

City of Coquitlam

Request for Proposals  
RFP No. 18-03-02

Three Electric Ice Resurfacers

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**PROPOSAL SUBMISSION FORM**

**APPENDIX A – PREFERRED SPECIFICATIONS**

## **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.

## 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:

- **Three Electric Ice Resurfacing Units**

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 City reserves the right to split the award to different companies if it is advantageous to do so.

Refer to **Section 3.2 – Award to Multiple Proponents.**

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 Electric Ice Resurfacers, refer to attached:

**Appendix A – Preferred Specifications**

#### 1.4 Optional Trade-In Equipment

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

Coquitlam Unit No.	VIN #	Year	Truck Hours	Description
E3013	552-9402	2009	3335	Zamboni Electric Ice Resurfacer
E3009	552-9389	2009	3717	Zamboni Electric Ice Resurfacer

#### 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**, 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:

**Thursday April 26, 2018**

### **1.8 Instructions for Proposal Submission**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](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.

### **1.9 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](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.

### **1.10 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](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.

### **1.11 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:

**City of Coquitlam  
Poirier Sport and Leisure Complex  
630 Poirier Street  
Coquitlam, BC, V3J 6B1**

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 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.

**1.16 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](mailto: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.

### **1.22 Instructions to Proponents**

Proponents are advised that the rules for participation that will apply to this RFP are: [City of Coquitlam Instructions to Proponents](#)

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

## **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 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 complete **Service Manual** to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed;
- One **Parts Manual** covering the entire piece of equipment proposed;
- One 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 – Poirier Sport and Leisure Complex**  
**633 Poirier Street**  
**Coquitlam, BC, V3J 6B1**

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**, 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](mailto: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.

### 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 Award to Multiple Proponents

The City reserves the right to split the award to multiple proponents or award all of the units to one Proponent.



### **3.3 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.

### **3.4 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.

### **3.5 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.

### **3.6 Award**

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

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.

### **3.7 Contract**

Award will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFP, the City's [Terms and Conditions of Purchase](#) 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. 18-03-02**

Supply and Delivery of  
**Three Electric Ice Resurfacers**

Proposals will be received on or before 2:00 pm local time on  
**Thursday April 26, 2018**  
(Closing date and time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](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 – Preferred Specifications**

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

(company name)

**1. PRICE**

**1.1 Three Electric Ice Resurfacers**

In accordance with **Appendix A** – Three Electric Ice Resurfacers Specifications and Price Worksheet:

<b>Three Electric Ice Resurfacers</b>				
<b>Electric Ice Resurfacer Manufacturer and Model:</b>				
	<b>Item</b>	<b>Quantity</b>	<b>Unit Price</b> <small>(exclude PST &amp; GST)</small>	<b>Extended Price</b> <b>(Quantity X Unit Price)</b>
a)	<b>Electric Ice Resurfacer</b>	<b>3</b>	<b>\$</b>	<b>\$</b>
b)	<b>Discount for multiple unit purchase</b>	<b>3</b>	<b>\$</b>	<b>\$</b>
c)	<b>Levies (per unit):</b>	<b>3</b>	<b>\$</b>	<b>\$</b>
d)	<b>Environmental Tax (per unit):</b>	<b>3</b>	<b>\$</b>	<b>\$</b>
<b>Sub-Total</b>				
<b>PST</b>				
<b>GST</b>				
<b>TOTAL PRICE</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.

**1.2 Optional Units for Trade-in**

Coquitlam Unit No.	VIN #	Description	Trade In Offered
E3013	552-9402	Zamboni Electric Ice Resurfacer	\$
E3009	552-9389	Zamboni Electric Ice Resurfacer	\$

**2. DEMONSTRATION UNITS**

Availability, location and notification required to arrange for a demonstration and testing of the following equipment as proposed:  <b>**The City may choose to use the demo vehicle in the field for one day**</b>	<b>Electric Ice Resurfacer:</b>
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**3. LEAD TIME FOR DELIVERY**

The lead time for delivery of the new units are an important consideration in this purchase. The Proponent guarantees to deliver the vehicle(s) F.O.B. (freight pre-paid) to:

**City of Coquitlam, Poirier Sport and Leisure Complex, 633 Poirier Street, Coquitlam, BC.**

Electric Ice Resurfacer	
Lead time in days for manufacture and delivery once the final specification is approved by the City:	

**4. KEY FACILITY LOCATIONS**

**4.1. Manufacturing Plant**

<b>Business Name and Location:</b>	
------------------------------------	--

**4.2. Warranty and Repair Service Center**

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

<b>Business Name and Location:</b>	
State the procedure for handling warranty claims:	

**4.3. MRO Parts Distribution Center**

<b>Business Name and Location:</b>	
Regular Lead Time for Delivery of Parts:	

**5. QUALITY ASSURANCE**

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

**6. TRAINING AND MANUALS**

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

<b>6.1</b>	<b>Operators</b> – state 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> – state duration of training, number of attendees, number of workshops and Location	
<b>6.3</b>	<b>Manuals</b> included: 1 parts manual 1 service manual online/web based/DVD/paper manuals	State Format available:
<b>6.4</b>	<b>Training Materials:</b> Access to online/web based or DVD training, 1 for Operators and 1 for Mechanics	Confirm:  State format available:

**7. WARRANTIES AND EXTENDED WARRANTIES**

**7.1. Ice Resurfacer**

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

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

**7.2. Batteries**

Proponent is to provide detailed information as to warranty on batteries including base warranty, additional warranties available, if the warranty is prorated and process for warranty claim:

Description

**8. 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. 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. 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>	
<b>Owner</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

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

**11. 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. 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. 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.

<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.

**APPENDIX A – PREFERRED SPECIFICATIONS – ELECTRIC ICE RESURFACERS**

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
<b>1.</b>	<b>GENERAL</b>	It is the intent of these specifications to describe the preferred requirements for <b>three (3) new self-propelled, battery-operated four (4) wheel drive Ice Resurfacer</b> to plane the ice, pickup and store snow, distribute water for making ice and dump snow from a hopper.		
A.	Manufacturer			
B.	Model			
C.	Production Year			
D.	Weight Empty			
E.	Weight Loaded			
F.	Length			
G.	Width			
H.	Height			
I.	Maximum Height with Hopper Raised			
<b>2.</b>	<b>CHASSIS</b>			
A.	Drivetrain and Steering	Four wheel drive with front steering. <ul style="list-style-type: none"> <li>• Provide a description of chassis and steering assembly</li> </ul>		

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Appendix A – Electric Ice Resurfacer – Preferred Specifications

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
B.	Vehicle Drive	i. Electronic drive controls with full diagnostic capabilities and dash display. <ul style="list-style-type: none"> <li>• Describe the electric controls and the diagnostic capability</li> </ul> ii. Battery powered electric drive motor <ul style="list-style-type: none"> <li>• Description of vehicle drive system.</li> <li>• What model of drive motor (s) supplied and horsepower</li> </ul>		
C.	Vehicle Speed Control	Vehicle speed control is to be a foot operated device. <ul style="list-style-type: none"> <li>• Is throttle foot operated?</li> </ul>		
D.	Brakes	Brakes on all four (4) wheels including a parking brake. <ul style="list-style-type: none"> <li>• Provide information as to type of brake system and parking brake</li> </ul>		
E.	Hydraulic System	Hydraulic system to be powered by a separate electric motor. <ul style="list-style-type: none"> <li>• state make an model of hydraulic pump</li> <li>• state whether hydraulic pump motor is separate from the drive system</li> <li>• provide information as to the functions of the hydraulic system</li> </ul>		
F.	Power Steering	Unit is to be equipped with a power steering system <ul style="list-style-type: none"> <li>• state type/style of power steering system</li> </ul>		

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ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
G.	Wheels and Tires	<p>Five (5) automotive disc wheels for each unit, each mounted with radial studded tires.</p> <ul style="list-style-type: none"> <li>• Size, make and model of tire.</li> <li>• Make and model of wheels supplied</li> </ul>		
H.	Batteries & Charger	<p>Batteries to have a minimum of 96-months/2000-cycle warranty with local representation for service and replacement.</p> <p>Battery charger to be three (3) phase 600-volt microprocessor controlled with capability to opportunity charge.</p> <p>Supply three (3) battery chargers.</p> <ul style="list-style-type: none"> <li>• Battery make, type, rating and voltage</li> <li>• Battery warranty period, if pro-rated, what is the schedule</li> <li>• Are batteries supplied locally</li> <li>• Charger make, model and voltage</li> <li>• Is charger a smart charge type – please provide information on charger</li> <li>• Are batteries easy accessible</li> <li>• Specify duration for a full battery charge.</li> <li>• Specify how batteries are filled with water</li> </ul>		
I.	Back-up Alarm	<p>The unit must be equipped with an electric back-up alarm device.</p> <ul style="list-style-type: none"> <li>• Type, style &amp; model of alarm device</li> <li>• State DBA rating</li> </ul>		

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
J.	Lighting	<p>Is to be equipped with headlights, tail lights and brake lights.</p> <ul style="list-style-type: none"> <li>• state standard lighting unit comes equipped with</li> <li>• state additional lighting options available</li> </ul>		
K.	Operator’s Station	<p>Operator’s station to be equipped with all warning devices (both audible and visual), gauges and other options related.</p> <ul style="list-style-type: none"> <li>• Provide detailed list of warning devices including if they are audible or and visual.</li> <li>• List gauges included with unit including type and style of gauges</li> <li>• List and describe other related options that are available</li> </ul>		
L.	Operator’s Seat	<p>The operator’s seat is to have a high quality, durable, adjustable, high back complete with lumbar support, armrests and seatbelt.</p> <ul style="list-style-type: none"> <li>• State make, model and manufacture of seat.</li> <li>• State if seat has a high back.</li> <li>• State type/style of seatbelt</li> <li>• Confirm that seat has lumbar support</li> <li>• State if seat has armrests and if they are adjustable</li> <li>• Provide an overview of seat features including adjustability, positions and features</li> <li>• State material and color options available</li> </ul>		

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
M.	Operator Safety	<p>The unit is to be equipped and fitted with approved handles and slip-resistant steps for safe entering and exiting of the machine.</p> <ul style="list-style-type: none"> <li>• State type and style of handles and where they are mounted on unit</li> <li>• State type of slip-resistant material and steps</li> <li>• Confirm unit meets all safety compliances (WCB/CSA) standards</li> </ul>		
<b>3. ICE RESURFACER</b>				
A.	Resurfacer	<p>i. Resurfacer is to be easily removable from the chassis with quick disconnect fittings to be used for all hydraulic hoses and must be adjustable from driver’s position.</p> <ul style="list-style-type: none"> <li>• State if the resurfacer is easily removed and provide information as to the removal process</li> <li>• Confirm resurfacer is adjustable from driver’s position and the adjustment</li> </ul> <p>ii. Must have a system to maintain constant downward pressure on the ice.</p> <ul style="list-style-type: none"> <li>• State how downward pressure of resurfacer on ice is accomplished.</li> </ul>		
B.	Ice Shaving Pick Up	<p>All shaved ice to be picked up and conveyed into the snow hopper.</p> <ul style="list-style-type: none"> <li>• State system</li> </ul>		



ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
C.	Ice Making System	<p>Water reservoir to be approximately 700 litres (185 gal.). Corrosion proof tank, polyethylene or equal. Sight gauge and drain.</p> <ul style="list-style-type: none"> <li>• State reservoir capacity and material</li> <li>• State the material of the reservoir. Is it corrosion proof?</li> <li>• State location of gauge and drain</li> </ul>		
D.	Guide Wheels	<p>Front and rear guide wheels to be installed, made of a non-marking material.</p> <ul style="list-style-type: none"> <li>• State material and confirm it is non marking</li> <li>• State size of guide wheels</li> </ul>		
E.	Snow Hopper	<p>Snow hopper to be not less than 2.8 cubic meter volumetric capacity hydraulically dumped to the front. Corrosion resistant lining required.</p> <ul style="list-style-type: none"> <li>• State Hopper capacity</li> <li>• State if unit is a front dump</li> <li>• State hopper material and lining. Is it corrosion resistant?</li> </ul>		
F.	Board Brush	<p>Board brush to be hydraulically operated or by electric motor</p> <ul style="list-style-type: none"> <li>• State operation</li> </ul>		

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
G.	Wash Water System	<p>Wash water system should be controlled by operator while ice resurfacing. Corrosion-proof tank made of polyethylene or equivalent material. Stainless steel water spreader and heavy-duty squeegee.</p> <p>Tire wash shall be provided.</p> <ul style="list-style-type: none"> <li>• State make and model of suction pump.</li> <li>• State capacity of water tank and type of material.</li> <li>• State water spreader piping material.</li> <li>• Describe squeegee mechanism</li> <li>• State tank composition</li> </ul>		
H.	Ice Cleaning	<ul style="list-style-type: none"> <li>• State minimum cleans per full charge.</li> <li>• State if opportune charge is required to meet minimum cleans.</li> <li>• State the effect opportune charging will have on the life-cycle of the battery.</li> </ul>		
I.	Paint	<p>Entire unit to be painted in stock factory colours. White is the City's preferred colour.</p> <ul style="list-style-type: none"> <li>• State what is offered.</li> </ul>		

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
<b>4.</b>	<b>MISCELLANEOUS</b>			
A.	Warranty	<p>Provide details concerning the applicable machine warranty. Additionally provide warranty, listing make, model and the original manufacturer of components utilized by the manufacturer, but not covered within the standard machine manufacture warranty.</p> <ul style="list-style-type: none"> <li>• State standard applicable warranty and terms on machine</li> <li>• Attach a copy of the actual warranty document to be delivered with each unit.</li> <li>• Provide detailed information as to batteries warranty</li> </ul> <p>If extended warranty package is available.</p> <ul style="list-style-type: none"> <li>• Provide cost of extended warranty in Form of Proposal</li> </ul>		
B.	Training	<p>Provide training to the City of Coquitlam operators and mechanical staff in the factory prescribed maintenance, diagnostics and repair procedures. Training to be carried out by the factory or factory certified personnel. All costs for training and associated to training are to be the responsibility of the successful bidder.</p> <ul style="list-style-type: none"> <li>• State your training capability as described above.</li> <li>• Training location.</li> <li>• Availability of training aids.</li> <li>• Availability of training sessions.</li> </ul>		

ITEM	DESCRIPTION	PREFERRED SPECIFICATION	MEETS PREFERRED SPECIFICATION YES/NO - EXPLAIN DEVIATIONS	REQUESTED INFORMATION
C.	Manuals	<p>The following manuals are to be made available to the City of Coquitlam representative as noted in this document:  Four (4) set of each of operators, maintenance, parts and overhaul/service manuals.</p> <ul style="list-style-type: none"> <li>• State What is offered</li> <li>• State if available on CD Rom.</li> </ul>		
D.	Parts & Service	<ul style="list-style-type: none"> <li>• State parts and service available at the local dealership for this model of machine (attach additional information, if necessary).</li> <li>• Provide nearest parts distribution centre.</li> <li>• State amount of time required to deliver parts from the distribution centre.</li> <li>• Provide 24/7 delivery costs, including air shipping costs.</li> <li>• Where is the nearest service centre?</li> <li>• State labour rates for in house and on site work</li> </ul>		
E.	Life Cycle Costs	<ul style="list-style-type: none"> <li>• Provide life cycle cost of electric powered machine.</li> </ul>		

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5.	<b>OTHER CONSIDERATIONS</b>			
	Delivery of Machines	<p>i. Delivery is to be FOB City of Coquitlam freight prepaid – Poirier Sport &amp; Leisure Complex 633 Poirier Street</p> <p>ii. Specific delivery dates  The first electric Ice resurfacing machine to be delivered no later than August 01, 2018</p> <ul style="list-style-type: none"> <li>• State if you can meet this delivery date.</li> </ul> <p>The second and third electric Ice resurfacing machines to be delivered no later than September 01, 2018.</p> <ul style="list-style-type: none"> <li>• State if you can meet this delivery date.</li> </ul>		