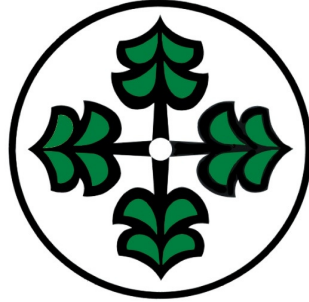


CITY OF PORT ALBERNI



REQUEST FOR PROPOSAL 022-24

FOUR (4) AWD HYBRID VEHICLES

ISSUE DATE: May 27, 2024

CLOSING DATE AND TIME:

**Proposals must be received prior to:
June 21, 2024 3:00:00 pm Local Time**

INQUIRIES:

Kelly DeClercq
Purchasing

purchasing@portalberni.ca

Deadline for Questions: June 14, 2024 3:00:00 pm local time

Late Submissions will not be considered

Submissions will not be opened publicly



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Section 1.0 Overview

1.1 Project Overview

The City is seeking proposals from qualified Proponents for the supply and delivery of four (4) Hybrid AWD Vehicles as detailed in Section 5.0 - Scope of Requirements.

1.2 Intention of Award

It is the intention of the City to award to one Proponent.

1.3 No Exclusivity

Should the Successful Proponent fail to meet the obligations of the Agreement as follows:

- Unable to deliver the required goods and or services at the required time and location.
- The City shall, in its sole discretion, reserve the right to source and purchase the goods and or services from other suppliers to meet operational requirements.

1.4 Definitions

The following definitions apply to the interpretation of this document:

- “ADDENDUM / ADDENDA” means a change, or addition, or correction significant enough to be formally made to this RFP. Addenda are posted on the City website and BC Bid.
- “AGREEMENT” means a legal document and any attachments that bind the City and all other parties subject to the provisions of the document(s).
- “BUSINESS DAY” means any day from Monday to Friday inclusive, excluding statutory or civic holidays observed in British Columbia.
- “CITY” means the City of Port Alberni.
- “CLOSING DATE AND TIME” means the deadline for the submission of Proposals as set out herein.
- “CLOSING LOCATION” means the location that all Proposals for this RFP will be accepted at.
- “CONTRACTOR” means the Successful Proponent who enters into an Agreement with the City for the goods and services requested herein.
- “MANDATORY REQUIREMENTS” means those requirements described herein, which shall be fully satisfied in order for any Proposal to be considered by the City as a qualified Proposal.
- “MAY” used in this document denotes permissive.
- “PROPONENT” means the Person, Company or Corporation providing a response to this RFP.
- “REQUEST FOR PROPOSAL” (RFP) means the document issued by the City used to solicit submissions to provide goods, services or construction for the City.
- “SHALL” or “WILL” or “MUST” used in this document denotes imperative.
- “SUB-CONTRACTOR” means a legal entity approved by the City that may undertake the execution of a part of the Work pursuant to an Agreement with the Proponent, and may include both “brokers” and “Sub-Contractors”.



- n) "SUBMISSION" or "PROPOSAL" means the information submitted by a Proponent in response to this RFP.
- o) "SUCCESSFUL PROPONENT" means a Proponent who the City may award the agreement to, as a result of this RFP document.
- p) "WORK" means the total goods and or services required by the RFP.



Section 2.0 Instructions to Proponents

2.1 RFP Closing Date and Submission Instructions

It is the sole responsibility of the Proponent to submit their Proposal to the Purchasing Department prior to June 21, 2024 3:00:00 pm local time.

The Proposals may be delivered by one (1) of the following two (2) methods:

- i. **By hand/courier delivery:** Proponents shall submit one copy of the Proposal to be enclosed and sealed in an envelope/package clearly marked **“022-24 FOUR (4) AWD Hybrid Vehicles; Attention: Kelly DeClercq”** and delivered and addressed to the Purchasing Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8.
- ii. **By Email:** At the only acceptable electronic address: purchasing@portalberni.ca. The subject line should read: **“022-24 FOUR (4) AWD Hybrid Vehicles; Attention: Kelly DeClercq”**

Note: the maximum file size limit is 20MB, or less.

Late Proposals or Proposals received by facsimile will not be considered. In addition, Proposals delivered to an incorrect location will not be considered.

It is the Proponent’s sole responsibility to ensure their Proposal is received when, where and how it is specified in this RFP document. The City is not responsible for lost, misplaced or incorrectly delivered Proposals.

The time clock in the Reception Office is the official timepiece for the receipt of all Proposals delivered by hand/courier.

Electronically submitted Proposals will be deemed to be successfully received when the time as posted on the email is at or before the Closing Date and Time. The City of Port Alberni will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, and alike.

2.2 RFP Schedule

Task	Date
Issue Date of RFP	May 27, 2024
Closing Date and Time	June 21, 2024 3:00:00 p.m.



2.3 Signature

The Proposal must be signed by a person authorized to legally bind the Proponent to the statements made in the Response to this RFP.

2.4 Inquiries and Clarifications Related to this RFP

All inquiries regarding this RFP are to be sent by email to purchasing@portalberni.ca. The deadline for questions is Friday, June 14, 2024 at 3:00:00 pm

Information obtained from any other source is not official and no verbal communication will modify the terms of this RFP.

Questions submitted will be posted in the form of Addenda, and are required to be signed and included with the submission.

Proponents are required to check the City's website for all information issued up to the Closing Date and Time at the following websites: <https://www.portalberni.ca/bid-opportunities> or BC Bid.

2.5 Addenda

If the City determines that an Addendum is necessary, the City's designated project manager will post an Addendum on the City website shall become part in parcel part of the RFP Document(s). Upon submitting a Proposal, Proponents are required to sign each of the Addenda and include them with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any and/or all Addenda as issued prior to the Closing Date and Time.

2.6 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time prior to the Proposal Closing Date and Time by submitting a written withdrawal request to the Purchasing Department via email: purchasing@portalberni.ca, Attention: Kelly DeClercq, Purchasing.

2.7 Examination of RFP Proposal Documents and Facilities

It is the responsibility of each Proponent to examine the RFP Document(s) thoroughly. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the Services or Work and conditions imposed by the City.



There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal Fee submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Work requirements due to unforeseen circumstances and as approved by the City.

2.8 Liability for Errors

While the City has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the Work as described in this RFP.

2.9 Litigation Clause

The City may, in its sole discretion reject a Proposal submitted by Proponents if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against the City, its elected or appointed officers and employees in relation to:

- a. Any other Agreement and or contract for works or Services; or
- b. Any matter arising from the City's exercise of its powers, duties or functions under the *Local Government Act* for another enactment

Within five years of the date of this Request for Proposal.

In determining whether to reject a Proposal under this clause, the City will consider whether the litigation is likely to affect the affect the Proponent's ability to work with the City, its consultants or representatives. In addition, whether the City's experience with the Proponent indicates that the City is likely to incur increased staff and legal costs in the administration of this Agreement if it is awarded to the Proponent.

2.10 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any sample requests, meetings, negotiations or discussions with or presentations to the City or its representatives and consultants, relating to or arising from this RFP.

2.11 Amendment to Agreement Documents

The RFP Documents shall not be amended except as specifically agreed upon in writing and signed by both the City's designated project manager and the Successful Proponent.

2.12 Changes to RFP Document

Proponent must not alter any portion of this RFP document, with the exception of adding the information as requested where necessary. To do so may invalidate the submission of its Proposal.



2.13 Changes to the Proposal Wording and Content

The Proponent is not allowed the opportunity to change the wording or content of its Proposal after the Closing and Time, and no words will be added to the Proposal, including changing the intent or content of the presentation of the Proposal, unless requested by the City (e.g. minor clarifications).

2.14 Acceptance and Rejection of Proposals

This RFP does not commit the City, in any way to select any Proponent or accept any Proposal and the City reserves the right in its sole discretion to postpone or cancel this RFP at any time for any reason whatsoever and to proceed with the Services in some other manner separate from this RFP process.

Proponents are advised that the lowest or any Proposal may not necessarily be accepted and the City reserves the right to reject or accept any or all Proposals in whole or in part at any time without further explanation.

Proponents are cautioned to carefully read and follow the instructions stated herein as the City reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

If any Proposal contains a deficiency or fails in some way to comply with any requirement of the RFP, which in the opinion of the City is not material, the City may waive the defect and accept the Proposal. The determination of whether or not to disqualify or otherwise remove any Proposal from the evaluation process will be made in the sole discretion of the City.

2.15 Freedom of Information and Privacy Protection Act (FOIPPA)

The contents of the Proposal are subject to the Freedom of Information and Privacy Protection Act (FOIPPA). The Proponent should note within its Proposal whether it considers any part of the Proposal as proprietary or trade secret. The City attempts to keep, to the best of its ability, proprietary or trade secret material confidential, only to the extent permitted by law. Notwithstanding the foregoing, the City has the sole discretion in determining whether any part(s) of Proponent Proposals contain information that is exempt from FOIPPA legislation.

2.16 Ownership of Proposals

All Proposals submitted, other than any Proposal withdrawn prior to the Closing Date and Time of Proposals or any late Proposals, become the property of the City and will not be returned to Proponents.

2.17 Working Language

The working language of the City is English and all Proposals must be submitted in English.

2.18 Not a Binding Agreement

Issuance of this RFP, the Proponent's preparation of a Proposal, and the subsequent receipt and evaluation of the Proposal by the City does not obligate the City in any manner whatsoever, including awarding an Agreement to any Proponent. Only the full execution and delivery of the final Agreement Documents between all parties will obligate the City in accordance with the Agreement terms and



conditions.

2.19 Debriefing

Proponents may request a debriefing which may be made available at the City's convenience and must be made within fifteen (15) calendar days of notification of award. The intent of the debriefing is to aid the Proponent in presenting a stronger Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process. The City will provide a debriefing upon request, after an Agreement award has been completed.

2.20 Opening of Proposals

Proposals will not be opened publicly.



Section 3.0 General Terms and Conditions

3.1 Acceptance of Terms

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the City.

3.2 The City Reserve Rights

The City reserves the right to:

- a. Waive any irregularity or insufficiency in any Proposal;
- b. Accept the Proposal which is deemed most favorable to the interest of the City;
- c. Accept any Proposal in whole or in part;
- d. Seek Proposal clarification with the Proponents to assist in making evaluations;
- e. Negotiate with the selected Proponent;
- f. Approve substitutions for the Goods or personnel for the Work;
- g. Use any and all ideas presented in any Proposal whether amended or not, and selection or rejection of the proposal does not affect this right;
- h. Reject any or all Proposals;
- i. Contact references other than, and/or in addition to, those furnished by the Proponent;
- j. Modify the terms of the RFP at any time in its sole discretion; up to the Closing Date and Time;
- k. Internally publish the names of Proponents and any summary cost information deemed appropriate by the City; and
- l. To request clarification from one or more that on Proponent with regard to pricing that is obviously unbalanced.

3.3 Agreement Documents

The City's preferred form of Agreement documents will consist of the following:

- a. The RFP document and all amendments and attachments;
- b. The Proponent's Submission;
- c. The City's official purchase order(s); and
- d. Those parts not referenced above but maybe required and agreed upon by both Parties.

3.4 Indemnity

The Successful Proponent agrees to indemnify, defend and save harmless the City, including and without limitation, to its Council Members, agents, servants and employees. This will be from and against all suits, claims, demands, losses, damages, expenses and costs made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or termination of this



Agreement). Where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Successful Proponent or by any servant, employee, officers, director or Sub-Contractor, the Successful Proponent pursuant to the Agreement excepting always liability out of the independent acts of the City.

3.5 Licenses and Permits

The Successful Proponent will provide and pay for all license and permits required to carry out the work.

3.6 Laws of British Columbia

Any Agreement resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

3.7 Damage and Defects

The Successful Proponent shall use due care so that no persons are injured, or no property damaged or lost in providing the Work. The Successful Proponent shall be solely be responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Work or caused in any other manner whatsoever by the Successful Proponent or its employees. The Successful Proponent shall rectify any loss or damage for which, in the opinion of the City, the Successful Proponent 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 Successful Proponent shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or evaluation 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 Successful Proponent.

3.8 Assignment/Sub-Contracting of Agreement

The Successful Proponent shall not assign or Sub-Contract its obligations under the Agreement, if any, in whole or in part, without prior written approval of the City's designated project manager.

3.9 Force Majeure

Neither party will be liable for any failure or delay to perform that party's obligations resulting from any cause beyond that party's reasonable control. This will include but not be limited to fires, explosions, floods, strikes, Work stoppages, slowdowns, or other industrial disputes, accidents, riots or civil disturbances, acts of civil or military authorities.

3.10 Gifts and Donations

The Successful Proponent will ensure that no representative of the Successful Proponent will offer or extend any entertainment, gift, gratuity, discount, or special service, regardless of value, to any employee of the City. The Successful Proponent will report any attempt by any employee of The City to obtain such favours to the City of Port Alberni's Chief Administrative Officer or alternate.



3.11 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising from the Agreement; using the dispute resolution procedures set out in this section or otherwise agreeable.

- a. **Negotiation:** The parties will make reasonable efforts to resolve any Disputes by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

- b. **Mediation:** If all or any portion of a Dispute cannot be resolved by good faith negotiations within (30) days, either party may by notice to the other party refer the matter to mediation. Within (7) days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Port Alberni, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

- c. **Litigation:** If within (90) days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.



Section 4.0 Evaluation and Selection Process

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the City asks Proponents to provide the following information.

4.1 Proposal Eligibility

In order for Proposals to be eligible, they must:

- a) Be received on or before the established Closing Date and Time at the Closing Location specified.
- b) Include a copy of the Appendix A - Submission Form signed by an individual authorized to do so on behalf of the Proponent.

PROPOSALS NOT IN COMPLIANCE WITH THE MANDATORY REQUIREMENTS WILL BE REJECTED.

4.2 Evaluation Criteria

The following criteria identify the key components on which Proposals to this RFP will be evaluated.

Item	Evaluation Criteria	Point Value
1.	Specifications - Part A	50
2.	Vehicle Profile - Part B	25
3.	Proposed Price	25
	TOTAL	100

4.3 Proposal Content

Proposals submitted should be in enough detail to allow the City to determine the Proponent’s qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed work.

4.3.1 Specifications

Complete, sign; submit Section 6.0 Vehicle Specification List, Part A.

4.3.2 Vehicle Profile

Complete, sign; submit Section 6.0 Vehicle Specification List, Part B.

4.3.3 Proposed Rates

- a. Complete, sign; submit Schedule A
- b. State the cost of maintenance
- c. State the cost of any extended warranty



4.4 Evaluation of Proposals

Proposals will be evaluated on a category basis as follows:

Stage 1 – Proposal Eligibility

The City will examine all Proposals that meet the eligibility requirements as set out herein.

Stage 2 – Weighted Evaluation

The City will evaluate the eligible Proposals based on the Evaluation Criteria in 4.2 using a weighted evaluation scoring method. Proposals will be evaluated using a scoring scale of 1-5 with the resulting score then multiplied by the pre-determined weighted evaluation value for each particular criterion. The weighted score for each item will be added together to arrive at an aggregate (total) score for the evaluation and ranking for all Proposals. The City will assign scores at the sole discretion of the City.

Where priced Proposals are required, the following equation will be used to allocate the points. The lowest proposed price will receive the full value of the allocated points. Each additional Proponent will receive a percentage of the total possible points by dividing the proposed price into the lowest price. i.e. lowest proposed price is \$10.00 from Proponent A and the allocated points for pricing is 10 points. Proponent A receives 10 points. Proponent B submits a proposed price of \$12.00. Proponent B receives 8 points ($\$10.00/\$12.00*10=8$)

Stage 3 – Proposal Clarification

The City may at their sole discretion, invite one or more Proponents for an interview, presentation or request further clarification to address any questions or clarifications relating to Proposals. Proponents will be responsible for any costs associated with the preparation for, and attendance at, the interview, to take place at a specified location within the City. An interview can be by a format selected by the City (i.e. in-person, phone, conference call, or other.)

The City may conduct credit and reference checks as part of the evaluation process, and may request additional financial information from any Proponent, at The City's sole discretion.

Stage 4 – Re-evaluation and Adjusted Scores

The City may, if necessary, re-evaluate and assign adjusted scores to the previously determined scores of the Proponents invited for an interview based on the new or updated information received.

4.5 Conflict of Interest

Proponents are to include a statement in their Proposal indicating whether or not the firm or any individuals proposed to work on the Agreement has a possible conflict of interest, and, if so, the nature of that conflict. The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be developed by the awarded respondent. The City's determination regarding any questions of conflict of interest shall be final.



Section 5.0 Scope of Requirements

5.1 Scope of Work

The City of Port Alberni requires four (4) Hybrid All Wheel Drive Vehicles.

The City of Port Alberni requires four (4) new compact SUV, four (4) door, All Wheel Drive Hybrid Vehicles with seating for five (5) adults.

The City is looking for a proven design that will comfortably accommodate five (5) adults and provide the lowest lifecycle costs of operation.

5.2 Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub-Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.

5.3 Delivery Requirements

The proposed vehicle shall be supplied and priced DDP to the City of Port Alberni's works yard at 4150 – 6th Avenue, Port Alberni, BC V9Y 4M9. Attention: Tory Bouchard, Fleet Superintendent.

Deliveries are to be made between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday, except for B.C. statutory holidays, unless otherwise agreed upon in writing.

The Contractor shall notify the Tory Bouchard, Fleet Superintendent a minimum of five (5) working days prior to expected delivery/arrival to arrange inspection.

5.4 Inspection by the City

- a. The City will inspect the Vehicle, upon delivery or as promptly as practical after delivery, for workmanship, appearance, proper functioning of the Vehicle for its ability to perform its intended use, and conformance to all requirements of the specifications identified and accepted. In the event deficiencies are detected, the Vehicle will be rejected and it shall be the Contractor's responsibility to pick-up the Vehicle, make the necessary corrections and re-deliver the Vehicle for a re-inspection and acceptance. The City may hold back from payments otherwise due to the Contractor, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Vehicle is received or such deficiency or defect is remedied.
- b. The Contractor shall be responsible for securing any and all inspections required by law. Any fee charged for these inspections shall be the sole responsibility of the Contractor.
- c. Failure to inspect and accept or reject Vehicle shall neither relieve the Contractor from responsibility for such Vehicle as are not in accordance with the specifications, nor impose liability on the City.



5.5 Responsibility for the Vehicle

The Contractor shall be responsible for the Vehicle until delivered to the designated delivery point, regardless of the point of inspection; and the Contractor shall bear all risks as to any rejected Vehicle after notice of rejection.

5.6 Representations, Warranties and Guarantees

The Contractor represents warrants and guarantees that:

- a. In the manufacture of the Vehicle only the best workmanship and materials have been employed and if, within a minimum period of one (1) year from the date of acceptance of the Vehicle by the City, such parts/components/vehicle thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective part/component/vehicle without expense to the City;
- b. The Vehicle is, and will be, free from all defects arising from faulty design or application in any part of the Vehicle that has been provided by the Contractor; and
- c. The Contractor has good and marketable title to all Vehicles being purchased and they are free and clear of all liens, charges, encumbrances, or other third party claims whatsoever.

The City may require the Contractor to immediately remedy any defect in the Vehicle which appears during the warranty period and any damage arising from that defect. The City shall give the Contractor **access at all reasonable times to the location of any defect, but the Contractor is responsible for exposing the defect and all risks associated with that exposure and with performing the remedial work.** If:

- i. The Contractor considers the circumstances to be unsafe or an emergency, or
- ii. The Contractor does not carry out its obligations within a reasonable time; the City may remedy the defect and any damage arising from it, at the Contractor's cost.

5.7 Commencement of warranty period

The warranty period shall commence at the time the City accepts clear title of Vehicle unless otherwise specified. The warranty must be made out to; The City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

5.8 Recall Notices

In the event of any recall notice, technical service bulletin, or other important notification affecting the Vehicle purchased, a notice shall be sent to the City. The Contractor will be responsible to assure the City is advised of all recall notices.



Section 6.0 Vehicle Specification List

Proponents are to confirm that the vehicle offered has the specifications preferred by the City or if different state what the matching specification is for the vehicle offered. Do this for every line item. Descriptive materials may also be enclosed with your proposal. All numerical specifications should be considered as approximate, state the relevant specification for the vehicle offered in the “Proposed Specification” column opposite.

PART A: FOUR (4) HYBRID AWD VEHICLES			
Specified Requirements		Conform Yes, No or Partial	Proposed specification If different
<u>Description:</u>			
Four (4) New, Compact SUV, Four Door, All Wheel Drive, Hybrid Vehicles.			
The City is looking for a proven design that will comfortably accommodate five (5) adults and provide the lowest lifecycle costs of operation.			
	<u>General Requirements</u>		
1.	Compact SUV, AWD, four (4) door, 2024 Toyota Rav4 LE Hybrid or Equivalent (State: Make & Model)		
2.	Seating for five (5) adults		
3.	All wheel drive		
4.	Economical, fuel injected four (4) cylinder 2.5 Liter engine, dual variable valve timing with intelligence.		
5.	State horsepower:		
6.	Hybrid Synergy Drive		
7.	Four-wheel independent suspension		
8.	Power, four (4) wheel disc brakes		
9.	Vehicle stability control		
10.	Electronic brake force distribution		
11.	Four-wheel ABS		
12.	Traction control		



PART A: FOUR (4) HYBRID AWD VEHICLES			
Specified Requirements		Conform Yes, No or Partial	Proposed specification If different
13.	Vehicle Stability control		
14.	Tire pressure monitoring		
15.	LED headlights		
16.	Auto delay off headlights		
17.	Automatic high beam		
18.	Tires to be all weather tires only - must have the triple mountain peak and snow flake symbol.		
19.	One full size, matching, all weather spare tire with the triple mountain peak and snow flake symbol.		
20.	Body paint to be single tone factory white		
21.	Splash guards for front and rear fenders		
22.	Rear window defroster		
23.	Rear window wiper and washer		
24.	Tilt and telescopic steering wheel		
25.	Electric range to be minimum 40 kilometers		
26.	Must provide regenerative braking		



PART A: FOUR (4) HYBRID AWD VEHICLES			
Specified Requirements		Conform Yes, No or Partial	Proposed specification If different
27.	Front bucket seats		
28.	Split fold flat rear seatback		
29.	All seat coverings to be cloth		
30.	Carpet to floor coverings		
31.	Secured factory floor mats		
32.	Height adjustable driver seat		
33.	Folding rear center arm rest		
34.	All five seat belts to be three-point belts		
35.	Pre-collision system with pedestrian and cyclist detection		
36.	Blind spot monitor		
37.	Intermittent wipers		
38.	Dual stage driver and passenger air bags		
39.	Power windows and locks		
40.	Power mirrors		
41.	Cruise control		
42.	Dual zone automatic climate control		
43.	Back up camera		



PART A: FOUR (4) HYBRID AWD VEHICLES			
Specified Requirements		Conform Yes, No or Partial	Proposed specification If different
44.	12-volt power point		
45.	USB charging ports		
46.	AM/FM Radio Wireless Android Auto/Apple car Play		
47.	Cargo area light		
48.	Map light		
49.	Key package to provide a minimum of four (4)		
50.	Provide a complete list of all belts, filters and elements for full servicing		
51.	One owner/operator manual		
52.	One complete set of service, repair and parts manuals (disc or non-expiring on line access is acceptable).		



PART B: FOUR (4) HYBRID AWD VEHICLES	
Specified Requirements	Proposed Specification
<u>Description:</u>	
Four (4) New, Compact SUV, Four Door, All Wheel Drive, Hybrid Vehicles.	
The City is looking for a proven design that will comfortably accommodate five (5) adults and provide the lowest lifecycle costs of operation.	
<u>General Requirements</u>	
1.	State range while operating in electric mode:
2.	State battery type:
3.	State battery voltage:
4.	State electric motor HP (KW) rating:
	State fuel economy:
5.	City:
	Highway:
6.	State what sets this proposed vehicle apart from the competition
<u>Warranty and Miscellaneous:</u>	
7.	State warranty details
8.	State all extended warranty details
9.	State the cost of maintenance for Four (4) years with average of annual 8,000 kms



Section 7.0 Proposal Form - Submission Checklist

PURCHASING DEPARTMENT
4850 Argyle Street, Port Alberni, BC, V9Y 1V8

THE DOCUMENTS TO BE ENCLOSED WITH THIS PROPOSAL FORM ARE AS FOLLOWS:

Documents to be included with RFP submission:

- Section 6.0 - Specification List, Part A and B
- Section 7.0 - Proposal Form - Submission Checklist
- Appendix A - Proponent's Information Form
- Schedule A – Proposed Pricing Sheet, duly signed.
- Addenda - Signed and included in the submission, if applicable

Documents to be provided upon award:

Those parts not referenced above but agreed upon by both Parties.

Proponents acknowledge that Addenda may alter the submission requirements. This checklist is a guideline only.

Company name

Representative initial



Appendix A - Proponent's Information Form

Proponents must complete this form and include with the Proposal Submission.

Please ensure all information is in ink and legible.

1.	Vendor Name	
2.	Proponent's Main Contact Individual	
3.	Address (include postal code)	
4.	Office Phone #	
5.	Cellular #	
6.	Email address	
7.	GST Account # (if applicable)	

Proponent: _____ **Date** _____

Signature: _____

Note: All forms that require a signature must be signed by a person authorized to legally bind the Proponent to statements made in response to this RFP.

The Proponent hereby acknowledges that:

- 1) it understands and agrees with the RFP process as described in this RFP; and
- 2) the information included in this Proposal is correct and it has thoroughly reviewed and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any addenda or questions and answers as posted.



Schedule A – Proposed Pricing Sheet

All Prices to be stated in Canadian Currency.

a) Price to include all taxes (exclusive of GST and PST), levies and all other charges to be applied to invoice:	\$
	PST \$
	GST \$
	Total \$
Time required to deliver unit as specified from receipt of order:	Weeks

b) Provide the cost of maintenance for Four (4) years average annual travel of 8,000 kilometers:	\$
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c) Provide the cost of any extended warranty:	\$
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The cost of the Proposals will be evaluated on the lump sum price before taxes; the proposed cost of maintenance and/or any extended warranty option will not be part of the evaluation.

Company name

Representative initial