SCHEDULE C – FORM OF PROPOSAL

**RFP Project Title: Electric Bike Share Systems Pilot**

**RFP Reference No.: 1220-030-2023-008**

**Legal Name of Proponent:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

TO:

City of Surrey

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Dear Sir:

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website and BC Bid Website, and having full knowledge of the Goods and Services required, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Goods and Services, submit this Proposal in response to the RFP.

**2.0 I/We confirm** that the following schedules are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;

Schedule C-2 – Proponent’s Experience, Reputation and Resources;

Schedule C-3 –Proponent’s Technical Proposal (Goods and Services);

Schedule C-4 – Proponent's Technical Proposal (Time Schedule); and

Schedule C-5 – Proponent’s Financial Proposal.

**3.0 I/We confirm** that this proposal is accurate and true to best of my/our knowledge.

**4.0** I/We confirm that, if I/we am/are awarded the agreement, I/we will at all times be the “prime contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Goods and Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Goods and Services has been designated as the “prime contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

**This Proposal** is submitted by this **[day]** day of **[month],** **[year].**

**I/We have the authority to bind the Proponent.**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Proponent)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |

SCHEDULE C-1 - STATEMENT OF DEPARTURES

**1.** I/We have reviewed the proposed agreement attached to the RFP as Schedule “B”. 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)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2.** The City of Surrey requires that the successful Proponent have the following in place **before commencing the Services**:

(a) Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(c) Insurance coverage for the amounts required in the proposed agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal business license Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Proponent's Goods and Services are subject to GST, the Proponent's GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Proponent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3.** I/We offer the following alternates to improve the Services described in the RFP (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4.** The Proponent acknowledges that the departures it has requested in Sections 1, 2 and 3 of this Schedule C‑1 will not form part of the agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

SCHEDULE C-2 - PROPONENT’S EXPERIENCE, REPUTATION AND RESOURCES

Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

1. Location of primary business, branch locations, background, stability, structure of the Proponent and number of years business has been operational;
2. Proponent’s relevant experience and qualifications in delivering Goods and Services similar to those required by the RFP;
3. Proponent’s demonstrated ability to provide the Goods and perform the Services;
4. Proponent’s equipment resources, capability and capacity, as relevant (including equipment resources under the Proponent’s control, equipment resources to be rented, and equipment resources to be purchased);
5. Proponent’s references (name and telephone number). The City's preference is to have a minimum of three references;
6. Proponent’s financial strength (with evidence such as financial statements, bank references);
7. Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

Name:

Experience:

Dates:

Project Name:

Responsibility:

Dates:

Project Name:

Responsibility:

Dates:

Project Name:

Responsibility:

**Sub-Contractors**

1. Proponents should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF SERVICES** | **SUB-CONTRACTORS NAME** | **YEARS OF WORKING WITH PROPONENT** | **TELEPHONE NUMBER AND EMAIL** |
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1. Describe any difficulties or challenges you might anticipate in providing the Goods and Services to the City and how you would plan to manage these;

SCHEDULE C-3 - PROPONENT’S TECHNICAL PROPOSAL (GOODS AND SERVICES)

Proponents should provide the following (use the spaces provided and/or attach additional pages, if necessary):

1. a narrative that illustrates an understanding of the City’s requirements for the Goods and Services;
2. a description of the general approach and methodology that the Proponent would take in providing the Goods and performing and managing the Services including specifications and requirements;
3. a narrative that illustrates how the Proponent will provide the Goods and perform the Services, and accomplish required objectives within the City’s schedule;
4. a description of the standards to be met by the Proponent in providing the Goods and Services;
5. a list of reports that you would anticipate providing the City’s management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other);
6. Environmental and Social Responsibility: Describe your commitment to environmental stewardship initiatives, recycling practices and carbon footprint reduction;
7. attach specifications and pictures of your proposed E-Bikes and E-Scooters;
8. provide details regarding your Electric Scooters and attach specifications and pictures of the proposed model;
9. Value Added Services: The Proponent should provide a description of value added, innovative ideas and unique services that the Proponent can offer to implement the City’s requirements relevant to the scope of Services described in this RFP. Unless otherwise stated, it is understood that there are no extra costs for these goods and services;
10. **E-Bikes and E-Scooters.**
    1. provide information on how your E-Bikes and E-Scooters comply with regulatory requirements specified in the Motor Vehicle Act
    2. Confirm that helmets are provided.
    3. Confirm that speed limiters are provided.
    4. describe how E-Bikes and E-Scooters can track their location in real time.
11. **Deployment**. Provide information on your fleet deployment (quantity of E-Bikes for the operating area and deployment schedule).
12. **Operating Area.** Provide any feedback on the proposed operating area, including any alternative or additional operating areas you would like the City to consider.
13. **Fleet Management.** 
    1. Describe how you monitor and maintain your fleet E-Bikes and E-Scooters?
    2. Describe how customers can send notifications to your company for E-Bikes and E-Scooters that are not in good working order. What is the typical response time to a customer?
14. **Parking**.
    1. Describe your E-Bikes and E-Scooters ability to complete trips and park exclusively at geofenced locations?
    2. Provide proposed parking locations and any challenges you foresee.
    3. Describe your E-Bikes and E-Scooters ability to notify customers for any returned E-Bikes and E-Scooters not parked in accordance with the parking stations.
       * What is your policy if a customer does not park the E-Bike and E-Scooter in an appropriate parking station after a trip?
       * What is the response time for your company to move the E-Bikes and E-Scooters back to an appropriate parking station location?
    4. Explain your tracking system to measure usage of your E-Bikes and E-Scooters.
    5. What (if any) incentive structures do you have in place for customers to park or re-park E-Bikes and E-Scooters?
15. **Customer Access**
    1. Confirm your mobile application works on both iOS and Android platforms.
    2. Provide details on your alternative means to provide service to customers that do not have smartphones, bank accounts or credit cards.
    3. Provide details on how you inform customers of all applicable laws and regulations relating to the systems operations (including customer responsibilities and penalties for compliance failure).
       * What are the customer penalties
16. **Community Engagement**. Discuss your marketing and outreach strategies and level of involvement with City events?
17. **Data Management**
    1. Describe your reporting on key performance indicators and provide a sample monthly report.
    2. Provide details of a publicly accessible API you would use that conforms to the requirements set out in Schedule A, section 3, (J).

**[END OF PAGE]**

SCHEDULE C-4 - PROPONENT’S TECHNICAL PROPOSAL (TIME SCHEDULE)

The City encourages responses that demonstrate a thorough understanding of the nature of the work and what the Proponent must do to get the work done properly. To this end, Proponents should provide an estimated project schedule, with major item descriptions and time indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **ITEM DESCRIPTION** | **SCHEDULE IN \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
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SCHEDULE C-5 - PROPONENT’S FINANCIAL PROPOSAL

Indicate the Proponent’s proposed fees (excluding GST), and the basis of calculation (use the spaces provided and/or attach additional pages, if necessary) as follows (as applicable):

**Schedule of Rates:**

To provide all labour, materials, plant and equipment, software, implementation, support & maintenance, training and all other services necessary for the provision of the Electric Bike Share System Pilot.

**City Fees**

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| **Table 1 – City Fees** | | |
| **Item#** | **Item Name** | **Amount** |
| 1 | Annual Fee for each E-Bike and E-Scooters | $50.00 plus applicable taxes |
| 2 | Per Trip Fee for each E-Bike and E-Scooter | $0.15 plus applicable taxes |
| 3 | Security Deposit | $50,000.00 |

**Customer Fares**

Provide your proposed pricing structure and payment options for customer Fares. Fare structure should indicate service hours, sign up fees (if applicable), price per hour, per trip, day, etc.

Please note that any applicable credit card processing fees and surcharges are to be included into the provided rates.

**Report and Remit Procedures**

Please provide your organization’s report and remit payment procedures for the City’s review and consideration.

**Additional Expenses:**

The proposed Contract attached as Schedule “B” to the RFP provides that expenses are to be included within the fee, other than the expenses listed in the Contract as disbursements. Details of disbursements are to be shown in the chart above. Please indicate any expenses that would be payable in addition to the proposed fee and proposed disbursements set out above: