



**COWICHAN VALLEY REGIONAL DISTRICT
REQUEST FOR QUOTATIONS NO. ES-002-17
FOR THE PROVISION OF
TIRE SUPPLY & TIRE SERVICES
FOR RECYCLING & WASTE MANAGEMENT DIVISION**

Quotes will be received on or before 2:00 PM local time

Friday, March 31, 2017

(Closing Date and Time)

Harmony Huffman

SR. ENVIRONMENTAL TECHNOLOGIST

Tauseef Waraich

DIVISION MANAGER

Engineering Services

DEPARTMENT

COWICHAN VALLEY REGIONAL DISTRICT

175 INGRAM STREET

DUNCAN, BRITISH COLUMBIA

V9L 1N8

www.cvrld.bc.ca

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INTRODUCTION

The Cowichan Valley Regional District (herein after referred to as the CVRD) is seeking quotes for provision of **Tire Supply and Tire Repair Services** for the Recycling & Waste Management Division fleet.

The intent of the attached Terms of Reference is to describe the desired minimum specifications for the work.

The CVRD intends to enter into an agreement with the Contractor whose Quote, in the sole judgment of the CVRD, most effectively meets the requirements of this Request for Quotations (RFQ).

1. Competition Intended

The CVRD's intent in this RFQ is to permit competition. It shall be the Proponent's responsibility to advise the CVRD in writing if any language, requirement, specification or any combination thereof, which inadvertently restricts, or limits the requirements stated in the RFQ. Such notification must be received by the CVRD **no later than one (1) week prior to the Closing Date.**

The CVRD expects that all Contractors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this contract.

TERMS OF REFERENCE

1. Summary

The Cowichan Valley Regional District (CVRD) Recycling & Waste Management Division (the “Division”) requires a Contractor to supply tires and perform related tire service for a variety of vehicles and equipment, on an “as, when and if requested” basis. Tires service will include tire replacement, flat repair, inspection, rotation, pressure checks, mounting and unmounting, balance and re-balancing, etc. The majority of the service will be performed at the Division’s Bings Creek Recycling Centre. Occasionally there will be requests to have roadside service or service at other site locations within the Cowichan Valley Regional District.

2. Background

The Recycling & Waste Management Division is responsible for providing regional waste management including operation of three regional recycling centres and a curbside collection program serving 13,000 homes in all nine Electoral Areas. The Division’s fleet is primarily based at the Bings Creek Recycling Centre (3900 Drinkwater Road, Duncan, BC) and consists of the following vehicles:

- 1 - 2003 Chevrolet S-10 pick-up truck
 - 1 - 2005 Ford F-150 pick-up truck
 - 1 - 2011 Freightliner M2122 Tandem Axle Roll Off truck*
 - 3 - 2013 Freightliner 108SD Chassis trucks
 - 1 - JCB Front End Loader (Model No. 416)
 - 1 - CASE Skid Steer
 - 1 - Bobcat Skid Steer
 - 1 - Volvo Skid Steer
 - 1 - Kenworth Tractor truck
 - 1 - Kobota tractor
 - 1 - Golf cart
-
- 13 - Total

*A second Tandem Axle Roll Off truck will be added to the fleet in 2017, bringing the total number of vehicles to 14.

3. Goals & Objectives

The Recycling & Waste Management Division is seeking to establish a cost-effective working relationship with a professional tire shop. The relationship will be of the highest quality, with flexibility for quick turnaround times and strategic purchasing of supplies where warranted. This should include, but not be limited to:

- Cost effective labour rates
- Strategic purchasing of supplies to save on costs

- Better and long-lasting tires for enhanced performance and durability/reliability
- A convenient location of the shop and access to mobile services
- Ongoing monitoring and maintenance of fleet tires

4. Scope of Work

4.1 New Tires

New tires to be supplied as required.

Reconditioned tires or retreads will not be considered or accepted, except for heavy truck tires.

4.2 Services

i. Installation

Mount, balance and install new tires and recaps as required.

ii. Inspections

Provide biweekly inspections, including pressure and tread checks, of up to five (5) tandem axle vehicles stored at the Bings Creek Recycling Centre, located at 3900 Drinkwater Road, Duncan.

iii. Flat Repairs

Consists of and includes all materials and labour. This service may be provided at CVRD facilities, at the tire service centre or as a mobile service. Flat repair service may include but is not limited to:

- Mount and dismount
- Tubeless tire plugs
- Tire boot
- Replacement valve stems
- Tube patches
- Miscellaneous hardware, tools and equipment
- Excludes wheel balancing

iv. Wheel Balancing and Alignment

This service is to be provided with the use of proper balancing and alignment equipment.

v. Recapping

The Contractor is to provide tire recapping service for heavy truck tires. Any tires that are recapped will be identified as such. Recapped tires are to be stored separately from new tires.

vi. Rotations and Schedule

Regular tire rotations are required for the 2013 Freightliner trucks. These vehicles are used for curbside collection and make frequent right-hand turns, resulting in excessive wear to the right-side drive tire. The service provider will provide a schedule of tire rotations to the CVRD and perform rotations as required.

vii. Tire Disposal and Recycling

All used tires will be removed by the successful bidder from the premises and disposed of in accordance with current regulations and laws of the local, provincial, and national governments. The CVRD will not be charged an extra fee for disposal of tires.

The “Tire Stewardship BC Advance Disposal Fee” (TSBC) will be applied to all purchases of new tires in accordance with the eco fees identified by the TSBC¹.

viii. Mobile Service

The Contractor will have a fleet of mobile service trucks with all the required materials and equipment onboard to perform tire replacements or repairs.

All Mobile Service vehicles must have properly legislated safety equipment (eg. flashing amber lights).

4.3 Service Technicians

All Service Technicians shall be adequately trained to perform the required work and comply with Worksafe BC and Occupational Health & Safety regulations. All Service Technicians shall wear mandatory safety gear that includes safety boots, hearing protection, safety glasses, high-visible vests or coveralls while working on the CVRD’s property or equipment.

4.4 Service Locations

- Bings Creek Recycling Centre – 3900 Drinkwater Road, Duncan
- Peerless Road Recycling Centre – 10830 Westdowne Road, Ladysmith
- Meade Creek Recycling Centre – 8855 Youbou Road, Lake Cowichan

4.5 Required Response Time

- Monday to Friday, 7 AM to 5 PM: 2 hours
- Monday to Friday, 5 PM to 7 AM: 2 hours
- Saturday and Sunday, 7 AM to 7 PM 2 hours
- Statutory holidays, 7 AM to 7 PM: 2 hours

¹ <http://www.tirestewardshipbc.ca/index.php>

4.6 Reports

An initial status report shall be submitted to the CVRD at no cost following contract award and will be provided to the CVRD, on request, from time to time during contract duration. The report will summarize the following:

- Status of existing tires on all fleet vehicles (e.g. tread remaining), reported by vehicle number
- Anticipated service required for all fleet vehicles with targeted service dates (e.g. vehicle tires requiring replacement and recommended replacement dates)

4.7 Facility Inspection

The CVRD reserves the right to conduct a facility inspection prior to contract award, to evaluate tire service operations. Shortlisted Proponents may be required to provide CVRD representatives with a facility tour prior to contract award.

5. Term

The initial term will be for one (1) year and remain in effect to 30 April 2018.

Upon mutual agreement the Contract may be extended for two (2) additional two (2) year terms, to a maximum of five (5) years should the service prove reliable and the prices remain competitive. Renewal for subsequent terms will be at the Division's sole discretion.

6. Price

Pricing shall remain **firm** for the initial one (1) year term.

After the initial year, should the Contractor consider increasing prices, and if accepted by the Division, the Price change shall not exceed the Canadian published Consumer Price Index. After the initial year, should the Contractor consider increasing Tire prices, and if accepted by the CVRD, the Price change shall not exceed the published Rubber index year-over-year rate of change.

All prices will be quoted in Canadian dollars.

GENERAL INFORMATION

1. Submission

THREE (3) copies of the completed Submission Forms are to be signed by an authorized official and submitted in one envelope to the address below. The envelope must be clearly marked with the RFQ name and number, and the Contractor name.

Recycling & Waste Management Division
Cowichan Valley Regional District
175 Ingram Street
Duncan BC V9L 1N8

All Quotations must be legibly written in ink and ALL REQUIRED ITEMS MUST BE COMPLETED, unless otherwise specified, with the unit price for every item and other entries clearly shown.

See also – Appendix A Submission Forms

2. Deadline for Responses

The deadline for submitting quotes is **2:00 PM** on **FRIDAY, MARCH 31, 2017**.

Time will be determined in accordance with the time clock adjacent to the front counter of the CVRD offices located at 175 Ingram Street, Duncan, BC.

Proponents are responsible for the actual delivery of their Response to the address and location listed above and Responses will not be considered unless actually received at that location prior to the Closing Time on the Closing Date regardless of whether the Responses have been given to couriers, delivery services, Canada Post or employees or agents of the CVRD.

Responses received after the Closing Time on the Closing Date will not be considered and will be returned unopened to the Sender. Responses submitted by fax will not be considered.

3. Clarification

Questions regarding this RFQ should be directed to:

Harmony Huffman, Senior Environmental Technologist
Recycling & Waste Management Division
Email: hhuffman@cvrld.bc.ca

No information given verbally by the CVRD or by means of telephone will be binding nor will it be construed as to change the requirements of this RFQ in any way. Contractors are cautioned to secure clarification PRIOR to submitting a Quote.

4. Award

The award of this RFQ will be based upon the most qualified Proponents that can provide the service required at a reasonable cost while having the greatest overall benefit to the CVRD. Price shall be considered, but need not to be the sole determining factor. Acceptance of any Quotation shall be by purchase order on the CVRD's forms.

There is no obligation on the part of the CVRD to purchase more or less than the amount listed. The CVRD reserves the exclusive right to purchase more or less than the amount listed, depending upon actual requirement during the term of the Agreement.

5. Format

The completed Submission Forms will comprise the quote.

See also – Appendix A Submission Forms

6. Schedule

The CVRD reserves the right to revise the dates in this RFQ or to cancel this RFQ without penalty or cost to the CVRD.

Event	Date
Release of RFQ	Friday, March 10, 2017
End of Question Period	One week prior to closing
RFQ Closing	Not Later Than 2:00:00 PM Local Time Friday, March 31, 2017
Award	Friday, April 14, 2017
Contract Start Date	Monday, May 1, 2017

The CVRD reserves the right to modify specified target dates and to reject any or all submissions or to cancel or withdraw the RFQ for any reason without incurring any cost or liability for costs and damages incurred by any Proponent, including, without limitations, any expenses incurred in the preparation of the submission.

7. Acceptance Period

All Quotes will be irrevocable, valid and open after the date and time of opening and are to remain open for acceptance for a period of one hundred and twenty (120) days.

8. Proponent Contact

Please name one representative for all communication concerning the Request for Quotation process.

9. Supplemental Information

Subsequent to the formal closing of the RFQ, the CVRD may request additional information about the Proponent's Quote by sending a written inquiry to the Proponent's contact. The Proponent will provide a signed written response. The CVRD may require interviews to clarify a Proponent's response.

10. Proponent Incurred Costs

All costs incurred in the preparation of the Request for Quotation shall be wholly absorbed by the Proponent. All supporting documentation, details and manuals submitted with the Quotes shall become the property of the CVRD. Proponents are advised that the information provided in this Quote shall be at their own expense for all costs related to the submission of the RFQ.

11. Third Party Proponent

Proponents must disclose the use of any third party Proponent.

12. Freedom of Information

All information obtained by the Proponent in connection with this Quote is the property of the CVRD and shall be treated as confidential and not used for any purpose other than for replying to this Quotation and for fulfillment of any subsequent contract. Proponents may declare confidentiality of their Quotation; however, the CVRD is required to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended.

13. WorkSafe BC Coverage

The Successful Proponent will be required to show proof of good standing with WorkSafe BC and provide a WorkSafe BC Registration Number.

14. Insurance

The successful Contractor must provide proof of the following upon award:

- a) Commercial General Liability Insurance, against all claims for personal injury, including bodily injury resulting in death, and property damage with an inclusive limit of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence. Such policy shall name the CVRD as an additional insured.
- b) Automobile Liability Insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) is required on all licenced vehicles owned or used by the Contractor.

All of the above insurance policies shall contain an endorsement to provide the CVRD with thirty (30) days prior written notice of cancellation.

The insurance policies shall not be cancelled, changed or materially altered in any way without the CVRD's written approval of the cancellation, change or alteration.

Evidence of such insurance policies is to be provided no later than ten (10) days prior to commencement of the Work.

The CVRD reserves the right to request such higher limits of insurance or other types of insurance policies appropriate to this Contract as the CVRD may reasonably require from time to time.

15. Indemnity

The Contractor must indemnify that the CVRD and the CVRD's employees and agents are insured from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the CVRD or any of the CVRD's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:

- a) any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or
- b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

16. Business Licence

The Successful Proponent will be required to show proof of valid Business Licence.

17. Evaluation

Following the close of the RFQ, all responses will be evaluated. The CVRD, at its sole discretion, may negotiate any aspect of any Quotation with one or more of the Proponents at any time. Negotiations with any Proponent shall not oblige the CVRD to enter into a contract with any Proponent or be construed as an acceptance of the Quotation. All negotiations shall be in writing, in a form satisfactory for inclusion into the contract.

18. Selection Criteria

The selection will be based on but not limited to the following criteria, and not necessarily in the order shown below:

Criteria	Weight
Price	50%
Experience	15%
Warranty & Servicing	15%
Value Added	5%
References	15%
Total	100%

19. Errors and Omissions

It shall be understood and acknowledged that while this RFQ includes basic specifications, minor items or details not herein specified, but obviously required, shall be provided as if specified in conformance with modern practices and workmanship. Any omissions or errors or misinterpretation of these requirements and specifications or within the quotation bid shall not relieve the Proponent of the responsibility of providing the goods as aforesaid.

20. Non Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of their Quotations. Each Proponent shall attest that their participation in the RFQ process is conducted without collusion or fraud. If the CVRD discovers there has been a breach of this requirement at any time, the CVRD reserves the right to disqualify the Quotation or to terminate any ensuing Agreement.

21. Termination

Termination for Convenience: The CVRD may terminate a contract, in whole or in part, whenever the CVRD determines that such termination is in the best interest of the CVRD without showing cause, upon giving written notice to the Proponent. The CVRD shall pay all reasonable costs incurred by the Proponent up to the date of termination. However, in no event shall the Proponent be paid an amount, which exceeds the price bid for the work performed. The Proponent will not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the Proponent has not performed or has unsatisfactorily performed the contract, the CVRD may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the CVRD. Failure on the part of a Proponent to fulfill contractual obligations shall be considered just cause for termination of the contract. The Proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the CVRD in re-procuring and completing the work.

22. Service Agreement

The Successful Proponent will be required to execute a Service Agreement with the CVRD. No other form or agreement will be signed or accepted. The Successful Proponent will be issued a purchase order by the CVRD.

23. Conflict of Interest

All Proponents shall disclose to the CVRD any potential conflict of interest. If such conflict of interest does exist, the CVRD may, at its discretion, withhold the award. If during the evaluation process or the negotiation of the contract, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will refuse the new assignment or will take such steps as are necessary to remove the conflict of interest.

24. Litigation

The CVRD reserves the right to reject any bids received from a company, that is, or whose principals are, at the time of bidding, engaged in a lawsuit or other legal proceeding, against the CVRD, or which has given notice to the CVRD of its intent to commence litigation or other legal proceedings against the CVRD.

25. Sub-Contracting

The Successful Proponent shall not assign the agreement or retain subcontracting without the prior written consent of the CVRD. No assignment or subcontract shall relieve the Successful Proponent from the obligation set out in this document or impose any liability on the CVRD.

In such cases, customer references and a written statement must be included from an officer of the proposed subcontractor demonstrating the ability to provide the indicated functions in accordance with these specifications.

All known sub-contractors must be listed in the Quotation. Sub-Contractors not listed in the Quotation must be approved by the CVRD prior to commencement of work.

26. Limited Submissions Received

In the event that the CVRD receives less than three (3) submissions, the CVRD, at its sole discretion, reserves the right not to proceed with the opening of the submissions and may delay or change the Closing Date and may cancel the process as it deems appropriate.

27. Proponent's Responsibility

The Proponent shall carefully examine all documents for this RFQ, to determine the extent of work. By submitting a Quotation, the Proponent acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The CVRD will not be responsible for any alleged misunderstanding of the work to be furnished or completed,

or any misunderstanding of conditions surrounding the performance thereof. It is understood that submission of a Quotation by the Proponent serves as a stated commitment to fulfill all of the conditions referred to in this RFQ.

28. Automatic Payment

The CVRD prefers to make payments by electronic funds transfer. The Successful Proponent shall be requested to complete the Direct Deposit Authorization for Electronic Funds Transfer form.

29. Taxes

The Goods and Services Tax ("GST") and Provincial Sales Tax ("PST") and any other applicable taxes must be shown separately and are not to be included in unit prices or sub-total prices.

30. Invoices

The Contractor will submit an invoice (the "Invoice") for each service event, accompanied by any required reports and supporting documentation.

Invoices are to include the following information:

- A unique invoice number
- CVRD Purchase Order number
- Invoice date
- Service date
- Detailed invoice, which shows all materials, labour, parts and applicable taxes shown separately
- Grand total of the invoice

After review and approval of the invoice and supporting documentation by the CVRD, payment will be made to the Contractor by Electronic Funds Transfer. Payments will be made within thirty (30) days from receipt of an approved invoice.

Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustments required will be withheld.

All charges against the Contractor shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the Contractor shall pay the CVRD, on demand, the amount of such charges.

31. Award of Contract

Notice of acceptance of the Quote and award of the Contract will be given to the Successful Proponent in writing.

The Proponent to whom this contract is awarded will be required to execute and return the Contract by submitting the following items:

- **Two** copies of the executed Service Agreement
- Certificates of Insurance showing the CVRD as an additional named insured and an endorsement to provide the CVRD with thirty (30) days prior written notice of cancellation, lapse or alteration
- WorkSafe BC Clearance Letter verifying that the firm is “active and in good standing”
- If applicable, proof of purchase of optional WorkSafe BC coverage
- Proof of valid Business Licence

32. Addenda

During the bidding period, Proponents may be advised of required additions to, deletions from, or alterations to, the requirements of the Request for Quotation, by addenda. Addenda shall become part of the RFQ. The requirements and cost implications of all addenda issued during the bidding period shall be included in the Quote.

The onus is on the Proponent to ensure they have received all addenda issued.

33. Quantities

Quantities stated are estimates only and are used for comparison purposes. Actual quantities may vary.

Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacturer’s may be accepted as equal to those specified, at the discretion of the CVRD.

(TO BE RETURNED WITH QUOTATION)



COWICHAN VALLEY REGIONAL DISTRICT

APPENDIX A – SUBMISSION FORMS

REQUEST FOR QUOTATION NO. _____

FOR THE PROVISION OF _____

1. Identification Sheet

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)	
ADDRESS	POSTAL CODE
TELEPHONE NO.	EMAIL
GST #	
NAME OF PERSON SIGNING FOR FIRM	
OFFICE OF PERSON SIGNING FOR FIRM	

**This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets,
which shall be submitted in a separate sealed envelope within the bid package)**

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

2. Price for Supply of Tires

Bidders may recommend alternative tires within the price matrix and must only quote on new tires. **Do not include taxes or environmental fees in listed prices.** Place this sheet in a **separate sealed envelope within the submission package**.

Vehicle	Qty.	Tire Size	Position	Existing Tire Make & Model	Proposed Equivalent	Unit Price
Chevrolet S-10 (2003)	1	205/75R 15	Front	Kumho		\$
		205/75R 15	Rear	Tempra Winter Quest		\$
Ford F-150 (2005)	1	LT245/75R 17	All	Toyo Open Country (10 ply mandatory)		\$
Freightliner Tandem Roll-Off (2011)	1*	425.65.R 225	Front	Recaps		\$
		11R 24.5	Rear	Bridgestone		\$
Freightliner Tandem Dump (2013)	3	385.65.R 225	Front	Recaps		\$
		11R 22.5	Rear	Bridgestone		\$
Kenworth Tractor Truck	1	11R 22.5	All			\$

This Sheet shall be submitted in a separate sealed envelope within the bid package.

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

2. Price for Supply of Tires (cont'd.)

Vehicle	Qty.	Tire Size	Position	Existing Tire Make & Model	Proposed Equivalent	Unit Price
JCB Front End Loader (416)	1	17.5-25	All	Solids		\$
CASE Skid Steer 1840	1	17.5-25	All	Solids		\$
Bobcat Skid Steer 773 (2000)	1	31/10-20	All	Solids		\$
Volvo Skid Steer	1	31/10-20	All	Solids		\$
Kobota Tractor	1	Unknown	All			\$
Golf Cart	2	Unknown	All			\$
Total						\$

This Sheet shall be submitted in a separate sealed envelope within the bid package.

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

3. Price for Services

Do not include taxes or environmental fees in listed prices. Place this sheet in a **separate sealed envelope within the submission package.**

Service (to be performed at any location)	Passenger Vehicles		Freightliner Trucks		Off Road Equipment		Golf Carts & Kobota Tractor	
	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time	Hourly Rate	Time
New Tire Installation	\$	hrs	\$	hrs	\$		\$	hrs
Biweekly Inspections			\$					
Flat Repairs	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Wheel Balancing	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Wheel Alignment	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Recapping			\$					
Rotations	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Sub-Total	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Total (Rate x Time)		\$		\$		\$		\$

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

4. Mobile Service

Do not include taxes in listed prices.

Service Hours	Call Out Rate (write "N/A" if not applicable)	Comments
Regular Business Hours (e.g. 7 AM to 5 PM)	\$	
Outside Regular Business Hours (e.g. 5 PM to 7 AM)	\$	
Weekends and Statutory Holidays	\$	

5. Experience

Provide a list of personnel currently employed with the company that obtained the required BC Trade Qualifications (BCTQ).

The CVRD may request verification and copies of certificates for any personnel listed.

Name	Years of Experience	Qualifications	Certification Date

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

6. Warranty & Servicing

Item	Response
State the number of mobile tire repair vehicles in your fleet.	
Can your firm provide 24 hour/7day a week on-call roadside service for commercial vehicles including dump trucks?	
Describe the warranty for wheel balancing services.	
Describe the warranty for wheel alignment services.	
Describe the warranty on any recapped tires.	
Describe the method of recapping you utilize (i.e. hot cap, bandage, etc.).	
Describe the warranty for any other service provided.	

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

6. Warranty & Servicing (cont'd.)

Item	Response
State the guaranteed response time for service.	
Is your firm willing to carry inventory of tires specifically for the Recycling & Waste Management Division? If so, is there an additional fee for this service?	

7. Sub-Contractors

List any sub-contractors that are proposed to be retained to complete the services. Any additions or changes to this list will not be permitted without prior approval by the CVRD.

Type of Service	Company Name	Address	Qualifications

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

8. Value Added

Provide information describing what makes your company innovative, what your competitive advantage is and what other services your company provides that would assist or be of benefit to the CVRD (eg. shuttle service, vehicle pick-up and delivery, extended operating hours, response time (e.g. less than 2 hours), or other).

--

9. References

Provide contact information for services performed of similar size and complexity.

Start Date			
Completion Date			
Company			
Contact Person			
Telephone and Email			
Annual Contract Value			

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

10. Corporate Profile

Registered Business Name	
Operating Business Name	
Name of Principal Owner(s)	
Name of Principal Operator(s)	
Shareholder Information (Major Registrants)	
Number of Years in Business	
Description of Business	
Business Memberships	

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH QUOTATION)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

11. Acknowledgement

I/We, the undersigned, hereby acknowledge and confirm, on behalf of

_____ that I/we have received and have carefully read through all submission documents and addenda issued and have provided for compliance with their provisions in this Quotation.

Signature

Print Name

Position in Firm

Date

--- End of Submission Forms ---

This Sheet shall be submitted with the bid documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package)