



REQUEST FOR APPLICATIONS

PREQUALIFICATION FOR TRUCK SHUTTLING

RFA No. PS20180808

Issue Date: July 24, 2018

Issued by: City of Vancouver (the "City")

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PART A - INFORMATION AND INSTRUCTIONS

1.0 THE RFA

- 1.1 This Request for Application (the "RFA") provides an opportunity to submit applications for review by the City and, depending on the City's evaluation of such application, among other factors, to potentially negotiate with the City to enter into a standing contract under which TRUCK SHUTTLING may be provided to the City during a period of approximately three to five years.
- 1.2 EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 1 TO PART C OF THE RFA: (I) NO PART OF THE RFA CONSISTS OF AN OFFER BY THE CITY TO ENTER INTO ANY CONTRACTUAL RELATIONSHIP; AND (II) NO PART OF THE RFA IS LEGALLY BINDING ON THE CITY.
- 1.3 As noted above, this RFA concerns the City's interest in, from time to time, procuring the service of transporting light, medium, and heavy trucks to various locations within the Lower Mainland but not limited to the City of Vancouver. As specific requirements are not known at this time, the City wishes to enter into standing contracts, in the form of Part D (each an "Agreement"), with a number of suppliers that have the interest and capabilities to provide such services. This would allow the City to call for required services, as and when the need arises. Further information regarding the services that are expected to be required is set out in Part B of the RFA.
- 1.4 The City is interested in selecting multiple applicants in this RFA (each an "Applicant") with the capability and experience to efficiently and cost-effectively meet the City's requirements. The City currently expects to select such Applicants and then enter into negotiations with such Applicants concluding in the execution of Agreements with them. However, the City may: (i) decline to select any Applicant; (ii) decline to enter into any Agreement; (iii) select only one Applicant; or (iv) enter into one or more agreements respecting the subject matter of the RFA with one or more Applicants or other entities at any time. The City may also terminate the RFA at any time.
- 1.5 In assessing Applicants, the City expects to consider the factors described in Section 8 below, among others.
- 1.6 NO BID SECURITY IS REQUIRED FROM APPLICANTS IN CONNECTION WITH THE SUBMISSION OF APPLICATIONS BECAUSE NO APPLICATION WILL BE DEEMED TO BE AN IRREVOCABLE OR OTHERWISE BINDING LEGAL OFFER BY AN APPLICANT TO THE CITY. THE LEGAL OBLIGATIONS OF AN APPLICANT THAT WILL ARISE UPON THE SUBMISSION OF ITS APPLICATION WILL BE LIMITED TO THE TERMS AND CONDITIONS STATED IN APPENDIX 1 TO THE APPLICATION FORM (PART C).
- 1.7 The execution of any Agreement may be contingent on approval by the Vancouver City Council.
- 1.8 The RFA consists of four parts, plus appendices:
- (a) PART A - INFORMATION AND INSTRUCTIONS: This part is intended to serve as a guide to the RFA process for Applicants.
 - (b) PART B - EXPECTED SERVICES: This part describes the subject matter of the RFA, in respect of which the City invites Applications.

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PART A - INFORMATION AND INSTRUCTIONS

- (c) PART C - FORM OF APPLICATIONS: This is the form in which the Applications should be submitted.
- (d) PART D - FORM OF AGREEMENT: This part contains a model Agreement (the "Form of Agreement"). Any Agreement resulting from the RFA is expected to be substantially in the form of the Form of Agreement.

2.0 KEY DATES

2.1 Potential Applicants should note the following key dates:

Event	Time and Date
Deadline for Enquiries	August 8th, 2018 3:00 pm
Closing Time	August 15th, 2018 3:00 pm

2.2 All references to time in the RFA are references to the time in the City of Vancouver, as indicated in the electronic timestamp the Application receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.

3.0 CONTACT PERSON

3.1 All enquiries regarding the RFA must be addressed to:

Nina Wood
Buyer, City of Vancouver

nina.wood@vancouver.ca

3.2 All enquiries must be made in writing. In-person or telephone enquiries are not permitted.

3.3 IF A POTENTIAL APPLICANT BELIEVES THAT THE CITY MAY BE UNABLE TO SELECT IT DUE TO A CONFLICT OF INTEREST, BUT IS UNCERTAIN ABOUT THIS, THE POTENTIAL APPLICANT IS URGED TO CONTACT THE ABOVE-MENTIONED INDIVIDUAL AS SOON AS POSSIBLE WITH THE RELEVANT INFORMATION SO THAT THE CITY MAY ADVISE THE POTENTIAL APPLICANT REGARDING THE MATTER.

4.0 SUBMISSION OF APPLICATIONS

4.1 Applicants should submit their Applications on or before the time and date specified in the bottom row of the table in Section 2.1 above (the "Closing Time").

4.2 Each Applicant should submit its Application by email in accordance with the following:

- Subject of the file to be: PS#20180808 - TRUCK SHUTTLING - Vendor name.
- Document format for submissions:
 - RFA Part C in PDF format - 1 combined PDF file,
 - Appendix 3 (pricing tab) in Excel format, and;
 - Any other attachments if necessary

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PART A - INFORMATION AND INSTRUCTIONS

- Zip the files to reduce the size or email separately if needed.
- Send your submissions to Bids@vancouver.ca; do not deliver a physical copy to the City of Vancouver.
- If you did not receive an automated email within few minutes, check your junk folder first, and then contact Purchasing@vancouver.ca.
- Submitting the files via Drop box, FTP, or similar programs, is not acceptable.

Applications must not be submitted by fax.

- 4.3 To be considered by the City, an Application must be submitted in the form set out in Part C (the “**Form of Application**”), completed and duly executed by the relevant Applicant.
- 4.4 Amendments to an Application may be submitted via the same methods, at any time prior to the Closing Time.
- 4.5 Applications are revocable and may be withdrawn at any time before or after the Closing Time.
- 4.6 All costs associated with the preparation and submission of an Application, including any costs incurred by an Applicant after the Closing Time, will be borne solely by the Applicant.
- 4.7 Unnecessarily elaborate applications are discouraged. Applications should be limited to the items specified in Part C of the RFA.
- 4.8 The City is willing to consider any Application from two or more Applicants that wish to form a consortium solely for the purpose of submitting a joint Application in response to the RFA, provided that they disclose the names of all members of the consortium and all members complete and sign the first page of the Form of Application. Nonetheless, the City has a strong preference for Applications submitted by a single Applicant, including an Applicant that would act as a general contractor and use subcontractors as required.
- 4.9 Applications that are submitted after the Closing Time or that otherwise do not comply in full with the terms hereof may or may not be considered by the City and may or may not be returned to the Applicant, in the City’s sole discretion.

5.0 CHANGES TO THE RFA AND FURTHER INFORMATION

- 5.1 The City may amend the RFA or make additions to it at any time.
- 5.2 It is the sole responsibility of Applicants to check the City’s website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFA.
- 5.3 Applicants must not rely on any information purported to be given on behalf of the City that contradicts the RFA, as amended or supplemented in accordance with the foregoing Section 5.2

6.0 PROPOSED TERM OF ENGAGEMENT

- 6.1 The term of any Agreement is expected to be a 3-year period, with 2 possible 1-year extensions, for a maximum total term of 5 years.

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PART A - INFORMATION AND INSTRUCTIONS**

7.0 PRICING

- 7.1 All prices quoted in any Application are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs.
- 7.2 Prices must be quoted in Canadian currency and fixed prices must be quoted for the full term of the Applicant's proposed agreement.

8.0 EVALUATION OF APPLICATIONS

- 8.1 The City may open or decline to open Applications in such manner and at such times and places as are determined by the City.
- 8.2 The City currently intends that all Applications submitted to it in accordance with the RFA will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Application or Applications offer the overall best value to the City. In so doing, the City expects to examine not only financial terms, but also (i) Applicants' skills, knowledge, reputations and previous experience(s), including experience(s) with the City (if any); (ii) Applicants' capabilities to meet the required Services (as defined in Part B) as and when needed, (iii) quality and service factors, (iv) innovation, and (v) environmental or social sustainability impacts. Certain other factors may be mentioned in Part B or elsewhere in the RFA.
- 8.3 The City will retain complete control over the RFA process at all times. The City is not legally obligated to review, consider or evaluate Applications, or any particular Application, and need not necessarily review, consider or evaluate Applications, or any particular Application in accordance with the procedures set out in the RFA. The City may continue, interrupt, cease or modify its review, evaluation and negotiation process in respect of any or all Applications at any time without further explanation or notification to any Applicant.
- 8.4 Applicants may at any time be asked to provide additional information or details for clarification, including by attending interviews, making presentations, supplying samples, performing demonstrations, furnishing technical data or proposing amendments to the Form of Agreement. The City will be at liberty to enter into discussions or negotiations with any one or more of the Applicants without having any duty or obligation to advise the other Applicants or to allow the other Applicants the same opportunity.
- 8.5 Prior to approval of an Application, the City must be satisfied as to the Applicant's financial stability. Applicants may be asked to provide financial statements prepared by an accountant and covering at least the prior two years. The City may also request that any proposed subcontractors undergo evaluation by the City.
- 8.6 The City may also require that any proposed subcontractors undergo evaluation by the City.
- 8.7 The City will retain complete discretion over the number of Applications to accept or the number of Agreements to enter into, if any. Once Agreements (if any) have been entered into, the City will also retain complete discretion over the allocation of work, if any, to or among successful Applicants and, in connection therewith, may use a ranked list, consistent with the rankings of Applicants in the evaluation process.
- 8.8 The City expects to evaluate and rank Applicants not only for the purpose of entering into standing Agreements and allocating work on the basis of such Agreements from time to time over a period of approximately three to five years as describe above, but also, as noted at Section 1.5 above, to produce a Pre-Qualification List of top-ranking Applicants, which could be invited to make submissions in procurement competitions limited to the listed Applicants. The

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City expects that it would maintain the Pre-Qualification List, without refreshing it or adding new entities to it for a period of approximately three years.

- 8.9 For the avoidance of doubt, notwithstanding any other provision in the RFA, the City has in its sole discretion, the unfettered right to: (a) accept any Application; (b) reject any Application; (c) reject all Applications; (d) give precedence to an Application which is not the lowest-price Application; (e) accept an Application that deviates from the description of Services in Part B or the conditions specified in the RFA; (f) reject an Application even if it is the only Application received by the City; (g) accept all or any part of an Application; and (h) enter into one or more agreements respecting the subject matter of the RFA with any entity or entities at any time. Without limiting the foregoing, the City may reject any Application by an Applicant that has a conflict of interest, has engaged in collusion with another Applicant or has otherwise attempted to influence the outcome of the RFA other than through the submission of its Application.

9.0 CITY POLICIES

- 9.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment and the community through product and service selection and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Applicant is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Applications, to the extent applicable.

10.0 LIVING WAGE EMPLOYER

INTENTIONALLY DELETED

11.0 CERTAIN APPLICABLE LEGISLATION

- 11.1 Applicants should note that the City of Vancouver is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's consultants or contractors to protect all personal information acquired from the City in the course of providing any service to the City.
- 11.2 Applicants should note that the *Income Tax Act* (Canada) requires that certain payments to non-residents be subject to tax withholding. Applicants are responsible for informing themselves regarding the requirements of the *Income Tax Act* (Canada), including the requirements to qualify for any available exemptions from withholding.

12.0 LEGAL TERMS AND CONDITIONS

- 12.1 The legal obligations of an Applicant that will arise upon the submission of its Application are stated in this Appendix 1 to the Form of Application. Except where expressly stated in these Legal Terms and Conditions: (i) no part of the RFA consists of an offer by the City to enter into any contractual relationship; and (ii) no part of the RFA is legally binding on the City.

POTENTIAL APPLICANTS MUST REVIEW THESE LEGAL TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING N APPLICATION.

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PART B - SERVICES

PART B - EXPECTED SERVICES

1.0 SERVICES

The nature and scope of services, all or part of which the City may (but is not obligated to) request from the Company from time to time during the Term hereof are as identified in this Schedule 2.

The successful proponent will be required to provide truck shuttling (driving) services that will cover the following areas:

- Transport of heavy (over 8200 kg GVW), medium, and light trucks (F-150 pick-up) or vehicles to various locations within but not limited to the City of Vancouver;
- Two (2) hour response time required from the time the proponent is notified by the City of Vancouver who require the service
- No Units to be picked up or dropped off within the premises without advising the Equipment Services Department (EQS) Control Centre via telephone call, text, or e-mail at Manitoba and National Yard
- Drivers abstract, and pre and post trip inspection forms must be completed by EQS and the transporter prior to relocation

Locations

Below is a sample list of the most common locations the City will require equipment moves, please note additional locations may be required:

1. Manitoba garage (250 West 70th Avenue, Vancouver, BC) to Port Kells (First Truck/Harbour International/Finning truck shop/Cummins) and return;
2. National garage (701 National Avenue, Vancouver BC) to Port Kells (First Truck/Harbour International/Finning truck shop/Cummins) and return.
3. Manitoba garage (250 West 70th Avenue, Vancouver, BC) to Langley (Rollins Machinery) and return;
4. National garage (701 National Avenue, Vancouver BC) to Langley (Rollins Machinery) and return.
5. Manitoba garage (250 West 70th Avenue, Vancouver, BC) to National garage (701 National Avenue, Vancouver, BC) and return.

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PART C - FORM OF APPLICATION

PART C - FORM OF APPLICATION

RFA No. PS20180808, TRUCK SHUTTLING (the "RFA")

Applicant's Name: _____
"Applicant"

Address: _____

Jurisdiction of Legal Organization: _____

Date of Legal Organization: _____

Key Contact Person: _____

Telephone: _____ Fax: _____

E-mail: _____

The Applicant, having carefully examined and read the RFA, including all amendments and addenda thereto, if any, and all other related information published on the City's website, hereby acknowledges that it has understood all of the foregoing, and in response thereto hereby submits the enclosed Application.

The Applicant further acknowledges that it has read and agrees to the Legal Terms & Conditions attached as Appendix 1 to this Form of Application.

IN WITNESS WHEREOF the Applicant has executed this Application Form:

Signature of Authorized Signatory for the Applicant

Date

Name and Title

Signature of Authorized Signatory for the Applicant

Date

Name and Title

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PART C - FORM OF APPLICATION

APPENDICES

The Form of Application includes the following attached Appendices:

- APPENDIX 1 Legal Terms and Conditions of RFA
- APPENDIX 2 Questionnaire
- APPENDIX 3 Pricing
- APPENDIX 4 Applicant's References
- APPENDIX 5 Certificate of Insurance
- APPENDIX 6 Declaration of Supplier Code of Conduct Compliance
- APPENDIX 7 Corporate Sustainability Leadership Questionnaire [INTENTIONALLY DELETED]
- APPENDIX 8 Sustainability Requirements Questionnaire
- APPENDIX 9 Personal Information Consent Form(s)
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- APPENDIX 14 Conflicts; Collusion; Lobbying

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PART C - FORM OF APPLICATION

APPENDIX 1
LEGAL TERMS AND CONDITIONS OF RFA

1 APPLICATION OF THESE LEGAL TERMS AND CONDITIONS

These legal terms and conditions set out the City's and the Applicant's legal rights and obligations only with respect to the RFA application process and any evaluation, selection, negotiation or other related process. In no event will the legal terms and conditions of this Appendix 1 apply to, or have the effect of supplementing, any Contract formed between the City and the Applicant or otherwise apply to between the Applicant and the City following the signing of any such Contract.

2 DEFINITIONS

In this Appendix 1, the following terms have the following meanings:

- (a) "Applicant" means the legal entity which has signed the Application Form, and "applicant" means any applicant responding to the RFA, excluding or including the Applicant, as the context requires.
- (b) "Application" means the package of documents consisting of the Application Form (including this Appendix 1), the Applicant's application submitted under cover of the Application Form, and all schedules, appendices and accompanying documents, and "application" means any application submitted by any applicant, excluding or including the Applicant, as the context requires.
- (c) "Application Form" means that certain Part C of the RFA, completed and executed by the Applicant, to which this Appendix 1 is appended.
- (d) "City" means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter.
- (e) "Contract" means a legal agreement, if any, entered into between the City and the Applicant following and as a result of the Applicant's selection by the City in the City's RFA process.
- (f) "Losses" means, in respect of any matter, all direct or indirect, as well as consequential: claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses (including without limitation all legal and other professional fees and disbursements, interest, penalties and amounts paid in settlement whether from a third person or otherwise).
- (g) "RFA" means the document issued by the City as Request for Applications No. PS20180808, as amended from time to time and including all addenda.

3 NO LEGAL OBLIGATION ASSUMED BY THE CITY

Despite any other term of the RFA or the Application Form, including this Appendix 1 (except only Sections 7, 8.2 and 10 of this Appendix 1, in each case to the extent applicable), the City assumes no legal duty or obligation to the Applicant or to any proposed subcontractor in respect of the RFA, its subject matter or the Application unless and until the City enters into a Contract, which the City may decline to do in the City's sole discretion.

4 NO DUTY OF CARE OR FAIRNESS TO THE APPLICANT

The City is a public body required by law to act in the public interest. In no event, however, does the City owe *to the Applicant or to any of the Applicant's proposed subcontractors* (as opposed to the

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PART C - FORM OF APPLICATION**

public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFA process, or any contract or tort law duty to preserve the integrity of the RFA process. The Applicant hereby waives and releases the City from any and all such duties and expressly assumes the risk of all Losses arising from participating in the RFA process on this basis.

5 EVALUATION OF APPLICATIONS

5.1 Compliance / Non-Compliance

Any application which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFA, or which otherwise fails to conform to the RFA may or may not be rejected by the City at the City's sole discretion. The City may also invite an applicant to adjust its application to remedy any such problem, without providing the other applicants an opportunity to amend their applications.

5.2 Reservation of Complete Control over Process

The City reserves the right to retain complete control over the RFA and application processes at all times. Accordingly, the City is not legally obligated to review, consider or evaluate the applications, or any particular application, and need not necessarily review, consider or evaluate the applications, or any particular application, in accordance with the procedures set out in the RFA, and the City reserves the right to continue, interrupt, cease or modify its review, evaluation and negotiation processes in respect of any or all applications at any time without further explanation or notification to any applicants.

5.3 Discussions/Negotiations

The City may, at any time prior to signing a Contract, discuss or negotiate changes to the scope of the RFA, any application or any proposed agreement with any one or more of the applicants without having any duty or obligation to advise the Applicant or to allow the Applicant to vary its Application as a result of such discussions or negotiations with other applicants or changes to the RFA or such applications or proposed agreements, and, without limiting the general scope of Section 6 of this Appendix 1, the City will have no liability to the Applicant as a result of such discussions, negotiations or changes.

5.4 Acceptance or Rejection of Applications

The City has in its sole discretion, the unfettered right to: accept any application; reject any application; reject all applications; give precedence to an application which is not the lowest-price application; accept an application that deviates from the requirements of the RFA or the conditions specified in the RFA; reject an application even if it is the only application received by the City; accept all or any part of an application; enter into agreements respecting the subject matter of the RFA with one or more applicants; or enter into one or more agreements respecting the subject matter of the RFA with any other person at any time.

6 PROTECTION OF CITY AGAINST LAWSUITS

6.1 Release by the Applicant

Except only and to the extent that the City is in breach of Section 8.2 of this Appendix 1, the Applicant now releases the City, its officials, its agents and its employees from all liability for any Losses incurred in connection with the RFA or the Application, including any Losses in connection with:

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- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees of the RFA (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFA which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially))
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFA process,
- (c) the Applicant preparing and submitting the Application;
- (d) the City accepting or rejecting the Application or any other submission; or
- (e) the manner in which the City: reviews, considers, evaluates or negotiates any application; addresses or fails to address any application or applications; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the applicant(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFA.

6.2 Indemnity by the Applicant

Except only and to the extent that the City breaches Section 8.2 of this Appendix 1, the Applicant indemnifies and will protect, save and hold harmless the City, its officials, its agents and its employees from and against all Losses, in respect of any claim or threatened claim by the Applicant or any of its proposed subcontractors or agents alleging or pleading:

- (a) any alleged (or judicially determined) breach by the City or its officials or employees of the RFA (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFA which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFA process, or
- (c) liability on any other basis related to the RFA or the application process.

6.3 Limitation of City Liability

In the event that, with respect to anything relating to the RFA or this application process (except only and to the extent that the City breaches Section 8.2 of this Appendix 1), the City or its officials, agents or employees are found to have breached (including fundamentally breached) any duty or obligation of any kind to the Applicant or its subcontractors or agents whether at law or in equity or in contract or in tort, or are found liable to the Applicant or its subcontractors or agents on any basis or legal principle of any kind, the City's liability is limited to a maximum of \$100, despite any other term or agreement to the contrary.

7 DISPUTE RESOLUTION

Any dispute relating in any manner to the RFA or the application process (except to the extent that the City breaches this Section 7 or Section 8.2 of this Appendix 1, and also excepting any disputes arising between the City and the Applicant under a Contract (or a similar contract between the City and an applicant other than the Applicant)) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:

- (a) The arbitrator will be selected by the City's Director of Legal Services;

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PART C - FORM OF APPLICATION

- (b) Section 6 of this Appendix 1 will: (i) bind the City, the Applicant and the arbitrator; and (ii) survive any and all awards made by the arbitrator; and
- (c) The Applicant will bear all costs of the arbitration.

8 PROTECTION AND OWNERSHIP OF INFORMATION

8.1 RFA and Application Documents City's Property

- (a) All RFA-related documents provided to the Applicant by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (b) The documentation containing the Application, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Application to the Applicant.

8.2 Applicant's Submission Confidential

Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's right to publicly disclose information about or from the Application, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFA, the City will treat the Application (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

8.3 All City Information Confidential

- (a) The Applicant will not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City which have been or are in the future provided or communicated to the Applicant at any time (whether before, during or after the RFA process). Furthermore, the Applicant agrees that it has not and must not use or exploit any such non-public documents or information in any manner, including in submitting its Application.
- (b) The Applicant now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the City in evaluating its Application (and any other submissions) and now agrees that under no circumstances will it make any application to the City or any court for disclosure of any records pertaining to the receipt, evaluation or selection of its Application (or any other submissions) including, without limitation, records relating only to the Applicant.

9 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING

9.1 Declaration as to no Conflict of Interest in RFA Process

- (a) The Applicant confirms and warrants that there is no officer, director, shareholder, partner, employee or contractor of the Applicant or of any of its proposed subcontractors, or any other person related to the Applicant's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is: (i) an official or employee of the City; or (ii) related to or has any business or family relationship with an elected official or employee of the City, in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Application by the City, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Application.

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- (b) The Applicant confirms and warrants that there is no person having an interest (as defined above) who is a former official, former employee or former contractor of the City and who has non-public information relevant to the RFA obtained during his or her employment or engagement by the City, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Application.

9.2 Declaration as to No Conflict of Interest Respecting Proposed Supply

The Applicant confirms and warrants that neither the Applicant nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFA would create a conflict of interest or the appearance of a conflict of interest between the Applicant's duties to the City and the Applicant's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Application.

9.3 Declaration as to No Collusion

The Applicant confirms and warrants that:

- (a) the Applicant is not competing within the RFA process with any entity with which it is legally or financially associated or affiliated, and
- (b) the Applicant is not cooperating in any manner in relation to the RFA with any other applicant responding to the RFA,

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Application.

9.4 Declaration as to Lobbying

The Applicant confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Applicant or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Applicant or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the RFA or sought, other than through the submission of the Application, to influence the outcome of the RFA process,

in each case as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Application.

10 GENERAL

- (a) All of the terms of this Appendix 1 to this Application Form which by their nature require performance or fulfillment following the conclusion of the application process will survive the conclusion of such process and will remain legally enforceable by and against the Applicant and the City.
- (b) The legal invalidity or unenforceability of any provision of this Appendix 1 will not affect the validity or enforceability of any other provision of this Appendix 1, which will remain in full force and effect.

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- (c) The Applicant now assumes and agrees to bear all costs and expenses incurred by the Applicant in preparing its Application and participating in the RFA process.

11 INDEPENDENT LEGAL ADVICE

THE APPLICANT ACKNOWLEDGES THAT IT HAS BEEN GIVEN THE OPPORTUNITY TO SEEK INDEPENDENT LEGAL ADVICE BEFORE SUBMITTING ITS APPLICATION FORM, INCLUDING THIS APPENDIX 1.

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**APPENDIX 2
QUESTIONNAIRE**

Complete this Appendix 2 - Questionnaire in the form set out below.

Executive Summary

In the space below, provide a brief executive summary of your Application.

Applicant Overview

In the space below, provide a description of the Applicant's company, purpose and history of successes. If the head office of the Applicant is located within the City of Vancouver or if the Applicant is to perform any work at a site located within the City of Vancouver, this section should also indicate whether the Applicant has a valid City of Vancouver business license (or, if available, a Metro West Inter-municipal Business License).

General Requirements

In the space below, describe how you would provide the Services.

Key Personnel

In the space below, identify and provide professional biographical information for the key personnel that would perform the Applicant's work, outlining their intended roles in performing the Services. If appropriate, also attach to this Form of Application as an additional Appendix CVs and a complete organization chart, identifying all roles and areas of responsibility. Drivers' abstracts are required when operating City of Vancouver vehicles.

Innovation

Notwithstanding any other provision hereof, the City welcomes an Application respecting innovative or novel approaches to performing the Services and may consider a value-creating Application. In the space below, note any proposed innovative approaches to performing the Services.

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Alternative Solutions

If the Applicant wishes to offer an alternative or alternatives, the alternative solution(s) should be described in the space provided below. Any pricing impact of the alternative solution(s) should also be provided.

Additional

Please provide any additional information that you feel will be valuable to the City.

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**APPENDIX 3
 PRICING**

Complete this Appendix 3 - Pricing in the form set out below.

Applicant to provide proposed pricing and payment terms, which should be in accordance with Part A, Section 7 of the RFA (as well as any other sections of the RFA imposing requirements as to pricing).

If Applicant is submitting its Application by email please ensure Appendix 3 - Pricing is provided as a separate file to the entire Application. If the Applicant is submitting its Application via envelope please ensure Appendix 3 - Pricing is provided in a separate sealed envelope.

Prices are to be quoted in Canadian currency.

The rates set out in this Table of Pay Items will apply to each Request for Service. Prices to include the return trip rates. Prices quoted will be exclusive of all applicable taxes, F.O.B. destination to the Work Site, with all freight and all other costs included.

Note: If the table provided is not suitable for the pricing structure provided for the City of Vancouver, please attach a price sheet(s) that is relevant.

SCHEDULE OF RATES

National Garage (701 National Avenue) to Port Kells (First Truck/Harbour International/Finning truck shop) and return.

Rate Per Move	Pick up Times	Length of Time for Move
\$ _____	Monday - Friday 7:00 AM - 5:00 PM during normal business hours	/hour(s)
\$ _____	Monday - Friday 5:00 PM - 6:00 AM during after-hours nightshift	/hour(s)
\$ _____	Saturday & Sundays	/hour(s)
\$ _____	During Holidays or extended overtime hours.	/hour(s)

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APPENDIX 3
 PRICING

SCHEDULE OF RATES

Manitoba garage (250 West 70th Avenue) to Port Kells (First Truck/Harbour International/Finning truck shop) and return.

Rate Per Move	Pick up Times	Length of Time for Move
\$ _____	Monday - Friday 7:00 AM - 5:00 PM during normal business hours	/hour(s)
\$ _____	Monday - Friday 5:00 PM - 6:00 AM during after-hours nightshift	/hour(s)
\$ _____	Saturday & Sundays	/hour(s)
\$ _____	During Holidays or extended overtime hours.	/hour(s)

Manitoba garage (250 West 70th Avenue) to Langley (Rollins Machinery) and return.

Rate Per Move	Pick up Times	Length of Time for Move
\$ _____	Monday - Friday 7:00 AM - 5:00 PM during normal business hours	/hour(s)
\$ _____	Monday - Friday 5:00 PM - 6:00 AM during after-hours nightshift	/hour(s)
\$ _____	Saturday & Sundays	/hour(s)
\$ _____	During Holidays or extended overtime hours.	/hour(s)

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National Garage (701 National Avenue) to Langley (Rollins Machinery) and return

Rate Per Move	Pick up Times	Length of Time for Move
\$ _____	Monday - Friday 7:00 AM - 5:00 PM during normal business hours	/hour(s)
\$ _____	Monday - Friday 5:00 PM - 6:00 AM during after-hours nightshift	/hour(s)
\$ _____	Saturday & Sundays	/hour(s)
\$ _____	During Holidays or extended overtime hours.	/hour(s)

Manitoba Garage (250, West 70th) to National Garage (701 National Avenue) and return

Rate Per Move	Pick up Times	Length of Time for Move
\$ _____	Monday - Friday 7:00 AM - 5:00 PM during normal business hours	/hour(s)
\$ _____	Monday - Friday 5:00 PM - 6:00 AM during after-hours nightshift	/hour(s)
\$ _____	Saturday & Sundays	/hour(s)
\$ _____	During Holidays or extended overtime hours.	/hour(s)

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**APPENDIX 4
APPLICANT'S REFERENCES**

Complete this Appendix 4 - Applicant's References in the form set out below.

Client Name # 1	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

Client Name # 2	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

Client Name # 3	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

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APPENDIX 5
CERTIFICATE OF INSURANCE

Appendix 5 is to be duly completed and signed by the Applicant's insurance agent or broker as evidence of its existing insurance, along with a letter from its insurance broker or agent indicating whether or not (and, if not, then to what extent) it will be able to comply with the insurance requirements set out in the Form of Agreement, should the Applicant be selected as a successful Applicant. (Any successful Applicant will also be required to provide proof of the satisfaction of all insurance requirements prior to or concurrently with the City entering into any Agreement.)

SEE NEXT PAGE

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**APPENDIX 6
 DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Complete this Appendix 6 - Declaration of Supplier Code of Conduct Compliance in the form set out below.

Purpose:

All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <http://vancouver.ca/policy_pdf/AF01401P1.pdf>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (*vendor name*).

Signature: _____

Name and Title: _____

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APPENDIX 7
CORPORATE SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

INTENTIONALLY DELETED

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APPENDIX 8

SUSTAINABILITY QUESTIONNAIRE

As part of the City's Corporate Procurement Policy and related Supplier Code of Conduct described in Section 9.1 of Part A, all City vendors must meet minimum requirements related to ethical, social and environmental standards.

Beyond these basic requirements, the City would like to recognize vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, the City requires that Proponents answer the following questions. The answers provided will be evaluated as part of the Proposal evaluation process described in Section 8.0 of Part A.

Please keep in mind that these questions relate to your company's internal operations and overall sustainability leadership.

The City may request that the Proponent provide additional information to support any of the responses provided.

1. Describe the type of vehicles and/or equipment to be used to deliver the service.

2. Provide the following information on the company's fleet management practices:

a. How many fleet vehicles does your company own/operate? _____

b. What percentage of the fleet is comprised of low emissions vehicles (hybrid, electric and/or low carbon fuel)? _____

c. Is your fleet green fleet certified by a third party (e.g., Fraser Basin Council's E3 fleet, Coalition for Green Fleet Management's CleanFLEET program, Smart Fleet, etc.)? _____

If yes, name the certification body and state the level of certification, including the highest level of certification achievable. _____

d. Has your company implemented any of the following GHG reduction strategies:

- | | | |
|-------|--|----------------|
| (i) | Anti-idling policy | Yes ___ No ___ |
| (ii) | Fuel efficient driver training | Yes ___ No ___ |
| (iii) | Vehicle/equipment right-sizing | Yes ___ No ___ |
| (iv) | GPS or Telematics software to aid in trip planning | Yes ___ No ___ |

4. How do you propose to reduce the GHG emissions required to deliver the goods and/or services year-over-year for the life of the contract? Describe specific actions, initiative and time lines.

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5. Does your company track fuel use on a fleet basis? Yes ___ No ___

If yes, please provide a summary of the annual fuel use for the past three years.

6. Does your company track fuel use on a per vehicle basis? Yes ___ No ___

7. Are you able to track fuel use for COV-related activities? Yes ___ No ___

8. Fuel type: Gasoline ___ Diesel ___ Biodiesel ___ Natural Gas ___ Propane ___

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APPENDIX 9
PERSONAL INFORMATION CONSENT FORM(S)

Complete one copy of this Appendix 9 - Personal Information Consent Form(s), in the form set out below, for each key personnel for whom a CV or other information regarding employment history and qualifications has been included in the Application.

PERSONAL INFORMATION CONSENT FORM

RFA Reference #PS20180808

Title: TRUCK SHUTTLING

With the provision of my signature at the foot of this statement I, _____
_____ (Print Name)

consent to the indirect collection from _____
_____ (Print Name of Applicant)

of my personal information in the form of a work history, resume or summary of qualifications.

In consenting to this indirect collection, I understand that my personal information, so collected, will be used by the City for the sole purpose of evaluating the submitted response to the above-noted procurement process. I understand further that my personal information, once collected by the City, will be handled by the City in accordance with the provisions of the (BC) *Freedom of Information and Protection of Privacy Act*.

_____) _____
Signature) Date

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**APPENDIX 10
 SUBCONTRACTORS**

Complete this Appendix 10 - Subcontractors in the form set out below by listing all of the subcontractors that the Applicant proposes to use in carrying out its work under an Agreement, or state that the Applicant does not propose to use any subcontractors.

If selected to enter into an Agreement with the City, the Applicant may be limited to using subcontractors listed in its Application. If the City objects to a subcontractor listed in an Application, the City may permit an Applicant to propose a substitute Subcontractor acceptable to the City.

Subcontracted Scope		
Subcontractor		
Contact (name, title, email, telephone no.)		
Approximate Percent of the Work to be Subcontracted		
The Subcontractor's Relevant Experience (identify at least three similar projects within the last five years, including the client)	1. Project Name:	
	Client:	
	Nature of Work:	
	Value:	
	Client Contact:	
	2. Project Name:	
	Client:	
	Nature of Work:	
	Value:	
	Client Contact:	
	3. Project Name:	
	Client:	
	Nature of Work:	
	Value:	
	Client Contact:	

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**APPENDIX 11
PROPOSED AMENDMENTS TO FORM OF AGREEMENT**

Complete this Appendix 11 - Proposed Amendments to Form of Agreement in the form set out below by detailing any proposed amendments to the Form of Agreement. If no amendments to the Form of Agreement are proposed, state "none". It is at the City's sole discretion whether or not these proposed amendments will be considered for the Form of Agreement.

Section / General Condition	Proposed Amendment	Rationale and Benefit

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APPENDIX 12
FINANCIAL STATEMENTS

INTENTIONALLY DELETED

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APPENDIX 13
PROOF OF WORKSAFEBC REGISTRATION

Attached as Appendix 13 to this Form of Application proof of valid WorkSafeBC registration.

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**APPENDIX 14
CONFLICTS; COLLUSION; LOBBYING**

Complete this Appendix 14 - Conflicts; Collusion; Lobbying in the form set out below by setting out any exceptions to the declarations in Section 9 of the Legal Terms and Conditions attached as Appendix 1 to this Form of Application or indicate that there are no exceptions, as applicable.

Exceptions to Declaration as to no Conflict of Interest in RFA Process (Section 9.1 of Legal Terms and Conditions)	
Exceptions to Declaration as to No Conflict of Interest Respecting Proposed Supply (Section 9.2 of Legal Terms and Conditions)	
Exceptions to Declaration as to No Collusion (Section 9.3 of Legal Terms and Conditions)	

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PART D - FORM OF AGREEMENT

PART D
FORM OF AGREEMENT

To see an example of the Form of Agreement, please go to:

<http://bids.vancouver.ca/bidopp/openbid.htm>



**CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE
APPLICATION**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.
2. **NAMED INSURED** (must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)

INSURER _____	Insured Values (Replacement Cost) -
TYPE OF COVERAGE _____	Building and Tenants' Improvements \$ _____
POLICY NUMBER _____	Contents and Equipment \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

4. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:	INSURER _____
√ Personal Injury	POLICY NUMBER _____
√ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
√ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
√ Cross Liability or Severability of Interest	Per Occurrence \$ _____
√ Employees as Additional Insureds	Aggregate \$ _____
√ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
√ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. AUTOMOBILE LIABILITY INSURANCE for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. UMBRELLA OR EXCESS LIABILITY INSURANCE **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. PROFESSIONAL LIABILITY INSURANCE

INSURER _____	Limits of Liability
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. OTHER INSURANCE

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

_____ Dated _____
PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER