

City of Coquitlam

Request for Proposals

RFP No. 25-016

Fleet Vehicle Lease

## TABLE OF CONTENTS

<b>1. KEY DATES</b> .....	<b>3</b>
<b>2. RFP REQUIREMENTS, GUIDELINES, AND TERMS &amp; CONDITIONS</b> .....	<b>3</b>
<b>3. DEFINITIONS</b> .....	<b>4</b>
<b>4. INSTRUCTIONS TO PROPONENTS</b> .....	<b>5</b>
4.1. Acknowledgement .....	5
4.2. Purpose .....	5
4.3. Proposal Submission .....	5
4.4. Prices .....	5
4.5. Requested Departures .....	5
4.6. Evaluation Criteria .....	5
4.7. Term .....	8
<b>5. SCOPE OF SERVICES</b> .....	<b>8</b>
5.1. General Requirements .....	8
5.2. Scope of Services .....	8
5.3. Regulatory .....	8
5.4. Delivery Locations .....	8
5.5. Vehicle Inspection and Documentation at Time of Delivery .....	9
5.6. Condition of Leased Vehicles .....	9
5.7. Frequency of Invoicing .....	9
5.8. Insurance and Accidents .....	9
5.9. Warranties .....	10
5.10. Recall Notices .....	10

### [Table 1 Current Vehicles on Lease](#)

### [PROPOSAL SUBMISSION FORM](#)

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Friday, February 28, 2025</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Wednesday, March 19, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Thursday, March 20, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Monday, March 24, 2025</b>

**2. RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements and guidelines for this RFP, are available on the City’s website [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place *before* providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services
- c) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

**These items are not required as part of this RFP Proposal but will be required prior to entering into an agreement with the City for Services.**

### 3. 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;

**“Contractor”** 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 “Contractor” 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.

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

**“Project Manager”** means the City staff member appointed to coordinate the Work;

**“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.

#### 4. INSTRUCTIONS TO PROPONENTS

##### 4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓n̓əm̓ (HUN-kuh-MEE-num) word kʷikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ʔíćə́y (kat-zee), and other Coast Salish Peoples.

##### 4.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the **Fleet Vehicle Lease** as specified within this RFP document.

##### 4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

##### 4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

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.

##### 4.5. 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.

##### 4.6. Evaluation Criteria

###### a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any

referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	25
Sustainable Benefits and Social Responsibility	10
Technical	25
Financial	40
<b>Total</b>	<b>100</b>

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

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

### **Technical**

- Fleet Size
- Delivery Lead Time
- Compliance with the preferred specifications
- Warranties
- Variety of offering
- Maintenance - Local support and parts availability in Metro Vancouver area

### **Financial**

- Price

#### e) Proposal Comparison

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.

#### f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
  - As part of the evaluation of Corporate Experience

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.

#### g) Additional Evaluation Considerations

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.

#### h) Proposal Compliance and Rejection

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

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.

i) Disclosure of Information

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.

4.7. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

**5. SCOPE OF SERVICES**

5.1. General Requirements

The City requests proposals from qualified, experienced companies with an extensive list of vehicle inventory for the **Fleet Vehicle Lease** (the "SERVICES").

5.2. Scope of Services

The City requires vehicles on an "as and when required" basis, ranging from small compact cars to single-axle dump trucks. This RFP is for short-term leasing with terms ranging from one (1) month to five (5) years, depending on the City's operational needs. Termination fees will not be accepted.

The City's requirements do not include buses or heavy trucks (e.g., semis or vehicles with more than eight wheels). [Table 1 Current Vehicles on Lease](#) provides historical usage data but does not represent a commitment. Actual vehicle selection and lease terms will be determined based on future needs.

Both new and used vehicles are acceptable. Vehicles not explicitly listed may still be required and should be quoted on an as-needed basis.

5.3. Regulatory

The vehicles must have a standard road package that meets all legal requirements for operation on public roadways, including the BC Motor Vehicle Act, the federal Motor Vehicle Safety Act and Work Safe BC regulations.

Must comply with all WorkSafe BC Regulations.

Must meet all B.C. Motor Vehicle Regulations and meets all requirements to be driven on highways, roads, etc.

Meet Canadian motor vehicle safety standards.

5.4. Delivery Locations

The City may request deliveries of vehicles to the following locations:

- Austin Works Yard – 500 Mariner Way, Coquitlam BC V3K 7B6



5.5. Vehicle Inspection and Documentation at Time of Delivery

All leased vehicles to be delivered are to be inspected, at which point vehicle inspection documentation will be provided indicating the condition of the vehicle.

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

Quantity	Description
2	<b>KEYS</b> - All keys (two full sets)
1	<b>Letter of authorization to allow the City to register and insure the vehicle.</b>
1	<b>Vehicle Condition Report</b>

5.6. Condition of Leased Vehicles

Each vehicle to be of good quality and in safe operating condition. The City shall accept or reject the vehicle promptly after receipt. If the City determines that any vehicle is defective or unsafe at delivery, the City shall promptly inform the Contractor. The Contractor shall ensure that all vehicle components, including but not limited to tires, brakes, suspension, and drivetrain, remain in good working condition and do not exceed 50% wear from the manufacturer's original specifications at any time during the lease term. Any component exceeding 50% wear shall be replaced or repaired at the Contractor's expense to maintain compliance with this requirement.

5.7. Frequency of Invoicing

Contractor to invoice on a monthly basis.

5.8. Insurance and Accidents

a) Insurance

The City is insured for liability coverage. The City to be responsible for damage to leased vehicles where such damage is not beyond economical repair, but the Contractor shall be liable for:

- I. Normal wear and tear
- II. Loss or damage caused by the negligence of the Contractor
- III. Damage covered by the manufacturer's warranty or damage attributable to a manufacturing defect

b) Collision and Comprehensive Damage and Repairs:

- I. The City will repair any damages and return the car to its original condition when it was dropped off to the City.

5.9. 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.

5.10. Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting a unit leased 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.

**Table 1 Current Vehicles on Lease**

<b>VEHICLE DESCRIPTION</b>	<b>RETURN DATE OR PLANNED RETURNED DATE</b>
CAT 930 ARTICULATING LOADER	December 4, 2020 - December 4, 2025 (Five Year Lease)
CAT 930 ARTICULATING LOADER	December 4, 2020 - December 4, 2025 (Five Year Lease)
ECOSPORT	January 1, 2024 - June 30, 2024
FORD TRANSIT 150	January 1, 2024 - December 31, 2024
FORD TRANSIT 250 CARGO VAN	January 1, 2024 - December 31, 2024
FORD F350 CREW CAB	January 1, 2024 - December 31, 2024
FORD F350 SUPER CAB	March 1, 2024 - November 30, 2024
FORD F350 CREW CAB	April 1, 2024 - December 31, 2024
FORD F350 CREW CAB	April 1, 2024 - December 31, 2024
ISUZU 14FT. FLATDECK	April 1, 2024 - September 30, 2024
CHEVY BOLT	April 1, 2024 - December 31, 2024
FORD MAVERICK	April 1, 2024 - December 31, 2024
HYUNDAI TUCSON	May 1, 2024 - December 31, 2024
GMC SIERRA 3500	May 1, 2024 - December 31, 2024
FORD RANGER	May 1, 2024 - December 31, 2024
CHEVROLETE SILVERADO 1500	June 1, 2024 - December 31, 2024
KUBOTA ZERO TURN ZD1200	December 1, 2024 - December 31, 2026
KUBOTA ZERO TURN ZD1200	December 1, 2024 - December 31, 2026
CHEVY BOLT EUV	December 1, 2024 - December 31, 2025
CHEVY BLAZER EV	December 1, 2024 - December 31, 2025
CHEVY BLZER EV	December 1, 2024 - December 31, 2025



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-016

### Fleet Vehicle Lease

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](http://qfile.coquitlam.ca/bid)

**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 upload is complete.)

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

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**1. DEPARTURES**

**a) CONTRACT - I/We** have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) and would be prepared to enter into 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)

**2. CORPORATE**

<p><b>a) CAPABILITIES, CAPACITY AND RESOURCES -</b> 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 relevant experience and qualifications as to the Services requested in the RFP:</p>
<p>iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:</p>
<p>iv. Proponent to describe their capabilities, resources and capacities, related to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:</p>

**b) 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 (use the spaces provided and/or attach additional pages, if necessary):

<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 2</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

<b>Reference No. 3</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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
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:
III. What policies does your organization have to support reconciliation with indigenous peoples:

### 4. **TECHNICAL**

I. <b>LEAD TIME FOR DELIVERY</b> - State the lead time for delivery of Lease vehicle from the date of order:
II. <b>FLEET SIZE</b> -Variety and size of offering -attach list of types of vehicles an quantities of each vehicle: Provide list of vehicles available (attach if necessary).
III. <b>REPAIR, MAINTENANCE and WARRANTY</b> - Describe all repair, maintenance and warranty coverage services that are included for the leased vehicles. State location of nearest affiliate service facilities with factory authorized technicians located in Metro Vancouver area. If maintenance is not provided, the Contractor shall supply vouchers for oil changes as an alternative.:

## 5. FINANCIAL

The City is requesting daily or weekly prices for returned units that have only used a portion of the monthly rate. Alternately the City would accept a formula of: monthly rate divided days in the month multiplied by days vehicle was leased that month.

Examples of some of the vehicles leased by the City and may not accurately reflect future needs

City Preferred Specifications		Proponents Response					
Description	Required Features						
<b>Mid-Size Pick up</b> <ul style="list-style-type: none"> <li>• Ford Ranger</li> <li>• Chevy Colorado</li> <li>• Or similar</li> </ul>	2 passenger	<b>Proposed Vehicle</b>					
	Exterior Colour: Preference White	<b>Make and Model</b>					
	Beacon Lights	<b>Year</b>					
	Headache Rack	<b>Daily Lease Cost</b>	\$	<b>Weekly Lease Cost</b>	\$	<b>Monthly Lease Cost</b>	\$
	No Hitch	<b>Taxes</b>	\$	<b>Taxes</b>	\$	<b>Taxes</b>	\$
		<b>Fees</b>	\$	<b>Fees</b>	\$	<b>Fees</b>	\$
		<b>Final Price</b>	\$	<b>Final Price</b>	\$	<b>Final Price</b>	\$

The average beacon for City vehicles is a 6" round LED. Square or rectangular beacon is acceptable as long as the beacon is wired with a switch in the cab, and mounted high enough to be visible from all sides of the vehicle

City Preferred Specifications		Proponents Response					
Description	Required Features						
<b>Full-Size ½ ton Pickup</b> <ul style="list-style-type: none"> <li>• Ford F150</li> <li>• RAM 1500</li> <li>• Or similar</li> </ul>	5/6 passenger crew cab	<b>Proposed Vehicle</b>					
	Exterior Colour: Preference White	<b>Make and Model</b>					
	Beacon Lights	<b>Year</b>					
	Headache Rack	<b>Daily Lease Cost</b>	\$	<b>Weekly Lease Cost</b>	\$	<b>Monthly Lease Cost</b>	\$
	With Hitch- state tow capacity	<b>Taxes</b>	\$	<b>Taxes</b>	\$	<b>Taxes</b>	\$
		<b>Fees</b>	\$	<b>Fees</b>	\$	<b>Fees</b>	\$
		<b>Final Price</b>	\$	<b>Final Price</b>	\$	<b>Final Price</b>	\$



City Preferred Specifications		Proponents Response					
Description	Required Features						
<b>Full-Size 1 ton Pick up</b>  <ul style="list-style-type: none"> <li>• Ford F350</li> <li>• Dodge Ram 3500</li> <li>• GMC 3500</li> <li>• Or similar</li> </ul>	5/6 passenger crew cab	<b>Proposed Vehicle</b>					
	Exterior Colour: Preference White	<b>Make and Model</b>					
	Beacon Lights	<b>Year</b>					
	Headache Rack	<b>Daily Lease Cost</b>	\$	<b>Weekly Lease Cost</b>	\$	<b>Monthly Lease Cost</b>	\$
	With Hitch-state tow capacity	<b>Taxes</b>	\$	<b>Taxes</b>	\$	<b>Taxes</b>	\$
		<b>Fees</b>	\$	<b>Fees</b>	\$	<b>Fees</b>	\$
		<b>Final Price</b>	\$	<b>Final Price</b>	\$	<b>Final Price</b>	\$

City Preferred Specifications		Proponents Response					
Description	Required Features						
<b>Compact car</b>  <ul style="list-style-type: none"> <li>• Toyota Yaris</li> <li>• Or similar</li> </ul>	4 passenger	<b>Proposed Vehicle</b>					
	Exterior Colour: Preference White	<b>Make and Model</b>					
		<b>Year</b>					
		<b>Daily Lease Cost</b>	\$	<b>Weekly Lease Cost</b>	\$	<b>Monthly Lease Cost</b>	\$
		<b>Taxes</b>	\$	<b>Taxes</b>	\$	<b>Taxes</b>	\$
		<b>Fees</b>	\$	<b>Fees</b>	\$	<b>Fees</b>	\$
		<b>Final Price</b>	\$	<b>Final Price</b>	\$	<b>Final Price</b>	\$

City Preferred Specifications		Proponents Response					
Description	Required Features						
<b>Truck with dump body (9 feet long):</b>  <ul style="list-style-type: none"> <li>• F550</li> <li>• Dodge 5500</li> <li>• Or similar</li> </ul>	2 passenger	<b>Proposed Vehicle</b>					
	Exterior Colour: Preference White	<b>Make and Model</b>					
	Beacon Lights	<b>Year</b>					
	Tarp system	<b>Daily Lease Cost</b>	\$	<b>Weekly Lease Cost</b>	\$	<b>Monthly Lease Cost</b>	\$
	With Hitch-state tow capacity	<b>Taxes</b>	\$	<b>Taxes</b>	\$	<b>Taxes</b>	\$
		<b>Fees</b>	\$	<b>Fees</b>	\$	<b>Fees</b>	\$
		<b>Final Price</b>	\$	<b>Final Price</b>	\$	<b>Final Price</b>	\$

Power take-off (PTO) driven hydraulics, or electric driven hydraulics. City is requesting a fully functional dump truck, and either system is acceptable.

**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](http://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.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.