



Contract 3451Q

Supply and Delivery of AERIAL TRUCK CHASSIS CAB HYBRID

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 3451Q - SUPPLY AND DELIVERY OF AERIAL TRUCK CHASSIS CAB HYBRID

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 12:00 noon, Local time:

Wednesday, January 28th, 2009

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 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.
9. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".

Instructions to Bidders (Cont'd)

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 II - Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604-276-4135
E-mail: 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

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 Protection of 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.

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

Instructions to Bidders (Cont'd)

18. Except as expressly and specifically permitted in these Instructions to Bidders, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.

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
Aerial Truck Chassis Cab Hybrid	1	\$ _____	\$ _____

Subtotal \$ _____
Provincial Sales Tax \$ _____
Goods and Services Tax \$ _____

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

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

<p align="center">Hybrid Chassis Cab Specifications</p> <p align="center"><i>(Bidders: do not write in this section)</i></p>	<p>Make:</p>
	<p>Model No.</p>
	<p>Year:</p>
	<p align="center">Bidders to indicate compliance or deviations with specifications below</p>
<p>OVERVIEW</p> <p>The City of Richmond requires quantity here cab and chassis suitable for after deliver installation of 40'-50' aerial device and a service body.</p> <p><u>State:</u> Make and Model of the unit.</p>	
<p>A. CAB</p> <p>1. <u>Cab Style</u> Conventional type cab and single axle chassis with dual wheel drive.</p> <p><u>State:</u> Cab Style</p>	
<p>2. <u>Wheelbase</u> A wheelbase of approximately 386 cm (152") is required.</p> <p><u>State:</u> What is offered.</p>	
<p>3. <u>Cab Axle</u> A cab to axle measurement of approximately 213 cm (84") is required.</p> <p><u>State:</u> Cab to axle measurement.</p>	

<p style="text-align: center;">Hybrid Chassis Cab Specifications</p> <p style="text-align: center;"><i>(Bidders: do not write in this section)</i></p>	Make:
	Model No.
	Year:
	Bidders to indicate compliance or deviations with specifications below
<p>4. <u>Front Bumper to Back of Cab</u></p> <p><u>State:</u> Dimensions.</p>	
<p>5. <u>GVWR</u> Require approximately 14,515 kg (32,000 lb) GVWR.</p> <p><u>State:</u> GVWR.</p>	
<p>6. <u>Curb Weights</u></p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Front curb weight. 2. Rear curb weight. 	
<p>7. <u>Paint</u> Frame and wheels to be black. Factory applied or equal. Cab to be Acrylic Enamel Dupont B8917 (white) or approved equivalent.</p> <p><u>State:</u> What is offered.</p>	
<p>8. <u>Seats</u> Vinyl individual seat for driver with two (2) man bench seat. Drivers' seat to be a weight suspension type with adjustable lumbar setting.</p> <p><u>Prefer:</u> Air suspended drivers' seat.</p> <p><u>State:</u> Type of seat supplied.</p>	

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	Model No.
	Year:
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<p>9. <u>Tilting Hood</u> Required.</p> <p><u>State:</u> What is offered.</p>	
<p>10. <u>Steering</u> Power steering with smallest possible turning radius.</p> <p><u>State:</u> Turning radius.</p>	
<p>11. <u>Frame</u></p> <ol style="list-style-type: none"> 1. Straight frame with reinforcement. 2. Front bumper extension to mount electric or hydraulic 5,443 kg (12,000 lbs) rated winch. <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Section modulus, and resisting bending moment (RBM) of frame. 2. Length of bumper extension. 	
<p>12. <u>Noise Levels</u> In cab noise levels to be less than 85 dbA.</p> <p><u>State:</u> dbA level inside the cab.</p>	

<p>Hybrid Chassis Cab Specifications</p> <p><i>(Bidders: do not write in this section)</i></p>	<p>Make:</p> <p>Model No.</p> <p>Year:</p> <p>Bidders to indicate compliance or deviations with specifications below</p>
<p>B. POWERTRAIN</p> <p>1. <u>Engine</u> An electronically controlled diesel engine with no more than 230 HP and approximately 630 ft. lb. torque diesel engine. Engine to come with all available sound silencing options. Engine must also meet emission regulations set out by the EPA. Prefer the quietest diesel engine meeting HP/ torque specification. The engine will be operated on B5 biodiesel. Engine warranty should not be void when using this fuel. Prefer engine to operate on B20 biodiesel. Engine to have the ability to operate with hybrid drive unit.</p> <p>Anti-idling option required to automatically shut off the engine if it idles longer than 5 minutes. Engine shut of time to be adjustable.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Make, model and serial number of engine. 2. Net horsepower and rated RPM. 3. Net torque and rated RPM. 4. Engine displacement. 5. EPA certified PM, NOx, HC, CO and if available CO₂ emission levels in grams per brake horsepower. These emission levels should be actual engine emissions and not the EPA Certification Levels. 6. Estimated fuel consumption of the engine <ol style="list-style-type: none"> a. Litres/hr at max horsepower; b. Litres/hr at max torque. 7. Is engine capable of running on alternate fuels and what type is recommended? 8. Will alternate fuels void engine warranty. 9. Is the B5 blend of biodiesel approved by the engine manufacturer for use in this engine? If so, what conditions or modifications apply, if any? 10. Will the B5 blend of fuel void or alter manufacturer's engine warranty? If so, in what way? 11. Is the B20 blend of biodiesel approved by the engine manufacturer for use in this engine? If so, what conditions or modifications apply, if any? 12. Will the B20 blend of fuel void or alter the 	

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	Model No.
	Year:
	<p style="text-align: center;">Bidders to indicate compliance or deviations with specifications below</p>
<p>2. <u>Cooling System</u> Cooling system capable of operating truck hydraulic system at idle speed. Heavy-duty radiator complete with silicone hoses and antifreeze to -25°. Electrically actuated fan hub to cool engine at idle speed when truck is operating while parked.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Type of fan hub supplied. 2. Is cooling capacity sufficient to operate engine at idle. 	
<p>3. <u>Exhaust System</u> Horizontal muffler tailpipe directed to the street side near rear wheel.</p> <p><u>State:</u> What is offered.</p>	
<p>4. <u>Fuel Tank</u> Step style of at least 185 litres (40 gal), to be full on delivery.</p> <p><u>State:</u> Capacity and location of fuel tank.</p>	

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<p>5. <u>Transmission</u> Allison automatic transmission or equivalent that meets engine horse power and torque requirements; transmission to come with oil filter and live PTO capability. Optimal shift settings for typical speed of 50 KPH with a maximum speed capability of 90KPH</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. If complies. 2. If transmission fully compatible with engine. 3. Transmission make and model. 4. Torque converter make and model. <p><u>Provide:</u></p> <ol style="list-style-type: none"> 1. SCAAN analysis sheet with the tender. 	
<p>6. <u>Fuel Water Separator</u> 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 micron media.</p> <p><u>State:</u> What is offered.</p>	
<p>7. <u>Brakes</u></p> <p>Hydraulic four (4) wheel ABS disc brakes complete with spring set parking brake.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Size and type of front. 2. Size and type of rear. 3. Type of parking brake. 	

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<p>8. <u>Rear Axle</u> Single speed, 9,525 kg (21,000 lb) capacity complete with auxiliary springs. Gearing to be for 100 km/h (60 mph). Manual or driver controlled differential lock.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Axle capacity. 2. Suspension capacity. 3. Gear ratio. 4. Type of differential lock. 	
<p>9. <u>Front Axle</u> 5,443 kg (12,000 lb) capacity. Prefer setback axle to decrease turning radius.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Axle capacity. 2. Suspension capacity. 3. If setback provided. 4. Turning radius. 	
<p>10. <u>Shock Absorbers</u> Heavy-duty front and rear shock absorbers are required.</p> <p><u>State:</u> What is offered.</p>	

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<p>11. <u>Tires and Wheels</u> Tires must match or exceed axle and suspension ratings. Require 11R22.5H six (6) radial tubeless tires: Front: 2 – “Michelin XZY-3” City of Richmond approved equal. Rear: 4 – “Michelin” XDY-2 or City of Richmond approved Equal.</p> <p><u>State:</u> 1. If complies. 2. Make, size, and type of front and rear tires. 3. Rating and capacity of front and rear tires.</p>	
<p>12. <u>Serial Numbers</u> Vendor to provide the engine and transmission serial numbers upon deliver of the unit.</p> <p><u>State:</u> If in compliance.</p>	
<p>C. ELECTRICAL</p> <p>1. <u>Alternator</u> 160 amp heavy-duty.</p> <p><u>Prefer:</u> Leece Neville.</p> <p><u>State:</u> 1. Type of alternator offered. 2. Alternator output.</p>	

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<p>2. <u>Battery</u> Two (2) 760 CCA minimum. Maintenance free type.</p> <p><u>State:</u> What is offered.</p>	
<p>3. <u>Heater</u> Heavy-duty heater, complete with defroster.</p> <p><u>State:</u> What is offered.</p>	
<p>4. <u>Wipers</u> Two (2) speed electric wiper controls complete with intermittent feature. Wiper system shall include window washer system.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Wipe control. 2. Washer system type. 	
<p>5. <u>Cab Light</u> Door actuated cab light required.</p>	
<p>6. <u>Signal Lights</u> Heavy-duty self-cancelling turn signal and control.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Make and type. 2. Self-cancelling. 	

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<p>7. <u>4-Way Flasher</u> Heavy-duty.</p> <p><u>State:</u> What is offered.</p>	
<p>D. ACCESSORIES</p> <p>2. <u>Hand Throttle</u> Prefer electronic type.</p> <p><u>State:</u> Type of throttle.</p>	
<p>3. <u>Tinted Windshield</u> Safety windshield, tinted type, having capability for a minimum of 70% filtration for temperature control.</p> <p><u>State:</u> Windshield tint grade.</p>	
<p>4. <u>Mirrors</u> Two (2) "West Coast" style mirrors, rectangular heads having a minimum 15 cm x 35 cm (6" x 14") surface, complete with a minimum 15 cm (6") convex heads (square or circular). Mirrors shall be of the break way type and heated.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. If there are mirrors on both sides. 2. Style of the mirrors. 3. Make and model of the mirrors. 4. The dimensions of the mirror. 5. If the mirrors are heated. 	

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<p>5. <u>Arm Rests</u> Both front doors.</p> <p><u>State:</u> If offered.</p>	
<p>6. <u>Tow Hooks</u> Two (2) ring type mounted on front frame.</p> <p><u>State:</u> If offered.</p>	
<p>7. <u>Drain Plugs</u> Magnetic for transmission, rear axle and crankcase.</p> <p><u>State:</u> If offered.</p>	
<p>8. <u>Radio</u> Vehicle shall have an AM/FM radio.</p> <p><u>State:</u> Make and type.</p>	
<p>9. <u>Instrument Panel</u> Prefer electric, complete with gauge package including tachometer and clock.</p> <p><u>State:</u> If offered.</p>	

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<p>10. <u>Grab Handles</u> Prefer grab handles to be installed for ease of entering and existing cab.</p> <p><u>State:</u> What is offered.</p>	
<p>11. <u>Back-Up Alarm</u> Having 100 dBA electric warning variable audible alarm.</p> <p><u>State:</u> Type and dBA rating.</p>	
<p>12. <u>Floor Mat</u> Heavy-duty rubber.</p> <p><u>State:</u> What is offered.</p>	
<p>13. <u>Air Precleaner</u> Air precleaner complete with in-cab restriction indicator.</p> <p><u>State:</u> What is offered.</p>	

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<p>14. <u>Delivery</u> The Units must be delivered FOB to City of Richmond Public Works Yard at 5599 Lynas Lane.</p> <p>The City of Richmond prefers delivery times which are as close as possible to the date receipt of order to the successful Tenderer.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. If Units will be delivered FOB to the requested location. 2. Number of days from date of receipt of order to the date of delivery. 	
<p>15. <u>Keys</u> Four (4) full sets of keys to be provided at vehicle delivery.</p> <p><u>State:</u> Compliance.</p>	

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<p>16. <u>Training</u></p> <p>Each training instructor must be factory certified to train and have at least one year of operation/repair/service experience with the Unit being supplied. All training session(s) to take place at enter training site here.</p> <p>Maintenance training to include two identical sessions outlining prescribed maintenance, diagnostics, and most common repair procedures for the Unit. One session to take place between the hours of 7am and 3pm and another between the hours of 3pm and 11pm in both cases on a business day and will be provided on the date selected by the City of Richmond. The City of Richmond will give the Contractor at least 7 days' prior written notice of the scheduled time and will endeavour to schedule the sessions within two weeks before or two weeks after the arrival of the first Unit(s) to the Delivery Site.</p> <p>Operator training to include two identical sessions outlining all information needed for an operator to safely and efficiently operate the Unit and will be scheduled by the City of Richmond and will be provided on the date selected by the City of Richmond. The City of Richmond will give the Contractor at least 7 days' prior written notice of the scheduled time and will endeavour to schedule the sessions within two weeks before or two weeks after the arrival of the first Unit(s) to the Delivery Site.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. If complies. 2. Course outline/subject description for maintenance training sessions and also for operator training sessions. 3. Description of training methodology and aids used (CDs, DVDs, etc). 4. Are there any pre-requisites for the trainees in either course? If so, what are these pre-requisites? 	

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	<p>Model No.</p>
	<p>Year:</p>
	<p>Bidders to indicate compliance or deviations with specifications below</p>
<p>17. <u>Manuals</u> Chassis cab manuals must be provided to City of Richmond at time of delivery of each Unit.</p> <p>Manuals for each Unit must include:</p> <ul style="list-style-type: none"> • State quantity here copies of parts manuals. • State quantity here copies of service/maintenance manuals. • State quantity here copies of operator manuals. • Detailed lubrication chart <p>Please note that CD/DVD versions of manuals are preferred.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. If complies. 2. Titles of all the manuals that will be provided at time of delivery. 3. Which manuals will be available in CD/DVD format. 4. Which manuals, if any, are also published on the internet for access by Contractor's customers and for updating purposes and if so, how often are they updated? 5. Are these manuals different from the ones provided during the training courses or not? If identical, please confirm. If not, please describe differences. <p><u>State:</u> What is offered.</p>	

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	Model No.
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<p>18. <u>Demonstration</u> A demo of the tendered Unit must be provided to the City of Richmond upon request for evaluation purposes within two weeks from the request of the Fleet Services Supervisor. Demo to take place with City of Richmond crews at City of Richmond site as determined by the Fleet Services Supervisor.</p> <p><u>State:</u></p> <ol style="list-style-type: none">1. If an identical demo unit is available as stated above.2. Earliest demo date.3. Location of the demo unit.	

<p>Hybrid Chassis Cab Specifications</p> <p><i>(Bidders: do not write in this section)</i></p>	<p>Make:</p> <p>Model No.</p> <p>Year:</p> <p>Bidders to indicate compliance or deviations with specifications below</p>
<p>E. OPTIONS</p> <p>1. <u>Hybrid Drive Unit</u> A hybrid drive unit suitable for after delivery installation of 40-50ft aerial device or service body. Approximately 60 hp hybrid motor with 6-speed automated manual, hybrid drive unit with electronic shift controls and ePTO capability. Engine to not exceed 230HP. Power Electronics Carrier (PEC) to have lithium ion batteries complete with a cooling fan temporarily mounted on chassis frame rails for later installation on the service body. PEC to come with approximately 213 cm (84") power cable. DC/DC converter capable of charging 12V battery system in engine off mode while operating auxiliary equipment. Drive unit to come with a motor inverter/controller and an electric clutch for hybrid application.</p> <p><u>State:</u></p> <ol style="list-style-type: none"> 1. Motor horsepower. 2. Motor torque. 3. Make and model of the automated manual transmission. 4. Torque rating of the automated manual transmission only. 5. If the hybrid drive unit is ePTO capable. 6. Make, model and type of batteries. 7. Number of batteries. 8. Battery recharge time. 9. Location of temporary mounting of batteries. 10. Length of power cables. 11. If DC/DC inverter/controller supplied. 12. If motor inverter/controller offered. 13. If electric clutch offered. 14. If any changes need to be made to the engine to hybridize the unit. 15. Change in curb weights due to the hybrid components. 16. Any other changes due to hybridization. 	

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<p>2. <u>ePTO</u> Electronic PTO controller to turn on/off engine to recharge the battery while operating auxiliary equipment.</p> <p><u>State:</u> Make and model of ePTO controller.</p>	
<p>3. <u>Regenerative Breaking</u></p> <p><u>State:</u> What is offered.</p>	
<p>4. <u>Exhaust Brake</u></p> <p><u>State:</u> What is offered.</p>	
<p>5. <u>Drive Seat</u> Air ride driver seat.</p> <p><u>State:</u> What is offered.</p>	
<p>6. <u>Passenger Bench Seat</u> Air ride passenger bench seat.</p> <p><u>State:</u> What is offered.</p>	
<p>7. <u>Engine Block Heater</u></p> <p><u>State:</u> What is offered.</p>	

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	Year:
	<p style="text-align: center;">Bidders to indicate compliance or deviations with specifications below</p>
<p>8. <u>Air conditioning</u></p> <p><u>State:</u> What is offered.</p>	
<p>9. <u>Extended Warranty</u></p> <p><u>State:</u> Provide terms of optional extended vehicle and component warranty (i.e. engine, transmission).</p>	
<p>10. <u>CD Player</u></p>	
<p>11. <u>Auxiliary 5 KW Power Panel</u></p> <p><u>State:</u> What is offered</p>	

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.

1.2 Environmental attributes of company

- 1.2.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.2.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution

prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.2.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.3 Environmental purchasing resources

- 1.3.1 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.

3451Q

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 Postal Code	
	Telephone Number	



January 6th, 2009
File: 3451Q

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Bidders

Dear Sir/Madame:

Re: Request for Quotation 3451Q - Supply & Delivery of Aerial Truck Cab and Chassis - Addendum 1

Part 1: Inquiries

We have received questions and comments related to this Request for Quotation (RFQ). This addendum lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your quotations:

Q.1 Is it possible to have copy of the RFQ forms in WORD format in order to complete our quotation in electronic format?

A.1 If you are interested in receiving these forms in original format (MS Word), please send a request to purchasing@richmond.ca. Please ensure that the information you provide is included in the spaces provided. If additional space is required, then attach in separate pages. Please be advised that the City will reject any quotations in which the language on these forms is modified.

Part II: Correction to Instructions to Bidders Section of the RFQ:

Please replace item 7 in the *Instructions to Bidders* with the following:

“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.”

Yours truly,

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Mike Lederer - Supervisor, Fleet Operations