style of filters 		
F.	Fuel Water Separator	<ul style="list-style-type: none"> State style and mount location 		
G.	Hand Throttle	Hand throttle switch to increase, decrease or set engine RPM – cruise control switches are acceptable <ul style="list-style-type: none"> State style of hand throttle 		
H.	Fuel	Biofuel compatible <ul style="list-style-type: none"> State warranty coverage in regards to using biofuel 		
5.	COOLING SYSTEM			
A.	Heavy Duty Radiator	Must meet engine & transmission cooling requirements Compliant with extended life coolant		
B.	Transmission Cooler	Meets the needs of engine and transmission		
C.	Block Heater	Maximum 1500 Watt with hard wiring to outside of cab <ul style="list-style-type: none"> State wattage and confirm wiring location 		

City of Coquitlam
RFP No. 18-01-25 – Tractor with rear mounted Flail Mower
Appendix A – Tractor - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
D.	Hoses	Hoses are to be silicone with constant torque clamps		
6.	ELECTRICAL			
A.	Alternator	<ul style="list-style-type: none"> State amperage of alternator State warranty length 		
B.	Circuit Breakers	Auto reset to replace fuses		
C.	Lighting System	<p>12 Volt lighting system with circuit protection</p> <p>Unit lighting is to be LED where possible</p> <ul style="list-style-type: none"> State where the unit utilizes LED lighting. State warranty on LED lighting Road package Beacons Front and rear strobes 		
D.	Wiring	<p>Circuits are to be numbered and /or color coded.</p> <p>All wiring from back of cab to be sealed.</p> <ul style="list-style-type: none"> State how this is achieved with the unit proposed. <p>Must have a minimum of 4 integrated auxiliary switches.</p> <ul style="list-style-type: none"> How many auxiliary switches does the proposed unit come with? 		
E.	Battery	<ul style="list-style-type: none"> State what comes with the proposed unit and the total CCA rating 		

City of Coquitlam
RFP No. 18-01-25 – Tractor with rear mounted Flail Mower
Appendix A – Tractor - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
7.	TRANSMISSION			
A.	Transmission	<ul style="list-style-type: none"> State all options available State warranty State Type 		
B.	Transmission Temperature Gauge	<ul style="list-style-type: none"> State type of temperature gauge 		
C.	Transmission Lubricant	Synthetic lubricant for extended warranty <ul style="list-style-type: none"> Provide information of synthetic lubricant and extended warranty options in respect to using synthetic lubricant 		
8.	AXLES			
A.	Capacity	<ul style="list-style-type: none"> State front axle capacity State rear axle capacity 		
9.	REAR AXLE			
A.	Capacity	<ul style="list-style-type: none"> State rear axle capacity 		
B.	Four wheel drive operation	Provide details		
C.	Dual Axle Lock	Separate switches		
10.	STEERING			
A.	Power Steering	Tilt and telescopic		
11.	BRAKES			
A.	Front Brakes	<ul style="list-style-type: none"> State type of brakes 		
B.	Rear Brakes	<ul style="list-style-type: none"> State type of brakes 		
C.	Emergency Brake	<ul style="list-style-type: none"> State type and operation State location 		
12.	RIMS AND TIRES			
A.	Front Rims	<ul style="list-style-type: none"> State size of rims Does rims meet front axle capacity stated Load rating 		

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
B.	Front Tires	<ul style="list-style-type: none"> State tire manufacturer and model State tire size State tire composition State inflation material 		
C.	Rear Rims	<ul style="list-style-type: none"> State size of rims Does rims meet rear axle capacity stated Load rating 		
D.	Rear Tires	<ul style="list-style-type: none"> State tire manufacturer and model State tire size State tire composition State inflation material 		
13.	FRAME AND EQUIPMENT			
A.	Front End Loading Bucket Assembly	Quick detachable steel loading bucket assembly <ul style="list-style-type: none"> State size of loading bucket Provide information as to if bucket assembly is easily removable Describe process to remove. 		
B.	3 point hitch	<ul style="list-style-type: none"> State type and features 		
C.	Mud Flaps	Front and rear State		
14.	FUEL TANK			
A.	Fuel Tank	Diesel tank to be labelled “Diesel Fuel Only” <ul style="list-style-type: none"> State capacity of tank in litres State location of tank 		
B.	Diesel Exhaust Fluid (“DEF”) Tank	DEF tank to be labelled “DEF Only” <ul style="list-style-type: none"> State capacity of tank in litres State location of tank 		

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
15.	HYDRAULIC SYSTEM			
A.	System	Hydraulic system able to handle all hydraulic requirements <ul style="list-style-type: none"> Provide information on hydraulic system abilities and restrictions 		
B.	Controls	State control style and configuration		
C.	Tank	Hydraulic tank is to have sufficient volume to provide operation and adequate cooling <ul style="list-style-type: none"> State volume of tank Will tank proposed have adequate cooling capabilities for additional attachments? State tank composition Is tank a split design State location of tank 		
D.	Power Take Off (“PTO”)	<ul style="list-style-type: none"> State type of PTO State horse power rating State torque capacity State where PTO is mounted State control mechanism to engage PTO 		
16.	EXTERIOR LIGHTING			
A.	Stop, Tail and Signal Lights	Lights to be LED Regular road package <ul style="list-style-type: none"> State type of lights Do lights come with protective guards? 		
B.	Regulatory	Lighting to meet BC motor vehicle regulations		
C.	Back-up	Clear back-up lights to be LED and activate when reverse gear is selected		
17.	WARRANTY			
A.	Warranty	<ul style="list-style-type: none"> State standard warranty, duration of warranty, what is included and what is not 		

City of Coquitlam
RFP No. 18-01-25 – Tractor with rear mounted Flail Mower
Appendix A – Tractor - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
		<p>covered</p> <ul style="list-style-type: none"> State engine and emissions warranty, duration of warranty, what is included and what is not covered Provide information as to available extended warranties what is covered, duration of coverage and cost to purchase 		
18.	DELIVERY			
A.	Pre-delivery and Inspection	Complete pre-delivery and motor vehicle inspection check		
B.	Delivery	State earliest guaranteed date for delivery to the FOB City's Fleet department – 500 Mariner Way, Coquitlam, BC		
19.	PARTS AND SERVICE			
A.	Spare Parts	<p>One full set of filters is to be supplied at time of delivery.</p> <ul style="list-style-type: none"> State filters and part numbers <p>One full set of drive belts is to be supplied at time of delivery.</p> <ul style="list-style-type: none"> State type of belts and part numbers <p>Provide details of parts available at the local dealership for this model of equipment</p> <ul style="list-style-type: none"> State parts availability and provide a list of what is stocked (attach additional information if necessary) 		
B.	Keys	Four complete sets of keys are to be supplied at time of delivery.		

City of Coquitlam
RFP No. 18-01-25 – Tractor with rear mounted Flail Mower
Appendix A – Tractor - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
20.	MISCELLANEOUS			
A.	Manuals	Provide one (1) complete set of shop manuals, operator’s manuals, and parts manuals in hard copy or online/internet <ul style="list-style-type: none"> • State format(s) available Provide complete set of wiring schematics <ul style="list-style-type: none"> • State format available 		
B.	Training	Repair and Operators instructional material to be supplied <ul style="list-style-type: none"> • State format available Training - factory representative will conduct a seminar for fleet technicians and operators at the City’s location and will cover preventative maintenance requirements, trouble shooting and general overview. <ul style="list-style-type: none"> • Provide overview of training material and duration of training session 		

APPENDIX B - PREFERRED SPECIFICATIONS – REAR MOUNTED FLAIL MOWER

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
1.	GENERAL	It is the intent of these specifications to describe the preferred requirements for one (1) new quick detachable rear mounted Flail Mower , to come installed on a new Tractor, as specified in Appendix A – Tractor – Preferred Requirements.		
A.	Make			
B.	Model			
C.	Production Year			
D.	Weight	<ul style="list-style-type: none"> • State weight of flail head unit • State weight of flail head unit including arm and oil 		
2.	FLAIL HEAD UNIT			
A.	Head	Heavy duty 1.2 meter head Adequately designed for cutting long thick grass and/or vegetation <ul style="list-style-type: none"> • Provide information as to suitability of head to meet this specification 		
B.	Hood	i. Closed off sections front and rear <ul style="list-style-type: none"> • Provide information on flail head hood including construction specifications, material, reinforcement points and any other relative information ii. Three (3) piece fabrication for front and rear plates <ul style="list-style-type: none"> • Provide information on front and rear plates including construction specifications, material, reinforcement points and any other relative information Front hood guard – 4 millimeters Stone guard – 7 millimeters		

City of Coquitlam
RFP No. 18-01-25 – Tractor with Flail Mower
Appendix B – Rear Mounted Flail Mower - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
C.	Side Plates	Side plates – 6 millimeters <ul style="list-style-type: none"> Provide information on side plates including construction specifications, material, reinforcement points and any other relative information 		
D.	Rotor Shaft	32 flails on 1.2 meter head at 6 stations 60 degrees around shaft to give 120 degree between lugs and flails <ul style="list-style-type: none"> State lug size Provide dimensions and material composition of rotor shaft 		
E.	Cutting Width	1200 millimeters		
F.	Flails	Heavy duty design Brush cutting type knives Reversible with replaceable bushing inserts		
G.	Motor	State		
H.	Rotor Speed	State		
I.	Belts	State style and adjustment type		
J.	Roller	Heavy duty design <ul style="list-style-type: none"> State size Four (4) position roller bracket for height adjustment Lubrication capability <ul style="list-style-type: none"> State means of lubrication 		
K.	Mount	Rear mounted quick detach to tractor <ul style="list-style-type: none"> Provide information on mount including construction specifications, material, reinforcement points and any other relative information including time to remove unit. 		
L.	Guards	Stone guard <ul style="list-style-type: none"> State material composition and 		

City of Coquitlam
RFP No. 18-01-25 – Tractor with Flail Mower
Appendix B – Rear Mounted Flail Mower - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
		thickness		
M.	Reach	i. Ground level - 6.5 meters ii. Horizontal reach – 6.0 meters ii. Vertical reach 7.6 meters v. 45 degree up bank reach – 5.9 meters v. 45 degree down bank reach – 4.2 meters vi. Variable forward arm allows 1.6meters forward and .9 meter rearward movement enabling better visibility of head to position of head behind tractor on narrow roads		
N.	Road Lights	Road lights on flail unit mount if blocks tractor rear road lighting <ul style="list-style-type: none"> • Does the flail unit block required lighting on tractor? • Does flail mower come with lighting to illuminate cutting area 		
O.	Transport	Transport position to rear of tractor <ul style="list-style-type: none"> • State transport height of flail mower on tractor • State transport width of flail mower on tractor 		
P.	Mowing Range	Mowing position must put full head forward of operator seat Right side mowing <ul style="list-style-type: none"> • State mowing range from full reach at maximum extended position to rear wheel at maximum extended position 		
3.	STRUCTURAL			
A.	Transport Cradle	Rear transport cradle to support weight of flail head on highway		

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
B.	Arm	<ul style="list-style-type: none"> Provide information on arm including construction specifications, material, dimensions, reinforcement points and any other relative information 		
C.	Mount	<ul style="list-style-type: none"> Provide information on arm mount including construction specifications, material, dimensions, reinforcement points and any other relative information 		
4.	HYDRAULIC SYSTEM			
A.	Capacity	<ul style="list-style-type: none"> State 		
B.	Arm/Head Unit	Ability to put into transport position hydraulically		
C.	Pump	<ul style="list-style-type: none"> State HP rating and pump design 		
D.	Hoses	All pressure hoses to be 2 wire braided construction		
E.	Cylinders	Heavy duty design <ul style="list-style-type: none"> State bore and rod size: 		
F.	Control Valve	Electronically joystick controlled Proportional system to control all aspects of head unit with emergency shutdown		
G.	Motor Relief Valve	<ul style="list-style-type: none"> State specifications: 		
H.	Filter	Return & Charge <ul style="list-style-type: none"> State specifications 		
I.	Gear Box	<ul style="list-style-type: none"> State ratio and input RPM 		
J.	Flail Drive	Separate motor for flail drive <ul style="list-style-type: none"> State specifications 		
K.	Piston Motor	<ul style="list-style-type: none"> State specifications: 		
L.	Oil Cooler	Must be equipped with oil cooler <ul style="list-style-type: none"> State specifications 		
5.	DELIVERY			
C.	Pre-delivery and Inspection	Complete pre-delivery and motor vehicle inspection check		

City of Coquitlam
RFP No. 18-01-25 – Tractor with Flail Mower
Appendix B – Rear Mounted Flail Mower - Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO	REQUESTED INFORMATION
6.	WARRANTY			
A.	Warranty	<ul style="list-style-type: none"> • State standard warranty, duration of warranty, what is included and what is not covered • Provide information as to available extended warranties what is covered, duration of coverage and cost to purchase 		
7.	MISCELLANEOUS			
A.	Manuals	Provide two (2) complete sets of shop manuals, operator’s manuals, and parts manuals in hard copy or online/internetD formats. <ul style="list-style-type: none"> • State format(s) available Provide complete set of wiring schematics <ul style="list-style-type: none"> • State format available 		
B.	Training	Repair and Operators instructional material to be supplied <ul style="list-style-type: none"> • State format available Training - factory representative will conduct a seminar for fleet technicians and operators at the City’s location and will cover preventative maintenance requirements, trouble shooting and general overview. <ul style="list-style-type: none"> • Provide overview of training material and duration of training session 		