



**REQUEST FOR EXPRESSIONS OF INTEREST – 4069 EOI**

**4069 EOI - LIGHT DUTY PASSENGER AND WORK DUTY VEHICLES**

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until **Tuesday, February 1, 2011, 12:00 Noon** (the “Closing Date/Time”).

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## **1.0 Introduction**

1.1. The City of Richmond (the City) invites responses to this Request for Expressions of Interest (EOI) from interested and qualified Manufacturers for the supply, delivery and product support of light duty passenger and work duty. There are two (2) components to this EOI.

### **1.2. Manufacturer Component**

a) This Component should include the potential full line-up of vehicles and in support of the vehicle models offered, should provide warranty terms and manuals for all vehicles, full disclosure of detailed vehicle information, notice of new models and technology changes, notice of discontinued models, training for City staff, parts lists, maintenance schedules, order guides and pricing mechanisms. All vehicles shall comply with Transport Canada regulations and British Columbia Motor Vehicle Legislation.

b) If training for City staff and/ or any announcements regarding the notice of new models, technology changes, or discontinued models is to be carried out by the Dealer on behalf of the Manufacturer; this must be clearly stated.

c) The City is open to consider new, used, and lease returns and/or a combination of new, used, and lease return models that are no more than three (3) years old and mileage less than 40,000 kilometres.

### **1.3. Dealer Component**

The Dealer Component should include the potential product support of the vehicles by the associated Manufacturer, which includes the ordering and delivery of vehicles from the Manufacturer, providing assistance in ordering vehicles, tracking the status of the order, pre-delivery inspection, delivering vehicles to the City with all necessary documentation and a full tank of fuel, administering any warranty claims on behalf of the City and co-coordinating recalls as required.

1.4 Manufacturers should submit responses with respect to the Manufacturer Component only. Authorized Dealers associated with the Manufacturer will be considered Sub-Contractors for the purpose of this EOI.

1.5 Potential vehicle types consist of, but are not limited to, the following:

a) Light Duty Passenger Vehicles:

- (i) Auto sub-compact
- (ii) Auto compact
- (iii) Auto mid-size
- (iv) Mini-vans
- (v) Compact sport utility vehicle
- (vi) Electric/ hybrids etc.
- b) Work Duty Vehicles:
  - (i) Light panel van
  - (ii) Heavy panel van
  - (iii) Cutaway van
  - (iv) Compact pickup
  - (v) Light pickup
  - (vi) Heavy pickup
  - (vii) Chassis cab

## **2.0 Background**

- 2.1. The City's fleet consists of approximately five hundred (500) vehicles and equipment and is maintained by approximately twenty (20) specialized mechanics, technicians and City staff.
- 2.2. The City's Green Fleet Policy is attached as Appendix A.

## **3.0 Objectives**

- 3.1. The objective of this EOI is to seek qualified Manufacturer(s) to ultimately supply and deliver light duty passenger and work duty vehicles that meet the criteria set out herein. Any contract resulting from this initial Expression of Interest (EOI) may include the following objectives:
  - a) Standardize vehicle make and model;

- b) Five (5) year term, with the possibility of two (2), two (2)-year extensions to a maximum Contract term of nine (9) years at the sole discretion of the City;
- c) Secure a long term vehicle supply while ensuring price protection and adequate supply of vehicles in the required classes;
- d) Expediting replacement and reducing the cost of ownership through standardizing procurement;
- e) Have the ability to offer financing options to purchase (leases options will not be considered);
- f) Evaluate overall lifecycle cost of ownership, including capital cost, parts cost and resale values;
- g) Have the ability to perform in-house warranty for which the City will be reimbursed;
- h) Define staff training requirements for new, emerging and changing technologies;
- i) Incorporate adaptations or alteration/additions for special purpose units; and
- j) Select from vehicles that have the least environmental impact.

#### **4.0 Definitions**

4.1. Throughout this EOI the following definitions apply:

- a) “Expression of Interest” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
- b) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;
- c) “Response” or “Submission” means an Expression of Interest;
- d) “Request for Proposals” shall mean the City of Richmond’s formal invitation for proposals.

**5.0 Scope**

5.1. The City’s Fleet Operations and Environmental Programs Division (“Fleet Operations”) provides equipment and shop services to support all departments in the City. Fleet Operations is responsible for designing, assisting with procuring, managing, repairing and maintaining the City’s municipal fleet, which consists of approximately five hundred (500) units that include approximately two hundred and seventy-five (275) light duty passenger and work vehicles. The vehicles and equipment are serviced out of fourteen (14) bay repair facilities which also supply metal fabricating, machining services for a wide array of products.

- a) The following table is an annual estimation of vehicle requirements but is not limited to quantities specified herein:

**Table 1 – City of Richmond Projected Vehicle Purchases**

Description	Estimated Annual Replacement					
	2011	2012	2013	2014	2015	Total
<b>CARS</b>						
Auto Mid-Size	15	0	0	0	0	15
<b>VANS</b>						
Mini-van	4	0	1	1	0	6
Light Panel Van	0	0	0	1	0	1
Heavy Panel Van	3	4	4	2	5	18
Cutaway van	7	1	1	0	0	9
<b>TRUCKS</b>						
Compact SUV	0	0	0	1	0	1
Compact Pickup	2	0	5	0	0	7
Light Pickup	5	0	0	0	0	5
Heavy Pickup	1	0	3	17	16	37
Chassis Cab	1	1	1	0	0	3
<b>Total</b>	38	6	15	22	21	102

- b) All vehicles, at a minimum should include but not limited to the following:
- i. Air Bags - Passenger and Driver, and/or Front and Side
  - ii. Automatic Braking System, 4 wheel drive

- iii. Steel wheels
- iv. Hubcaps
- v. Intermittent windshield wipers
- vi. Exterior paint colour options – white is preferred
- vii. Seat belts – 3 point
- viii. Head restraints
- ix. Power steering
- x. Power assist brakes
- xi. Base model radio
- xii. Four (4) sets of keys
- xiii. Automatic transmission options

## **6.0 Pre-qualification Process**

- 6.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.
- 6.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City of Richmond the opportunity to evaluate Respondent's expertise and to select a shortlist that may be invited to submit a proposal in response to a RFP. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate.

## **7.0 Requests for Proposals**

- 7.1. Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a RFP from the City of Richmond. The City anticipates that, if required, the RFP will be distributed three to four weeks following the completion of the EOI process.

## **8.0 Qualification Criteria**

- 8.1. The successful Respondent shall have previously and successfully completed of a project of similar size and complexity to the scope of work described in this EOI.

## **9.0 Submission Details**

- 9.1. Respondents are requested to submit three (3) copies of their Expression of Interest marked "4069 EOI – Light Duty Passenger and Work Duty Vehicles Standardization" to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before the Closing Date/Time.
- 9.2. Submissions will be evaluated at the sole discretion of the City based upon the information contained in the submissions. Questions relating to this EOI may be directed to Sumita Dosanjh, Buyer II - Contracting Specialist by email to [purchasing@richmond.ca](mailto:purchasing@richmond.ca). Inquiries and responses relating to the EOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City's website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.
- 9.3. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

## 10.0 Format Requirements

10.1. Responses submitted shall consist of:

### I. Title Page (1 page)

- a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time, Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. Table of Contents/Index

### II. Corporate Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide client references, where possible.
- d. Provide a history of litigation or claims made against the Respondent during the three (3) years immediately prior to the Closing Time.

### III. Corporate Capability:

- a. Describe ability to meet the requirements and respond in the required format.
- b. Describe business and technical reputation and capabilities; experience and where applicable, the experience of personnel; financial stability; and the capacity.
- c. Describe on-going support services.
- d. Describe training offered.
- e. Describe any other criteria set out in the EOI or otherwise reasonably considered relevant.

- f. Provide a certificate of existing commercial general liability insurance.

IV. Completed and Current Projects:

- a. List three (3) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.
- b. Describe capacity to undertake this project and if there are any projects that the Respondent has scheduled during the anticipated time frame.

V. Outline of Services to be Provided:

- a. Provide a brief discussion of your methodology and approach to the Supply and Delivery of Light Duty Passenger and Work Duty Vehicles .
- b. Provide a Delivery Schedule
- c. Manufacturer Component Specific Criteria
  - i. equipment quality, configuration and ergonomics.
  - ii. ability to offer options for an environmentally responsible selection of vehicles, including a model line-up with diesel engines;
  - iii. range of fleet selection available;
  - iv. price control mechanism from model year to model year;
  - v. access to diagnostic software and on-line support;
  - vi. vehicle standardization;
  - vii. in-house warranty;
  - viii. access to ordering guides, updated annually;
  - ix. fuel economy of offered vehicle(s);
  - x. fuel economy improvement features such as dash mounted eco-meters;

xi. hybrid/ alternative fuels.

d. Dealer Component Criteria:

- i. ability to administer the Manufacturer's warranty terms efficiently and to process reimbursements from the Manufacturer to the City for in-house warranty repairs in a timely manner;
- ii. if applicable, the Dealer's surcharge (if any) for minor warranty repairs performed by the City in-house warranty program;
- iii. ability to administer the ordering and delivery of light duty passenger and work duty vehicles to the City, including a simple ordering process meeting the City's requirements, order tracking, referencing City unit number and purchase order numbers on all vehicle documentation, prompt delivery of vehicles with all required documentation and a simple payment process;
- iv. ability to provide customer service to the City for technical information and ordering assistance;
- v. the value-added services the Manufacturer is prepared to supply and the attractiveness of these services to the City.

**11.0 Review of Submissions**

11.1. The City of Richmond will review the Expressions of Interest submitted to determine whether, in the City of Richmond's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.

**12.0 Inquiries**

12.1. City of Richmond, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.

12.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

### **13.0 Non-Conforming Submissions**

- 13.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOIs except the requirement of delivery of the Proposal prior to Closing Time.

### **14.0 Notifications and RFP Process**

- 14.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if required.
- 14.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 14.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:
  - a) amend the scope and description of the services to be procured under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
  - b) reject or accept any or all Submissions;
  - c) cancel the EOI process at any time and reject all Proposals; or
  - d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 14.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 14.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the EOI process.

- 14.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

### **15.0 Information Disclaimer**

- 15.1. The City of Richmond and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 15.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to information, advice, or documentation provided by the City of Richmond. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 15.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this EOI and the City of Richmond and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

### **16.0 Intent to Enter Into An Agreement**

- 16.1. By submission of a Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

### **17.0 Modification of Terms**

- 17.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

### **18.0 Ownership of Submissions**

- 18.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0.

## **19.0 Right to Not Accept Any Expression of Interest**

19.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

## **20.0 No Commissions**

20.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

## **21.0 Use of this Request for Expressions of Interest**

21.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

## **22.0 Confidentiality, Freedom of Information and Protection of Privacy**

22.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.

22.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

## **23.0 No Claim for Compensation of Expenses**

23.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.

23.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

**24.0 Conflict of Interest**

24.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the Expression of Interest.

**25.0 No Solicitation**

25.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

**26.0 No Lobbying**

26.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 9.2.

**27.0 No Exclusivity**

27.1. The City makes no guarantee of the value or volume of work to be assigned to any successful bidder. The Agreement executed with the successful bidder will not be an exclusive contract for the provision of the described deliverables. The City may contract with others for the same or similar deliverables to those described or may obtain the same of similar deliverables internally.

**28.0 Publicity**

28.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this EOI, without the prior written consent of the City.