

City of Coquitlam

Request for Proposals

RFP No. 24-094

Supply and Delivery of
Fleet Standard - Compact Vehicles

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[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Tuesday, October 22, 2024
Deadline for Questions	2:00 PM (local time) Friday, November 8, 2024
Deadline for Issuing Addenda	Friday, November 8, 2024
Submission Deadline	2:00 PM (local time) Tuesday, November 12, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-094 Fleet Standard - Compact Vehicles
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for Fleet Standard - Compact Vehicles as specified within this RFP document.
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFP Number and Name 2. Add files and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam;

“Dealer” “Supplier” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“EV” Electric Vehicle.

“PHEV” “HEV” powered by an internal combustion engine in combination with one or more electric motors that use energy stored in batteries.

“ICE” Internal Combustion Engine Vehicle.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́h word kʷikwə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sáqáíyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to invite proposals from qualified, experienced companies for the supply and delivery of **Fleet Standard - Compact Vehicles** as stated within this RFP. Equipment shall be new and that which has never been owned except by a manufacturer, distributor or dealer and has never been registered.

The City is seeking to identify and select qualified Suppliers that have the knowledge, technical resources, experience, reputation and capacity to supply, deliver and provide continuous support for the equipment.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the [Proposal Submission Form](#) or in a format that has been approved and is acceptable to the City.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in its Proposal. If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Special consideration may be given to accessibility of the various units which require periodic maintenance and ease of operation.

Proponents shall clearly indicate any variances from the City’s Specifications or conditions and attach descriptive literature.

Proponents may also propose alternative equipment which meets the majority of the specifications if it is immediately available for delivery. The City will review proposed alternative equipment for suitability in order to take delivery sooner; however, the City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

Proponents are to provide environmentally efficient equipment and services wherever possible. If there are known alternatives or substitutions for such materials that would mitigate the effects of any adverse conditions on the environment, the Proponent agrees to advise the City of such alternatives or substitutions.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.7 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
<u>Corporate Experience, Reputation, Capacity and Resources</u>	25
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	25
<u>Financial and Value Added</u>	40
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References (on time delivery, support, performance, etc.)
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Dealer size and ability to provide vehicles
- Delivery Lead Time
- Compliance with the preferred specifications
- Variety of offering
- Maintenance - Local support and parts availability in Metro Vancouver area
- Warranties
- Demonstration Unit

Financial

- prices, operating and maintenance costs

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- b) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.9 Award to Multiple Proponents

The City reserves the right to split the award to multiple Proponents or award to one Proponent.

1.10 Warranties

The Proponent shall provide a full statement of the warranty period and terms, including extended warranty options, as a minimum. This warranty should clearly describe the terms under which the equipment manufacturer or sub-suppliers of the manufacturer accept responsibility for the cost to repair defects caused by faulty design, quality of work or material and for the applicable period of time after delivery.

1.11 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the delivery of equipment and completion of the Services.

Supply and delivery of materials is to be included in the price, FOB, Freight Prepaid to:

**City of Coquitlam
Works Yard West
500 Mariner Way
Coquitlam, BC, V3K 7B6**

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences,

permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

The purpose of this RFP is to invite Proposals from qualified dealers for the **Fleet Standard - Compact Vehicles** including:

- Compact Cars
- Alternate Fuel Vehicles
- Hybrid Cars (HEV)
- Plug in Hybrid cars (PHEV)
- Electric Vehicles (EV)
- Light Trucks
- Vans

Equipment shall be new and that which has never been owned except by a manufacturer, distributor or dealer and has never been registered.

The City charging stations use J1772 plugs

The quantity and type of vehicles will be budget and demand dependent as the City makes no guarantee of the value or volume of vehicles.

The City intends to select a Preferred Dealer or multiple Dealers for various vehicle categories, and may award multiple categories to one Preferred Supplier.

Proponents are required to provide examples of quotes that include Dealers cost from the manufacturer, less discounts, and the Dealer Mark-up/Fee to be charged on all orders for each vehicle model. Dealer's cost would be subject to verification by the City.

Proponents may be required to provide specification details, supported by illustrative and technical literature.

It is understood that the selected Preferred Supplier(s) shall extend all manufacturer's Price concessions, discounts, rebates and factory incentive pricing whenever available and to ensure the City is provided the best Price available.

3.1 Standard Requirements

All vehicles to meet minimum basic City specification at time of requests with the following options (where applicable) to be standard:

The minimum requirements for these vehicle are as follows:

- i. Color: Light is preferred (White);
- ii. Full power option (brakes, steering, door locks, windows);
- iii. Bluetooth;
- iv. Back up camera;
- iv. AWD or Front Wheel Drive;
- v. 4 wheel ABS brakes;
- vi. Air Conditioning;
- vii. Seating for minimum 4;
- viii. Automatic Transmission;
- ix. All Weather Tires;
- x. Total of 4 keys/fobs

The equipment shall be delivered clean and shall be complete with all equipment required for the equipment to be operable. The delivered equipment will be inspected for compliance with the approved Purchase Order and current standards.

3.2 Regulatory Requirements

The unit must have a standard road package that meets all legal requirements for operation on public roadways, including:

- BC Motor Vehicle Act
- Federal Motor Vehicle Safety Act
- Must meet 2020 mandatory emission requirements.
- To meet Canadian motor vehicle safety standards.

3.3 Prices

Proposed Prices will be used for evaluation of Proposals as the city understands vehicle prices fluctuate. Upon selection of Preferred Supplier(s) the City will request quotes for its vehicle requirements. Preferred Supplier(s) shall follow the pricing matrix submitted with Proposal.

3.4 Delivery

Delivery is to be made with **minimum 48 hours' notice**, at a scheduled time that is mutually acceptable to the City, freight prepaid F.O.B to:

**City of Coquitlam – Works Yard West
500 Mariner Way**

Coquitlam, BC, V3K 7B6

An authorized representative of the Supplier shall supervise delivery to the City.

3.5 Documentation at Time of Delivery

The Supplier is to provide the following documentation upon delivery with each piece of equipment:

Quantity	Description
4 sets	KEYS - All keys (four full sets), a complete parts list, and service manuals are to be delivered with the vehicle
1	Manufacturer's Certificate of Origin
1	Warranty document and certifications
1 set	One complete Service Manual to cover, but not limited to, tires, engine, batteries, transmission, axles, electrical components to cover each piece of equipment proposed. Electronic versions, or online access to manufacturers software is acceptable.
1 set	One Parts Manual covering the entire piece of equipment proposed. Electronic versions, or online access to manufacturers software is acceptable.
1 set	One set of As-built Electrical Wiring Schematics to cover any and all wiring not installed by chassis manufacturer. This diagram to include part numbers and brand names of switches, lights, etc. of parts used. Electronic versions, or online access to manufacturers software is acceptable.
1 list	Complete PARTS LIST of all belts, hoses, and filters; including part numbers, manufacturer and use
1 list	All Fluid Capacities in liters.

3.6 Warranties

The Supplier agrees to repair or replace any faulty equipment and that any defects discovered and failures which occur during the guarantee period will be rectified to the satisfaction of the City within a reasonable amount of time at no cost to the City.

3.7 Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit purchased under this Contract, a notice shall be sent to the City. It shall be the responsibility of the Supplier to assure that all recall notices are sent directly to the City Fleet department.



City of Coquitlam

PROPOSAL SUBMISSION FORM

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
ii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
iii. Contract – Acceptance of the City's Terms and Conditions: Standard Terms and Conditions - Purchase of Goods and Services	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2. CORPORATE

<p>a) DEMONSTRATION UNITS Availability, location and notification required to arrange for a demonstration and testing of the following equipment as proposed: **The City may choose to use the demo vehicle in the field for one day**</p>

<p>b) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):</p>
<p>i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):</p>
<p>ii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:</p>
<p>iii. Proponent is to state how many customers they have using Fleet Standard - Compact Vehicles :</p>

<p>c) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.</p>														
Reference No. 1														
<table border="1"> <tr> <td>Description of Contract</td> <td> </td> </tr> <tr> <td>Size and Scope</td> <td> </td> </tr> <tr> <td>Work Performed</td> <td> </td> </tr> <tr> <td>Start Date</td> <td> </td> </tr> <tr> <td>End Date</td> <td> </td> </tr> <tr> <td>Contract Value</td> <td> </td> </tr> <tr> <td>Project completed on budget</td> <td> </td> </tr> </table>	Description of Contract		Size and Scope		Work Performed		Start Date		End Date		Contract Value		Project completed on budget	
Description of Contract														
Size and Scope														
Work Performed														
Start Date														
End Date														
Contract Value														
Project completed on budget														

Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<p>I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City</p>
<p>II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:</p>
<p>III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:</p>
<p>IV. What policies does your organization have to support reconciliation with indigenous peoples:</p>

4. TECHNICAL

a) LEAD TIME FOR DELIVERY The lead time in days for manufacture and delivery once the final specification is approved by the City:

b) KEY FACILITY LOCATIONS Manufacturing Plant, Business Name and Location:
I. Warranty and Repair Service Center State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area. Business Name and Location:
II. State the procedure for handling warranty claims:

c) MRO Parts Distribution Center I. Business Name and Location:
II. Regular Lead Time for Delivery of <u>Stocked Parts</u>:
III. Provide a list and details of stocked parts available at the local dealership for the equipment proposed (attach additional information if necessary):

IV. Location for non-stocked parts:
V. Regular Lead Time of <u>Non- Stocked Parts</u>:

d) Preventative Maintenance – Provide preventative maintenance schedule. Attach if necessary

e) WARRANTIES AND EXTENDED WARRANTIES	
Attach Warranty information including extended warranties. Any additional cost is to be stated:	
Manufacturer Warranty	State:

5. FINANCIAL

a) EV Vehicle Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required.

		MSRP	Price Offered	PST	GST	Total Price
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					

b) Hybrid Vehicle Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required

		MSRP	Price Offered	PST	GST	Total Price
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					

c) ICE Vehicle Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required

		MSRP	Price Offered	PST	GST	Total Price
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					

d) Light Truck (ICE and/or EV) Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required

		MSRP	Price Offered	PST	GST	Total Price
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					

e) Van (ICE and/or EV) Vehicle prices shall include: Vehicle Price, Federal Excise Tax, Destination and Delivery, Dealer Account Adjustment, Fleet Delivery Allowance, Environmental Levies, Dealer Profit and rebates. Add more line if required						
		MSRP	Price Offered	PST	GST	Total Price
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					
Vehicle offered	State:	\$	\$	\$	\$	\$
Trim Level	State:					

Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.