



CITY OF GRAND FORKS
REQUEST FOR PROPOSAL
PLOW/SAND TRUCK
RFP # PW2017-01-RFP

Date of Issue: March 13, 2017

Overview of the Requirements

The intent of this *Request for Proposal* ("RFP") is to provide proposals regarding the procurement of a Plow Truck for the Grand Forks Public Works department. The current aging Municipal Plow Truck is slated for replacement. At minimum some of the attachments will also need to be replaced, while some of the current attachments ideally will work with the new replacement unit.

All proposals marked "**City of Grand Forks, Municipal Plow/Sand Truck, Confidential – Do Not Open**", will be received by **2:00 PM, local time on or before April 13th, 2017**, at:

City of Grand Forks,
7217 4th Street
Grand Forks, BC
V0H 1H0
Attention: Deputy Corporate Officer

Or emailed to: corporate@grandforks.ca

City of Grand Forks Designated Contact Person:

Attention: David Reid, Manager of Operations,
City of Grand Forks
Phone: 250.442.4148
E-mail: dreid@grandforks.ca

The City of Grand Forks reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

This Request for Proposal does not commit the City to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City staff.

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1. General Information

1.1. Definitions

Throughout this Request for Proposal, terminology is used as follows:

- a) "must", "mandatory", "will" or "required" means a requirement that must be met in order for a proposal to receive consideration;
- b) "should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.

1.2. Timeline

Please see Appendix A for the RFP timeline of activities including the closing date, questions submission deadline, and other important information.

1.3. Questions And Answers

All enquiries related to this RFP are to be directed, in writing, to the City of Grand Forks Designated Contact Person on or before the deadline found in Appendix A. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses, including any addenda, will be recorded and will be posted on the City's website at www.grandforks.ca, BCBid and CivicInfoBC.

Notification of change will not automatically be sent to Proponents. All addenda must be acknowledged in your submission on the Certification Document.

1.4. Non-Solicitation

Proponents and their agents will not contact any City staff member, officer or Council member with respect to this RFP at any time prior to the award of a Contract or the termination of the RFQ, and the City may reject the proposal of any proponent that makes any such contact.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.5. No Obligation To Proceed

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process.

1.6. Changes To Proposal

No changes to any submitted proposal will be allowed after the due date except anything requested by the City for purposes of clarification.

1.7. Modification Of Terms

The City reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

1.8. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

1.9. Prices And Delivery Point

- All prices submitted shall be in Canadian funds.
- Net Unit price shall be shown with GST and PST shown separately.
- All taxes, duties, levies, insurance in freight, freight and warranty and anything else pertaining to the design, supply & delivery shall be included in the Net Unit price.
- Options will be shown separately where possible.
- Equipment shall be delivered D.D.P. (destination duty paid), Incoterms 2010, to the City of Grand Forks' works yard.

1.10. Ownership Of Proposals

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

1.11. Confidentiality Of Information

All Proponents and any other person who through this RFP process gains access to confidential financial information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

2. Submission Requirements

2.1. General

Sealed submissions, clearly marked on the outside of the envelope with the words "**City of Grand Forks RFP Number**" # PW2017-01-RFP "**Confidential – Do Not Open**", will be received at the office of the Deputy Corporate Officer, Daniel Drexler, on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Proposals **WILL NOT** be accepted.
- Late submissions will not be accepted and will be returned unopened.
- Proponents may submit more than one set of options in a proposal.
- One (1) bound or stapled copy of the Proposal should be submitted.
- A complete proposal includes all appendices.

2.2. Format And Sequence

The following format and sequence must be followed to provide consistency in Proponent proposals and ensure each Proposal receives full consideration.

- Cover Letter (1 page)
- Table of Contents (1 page)
- Maximum 1-2 paragraphs for each criteria describing how your proposal meets the desirable criteria from Appendix "G"
- Appendices

2.3. Authorized Signator

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

3. EVALUATION

3.1. Evaluation Process

Evaluation of proposals will be by a committee formed by the City. Incomplete proposals will be rejected without further consideration. **Proposals not including the mandatory items list in Appendix "E" will be considered incomplete.** Complete proposals will be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding. The City reserves the right to interview any or all Proponents, subsequent to submission of all proposals.

3.2. Desirable Criteria

As per the objectives of the City's Contracting Authority and Purchasing policy, the City encourages, as a preference, contracting agreements and purchasing criteria that promote reduction of greenhouse gases (GHG) and considers the life cycle costs of an acquisition rather than just the initial purchase price. The City shall give preference to contracts, equipment, machinery, vehicles and supplies that incorporate green or sustainable business practices or technology.

3.3. Contract

This RFP is not an agreement to purchase goods or services. Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services.

Any resultant award will be made by means of a Purchase Order. The RFP will be incorporated by reference in the Purchase Order which will, together with the Terms and Conditions of Purchase, form the contract between the City and the successful Bidder.

The successful Bidder will be required to deliver all supplemental data information, parts manual, instruction booklets, warranty certificates and all other applicable information pertaining to the Unit upon delivery of the Unit to the Site. Failure to deliver all of the required information may result in a 5% holdback being applied to the purchase price until delivery of materials/information is complete.

The City is not under any obligation to award a “contract” and may elect to terminate this RFP at anytime.

4. Specifications

4.1. General

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If a product other than that specified is offered, it is the Bidder’s responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the Specifications describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in their proposal or, if the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative. Proponents shall clearly indicate any variances from the City’s Specifications or conditions and attach descriptive literature/specifications.

4.2. Alternative Proposal

Alternative proposals will be accepted and evaluated, for example, if a solution demonstrates a cost saving alternative or another desirable criteria.

Appendix A Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFP	March 13, 2017
Question period closing	March 27, 2017
Addendum posting deadline 12pm	March 31, 2017
RFP Closing 2pm	April 13, 2017
Select preferred proponent	April 24, 2017
Contract in place with preferred proponent	May 4, 2017
Delivery of Goods	October 17, 2017

Contractor:

Date able to deliver goods: _____

Appendix B Specifications

GENERAL DESCRIPTION:

To supply the City with one (1) new 2016 or 2017 Single Axle Plow/Sand Truck (the "Unit").

Item No.	Specification Questions	Specifications (attach extra sheets if necessary)
	GENERAL	
1	State the year, make and model of Unit being offered.	
2	State the year, make and model of accessories system being offered with the Unit.	
3	State the GVWR of Unit complete. Preference is for 37,600 GVWR	
4	State the delivery time after receipt of an order in calendar days.	
5	State the actual length of Unit	
6	State the actual height of the complete Unit	
7	State the net horsepower for the engine.	
8	State the make and model of tires being offered.	
9	State the actual capacity of fuel tank.	
10	State the dBA rating of the unit during operation.	
11	State the capacity of the hydraulic reservoir	

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
	ENGINE			
1	ELECTRONIC DIESEL MIN. 325 HP. Cummins ISB 6.7 (750 lb/ft torque)			
2	LOW OIL, WATER SHUTDOWN [ENGINE PROTECTION SYSTEM]			
3	BLOCK HEATER			
4	2010 EPA/CARB EMISSIONS CERTIFICATE			
5	ENGINE EXHAUST BRAKE			
6	HORTON ON/OFF FAN DRIVE			
7	ON-BOARD DIAGNOSTICS – CLEAN IDLE			
8	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER & UNDERHOOD BLEND DOOR			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
9	SCAN TOOL FOR ENGINE LIGHT CODES			
	TRANSMISSION			
1	ALLISON AUTOMATIC 3500 RDS			
2	6 SPEED			
3	PROVISION FOR PTO (MAX ENGINE SPEED 2600 RPM)			
4	TRANSMISSION COOLER			
5	AUTO NEUTRAL			
6	ALLISON VOCATIONAL PACKAGE 223			
7	VEHICLE INTERFACE WIRING CONNECTOR			
8	ELECTRONIC TRANSMISSION WITH T SHIFT HANDLE			
9	PTO CS24/25 SERIES WITH SHAFT EXTENSION			
10	SYNTHETIC TRANSMISSION FLUID			
11	ALLISON PERFORMANCE SCAN TOOL			
	REAR AXLE			
1	6.14 - 6.43 GEAR RATIO			
2	AIR OPERATED AXLE LOCKER			
3	SPRING SUSPENSION 26,000LBS			
4	17 SERIES HALF ROUND DRIVELINE			
5	HALIDEX GOLD SEAL LONG STROKE BRAKE CHAMBERS			
6	MERITOR AUTOMATIC SLACKS			
7	SYNTHETIC 75/90 GEAR OIL			
8	DRIVER CONTROLLED DIFFERENTIAL LOCK			
9	DRIVER CONTROLLED TRACTION DIFFERENTIAL			
10	BLINKING LAMP WITH EACH MODE SWITCH – DIFF. UNLOCK WITH IGNITION OFF (ACTIVE @ 5 MPH)			
	WHEEL BASE			
1	TO ACCOMMODATE BODY			
2	CAB TO AXLE TO ACCOMMODATE BODY			
3	MUST ACCOMMODATE 12FT BOX AND HYDRAULICS			
	FRAME			
1	HEAVY DUTY-110,000 PSI			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
2	MINIMUM 2,500,000 RBM			
3	7/16X3-9/16X11-1/8" STEEL FRAME			
	FRONT AXLE			
1	14,600LB			
2	14,600LB SPRINGS			
3	POWER STEERING			
4	SET BACK AXLE (STATE TURNING RADIUS)			
5	MERITOR AUTOMATIC SLACKS			
6	SEE-THRU POWER STEERING RESERVOIR			
7	SYNTHETIC 50 WEIGHT FRONT AXLE LUBE			
	BRAKES			
1	AIR			
2	18.7 CU FT COMPRESSOR			
3	AIR DRYER			
	CAB			
1	ALUMINUM			
2	AIR RIDE CAB			
3	EXTERIOR GRAB HANDLES			
4	CAB AND FIREWALL INSULATION WITH ADDED FLOOR HEAT AND NOISE INSULATION			
5	ADJUSTABLE TILT & TELESCOPING STEERING COLUMN			
6	IN DASH 12V POWER SUPPLY			
7	MOUNTED TRIANGULAR REFLECTORS W/O FLARES			
8	IN CAB BATTERY DISCONNECT @ DRIVERS SEAT			
9	LEFTHAND SIDE UNDER CAB BATTERY WITH JUMPER LUGS			
10	2.5" FENDER EXTENSIONS			
11	DOWN VIEW MIRRORS			
12	2.5LB FIRE EXTINGUISHER (MOUNTED)			
13	LEVEL 1 FIRST AID KIT (MOUNTED)			
14	HEATER DEFROST & A/C			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
15	STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE			
16	AM/FM STEREO RADIO			
17	AIR PREMIUM DRIVERS SEAT			
18	REAR WINDOW			
19	VARIABLE ELECTRIC WIPERS			
20	ALUMINUM KICK PANELS			
21	INTERIOR STORAGE			
22	LIST GAUGE PACKAGE			
23	3 EXTRA SWITCHES IN DASH			
	WHEELS			
1	10 HUB PILOT 11.00 X 22.5			
2	22.5X9 FRONT			
3	MICHELIN XYZ-315/80 R22.5 20PLY FRONT TIRES			
4	MICHELIN XDE M/S 11R 22.5 14PLY RADIAL REAR TIRES			
5	ALUMINUM RIMS			
	EXHAUST			
1	SINGLE VERTICAL RIGHT SIDE NOT TO PROTRUDE BACK OF CAB			
	FUEL TANK			
1	50 GALLONS ALUMINUM UNDER CAB (STEP) (CLEARANCE FOR UNDER BODY PLOW)			
	BATTERY BOX			
1	BATT BOX MOUNTED UNDER CAB (CLEARANCE FOR UNDER BODY PLOW)			
2	BATTERY DISCONNECT SWITCH MOUNTED IN CAB			
	HORN			
1	AIR			
2	ELECTRIC			
	OPTIONS			
1	AIR CONDITIONING			
2	TACH			
3	HAND THROTTLE OR ELECTRONIC?			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
4	LED FOR REAR STOP, TURN, TAIL LIGHTS AND MARKER LIGHTS			
5	HEATED MIRRORS			
6	SHUT OFF COOLANT LINES			
7	TOW HOOKS			
8	BODY BUILDER PLUG AND AUXILIARY PDM MOUNTED EOF			
	COLOUR			
1	WHITE CAB			
2	BLACK FRAME			
3	STAINLESS STEEL BOX			
	DELIVERY			
1	DELIVERY DATES [TO BE ACCURATE FOR BID EVALUATIONS]			
2	STATE DELIVERY DATE FOR CHASSIE TO BODY BUILDER			
3	STATE DELIVERY DATE FOR BODY BUILDER TO SITE			
4	STATE DELIVERY DATE FOR BODY BUILDERS SECTION			
	DUMP BOX			
1	12 FT LONG			
2	LED FOR REAR STOP, TURN, TAIL LIGHTS, ALTERNATING AND MARKER LIGHTS			
3	8 FT WIDE			
4	AIR TAILGATE			
5	BENT ARM STYLE TARP SYSTEM			
6	ELECTRIC TARP			
7	B.C. SPEC LIGHT HOLES			
8	BOX STAINLESS STEEL			
9	4 FLASHING LED ON CORNERS (2 ON SANDER 2 ON BOX)			
10	STEEL SIDE BOARDS			
11	8' WIDTH			
12	FLOOR ¼" 304 STAINLESS STEEL			
13	SIDES 36" 304 STAINLESS STEEL			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
14	REAR BOLSTERS 304 STAINLESS STEEL			
15	TAILGATE & TAILGATE BRACING 48" 304 STAINLESS STEEL			
16	6.9-9.8 CU YD CAPACITY			
17	CAB SHIELD 22"X86" WITH 7 GA END PLATES 304 STAINLESS STEEL			
18	409 STAINLESS STEEL FORMED LONGITUDINALS, 7 GAUGE INNER/10 GAUGE OUTER			
19	AIR TYPE TAILGATE LATCH WITH DUAL OVER-CENTRE LINKAGE			
20	TRUNNION MOUNT NITRIDED TELESCOPIC HOIST CYLINDER (NOT INVERTED)			
21	HYDRAULIC HIGH LIFT TAILGATE			
22	STAINLESS STEEL TOOLBOX INSTALLED			
23	8"X6"X1/2" STRUCTURAL ANGLE REAR HINGE ASSEMBLY WITH 2" DIAMETER 303 STAINLESS STEEL PINS THROUGH 2-1/2" HINGE BLOCKS			
24	FRONT MOUNTED SHOVEL & RAKE HOLDERS			
25	BODY PROP			
26	SOLID STAINLESS STEEL LADDER			
27	LED LIGHT KIT & 1 PIECE WIRING HARNESS FOR STOP/TURN/TAIL & REAR CLEARANCE LIGHTS			
	HYDRAULIC SYSTEM			
1	ELECTRIC PILOT SYSTEM (NO AIR)			
2	REAR CAB MOUNTED HYD TANK AND VALVE INCLOSURE WITH TANK CLEAN OUT COVER			
3	IN TANK RETURN FILTER			
4	TRANSMISSION MOUNTED PTO AND HYD. PUMP			
5	DUMP BOX VALVE			
6	SANDER CHAIN VARIABLE VALVE			
7	SPINNER VALVES (VARIABLE)			
8	UNDER BODY PLOW VALVE			
10	SPARE VARIABLE VALVE			
11	FORCE AMERICA HYDRAULIC VALVE			
12	HIGH LIFT TAILGATE VALVE			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
	TOW APRON			
1	APRON INSTALLED			
2	7 PRONG FLAT PIN PLUG RV TRAILER PLUG			
3	ELECTRIC TRAILER BRAKE CONTROLLER			
4	EXTRA BACK UP LIGHTS & WHITE NOISE BACK UP ALARM			
	OPERATING STATION AND CONTROLS			
1	<p>Operator station shall be located between the driver's seat and passenger seat. Provision will be made for an operator with a bad shoulder so he can operate it easily. Controls shall include:</p> <ul style="list-style-type: none"> • FORCE AMERICA PATROL COMMANDER ULTRA SERIES CONTROLLER WITH SWING ARMREST CONTROLS • ON/OFF MAIN POWER WITH INDICATOR LIGHT • SELF CENTERING TOGGLE SWITCHES OR JOYSTICK FOR UNDER BODY, DUMP BOX • ON/OFF WITH INDICATOR LIGHT FOR THE ROTO LIGHT, UNDER BODY LIGHT, ALTERNATING LIGHTS • PROVISION FOR COMPUTOR FOR ANTI-ICEING TO BE MOUNTED TO IT • PROVISIONS TO MOUNT ADDIONAL SWITCHES • ALL CIRCUITS TO BE FUSED INSIDE CONTROL PANNEL WITH ADDIONAL PROVISIONS FOR ADDIONAL SWITCHES 			
	UNDER BODY PLOW			
1	10 FT MONASHEE WITH BLADE EXTENSION			
2	½" THICK MOLDBOARD			
3	3" X 12" HYDRAULIC CYLINDER			
4	7/8" SHOCK ABSORBING SPRING			
5	FIXED CURB SIDE DISCHARGE			
6	ADJUSTABLE PRESSURE RELIEF			
	SANDER			
1	STAINLESS STEEL			
2	11 FOOT SANDER			
3	HEAVY DUTY TOP SCREENS			

Item No.	Specifications	Yes	No	Deviation (attach extra sheets if necessary)
4	REAR TAILGATE LOCKS FOR SANDER			
5	INVERTED			
6	POLY URETHANE SPINNER DISK			
7	REAR MOUNTED MOTOR & GEAR CASE			
8	25:1 PLANETARY GEAR CASE & PISTON MOTOR DRIVING REAR CONVEYOR SHAFT			
9	CONVEYOR CHAIN OILER SYSTEM W/5 USG TANK			
10	2" DIAMETER DRIVE & IDLER SHAFTS WITH 8 TOOTH MACHINED SPROCKETS			
11	HEAVY DUTY PINTLE CHAIN CAR FLIGHT CONVEYOR			
12	22" WIDE MAIN CONVEYOR CHAINS (BAR EVERY LINK)			
13	4 INCH BY 8 INCH TUBING MOUNTED 48 INCH CENTER TO CENTER 15 INCHES FROM BOTTOM WITH STOP FOR LOADING (PICTURE PROVIDED TO SUCCESSFUL PROPONENT)			
14	OILER			
	WEIGHT SPECS			
1	WEIGHT DISTRIBUTION CHART FOR TRUCK WITH SANDER LOADED			
2	CAPACITY OF SAND (WEIGHT KGS) IN SANDER			

Item No.	OTHER SPECIFICATIONS & REQUIREMENTS
	OTHER
1	First service must be supplied with filters and oils and the must be inspected for defects.
2	<p>One (1) complete set of maintenance/overhaul & service/operator instruction/safety and parts manuals including wiring diagrams MUST be supplied on CD or USB disk compatible with current laptop operating systems. If CD or USB is not available, hardcopy manuals MUST be supplied for Unit or on computer web manuals with wiring diagrams. List what manuals will be supplied:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
3	One (1) set of Engine Diagnostic Software compatible with current laptop operating systems MUST be supplied for Unit.
4	<p>The successful Bidder shall maintain/source an inventory of parts for a minimum of TEN (10) years adequate to support this Unit with:</p> <p>a) One working day delivery for consumable items such as seals, belts, gaskets, hoses, electrical components, etc.</p> <p>b) Three working day delivery for major components such as engine and hydraulic components.</p>
5	<p>The successful Bidder shall provide resource material and training for the Unit. It is the successful Bidder's responsibility to arrange for training within FIVE (5) working days of the Unit delivery.</p> <p>A training agenda should be submitted Seven (7) calendar days prior to the training date. The agenda should include:</p> <ul style="list-style-type: none"> • All support material to be provided. • The content of the training program. • Physical requirements. <p>Training is to be delivered at the City of Grand Forks Public Works yard located at 130 Industrial Dr, Grand Forks, BC.</p> <p>The trainer(s) must be certified, knowledgeable and competent in all aspects of the training & be qualified representatives that are thoroughly familiar with the Unit to be delivered. All trainers must be covered by WorkSafeBC.</p> <p>Training shall be provided to the following groups:</p> <ul style="list-style-type: none"> • Operators <p>Training for operators should include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Overview of controls, options and special features. 2. Safety. 3. Daily and weekly inspections and maintenance.

Item No.	OTHER SPECIFICATIONS & REQUIREMENTS
5	<ul style="list-style-type: none">4. Operation of the unit (demonstrated).5. Operation of mounted equipment and attachments. <ul style="list-style-type: none">• Mechanics / Stock Room Personnel<p>Training for mechanics / stock room personnel should include, but not be limited to:</p><ul style="list-style-type: none">1. Overview of controls, options and special features and safety.2. Maintenance intervals.3. Inspection and adjustment of components.4. Review of components, design, operation and service.5. Review of high maintenance items. <p>Suggested parts stock inventory.</p>
6	<p>Basic Unit Warranty – state in detail:</p> <p>Extended Unit Warranty – state in detail and include cost (MUST include options for both the cab/chassis & rigging components):</p> <p>Other Manufacturer’s Warranty – state in detail:</p>
7	If the City of Grand Forks is required to perform warranty work, the Supplier shall pay the present shop rate at the City of Grand Forks Public Works garage. This includes 100% reimbursement for all costs involving parts.
8	Warranty coverage shall commence the day the Unit first enters service with the City of Grand Forks, not the initial date of delivery.

Item No.	OTHER SPECIFICATIONS & REQUIREMENTS
9	Provide a recommended maintenance schedule for the quoted Unit for the first Sixty (60) months of operation with your quotation.
10	Indicate if all variances from the minimum specifications have been noted.

Appendix C – Fee schedule

	Item	Bid Unit Rate (\$)	Extended (\$)
1.	Completed Unit		
2.	Any Additional costs (note)		
	Freight		
	Environmental Levy		
	PST		
	GST		
	Total Price		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

Appendix D – Proponent Information

Legal name and address

Ownership structure

References

Company	Contact Person	Telephone	Email

Payment Terms

Appendix E – Mandatory Items

Mandatory Components	Check-off
Cover letter	
Desirable Criteria Explanations	
Appendix "A"	
Appendix "B"	
Appendix "C"	
Appendix "D"	
Appendix "E"	
Appendix "F"	

Date

Signature (Contractor)

Appendix F – Certification Document

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Corporation of the City of Grand Forks. We agree to be bound by statements and representations made in this proposal.

Print Company Name and Address: _____

Print Name and Title of Authorized Signing Officer(s): _____

Signature of Authorized Signing Officer(s): _____

Telephone Number: _____

Cell Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge the following addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Date signed: _____

Appendix G – Scorecard

Meets timeline in Appendix “A”	/10
Fee schedule as in Appendix “C”	/30
Desirable Criteria:	
1) Parts availability	/15
2) Lifecycle cost – life expectancy and servicing costs	/20
3) Fuel economy	/15
4) Equipment references	/15
Overall impression	/20

Total Score _____ / 125

Reviewed by: _____

Proposal Submitted by: _____