



## REQUEST FOR QUOTATION RFQ PS09058

### SUPPLY AND DELIVERY OF ONE (1) ONLY CARGO VAN

Quotations are to be addressed and delivered to the Purchasing Services Office, 3<sup>rd</sup> Floor, Suite #320, East Tower, 555 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Z 3X7 prior to the Closing Time 3:00:00 P.M. Vancouver Time (as defined in Note 2 below), Tuesday March 3, 2009.

This quotation will not be opened publicly.

#### NOTES:

1. Quotations are to be in sealed envelopes or packages marked with the Bidder's Name, the RFQ Title and Number.
2. Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the clock used by the City's Purchasing Services Office for this purpose.
3. The City's Purchasing Services office is open on Business Days 8:30 A.M. to 4:30 P.M. Vancouver time and closed Saturdays, Sundays and holidays.
4. DO NOT SUBMIT BY FAX.

All queries related to this RFQ shall be submitted  
in writing to the attention of:

Julia Johnston  
Buyer

Fax: 604.873.7057 E-mail: [purchasing@vancouver.ca](mailto:purchasing@vancouver.ca)

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SUPPLY AND DELIVERY OF ONE (1) ONLY CARGO VAN  
INSTRUCTIONS TO BIDDERS & GENERAL TERMS AND CONDITIONS**

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**SUBMISSION INSTRUCTIONS:**

Quotations must be submitted on the form provided unless otherwise instructed herein. Failure to do so may result in the quotation being put aside and given no further consideration. Failure to complete all fields in the quotation form and schedule of prices may result in the bidder's quotation being disqualified.

**INQUIRIES:**

It is the responsibility of the bidder to satisfy itself as to the requirement set out in this RFQ. Inquiries are to be addressed only to the contact person named above. If required, an addendum will be issued to all bidders.

**PRICES:**

Prices quoted will be exclusive of all taxes; with freight, unloading at destination, import duties, brokerage, and all other costs prepaid and included. Quotations submitted will be valid and open for acceptance by the City for ninety (90) days after the closing date and time noted above.

**FREIGHT:**

Goods to be delivered FOB destination freight prepaid and allowed to: **Manitoba Works Yard, Equipment Services, 250 West 70<sup>th</sup> Avenue, Vancouver, BC V5X 2X1**

**DELIVERY:**

Bidder to state in its response delivery time from placement of order.

**QUANTITIES:**

The quantity stated herein is the City's best estimate of its requirements. Actual quantity may vary.

**TERMS OF PAYMENT:**

The City's standard payment terms are Net 30 days after receipt and approval of invoice; however, any discounts or more favourable terms which may be offered by the bidder will be taken into consideration in the financial evaluation. Bidder to Indicate in its response if other than Net thirty (30).

**AWARD:**

The City may elect to award the order in part or in full unless the bidder specifies their quotation is valid for the complete order only. The City may elect to not accept the lowest or any quotation, and may terminate or amend this Request for Quotation at anytime. Acceptance of a quotation and award of a purchase order shall be valid only if made by an authorized representative of the City and confirmed in writing. The City's standard purchase order terms and conditions as shown on the purchasing website [www.city.vancouver.bc.ca/bid/](http://www.city.vancouver.bc.ca/bid/) will apply unless otherwise agreed in writing by the City.

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Where the head office of the successful Bidder is located within the City of Vancouver and/or where the successful Bidder is required to perform the Service at a site located within the City of Vancouver, the successful Bidder is required to have a valid City of Vancouver business license prior to Contract execution.

**DISQUALIFICATION:**

The City may elect to disqualify any bid that fails to meet any of the requirements of this Request for Quotation. Any deviations from the requirements or conditions specified herein must be clearly stated in the bidder's response. The City will determine what constitutes an acceptable deviation. If no deviations are indicated in the bidder's response, the City will be entitled to interpret that the bidder offers to perform in full compliance with the requirements and conditions stated herein.

**REQUIREMENTS:**

All electrical items shall comply with the relevant sections, latest editions, of versions the Canadian Standards Association (CSA) standard C22.1, Canadian Electrical Code (CEC), Electrical Safety Branch - BC Amendments to CEC Regulations and Bulletins, the City's Electrical Bylaw, and the National Building Code.

A Material Safety Data Sheet must accompany shipments where applicable.

Items arriving without the appropriate approvals, certificates and labeling will be returned at the vendor's expense for replacement or full credit.

**EVALUATION CRITERIA:**

Quotations will be evaluated on the basis of the overall best value to the City based on quality, service, cost and any criteria set out herein including, but not limited to:

1. Ability to meet specifications and required delivery date stated herein, ability to meet specifications and required delivery date stated herein.
2. Bidder's past performance;
3. Lowest overall cost including as appropriate: purchase price, maintenance cost including availability of parts and service, warranty, and compatibility with existing equipment; and
4. Any other criteria the City deems, at its sole discretion, necessary to evaluate the bidder's offer.

**TIME OF THE ESSENCE**

For all requests made by the City pursuant to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the City, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

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**LAWS, PERMITS AND REGULATIONS**

The laws of British Columbia shall govern the Contract. All provisions of the International Sale of Goods Act are specifically excluded from application of this Contract.

In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

**INSPECTION**

The goods are subject to inspection and in case any of the goods are not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.

The City shall be the final judge of the services and materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final. The City will not be deemed to have accepted the goods by virtue of a partial or full payment for it.

**QUALITY OF WORKMANSHIP AND MATERIALS**

The Contractor shall perform the services with the degree of care, skill and diligence normally applied in the performance of services of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.

Materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment. Materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

**WARRANTY**

The Contractor warrants that the goods, materials, equipment and/or services supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).

The Contractor further warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.

Equipment and materials shall be new, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation. All equipment and materials shall be at the risk of the Contractor until delivered to and accepted by the City.

At a minimum, a three (3) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract. The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

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**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY:**

The City is subject to the Province of British Columbia's Freedom of Information and Protection of Privacy Act.

**NO PROMOTION OF RELATIONSHIP**

The Contractor must not disclose or promote its relationship with the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials without the express prior written consent of the City (except as may be necessary for the Contractor to perform the Contractor's obligations under the terms of the Contract). The Contractor undertakes not to use "VANOC", "Vancouver 2010", the official emblem, logo or mascot of the 2010 Games or any reference or means of promotion or publicity, without the express prior written consent of the City. Furthermore, the Contractor undertakes not to disclose or promote its relationship with the City in any communication or matter whatsoever as a basis to create an association, express or implied, between the Contractor and the IOC, the Olympics or the Olympic Movement.

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QUOTATION FORM AND SCHEDULE OF PRICES**

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The undersigned bidder, having carefully read and examined the RFQ and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the specifications, terms and conditions set out in the RFQ (except as noted below) and the pricing shown below.

**PRICE AND DELIVERY:**

NO.	QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.	1	Cargo Van	\$ _____/ea	\$ _____
		Tire Tax	\$ _____	\$ _____
		Battery Levy	\$ _____	\$ _____
MAKE AND/OR MODEL: _____				
NAME OF MANUFACTURER: _____				
GST & PST SHOULD NOT BE INCLUDED IN PRICES / DELIVERY COSTS SHOULD BE INCLUDED IN PRICES				

State: Delivery time after receipt of order: \_\_\_\_\_/days

**OPTIONS:**

Item	Qty.	Description	Unit Price	Total
a.	1	Diagnostic Tools	\$ _____	\$ _____

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NO.	QTY.	DESCRIPTION	UNIT PRICE
1.	1	<p>Cargo Van complete with:</p> <ul style="list-style-type: none"> <li>- Cloth seats</li> <li>- Floor mats in 1<sup>st</sup> row</li> <li>- Privacy glass in cargo area and lift gate</li> <li>- Minimum seating capacity two (2)</li> <li>- Air conditioning</li> <li>- Automatic Transmission</li> <li>- Gasoline Engine</li> <li>- Dual manual sliding doors</li> <li>- Wheelbase to be approximately 122 inches</li> <li>- Length to be approximately two hundred (200) inches</li> <li>- Cargo capacity of approximately one hundred and forty (140) cubic inches</li> <li>- Minimum payload 1,150 lbs</li> <li>- White exterior</li> <li>- Dark interior colour</li> <li>- Flat cargo floor from rear door to back of driver/passenger seats</li> <li>- Four (4) sets of keys</li> <li>- Operator Manual</li> <li>- Minimum three (3) year warranty</li> <li>- Two (2) sets parts and service manuals</li> </ul> <p>State:</p> <ol style="list-style-type: none"> <li>1. Dimension: wheelbase, length, height, width</li> <li>2. GVWR (Gross Vehicle Weight Rating)</li> <li>3. Maximum payload capacity</li> <li>4. Engine displacement</li> <li>5. Energuide rated city and highway fuel consumption (L/100km)</li> <li>6. Cargo capacity behind 1<sup>st</sup> row</li> <li>7. Peak horsepower and RPM</li> <li>8. Peak torque and RPM</li> <li>9. Interior colour</li> <li>10. Warranty details</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>1. Diagnostic tools, yes____, no_____.</li> </ol>	

