



**INVITATION TO TENDER**

**Tender # NWIT-13-40**

**1 NEW MIDSIZE AWD / 4WD SUV**

Closing Time:  
**November 15, 2013**  
 3:00 P.M., Local Vancouver Time

Closing Location:  
 Main Information Desk  
 City Hall  
 City of New Westminster  
 511 Royal Avenue,  
 New Westminster, B.C. V3L 1H9

This Invitation to Tender contains the following documents (hereafter referred to as the "Contract Documents") which Bidders must sign/initial on each page:

Invitation to Tender	Page 1
Bidding Instructions	Page 2
General Conditions	Page 4
Specifications	Page 6
Price and Delivery Schedule	Page 13

Further requests for information :  
 Kevin Thorpe, Fleet Services Supervisor 604-517-5420, Fax 604-527-7783  
 kthorpe@newwestcity.ca  
 Ron Gidda, Purchasing Supervisor 604-517-5406, Fax 604-527-7783  
 rgidda@newwestcity.ca

<b>COMPANY NAME</b>		
Address:		
Telephone number		
Email		
<u>Signature:</u> by officer with express authority to enter into contract		Dated

## CORPORATION OF THE CITY OF NEW WESTMINSTER

**BIDDING INSTRUCTIONS****1. Contacts**

Except for requests for further information to Technical and Administrative contacts listed on page 1, Bidders shall not contact City officers, City employees or elected officials directly or indirectly regarding this Invitation to Tender.

**2. Acceptance**

The City:

- a) may not necessarily accept the lowest or any Tender and may, in its sole discretion, accept any Tender submitted, provided such Tender complies with the Contract Documents, except that the City may waive any minor informality or irregularity in Tenders received;
- b) reserves the right to reject any or all Tenders;
- c) has no obligation to receive further information, whether written or oral, from any Bidder nor to disclose the nature of any Tender received;
- d) may negotiate minor changes to the scope of work with any one or more Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary their bid prices as a result of changes to the scope of work;
- e) may order, in whole or in part, items tendered and
- f) may accept a Tender by mailing a Purchase Order to the Bidder within the time specified herein for acceptance of Tenders or if not specified, within a reasonable time after Tenders have been opened.

**3. Delivery Schedule**

Where the City does not specify in its Invitation to Tender a required delivery date, each Tenderer shall state in the Price and Delivery Schedule either 1) a specific date for delivery and/or completion or 2) the number of calendar days, following the City's acceptance of the Bidder's offer, within which the supply of Materials and/or Deliverables will be delivered and/or completed.

**4. Signatures**

All Tenders shall contain the full name and address of the person or firm tendering and Tenders shall be signed in the spaces provided. In the case of companies or other corporate bodies, Tenders shall be signed by the person or persons legally authorized to do so by the organization involved.

**5. Form of Tender and Closing Time**

All specifically designated pages of this Invitation to Tender must be completed and returned to the Closing Location. All Tender envelopes should be addressed to the Closing Location and clearly marked with the tender number.

**Fax and electronic mail submissions will not be accepted.**

Tenders must be received at the Closing Location prior to the time set for the Closing Time. The Time Date/Stamp Clock located at the Main Information Desk is the official clock for determining Closing Time. Late tenders will be returned unopened.

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### 6. Ownership of Tenders and Freedom of Information

All documents submitted to the City of New Westminster become the property of the City, and as such, Bidders are advised that parts, or all, of their bids may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy (FIPP) and Community Charter*. Vendors who wish to ensure particular parts of their bids are protected from disclosure under the FIPP Act should specifically identify any information or records provided with their bids that constitute trade secrets, and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

### 7. Alternate Tenders

The "Specifications" herein describe the Materials and/or Deliverables which are considered necessary to meet the performance requirements of the City.

The City in its sole discretion may consider an alternate Tender which varies the Specifications (the "Alternate Tender") provided that the Alternate Tender is submitted in addition to and not in substitution for a tender which conforms to the Specifications and is submitted as a separate offer in the same format and clearly marked as an Alternate Tender.

The City will not review nor accept an Alternate Tender from a Bidder unless:

- a) that Bidder has also submitted the tender conforming to the Specifications which would have been accepted by the City in preference to other conforming tenders, if no Alternative Tenders had been invited; and
- b) the Alternate Tender is lower in price than the Bidder's conforming tender.

The City is not obliged to review or to accept any Alternate Tender and retains the sole right to determine what constitutes an acceptable alternative.

Alternate Tenderers shall clearly indicate any variances from the City's "Contract Documents" including the "Specifications", no matter how slight. The attachment of descriptive literature from which variations may be gleaned will not be considered as a sufficient statement of variations.

### 8. Cost of Tender Response

All costs related to response to this Tender are the responsibility of the Bidder.

### 9. Revision or Withdrawal

A Bidder may revise or withdraw its Tender only if written notice of such revision or withdrawal is Date/Stamped at the Main Information Desk and provided to the Purchasing Manager prior to the time set for the closing of Tenders.

All Tenders shall be irrevocable and open for acceptance for a period of 60 business days after closing of Tenders unless otherwise specified in the Pricing and Delivery Schedule.

### 10. Tender Opening

Tenders will not be opened in public.

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## GENERAL CONDITIONS

Tenders are subject to the terms and conditions of the Contract Documents listed on page 1.

### 1. **Contract Authority**

The City's Purchasing Manager is authorized to administer this contract on behalf of the City.

### 2. **Extras**

Unless expressly authorized by the Contract Documents or by written request approved in writing by the City's Purchasing Manager or designate, no payment for extras shall be made.

### 3. **Inspection**

The Purchasing Manager may inspect all Materials and/or Deliverables. The inspection and testing may, at the option of the Purchasing Manager, be carried out at the Tenderer's place of business. The Tenderer shall assist the Purchasing Manager in the inspection or testing of the Materials and/or Deliverables.

If, in the opinion of the Purchasing Manager, whose decision is final and binding on the parties, any Materials and/or Deliverables are defective or otherwise fail to conform with the Contract Documents, the Purchasing Manager may: 1) reject the Materials and/or Deliverables and terminate this contract, or 2) reject the Materials and/or Deliverables and require that they be replaced or corrected to his satisfaction within a specified time at no cost to the City.

Where Materials and/or Deliverables are required to be replaced or corrected pursuant to General Condition subsection b above, the Purchasing Manager may require that the Materials and/or Deliverables be removed from City property by the Tenderer until corrected or replaced.

The City may deduct from the money owing to the Tenderer any expenses it incurs as a result of the need to correct or replace the Materials and /or Deliverables.

### 4. **Responsibility**

The Materials and/or Deliverables remain at the risk of the Bidder at all times prior to their delivery to the designated delivery point and their acceptance by the City. If the Materials and /or Deliverables are inspected and rejected by the City, they remain at all times at the risk of the Bidder.

### 5. **Indemnity**

The Bidder indemnifies, protects and saves harmless, the City, its elected officials, officers, agents, servants and employees from and against all claims, suits, expenses, costs, or damages arising from the supply of Materials and /or Deliverables to the City, or arising from all liens, claims, inventions, copyrights, patents, patent rights or trademarks infringed upon.

### 6. **Schedule for Delivery of Materials and/or Deliverables**

If the Bidder fails to affect supply within the delivery time specified within its Tender, the Bidder shall be liable to the City for the costs incurred by the City as a result of the delay. The Bidder agrees that the City may deduct such costs from the money owing to the Bidder.

### 7. **Default**

a) The City may terminate the whole or any part of this contract by delivering notice of default to the Bidder where the Bidder fails to deliver the Materials and /or Deliverables within the time specified by the Contract Documents, fails to correct a defect or replace Materials and /or Deliverables within the time specified by the Purchasing Manager pursuant to Section 3

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of the General Conditions or the Purchasing Manager is of the opinion that the Bidder will not, or will be unable to, perform this contract within the specified time.

- b) If the City terminates this contract for any reason the Purchasing Manager may acquire comparable replacement Materials and /or Deliverables on terms he in his sole direction deems appropriate and the Bidder shall forthwith on demand pay to the City any excess cost the City incurs in acquiring these replacement Materials and /or Deliverables.
- c) Time is of the essence of this contract.

**8. Assignment**

This contract may not be assigned without the prior written consent of the City.

**9. Payments**

Unless otherwise specified herein, and following delivery and acceptance by the City of Materials and/or Deliverables, payment by the City shall be made to the Tenderer within thirty (30) calendar days after receipt by the City of an invoice or invoices properly prepared by the Tenderer which clearly provide for any applicable deductions from the amount payable.

**10. Definitions**

The following definitions apply to the Contract Documents, as defined below:

- a) "Materials" - means goods, equipment or other articles of whatever kind or nature required, intended or contemplated to be supplied to the City pursuant to this contract.
- b) "Deliverables" means documents, reports and or services of whatever kind or nature required, intended or contemplated to be supplied to the City pursuant to this contract
- c) "City" or "Owner"– means the Corporation of the City of New Westminster.
- d) "Bidder "or "Tenderer" - includes a person or persons who have undertaken to submit a Tender in accordance with the Contract Documents or, who, as a result of the City's acceptance of its Tender, has undertaken to supply Materials and/or Deliverables.
- e) "Purchasing Manager" - means the person filling the office of the Purchasing Agent for the City or the person then acting as such.
- f) "City Engineer" or "Engineer" – means the Director of Engineering for the City and his duly authorized assistants or such consulting or other professional engineers as may be appointed to act for the City in that capacity.
- g) "Contractor" – means the entity that enters into a contract for the supply of Materials and /or Deliverables as a result of this Invitation To Tender.

**11. Conflict**

- a) In the event of conflict between Contract Documents, the documents shall have the following precedence:
  - (1) Price and Delivery Schedule
  - (2) Special Conditions, if present
  - (3) General Conditions
  - (4) Bidder Instructions
  - (5) Specifications
  - (6) Invitation to Tender and
  - (7) Plans or Drawings, if present
- b) With respect to all of the Contract Documents, a later date shall govern unless a contrary intention is specified.



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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> <u>with detail</u>
	<b>Transmission &amp; Drive train</b>	<ul style="list-style-type: none"> <li>▪ Automatic</li> <li>▪ All Wheel Drive / 4WD</li> </ul>	State
	<b>Axle &amp; Suspension</b>	<ul style="list-style-type: none"> <li>▪ Independent suspension front and rear</li> </ul>	State
	<b>Brakes</b>	<ul style="list-style-type: none"> <li>▪ Must be equipped with ABS system</li> <li>▪ Must have some form of electronic stability control</li> </ul>	State
	<b>Tires/Wheels</b>	<ul style="list-style-type: none"> <li>▪ 4 all season radial or mud and snow tires, require a full size spare</li> </ul>	State

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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> <u>with detail</u>
	<p><b>Exterior Features</b></p> <p>1. <b>Mirrors</b></p> <p>2. <b>Windows</b></p> <p>3. <b>Rear door</b></p> <p>4. <b>Wipers and controls</b></p>	<ul style="list-style-type: none"> <li>▪ Power mirrors both sides</li>   <li>▪ Power Windows and door locks</li> <li>▪ Privacy “tinted glass” rear doors, quarter windows, and rear windows.</li>   <li>▪ Rear lift gate</li>   <li>▪ Electric, intermittent speed controlled windshield washers, front and rear</li> </ul>	<p>State</p>



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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> <u>with detail</u>
	<p><b>Interior Features</b></p> <ol style="list-style-type: none"> <li><b>1. Seats</b></li> <li><b>2. Heater/Defroster &amp; Air Conditioning</b></li> <li><b>3. Defogger</b></li> <li><b>4. Gauges</b></li> <li><b>5. Armrests/Visors</b></li> <li><b>6. Flooring</b></li> <li><b>7. Power Points</b></li> <li><b>8. Radio</b></li> </ol>	<ul style="list-style-type: none"> <li>▪ H.D. cloth, dark grey or black in colour</li> <li>▪ Must have minimum five person seating capacity, rear seats must fold down.</li> <li>▪ Front centre arm rest</li> <li>▪ Air conditioning</li> <li>▪ Rear window defogger</li> <li>▪ Full gauge package</li> <li>▪ Dual illuminated, left and right sides</li> <li>▪ H.D. carpet, passenger and cargo area</li> <li>▪ With carpeted floor mats</li> <li>▪ Front and Rear</li> <li>▪ Manufacturer's standard AM/FM</li> </ul>	<p>State</p>

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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> with detail
	<b>Safety/Security Features</b>	<ul style="list-style-type: none"> <li>▪ Driver and Passenger dual stage front air bags.</li> <li>▪ Front seat side air bags and curtain side air bags</li> <li>▪ Driver seat position sensor and front passenger sensing system.</li> <li>▪ Cargo Area Cover</li> <li>▪ Tire pressure monitoring system.</li> </ul>	
	<b>Colour</b>	<ul style="list-style-type: none"> <li>▪ White, Grey, Silver or Beige</li> </ul>	State
	<b>Keys</b>	<ul style="list-style-type: none"> <li>▪ Remote keyless entry with 5 keys and FOBS</li> </ul>	State

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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> with detail
	<p><b>Options:</b></p> <p><b>All Season mats</b></p> <p><b>Cargo Liner</b></p> <p><b>Window Vent Visors</b></p> <p><b>Power Seats</b></p> <p><b>Extended Warranty</b></p> <p><b>Hybrid option</b></p>	<ul style="list-style-type: none"> <li>▪ List number available and cost</li> <li>▪ List availability and cost</li> <li>▪ List availability and cost</li> <li>▪ List availability and cost</li> <li>▪ List availability and cost</li> <li>▪ List availability and cost</li> <li>▪ List availability and cost</li> </ul>	<p>State</p>

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Spec. #	Description	Required by Corporation	State <u>Yes</u> if you conform, State <u>No</u> <u>with detail</u>
	<b>Delivery</b>	<ul style="list-style-type: none"> <li>▪ F.O.B. City Garage</li> <li>▪ 901 First Street</li> <li>▪ New Westminster, BC V3L 2J1</li> </ul>	State

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**PRICE AND DELIVERY SCHEDULE**

**PRICE**

In accordance with the Contract Documents, which terms and conditions we have carefully examined and agree to, the undersigned hereby submits a firm Tender to supply the vehicle(s) in accordance with the Specifications, for the price(s) as listed below, delivered FOB City of New Westminister Works Yard 901 1<sup>st</sup> Street, New Westminister BC.

<b>PRICING OPTION</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
	<b>1</b>	\$ _____	\$ _____
		PST 7%	\$ _____
		GST 5%	\$ _____
		Environmental Tax	\$ _____
		<b>Total Tendered Price</b>	<b>\$ _____</b>

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### Price Discrepancies

If there are any discrepancies between the unit prices and the extended totals, then the unit price shall be deemed to be correct, and the corresponding corrections shall be made to the extended totals. If the unit price is given but the corresponding extended total has been omitted the following shall apply:

- a) If a unit price is given but the corresponding extended total has been omitted, then the extended total shall be calculated from the unit price and the quantity, and inserted as the extended total:
- b) If the extended total is given but the corresponding unit price has been omitted, then the price shall be calculated from the extended total and the quantity, and inserted as the price.

### **DELIVERY SCHEDULE** (to be completed by Tenderer)

shall be complete within \_\_\_\_\_ calendar days following City's acceptance of the Bidder's offer.