

**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.

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

1. **DEPARTURES**

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| 1. **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 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)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed 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)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. 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.): |
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. 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: |
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| 1. **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): | |
| **Reference No. 1** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |
| **Reference No. 2** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

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

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. 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 |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups: |
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| 1. What policies does your organization have to support reconciliation with indigenous peoples: |
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1. **TECHNICAL**

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| 1. **LEAD TIME FOR DELIVERY -** State the lead time for delivery of Lease vehicle from the date of order: |
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| 1. **FLEET SIZE -**Variety and size of offering -attach list of types of vehicles an quantitities of each vehicle: Provide list of vehicles available (attach if necessary). |
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| 1. **REPAIR, MAINTENANCE and WARRANTY -** 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.: |
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1. **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

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| **City Preferred Specifications** | | **Proponents Response** | | | | | |
| **Description** | **Required Features** |
| **Mid-Size Pick up**   * Ford Ranger * Chevy Colorado * Or similar | 2 passenger | **Proposed Vehicle** | |  | | | |
| Exterior Colour: Preference White | **Make and Model** | |  | | | |
| Beacon Lights | **Year** | |  | | | |
| Headache Rack | **Daily Lease Cost** | $ | **Weekly Lease Cost$** | $ | **Monthly Lease Cost** | $ |
| No Hitch | **Taxes** | $ | **Taxes** | $ | **Taxes** | $ |
|  | **Fees** | $ | **Fees** | $ | **Fees** | $ |
|  | **Final Price** | $ | **Final Price** | $ | **Final Price** | $ |

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

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| **City Preferred Specifications** | | **Proponents Response** | | | | | |
| **Description** | **Required Features** |
| **Full-Size ½ ton Pick up**   * Ford F150 * RAM 1500 * Or similar | 5/6 passenger crew cab | **Proposed Vehicle** | |  | | | |
| Exterior Colour: Preference White | **Make and Model** | |  | | | |
| Beacon Lights | **Year** | |  | | | |
| Headache Rack | **Daily Lease Cost** | $ | **Weekly Lease Cost$** | $ | **Monthly Lease Cost** | $ |
| With Hitch- state tow capacity | **Taxes** | $ | **Taxes** | $ | **Taxes** | $ |
|  | **Fees** | $ | **Fees** | $ | **Fees** | $ |
|  | **Final Price** | $ | **Final Price** | $ | **Final Price** | $ |

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| **City Preferred Specifications** | | **Proponents Response** | | | | | |
| **Description** | **Required Features** |
| **Full-Size 1 ton Pick up**   * Ford F350 * Dodge Ram 3500 * GMC 3500 * Or similar | 5/6 passenger crew cab | **Proposed Vehicle** | |  | | | |
| Exterior Colour: Preference White | **Make and Model** | |  | | | |
| Beacon Lights | **Year** | |  | | | |
| Headache Rack | **Daily Lease Cost** | $ | **Weekly Lease Cost$** | $ | **Monthly Lease Cost** | $ |
| With Hitch- state tow capacity | **Taxes** | $ | **Taxes** | $ | **Taxes** | $ |
|  | **Fees** | $ | **Fees** | $ | **Fees** | $ |
|  | **Final Price** | $ | **Final Price** | $ | **Final Price** | $ |

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| **City Preferred Specifications** | | **Proponents Response** | | | | | |
| **Description** | **Required Features** |
| **Compact car**   * Toyota Yaris * Or similar | 4 passenger | **Proposed Vehicle** | |  | | | |
| Exterior Colour: Preference White | **Make and Model** | |  | | | |
|  | **Year** | |  | | | |
|  | **Daily Lease Cost** | $ | **Weekly Lease Cost$** | $ | **Monthly Lease Cost** | $ |
|  | **Taxes** | $ | **Taxes** | $ | **Taxes** | $ |
|  | **Fees** | $ | **Fees** | $ | **Fees** | $ |
|  | **Final Price** | $ | **Final Price** | $ | **Final Price** | $ |

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| **City Preferred Specifications** | | **Proponents Response** | | | | | |
| **Description** | **Required Features** |
| **Truck with dump body (9 feet long):**   * F550 * Dodge 5500 * Or similar | 2 passenger | **Proposed Vehicle** | |  | | | |
| Exterior Colour: Preference White | **Make and Model** | |  | | | |
| Beacon Lights | **Year** | |  | | | |
| Tarp system | **Daily Lease Cost** | $ | **Weekly Lease Cost$** | $ | **Monthly Lease Cost** | $ |
| With Hitch- state tow capacity | **Taxes** | $ | **Taxes** | $ | **Taxes** | $ |
|  | **Fees** | $ | **Fees** | $ | **Fees** | $ |
|  | **Final Price** | $ | **Final Price** | $ | **Final Price** | $ |

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:**

1. **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/140/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.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |