



**Contract 3028Q**

**Supply and Delivery of TWO (2) SINGLE AXLE DUMP TRUCKS EACH WITH SALT  
FLINK ATTACHMENT AND UNDER-BODY PLOUGH**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

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### Instructions to Bidders

1. Sealed quotations, plainly marked on the envelope:

**CONTRACT 3028Q - SUPPLY AND DELIVERY OF TWO (2) SINGLE AXLE DUMP TRUCKS EACH WITH SALT FLINK ATTACHMENT AND UNDER-BODY PLOUGH**

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 2:00 pm, Local time:

**Wednesday, April 18th, 2007**

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
  - (i) The lowest total cost of acquisition,
  - (ii) Experience of the bidder,
  - (iii) Bidder's references of performance on previous similar contracts,
  - (iv) The bidder's financial resources,
  - (v) Bidder's capability of supervision, staffing and use of subcontractors,
  - (vi) Bidder's ability to meet City specifications and performance criteria,
  - (vii) Any additional evaluation criteria stated in the contract document.
7. The City of Richmond estimates that this contract will be awarded within 4 - 6 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
8. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.

**Instructions to Bidders (Cont'd)**

9. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
10. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.
11. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Gillis  
Buyer  
Purchasing Section  
City of Richmond

Telephone: 604-276-4097  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

Technical

Mike Lederer  
Trades Foreman II - Fleet Operations  
Fleet Ops & Env. Programs  
City of Richmond

Telephone: 604-244-1255  
E-mail: [mlederer@richmond.ca](mailto:mlederer@richmond.ca)

12. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date / time set as the closing time for receiving Quotations.
13. Quotations shall be open for acceptance for 60 days following the submission closing date.
14. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
15. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
16. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

**Instructions to Bidders (Cont'd)**

17. The City, it's agents and employees shall not be responsible for any information given by way of verbal communication.

**Quotation Form**

Purchasing Section

City of Richmond

6911 No. 3 Road

Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL QUOTED PRICE OF \$ \_\_\_\_\_**

**PAYMENT TERMS \_\_\_\_\_ EARLY PAYMENT TERMS \_\_\_\_\_**

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to supply the whole of the materials within \_\_\_\_\_ weeks of acceptance.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Name, Signature,  
and Title of  
Signing Officer: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

**Schedule of Quantities and Prices**

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
Single Axle Dump Truck With Salt Flink Attachment and Under-Body Plough	2	\$ _____	\$ _____
Trade In Value for Unit No. 857	1	\$ _____	\$ _____
Trade In Value for Unit No. 858	1	\$ _____	\$ _____

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Subtotal \$ \_\_\_\_\_

Provincial Sales Tax \$ \_\_\_\_\_

Goods and Services Tax \$ \_\_\_\_\_

**TOTAL QUOTED AMOUNT** \$ \_\_\_\_\_  
**(carried forward to Quotation Form)**

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Initials of Signing Officer

**List of Previous Contracts**

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)



**Specifications**

<b>CITY OF RICHMOND SPECIFICATIONS</b>	<b>STATE SPECIFICATIONS</b>
<p><b><u>GENERAL SPECIFICATIONS</u></b></p> <p>The City of Richmond requires a single axle cab and chassis for the Roads and Construction Services department. The primary use for the vehicles will be for asphalt work and for ice and snow control. Chassis will require a rating sufficient for road, asphalt and ice and snow control operations.</p> <p>The unit shall incorporate features that provide for ease of operation and maximum safety for the public and operator. Evaluations of these features will be made and will contribute to the decision of the tender award.</p> <p>The bidder shall respond to every item indicating the item is included as described in the specifications or any alternative suggested. Details for the alternatives must be provided in the appropriate section.</p> <p>STATE -make and model</p> <p><b><u>A. CHASSIS</u></b></p> <p><b>1. Cab and Chassis</b> A current year conventional single axle cab and chassis configured primarily for dump truck work having the capability for driver and one (1) passenger. STATE -type</p> <p><b>2. Cab to Axle</b> Cab to axle clearance to be approximately 108". Cab to body of approximately 6" clearance. STATE -cab to axle distance -cab to body clearance</p> <p><b>3. Wheelbase</b> Wheelbase for the application is to be fitted for one (1) dump box. STATE -wheelbase information.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>4. Cab Dimensions</b>                      Preference will be given to a larger proportioned conventional cab design.                      STATE                      -front bumper to rear of cab distance                      -front axle to rear of cab distance</p> <p><b>5. Vehicle Weight</b>                      Proposed vehicle shall have approximate operating weight capability as follows:                      approx. 36,000 GVWR                      STATE                      -GVWR                      -GCVWR</p> <p><b>6. Base Curb Weight – Cab &amp; Chassis</b>                      STATE                      -front weight                      -rear weight                      -combined weight</p> <p><b>7. Tow Hooks</b>                      Two (2) front tow hooks, each hook mounted directly to the frame rails at either side.                      STATE                      -what is offered.</p> <p><b>8. Frame Rails</b>                      A clean top of frame full Cab/Axle (CA) distance required for mounted equipment.                      STATE                      -frame rail PSI yield strengths.                      -a clean top of rail CA.</p> <p><b>9. Frame Rail Height</b>                      Application requires a standard height chassis frame configuration.                      STATE                      -unladen top of rail height to ground distance.                      -laden top of rail height to ground distance.</p> <p><b>10. Bumper</b>                      A full width front chrome bumper complete with license plate holder.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>STATE (on next page)                      -type of bumper                      -type of bumper corrosion proofing</p> <p><b>11. Mud Flaps</b>                      Are to be frame-mounted removable mud flaps on front and rear of rear wheels and rear of front wheels.                      STATE                      -type, style and location.</p> <p><b><u>B. SUSPENSION</u></b></p> <p><b>1. Front Suspension</b>                      The front suspension shall be a parabolic taper leaf having a 16,000 lb capacity complete with shock absorbers.                      STATE                      -front axle suspension capacity.                      -shock absorber make and model.                      -make and model of front axle.</p> <p><b>2. Wheel Rims</b>                      Hub piloted type wheels                      STATE                      -type and style of wheels.                      -dimensions of wheels.</p> <p><b>3. Tires</b>                      Michelin 11 R 22.5 16-ply, all-position tires for all rear wheels and 385/65 R 22.5 18-ply front tires.                      STATE                      -type and style of tires                      -brand of tires</p> <p><b>4. Front Hub</b>                      Oil wheel seals complete with see-through sight glass covers.                      STATE                      -type and style of covers.</p> <p><b>5. Single Rear Axle</b>                      The vehicle shall have a Meritor RS-23-160 single reduction, 23,000 lb capacity that includes driver-controlled main locking differential with a gear ratio of 6:14.                      STATE</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-type and style of rear axle                      -traction control (dash-operated)                      -capacity</p> <p><b>6. Rear Suspension</b>                      The vehicle shall have a single Vari-Rate 23,000 lb capacity complete with 4500 lb auxiliary rubber spring.                      STATE                      -type and style of suspension                      -make of suspension                      -capacity</p> <p><b>7. Front Axle</b>                      The front axle shall be an I-beam type (Meitor MFS-16-143A) wide track with a 16,000 lb capacity.                      STATE                      -what is offered                      -capacity</p> <p><b>C. CAB TYPE</b></p> <p><b>1. CAB</b>                      The vehicle cab shall be a conventional type, air suspended with the capacity of seating for the driver and one (1) passenger. Cab is to have corrosion proofing applied and painted white with clear coat finish.                      STATE                      -cab type and style.                      -type of corrosion proofing.                      -colour and ID number.</p> <p><b>2. Interior</b>                      Preference is for a dark-grey interior colour and trim. Easy-care, easy-clean materials in preferably vinyl with moulded plastic trim shall be incorporated in the interior upholstery. Matching rubber floor mats, sun visors, armrests, coat hooks, overhead liner and door panels are required.                      STATE                      -what is offered</p> <p><b>3. Seating (Driver)</b>                      The driver's seat shall be air suspended and have a high back with</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>integral headrest, arm rests, back recline, rear-cushion adjustment cloth with front-cushion positioning adjustments, air-lumbar support and a six to seven degree seat adjustment.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of seat</li> <li>-make and model number</li> </ul> <p><b>4. Seating (Passenger)</b></p> <p>The passenger seat shall be air-suspended and adjustable high back with adjustable front cushion and air-lumbar support.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of seat</li> </ul> <p><b>5. Steering</b></p> <p>The vehicle shall have a tilt and height-adjustable 18" steering wheel, black in colour. Vehicle shall incorporate power steering matched to vehicle type and weight for ease of operation and operator comfort.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-what is offered</li> </ul> <p><b>6. Heater/Defroster</b></p> <p>The vehicle shall have a heater-ventilation system complete with a multi-position blower fan. Variably-adjustable heating vents for operator comfort and window “defrosting”. The defrosting system must be capable of dealing with local conditions – cool temperatures with high humidity.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type of blower control</li> <li>-system air movement and capacity in CFM</li> <li>-heater/defroster fan type and speed control</li> </ul> <p><b>7. Cab Air Conditioning</b></p> <p>The vehicle shall be equipped with factory air conditioning complete with multi-positional control and variable adjustable vents.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of A/C</li> <li>-capacity</li> </ul> <p><b>8. Windshield Wipers</b></p> <p>The vehicle shall have a minimum of two (2) speed wiper controls complete with an intermittent feature. Wiper system shall include window washer system.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of wiper system</li> <li>-wiper control</li> <li>-washer system</li> </ul> <p><b>9. Cab Egress</b></p> <p>The vehicle shall have cab egress handles and stairs conveniently located on both sides of cab for operator and passenger safety and comfort. Steps must be slip resistant and include a boot brush on each side.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-utilization of grab handles and location</li> <li>-stair height beginning at ground level</li> <li>-type, style and location of boot brush</li> <li>-slip resistant type and style</li> </ul> <p><b>10. Mirrors</b></p> <p>The vehicle shall have two (2) (Lang Merka) styled, rectangular, 7.09" x 15.75" complete with breakaway brackets with 102" wide spacing with integral convex on both sides. Finish is to be bright on mirrors and brackets and mirrors must be heated.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type, size and style of mirror</li> <li>-dimensions</li> <li>-break away</li> <li>-heated</li> </ul> <p><b>11. Mirrors (Convex)</b></p> <p>The vehicle shall be equipped with two (2) (Lang Merka) 6" x 10 1/4" mirrors and two (2) (Lang Merka) 7.44" sq with bright finish hood mounted.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type, size and style of mirrors</li> <li>-locations</li> </ul> <p><b>12. Windshield</b></p> <p>The vehicle shall be equipped with a safety windshield tinted typed for temperature control, units will be required to have exterior windshield visor mounted to cab complete with lighting</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-windshield tint grade</li> <li>-type and style of visor</li> </ul>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>13. Radio</b>                      The vehicle shall be equipped with an AM/FM/CD radio complete with multiple dual cone speakers with preferred mounting to be on the cab ceiling.                      STATE                      -type and style of radio.                      -mounting location.</p> <p><b>14. Operators Console</b>                      The vehicle shall have a safe operator’s console defined as requiring minimal eye movement from the roadway. Console must have a gauge cluster that consists of odometer, voltmeter, trip display, engine hour meter, speedometer, tachometer, oil pressure, coolant temperature, transmission temperature, air pressure gauges, fuel level and fault code display(s) as necessary. Operator warning system, both visual and audible, to include low oil pressure, high coolant temperature engine functions, low air warning (both primary and secondary) and air cleaner restriction gauge mounted in instrument panel.                      STATE                      -describe console                      -describe gauges offered                      -type and style of warning systems and devices</p> <p><b>15. Fuel Tank</b>                      The vehicle shall be equipped with a minimum 265L capacity fuel tank. A style steel, 19" deep complete with quick connect outlet mounted on the left side under cab.                      STATE                      -tank capacity                      -location of tank                      -type and style of fuel tank</p> <p><b>16. Hand Throttle</b>                      The vehicle shall have a hand throttle speed control, electronic, stationary, variable speed mounted on the steering wheel.                      STATE                      -type and style of hand throttle.                      -location.</p> <p><b>17. Horns</b>                      The vehicle shall be equipped with dual electric and air horns.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>STATE -location of horns -type and style of horns</p> <p><b>18. Operator Visibility</b> Consideration will be given for overall operator visibility and comfort. Vehicle must include pedestrian window on lower right door. STATE -describe visibility. -pedestrian window.</p> <p><b>19. Exhaust</b> The vehicle shall have a single horizontal stainless steel muffler with internal catalytic converter, vertical non-bright tailpipe and tailpipe guard frame mounted on right side. STATE -type and style of exhaust -location of exhaust</p> <p><b>20. Fender Extensions</b> The vehicle shall have front-fender extensions installed on the vehicle. STATE -what is offered</p> <p><b>21. Grill</b> The vehicle shall be equipped with a grill. STATE -what is offered</p> <p><b>22. Front End (Cab)</b> The vehicle cab shall be fibreglass three-piece construction and must be a tilting design. STATE -what is offered</p> <p><b>23. Cab Sound Installation</b> The vehicle shall include dash and engine cover insulator. STATE -what is offered</p>	



CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>24. Remote Power Module</b>                      The vehicle shall include a remote power module mounted under cab complete with a minimum 6 outputs and 6 inputs, max 20 amps. per channel, max 80 amps. total and 1 switch pack with latched switches.                      STATE                      -what is offered</p> <p><b><u>D. BRAKES</u></b></p> <p><b>1. Air Brakes</b>                      Air-brake system incorporating “anti-lock brake” technology and having two (2) separate airline sets for brake application. Application requirements are for frequent “stop-and-go”. Air brake system must in full compliance with the BC Motor Vehicle Safety Act and BC Commercial Vehicle Act.                      STATE                      -if fully in compliance with above Acts and Regulations                      -if “ABS” provided, or if available</p> <p><b>2. Air Compressor</b>                      The vehicle shall have an air compressor having sufficient capacity, including safety margin to operate air brake system and manufacture installed air-operated equipment. A minimum compressor output of 13.2 CFM for standard applications. Compressor air intake and supply shall be through a clean air source (i.e. aft of the engine air cleaner system) preference is for BENDIX TU-FLO 550.                      STATE                      -type of drive                      -make and model                      -CFM output</p> <p><b>3. Air Dryer</b>                      The vehicle shall have an air dryer capable of removing accumulating brake system debris and water. A :Bendix AD-9” or equivalent dryer, complete with desiccating filter and alloy debris filter, providing minimum protection of 30" dew point depression from ambient operating temperatures. A driver having heating feature is required.                      STATE                      -make and model                      -capacity                      -heated feature</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>4. Low Air Warning</b>                      The vehicle shall have an audible and a visual brake-warning system, low air warning devices inside the cab for operator’s visual acuity and safety. Easily-read air pressure gauges within the dash cluster are required.                      STATE                      -type and style of systems                      -gauge location</p> <p><b>5. Anti Lock Brake System (ABS)</b>                      The vehicle shall incorporate anti-wheel lock technology known as “ABS”. The unit, made up of controller wheel speed sensors and modulators, shall be secured within “safe” areas within the frame and drive components and shall be easily-accessible for servicing as required. A visual and audible alarm to signal the operator of a malfunction shall be provided within the cab dash cluster area.                      STATE                      -type and style of system                      -make and model                      -components included</p> <p><b>6. Air Lines</b>                      The airlines are to be of “Synflex” nylon-type tubing material and colour coded for ease of serviceability and routed to minimize exposure to damage. Line materials meeting SAE J-1402 at articulation points and stainless steel, braided tube for air compressor discharge line and pull-style drain valves.                      STATE                      -what is offered.</p> <p><b>7. Brakes</b>                      Front – The vehicle shall have an air-brake system for the front brakes complete with air cam 16.5" x 6" linings and 24 sq.inch. long stroke chambers.                      Rear – The vehicle shall have an air brake system for the rear brakes complete with air cam 16.5" x 7.0" linings and MGM TR 3030 long stroke brake chambers and heavy-duty spring actuated parking brake.                      STATE                      -make and model of brake shoes and drums.                      -type of brake shoes and drums.                      -specification measurements of each.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>8. Slack Adjusters</b>                      The vehicle shall be equipped with automatic slack adjusters.                      STATE                      -make and model of slack adjusters                      -type and style of slack adjusters</p> <p><b>9. Dust Shields</b>                      The vehicle shall be equipped with dust shields on both front and rear axles.                      STATE                      -what is offered</p> <p><b>10. Air Brake Chambers</b>                      The front brake chambers to have minimum area of 24 sq. inch with rear spring chambers having minimum of 30 sq. inch effective surface area. Rear “parking” spring chambers activated from dash mounted control valve complete with anti-compounding control.                      STATE                      -make and model of brake chambers                      -size specifications of brake chambers                      -type and style of rear parking brake</p> <p><b><u>E. POWERTRAIN</u></b></p> <p><b>1. Engine/Ratings</b>                      A internal combustion diesel engine with the following ratings is required:                      SAE HP-285HP, 800 ft. lb torque @ 1400 RPM                      Engine shall offer peak torque across a board RPM range.                      STATE                      -SAE HP and RPM/2007 emission standards                      -peak torque values at RMP range                      -provide torque curve chart</p> <p><b>2. Engine Fuel System</b>                      The engine fuel system shall be an electronically-governed fuel delivery system. Fuel system in addition to supplied filtration shall include a “RACOR” or City of Richmond approved equal, fuel/water separator having 10 micro media.                      STATE                      -type of injection                      -“RACOR” fuel/water separation</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>3. Electronics Control</b>                      The vehicle shall have engine functions and other related power train accessories (i.e. transmission) controlled and monitored through an electronic control module(s) to optimize fuel economy, minimize regulated exhaust emissions, load sensing and related vehicle tasks. Engine shall have a normal idle RPM less than 700 RPM.                      STATE                      -type of engine controls                      -compliance with EPA standards                      -location of Electronic Control Module (s)                      -engine idle RPM</p> <p><b>4. Fuel Consumption/Emissions</b>                      The City of Richmond is committed to reducing greenhouse gasses and exhaust emissions, the unit must meet the industry 2007 Emission standards and regulations . Engine and transmission selection, therefore will take into account the following:                      -fuel consumption rating                      -CO emissions                      -idle CO emissions in percentage of exhaust gas flow                      -non methane hydrocarbons plus NOX                      -NMH plus NOX                      -PM per gram brake horsepower/hour                      -CO<sub>2</sub> grams per brake horsepower/hour                      -estimated greenhouse gas production. City driving of 15,000 km per year stated in CO<sub>2</sub> equivalent kilograms.                      - use of 5% bio-diesel blend.</p> <p><b>5. Coolant System</b>                      In addition to having sufficient capacity including frequent trailer towing, the vehicle coolant system shall have silicone hoses (or equivalent), filter/conditioner and anti-freeze solution having minimum cold weather protection to -30 degrees Celsius.                      STATE                      -type of hoses                      -type of filtration                      -type of anti-freeze solution                      -frequency of solution replacement</p> <p><b>6. Radiator</b>                      The vehicle shall have a cross-flow radiator, aluminium radiator core</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>complete with internal water-to-oil transmission cooler and a minimum 1025 sq. inch, charged air cooler. Radiator should take into account the snow/ice control needs for this application.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of radiator</li> <li>-capacity of radiator</li> <li>-whether full coolant capability for snow/ice control.</li> </ul> <p><b>7. Air Induction</b></p> <p>The vehicle shall have an air induction system composed at a primary and secondary element including an air restriction indicator for timely and effective maintenance.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of filtration</li> <li>-location of filtration</li> <li>-air restriction indicator dash mount preferred</li> </ul> <p><b>8. Fan Drive</b></p> <p>The vehicle shall have a <i>Horton Drive Master</i> fan drive complete with a automatic on/off type control and normally closed temperature control w/c override feature.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of fan drive</li> <li>-type and style of control</li> </ul> <p><b>9. Electronic Control Remote</b></p> <p>The vehicle shall be equipped with an electronic control, remote-mounted with provisions for including wiring for body builder installation of Power Take Off (PTO) controls with ignition switch for electronic engines.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-what is offered</li> </ul> <p><b>10. Transmission</b></p> <p>The vehicle shall have a (Allison MD-3060 P) close ratio 5 speed automatic transmission complete with PTO gear; manual shift control (Allison) and (Allison) wt spare input/output. City of Richmond approved PTO (constant drive preferred) shall be dash-mounted including switches, electric/air solenoid, piping and wiring. Vehicle will be used entirely within the City of Richmond therefore, gearing should be within 90-100 km/h.</p> <p>STATE</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-type and style of transmission                      -make and model of transmission                      -type and style of shift control                      -type, make, model and style of PTO</p> <p><b>11. Engine Brake</b>                      The vehicle shall have an electronically-activated combination engine and exhaust brake.                      STATE                      -what is offered</p> <p><b><u>F. ELECTRICAL</u></b></p> <p><b>1. Electrical System</b>                      The vehicle shall have a 12V charging system that has full capability to maintain batter-cranking capacity, chassis electrical equipment, mounted equipment and traffic warning lighting system.                      STATE                      -what is offered</p> <p><b>2. Alternator</b>                      The vehicle shall have a brush-less 12V alternator (Leece-Neville BLP 2309), pad-mounted with 160 AMP capacity.                      STATE                      -type and style of alternator                      -make and model of alternator                      -alternator capacity</p> <p><b>2. Starter</b>                      The vehicle shall have a 12V starter motor (Leece-Neville M100R) with thermal over-crank protection.                      STATE                      -type and style of starter                      -make and model of starter                      -over-crank protection</p> <p><b>2. Battery(s)</b>                      The vehicle shall have 12V battery(s) that are maintenance free and of sufficient capacity to power the starter at the lowest ambient temperature range encountered within the Lower Mainland. Typically, a minimum reserve capacity of 160 and a CCA of 1100 amperes. The battery box is to be located parallel</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>with and tight to the frame thereby reducing vibrations.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-reserve capacity rating</li> <li>-CCA rating</li> <li>-make and model</li> <li>-battery(s) location</li> </ul> <p><b>2. Disconnection Switch/Boost Studs</b></p> <p>The vehicle’s electrical/battery system shall incorporate a means of disconnecting the electrical systems and also provide a means of easy “boost”, if required.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-compliance</li> <li>-location of battery boost studs</li> </ul> <p><b>2. Fuse Box/Circuit Breakers</b></p> <p>The vehicle shall have automotive style waterproof reset able circuit breakers. Power distribution system(s) shall utilize where possible reset able manual circuit breakers. The electrical system must incorporate SAE blade type fuses as standard equipment where reset able circuits are not. Complete and full electrical wiring schematics are to be provided to the City of Richmond at the time of delivery.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of circuit breakers</li> <li>-availability of electrical schematics at time of delivery</li> </ul> <p><b>2. Wiring</b></p> <p>All wiring shall be colour coded, continuously numbered, and encased in plastic “loom” to maximize protection from corrosion complete with sealed connectors. Vehicle having a “multiplexing”-type electronic system shall provide capability for independently-mounted equipment electrical circuits and functions. Body-builder wiring back of cab at frame shall include sealed connectors for tail/amber/turn/marker/backup/accessory power/ground and sealed connector for stopping and turning.</p> <p>STATE</p> <ul style="list-style-type: none"> <li>-type and style of wiring</li> <li>-if “multiplexing” system is offered as standard</li> </ul>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>2. Cab Lights</b>                      The marker light(s) shall be flush-mounted to cab on exterior visor, LED type.                      STATE                      -what is offered</p> <p><b>3. Back Up Alarm</b>                      The vehicle shall have a backup alarm (electric) having a minimum 102 dBA.                      STATE                      -what is offered</p> <p><b>4. Turn Signals/Headlights</b>                      The vehicle shall include LED front and rear dual faced amber/amber, mounted on top of fender, side marker lights, park lights, reflectors and two light long life halogen headlights.                      STATE                      -what is offered</p> <p><b><u>G. MISCELLANEOUS</u></b></p> <p><b>1. Compliance</b>                      The vehicle must be in full compliance of current BC Motor Vehicle Safety Act, Commercial Motor Vehicle Regulations and US Federal Environmental Protection Agency current 2007 exhaust emission standards.                      STATE                      -compliance</p> <p><b>2. Warranty</b>                      Provide details concerning the standard applicable vehicle warranty and terms with components and parts not covered within the standard vehicle manufacture warranty.                      STATE                      -standard applicable warranty and terms on vehicle                      -standard applicable warranty for associated components and parts not covered or separate from the vehicle coverage noted above                      -extended warranty</p> <p><b>3. Manuals</b>                      The vehicle shall have the following manuals included at the time of delivery.</p>	



CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-1 set of parts manuals, C/D acceptable                      -1 set of service manuals, C/D acceptable                      -or secured access to manufacturers website where the above information is available at all times                      -2 sets of operators manuals                      -1 set body parts and repair manual</p> <p>Wherein the engine, transmission or other related components may not be included in the vehicle manuals (Parts and Service) those additional manuals specific to the components, shall be included at the time of delivery.</p> <p>STATE</p> <p>-in in compliance with all of the above requirements including components</p> <p><b>4. Scheduled Maintenance</b>                      The following shall be provided by the supplier at the time of delivery:                      -a complete check-off style preventative maintenance schedule checklist as recommended by the manufacturer to ensure full and satisfactory service life.                      -a general maintenance parts list recommended by part number, for on-hand parts stocking.</p> <p>STATE</p> <p>-what is offered</p> <p><b>5. Demonstration</b>                      A demo unit will be required during the evaluation process carried out by the City of Richmond staff.</p> <p>STATE</p> <p>-demo unit availability</p> <p><b>6. Training</b>                      Provide training to the City of Richmond Equipment Service Shop technicians in the factory prescribed maintenance, diagnostics and repairs procedures. Training to be carried out by factory or factory-trained personnel. Operator training will also be required to be provided by the manufacturer.</p> <p>STATE</p> <p>-your training capability as described above                      -training locations                      -available training aids</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-availability of training sessions                      -training on essential major operating components not made by the vehicle manufacturer but utilized.</p> <p><b>7. Keys</b>                      Four (4) full sets of keys provided at the time of delivery.                      STATE                      -what is offered</p> <p><b>8. Delivery</b>                      State the number of days from the date of receipt of order from the City of Richmond, to the date of vehicle delivery F.O.B. City of Richmond's Public Works Operations yard or site designate.                      STATE                      -number of days for delivery                      -delivery date</p> <p><b>9. Alternatives</b>                      List any alternatives recommended by the supplier in addition to those specified or in place of.                      STATE                      -alternatives and description                      -additional pricing for alternative and/or reduction in price                      -alternatives "in place" of item shown in spec. and describe in detail.</p> <p><b>10. Parts</b>                      The City of Richmond requires parts delivery by air, 24 hours within Canada and 48 hours outside Canada. All costs associated to "air" delivery are the responsibility of the supplier.                      STATE                      -Whether parts delivery by air is available</p> <p><b>11. Air Suspension</b>                      List air suspension option.                      STATE                      -what is offered                      -complete costs associated</p> <p><b>12. Alternative Suspension to Leaf Type Springs</b>                      List alternative recommended suspension system for front and rear axles.</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>STATE -what is offered -complete costs associated</p> <p><b>13. Extended Front Frame</b> Given occasional need for extended front frame rails, please state if available and if other modifications or additional equipment is required. STATE -what is offered -complete cost associated</p> <p><b>14. AC Adapter/Power Outlet</b> Provide costs associated for installation of an AC adapter power outlet to charge up cell phone. STATE -what is offered -complete costs</p> <p><b>15.</b> Given the current longstanding operating procedures and practices, these units will incur approximately 1600 SMU annually. Application within The City of Richmond must be characterized as very moderate relative to many other municipal and government locations. List any “availability” guarantees, for example, if machine is down due to mechanical failure, what do you provide: STATE -what availability guarantees you provide?</p> <p><b>16.</b> Can you provide <u>parts and service guarantees</u> complete with minimum standards quantifying the delivery of parts and service? STATE -describe your performance guarantees -complete costs associated</p> <p><b>17.</b> Are you prepared to guarantee the unit’s operating costs <u>excluding normal maintenance labour and material and fuel for fixed periods</u>? STATE -terms or periods of duration -complete costs associated to each duration</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>18.</b> Do you offer a “buy back” of your unit and if so, please list the value and terms corresponding to value?            STATE            -what is offered</p> <p><b>19. Trade In</b>            Two (2) 1995 Freightliner single axle dump trucks, complete with salt flink attachments.</p> <p>1. Unit 857            Serial # 1FV6JFBBOSL713415</p> <p>2. Unit 858            Serial # 1FV6JFBB9SL713414</p> <p>Trade in prices shall be shown in “Schedule of Quantities and Prices”. The City of Richmond reserves the right to evaluate the trade-in allowance and proceed with the most cost effective disposal of the unit’s.</p> <p>Inspection available at:            RICHMOND PUBLIC WORKS OPERATIONS YARD            5599 Lynas Lane            Richmond, B.C.            V7C 5B2            Contact: Mike Lederer at (604) 244-1255 to view trade in’s.</p> <p><b><u>I. Dump Box</u></b></p> <p><b>1. Dump Body</b>            The vehicle shall have a dump box body with the following:</p> <ul style="list-style-type: none"> <li>-12 ft long</li> <li>-8 ft wide</li> <li>-24" sides</li> <li>-1/4" T 1 steel floor</li> <li>- balance 10 GA and 3/16 horizontal side bracing</li> <li>-no external welds on body</li> <li>-3" cross members</li> <li>-8" long sills</li> <li>-2" wood sub floor</li> </ul> <p>STATE            -what is offered</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p><b>2. Tail Gate</b>                      An air-operated high lift gate with three (3) asphalt chutes, one on each side, tailgate latch is to be air-operated.                      STATE                      -type and style of gate                      -type of construction                      -rear asphalt gates?                      -air-operated?</p> <p><b>3. Installation</b>                      Quotation is to include all materials, installation and labour to complete dump box including necessary hydraulics, fully operational on the City of Richmond’s choice of cab and chassis.                      STATE                      -complete costs for materials, installation and labour</p> <hr/> <p><b><u>A. HYDRAULICS</u></b></p> <p><b>1. Hoist</b>                      The unit shall have a 20-tonne front hoist to have sufficient volume to take box (either empty or full) full up or down in minimum time.                      STATE                      -type, size and style of hoist                      -make and model of hoist cylinder                      -full up and down travel time</p> <p><b>2. Pump</b>                      The hydraulic pump is to be driven off an automatic transmission (make and model to be advised) PTO. Installation to include mounting supports and line groups that are fully functional.                      STATE                      -type and style of pump                      -make and model of pump                      -location of pump and lines</p> <p><b>3. Hydraulic Line Groups</b>                      All hydraulic lines are to be suitably routed with protective coverings, supported or hung to frame structure to eliminate “chafing” or potential “jill pokes” causing tears or ripped lines.                      STATE                      -type and style of hydraulic lines</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-location of lines -type of protective coverings</p> <p><b>4. Valves</b> A minimum of four (4) valve control banks are required for the following functions:</p> <ul style="list-style-type: none"> <li>a. front pump</li> <li>b. dump hoist</li> <li>c. air trip tailgate</li> <li>d. sander</li> </ul> <p>STATE -number of control banks -make and model -full set of hydraulic schematics</p> <p><b>5. Accessory Hose</b> Shall be routed to the rear, easily accessible, protected and complete with quick couplers. Hose routing to the rear of the vehicle, shall have abrasive resistant outer coverings bundled and strapped to the vehicle frame and support brackets every 24" using standoff brackets and "P" clips. STATE -type and style of quick couplers -routing location -schematic routing -type of abrasive coverings -location of support brackets</p> <p><b>6. Hydraulic Tank</b> The unit shall have a hydraulic tank capable of incorporating the entire hydraulic system. STATE -type and style of tank -location of tank -capacity of tank</p> <p><b><u>B. ELECTRICAL</u></b></p> <p><b>1. Wiring</b> High-quality, corrosion-resistant wiring to be included throughout. All lights, stop, brake, market and directional are to be LED recessed and rubber mounted into the frame. STATE</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-type of corrosion-resistant wiring                      -type and style of lights                      -if LED                      -frame mounted and recessed?</p> <p><b>2. Amber Flasher/Beacons</b>                      Amber flasher/beacons are to be installed in both the right and left corners from of box on the cab protector to be GROTE #77163 or equivalent complete with beacon guards.                      STATE                      -number of beacons                      -location of beacons and -style of beacon guards</p> <p><b>3. Electrical Connectors</b>                      All connections, boxes and wiring routing are to be weather proof and routed to the frame in a protective loom supported every 12" using stand-off brackets and "P" clips.                      STATE                      -weather proofing system                      -routing location                      -complete electrical schematic</p> <p><b><u>C. TARP SYSTEM</u></b>                      Air tarp system is required for the unit that provides complete operation from inside the cab. Ease of safe operation and material confinement must be the primary focus. Roll Right is preferred.                      STATE                      -type and style of tarp system                      -make and model                      -operation of tarp system</p> <p><b><u>D. Miscellaneous</u></b></p> <p><b>1. Drivers Step</b>                      Drivers toe rail, steps, ladders and grab handles on both left and right sides of box. Two (2) shovel holders are to be installed one on each side of box at the front.                      STATE                      -type and style of toe rails                      -type and style of steps                      -type and style of ladders                      -number of steps                      -number of grab handles</p>	

CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>-location of grab handles</p> <p><b>2. Tail Gate Spreader</b>                      The City of Richmond requires a Swenson SA series tailgate spreader for ice and snow control. Spreader shall accommodate the dump box complete with all accessories.                      STATE                      -what is offered</p> <p><b>3. Tool Box</b>                      Under body frame mounted vented toolbox constructed of 1/8" aluminium checker plate with front opening, key lock at latch and weatherproof.                      STATE                      -what is offered</p> <p><b>4. Manuals</b>                      Provide two (2) sets of service, parts and operators manuals.                      STATE                      -what is offered</p> <p><b>5. Warranty</b>                      Provide details concerning the applicable warranty overall and if different, for components.                      STATE                      -warranty details                      extended warranties offered</p> <p><b>6. Delivery</b>                      State the number of days from the date of order to the date of delivery FOB to the City of Richmond Public Works Operations Yard.                      STATE                      -number of days to deliver                      -date of delivery</p> <p><b>7. Operations Tower</b>                      The unit shall have a stand-alone operations tower located between the seats.                      STATE                      -what is offered</p> <p><b>8. Unit shall have all schematics, service schedules, part numbers</b></p>	



CITY OF RICHMOND SPECIFICATIONS	STATE SPECIFICATIONS
<p>and manuals upon delivery of unit.</p> <p>STATE</p> <p>-what is offered</p> <p><b>9. Training</b></p> <p>The City of Richmond requires snow/ice control training by the supplier for their drivers/operators to be coordinated with the Fleet Training officer. All costs associated are to be the responsibility of the supplier.</p> <p>STATE</p> <p>-what is offered</p> <p><b>10. Under-Body Snow Plough</b></p> <p>The City of Richmond requires a under-body snow plough on each unit to meet the community requires for ice and snow control as follows:</p> <p>STATE</p> <ul style="list-style-type: none"><li>- make and model</li><li>- dimensions</li><li>- edges, rubber cutting edge preferred</li><li>- type and size of cylinder</li><li>- type and style of safety trip</li><li>- type/size/style of hinge shaft</li><li>- type/size/style of mounting brackets</li><li>- please list any other related requirements, options or alternatives.</li></ul>	

## **Environmental Terms and Conditions of Contract**

### **1.0 Environmental Policy Requirements**

#### **1.1 The City of Richmond's Environmental Purchasing Policy**

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.
- 1.1.4 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

## General Conditions of the Contract

### 1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

**The Contractor:** The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

**The City:** City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

### 2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

### 3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

### 4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

**General Conditions of the Contract (Cont'd)**

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

**5. Payments**

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

**6. Indemnification and Insurance**

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

**7. Liens**

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

**8. Patent Fees**

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

**9. Default**

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.

**General Conditions of the Contract (Cont'd)**

- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

**10. Taxes**

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

**11. Laws**

The laws of British Columbia shall govern the work.

**12. Time**

Time shall be the essence in this Contract.

**13. Assignment**

Neither party to the Contract shall assign the Contract without the written consent of the other.

**14. Changes**

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

**15. Notices**

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.  
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

**3028Q**

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province <span style="float: right;">Postal Code</span>	
	Telephone Number	