



REQUEST FOR QUOTATIONS

Title: **SUPPLY AND DELIVERY OF ONE (1) SITE OFFICE/LUNCH ROOM TRAILER**

Reference No.: **1220-040-2016-077**

FOR THE SUPPLY OF GOODS

(General Services)

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ATTACHMENT No. 1 – QUOTATION AGREEMENT - GOODS

SCHEDULE A – SPECIFICATION OF GOODS

SCHEDULE B – QUOTATION

REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods described in Schedule A to Attachment 1 (the "Goods"). The description of the Goods sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

(a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: purchasing@surrey.ca.

PDF emailed Quotations are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

(b) Hard Copy

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and one (1) copies (two (2) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt
Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104th Avenue, Surrey, B.C., Canada, V3T 1V8

3. DATE

The City would prefer to receive Quotations on or before **August 9, 2016**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

4. INQUIRIES

All inquiries related to this Request for Quotations ("RFQ") should be directed in writing to:

Name: Richard D. Oppelt, Purchasing Manager
Email: purchasing@surrey.ca
Reference: 1220-040-2016-077

5. ADDENDA

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFQ. It is the responsibility of Contractors to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

7. ACCEPTANCE

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed agreement by the City may be by fax or pdf e-mail. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods.

10. CONFLICT OF INTEREST

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

11. SOLICITATION OF COUNCIL MEMBERS AND CITY STAFF

Contractors and their agents will not contact any member of the City Council and City staff with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

12. CONFIDENTIALITY

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

14. SPECIFICATIONS AND ALTERNATIVES

Wherever the specifications state a brand name, make, name of manufacturer, trade name, or Contractor 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 Contractor's responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the specifications described in Schedule A describe what is considered necessary to meet the performance requirements of the City and Contractors should consider this in its Quotation. If the Contractor cannot meet specifications, the Contractor 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.

Attachment No. 1 – QUOTATION AGREEMENT - GOODS

Reference RFQ Title: **SUPPLY AND DELIVERY OF ONE (1) SITE OFFICE/LUNCH ROOM TRAILER**

RFQ No.: **1220-040-2016-077**

BETWEEN:

CITY OF SURREY
13450 - 104 Avenue
Surrey BC V3T 1V8

(the "City")

AND:

(the "Contractor")

WHEREAS the City wishes to engage the Contractor to provide the Goods and the Contractor agrees to provide the Goods.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

DEFINITIONS AND INTERPRETATION

1. In these General Terms and Conditions:
 - (a) "Agreement" means this agreement and all schedules attached hereto;
 - (b) "City" means the City of Surrey;
 - (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
 - (d) "Goods" means the equipment or materials that are the subject of this Agreement;
 - (e) "Purchase Price" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST; and
 - (f) "RFQ" means the Request for Quotations.
2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
 - (a) this Agreement;
 - (b) the RFQ;
 - (c) the Quotation; and

- (d) other terms, if any, that are agreed to by the parties in writing.
3. The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods; and
Schedule B – Quotation.

GOODS

4. The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A of this Agreement.
5. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

PURCHASE PRICE

6. The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
7. Time is of the essence.

PAYMENT

8. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number, the Contractor's GST registration number or an indication that it is not applicable if the Contractor is a small trader, the quantity, tax (if any) and the complete Purchase Price calculations, including extensions and discounts.
9. The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, those described in Sections 11, 12 and 13, within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted that the Goods are in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
10. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.

Please send your hard copy invoices by mail to:

Name: _____

Address: _____

DEFICIENCIES

11. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
12. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

DEFAULT AND TERMINATION

13. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:
 - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
 - (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
14. The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
15. If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.

16. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

WARRANTIES AND INDEMNITIES

17. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
18. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.
19. The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.

20. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

CUSTOMS

21. Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

“Upon arrival, please contact customs broker:
Livingston International Inc.
Telephone: 604-685-3555
Fax: 604-605-8231
Email: cst19@livingstonintl.com”

INSPECTIONS

22. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

SAFETY

23. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or sub-contractor of the Contractor, all such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the Workers Compensation Act, the Occupational Health & Safety Regulation and the Hazardous Products Act, and also in strict compliance with any published and issued by the City for use at the City's premises. The Contractor shall provide the City with the Contractor's Workers Compensation Board registration number and a letter from the Workers Compensation Board confirming the Contractor is registered in good standing with the Workers Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

WHMIS/MSDS

24. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

SHOP DRAWINGS

25. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

WAIVER

26. Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

APPLICABLE LAW

27. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

NOTICES

28. Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
 - (b) by facsimile, on transmission; or
 - (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:
Attention:

(b) The Contractor:
 Attention:

MERGER AND SURVIVAL

29. The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.

ENTIRE AGREEMENT

30. This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods.
31. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

SIGNATURE

32. This Agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a pdf file.

- END OF PAGE -

ENUREMENT

33. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

This Quotation Agreement is executed by the Contractor this _____ day of _____, 201_.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the City of Surrey this _____ day of _____, 201_.

CITY OF SURREY

by its authorized signatory:

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A – SPECIFICATION OF GOODS

PROJECT TITLE: SUPPLY AND DELIVERY OF ONE (1) SITE OFFICE LUNCH ROOM TRAILER

PROJECT No.:

1. GENERAL DESCRIPTION

It is the intent of this specification to provide for the purchase of a new mobile site office lunch room trailer. The trailer shall be fitted out with equipment as specified in the document. The trailer shall be road legal and meet all provincial and federal transport regulations.

2. EQUIVALENT PRODUCT

Quotations will be accepted for consideration on any make or model that is equal or superior to the trailers specified. Decisions of equivalency will be at the sole interpretation of the Fleet and Garage Manager of Surrey's Engineering Department. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. Original manufacturer's brochures of the proposed unit are to be submitted with the Quotation.

All modifications made to the standard production unit described in the manufacturer's brochures must be certified by the manufacturer and submitted with the Quotation, or the Quotation will be deemed "non-responsive" and rejected without further review. Contractor must be prepared to demonstrate a unit similar to the one proposed, if requested.

3. DELIVERY

The trailer shall be delivered F.O.B. Destination, Freight Prepaid to the City of Surrey in first class operating condition. If the Contractor must store, park, or hold the vehicles until such a time that the City, at its sole discretion, requires them, the Contractor will store the vehicles at no additional cost to the City.

4. TITLE, RISK OF LOSS, FREIGHT

Title of goods received under a purchase order agreement shall remain with the Contractor until they are delivered to the City's Works Yard, 6651 – 148th St., Surrey, BC at which time title passes to the City of Surrey. The Contractor will bear all risks of loss, theft, injury, or destruction or damage of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction or damage shall not release the Contractor from any obligations under.

5. OPTIONAL ITEMS

The City of Surrey may choose, at its sole discretion, to add any or all of the optional items to this purchase. Contractor shall provide on a cover letter a list of options and prices.



QUOTATION

SCHEDULE B

RFQ Title: SUPPLY AND DELIVERY OF ONE (1) SITE OFFICE/LUNCH ROOM TRAILER

RFQ No: 1220-040-2016-077

CONTRACTOR

Legal Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

CITY OF SURREY

TO:

City Representative: Richard D. Oppelt
Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104th Avenue, Surrey, B.C., V3T 1V8

Telephone: 604-590-7274

Email: purchasing@surrey.ca

1. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

Year, Make & Model: _____

All costs to meet the minimum specifications shall be included in the following delivered prices.

F.O.B. Destination Freight Prepaid	Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.		Ship Via:
ITEM			
PRICE		\$ _____	
ENVIRONMENTAL LEVY [BATTERY]		\$ _____	
TIRE STEWARDSHIP B.C. (TSBC)		\$ _____	
OTHER:			
_____		\$ _____	
_____		\$ _____	
_____		\$ _____	
	SUBTOTAL	\$ _____	
	GST 5%	\$ _____	
	PST 7%	\$ _____	
TOTAL QUOTED PRICE:		\$ _____	
CURRENCY: CANADIAN			

The completed unit shall be delivered within _____ days after receipt of purchase order.

Manufacturer's Warranty: State Warranty _____

Body Warranty: State Warranty _____

Warranty repairs shall be performed at _____

Please complete if applicable: British Columbia Certified ☐

SPECIFICATIONS

The specification herein states the minimum requirements of the City of Surrey. All Quotations must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City of Surrey will consider as "irregular" or "non-responsive" any Quotation not prepared and submitted in accordance with the RFQ document and specification, or any Quotation lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

It shall be the Contractor's responsibility to carefully examine each item of the specification. Failure to offer a completed Quotation or failure to respond to each section of the technical specification will cause the Quotation to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

Note: Contractors are directed to list complete manufacturers' details of model proposed in the right-side column under manufacturers' specifications

SITE OFFICE LUNCH ROOM TRAILER

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
1. Outside Cladding and Dimensions			
1.1 Colour - White	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Approximate overall dimensions: <ul style="list-style-type: none">Length 22'6" (od)Width 8'6" (od)Height 7'6" (id)	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Walls – shall be SnapLock extrude aluminum panels with nominal 1/8" skin thickness and integral 1"x2" posts @ 12" o.c. Angled cutouts in side walls for wheel well openings	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Roof – 10 ga heavy duty "walk on" roof with bows @ 12" o.c., extruded aluminum perimeter roof edge on all sides	<input type="checkbox"/>	<input type="checkbox"/>	
2. Frame, Running Gear & Bumper			
2.1 2"x6" tubular steel longsills with a 7' A-frame 3" Jr I-beam cross member @ 16" o.c. Bumper: HD Tube bumper with skid plate	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
2.2 Extended A-frame with 2-5/16" adjustable ball coupler 20,000lb capacity (Hitchco #07678-97) plus 3" ID adjustable pintle ring 20,000lb capacity (hitchco #09557-97) with 5 position 3.5" height adjustable channel (Hitchco # B8979)	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 2 – 24" long 15,000.lb capacity safety chains – 3/8" Grade 70 chain with 3/8" grade 80 latching clevis hooks and 3/8" grade 80 midlinks attached 25" 3/8" x 1.5" steel flat bars each with 12 attachment holes (to suit extend-a-hitch) welded below trailer hitch A-frame	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 The A-frame shall be reinforced for the generator compartment	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Reinforcements to be installed for the mounting of the 4 landing legs – Bulldog 7,000lb side wind droplet landing legs (1 per corner)	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Trailer package: <ul style="list-style-type: none"> • 2 – 7000lb Dexter Torflex axles (86"x72" @ 10 degrees down) with side mounting brackets and electric brakes on each axle. • 4 – 16" white spoke steel wheels mounted with 4 – ST235/85R16G 14 ply tires • Electrical breakaway kit • RV style 7 pin trailer plug, lead must extend 18-24" past fully extended hitch 	<input type="checkbox"/>	<input type="checkbox"/>	
3. Paint			
3.1 Subframe & running gear to be painted black with self-priming, corrosion resistant paint before installing walls and floor.	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Body and entire roof shall be painted white with ESSS 4289 polyurethane paint	<input type="checkbox"/>	<input type="checkbox"/>	
4. Doors - Steps			
4.1 All doors shall be insulated and lined same as interior	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Curbside door dimension 42"x80" with 4 stainless steel strap hinges	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
4.3 1 – 24" wide x 24" high thermopane fixed light tint window, hinged cam-lock with inside release kit	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Black Bauer BP-12 RV style door handle	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Fold out aluminum stairs, 2 – 10" deep diamond-grip channel step rungs, with removable aluminum tubing hand rail.	<input type="checkbox"/>	<input type="checkbox"/>	
4.6 Steps fold up into trailer for travel (permanently attached), easy one-hand deployment.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Insulation			
5.1 2" urethane spray-foam insulation in walls and ceiling, walls and ceiling ribs furred out	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 2" urethane spray-foam under floor	<input type="checkbox"/>	<input type="checkbox"/>	
6. Flooring			
6.1 Cross-members – 3" steel I-beam, 16" o.c	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 ¾" treated plywood sub-floor fully undercoated	<input type="checkbox"/>	<input type="checkbox"/>	
6.3 LonSeal "Loncoin II Fleck Onyx 150" flooring	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 Checker plate aluminum covers for insulated steel wheel wells	<input type="checkbox"/>	<input type="checkbox"/>	
7. Interior Walls & Lining			
7.1 Complete interior lined with pre-painted white aluminum	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Aluminum bulkhead wall @ 102" from rear wall (this forms the "rear room" area)	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Sliding door installed in the bulkhead wall	<input type="checkbox"/>	<input type="checkbox"/>	
8. Exterior Compartments			
8.1 All compartments to be constructed from 1/8" ga aluminum, with extruded aluminum doors. Hinges shall be stainless steel.	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Compartments shall be equipped with hinged camlocks for security	<input type="checkbox"/>	<input type="checkbox"/>	
8.3 Compartment interiors be painted with Zolatone	<input type="checkbox"/>	<input type="checkbox"/>	
8.4 Inside trailer – compartments to be insulated & lined same as trailer interior	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
8.5 1 - Compartment – roadside approximately 5' from rear, (sized for 2 - 30lb propane cylinders) 36"wide x 36" high x 18" deep, with double side hinged doors, with one Nailor louver per door	<input type="checkbox"/>	<input type="checkbox"/>	
8.6 1 - Curbside compartment, approximately 5' from rear (for storage of 3 - 30lb propane cylinders) 36"wide x 36" high x 20" deep, with double side hinged doors with 1 Nailor louver per door.	<input type="checkbox"/>	<input type="checkbox"/>	
8.7 1 - Compartment, at front, approximate dimensions 36" wide x ? high x ~20" deep (height TBD by height of bench, double side-hinged doors with 1 Nailor louver in each door. The compartment shall have a heavy duty slide out tray for batteries. Auxiliary battery and 12 volt fuse panel & accessory storage	<input type="checkbox"/>	<input type="checkbox"/>	
8.8 Draw bar A frame-mounted generator/propane compartment with divider for 2 - 30lb propane tanks. Compartment - 60"wide X 32"high x 28"deep. There shall be double doors for the genset with regular camlock, and single door for propane with hinged camlock – with stainless steel hinges. 1 – Nailor louver per door.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Interior Layout			
9.1 Front Room Benches: <ul style="list-style-type: none"> • "U"-shaped Bench around front section; Black Vinyl covered with lift-up top and back rest, base is formed aluminum "bin" style (seat storage), built in (3) sections (front/Road-Side/Curb-Side) • "L"-shaped Bench along Road-Side and divider wall; black vinyl covered with lift-up top and back rest, base formed of aluminum "bin" style" (seat storage) build in 2 - sections (along RS & divider walls), • Bench along curb-side wall (between door & divider wall); black vinyl covered top and back rest, base made of support legs - "open" storage under 	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
9.2 Front Room Tables: <ul style="list-style-type: none"> 2 - Pewter Brush Laminate over 3/4" plywood base; aluminum angle nosing with beveled edge, 2 - non-adjustable tubular legs, one table for the "U"-shape bench area, one table for the "L"-shape bench area 	<input type="checkbox"/>	<input type="checkbox"/>	
9.3 Rear Room Lockers: <ul style="list-style-type: none"> 8 - Aluminum Mesh Lockers - 72"H x 16"D x 18"W; no doors on lockers, fixed shelf @ 16" from floor, fixed shelf @ 12" from top, (3) Double J-Hooks (B#3009122) - in upper area, one on left-side / one on right-side / one @ rear, locker top to have 1" retention lip - serves as shelf 	<input type="checkbox"/>	<input type="checkbox"/>	
9.4 Rear Room Cabinets: <ul style="list-style-type: none"> Aluminum Storage Cabinet - 72"H x ~30"W x 24"D; double 48" high doors in upper area, doors with formed J-handle & compression latches, 2 "adjustable" shelves in upper area, 2 - 12"H HD Drawers in lower 24" area, with 500lb slides, formed J-handle & compression latches - Storage Cabinet located along divider wall Microwave Shelf - above Curb-Side exterior shelf, install Microwave (see Appliances) Double door Cabinet above "microwave shelf", doors with formed J-handles & compression latches, fixed shelf @ center height 	<input type="checkbox"/>	<input type="checkbox"/>	
9.5 Rear Room Gear Rack: <ul style="list-style-type: none"> HD Aluminum Rain Gear Rack along rear wall; Full-length "mesh" shelf @ top, 6 - HD hooks for rain gear, (6) "boot racks" - aluminum tubes on angle 	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
10. Windows			
10.1 All windows to be light tint, 2 - 24"W x 24"H fixed Thermopane window in door (see Access Door section) 1 - 36"W x 36"H slider Thermopane window @ Road-Side; mount above "L"-Bench 1 - 36"W x 36"H slider Thermopane window @ Curb-Side; mount above CS wall Bench	<input type="checkbox"/>	<input type="checkbox"/>	
10.2 Windows Vandal Protection 2 - Hinged Aluminum Protective Covers for wall Windows; inside pull chain with an upper & lower striker 1 - Removable/Padlockable Protective Cover for Door window	<input type="checkbox"/>	<input type="checkbox"/>	
11. Generator			
11.1 Cummins Onan 6.5kW LP Vapor 120V/240V Genset; 6.5HGJAE-2145 single-phase 2-pole generator, installed (fixed-mounted) in A-Frame front compartment, comes with exhausting through floor as required, plumbed to propane tanks and wired to 12V and 110V panels. Remote Start/Stop Switch with Hour meter installed in Front Room	<input type="checkbox"/>	<input type="checkbox"/>	
12. Climate Control			
12.1 2 - 240V 1000W Stelpro Wall Fan Heaters in Front Room	<input type="checkbox"/>	<input type="checkbox"/>	
12.2 2 - 240V 1000W Stelpro Wall Fan Heaters in Rear Room, 2 - Wall mount thermostats - one per room	<input type="checkbox"/>	<input type="checkbox"/>	
12.3 4 - MaxxFan Deluxe Roof Vents (model #7000K); comes with 4 - LCD Wall Controllers (model #00-03000K), 2 - in Front Room & 2 - in Rear Room	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
12.4 1 - Coleman Roughneck HD 15,000 BTU Air Conditioner; roof mount in Front Room area with remote wall mount thermostat	<input type="checkbox"/>	<input type="checkbox"/>	
13. 12 Volt Electrical Items			
13.1 1 - SAMLEX Battery Charger SEC-1250 - 3-stage 12VDC, 50A, install in right side front compartment	<input type="checkbox"/>	<input type="checkbox"/>	
13.2 2 - 8D Deep Cycle Batteries (EV8DA-A) on slide tray in compartment	<input type="checkbox"/>	<input type="checkbox"/>	
13.3 1 - DC Panel & Fuses - located close to 12V source	<input type="checkbox"/>	<input type="checkbox"/>	
13.4 1 - SAMLEX Battery Guard	<input type="checkbox"/>	<input type="checkbox"/>	
13.5 1 Freedom SW AGS (Auto Gen Start) with network cable, auto recharge batteries when "low"	<input type="checkbox"/>	<input type="checkbox"/>	
13.6 1 - AM/FM Radio with Bluetooth & 4 ceiling Speakers - radio unit + speakers in front room	<input type="checkbox"/>	<input type="checkbox"/>	
14. Propane System			
14.1 Propane system shall be provided for generator, fridge and heater	<input type="checkbox"/>	<input type="checkbox"/>	
14.2 2 - 30lb cylinders installed in vented A-frame compartment; comes with regulator & plumbing to Generator, 2 - bottle propane storage rack	<input type="checkbox"/>	<input type="checkbox"/>	
14.2 2 - 30lb cylinders installed in right side compartment, comes with regulator & plumbing to Heater, 2-bottle propane storage rack	<input type="checkbox"/>	<input type="checkbox"/>	
14.3 3 - 30lb cylinders installed in vented rear passenger side compartment, these are "spare" bottles - stored in compartment, in propane bottle storage racks	<input type="checkbox"/>	<input type="checkbox"/>	
14.4 1 - 35,000 BTU ATWOOD RV Furnace (propane/12V)(8535 / 1053-9); comes with 85-series Door (Polar White #9210-485) wall mount thermostat, mount on road-side under bench ducted to both rooms	<input type="checkbox"/>	<input type="checkbox"/>	

Minimum Specifications	√ (Yes)	√ (No)	Manufacturers' Specifications of Equipment Offered. Contractor shall complete all spaces in this column.
15. Appliances			
15.1 1 - Stainless Steel Microwave - 1000W	<input type="checkbox"/>	<input type="checkbox"/>	
15.2 1 - Fridge: Domestic RM2554LB / 5 cu.ft. (Propane/120V); installed in rear room	<input type="checkbox"/>	<input type="checkbox"/>	
16. Other			
16.1 Trailer certified to meet CMVSS regulations including all Provincial and Federal Regulations	<input type="checkbox"/>	<input type="checkbox"/>	
16.2 Trailer supplied with Motor Vehicle Inspection Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
16.3 Full AutoCAD drawings to be provided to CoS after awarding of tender for CoS approval	<input type="checkbox"/>	<input type="checkbox"/>	
16.4 Wiring Diagram for 12V & 120V	<input type="checkbox"/>	<input type="checkbox"/>	
16.5 3 - sets of keys to be included	<input type="checkbox"/>	<input type="checkbox"/>	

2. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

3. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and if requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requested Departure(s) / Alternative(s) / Addition(s)

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

4. If this Quotation is accepted by the City, a contract will be created as described in:
- (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

5. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
6. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section

Requested Departure(s) / Alternative(s)

7. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the Specifications and the General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 201__.

CONTRACTOR

I/We have the authority to bind the Contractor

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation is accepted by the City this _____ day of _____, 201__.

CITY OF SURREY

(Signature of Authorized Signatory)

(Signature of Purchasing Representative)

(Print Name and Position of Authorized Signatory)

(Print Name of Purchasing Representative)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)