



**REQUEST FOR QUOTATION 4628Q
CITY OF RICHMOND – TIRE CONTRACT**

Quotations 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 pm local time on Monday, May 26, 2014

NOTES:

1. Three (3) copies of quotations shall be in a sealed envelope or package marked with the bidder's Name, the RFQ Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.

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

Daianna Panni - Buyer

email: purchasing@richmond.ca

The deadline for all enquiries is **12:00 pm local time, Thursday, May 15, 2014.**

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PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for supply, delivery and installation of tires as set out herein, for the City of Richmond.

2.0 Contract Term

- 2.1 The duration of the contract shall be for two (2) year and may be renewed for an additional three (3) one-year periods, to a maximum of five (5) years, upon mutual consent of both parties. Notwithstanding the foregoing the City may cancel the contract at any time.

3.0 Pricing

- 3.1 Prices quoted will be in Canadian currency and exclusive of all taxes, F.O.B. destination to the sites named herein, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

4.0 Inquiries and Clarifications

- 4.1 It is the sole responsibility of the Bidder to thoroughly examine these documents and satisfy itself as to the full requirements of this RFQ. Inquiries are to be in written form only, e-mailed to the contact person shown on the cover page. If required, an addendum will be published on the following websites:

- a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- b) City's website: <http://www.richmond.ca/busdev/tenders.htm>

- 4.2 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

5.0 Submission of Quotation

- 5.1 The response to this Request for Quotations (RFQ) with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the "Closing Time"). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 5.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

PART A – INSTRUCTIONS TO BIDDERS

- 5.3 The Bidder shall submit three (3) copies of its Quotation in accordance with the instructions stated herein.
- 5.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialed by the authorized signatory in the spaces provided.
- 5.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 5.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to Closing Time.
- 5.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 5.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.
- 5.9 Warranty information and details

6.0 Conflict of Interest

- 6.1 By submitting a Quotation, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

7.0 Evaluation of Quotations

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

PART A – INSTRUCTIONS TO BIDDERS

- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) financial offer including but not limited to life cycle cost (transaction price, estimated residual value, operating cost including maintenance, repair and fuel costs) warranty, and any other life cycle considerations;
 - c) the Bidder's ability to meet the delivery timelines set out herein;
 - d) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
 - e) any other criteria set out in the RFQ.
- 7.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
- 7.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.
- 7.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.
- 7.5 Preference may be given to Quotations offering environmentally beneficial products or services.

8.0 Acceptance and Rejection of Quotations

- 8.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:
- a) accept any Quotation;
 - b) reject any Quotation;
 - c) reject all Quotations;
 - d) accept a Quotation which is not the lowest Quotation;

PART A – INSTRUCTIONS TO BIDDERS

- e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
 - f) reject a Quotation even if it is the only Quotation received by the City;
 - g) accept all or any part of a Quotation; and
 - h) split the Requirements between one or more Bidders.
- 8.2 All Quotations shall be irrevocable and remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 8.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

9.0 Award of Contract

- 9.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 9.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City’s purchase order including the standard purchase order terms and conditions;
 - b) Or any mutually agreed to amendments between the Bidder and the City;
 - c) The Quotation; and
 - d) The RFQ and any subsequent addenda.
- 9.3 Where the head office of the successful Bidder is located within the City of Richmond and/or where the successful Bidder is required to perform the Service at a site located within the City of Richmond, the successful Bidder is required to have a valid City of Richmond business license prior to Contract execution.
- 9.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

PART A – INSTRUCTIONS TO BIDDERS

10.0 Publication of the Results of the Request for Quotation

- 10.1 The City will publish the name of the successful Bidder on the websites listed in Section 4.1. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Request for Quotation.

11.0 Quantities

- 11.1 The quantities stated herein are the City's best estimates of its requirements and should not be relied on. Actual quantities may vary.

12.0 Brand Names

- 12.1 Brand names are specified in the Schedule of Quantity and Prices area. If there are no brand names listed, then the Bidder can indicate the suggested brand.

13.0 Alternates and/or Variations to Specifications

- 13.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Bidders should bid in accordance with such Specifications, or if the Bidder cannot meet the Specifications, the Bidder may offer an alternative which it believes to be the equivalent.
- 13.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Specifications, the Bidder wishes to offer an alternative, the alternative Quotation shall be submitted separately in the same format as the initial Quotation.
- 13.3 The City is not obligated to accept any alternatives.
- 13.4 The City will determine what constitutes allowable alternatives and/or variations.

14.0 Freedom of Information and Protection of Privacy Act (BC)

- 14.1 Bidders should note that the City of Richmond is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

15.0 Confidentiality

- 15.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.
- 15.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

PART A – INSTRUCTIONS TO BIDDERS

16.0 Insurance

- 16.1 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.
- 16.2 All requested policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

PART B – GENERAL CONDITIONS

1.0 Definitions

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

“Act of God” means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the City, shall be deemed not to be acts of God;

“Bidder” means the individual, partnership, corporation or combination thereof, including joint ventures, who or which sign the Quotation form set out in Part D of this RFQ;

“City” means the municipal corporation, generally known as the City of Richmond.

“City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

“Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;

“Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;

“Contract Documents” means the purchase order, the Contractor’s Quotation, the RFQ and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;

“Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint ventures, who or which is awarded the Contract;

“Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

“F.O.B.” means all costs of freight, insurance, brokerage, customs duties and all other costs of delivery to the site named as F.O.B. will be borne by the Contractor and that ownership and title to all goods, materials, and equipment are transferred to the City when same are delivered by the Contractor to the City and the risk of loss or damage to the goods, materials and equipment transfers to the City only at such time as same are received and accepted by the City at the site named as “F.O.B.”;

“Goods” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

“GST” means the goods and services sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefore in force from time-to-time;

“OHS Regulation” means the *Workers Compensation Act* (British Columbia), including without limitation, the Occupational Health & Safety Regulation (BC Regulation 296/97, as amended by BC Regulation 185/99) enacted pursuant to such Act, all as such Act or Regulations are amended or re-enacted from time to time.

“PST” means British Columbia provincial sales tax and any successor tax or levies therefore in force from time-to-time;

“Quotation” means the Bidder’s response made on the Quotation form set out on Part E of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements; Part D – Quotation Form;

“Requirements” means all of the Specifications, requirements and services set out in the RFQ that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;

2.0 Independent Contractor

2.1 The Contractor, its Sub-contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and its sub-contractors are not, nor are they to be deemed to be, partners, appointees, employees or agents of the City.

3.0 Time of the Essence

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

4.0 Laws, Permits and Regulations

4.1 The laws of British Columbia shall govern the Contract.

4.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes,

specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

5.0 Inspection

- 5.1 The Goods are subject to inspection and in case is not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.
- 5.2 The City shall be the final judge of the Goods in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 5.3 The City will not be deemed to have accepted the Goods by virtue of a partial or full payment for it or prior inspection at the Contractor's facility.

6.0 Responsibility For Work

- 6.1 The Contractor shall be responsible for the Goods covered by this contract until it is delivered to the designated delivery point, regardless of the point of inspection.
- 6.2 Upon delivery of the Goods, the title shall pass from Contractor to the City. Passing of title shall not constitute acceptance of the Goods by the City.
- 6.3 Upon delivery of the Goods, the Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from Contractor's negligence.

7.0 Quality of Workmanship and Materials

- 7.1 The Contractor shall perform services associated with the Goods with the degree of care, skill and diligence normally applied in the performance of work of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.
- 7.2 The Contractor shall ensure that materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment.
- 7.3 The Contractor shall ensure that materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

8.0 Warranty

- 8.1 The Contractor warrants that the Goods supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then

this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).

- 8.2 The Contractor further warrants that the Goods is of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 8.3 Equipment and materials shall be **new**, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation.
- 8.4 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

9.0 Termination

- 9.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:
 - a) if the Contractor fails to make delivery of the Goods within the time specified, or fails to perform any other provisions, terms or conditions of the Contract within the time specified, or within a reasonable time if no time is specified;
 - b) if the Contractor fails to meet the delivery, install and repair requirements as outlined in section 19.
 - c) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
 - d) any failure of the Contractor to meet the safety requirements of the Contract;
 - e) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
 - f) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.
- 9.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).
- 9.3 Upon termination of the Contract(s) in whole or in part, the City may procure similar goods, materials, equipment and/or services and the Contractor shall be liable to the City for any excess costs for such similar goods, materials, equipment

and/or services. The Contractor shall not be liable for any excess costs if failure to perform arises by reason of strikes, lockouts, Acts of God or acts of the City. The City will not be liable where Delivery Sites are not available due to strikes, lockouts or Acts of God.

10.0 Payments

10.1 The City requests that the successful Contractor submit invoices to the City for the purchase of goods and/or services.

10.2 Contractor shall send all completed invoices to:

City of Richmond–Accounts Payable Dept.

6911 No 3 Road
Richmond, BC
Fax: 604-276-4000

10.3 One (1) invoice is required for each transaction. An invoice is required the **SAME** day or within 24 hours at the latest either hand delivered to or scanned and emailed to:

All purchases except for Fire-Rescue vehicles

Chris McKenzie-Cook @ cmckenziecook@richmond.ca
Phone: 604-244-1255

All Fire-Rescue purchases

Tom Hooker @ thooker@richmond.ca
Phone: 604-303-2716

All invoices shall include the minimum information. Payment will be processed once the following criteria is met.

- Tire name and model #
- Warranty information
- Quantity purchased
- Cost (goods and services separated)
- Name and model of vehicle serviced

10.4 The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.

11.0 Taxes

- 11.1 Unless otherwise provided herein, the Contractor shall pay all sales or excise taxes in force during the term of the Contract, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract(s).
- 11.2 Invoices shall show the appropriate amounts for GST and PST.

12.0 Conduct of the Contract

- 12.1 The City of Richmond's Manager, Purchasing shall have the conduct of the RFQ and the Contract.

13.0 Rectification of Damage and Defects

- 13.1 The Contractor shall rectify any loss or damage for which, in the opinion of the City the Contractor is responsible, at no charge to the City and to the satisfaction of the City. Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage forthwith upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

14.0 Failure to Perform

- 14.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor.
- 14.2 If the Contractor fails to perform any provision of the Contract due to reasons of strike, lockout or other work stoppages, the City may upon ten (10) days written notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

15.0 Dispute Resolution

- 15.1 All claims, disputes or issues in dispute between the City and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction with the Province of British Columbia and be governed by the laws of British Columbia.
- 15.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be

agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction with the Province of British Columbia.

15.3 In the event that the parties agree to arbitration, the arbitration shall take place in the Lower Mainland, British Columbia and be governed by the laws of British Columbia.

15.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

16.0 Delivery, Installation and Repair

16.1 On-site deliveries and/or installation shall be made to the following locations:

a) Fleet Garage – 5599 Lynas Lane, Richmond, BC

1. Deliveries accepted between 7:00 am and 1:00 am, Monday – Friday. The City mechanics may install and/or repair tires on all light vehicles with tire sizes up to nineteen point five (19.5). At times, the City’s mechanics will request the contractor to install and/or repair the tires on-site at the City’s garage.
2. For all tires larger than nineteen point five (19.5), such as tires for large trucks, backhoes and tractor, the City mechanics require tires to be delivered, installed and/or repaired at the City’s garage by the contractor’s mechanics.

b) Fire-Rescue – various Fire Hall locations

1. The City requires tires to be delivered, installed and/or repaired at the City’s Fire Halls by the contractor’s mechanics. Service times are from 8:00 am to 5:00 pm, six days a week Monday - Saturday. Preference is given to seven days a week Monday to Sunday.

Fire Hall locations

- a) No 1 Fire Hall – 6960 Gilbert Road, Richmond, BC
- b) No 2 Fire Hall – 11011 No 2 Road, Richmond, BC
- c) No 3 Fire Hall – 9100 Bridgeport Road, Richmond, BC
- d) No 4 Fire Hall – 3911 Russ Baker Way, Richmond, BC
- e) No 5 Fire Hall – 22451 Westminster Hwy, Richmond, BC
- f) No 6 Fire Hall – 9400 No 4 Road, Richmond, BC
- g) No 7 Fire Hall – 5731 No 6 Road, Richmond, BC

16.2 Phone calls and emails **must** be returned the same day.

16.3 One contractor’s representative should be assigned as the main contact for all City staff services and be available six (6) days a week. If at times, this representative

is not available, the contractor is required to give City staff advance notice of the alternate representative along with their contact information.

- 16.4 Deliveries and/or repair/installation **must** be delivered and/or installed/repaired on-site at a City of Richmond facility **the same day**, from request of service of order placed from City staff. In the event of a rare occurrence such as a back order, an exception can be considered, upon approval from City staff.
- 16.5 Contractor **must** be available 24/7 for road-side emergency repairs. Emergency road repairs can be located anywhere within the City of Richmond. This includes repairing flat tires. Contractor must be on-site in less than one (1) hour.
- 16.6 If conditions outlined in 19.1 to 19.4 are not met, the City has the right to purchase the goods and/or services from an alternate contractor.

17.0 Changes in Requirements

- 17.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.
- 17.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

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, General Conditions, Requirements, Quotation Form, and Undertaking of Liability Insurance and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Requirements and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

Total Truck Tires	\$
Total Truck Tires - Retreads	\$
Total Industrial, Farm and Utility Tires	\$
Total Light Truck Tires	\$
Total Wheels, Parts and Tubes	\$
Total Passenger Tires	\$
GRAND TOTAL	\$

PAYMENT TERMS _____ **EARLY PAYMENT TERMS** _____

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation **except for GST and PST.**

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

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.

Quantities are estimated two (2) year supply. Tires will be ordered as and when required. We do not warehouse or stock tires. A typical order is: one (1) to four (4) tires. The City mechanics may install the delivered tire on all vehicles up to the tire size of 19.5. The City mechanics may also require the contractor’s mechanic to deliver and install and/or repair the tire on-site (City facility). The contractor may be able to provide the necessary mobile equipment for installation and/or repair. The contractor will not be able to use the City’s equipment and/or tools for any purposes. For all vehicles that require larger tires, such as larger trucks, backhoes, and tractors, the City requires the contractor’s mechanic to deliver and install, and/or repair the tire on-site at the City’s garage.

Brands names are specified below. If no brand names are specified, please insert the suggested brand name.

TRUCK TIRES – NEW – ALL SEASONS

QUAN TITY	SIZE	DESCRIPTION	TUBELESS	BRAND NAME	MODEL # AND MFG. CODE	UNIT PRICE	TOTAL COST (Qty x Unit Price)
13	445/65R22.5	STEER TIRE	YES	BRIDGESTONE			
20	425/65R22.5	STEER TIRE	YES	BRIDGESTONE			
8	385/65R22.5	STEER TIRE	YES	BRIDGESTONE			
46	225/70R19.5	STEER TIRE	YES	BRIDGESTONE			
13	225/70R19.5	DRIVE TIRE	YES	BRIDGESTONE			

SUBTOTAL	\$
GST	\$
PST	\$
TOTAL QUOTED AMOUNT (Carried forward to Quotation Form – Truck Tires)	\$

SCHEDULE OF QUANTITIES AND PRICES

TRUCK TIRES - RETREADS

QUAN TITY	SIZE	DESCRIPTION	TUBELESS	TIRE NAME	MODEL # AND MFG. CODE	UNIT PRICE	TOTAL COST (Qty x Unit Price)
27	315/80R22.5	DRIVE TIRE	YES	BANDAG ECLIPSE			
138	11R22.5	DRIVE TIRE	YES	BANDAG ECLIPSE			
8	8R19.5	DRIVE TIRE	YES	BANDAG ECLIPSE			
36	225/70R19.5	DRIVE TIRE	YES	BANDAG ECLIPSE			
						SUBTOTAL	\$
						GST	\$
						PST	\$
						TOTAL QUOTED AMOUNT (Carried forward to Quotation Form – Truck Tires Retread)	\$

SCHEDULE OF QUANTITIES AND PRICES

INDUSTRIAL, FARM AND UTILITY TIRES – NEW – ALL SEASONS

QTY	SIZE	PLY	TIRE NAME	MODEL # AND MFG. CODE	UNIT PRICE	TOTAL COST (Qty x Unit Price)
6	11X4.00/5	6	CARISLE			
6	4.80/8	6	MARATHON			
6	18X9.50/8	6	CARILSE			
6	13X5X10	6	ITL			
36	18X8.50/10	6	CARISLE			
24	4.80/12	6	CARISLE			
37	23X10.50/12	6	CARISLE			
14	25X11.00/12	6	CARLISLE			
15	12LL16	6	GALAXY			
12	10R16.5	6	MICHELIN			
SUBTOTAL						\$

GST	\$
PST	\$
TOTAL QUOTED AMOUNT (Carried forward to Quotation Form – (Industrial, Farm and Utility Tires)	\$

SCHEDULE OF QUANTITIES AND PRICES

LIGHT TRUCK TIRES – NEW – ALL SEASONS

QUANTITY	SIZE	PLY	BRAND NAME	TUBELESS	MODEL # AND MFG. CODE	UNIT PRICE	TOTAL COST (Qty x Unit Price)
39	225/75R16	10	BRIDGESTONE	YES			
67	235/85R16	10	BRIDGESTONE	YES			
17	245/70R16	10	NOKIAN	YES			
25	245/75R16	10	NOKIAN	YES			
14	265/75R16	10	BRIDGESTONE	YES			
30	ST205/75R15	6	CARLISLE	YES			
22	ST225/75R15	10	RAKLA	YES			
SUBTOTAL							\$
GST							\$
PST							\$
TOTAL QUOTED AMOUNT (Carried forward to Quotation Form – (Industrial, Farm and Utility Tires)							\$

SCHEDULE OF QUANTITIES AND PRICES

WHEELS, PARTS and TUBES - NEW

QUAN TITY	SIZE	DESCRIPTION	BRAND NAME & MODEL #	UNIT PRICE	TOTAL COST (Qty x Unit Price)
20	1-1/4"	SNOWPLOW AXLE W/BUSHING			
6	10" X 4"	SNOWPLOW WHEEL (SOLID)			
6	8 X 7	4 HOLE TRAILER WHEEL			
12	410/350X4	TR87 TUBE			
12	11-400/5	TR87 TUBE			
21	23/10.50X12	TR13 TUBE			
SUBTOTAL					\$
GST					\$
PST					\$
TOTAL QUOTED AMOUNT (Carried forward to Quotation Form (Wheels, Parts and Tubes)					\$

SCHEDULE OF QUANTITIES AND PRICES

PASSENGER (CARS) TIRES – NEW - ALL SEASONS TIRE

QUANTITY	SIZE	PLY	BRAND NAME	TUBELESS	MODEL # AND MFG CODE	UNIT PRICE	TOTAL COST (Qty x Unit Price)
38	195/65R15	6	NOKIAN	YES			
14	205/65R15	6	NOKIAN	YES			
10	215/70R15	6	BRIDGESTONE	YES			
10	195/70R14	6	MICHELIN	YES			
8	175/65R14	6	NOKIA	YES			
8	215/70R14	6	Bf GOODRICH	YES			
SUBTOTAL							\$
GST							\$
PST							\$
TOTAL QUOTED AMOUNT (Carried forward to Quotation Form– (Passenger Tires)							\$

SCHEDULE OF QUANTITIES AND PRICES

OTHER CHARGES

Please note that this page MUST be filled out

Hours of operation (regular hours) _____ Over time Hours: _____

Environmental levy/tire charge (size 6 – 12) \$ _____ Environmental levy/tire charge (size 13 – 19) \$ _____

Environmental levy/tire charge (size 30 – 23) \$ _____

Labour cost to install tires – on site at City’s garage and/or Fire Hall \$ _____
(7:00 am to 10:00pm – six days a week)

Labour cost to install tires – at Contractor’s garage \$ _____

Flat tire repair cost – on site at City’s garage and/or Fire Hall \$ _____

Flat tire repair cost – at Contractor’s garage \$ _____

Flat tire repair cost – onsite – road-side emergency repair on any City of Richmond road \$ _____
(7:00 am to 10:00pm – seven days a week)

The tires and other charges rates listed in the schedule of prices are for the first term and must be held firm for the entire two (2) year contract. The chart below is for the next three (3) terms.

Term	(+ or -) %
2 (Year 3)	
3 (Year 4)	
4 (Year 5)	

Initials of Signing Officer