



REQUEST FOR PROPOSAL

NWRFP-24-20

One New Tandem Axle Dump Truck

Closing Time:

Tuesday, August 20, 2024
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

Further requests for information :

Purchasing: Ron Gidda
Purchasing and Inventory Supervisor

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster is seeking to replace a Tandem Axle Dump Truck for Engineering Operations for road maintenance and snow removal. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.3** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.4** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.5** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.6** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

- 2.1** Three (3) copies of the Proposal, including one signed and initialled copy of this Request for Proposal, are to be submitted and clearly marked on the outside envelope or box as follows: "NWRFP-24-20 One New Tandem Axle Dump Truck".
- 2.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 2.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 2.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least seven (7) calendar days prior to the closing date and time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

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3.0 CONTRACT REQUIREMENTS

- 3.1 The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant.
https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 4.1 All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.0 LIVING WAGE EMPLOYER

- 5.1 Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$25.68 per hour, assuming the employer provides no benefits.
- 5.2 In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.
http://www.livingwageforfamilies.ca/living_wage_calculator
- 5.3 The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**
- 5.4 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information.

6.0 EVALUATION AND SELECTION PROCESS

- 6.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the services requested.
- 6.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.
- 6.3 The City intends to evaluate Proposals based on the following criteria and weighting:

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Evaluation Criteria	Weighting
Capability and Experience	25
Ability to meet Specifications	25
Timeline and Delivery Time	25
Value for Cost	25
References	Pass/Fail
Total	100

6.4 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

7.0 NEGOTIATIONS

7.1 The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City

7.2 If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 **BACKGROUND**

1.1 The City of New Westminster is replacing a Tandem Axle Dump Truck used in day to operations and with the capability to be used in their snow removal program.

2.0 **BUSINESS REQUIREMENTS & SUMMARY OF WORK**

2.1 See Appendix B for specification table.

2.2 Provide complete specifications and full five sided detailed drawings.

2.3 Provide any appropriate information on the material, fabrication and finish specifications that will be applied in the construction of the apparatus.

2.4 Provide multiple site inspections with a pre-determined schedule.(IF Required)

2.5 The consultant is required to supply the location address and company name of the local business that is qualified to complete all warranty work and supply parts as required. A copy of this agreement between the two agencies to perform such work shall be provided with this proposal.

2.6 Provide all costs and options available.

2.7 Provide time line and delivery date.

3.0 **SUBMISSION REQUIREMENTS**

3.1 Submit three (3) copies of proposal. Proposals should be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:

- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
- b) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
- c) **Understanding of Assignment and Approach:** A brief outline of the Proponent’s understanding of the project and a detailed work program and methodology to successfully achieve the objectives
- d) **Cost/Schedule:** A schedule of activity from date of award to final submission, including a labour summary matrix that provides person-hour estimates for each of the work activities
- e) **Project Team/Experience:** The proposed project team complete with brief resumes, describing each person’s role in this project and their qualifications and experience to take on successfully the role
- f) **Value Add:** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project
- g) **Social and Sustainability:** Explain your social and sustainability policy and process. Explain how your company addresses anti-racism, diversity, inclusion, and equity. Explain how your

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company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?

- h) **Appendix B – Specifications:** Complete and include in your proposal.
- i) **References:** Complete the attached table of references below

REFERENCES

Please provide three (3) references for companies whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.



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APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

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DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:



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APPENDIX B

SPECIFICATION TABLE

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ITEM	DESCRIPTION	PREFERRED SPECIFICATIONS	MEETS PREFERRED SPECIFICATION YES/NO
1.	GENERAL	It is the intent of these specifications to describe the preferred requirements of one (1) new Tandem Axle Dump Truck . The unit 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.	
A.	Make		
B.	Model		
C.	Year of Manufacture		
D.	Vehicle Weight	Approximately GVW 70,000 lbs. <ul style="list-style-type: none"> • State vehicle weight 	
E.	Regulatory		
2.	CAB		
A.	Cab Type	Regular cab	
B.	Wipers	Dual windshield wiper with delay	
C.	Horns	Dual electric and air horns	
D.	Back-up Alarm	Maximum 98 dBA: <ul style="list-style-type: none"> • Please state dBA rating • Does it meet Work Safe BC regulations and requirements 	
E.	Heater	Multi speed high output heater and air conditioning	
F.	Radio	AM/FM Bluetooth radio	
G.	Mirrors	Fully heated electric adjustable mirrors and dual front fender mounted convex mirrors <ul style="list-style-type: none"> • State options 	
H.	Power Accessories	Power door locks and windows	
I.	Driver's Seat	Air ride premium cloth seat with all ergonomic adjustments. Passenger seat to be base cloth or vinyl. <ul style="list-style-type: none"> • State color option • Provide information on ergonomic adjustments 	
J.	Floor	Vinyl cover <ul style="list-style-type: none"> • State color 	
K.	Gauges	Is to include speedometer, tachometer, fuel, diesel exhaust fluid ("DEF"), coolant temperature, outside temperature, brake application, primary and secondary air reservoir gauges	

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		<ul style="list-style-type: none"> State which gauges are included and style of each gauge <p>Outside temperature gauge is dash mounted and factory installed</p> <ul style="list-style-type: none"> Confirm outside temperature gauge is factory installed and is dash mounted 	
L.	Cab Light	Door activated cab light	
M.	Cab Handles	Right and left grab handles for the entry and exit of cab	
N.	Paint	<p>Cab color is standard white and is to come with base and clear coat. Frame is to be black Interior is to be gray</p> <ul style="list-style-type: none"> State color options 	
O.	Sound Suppression	<p>Cab is to include sound suppression</p> <ul style="list-style-type: none"> State what means are used to achieve sound suppression 	
P.	Safety	<p>Unit is to come equipped with a reflector kit and a mounted fire extinguisher</p> <ul style="list-style-type: none"> State where reflector kit is installed on the unit State the size and where the fire extinguisher is mounted 	
3.	CHASSIS		
A.	Wheel Base	<p>Wheel base as short as possible to meet weight distribution requirements</p> <ul style="list-style-type: none"> State wheel base length State overall width of unit 	
B.	Cab to Axle	<p>To meet weight distribution requirements</p> <ul style="list-style-type: none"> State cab to axle length State overall length of unit 	
C.	Fuel Tank(s)	<p>Mounted as far forward as possible to accommodate underbody snow plow</p> <ul style="list-style-type: none"> State mounting locations of fuel tank(s) <p>Provide room to utilize a belly plow on the chassis</p>	
D.	Service Functions	<p>Intended Service Functions</p> <ul style="list-style-type: none"> Dump Underbelly Plow Stainless Steel Spreader 	
4.	DUMP BOX		
A.	Body	Must be stainless steel	
B.	Construction	Materials	

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		<ul style="list-style-type: none"> • The floors must be made of Hardox or equivalent • The sides, headsheet, and tailgate to be made of 201 stainless steel • Include “D” ring tie downs for spreader unit <p>Longsill construction with no cross members</p> <ul style="list-style-type: none"> • State <p>Welds to be continuous to prevent entry of water and material</p> <ul style="list-style-type: none"> • State 	
C.	Bulkhead	Integral front hoist cylinder design and include tie downs on bulkhead for spreader	
D.	Capacity	Approximately 12 to 16 cubic yards <ul style="list-style-type: none"> • State capacity 	
E.	Dimensions	Length – Inside approximately 16 feet <ul style="list-style-type: none"> • State <p>Width – inside approximately 7 feet 3 inches / outside 96 inches</p> <ul style="list-style-type: none"> • State 	
F.	Tailgate	Hydraulic hilift tailgate with three (3) drum style batch gates in tailgate	
G.	Sides	Folding ladder and support handles integrated into the box sides for purposes of checking load <ul style="list-style-type: none"> • State 	
H.	Tarp	Electronic automatic tarp system <ul style="list-style-type: none"> • State 	
I.	Warranty	Warranty on dump box <ul style="list-style-type: none"> • State 	
J.	Miscellaneous	Four (4) shovel/broom holders on the bulkhead, two (2) per side Frame mounted toolbox (size to be determined based on available space) Wheel chock holder for two (2) chocks Frame mounted safety cone holder Body safety prop for dump box	
K.	Light Bar	Two (2) LED traffic advisor (Slim strip style), and dual LED beacons all mounted on cab protection <ul style="list-style-type: none"> • State brand and warranty 	

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5.	ENGINE EQUIPMENT		
A.	Diesel Engine	Minimum 490 horsepower and 1700 foot pounds of engine torque <ul style="list-style-type: none"> • State horsepower rating of engine offered • State engine torque rating in foot pounds 	
B.	Emissions	Engine is to be 2024 emission compliant <ul style="list-style-type: none"> • Provide details 	
C.	Brakes	Combination exhaust/compression brake <ul style="list-style-type: none"> • State type 	
D.	Fuel Economy	<ul style="list-style-type: none"> • State fuel economy 	
E.	Filters	Lubricant, fuel, and coolant filters to be spin on	
F.	Fuel/Water separator	<ul style="list-style-type: none"> • State style and location 	
G.	Hand throttle	Hand throttle switch to increase, decrease or set engine RPM – cruise control switches are acceptable <ul style="list-style-type: none"> • State hand throttle style 	
H.	Hoses	Hoses are to be silicone with constant torque clamps	
6.	COOLING SYSTEM		
A.	Heavy Duty Radiator	Must meet engine and transmission cooling requirements Must be compliant with extended life coolant	
B.	Transmission Cooler	Meets the needs of engine and transmission	
C.	Block Heater	1500 watt with hard wiring to outside of cab <ul style="list-style-type: none"> • State wattage and location 	
D.	Hoses	Hoses are to be silicone with constant torque clamps	
7.	ELECTRICAL		
A.	Alternator	Alternator 160 amp minimum <ul style="list-style-type: none"> • State amperage output • State alternator warranty 	
B.	Circuit Breakers	Auto reset to replace fuses	
C.	Lighting System	12 Volt lighting system with circuit protection Unit lighting is to be LED where possible <ul style="list-style-type: none"> • State where LED lighting is available • State warranty on LED lighting 	
D.	Wiring	Circuits to be numbered and/or color coded. All wiring from back of cab to be sealed Must have a minimum of 6 integrated auxiliary switches	

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		<ul style="list-style-type: none"> State how many auxiliary switches come with the proposed unit 	
E.	Battery	Three (3) 12 volt combined 2700 cold cranking amps ("CCA")	
8.	EXTERIOR LIGHTING		
A.	Full Light Package	Includes headlights, amber warning lights, turn signals, and brake lights meet Canadian Motor Vehicle Safety Standards	
B.	Stop, Tail, and Turn Signals	Separate stop, tail, and turn signal lights to be recessed with protective guards to be LED <ul style="list-style-type: none"> State type of lights Do lights come with protective guards? 	
C.	Clearance Lights	Clearance lights to be LED	
D.	Regulatory	Lighting to meet BC Motor Vehicle Regulations	
E.	Back-up	Clear back-up lights to be LED and activate when reverse gear is selected	
F.	Strobe Lights	To be flush mounted on four corners of vehicle	
G.	Work Lights	LED work lights <ul style="list-style-type: none"> Two (2) lights facing front Two (2) lights facing rear 	
H.	Beacon Lights	Dual cab mounted LED beacons <ul style="list-style-type: none"> State model 	
9.	TRANSMISSION		
A.	Transmission	Six speed fully automatic Allison transmission <ul style="list-style-type: none"> State all options available State warranty State Type 	
B.	Transmission temperature gauge	<ul style="list-style-type: none"> State type of temperature gauge 	
C.	Transmission Lubricant	Transynd synthetic lubricant for extended warranty <ul style="list-style-type: none"> Provide information of synthetic lubricant and extended warranty options in respect to using synthetic lubricant 	
10.	FRONT AXLE		
A.	Capacity	Approximately 20,000+ lbs. capacity <ul style="list-style-type: none"> State front axle capacity 	
B.	Shock Absorbers	Heavy duty <ul style="list-style-type: none"> State what is offered 	
11.	REAR AXLES		
A.	Capacity	Approximately 46,000+ lbs. capacity <ul style="list-style-type: none"> State rear axle(s) capacity 	
B.	Power Divider Lock	Separate switch	

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		<ul style="list-style-type: none"> • Provide details 	
C.	Dual Axle Lock	Separate switch <ul style="list-style-type: none"> • Provide details 	
12.	STEERING		
A.	Power Steering	Tilt and telescopic	
13.	BRAKES		
A.	Front Brakes	<ul style="list-style-type: none"> • State type of brakes (Disc Preferred) • State size and thickness of rotors/drums and pads/shoes • State size of calipers 	
B.	Rear Brakes	<ul style="list-style-type: none"> • State type of brakes (Drum preferred) • State size and thickness of rotors/drums and pads/shoes • State size of calipers 	
C.	Emergency Brake	<ul style="list-style-type: none"> • State type and operation • State location 	
14.	RIMS AND TIRES		
A.	Front Rims	Aluminum – non polished <ul style="list-style-type: none"> • State size of rims • Load rating 	
B.	Front Tires	Traction tires installed <ul style="list-style-type: none"> • State tire manufacturer and model • State tire size 	
C.	Rear Rims	Aluminum – non polished <ul style="list-style-type: none"> • State size of rims • Load rating 	
D.	Rear Tires	Traction tires installed <ul style="list-style-type: none"> • State tire manufacturer and model • State tire size 	
15.	Frame and Equipment		
A.	Dump Box	Must be suitable for stainless steel dump box	
B.	Pintle Trailer Hitch	Installed with electrical	
C.	Tow Hooks	Front mounted <ul style="list-style-type: none"> • State 	
D.	Mud Flaps	Front and rear <ul style="list-style-type: none"> • State 	
16.	FUEL TANK(S)		
A.	Fuel Tank	Diesel tank to be labelled “DIESEL FUEL ONLY” Mounted as far forward as possible to accommodate belly plow <ul style="list-style-type: none"> • State capacity of tank(s) in litres • State location of tank(s) 	

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B.	Diesel Exhaust Fluid (“DEF”) Tank	DEF tank to be labelled “DEF ONLY” <ul style="list-style-type: none"> • State capacity of tank in litres • State location of tank 	
17.	HYDRAULIC SYSTEM		
A.	Controls	All in one hydraulic control to operate hoist, tailgate, underbody plow, and spreader	
B.	Tank	Hydraulic tank to have sufficient volume to provide operation and adequate cooling. To be equipped with a low oil and temperature sending unit <ul style="list-style-type: none"> • State volume of tank • Will tank proposed have adequate cooling capabilities for all attachments listed • State tank composition • Is tank a split design • State tank location 	
C.	Power Take Off (“PTO”)	Sufficient to power all attachments stated <ul style="list-style-type: none"> • State type of PTO • State horsepower rating • State torque capacity • State control mechanism to engage PTO 	
18.	EQUIPMENT - INSTALLED		
A.	Underbelly Plow	Monashee 10’ fixed angle underbelly plow with fittings wrapped in Denso tape	
B.	Spreader	Stainless steel inverted V (twin screw) hydraulic spreader with lock bar to be actuated by tailgate locking mechanism. Drop leg stands for storage. Must include front and side spill shield to prevent salt buildup between bulkhead/box sides and spreader. Rear fold up stainless ladder. Flush face screw in connections preferred and wrapped in Denso tape Anchor points to secure spreader to box D-rings <ul style="list-style-type: none"> • State Make, Model, and connection type 	
19.	SAFETY EQUIPMENT		
A.	Certification	Meets ANSI B71.4-2004 standard Meets Canadian Motor Vehicle Safety Standards Meets CVSE Bulletin #07-2023 for dump body warning and speed limiter	
B.	Fire Extinguisher	5 lbs. ABC – to be mounted in operators cab	
20.	WARRANTY		

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A.	Warranty	<ul style="list-style-type: none"> • State standard warranty, duration of warranty, what is included and not included in the warranty • State engine and emissions warrant, duration of warranty, what is included and what is not included in the warranty • Provide information as to available extended warranties, what is covered, duration of coverage and cost 	
21.	DELIVERY		
A.	Pre-delivery Inspection	Complete pre-delivery and motor vehicle inspection check	
22.	PARTS AND SERVICE		
A.	Spare Parts List	Complete list of preventative maintenance parts and consumables <ul style="list-style-type: none"> • Provide part numbers and product descriptions 	
B.	Keys	Four (4) complete sets of keys are to be supplied at the time of delivery	