



REQUEST FOR QUOTATIONS

Title: SUPPLY & DELIVERY OF ONE ONLY 2018/19 LOW
FLOOR 20 PASSENGER MINI-BUS

Reference No.: 1220-040-2018-074

FOR THE SUPPLY OF GOODS

(General Services)

TABLE OF CONTENTS

1.	INTRODUCTION.....	3
2.	ADDRESS FOR DELIVERY	3
3.	DATE	4
4.	INQUIRIES.....	4
5.	ADDENDA.....	4
6.	NO CONTRACT	4
7.	ACCEPTANCE.....	4
8.	CONTRACTOR'S EXPENSES.....	4
9.	CONTRACTOR'S QUALIFICATIONS	5
10.	CONFLICT OF INTEREST	5
11.	SOLICITATION OF COUNCIL MEMBERS AND CITY STAFF	5
12.	CONFIDENTIALITY	5
13.	SIGNATURE	5
14.	BRAND NAMES.....	6

ATTACHMENT No. 1 – QUOTATION AGREEMENT - GOODS

SCHEDULE A – SPECIFICATION OF GOODS

SCHEDULE A-1 – PREFERRED TECHNICAL SPECIFICATIONS

SCHEDULE B – QUOTATION

SCHEDULE B-1 – PREFERRED TECHNICAL SPECIFICATIONS RESPONSE FORM

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 – Form of 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 which must be delivered 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 (1) original unbound Quotation and one (1) copy (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 Department – Purchasing Section
Reception Counter 5th Floor West
13450 – 104th Avenue,
Surrey, BC V3T1V8, Canada

3. DATE

The City would prefer to receive Quotations on or before **August 14, 2018**. 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: 1220-040-2018-074

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 of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax, pdf e-mail or hard copy. 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 should 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. BRAND NAMES

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 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.

Contractors 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.

-END OF PAGE-

Attachment No. 1 – DRAFT QUOTATION AGREEMENT – GOODS

Reference RFQ Title: **Supply & Delivery of One Only 2018/19 Low-Floor
20 Passenger Mini-Bus**

RFQ No.: **1220-040-2018-074**

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 should 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.

SUBMITTING YOUR ELECTRONIC INVOICE

Please send electronic invoices to the City of Surrey by email to surreyinvoices@surrey.ca

In order to process your payment, the following submission guidelines **must** be met:

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>_<Invoice Number>.
- Email(s) must not exceed 2MB.

Please Note: failure to meet the guidelines above may result in payment processing delays or in your payment not being processed.

SUBMITTING YOUR INVOICE BY HARD COPY

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 should 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.

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

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

CITY OF SURREY

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A – SPECIFICATION OF GOODS

**PROJECT TITLE: SUPPLY AND DELIVERY OF ONE ONLY 2018/19 LOW FLOOR
20 PASSENGER MINI-BUS**

PROJECT No.: 1220-040-2018-074

1. GENERAL DESCRIPTION

It is the intent of this specification to provide for the purchase of one new and unused low floor 20 passenger mini-bus, that is convertible to ambulatory and 3 wheelchair passengers.

It is to 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, Work Safe BC Regulations, and to be built in accordance with SAE standards. The vehicle shall be delivered with a current Commercial Vehicle inspection certificate.

2. QUALITY

The vehicle should be manufactured by a company with a registered quality standard no less than ISO 9001.

3. PREFERRED TECHNICAL SPECIFICATIONS

The City's requirements are outlined in **Schedule A-1 – Preferred Technical Specifications**.

The Services include, but are not limited to the following:

- Supply and delivery of the vehicle as identified in the specifications;
- Provision of local dealer warranty service and replacement parts at no cost to the City at a local dealer preferably in the Surrey area; and
- Provision of post-delivery services and parts availability at a local dealer, preferably in the Surrey area.

Quotations will be evaluated based upon the suitability of the Contractor's proposed solution in relation to the Preferred Technical Specifications, all as described and embedded in Schedule A-1.

As part of their Quotation, Contractors should submit Schedule B-1 (Preferred Technical Specifications Response Form) by completing the spreadsheet's third right-most columns.

4. PRE-DELIVERY AND INSPECTION

Prior to delivery, the vehicle shall be completely inspected and serviced by the Contractor and/or the manufacturer's Service Centre. The Contractor is responsible to ensure the vehicle is thoroughly tested, inspected, and that all deviations are corrected prior to delivery. The vehicle

shall contain a pre-delivery check sheet showing what operations have been performed on the vehicle by the Contractor. The vehicle is to be clean, and all stickers are to be removed from glass prior to delivery with the exception of any sticker required by law.

The City will inspect the vehicle, upon delivery, for workmanship, appearance, proper functioning of all vehicle and accessories and systems, and conformance to all requirements of the specifications. In the event deficiencies are detected, the vehicle will be rejected and it shall be the Contractor's responsibility to pick-up the vehicle and make the necessary corrections and re-deliver the vehicle for a re-inspection and acceptance.

The Contractor shall be responsible for securing any and all inspections required by law, including B.C. Provincial Inspection stickers. Any fee charged for these inspections shall be the sole responsibility of the Contractor.

5. DELIVERY REQUIREMENTS

The Contractor will deliver the vehicle 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 vehicle 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.

The vehicle is to be delivered F.O.B. Destination, Freight Prepaid, to City of Surrey, Fleet/Service Centre, Central Operations Works Yard, 6651 – 148th Street, Surrey, BC, V3S 3C7, attention: Mr. Keith Sharp, Fleet & Garage Manager.

Deliveries are to be made between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing from the City.

The Contractor should notify the Fleet & Garage Manager at 604-590-7269 not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. The City will not assume any liability for vehicle delivered to an unauthorized location.

The vehicle should be inspected by the City to determine compliance with the specifications and/or to test its ability to perform its intended use.

6. DOCUMENTATION AT TIME OF DELIVERY

The Contractor should provide the following documentation upon delivery:

- **KEYS** – All key [three (3) full sets];
- Manufacturer's **Certificate of Origin**;

- **Warranty** documents and certifications;
- One (1) complete **Service Manual** to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover the vehicle equipment;
- One (1) **Parts Manual** covering the entire vehicle equipment;
- One (1) set of **As-built Electrical Wiring Schematics** to cover any and all wiring not installed by the manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of part used;
- Complete **Parts List** of all belts, hoses and filters; including parts numbers, manufacturer and use; and
- A **Fluid Capacities** in litres.

7. TITLE, RISK OF LOSS, FREIGHT

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

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

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

SCHEDULE A-1 – PREFERRED TECHNICAL SPECIFICATIONS

PREFERRED TECHNICAL SPECIFICATIONS

DESCRIPTION: Unit to be supplied with all available standard equipment in addition to the specifications listed below. Provide warranty details for the unit offered.

The specification herein states the preferred specifications of the City of Surrey. All Quotations shall be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection.

Preferred Technical Specifications	
A. MAKE, MODEL	
1. Make, Model	
2. Model Year	
B. EXTERIOR	
1. Weight GVWR. 14,200 lb minimum cutaway chassis	
2. Wheel base 191" approx.	
3. Engine 340 hp approx.	
4. 6 – speed automatic transmission	
5. Shuttle bus prep package, featuring chrome grille & front bumper	
6. White exterior, grey interior, aerodynamic composite headlamps	
7. Gas engine - heavy duty 145 amp alternator; single 770 CCA battery	
8. One-piece composite roof assembly, laminated	
9. Colour-matched (white) fibreglass front & rear caps	
10. Approx. 80" high x 41" clear opening entry door, electrically operated	
11. Driver side running board - 12" wide	
12. Velvac brand remote control / heated exterior mirrors	
13. Exterior toggle switch for entry door	
14. Exterior toggle switch for ramp	
C. INTERIOR, INSTRUMENTS, SEATING ETC	
1. Dash air conditioning; AM / FM / CD / MP3 stereo system with aux. Input	
2. 6 - additional stereo speakers	
3. Cruise control; tilt steering; driver info centre	
4. Intermittent windshield wipers & full gauge package	
5. High back cloth reclining driver's seat, rear view mirror	
6. Owner manuals, including suggested maintenance intervals	
7. Low floor design permits passenger entry with <u>no steps</u>	
8. Sloped floor design provides "theatre" seating for all passengers	

Preferred Technical Specifications

9. Interior lights to be activated by door opening
10. Polystyrene foam insulation in sidewalls, roof and rear cap
11. Azdel composite interior sidewall and ceiling panels
12. Interior view 6" x 9" convex mirror
13. LH entry grab rail & stanchion, stainless steel, and modesty panel
14. 76" minimum interior headroom, 91.5" interior width
15. 5/8 " engineered wood flooring (sealed and undercoated)
16. Altro (non-slip) safety flooring
17. Canadian Pkg: bilingual decals, metric odometer & day running lights
18. Tinted side windows - 36" high with solid glass
19. Emergency exit windows both sides & rear, with location lights
20. Large cab view window on curb side
21. Side view window installed vertically behind driver area
22. Rear exit door with 2 windows, and ajar alarm
23. Additional side windows on either side of rear door
24. LH entry grab rail - yellow, in place of stainless
25. RH entry grab rail, yellow
26. Assist handles on entry doors, yellow
27. 8 - freedman mid-back individual rigid seats, contoured
28. 4 - three step foldaway seat, double, notch back
29. 2 - freedman mid-back flip-up seat, double 34"
30. 20 - upgrade to level 4 "repel" moisture-resistant cloth
31. 10 - armrests, fold-up, black rubber, aisle side
32. 16 - AV (anti-vandal) grab rail on seat back, black
33. 20 - seatbelts, retractable (freedman USR)
34. Q-Straint Q8300-a-SC3 "Qrt max" wheelchair restraint system, incl:
 - 3 - manual lap belt and retractable shoulder belt
 - 3 - TDSS slide 'n click qrt storage under foldaway seat
 - 1 - Q-Straint storage pouch, wall mount
35. 2 - locate fold-up seats directly behind wheel wells
36. Install belt system to control passengers ability to exit bus at entry/exit door
37. Bunge cord - overhead parcel rack
38. Electric Braun entry ramp (34" wide x 62" long)

D. SUSPENSION & FRAME

1. OEM coil spring front suspension; leaf spring rear suspension
2. All tubular steel cage - e-coated for corrosion protection
3. Steel rear bumper, painted black; front & rear mud flaps

Preferred Technical Specifications

4. Stainless steel wheel inserts, including valve stem extensions
5. 4 wheel hydraulic disc brakes with anti-lock system
6. Steel belted radial tires, winter rated (snow flake symbol) (6) - spare not included
7. Rear mounted fuel tank 215 litres (57 U.S. gallons) approx.

E. Electrical

1. Back-up alarm
2. Interior lights to be activated by door opening
3. Rotary power disconnect switch, in driver stepwell
4. Exterior battery compartment w/ auxiliary (2nd) battery – stainless steel tray
5. L.E.D. type tail, brake, turn and clearance lights
6. Rear centre brake light - L.E.D.
7. Exterior light above entry door activated with door opening
8. Colour-coded electrical wiring with manual reset type breakers
9. L.E.D. type interior lights and entry lights
10. Colour-coded electrical wiring with manual reset type breakers
11. 3rd brake light back-up camera - with windshield bracket mount
12. Side marker lights - armored
13. L.E.D. interior lights over wheelchair positions

F. MISCELLANEOUS

1. Owner manuals, including suggested maintenance intervals
2. Safety kit: 5 lb. ABC fire extinguisher, flare kit & first aid kit
3. Provide warranty details – minimum of 12 months
 - Provide warranty Operators Manuals / Service Manuals
 - 1 – Service manual or CD c/w software
 - A build sheet shall be provided detailing (but not limited to the following):
 - VIN
 - Engine details including serial number
 - Transmission details including serial number
 - Diff details including serial number
 - Oil types and quantities for all components
 - Tire make, type and size
 - Engine belts details
 - Filter list for all components
 - Battery details
4. The vehicle should be rust proofed with a product that provides long term protection and does not require continued reapplication of product. Contractor to provide details of product offered and warranty.
5. The contractor should deliver the vehicle registered, insured, and plated as per the city's insurance requirements through the city's insurance broker.

Preferred Technical Specifications
G. AIR CONDITIONING & HEAT
1. AC system - 70,000 btu - TA733 front evap., CM3 cond., 10 cid comp.
2. Heat strip in AC evap. 60,000 btu, w/ booster pump (for 70k btu)
3. 65,000 btu rear heater, 2 speed fan, floor mount - low profile

- END OF PAGE -



QUOTATION

SCHEDULE B

RFQ Title: Supply & Delivery of One Only 2018/2019 Low-Floor 20 Passenger Mini-Bus

RFQ No: 1220-040-2018-074

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

TO:

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance 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 preferred technical specifications should be included in the following delivered prices.

“Without Trade/s”

BUS PRICE: \$ _____

ENVIRONMENTAL LEVIES: \$ _____
BATTERY:

TIRE STEWARDSHIP B.C.
(TSBC): \$ _____

AIR CONDITIONING: \$ _____

ANY OTHER LEVIES OR FEES: \$ _____

SUB-TOTAL: \$ _____

GST 5% \$ _____

PST 7% \$ _____

TOTAL QUOTATION PRICE: \$ _____

Payment Terms:

A cash discount of _____ % will be allowed if the invoices are paid within _____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.

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

Complete Vehicle: State Warranty (no less than one (1) year) _____

Extended Warranty Options:

Warranty repairs shall be performed at _____

2. 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.

3. 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.
4. 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.
5. I/We have reviewed the RFQ Attachment 1 – Draft Quotation 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)

6. 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)

SCHEDULE B-1 – PREFERRED TECHNICAL SPECIFICATIONS RESPONSE FORM

SUPPLY AND DELIVERY OF ONE ONLY 2018/19 LOW FLOOR 20 PASSENGER MINI-BUS

PREFERRED SPECIFICATIONS

The specification herein states the preferred requirements of the City of Surrey. All Quotations shall be regular in every respect. Unauthorized conditions, limitations, or provisions may 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 may 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.

Preferred Technical Specifications	Yes (Circle)	No (Circle)	Manufacturers' Specifications of Equipment Offered. Contractor to indicate compliance or deviation with specifications below.
A. MAKE, MODEL			
1. Make, Model - details	Y	N	
2. Model Year	Y	N	
B. EXTERIOR			
1. Weight GVWR. 14,200 lb minimum cutaway chassis	Y	N	
2. Wheel base 191" approx.	Y	N	
3. Engine 340 hp approx.	Y	N	
4. 6 – speed automatic transmission	Y	N	
5. Shuttle bus prep package, featuring chrome grille & front bumper	Y	N	
6. White exterior, grey interior, aerodynamic composite headlamps	Y	N	
7. Gas engine - heavy duty 145 amp alternator; single 770 CCA battery	Y	N	
8. One-piece composite roof assembly, laminated	Y	N	
9. Colour-matched (white) fiberglass front & rear caps	Y	N	
10. 80" high x 41" clear opening entry door, electrically operated	Y	N	
11. Driver side running board - 12" wide	Y	N	
12. Velvac brand remote control / heated exterior mirrors	Y	N	

Preferred Technical Specifications	Yes (Circle)	No (Circle)	Manufacturers' Specifications of Equipment Offered. Contractor to indicate compliance or deviation with specifications below.
13. Exterior toggle switch for entry door	Y	N	
14. Exterior toggle switch for ramp	Y	N	
C. INTERIOR, INSTRUMENTS, SEATING ETC			
1. Dash air conditioning; am / fm / cd / mp3 stereo system with aux. Input	Y	N	
2. 6 - additional stereo speakers	Y	N	
3. Cruise control; tilt steering; driver info centre	Y	N	
4. Intermittent windshield wipers & full gauge package	Y	N	
5. High back cloth reclining driver's seat, rear view mirror	Y	N	
6. Owner manuals, including suggested maintenance intervals	Y	N	
7. Low floor design permits passenger entry with <u>no steps</u>	Y	N	
8. Sloped floor design provides "theatre" seating for all passengers	Y	N	
9. Interior lights to be activated by door opening	Y	N	
10. Polystyrene foam insulation in sidewalls, roof and rear cap	Y	N	
11. Azdel composite interior sidewall and ceiling panels	Y	N	
12. Interior view 6" x 9" convex mirror	Y	N	
13. LH entry grab rail & stanchion, stainless steel, and modesty panel	Y	N	
14. 76" minimum interior headroom, 91.5" interior width	Y	N	
15. 5/8 " engineered wood flooring (sealed and undercoated)	Y	N	
16. Altro (non-slip) safety flooring	Y	N	
17. Canadian Pkg: bilingual decals, metric odometer & day running lights	Y	N	
18. Tinted side windows - 36" high with solid glass	Y	N	
19. Emergency exit windows both sides & rear, with location lights	Y	N	
20. Large cab view window on curb side	Y	N	
21. Side view window installed vertically behind driver area	Y	N	
22. Rear exit door with 2 windows, and ajar alarm	Y	N	
23. Additional side windows on either side of rear door	Y	N	
24. LH entry grab rail - yellow, in place of stainless	Y	N	
25. RH entry grab rail, yellow	Y	N	

Preferred Technical Specifications	Yes (Circle)	No (Circle)	Manufacturers' Specifications of Equipment Offered. Contractor to indicate compliance or deviation with specifications below.
26. Assist handles on entry doors, yellow	Y	N	
27. 8 - freedman mid-back individual rigid seats, contoured	Y	N	
28. 4 - three step foldaway seat, double, notch back	Y	N	
29. 2 - freedman mid-back flip-up seat, double 34"	Y	N	
30. 20 - upgrade to level 4 "repel" moisture- resistant cloth	Y	N	
31. 10 - armrests, fold-up, black rubber, aisle side	Y	N	
32. 16 - AV (anti-vandal) grab rail on seat back, black	Y	N	
33. 20 - seatbelts, retractable (freedman usr)	Y	N	
34. Q-Straint Q8300-a-sc3 "QRT Max" wheelchair restraint system, incl: <ul style="list-style-type: none"> 3 - Manual lap belt and retractable shoulder belt 3 - DSS slide 'n click QRT storage under foldaway seat 1 - Q-Straint storage pouch, wall mount 	Y	N	
35. 2 - locate fold-up seats directly behind wheel wells	Y	N	
36. Install belt system to control passengers ability to exit bus at entry/exit door	Y	N	
37. Bunge cord - overhead parcel rack	Y	N	
38. Electric Braun entry ramp (34" wide x 62" long)	Y	N	
D. SUSPENSION & FRAME			
1. OEM coil spring front suspension; leaf spring rear suspension	Y	N	
2. All tubular steel cage - e-coated for corrosion protection	Y	N	
3. Steel rear bumper, painted black; front & rear mud flaps	Y	N	
4. Stainless steel wheel inserts, including valve stem extensions	Y	N	
5. 4 wheel hydraulic disc brakes with anti- lock system	Y	N	
6. Steel belted radial tires, winter rated (snow flake symbol) (6) - spare not included	Y	N	
7. Rear mounted fuel tank 215 litres (57 U.S. gallons) approx.	Y	N	
E. ELECTRICAL			
1. Back-up alarm	Y	N	
2. Interior lights to be activated by door opening	Y	N	

Preferred Technical Specifications	Yes (Circle)	No (Circle)	Manufacturers' Specifications of Equipment Offered. Contractor to indicate compliance or deviation with specifications below.
3. Rotary power disconnect switch, in driver stepwell	Y	N	
4. Exterior battery compartment w/ auxiliary (2nd) battery – stainless steel tray	Y	N	
5. L.E.D. type tail, brake, turn and clearance lights	Y	N	
6. Rear centre brake light - L.E.D.	Y	N	
7. Exterior light above entry door activated with door opening	Y	N	
8. Colour-coded electrical wiring with manual reset type breakers	Y	N	
9. L.E.D. type interior lights and entry lights	Y	N	
10. Colour-coded electrical wiring with manual reset type breakers	Y	N	
11. 3rd brake light back-up camera - with windshield bracket mount	Y	N	
12. Side marker lights - armoured	Y	N	
13. L.E.D. interior lights over wheelchair positions	Y	N	
F. MISCELLANEOUS			
1. Owner manuals, including suggested maintenance intervals	Y	N	
2. Safety kit: 5 lb. ABC fire extinguisher, flare kit & first aid kit	Y	N	
3. Provide warranty details – minimum of 12 months <ul style="list-style-type: none"> • Provide warranty Operators Manuals / Service Manuals • 1 – Service manual or CD c/w software • A build sheet shall be provided detailing (but not limited to the following): <ul style="list-style-type: none"> • VIN • Engine details including serial number • Transmission details including serial number • Diff details including serial number • Oil types and quantities for all components • Tire make, type and size • Engine belts details • Filter list for all components • Battery details 	Y	N	
4. The vehicle should be rust proofed with a product that provides long term protection and does not require continued reapplication of product. Contractor to	Y	N	

Preferred Technical Specifications	Yes (Circle)	No (Circle)	Manufacturers' Specifications of Equipment Offered. Contractor to indicate compliance or deviation with specifications below.
provide details of product offered and warranty.			
5. The contractor should deliver the vehicle registered, insured, and plated as per the city's insurance requirements through the city's insurance broker.	Y	N	
H. AIR CONDITIONING & HEAT			
1. AC system - 70,000 btu - TA733 front evap., cm3 cond., 10 cid comp.	Y	N	
2. Heat strip in ac evap. 60,000 btu, w/ booster pump (for 70k btu)	Y	N	
3. 65,000 btu rear heater, 2 speed fan, floor mount - low profile	Y	N	

-END OF PAGE-