

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**Proposals will be received as per the date and time specified in the** [**Key Dates Section**](#kdates) **of the RFP.**

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFP Number and Name

**2. Add files in .pdf format and “Send”**

 (Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

|  |  |
| --- | --- |
| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any):
 |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):
 |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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| 1. **AWARD -** For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**
 |
| 1. **Vendor Info** - Complete and return the City’s [Vendor Profile and Electronic Funds Transfer Application (PDF)](https://www.coquitlam.ca/DocumentCenter/View/4196/VendorProfile-and-EFT-Application-2021?bidId=)
 |  |
| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/331/Business-Services-Licensing)
 |  |
| 1. **Contract** – Acceptance of the City’s Terms and Conditions: [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)
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| **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):** |
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1. **CORPORATE**

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| 1. **DEMONSTRATION UNITS**

Availability, location and notification required to arrange for a demonstration and testing of the following equipment as proposed:**\*\*The City may choose to use the demo vehicle in the field for one day\*\*** |
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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:**
 |
| 1. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
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| 1. Proponent is to state how many customers they have using Fleet Standard - Compact Vehicles :
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| 1. **REFERENCES –** Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.
 |
| **Reference No. 1** |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company: |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 2** |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company: |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 3** |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company: |
| Name: |
| Phone Number: |
| Email Address: |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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1. **TECHNICAL**

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| 1. **LEAD TIME FOR DELIVERY**

The lead time in days for manufacture and delivery once the final specification is approved by the City: |
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| 1. **KEY FACILITY LOCATIONS**

Manufacturing Plant, Business Name and Location: |
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| 1. Warranty and Repair Service Center

State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area. Business Name and Location: |
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| 1. State the procedure for handling warranty claims:
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| 1. **MRO Parts Distribution Center**
2. Business Name and Location:
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| 1. Regular Lead Time for Delivery of Stocked Parts:
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| 1. Provide a list and details of stocked parts available at the local dealership for the equipment proposed (attach additional information if necessary):
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| 1. Location for non-stocked parts:
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| 1. Regular Lead Time of Non- Stocked Parts:
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| 1. **Preventative Maintenance** – Provide preventative maintenance schedule.

Attach if necessary |
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| 1. **WARRANTIES AND EXTENDED WARRANTIES**
 |
| Attach Warranty information including extended warranties. Any additional cost is to be stated: |
| Manufacturer Warranty | **State:**  |

1. **FINANCIAL**

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| 1. **EV Vehicle**  Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required.
 |
|  | MSRP | Price Offered | PST | GST | Total Price |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |

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| 1. **Hybrid Vehicle**  Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required
 |
|  | MSRP | Price Offered | PST | GST | Total Price |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |

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| 1. **ICE Vehicle**  Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required
 |
|  | MSRP | Price Offered | PST | GST | Total Price |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |

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| 1. **Light Truck**  (ICE and/or EV) Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required
 |
|  | MSRP | Price Offered | PST | GST | Total Price |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |

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| 1. **Van** (ICE and/or EV) Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required
 |
|  | MSRP | Price Offered | PST | GST | Total Price |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |
| Vehicle offered | State: | $ | $ | $ | $ | $ |
| Trim Level | State: |

**Attention Purchasing Manager:**

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’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFP.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| --- | --- |
| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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| --- | --- |
| **Name of Proponent** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |