



**Contract 3499Q**

**Supply and Delivery of SELF CONTAINED BREATHING APPARATUS AND SUPPLIES**

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: \_\_\_\_\_

## Table of Contents

Cover Page .....	1
Table of Contents .....	2
Instructions to Bidders .....	3
Quotation Form .....	6
Schedule of Quantities and Prices .....	7
List of Previous Contracts .....	12
Environmental Terms and Conditions of Contract .....	13
General Conditions of the Contract .....	GC1-GC4
Notice of No Bid	

### **Instructions to Bidders**

1. Sealed quotations, plainly marked on the envelope:

**CONTRACT 3499Q - SUPPLY AND DELIVERY OF SELF CONTAINED BREATHING APPARATUS AND SUPPLIES**

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 3:00pm, Local time:

**Monday, March 16th, 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.
  - (viii) Delivery times
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". Alternate Quotations are only based on cost. Substitutions for "Scott" products will not be considered and will be disqualified.
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

Daianna Panni  
Buyer I  
Purchasing Section  
City of Richmond

Telephone: 604-276-4270  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

Technical

Debby Newton  
Administrative Assistant/Purchaser  
Fire-Rescue Department  
City of Richmond

Telephone: 604-303-2703  
E-mail: [dnewton2@richmond.ca](mailto:dnewton2@richmond.ca)

Harold Dion  
Captain SCBA Program  
Fire-Rescue Department  
City of Richmond

Telephone: 604-303-2745  
E-mail: [hdion@richmond.ca](mailto:hdion@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 90 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.

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

15. The duration of the contract shall be for two (2) years and may be renewed for an additional two one-year periods, to a maximum of four (4) years, upon mutual consent of both parties. Notwithstanding the foregoing the City may cancel the contract at any time. The contract schedule is as follows:

**April 1, 2009 – March 31, 2011**

**April 1, 2011 – March 31, 2012 (optional one year term)**

**April 1, 2012 – March 31, 2013 (optional one year term)**

16. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Protection of Privacy Act of British Columbia.
17. 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.
18. The contract may or may not be awarded to more than one bidder. For example: One bidder for 4500psi Cylinders and another bidder for the remainder of items.
19. The City, its agents and employees shall not be responsible for any information given by way of verbal communication.
20. 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.

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. The quantities provided are a three-year estimate. They do not guarantee actual quantities ordered. An estimate of five to six (5 – 6) orders are placed every year. The items below must be “**SCOTT**” brand only. No substitutions will be accepted.

Regulator Rebuilds				
Part #	Description	Qty	Unit Cost	Extension
10005368	Gasket	60	\$ _____	\$ _____
10006455	Preformed Packing	120	\$ _____	\$ _____
36684-047	Retaining Ring	60	\$ _____	\$ _____
33481-007	Roll Pin (2)	90	\$ _____	\$ _____
802210-01	Demand Piston	60	\$ _____	\$ _____
18070-00	Preformed Packing	60	\$ _____	\$ _____
803792-01	Diaphragm	60	\$ _____	\$ _____
10010666	O-Ring (2)	120	\$ _____	\$ _____
10010667	O-Ring (3)	180	\$ _____	\$ _____
200016-02	Hose Assembly HUD	6	\$ _____	\$ _____
804194-01	Button Cover	30	\$ _____	\$ _____
33354-016	Self-Tapping Pan Head Screw	30	\$ _____	\$ _____
Reducer Rebuilds				
Part #	Description	Qty	Unit Cost	Extension
802295-01	Check Valve	90	\$ _____	\$ _____
804334-01	Low Cylinder Transfer Valve	60	\$ _____	\$ _____
10005250	Filter (2)	240	\$ _____	\$ _____
10005296	Body	3	\$ _____	\$ _____
10005305	Back-up Ring (2)	120	\$ _____	\$ _____
10005774	Sleeve	120	\$ _____	\$ _____
10005775	Valve Seat (2)	120	\$ _____	\$ _____
10007560	O-Ring	60	\$ _____	\$ _____

## Reducer Rebuilds

Part #	Description	Qty	Unit Cost	Extension
10007561	O-Ring (2)	120	\$ _____	\$ _____
10007563	O-Ring (2)	120	\$ _____	\$ _____
10007565	O-Ring (2)	120	\$ _____	\$ _____
10007842	Spiral Pin (Hi-Press Hose) (2)	120	\$ _____	\$ _____
18002-00	O-Ring	60	\$ _____	\$ _____
18012-00	O-Ring	60	\$ _____	\$ _____
18021-00	O-Ring (2)	120	\$ _____	\$ _____
18070-00	O-Ring	90	\$ _____	\$ _____
18071-00	Back-up Ring (gauge line 3)	240	\$ _____	\$ _____
18071-01	O-Ring	60	\$ _____	\$ _____
18099-00	O-Ring	60	\$ _____	\$ _____
19966-00	O-Ring (3)	180	\$ _____	\$ _____
33361-017	Screw Cap	30	\$ _____	\$ _____
33481-004	Spiral Pin	120	\$ _____	\$ _____
33481-107	Roll Pin (Remote Gauge) (2)	180	\$ _____	\$ _____
36705-01	Back-up Ring (2)	120	\$ _____	\$ _____
36862-06	O-Ring (2)	120	\$ _____	\$ _____
55622-00	O-Ring (4)	270	\$ _____	\$ _____
56940-00	O-Ring	90	\$ _____	\$ _____
57264-00	Nipple Gasket	90	\$ _____	\$ _____
18062-00	Pre-formed Packing	60	\$ _____	\$ _____
55810-00	O-Ring (remote line) (3)	240	\$ _____	\$ _____
802221-02	Outlet & Relief Manifold	15	\$ _____	\$ _____
802227-01	Auto Transfer Cap	60	\$ _____	\$ _____
10008924	O-Ring	60	\$ _____	\$ _____
18071-02	Back-up Ring (Hi-Press Hose)	90	\$ _____	\$ _____
19003-00	O-Ring (1)	60	\$ _____	\$ _____



**Pak Alert Console**

<b>Part #</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Extension</b>
200189-01	Battery Cover Assembly	30	\$ _____	\$ _____
50786-01	Yellow Identification Ring	15	\$ _____	\$ _____
50786-02	Red Identification Ring	15	\$ _____	\$ _____
804092-02	Gauge 4500 psi	30	\$ _____	\$ _____
805177-01	Pressure Switch	30	\$ _____	\$ _____
10008535	Gauge Retaining Strap	90	\$ _____	\$ _____
10009045	Retaining Clip	30	\$ _____	\$ _____
40015100	Gasket Kit	9	\$ _____	\$ _____

**Tri-Lobe Valve Rebuilds**

<b>Part #</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Extension</b>
58652-00	Neck O-Ring	240	\$ _____	\$ _____
55810-00	Gauge O-Ring	240	\$ _____	\$ _____
18071-00	Gauge Back-up Ring	240	\$ _____	\$ _____
36713-00	Seat	240	\$ _____	\$ _____
37079-01	Stem O-Ring	240	\$ _____	\$ _____
37091-01	Preformed Packing	240	\$ _____	\$ _____
37082-01	Bonnet O-Ring	240	\$ _____	\$ _____
26954-01	Safety Device (4500 psi)	240	\$ _____	\$ _____
10007775	Screw (bumper)	60	\$ _____	\$ _____
36755-02	Handwheel Assembly	60	\$ _____	\$ _____
36757-02	Valve Stem Nut	60	\$ _____	\$ _____
37093-02	Valve Stem	60	\$ _____	\$ _____
37092-02	Bonnet	60	\$ _____	\$ _____

**Back Frame & Harness**

Part #	Description	Qty	Unit Cost	Extension
804428-01	Shoulder Pad Assembly	9	\$ _____	\$ _____
804481-01	Waist to Shoulder Belt	6	\$ _____	\$ _____
804471-01	Waist Pad Assembly	6	\$ _____	\$ _____
10008880	Reg Holder on Waist Strap	60	\$ _____	\$ _____

**AV 3000 Mask Parts**

Part #	Description	Qty	Unit Cost	Extension
805808-01	Head Harness - Kevlar (Sm/Med)	21	\$ _____	\$ _____
805808-02	Head Harness – Kevlar (Large)	15	\$ _____	\$ _____
805787-01	Voice Amp Clamp (AV 3000)	45	\$ _____	\$ _____
804564-01	Voice Amplifier	15	\$ _____	\$ _____

**4500PSI Cylinder**

Part #	Description	Qty	Unit Cost	Extension
10009671	4500 psi - 30 min Cylinder (no valve)	60	\$ _____	\$ _____

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

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

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

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

**Price Fluxations**

Term	(+ or -) %
Year 3	
Year 4	

**Delivery:**

The City requests goods to be delivered within 2 weeks. If this level of service cannot be met, please indicate your delivery terms.

\_\_\_\_\_

During the contract period, if goods cannot be delivered within 2 weeks, the City has the right to order goods from an alternate supplier.

**Technical Support Service:**

The City of Richmond requires technical support on an on-going basis throughout the contract. Calls and e-mails must be returned within 24 hours. Please list the type of services provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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)

## **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. Term and Termination**

This contract shall be effective for three consecutive, one-year periods, from the date of the first purchase order issued under this contract.

Notwithstanding any other provisions of this contract, either party may terminate this contract at any time upon at least two (2) weeks' written notice delivered to the other party, or such other time and in such a manner as may be agreed upon by the parties. This contract terminates on the expiry of that two (2) week period or other time period agreed upon by the parties.

**7. 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.

**8. 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.

**9. 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.



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

**10. 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.
- (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.

**11. 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.

**12. Laws**

The laws of British Columbia shall govern the work.

**13. Time**

Time shall be the essence in this Contract.

**14. Assignment**

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

**15. 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.

**16. 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

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

"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.

**3499Q**

**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	



City of Richmond

**Fax Cover Sheet**

---

**To:** Name: TO THOSE WHO HAVE  
Company: RECEIVED COPIES OF  
3499Q

**File:** 3499Q  
**Date:** March 11, 2009  
**Fax:**

---

**From:** Department: Purchasing  
Name: Daianna Panni

**Phone:** 604-604-4270  
**Fax:** 604-604-4162

---

**If you have any problems with this fax, contact: at 604-276-4270**

---

Total no. of pages, including cover sheet:  
Mailed original to follow:

---

**Message:**

**Re: RFQ 3499Q  
Addendum No. 1  
Supply and Delivery of Self Contained Breathing Apparatus and Supplies**

On page 9, the following changes have been made.

**Replace:**

37091-01 Preformed Packing & 36757-02 Valve Stem Nut

**With:**

37091-02 Preformed Packing & 33220-01 Valve Stem Nut

Sorry for any inconvenience.

Yours truly

Daianna Panni  
Buyer I  
City of Richmond