

City of Coquitlam

Request for Proposals

RFP No. 18-10-01

Supply and Delivery of

One (1) Four Wheel Drive Tractor

TABLE OF CONTENTS

	Page
SUMMARY OF KEY INFORMATION.....	3
DEFINITIONS	4
1. INSTRUCTIONS TO PROPONENTS.....	5
1.1. Purpose.....	5
1.2. Proposal Submission.....	5
1.3. Specifications and Alternatives.....	5
1.4. Warranties.....	6
1.5. Evaluation Criteria.....	6
1.6. Prices.....	7
1.7. Fleet Standard Model and Preferred Dealer.....	7
1.8. Extension of Offer.....	7
2. GENERAL CONDITIONS OF CONTRACT.....	8
2.1. Terms and Conditions of Contract.....	8
3. SCOPE OF SERVICES.....	9
3.1. General Requirements.....	9
3.2. Quality and Workmanship.....	9
3.3. Environmental Considerations.....	9
3.4. Pre-delivery Services.....	9
3.5. Pre-delivery Inspection.....	9
3.6. Delivery.....	9
3.7. Documentation at Time of Delivery.....	10
3.8. Warranties.....	10
3.9. Recall Notices.....	10

PROPOSAL SUBMISSION FORM

APPENDIX A – PREFERRED SPECIFICATIONS – FOUR WHEEL DRIVE TRACTOR

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 18-10-01 One (1) Four Wheel Drive Tractor
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms for the supply and delivery of One (1) Four Wheel Drive Tractor as specified within this RFP document.
Closing Date and Time	2:00 pm local time Thursday November 22, 2018
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> 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 receipt.) Phone 604-927-3060 should assistance be required. The City reserves the right to accept proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Terms and Conditions of Purchase are posted on the City's website and will apply to the contract awarded as a result of this RFP.

DEFINITIONS

“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. INSTRUCTIONS TO PROPONENTS

1.1. Purpose

The purpose of this RFP is to invite proposals from qualified, experienced companies for the supply and delivery of One (1) **Four Wheel Drive Tractor** as stated within this RFP.

The intended use for the four wheel drive tractor is to be used within the Parks department for Turf Maintenance.

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.

1.2. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** and **Appendix A – Preferred Specifications** or in a format that has been approved and is acceptable to the City.

1.3. 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, **Appendix A – Preferred Specifications**, 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.

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

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

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; however the City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

Proponents are to provide environmentally efficient equipment and services wherever possible. If there are known alternatives or substitutions for such materials that would mitigate the effects of any adverse conditions on the environment, the Proponent agrees to advise the City of such alternatives or substitutions.

1.4. Warranties

The Proponent shall provide a full statement of the warranty period and terms, including extended warranty options, for items listed in **Appendix A – Preferred Specifications**, 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.

1.5. Evaluation Criteria

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

Corporate 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.)

Technical – 40 points

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

Financial and Value Added – 30 points

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

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

No scores or rates will be provided to any Proponents. Results of reference checks will not be disclosed or discussed with any Proponent.

The lowest proposed Proposal price or any Proposal will not necessarily be accepted, nor will there be any obligation to accept any Proposal if that Proposal is the sole bid. Without limiting the generality of the foregoing, any Proposal which is incomplete, obscure or irregular may be rejected; any Proposal having erasures or corrections in the Proposal submission may be rejected; any Proposal that has any deletions, alterations, or changes in the Contract documents as listed herein may be rejected.

1.6. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the delivery of equipment and completion of the Services.

Supply and delivery of materials is to be included in the price, FOB, Freight Prepaid to:

**City of Coquitlam
Works Yard West
500 Mariner Way
Coquitlam, BC, V3K 7B6**

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

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

1.7. 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.

1.8. Extension of Offer

The successful Proponent 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 Proponent for the purchase of the vehicles, equipment and services described in this RFP based on the terms, conditions, prices and percentages offered by the successful Proponent to the City 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 successful Proponent.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of 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](#) will apply to this Contract as a result of this RFP and are published on the City’s website. The City’s [Terms and Conditions of Purchase](#), the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. SCOPE OF SERVICES

3.1. General Requirements

The Supplier is to provide One (1) Four Wheel Drive Tractor to be used in a municipal environment as specified in **Appendix A – Preferred Specifications**.

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

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.

3.2. 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.

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.

3.3. Environmental Considerations

Equipment offered is to be environmentally friendly, including but not limited to the manufacturing process, materials, oils, lubricants, paints and other fluid materials, wherever possible.

3.4. 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.

3.5. Pre-delivery Inspection

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

3.6. 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 – Works Yard West
500 Mariner Way
Coquitlam, BC, V3K 7B6**

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

3.7. Documentation at Time of Delivery

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

Quantity	Description
4 sets	KEYS - All keys (four full sets), a complete parts list, and service manuals are to be delivered with the vehicle
1	Manufacturer's Certificate of Origin
1	Warranty document and certifications
1 set	One complete Service Manual to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed
1 set	One Parts Manual covering the entire piece of equipment proposed
1 set	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
1 list	Complete PARTS LIST of all belts, hoses, and filters; including part numbers, manufacturer and use
1 list	All Fluid Capacities in litres.

3.8. Warranties

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.

3.9. Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit purchased under this Contract, 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.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-10-01

Supply and Delivery of
One Four Wheel Drive Tractor

Proposals will be received on or before 2:00 pm local time on
Thursday November 22, 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

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 Supply and Delivery of One Four Wheel Drive Tractor

In accordance with **Appendix A – Preferred Specifications:**

Four Wheel Drive Tractor - Manufacturer and Model:			
	Item	Quantity	Unit Price (exclude PST & GST)
a)	One (1) Four Wheel Drive Tractor	1	\$
b)	Levies (per unit):	1	\$
c)	Environmental Tax (per unit):	1	\$
Sub-Total			\$
PST			\$
GST			\$
TOTAL PRICE			\$

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

2. DEMONSTRATION UNITS

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**	Four Wheel Drive Tractor:
--	----------------------------------

3. 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, Works Yard West, 500 Mariner Way, Coquitlam, BC.

Tractor	
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

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. **QUALITY ASSURANCE**

Quality Assurance Information		
5.1	Quality Assurance – 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:

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 online/web based/DVD/paper manuals	State Format available:
6.4	Training Materials: 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. Four Wheel Drive Tractor

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:	\$

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.

Vehicle Description	
Approximate Value	
Owner	
Reference Contact	
Telephone and Email	

Vehicle Description	
Approximate Value	
Owner	
Reference Contact	
Telephone and Email	

Vehicle Description	
Approximate Value	
Owner	
Reference Contact	
Telephone and Email	

11. 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

12. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Terms and Conditions of Purchase](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

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:	

APPENDIX A – PREFERRED SPECIFICATIONS – FOUR WHEEL DRIVE TRACTOR

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
1.	GENERAL	It is the intent of these specifications is to describe the preferred requirements for one (1) new Four Wheel Drive Tractor . 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.	Vehicle Weight	Approximately 6100 lbs <ul style="list-style-type: none"> • State vehicle weight 	
E.	Regulatory	Must comply with all WorkSafe BC Regulations. Must meet all B.C. Motor Vehicle Regulations and meets all requirements to be driven on highways, roads, etc. Must meet 2018 mandatory emission requirements. To meet Canadian motor vehicle safety standards.	
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 	
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 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
2.	CAB (Cont'd)		
J.	Floor cover	Vinyl cover <ul style="list-style-type: none"> • State colour 	
K.	Gauges	Is to include speedometer, tachometer, fuel, diesel exhaust fuel (“DEF”), oil pressure, coolant temperature, outside temperature, brake application, 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. • 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.	
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	Minimum 80 inches wheel base <ul style="list-style-type: none"> • State wheel base length • State overall width of unit 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
3. CHASSIS (Cont'd)			
B.	Cab to Axle	Approximately 148 inches / 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	
4. ENGINE EQUIPMENT			
A.	Diesel Engine	Minimum 70 Horse Power <ul style="list-style-type: none"> • State horse power rating of engine offered • State engine torque rating in foot pounds • State if equipped with Turbo 	
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 • State whether unit will work with 20% to 100% biodiesel 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
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	1500 Watt with hard wiring to outside of cab <ul style="list-style-type: none"> • State wattage and confirm wiring location 	
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	12 Volt lighting system with circuit protection Unit lighting is to be LED where possible <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	Circuits are to be numbered and /or color coded. All wiring from back of cab to be sealed. <ul style="list-style-type: none"> • State how this is achieved with the unit proposed. Must have a minimum of 4 integrated auxiliary switches. <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 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
7.	TRANSMISSION		
A.	Transmission	<ul style="list-style-type: none"> State all options available State mechanical and hydraulic options 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
12. RIMS AND TIRES (Cont'd)			
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	4 in1 steel loading bucket assembly Lift capacity approximately 2300lbs <ul style="list-style-type: none"> • State size of loading bucket • State lifting capacity • 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 • State lift capacity 	
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 	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
14.	FUEL TANK (Cont'd)		
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 	
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”)	Approximately 65 HP PTO – fully independent <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 State if LED lights 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	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
17.	SAFETY EQUIPMENT		
A.	Certification	Meets ANSI B71.4-2004 standard	
B.	Full Light Package	Includes headlights, amber warning lights, turn signals and brake lights Meets Canadian Motor Vehicle Safety Standard	
C.	Strobe Lights	To be flush mounted on four corners of operators cab <ul style="list-style-type: none"> • State mounting style and location 	
D.	Fire Extinguisher	Mounted in operators cab	
18.	WARRANTY		
A.	Warranty	<ul style="list-style-type: none"> • State standard warranty, duration of warranty, what is included and what is not covered • 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 	
19.	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	

ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
20.	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.	