REQUEST FOR PROPOSALS

PUBLIC BICYCLE SYSTEM

RFP No. PS20150910

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1.0 THE RFP

1.1 This Request for Proposals (the “RFP”) provides an opportunity for Proponents to submit Proposals for review by the City and, depending on the City’s evaluation of Proposals, among other factors, to potentially negotiate with the City to enter into an Agreement. EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 1 TO PART C OF THE RFP: (I) NO PART OF THE RFP CONSISTS OF AN OFFER BY THE CITY TO ENTER INTO ANY CONTRACTUAL RELATIONSHIP; AND (II) NO PART OF THE RFP IS LEGALLY BINDING ON THE CITY.

1.2 The RFP concerns the City’s interest in procuring the services of a qualified Proponent to finance, design, supply, implement, own, operate and maintain a Public Bicycle System (“PBS”). An overview and details of the City’s objectives and requirements to which the RFP relates are set out in Annex 1 of the RFP (the “RFP Requirements”). The City welcomes Proposals respecting innovative or novel approaches to meeting the RFP Requirements.

1.3 The City is interested in selecting a lead Proponent with the capability and experience to efficiently and cost-effectively meet the RFP Requirements. The City currently expects to select such a Proponent and then enter into negotiations with that Proponent, which will conclude in the execution of an Agreement between the Proponent and the City. However, the City may: (i) decline to select any Proponent; (ii) decline to enter into any Agreement; (iii) select multiple Proponents for negotiation sequentially or concurrently; (iv) suspend or cease discussions or negotiations with one or more Proponents at any time for any reason, or (iv) enter into one or more agreements respecting the subject matter of the RFP with one or more Proponents or other entities at any time. The City may also terminate the RFP at any time for any reason.

1.4 The City currently intends that Proposals will be evaluated by the City in relation to their overall value, which will be assessed in the City’s sole and absolute discretion. In assessing value, the City expects to consider the factors described in Section 9 below, among others.

1.5 NO BID SECURITY IS REQUIRED FROM PROPONENTS IN CONNECTION WITH THE SUBMISSION OF PROPOSALS BECAUSE NO PROPOSAL WILL BE DEEMED TO BE AN IRREVOCABLE OR OTHERWISE BINDING LEGAL OFFER BY A PROPONNENT TO THE CITY. THE LEGAL OBLIGATIONS OF A PROPONNENT THAT WILL ARISE UPON THE SUBMISSION OF ITS PROPOSAL WILL BE LIMITED TO THE TERMS AND CONDITIONS STATED UNDER THE HEADING “LEGAL TERMS & CONDITIONS” IN APPENDIX 1 TO THE PROPOSAL FORM (PART C).

1.6 The execution of an Agreement may be contingent on funding being approved, and the relevant Proposal being approved, by the Vancouver City Council.

1.7 Certain capitalized terms used herein but not defined where first used are defined in Section 13.0 below.

1.8 The RFP consists of four parts:

(a) PART A - INFORMATION AND INSTRUCTIONS: This part is intended to serve as a guide to the RFP process for Proponents.

(b) PART B - PROPOSAL REQUIREMENTS: This part stipulates the information that should be contained in each Proposal.

(c) PART C - PROPOSAL FORM: This part consists of the Proposal Form to be completed by each Proponent in connection with its Proposal. Each Proposal must be submitted under the cover of a duly completed and executed Proposal Form.
2.0 BACKGROUND, PRINCIPLES AND GOALS

It is the City’s strong preference that the PBS adhere to the principles and goals set out below. The extent to which a Proposal aligns with such principles, and meets the goals set out in section 2.2 below, will be carefully assessed by the City and factored into the evaluation of such Proposal.

2.1 Background

The City of Vancouver promotes cycling as an integral part of daily life in Vancouver and is committed to providing bicycle services to both residents and visitors. To that end, in March 2009, Vancouver City Council approved a motion that directed staff to explore opportunities to implement a PBS. This direction led to the identification of actions to pursue and provide a public bicycle system, which were included in the City’s Transportation 2040 Plan (http://vancouver.ca/streets-transportation/transportation-2040.aspx), and the Greenest City 2020 Action Plan (http://vancouver.ca/green-vancouver/greenest-city-2020-action-plan.aspx).

In 2008, TransLink, Metro Vancouver’s regional transportation authority, studied the feasibility of a PBS in Metro Vancouver, including Vancouver and other Lower Mainland municipalities. The study found that “... PBS delivers significant real benefits and is feasible in parts of Metro Vancouver where residential and employment densities are high, land uses are diverse, and good cycling facilities are available.” (TransLink Public Bicycle System Feasibility Study, March 2008, page 3). Scenarios in the report outline a system of 1,000 to 3,800 bicycles, and 70 to 250 stations. This study included several assumptions that differ from the scope of work described in this current RFP, and as such this study may be used by Proponents as background for developing a PBS for Vancouver, but should not be used as a definitive guide. The executive summary of the study is available on TransLink’s website at the following link:


2.2 Principles

(a) Economic

(i) Long-term Financial Sustainability - the proposed PBS system should be financially self-sustainable in the long-term.

(ii) Minimize Cost to Taxpayer - the proposed PBS system should minimize the usage of public funds and in-kind services to be provided by the City, if any.

(iii) Risk Management - the proposed PBS system should minimize risk and liability exposure to the City, stakeholders and the public.

(iv) Innovation - the proposed PBS system should develop and apply innovative solutions to achieve sustainable design, construction, service delivery, operations, and maintenance.
(v) Green economy: the proposed PBS system should support the development of a green economy in Vancouver, creating Green Jobs.

(b) Community and Social

(i) Non-competitive: the proposed PBS system should differ from and should not be in competition with the local bike rental industry.

(ii) Accessibility and inclusivity: the proposed PBS system should be accessible to all, regardless of cycling ability or familiarity, PBS member or Casual User, language and cultural differences, and accommodates a wide range of physical differences (e.g., height, weight, etc.).

(iii) Aesthetic value: the proposed PBS system should recognize heritage value and character, its appearance should be an important component of design, construction, maintenance and operation.

(iv) Responsiveness: the proposed PBS system should be responsive, service oriented and able to meet its Users’ needs in a timely manner.

(v) Community Development: the proposed PBS system should recognize and serve the needs of the community such as providing opportunities (e.g., training, employment, etc.) to disadvantaged groups or individuals, where possible.

(vi) Health and Safety: the proposed PBS system should aim to protect the health and safety of its Users, the public, and its staff.

(c) Environment

(i) Environmental Stewardship: the proposed PBS system should aim to protect and enhance the environment and should be designed to have limited carbon emissions in the servicing of the system.

(ii) Resource Conservation: the proposed PBS system should aim to pursue energy and resource conservation (i.e., reduce, reuse and recycle).

2.3 Goals

Overall, the goals of the PBS are to:

(a) increase the overall volume of cycling trips in Vancouver;
(b) extend the reach of vehicle, transit and walking trips; and,
(c) replace vehicle and transit trips.

3.0 KEY DATES

3.1 Potential Proponents should note the following key dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Information Meeting registration form (Appendix 1 to this Part A)</td>
<td>3:00PM PST; July 23rd, 2015</td>
</tr>
<tr>
<td>Information Meeting (optional but strongly encouraged)</td>
<td>10:30am PST; July 24th, 2015</td>
</tr>
</tbody>
</table>
3.2 All references to time in the RFP are references to Pacific Standard Time, the time in the City of Vancouver, as shown on the clock used by the City for the purposes of requests for proposals.

4.0 CONTACT PERSON

4.1 All enquiries regarding the RFP must be addressed to:

   Gavin Marshall  
   gavin.marshall@vancouver.ca

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

4.3 IF A POTENTIAL PROPONENT BELIEVES THAT THE CITY MAY BE UNABLE TO SELECT IT DUE TO A CONFLICT OF INTEREST, BUT IS UNCERTAIN ABOUT THIS, THE POTENTIAL PROPONENT IS URGED TO CONTACT THE ABOVE-MENTIONED INDIVIDUAL AS SOON AS POSSIBLE WITH THE RELEVANT INFORMATION SO THAT THE CITY MAY ADVISE THE POTENTIAL PROPONENT REGARDING THE MATTER. SEE SECTION 11.2(l), (m) and (n) BELOW FOR AN INDICATION OF THE TYPES OF CONFLICTS OF INTEREST THAT OFTEN ARISE.

5.0 SUBMISSION OF PROPOSALS

5.1 Proponents should submit one hard copy and one electronic copy (on a CD, flash drive, memory stick or similar medium) of each Proposal (or amendment) on or before the time and date specified in the bottom row of the table in Section 3.1 above (the “Closing Time”).

5.2 Each Proponent should submit its Proposal in an envelope clearly marked with the Proponent’s name and the RFP title and number (“Public Bicycle System; PS20150910”) to the following address:

   City of Vancouver  
   Purchasing Services  
   453 West 12th Avenue  
   Vancouver, BC  
   V5Y 1V4

   Notwithstanding the foregoing, envelopes submitted by courier or otherwise in-person should be delivered to:

   Information Desk, Main Floor Rotunda,  
   Vancouver City Hall  
   453 West 12th Avenue  
   Vancouver, British Columbia  
   Canada, V5Y 1V4

5.3 To be considered by the City, a Proposal must be submitted under the cover of a Proposal Form (the form of which is attached as Part C), completed and duly executed by the relevant Proponent, including Appendix 1 thereto.
5.4 Proposals must not be submitted by fax or email.

5.5 Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.

5.6 Proposals should not be bound in three-ring binders.

5.7 Proposals are revocable and may be withdrawn at any time before or after the Closing Time.

5.8 All costs associated with the preparation and submission of a Proposal, including any costs incurred by a Proponent after the Closing Time, will be borne solely by the Proponent.

5.9 Unnecessarily elaborate Proposals are discouraged. Proposals should comply with the requirements set out in Part B and be limited to addressing the RFP Requirements set out in Annex 1.

5.10 The City is willing to consider any Proposal from two or more Proponents that wish to form a consortium solely for the purpose of submitting a joint Proposal in response to the RFP, provided that they disclose the names of all members of the consortium and all members complete and execute a Proposal Form (Part C). Nonetheless, the City has a strong preference for Proposals submitted by a single lead Proponent, including a Proponent that would act as a general contractor and use subcontractors as required.

5.11 Proposals 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 Proponent, in the City’s sole discretion.

6.0 CHANGES TO THE RFP AND FURTHER INFORMATION

6.1 The City may amend the RFP or make additions to it at any time.

6.2 It is the sole responsibility of Proponents 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 RFP.

6.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 6.2

6.4 An information meeting (the “Information Meeting”) will be held to enable Proponents to seek clarification with respect to any aspect of the RFP in a group forum. This Information Meeting is optional - but the City strongly encourages every Proponent intending to submit a Proposal to attend. The details are as follows:

Date: as specified in Section 2.1 above.

Time: as specified in Section 2.1 above.

Location: Vancouver City Hall
Main Town Hall Meeting Room
453 West 12th Avenue
Vancouver, BC

Conference Call Number: (604) 829-4222
Conference Call Meeting ID: 6135
Conference Call Password: 072415

6.5 Potential Proponents are encouraged to read the RFP and submit any questions relating to the RFP to the Contact Person prior to the Information Meeting.

6.6 Potential Proponents interested in attending the Information Meeting should pre-register for the Information Meeting by completing and submitting the form contained in Appendix 1 to this Part A by e-mail to gavin.marshall@vancouver.ca, on or before the time and date specified in Section 3.1 above.

6.7 The City will in good faith attempt to give accurate oral responses to questions posed during the Information Meeting but Proponents are advised that they may only rely on the written information contained herein or in documents posted to the City's website, as described in Section 6.1 above.

7.0 CONTRACT REQUIREMENTS

7.1 In addition to addressing the RFP Requirements, each Proponent should indicate in its Proposal the extent to which the Form of Agreement included as Part D hereof is consistent with its Proposal. If the Proposal is inconsistent with any part of the Form of Agreement, the Proponent should so state and should propose alternative contract language as part of its Proposal.

7.2 If the head office of a Proponent is located within the City of Vancouver or if the Proponent is to perform any work at a site located within the City of Vancouver, the execution of any Agreement will be contingent upon the Proponent having a valid City of Vancouver business license.

7.3 The term of any Agreement is expected to be a five-year period with three possible five-year extensions, for a maximum total term of twenty years.

8.0 PRICING

8.1 All prices quoted in any Proposal are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs, with the exception of applicable sales tax prices quoted in the pro-forma financial model(s).

8.2 Prices must be quoted in Canadian currency.

8.3 Fixed prices must be quoted for the full term of the Proponent’s proposed agreement.

8.4 Prices are to be quoted CIP, destination (Incoterms, 2010). For the avoidance of doubt, freight, insurance, unloading at the destination designated by the City, import duties, brokerage, royalties, handling, overhead, profit and all other similar costs are to be included in quoted prices.

9.0 EVALUATION OF PROPOSALS

9.1 The City may open or decline to open Proposals in such manner and at such times and places as are determined by the City.

9.2 The City currently intends that all Proposals submitted to it in accordance with the RFP will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as
appropriate, to determine which Proposal or Proposals offer the overall best value to the City. In so doing, the City expects to examine not only financial terms, but also (i) Proponents’ skill, knowledge, reputation financial and operational capacity, and previous experience - particularly in implementing and operating a PBS in a city similar in size and attributes as the City of Vancouver, including experience(s) with the City (if any); (ii) Proponents’ ability to meet or exceed the RFP Requirements, (iii) quality and service factors, (iv) innovation, (v) environmental or social sustainability impacts, (vi), quality of a Proponent’s Proposal and business plan, (vii) whether one or more Proposers collaborating together might produce a better PBS system, and (vi) transition costs or challenges.

9.3 Preference may be given to the following: (i) a PBS system that minimizes any cash or in-kind contributions from the City and other stakeholders, (ii) a PBS system that minimizes any risk or liability to the City and other stakeholders, (iii) and a PBS system that provides the City with a rate of return for use of City property, resources and in-kind services.

9.4 Preference may be given to Proposers and proposed personnel that demonstrate knowledge and experience involving public bicycle systems and those demonstrating a strong knowledge of Vancouver and the needs of Vancouver PBS Users. Each Proponent should make clear in its Proposal its relevant knowledge and experience, and that of its proposed personnel.

9.5 The City will retain complete control over the RFP process at all times until the execution and delivery of an Agreement or Agreements, if any. The City is not legally obligated to review, consider or evaluate Proposals, or any particular Proposal, and need not necessarily review, consider or evaluate Proposals, or any particular Proposal in accordance with the procedures set out in the RFP. The City may continue, interrupt, cease or modify its review, evaluation and negotiation process in respect of any or all Proposals at any time without further explanation or notification to any Proposers.

9.6 The City may, at any time prior to signing an Agreement, discuss or negotiate changes to the scope of the RFP with any one or more of the Proposers without having any duty or obligation to advise the other Proposers or to allow the other Proposers to vary their Proposals as a result of such discussions or negotiations.

9.7 The City may elect to short-list Proposers and evaluate Proposals in stages. Short-listed Proposers may 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, and negotiating some or all of, the Form of Agreement. The City will be at liberty to negotiate in parallel with one or more short-listed Proposers, or in sequence, or in any combination, and may at any time terminate any or all negotiations.

9.8 The City is not under any obligation to approve any Proposal or enter into any legal agreements with any Proponent and may elect to terminate the RFP at any time.

9.9 For the avoidance of doubt, notwithstanding any other provision in the RFP, the City has in its sole discretion, the unfettered right to:

(a) accept any Proposal;
(b) reject any Proposal;
(c) reject all Proposals;
(d) accept a Proposal which is not the lowest-price proposal;
(e) accept a Proposal that deviates from the RFP Requirements or the conditions specified in the RFP;
(f) reject a Proposal even if it is the only Proposal received by the City;
(g) accept all or any part of a Proposal and reject any other part of such Proposal;
(h) split the RFP Requirements between one or more Proponents; and
(i) enter into one or more agreements respecting the subject matter of the RFP with any entity or entities at any time.

Without limiting the foregoing, the City may reject any Proposal by a Proponent that has a conflict of interest, has engaged in collusion with another Proponent or has otherwise attempted to influence the outcome of the RFP other than through the submission of its Proposal.

10.0 SUSTAINABILITY

10.1 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](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 through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Proponent 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 Proposals, to the extent applicable.

10.2 Proponents are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supply materials, and where such materials may cause adverse environmental effects, the Proponent is to indicate the nature of the hazard(s) in its Proposal. Furthermore, the Proponent is to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

11.0 CERTAIN APPLICABLE LEGISLATION

11.1 Proponents 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 in the course of providing any service to the City.

11.2 Proponents should note that the Income Tax Act (Canada) requires that certain payments to non-residents be subject to tax withholding. Proponents 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 a Proponent that will arise upon the submission of its Proposal are stated in Appendix 1 to the Proposal Form (Part C). Except where expressly stated in such Appendix 1: (i) no part of the RFP consists of an offer by the City to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the City.
12.2 Potential Proponents should review Appendix 1 to the Proposal Form (Part C) carefully before submitting a Proposal. Among other things, potential Proponents should note that:

(a) Except for limited duties in respect of the protection of confidential information and the resolution of legal disputes (as fully specified in Appendix 1 to the Proposal Form), the City does not have, and will not have, any legal obligations to a Proponent or to any proposed subcontractor of that Proponent in respect of the RFP or that Proponent’s Proposal until such time as an Agreement is entered into with that Proponent.

(b) 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 Proponent or to any of the Proponent’s proposed subcontractors (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process.

(c) Except only and to the extent that the City is in breach of its duties with respect to a Proponent’s confidential information, each Proponent is required to broadly release the City, its officials, its agents and its employees from liability for any losses incurred by the Proponent.

(d) Except only and to the extent that the City is in breach of its duties with respect to a Proponent’s confidential information, each Proponent is required to broadly indemnify and hold harmless the City, its officials, its agents and its employees from and against losses in respect of any claim or threatened claim against any of them.

(e) Except with respect to the City’s duties in respect of a Proponent’s confidential information, even to the extent the City is found to have breached any duty to the Proponent, if any, the liability of the City, its officials, its agents and its employees to the Proponent will be limited to $100.

(f) With limited exceptions set forth in such Appendix 1 to the Proposal Response Form, any dispute between the City and a Proponent will be subject to arbitration.

(g) All RFP-related documents provided to any Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.

(h) The documentation containing any Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.

(i) The City will treat any Proposal (and the City’s evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information, subject, however, to the applicable provisions of the Freedom of Information and Protection of Privacy Act (British Columbia), other applicable legal requirements, and the City’s full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council or announcing the results of the RFP to Proponents.

(j) Proponents must 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 a Proponent at any time (whether before, during or after the RFP process). Furthermore, each Proponent must agree to not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
Each Proponent must waive any rights to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and must agree 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 Proposal (or any other submissions), including, without limitation, records relating only to the Proponent.

Each Proponent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent’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 is:

i. an elected 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 an appearance of a conflict of interest in the evaluation or consideration of the Proponent’s Proposal by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

Each Proponent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

Each Proponent must disclose whether the Proponent or 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 RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent’s duties to the City and the Proponent’s or its subcontractors’ duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

Each Proponent is required to disclose whether the Proponent is competing for purposes of the RFP with any entity with which it is legally or financially associated or affiliated. Each Proponent must also disclose whether it is cooperating in any manner in relation to the RFP with any other Proponent responding to the RFP. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

Each Proponent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of its Proposal, to influence the outcome of the RFP process. The City will
evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

(q) A Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. Each Proponent must undertake not to use the name, official emblem, mark, or logo of the City without the express prior written consent of the City.

(r) Any Proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the RFP Requirements, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City’s sole discretion. The City may also invite a Proponent to adjust its Proposal to remedy any such problem, without providing the other Proponents an opportunity to amend their Proposals.

13.0 DEFINITIONS

13.1 In the RFP, the following capitalized terms have the following meanings:

(a) “Agreement” means a contract entered into between the City and a successful Proponent, if any, following the conclusion of the RFP process, which contract is expected to be in substantially the same form as the Form of Agreement;

(b) “Bicycle” means a bicycle that is part of the PBS;

(c) “Bicycle Dock” or “Dock” means the device that holds and secures a bicycle while not in use and is part of a Station.

(d) “Casual User” means a user who has not signed up for a membership.

(e) “City” means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter;

(f) “Closing Time” has the meaning set out in section 5.1 of Part A;

(g) “Form of Agreement” means the form of agreement contained in Part D of the RFP;

(h) “Green Job” has the meaning assigned to it by the Vancouver Economic Development Commission in section 3 of their ‘Green Jobs Report’, which is available at the following link: http://www.vancouvereconomic.com/news-events/media/the-vec-releases-research-report-on-green-local-food-jobs-in-vancouver/

(i) “PBS” has the meaning set out in section 1.2 of Part A;

(j) “PCI-DSS” means the Payment Card Industry Data Security Standard, published by the Payment Card Industry Security Standards Council, as amended, supplemented or replaced from time to time;

(k) “Proponent” means an entity, which is not, by the terms hereof, restricted from submitting a Proposal, and which does submit a Proposal;
(l) “Proposal” means a proposal submitted in response to the RFP; and

(m) “Proposal Form” means the form contained in Part C of the RFP;

(n) “RFP” has the meaning set out in section 1.1 of Part A;

(o) “RFP Requirements” has the meaning set out in section 1.2 of Part A;

(p) “Sign” means the signage alerting people to the presence of the Station, which may include maps, sponsorship recognition, etc.

(q) “Station” means a facility where PBS Bicycles are stored and from which the general public may rent and return Bicycles and other objects or equipment necessary for or appurtenant to the operation of a Public Bike Share. A Station includes Docks and may include a Terminal and Sign.

(r) “Terminal” means the computer and user interface available at a station or on the bicycle.

(s) “User” means a person who is using or has used the PBS. Users can be members or Casual Users.

(t) The following words used in this RFP shall have the meaning assigned to them in the City of Vancouver bylaws as referenced in Attachment 9, and available at http://vancouver.ca/bylaw_wa/CategoryIndex.aspx:

- Intersection;
- Metered Space;
- Pedestrian;
- Roadway;
- Sidewalk;
- Stopping;
- Street; and
- Traffic.

13.2 All other capitalized terms used in the RFP have the meanings given to them elsewhere in the RFP.

14. INFORMATION DISCLAIMER

The City is not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the RFP or documents disclosed or otherwise provided to the Applicant pursuant to this RFP.

The Applicant shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice or documentation provided by the City.
The City makes no representation, warranty, or undertaking with respect to this RFP and the City shall not be liable or responsible for the accuracy or completeness of the information in this RFP or for any other written or oral information made available to any Applicant related to this RFP.

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 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.
Re. Information Meeting Registration - Request for Proposals No. PS20150910, PUBLIC BICYCLE SYSTEM

To acknowledge your intent to attend the Information Meeting and to ensure that you receive the required information, please submit this form by email to the person identified below in accordance with the RFP:

Gavin Marshall
City of Vancouver
Email: gavin.marshall@vancouver.ca

Proponent’s Name: ____________________________________________________________

Address: __________________________________________________________________

Key Contact Person: __________________________________________________________________

Telephone: __________________ Fax: __________________

E-mail: __________________ Incorporation Date: __________________

Our company WILL □ / WILL NOT □ attend the information meeting for Request for Proposals No. PS20150910, Public Bicycle System.

__________________________________________________________________________

Signature

__________________________________________________________________________

Name of Authorized Signatory

__________________________________________________________________________

E-mail Address

__________________________________________________________________________

Date
1.0 Proposal Requirements

1.1 This Part B sets out the requirements for Proposals to be submitted by each Proponent. The extent to which each Proponent complies with the requirements of this Part B will be considered by the City in evaluating Proposals.

1.2 The sections of each Proposal shall be arranged in the order in which they are referred to in this Part B. Proponents shall avoid, to the extent possible, the inclusion of other top-level Proposal sections.

1.3 Each Proposal must be submitted under the cover of a completed Proposal Form (the form of which is attached as Part C below) including Appendix 1 (Legal Terms and Conditions) attached thereto.

1.4 In accordance with the section in Annex 1 titled “Detailed Requirements - Proposal Instructions”, Proponents shall:

(1) fill in applicable sections of the Proposal Response Template attached as Part B - Appendix 1, and submit the completed Template with their Proposal, with detailed information (including diagrams, photographs, charts, illustrations, etc.) explaining how each requirement in Annex 1 will be met or exceeded, or explain why a requirement is not advisable and propose alternatives with reasons; and

(2) attach a copy of Annex 1 with their Proposal and indicate in the column titled “Response Sections” the section of the Proposal Response Template where each requirement is addressed.

1.5 In respect of the Proposal Response Template attached as Part B - Appendix 1, each Proponent shall fill in every page, and every section within a page, with information relating to the particular section. The information provided in each section should inform the City as to what is being proposed for that particular aspect of the PBS. Where a section is not applicable to a Proponent, or is already addressed elsewhere in the Proposal Response Template, a Proponent may indicate “N/A” (if not applicable) or set out the other section of the Template where it is addressed.

1.6 Each Proponent is required to prepare and complete, and to submit with their Proposal, the required pro-forma financial models in accordance with the Pro Forma Template attached as Part B - Appendix 2 including all detailed assumptions supporting the model. Please submit a completed hard copy of each financial model along with Excel files.

1.7 In addition to the above requirements, each Proposal shall also comply with the requirements set out below.

1.8 Each Proposal shall have: (i) a title page that clearly indicates the name of the Proponent and the general nature of the Proposal; (ii) a detailed table of contents; and (iii) an executive summary no more than one page long.

1.9 Each Proposal shall contain a section titled “Profile”. Describe the structure of company (e.g., corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are, describe each party’s corporate structure, identify who is acting as the lead and the relationship between the parties, if applicable.
1.9.1 For each party involved, provide a profile and summary that includes at minimum: the management team, products/services offered, areas of expertise, annual sales volume (in dollars), number of employees, major clients, business partners (and the services/products they offer).

1.9.2 For all parent or subsidiary companies and affiliates, provide a profile and summary and the nature of the relationship with the Proponent or partner.

1.9.3 Provide a history of litigation or claims made against the Proponent and all partners during the three years immediately prior to the Closing Time.

1.9.4 For public companies, provide a copy of the three most recent annual financial statements, prepared according to generally accepted accounting principles and signed by a licensed independent accountant. For private companies, provide a letter from your financial institution or auditor providing assurance to the City that the Proponent has been and is financially viable and solvent as a going concern; confirmation that the Proponent has the financial capacity to complete this project; and that the undertaking of this project will not put any undue financial burden on the Proponent or partner.

1.10 Each Proposal shall contain a section titled “Key Personnel,” which shall:

i. Describe your proposed business structure; for each function, such as system design, system operation, finance, own, and customer service, etc., identify who will be responsible.

ii. Provide the organizational layout or chart of the project team, identifying all roles and areas of responsibility.

iii. Provide professional biographical information for the key personnel that would perform the Proponent’s work.

1.11 Each Proposal shall contain a section titled “References,” which shall describe relevant experience with PBS or other similar systems and lessons learned. Provide at least three references.

Proposals shall also:

i. Describe relevant experience working with government and lessons learned.

ii. Summarize current and future projects and commitments.

iii. Describe capability (financial, experience and workload capacity) to deliver the PBS by the City’s targeted launch date (or sooner).

1.12 Each Proposal shall contain a section titled “Subcontractors,” which shall list all of the subcontractors that the Proponent proposes to use in carrying out its work under an Agreement, or state that the Proponent does not propose to use any subcontractors. If selected to enter into an Agreement with the City, the Proponent may be limited to using subcontractors listed in its Proposal. If the City objects to a subcontractor listed in a Proposal, the City may permit a Proponent to propose a substitute Subcontractor acceptable to the City.
1.13 The City is committed to environmental and social sustainability. Therefore, each Proposal shall contain a section titled “Sustainability,” wherein the Proponent shall describe the environmental and social aspects of its Proposal inclusive of the following:

A. duly completed Declaration of Supplier Code of Conduct Compliance in the form of Annex 3;

B. duly completed Vendor Sustainability Leadership Questionnaire in the form of Annex 4;

1.14 Notwithstanding any other provision hereof, the City welcomes Proposals respecting innovative or novel approaches to meeting the City’s RFP Requirements and may consider value-creating Proposals that derogate from the RFP Requirements. Each Proposal shall contain a section titled “Deviations and Variations,” in which the Proponent shall: (i) note proposed deviations or variations from the terms and conditions set out in the RFP or from the Requirements, even if such deviations or variation are also noted elsewhere in the Proposal; and (ii) detail proposed amendments to the Form of Agreement. If no amendments to the Form of Agreement are proposed, the Proponent shall state that its Proposal is fully consistent with the Form of Agreement.

1.15 If, in addition to proposing services which meet the Requirements, the Proponent wishes to offer an alternative or alternatives, the alternative solution(s) shall be submitted separately as an appendix within the Proposal. Any pricing impact of the alternative solution(s) shall be provided separately in the appendix.

1.16 Each Proponent shall note Section 9 of Appendix 1 to Part C and shall include in its Proposal a section entitled “Conflicts; Collusion; Lobbying” as necessary.

1.17 Each Proponent shall submit with its Proposal a Certificate of Existing Insurance, in the form of Annex 5 to the RFP, duly completed and signed by its 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 Proponent be selected as a successful Proponent. (Any successful Proponent 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).

1.18 If a Proponent is already registered with WorkSafeBC, such Proponent shall submit with its Proposal proof of valid WorkSafeBC registration and such registration shall be maintained in accordance with the Form of Agreement. If a Proponent is not registered with WorkSafeBC, such Proponent will be required to do so and to submit proof of valid registration as a condition of entering into any legal agreement with the City.
APPENDIX 1 TO PART B

PROPOSAL RESPONSE TEMPLATE

[DOWNLOAD PROPOSAL RESPONSE TEMPLATE FILE FROM CITY WEBSITE - TO BE COMPLETED BY EACH PROPOSER IN ACCORDANCE WITH SECTIONS 1.4 AND 1.5 OF PART B OF THE RFP]
APPENDIX 2 TO PART B

PRO FORMA TEMPLATE

[DOWNLOAD EXCEL PRO FORMA TEMPLATE FILE FROM CITY WEBSITE. EACH PROPOSENT TO COMPLETE ONE TEMPLATE FOR EACH OF THE REQUIRED PRO-FORMA FINANCIAL MODELS IN ACCORDANCE WITH SECTION 1.6 OF PART B AND SECTIONS 4-7 OF ANNEX 1 OF THE RFP]

[IN ADDITION TO THE PRO FORMA TEMPLATE, YOU WILL FIND AN ILLUSTRATIVE EXAMPLE PRO FORMA SOLELY FOR THE PURPOSE OF DEMONSTRATING THE USE OF THE TEMPLATE. THIS EXAMPLE IS NOT MEANT TO IN ANY WAY REPRESENT A COMPLETE OR REPRESENTATIVE BUSINESS PLAN OR COMPREHENSIVE RESPONSE TO THE RFP REQUIREMENTS.]
APPENDIX 3 TO PART B

STATION LOCATION FORM

[SEE BELOW - TO BE COMPLETED BY EACH PROPONENT IN ACCORDANCE WITH SECTION 2.2 OF ANNEX 1 OF THE RFP. PLEASE COMPLETE ONE FORM FOR EACH PROPOSED STATION LOCATION.]

1. Where is the Station located?

<table>
<thead>
<tr>
<th>Station Location</th>
<th>Street Side (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address or hundred block and Street name AT Cross-street name)</td>
<td>North South West East</td>
</tr>
<tr>
<td>Photos (numbered):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Roadway (Street ROW)</th>
<th>Off-Roadway (Street ROW)</th>
<th>Public Lands</th>
<th>Private/Public Land Mixed</th>
<th>Private Lands</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Metered</td>
<td>□ Sidewalk</td>
<td>□ Plaza</td>
<td>□ Plaza</td>
<td>□ Plaza</td>
</tr>
<tr>
<td>□ Non-metered</td>
<td>□ Boulevard</td>
<td>□ Park</td>
<td>□ Park</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Plaza</td>
<td></td>
<td>□ Plaza</td>
<td></td>
</tr>
</tbody>
</table>

□ Other: ___________________________________________________________________

For locations on On-Roadway, complete the following table, as applicable:

<table>
<thead>
<tr>
<th>Metered Spaces</th>
<th>Non-metered Spaces</th>
<th>Adjacent Special Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Rush Hour Restrictions</td>
<td>□ Hourly Parking (1hr/2hr)</td>
<td>□ Loading Zone</td>
</tr>
<tr>
<td>Rate per hr: _______</td>
<td>□ Residential Permit Parking</td>
<td>□ Taxi Zone</td>
</tr>
<tr>
<td># of spaces required: _______</td>
<td>□ Unregulated</td>
<td>□ Passenger Zone</td>
</tr>
<tr>
<td></td>
<td>□ In Laneway</td>
<td>□ Disability Zone</td>
</tr>
<tr>
<td></td>
<td>□ Bike Parking within Separated Bike Lane</td>
<td>□ Reserved Car Share Zone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Tour Bus Zone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Other: ___________</td>
</tr>
</tbody>
</table>

2. Is this in a high traffic area?

| □ Pedestrians | □ Cyclists | □ Transit | □ Multi-lane Roadway | □ Truck Route |

□ Other: ___________________________________________________________________

3. How much space is available?

Length: _____  Width: _____  Is there 2.5m of sidewalk clearance?  □ Yes  □ No

Comment: ________________________________________________________________

4. Is there maintenance access?  (maintenance and Bike loading for redistribution)

□ Yes  □ No  Comment: ______________________________________________________

5. Are there obstacles at this location?

<table>
<thead>
<tr>
<th>Vertical Clearance</th>
<th>Lateral Clearance (minimum 0.5m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Structure/Awning/Canopy</td>
<td>□ Tree</td>
</tr>
<tr>
<td>□ Tree Canopy</td>
<td>□ Wayfinding Stands</td>
</tr>
<tr>
<td>□ Overhead Wires</td>
<td>□ Grate</td>
</tr>
<tr>
<td>□ Other: ____________</td>
<td>□ Parking Meters</td>
</tr>
<tr>
<td>□ Other: ____________</td>
<td>□ Fire Hydrant</td>
</tr>
<tr>
<td>□ Other: ____________</td>
<td>□ Bike Racks</td>
</tr>
<tr>
<td>□ Other: ____________</td>
<td>□ Poles/Sign Poles</td>
</tr>
</tbody>
</table>

6. What other factors may affect a Station at this location?

Movement/Access
- □ Rapid Transit Station
- □ Bus Stop
- □ Bike Lane
- □ Emergency Service (e.g. access to fire hydrant, access to siamese/splitter fire connection at building, etc.)

Street Use
- □ Bus Shelter with Advertising
- □ Bus Shelter with No Advertising
- □ Sidewalk Patio
- □ Street Vendor (e.g. food truck/trailer/cart, flower cart, etc.)

Servicing/Maintenance
- □ Utility Boxes
- □ Trolley Wires
- □ Grates/Catch basins
- □ Tree Canopies
- □ Surface (e.g. grass, gravel, concrete, etc.): ______________
- □ Slope/Grade Issue
- □ Other: __________________________________________________

8. Please provide other comments on this location, as needed:
PROPOSAL FORM

RFP No. PS20150910, PUBLIC BICYCLE SYSTEM (the “RFP”)

Proponent’s Name: ________________________________________________________________

“Proponent”

Address: ________________________________________________________________

Jurisdiction of Legal Organization: ____________________________________________

Date of Legal Organization: ________________________________________________

Key Contact Person: __________________________________________________________

Telephone: __________________________ Fax: ________________________________

E-mail: ______________________________

The Proponent, having carefully examined and read the RFP, 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 Proposal.

The Proponent further acknowledges that it has read and agreed to the Legal Terms & Conditions attached as Appendix 1 hereto and has separately executed such Appendix 1.

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

__________________________________________________________ Date

Signature of Authorized Signatory for the Proponent

Name and Title

__________________________________________________________ Date

Signature of Authorized Signatory for the Proponent

Name and Title
APPENDIX 1 TO PROPOSAL FORM

LEGAL TERMS AND CONDITIONS

1) APPLICATION OF THESE LEGAL TERMS AND CONDITIONS

These legal terms and conditions set out the City’s and the Proponent’s legal rights and obligations only with respect to the RFP proposal 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 Proponent or otherwise apply as between the Proponent and the City following the signing of any such Contract.

2) DEFINITIONS

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

(a) “City” means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter.

(b) “Contract” means a legal agreement, if any, entered into between the City and the Proponent as a result of the RFP.

(c) “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).

(d) “Proponent” means the legal entity which has signed the Proposal Form, and “proponent” means any proponent responding to the RFP, excluding or including the Proponent, as the context requires.

(e) “Proposal” means the package of documents consisting of the Proposal Form (including this Appendix 1), the Proponent’s proposal submitted under cover of the Proposal Form, and all schedules, appendices and accompanying documents, and “proposal” means any proposal submitted by any proponent, excluding or including the Proponent, as the context requires.

(f) “Proposal Form” means that certain Part C of the RFP, completed and executed by the Proponent, to which this Appendix 1 is appended.

(g) “RFP” means the document issued by the City as Request for Proposals No. PS20150910, as amended from time to time and including all addenda.

3) NO LEGAL OBLIGATION ASSUMED BY THE CITY

Despite any other term of the RFP or the Proposal Form, including this Appendix 1 (except only Sections 7, 8.2 and 11 of this Appendix 1, in each case to the extent applicable), the City assumes no legal duty or obligation to the Proponent or to any proposed subcontractor in respect of the RFP, its subject matter or the Proposal 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 PROPLEMENT

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 Proponent or to any of the Proponent’s proposed subcontractors (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process. The Proponent 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 RFP process on this basis.

5) EVALUATION OF PROPOSALS

a) Compliance / Non-Compliance

Any proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the RFP Requirements, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City’s sole discretion. The City may also invite a proponent to adjust its proposal to remedy any such problem, without providing the other proponents an opportunity to amend their proposals.

b) Reservation of Complete Control over Process

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

c) Discussions/Negotiations

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

d) Acceptance or Rejection of Proposals

The City has in its sole discretion, the unfettered right to: accept any proposal; reject any proposal; reject all proposals; accept a proposal which is not the lowest-price proposal; accept a proposal that deviates from the RFP Requirements or the conditions specified in the RFP; reject a proposal even if it is the only proposal received by the City; accept all or any part of a proposal; enter into agreements respecting the subject matter of the RFP with one or more proponents; or enter into one or more agreements respecting the subject matter of the RFP with any other person at any time.

6) PROTECTION OF CITY AGAINST LAWSUITS

a) Release by the Proponent

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

(a) any alleged (or judicially determined) breach by the City or its officials, agents or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP 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 RFP process,

(c) the Proponent preparing and submitting the Proposal;

(d) the City accepting or rejecting the Proposal or any other submission; or

(e) the manner in which the City: reviews, considers, evaluates or negotiates any proposal; addresses or fails to address any proposal or proposals; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the proponent(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFP.

b) Indemnity by the Proponent

Except only and to the extent that the City breaches Section 8.2 of this Appendix 1, the Proponent 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 Proponent 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 RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP 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 RFP process, or

(c) liability on any other basis related to the RFP or the proposal process.

7) DISPUTE RESOLUTION

Any dispute relating in any manner to the RFP or the proposal 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 Proponent under a Contract (or a similar contract between the
City and a proponent other than the Proponent) 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;

(b) Section 6 of this Appendix 1 will:
   i. bind the City, the Proponent and the arbitrator; and
   ii. survive any and all awards made by the arbitrator; and

(c) The Proponent will bear all costs of the arbitration.

8) PROTECTION AND OWNERSHIP OF INFORMATION

a) RFP and Proposal Documents City’s Property

(1) All RFP-related documents provided to the Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.

(2) The documentation containing the Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.

b) Proponent’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 full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council on the proposal results or announcing the results of the RFP, the City will treat the Proposal (and the City’s evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

c) All City Information Confidential

(1) The Proponent 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 Proponent at any time (whether before, during or after the RFP process). Furthermore, the Proponent 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 Proposal.

(2) The Proponent 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 Proposal (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 Proposal (or any other submissions) including, without limitation, records relating only to the Proponent.

9) NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING

a) Declaration as to no Conflict of Interest in RFP Process

(a) The Proponent confirms and warrants that there is no officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed
subcontractors, or any other person related to the Proponent’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 Proposal 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 Proposal.

(b) The Proponent 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 RFP 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 Proposal.

b) Declaration as to No Conflict of Interest Respecting Proposed Supply

The Proponent confirms and warrants that neither the Proponent 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 RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent’s duties to the City and the Proponent’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 Proposal.

c) Declaration as to No Collusion

The Proponent confirms and warrants that:

(a) the Proponent is not competing within the RFP process with any entity with which it is legally or financially associated or affiliated, and

(b) the Proponent is not cooperating in any manner in relation to the RFP with any other proponent responding to the RFP.

In each case, except as set out, in all material detail, in a separate section titled “Conflicts, Collusion, Lobbying” in the Proposal.

d) Declaration as to Lobbying

The Proponent confirms and warrants that:

(a) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent 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 Proponent or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of the Proposal, to influence the outcome of the RFP process,
In each case as set out, in all material detail, in a separate section titled “Conflicts, Collusion, Lobbying” in the Proposal.

10) NO PROMOTION OF RELATIONSHIP

The Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. The Proponent undertakes not to use the name, official emblem, mark, or logo of the City, including without limitation, “City of Vancouver”, “Vancouver Police Board”, “Vancouver Public Library”, “Vancouver Park Board”, “Vancouver Board of Parks and Recreation”, or any other reference to any of the foregoing, without the express prior written consent of the City.

11) GENERAL

(a) All of the terms of this Appendix 1 to this Proposal Form which by their nature require performance or fulfillment following the conclusion of the proposal process will survive the conclusion of such process and will remain legally enforceable by and against the Proponent 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.

(c) The Proponent now assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.

(d) The Proponent consents to the City contacting any references named by the Proponent in the Proposal.

AS EVIDENCE OF THE PROPONENT’S INTENT TO BE LEGALLY BOUND BY THIS APPENDIX 1, THE PROPONENT HAS EXECUTED AND DELIVERED THIS APPENDIX 1 AS AN INTEGRAL PART OF ITS PROPOSAL FORM IN THE MANNER AND SPACE SET OUT BELOW:

Signature of Authorized Signatory for the Proponent

Date

Name and Title

Signature of Authorized Signatory for the Proponent

Date

Name and Title
[DOWNLOAD FORM OF AGREEMENT DOCUMENT FROM CITY WEBSITE]
INDEX OF RFP REQUIREMENTS

This Annex 1 sets out the detailed RFP Requirements and is organized as follows:

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   - General Equipment Requirements
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   - Stations
   - Terminals
   - Helmet Solution
   - Information System
   - Website and Mobile Access

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c) Operations, Maintenance & Customer Service
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   - Collecting and Managing Memberships, Fares or Rental Revenue
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   - Service Performance Levels
   - Communications
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   - Implementing Sponsor Branding and Other Commitments

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   - Overall Cash Flow

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REQUEST FOR PROPOSALS NO. PS20150910
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ANNEX 1 - RFP REQUIREMENTS

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- Phase II Expansion Section 8.2
- Regional Expansion Beyond the City of Vancouver Section 8.3
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- Equipment Section 9.2
- Information Section 9.3
- Revenue Section 9.4
- Operation, Maintenance and Customer Service Section 9.5
- Reuse, Recycle, Disposal Section 9.6
- Other Related Information Section 9.7

OVERVIEW OF RFP REQUIREMENTS

The City is looking for a Proponent to finance, design, supply, implement, own, operate and maintain a financially sustainable PBS in Vancouver that meets the City’s RFP Requirements. The PBS should be comprised of a network of self-service Bicycle Stations to facilitate short distance, one-way Bicycle trips within the coverage area. PBS Users should be able to check out Bicycles at one location and return them at another, 24 hours a day, 365 days a year. The PBS should be a convenient, attractive, integrated and automated system including: Bicycles, Docks, Stations, an information system, and all related operations, supports, and services. In addition, the Proponent will be asked to provide a comprehensive strategy and helmet solution. The City has a strong preference for full implementation by the end of June, 2016.

Phase I, the in-scope service area for this RFP, includes the Downtown Peninsula, bounded by Arbutus Street, 16th Avenue, and Main Street. A map of the service area is provided in Attachment 1.

Phase II, the first expansion area, increases the coverage area west to Macdonald Street and east to Commercial Drive. Proponents should provide detailed plans with respect to the ability to expand the PBS to Phase II within 2-5 years. At its sole discretion, the City may extend this contract to include Phase II and other areas of the City as, if, and when needed.

Once the successful Proponent is awarded a contract, the City may request that it provide plans with respect to its ability to expand the PBS to other areas of the City, and other municipalities as, if, and when requested.

The proposed PBS must be in compliance with the City’s Bylaws, the BC Motor Vehicle Act, and all other applicable laws. Proponents should note that the BC Motor Vehicle Act’s requirement for mandatory helmet usage applies to PBS Users. Proponents are expected to develop a comprehensive strategy to operate in compliance with this legislation. The BC Motor Vehicle Act can be found at http://www.bclaws.ca/Recon/document/ID/freeside/96318_00.

BACKGROUND, PRINCIPLES AND GOALS

The background, principles and goals of the PBS are set out in Part A - Section 2.0. The extent to which a Proponent’s Proposal aligns with such principles, and meets such goals, will be carefully assessed by the City and factored into the evaluation of such Proposal.

DETAILED REQUIREMENTS - PROPOSAL INSTRUCTIONS
Set out below are the detailed RFP Requirements. Each section sets out the City's desired attributes and other requirements for the particular component of the PBS. For each requirement listed below, each Proponent shall:

1. fill in applicable sections of the Proposal Response Template attached as Appendix 1 to Part B - RFP Requirements with detailed information (including diagrams, photographs, charts, illustrations, etc.) explaining how such requirement will be met or exceeded, or explain why such requirement is not advisable and propose alternatives with reasons; and

2. attach a copy of this Annex 1 with their Proposal and indicate in the right column the section of the Proposal Response Template where the requirement is addressed.
1. SYSTEM DESIGN

1.1. Proposed Design for the PBS

Fill in the applicable section of the Proposal Response Template with detailed information on your overall design of the PBS, including the number of Stations, Bicycles, Docks, Terminals, and information related to the proposed helmet solution. Provide rationale for the proposed design and how it meets or exceeds User’s demand, needs, and expectation.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Your design approach and integration of the PBS into the look of the existing streetscape.</td>
</tr>
</tbody>
</table>

1.2. General Equipment Requirements:

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1</td>
<td>Low maintenance/durable and corrosion and graffiti resistant material for all system components exposed to the elements.</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Functional system in all normal Vancouver weather conditions.</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Scalable system (expand and reduce) to accommodate seasonal and other changes in demand. This includes the number and size of Stations, number of Bicycles, customer service, etc.</td>
</tr>
<tr>
<td>1.2.4</td>
<td>Flexibility to add features, change functionality, and accommodate changes in technology.</td>
</tr>
<tr>
<td>1.2.5</td>
<td>Compliance with all applicable statutes, regulations and bylaws and provides all equipment and services in a manner that is not negligent or would otherwise impose any liability on the City or the PBS operator.</td>
</tr>
<tr>
<td>1.2.6</td>
<td>Use of reliable renewable power sources, with option to hardwire at locations where reliable renewable power sources are not possible.</td>
</tr>
<tr>
<td>1.2.7</td>
<td>Industry-standard warranty on all PBS components.</td>
</tr>
</tbody>
</table>
### 1.3. Bicycles

Fill in the applicable section of the **Proposal Response Template** with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1</td>
<td>Safe and stable in all weather conditions.</td>
</tr>
<tr>
<td>1.3.2</td>
<td>Protection of user from grease, dirt, and tire spray, including enclosed drive train, full front fender and rear fender with coat/skirt guard.</td>
</tr>
<tr>
<td>1.3.3</td>
<td>Easy to mount, to operate in upright riding position, and to hold in stopped position, including for shorter riders.</td>
</tr>
<tr>
<td>1.3.4</td>
<td>One size fits majority of the user population with tool-free seat-only adjustment.</td>
</tr>
<tr>
<td>1.3.5</td>
<td>Bicycle elements/parts not compatible with non-PBS bicycles and cannot be removed without specialized proprietary tools.</td>
</tr>
<tr>
<td>1.3.6</td>
<td>Lights, reflectors, bell and other safety features in compliance with the laws of British Columbia and the bylaws of the City of Vancouver.</td>
</tr>
<tr>
<td>1.3.7</td>
<td>Automatic lights (white in front and red in back). Lights should be on while Bicycle is in motion and for at least 90s after stopping.</td>
</tr>
<tr>
<td>1.3.8</td>
<td>Reliable and intuitive braking system.</td>
</tr>
<tr>
<td>1.3.9</td>
<td>A simple and reliable gear shift with a sufficient range of gears to handle Vancouver's topography.</td>
</tr>
<tr>
<td>1.3.10</td>
<td>All cables and wiring tamper-proof and protected from the elements.</td>
</tr>
<tr>
<td>1.3.11</td>
<td>Puncture resistant tires.</td>
</tr>
<tr>
<td>1.3.12</td>
<td>Cargo capacity for items such as a typical briefcase, book bag, and/or grocery bag weighing up to ten kilograms.</td>
</tr>
<tr>
<td>1.3.13</td>
<td>Flat pedals (no toe clips).</td>
</tr>
<tr>
<td>1.3.14</td>
<td>Capable of displaying sponsorship that can be easily changed.</td>
</tr>
<tr>
<td>1.3.15</td>
<td>Equipped with tracking devices or equivalent.</td>
</tr>
<tr>
<td>1.3.16</td>
<td>Light weight.</td>
</tr>
<tr>
<td>1.3.17</td>
<td>Kickstand or other device to allow the Bicycle to be supported upright.</td>
</tr>
<tr>
<td>1.3.18</td>
<td>High visibility paint colour for safety.</td>
</tr>
</tbody>
</table>
### 1.4. Stations

Fill in the applicable section of the **Proposal Response Template** with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4.1 Modular Bicycle Stations that are portable, easy to pick up and move without any excavation.</td>
<td></td>
</tr>
<tr>
<td>1.4.2 Stations that are easily resized, reconfigured, and relocated and require minimal time to install/remove and do not leave behind attachment points that could trip a Pedestrian or impede Traffic, parking, or snow removal.</td>
<td></td>
</tr>
<tr>
<td>1.4.3 Drawings of typical Station layouts, including Station clearance requirements and impacts of Stations on the current function of the location.</td>
<td></td>
</tr>
<tr>
<td>1.4.4 Clear and prominent instructions on Station directing Users how to report problems or a Bicycle in need of repair.</td>
<td></td>
</tr>
<tr>
<td>1.4.5 Ability to convey safety, bicycle laws and warnings affecting cyclists presented in an easy to read format in all lighting conditions.</td>
<td></td>
</tr>
<tr>
<td>1.4.6 Ability to prevent out-of-service Bicycles from being checked out, along with an indicator showing whether a Bicycle is available or out-of-service. All in-service Bicycles should remain available.</td>
<td></td>
</tr>
<tr>
<td>1.4.7 Ability to maintain security of the system during a power failure event or loss of internet connection.</td>
<td></td>
</tr>
<tr>
<td>1.4.8 Ability for the Station, including Docks or Bikes, to self-report malfunctions.</td>
<td></td>
</tr>
<tr>
<td>1.4.9 Ability to protect secured, not-in-use Bicycles from theft.</td>
<td></td>
</tr>
<tr>
<td>1.4.10 Smallest feasible footprint to enable installation in a space currently used as an on-street parking space or on a wide Sidewalk with a layout that minimally impedes pedestrian traffic and ideally has no components that extend horizontally beyond the bicycle containment area footprint.</td>
<td></td>
</tr>
<tr>
<td>1.4.11 Ability to convey bicycle route network information, including a map indicating Station locations and bicycle routes, and other City of Vancouver approved information in an easy to read format in all lighting conditions.</td>
<td></td>
</tr>
</tbody>
</table>
1.4.12 Plan for signage or wayfinding. The City recently developed a geo-database used to produce pedestrian wayfinding signage. This database may be leveraged for the PBS sign-based or digital wayfinding.

1.4.13 Consistent look and feel of all Stations within the network.

1.4.14 Aesthetic compatibility with streetscape and neighbourhood context.

1.4.15 Ability to add lighting where necessary to facilitate night time use of Station and adjustment of Bicycles, and to reduce vandalism.

1.4.16 Ability to allow Users to choose any Bicycle at the Station.

1.4.17 Ability to allow members to check out a Bicycle without interacting with a Terminal.

1.4.18 Description of the different types of energy sources (e.g., solar, hard-wired to the grid, etc.) that will supply Stations and the estimated percentages of Stations supplied by each type of energy source.

1.5. Terminals

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5.1 Technology to accept and validate a variety of payment methods (e.g., credit/debit card, phone/web payment, etc.)</td>
<td></td>
</tr>
<tr>
<td>1.5.2 All Terminals in system accept Casual Users with agreement to liability waiver.</td>
<td></td>
</tr>
<tr>
<td>1.5.3 A process for situations in which a User wants to return a Bicycle to a Station that is full, or check out a Bicycle from an empty Station.</td>
<td></td>
</tr>
<tr>
<td>1.5.4 Legibility in all lighting conditions and operational in all normal weather conditions.</td>
<td></td>
</tr>
<tr>
<td>1.5.5 Flexibility to add features and modify Terminal as needed.</td>
<td></td>
</tr>
</tbody>
</table>

1.6. Helmet Solution

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:
### 1.6. Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6.1 Users of the PBS must comply with all applicable statutes, regulations and bylaws, including but not limited to the British Columbia Motor Vehicle Act, which requires that all children and adults operating or riding a bicycle wear an approved bicycle safety helmet.</td>
<td></td>
</tr>
<tr>
<td>1.6.2 A comprehensive strategy and helmet solution is required to provide Users access to clean, safe, and comfortable helmets. The helmet solution may include helmet giveaways, rentals, sales, any combination of the above, or any other creative solution.</td>
<td></td>
</tr>
<tr>
<td>1.6.3 Facilitating PBS Users to comply with the BC Motor Vehicle Act’s requirement for mandatory helmet usage. Prohibiting the rental of a Bicycle where the User does not have a helmet or does not agree to rent/buy one.</td>
<td></td>
</tr>
<tr>
<td>1.6.4 Ability to provide User with clear information about the cost of a helmet.</td>
<td></td>
</tr>
<tr>
<td>1.6.5 Helmets fit majority of the User population</td>
<td></td>
</tr>
<tr>
<td>1.6.6 Appropriate helmet availability throughout the PBS service area</td>
<td></td>
</tr>
<tr>
<td>1.6.7 Sufficient capacity to provide helmets for peak demand.</td>
<td></td>
</tr>
<tr>
<td>1.6.8 Integrated transaction with Bicycle rental.</td>
<td></td>
</tr>
<tr>
<td>1.6.9 Ability to provide real-time information on helmet availability status.</td>
<td></td>
</tr>
<tr>
<td>1.6.10 Ability for helmet solution to self-report malfunctions.</td>
<td></td>
</tr>
</tbody>
</table>

**1.7. Information System**

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.7.1 Detailed information on your proposed information system, including system architecture, hardware, software, services, maintenance, updates and upgrades, hosting, data storage, security, interfaces, licensing, and any related information.</td>
<td></td>
</tr>
<tr>
<td>1.7.2 A highly reliable system with data security, protecting data including but not limited to financial data, user names, and personal information.</td>
<td></td>
</tr>
<tr>
<td>1.7.3 Real-time two way communication between system operator and Stations and/or Bicycles.</td>
<td></td>
</tr>
<tr>
<td><strong>1.7.4</strong></td>
<td>Ability to issue reports indicating the location of Bicycles requiring re-balancing, and Bicycles in need of maintenance.</td>
</tr>
<tr>
<td><strong>1.7.5</strong></td>
<td>Ability to remotely lock down all or individual Stations or Bicycles.</td>
</tr>
<tr>
<td><strong>1.7.6</strong></td>
<td>Strictly protect the privacy of all Users and not sell or transfer credit card and other private information except for the purpose of operating the PBS.</td>
</tr>
<tr>
<td><strong>1.7.7</strong></td>
<td>All PBS data will be available to the City through regular reports, and at our request during and after the term of the contract.</td>
</tr>
<tr>
<td><strong>1.7.8</strong></td>
<td>Provide open data to support application development by third party software developers.</td>
</tr>
<tr>
<td><strong>1.7.9</strong></td>
<td>Compliance with all applicable laws and regulations relating to personally identifiable information of Users including, without limitation, the Freedom of Information and Protection of Privacy Act (British Columbia) and the Personal Information Protection Act (British Columbia). Note that under FOIPPA, information containing personal information cannot be stored or accessed outside Canada unless a User gives his/her prior express consent or one of the other permitted exceptions applies. FOIPPA: <a href="http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00">http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00</a> PIPA: <a href="http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01">http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01</a></td>
</tr>
<tr>
<td><strong>1.7.10</strong></td>
<td>City access to real-time system operation and status data, including customer/public complaints and resolutions.</td>
</tr>
<tr>
<td><strong>1.7.11</strong></td>
<td>System is backed up and maintained/upgraded daily.</td>
</tr>
<tr>
<td><strong>1.7.12</strong></td>
<td>Ability to provide customer and rental documentation including membership terms and conditions, and consent for the use of personal information (e.g. demographic data, geographic data, personal contact information, etc.) for research purposes.</td>
</tr>
<tr>
<td><strong>1.7.13</strong></td>
<td>Security procedures to protect cardholder data and comply with the Payment Card Industry Data Security Standard. Proponent can find details of this requirement at <a href="https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml">https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml</a>. The Proponent agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of cardholder data. In the event of a breach of any of Proponent’s security obligations or other event requiring notification under applicable law, Proponent</td>
</tr>
</tbody>
</table>
agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend the City from and against any claims, damages, or other harm related to such a breach.

1.8. Website and Mobile Access

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8.1 Ability for website to accept and/or allow a User to create or change their membership.</td>
<td></td>
</tr>
<tr>
<td>1.8.2 Real-time information available on Station, Bicycle, Dock and helmet status.</td>
<td></td>
</tr>
<tr>
<td>1.8.3 Capacity to convey bicycle safety information, laws, and/or warnings affecting Users.</td>
<td></td>
</tr>
<tr>
<td>1.8.4 Support services contact information prominent on website, including phone number.</td>
<td></td>
</tr>
<tr>
<td>1.8.5 A mechanism for Users to report problems and make suggestions for system improvement.</td>
<td></td>
</tr>
<tr>
<td>1.8.6 Ability to collect survey information and customer satisfaction ratings.</td>
<td></td>
</tr>
<tr>
<td>1.8.7 Ability to function and display content correctly on all major web browsers and mobile devices.</td>
<td></td>
</tr>
<tr>
<td>1.8.8 Personalized User web pages that provide information such as kilometres travelled, calories burned, etc.</td>
<td></td>
</tr>
</tbody>
</table>

2. IMPLEMENTATION SERVICES

2.1. Implementation Details

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to implement all aspects of the PBS. Please include a detailed timeline for the implementation. Ensure that deadlines for all expectations you have assigned to the City are clearly shown in the timeline. This information should include, but is not limited to the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Milestones, including completion of key stages or components within the project.</td>
<td></td>
</tr>
</tbody>
</table>
2.1.2 | Key people involved with each stage or component.
---|---
2.1.3 | Details of the deliverables for each stage or component.
2.1.4 | Description of the City’s roles and responsibilities for each stage or component.

2.2. Station Siting

It is anticipated that Stations will be located near the Street, on City-owned land, land owned by other public agencies or institutions, or on private property. Roadway locations may be considered, although off-roadway locations are strongly preferred with a target of no more than 60% on City Street right-of-way (Roadway, Sidewalk, etc.). The City has a strong preference for Station locations that optimize system utilization.

Stations should be located to maximize ridership. Stations should be located to minimize the impact on Pedestrians and transit users and to mitigate the impact on others. Where practical, Stations should be visible from all rapid transit station entrances, express bus (B-Line) stops, and other transportation hubs. Stations should be located near libraries and community centres; destination parks and attractions such as Stanley Park and Granville Island; large sporting, performance, and event venues; and major educational institutions.

Stations may be located:

a) within the Roadway where parking and Stopping would otherwise be permitted at all times.

Stations, including the equipment footprint and maneuvering space, must not be located:

a) within the Pedestrian travel zone of a Sidewalk. Generally, this will be a minimum of 2.5 m (8 ft.) width in most commercial areas, and up to 3.7 m (12 ft.) or more in areas of high Pedestrian volumes such as near Intersections; and

b) such that they would block exits from buildings, access to Fire Department connections, City sewers, City water works, gas valves or other utility access.

c) within the Roadway where parking or Stopping is prohibited, as defined by the BC Motor Vehicle Act, the City of Vancouver Street and Traffic By-Law (http://former.vancouver.ca/bylaws/2849c.pdf) and other governing regulations.

d) within 50m of a private business providing bicycle rental services.

Based on the above guidelines and requirements, fill in the applicable section of the Proposal Response Template with detailed information on how you intend to locate each PBS Station and address each of the requirements set out below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1</td>
<td>The Proponent will be responsible to work with agencies, institutions, private landowners and the City, to get public and private space commitments and secure all required permits and leases according to the processes identified by</td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ANNEX 1 - RFP REQUIREMENTS

2.2.2 The Proponent will be responsible for all Station installation, maintenance, relocation and removal costs.

2.2.3 Principles for Station siting, removal, and relocation.

2.2.4 Conceptual map(s) of Station locations. Provide the typical distance between Stations and the estimated minimum and maximum distances between Stations.

2.2.5 Complete a Station Location Form for each proposed Station, attached as Appendix 3 to Part B. Information on Vancouver’s Street infrastructure can be found on VanMap: [http://vancouver.ca/your-government/vanmap.aspx](http://vancouver.ca/your-government/vanmap.aspx)

2.2.6 Estimate the percentage of Stations in each hourly rate per space category for Metered Spaces, in non-metered spaces, off-roadway and on non-City property.

3. OPERATIONS, MAINTENANCE, & CUSTOMER SERVICE

3.1. Operating Policies, Processes, and Procedures

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1 Recommended approach to operations, including hours of operation/seasonality.</td>
<td></td>
</tr>
<tr>
<td>3.1.2 Plan for all background operations.</td>
<td></td>
</tr>
<tr>
<td>3.1.3 Step by step procedures for checking out and returning bicycles (for members and Casual Users), including User payment for all types of Users. If not every Station accepts Casual Users, explain how the system will accommodate them.</td>
<td></td>
</tr>
<tr>
<td>3.1.4 Bicycle redistribution plan showing a clear understanding of rebalancing issues and ensuring a balanced system with minimal likelihood that a User encounters an empty or full Station. Describe how you will adjust your plan to address changes in demand. Discuss how pricing structure or other User incentives could be used to encourage rebalancing by system Users.</td>
<td></td>
</tr>
<tr>
<td>3.1.5 Plans for Bicycle tracking and for Bicycles that are stolen or not returned.</td>
<td></td>
</tr>
<tr>
<td>3.1.6 Identify all facility requirements, including locations, functions (e.g., warehouse, IT, call centre, etc. and numbers</td>
<td></td>
</tr>
</tbody>
</table>
and all vehicle and equipment requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.7 Proposed strategy for ensuring success of the PBS and encouraging Users to operate in compliance with the City of Vancouver Bylaws, the BC Motor Vehicle Act, and all other applicable statutes and regulations.</td>
<td></td>
</tr>
<tr>
<td>3.1.8 Process to remove snow, ice, garbage and graffiti on and around Stations and your method or system to alert the City’s snow plow and street cleaning vehicles to the boundaries of the Stations.</td>
<td></td>
</tr>
<tr>
<td>3.1.9 Operational and communications plans for responding to emergencies.</td>
<td></td>
</tr>
<tr>
<td>3.1.10 Detailed information on operating procedures, processes, and policies related to the helmet solution.</td>
<td></td>
</tr>
<tr>
<td>3.1.11 Maintenance plan, standards and audit procedures for the following, including plans for replacement, scheduled and unscheduled repair work (including vandalism and graffiti), spares and spare parts strategies and plans to incorporate upgrades and next generation technology. - Bicycles - Stations and Terminals - Helmet distribution system - Facilities - Vehicles - Equipment - Information Technology</td>
<td></td>
</tr>
<tr>
<td>3.1.12 Potential for integration with other transportation modes in the region.</td>
<td></td>
</tr>
<tr>
<td>3.1.13 Provide regular reports to the City for inventory, unusual events, emergencies, notices of default, performance and usage, financial information, etc.</td>
<td></td>
</tr>
</tbody>
</table>

### 3.2. Collecting and Managing Memberships, Fares or Rental Revenue

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1 Detailed information on your revenue management plan to maintain and grow revenue from operations.</td>
<td></td>
</tr>
<tr>
<td>3.2.2 The Proponent will be responsible for collecting and managing memberships, fares and rental revenue.</td>
<td></td>
</tr>
</tbody>
</table>
3.2.3 Memberships can be purchased in a variety of ways and using a variety of payment methods.

3.2.4 Ability to charge Users for additional usage fees or penalties related to the use of Bicycles or the purchase or rental of helmets.

3.2.5 Ability to allow for a variety of membership or pass types (e.g., student, corporate, senior, low-income resident, etc.).

3.2.6 Ability to allow any one User to rent multiple Bicycles simultaneously based on membership or pass types.

3.2.7 Ability to be compatible with other payment mechanisms (e.g., TransLink’s Compass card).

3.2.8 Payment system description, including how payment is collected for each type of fee and in the case of damage or theft.

3.2.9 Detailed pricing strategy (memberships, deposits, time-based user fees, one-time use, frequent User rewards, incentives, reservation fees, late fees, charge for not returning Bicycle, etc.) and rate schedule

### 3.3. Staffing

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.1 Staffing plan including staff, roles and contact information covering each stage of the project (e.g., pre-launch, launch, ongoing operations, etc.).</td>
<td></td>
</tr>
</tbody>
</table>

### 3.4. Customer Service

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4.1 Customer service plan (types and availability).</td>
<td></td>
</tr>
<tr>
<td>3.4.2 Plan for gathering User feedback, including frequency, and strategies and procedures for handling complaints.</td>
<td></td>
</tr>
<tr>
<td>3.4.3 How Users will be assisted with respect to mechanical issues and/or injuries.</td>
<td></td>
</tr>
</tbody>
</table>
3.4.4 Customer service phone number on every Bicycle.

3.4.5 Ability to coordinate with the City’s 311 system.

3.4.6 Customer service to be available at all hours the PBS is available.

3.5. Service Performance Levels

It will be the successful Proponent’s responsibility to monitor and evaluate the success of the PBS. Fill in the applicable section of the Proposal Response Template with detailed information on how each of the following desired metrics will be met, or explain why the metric is not advisable and propose alternatives, and describe how these metrics will be monitored, reported, and used for continuous improvement.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5.1</td>
<td>Stations Full or Empty, including Average System-Wide and at Specific Stations</td>
</tr>
<tr>
<td>3.5.2</td>
<td>Minimum Number of Bicycles Deployed</td>
</tr>
<tr>
<td>3.5.3</td>
<td>% of Station Uptime</td>
</tr>
<tr>
<td>3.5.4</td>
<td>% of Calls Answered within 30 seconds</td>
</tr>
<tr>
<td>3.5.5</td>
<td>% of Dropped Calls</td>
</tr>
<tr>
<td>3.5.6</td>
<td>% of Email Responded within 24 hours</td>
</tr>
<tr>
<td>3.5.7</td>
<td>% of Memberships Mailed within 24 hours</td>
</tr>
<tr>
<td>3.5.8</td>
<td>% of Stations Cleaned</td>
</tr>
<tr>
<td>3.5.9</td>
<td>% of Bicycles Inspected and Maintained</td>
</tr>
<tr>
<td>3.5.10</td>
<td>% of Bicycles Refurbished</td>
</tr>
<tr>
<td>3.5.11</td>
<td>Helmet Solution Full or Empty, including Average System-Wide and at Specific Stations</td>
</tr>
</tbody>
</table>

3.6. Communications

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.1</td>
<td>All communications to Users and the general public will be coordinated with the City’s Corporate Communications Department.</td>
</tr>
<tr>
<td>3.6.2</td>
<td>Plan for communicating with non-English speaking Users.</td>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>3.6.3</td>
<td>Comprehensive plans for Education, Communication, Public Consultation, and Media Relations for both pre- and post-launch.</td>
</tr>
<tr>
<td>3.6.4</td>
<td>Coordination with the City on communication activities including how the Proponent will liaise with City staff about communications plans and other related activities, including media relations policies/protocols (media contact/response procedures), social media outreach, consultation activities, information sessions, etc.</td>
</tr>
</tbody>
</table>

### 3.7. Marketing

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7.1 The Proponent will be responsible for promoting and marketing the PBS to Users, stakeholders and the general public to promote adoption, encourage sign-up, and generally to maximize ridership and to promote the PBS as a positive brand.</td>
<td></td>
</tr>
<tr>
<td>3.7.2 Description of the target market and estimated ridership by segment; for each market segment, estimate the number of Users and the revenue generated for each year in the ten year forecast. Provide reasoning and support for your estimates of the number of Users and revenue generated. Include description of your proposed age restrictions and how these will be enforced.</td>
<td></td>
</tr>
<tr>
<td>3.7.3 Plan to encourage and accommodate non-English speaking Users.</td>
<td></td>
</tr>
<tr>
<td>3.7.4 Comprehensive plans for Marketing, Promotion and Membership Sales for both pre- and post-launch.</td>
<td></td>
</tr>
</tbody>
</table>

### 3.8. Implementing Sponsor Branding and Other Commitments

The Proponent will be responsible for implementing, delivering, maintaining and supporting sponsor-related branding and other commitments by the PBS to a sponsor - including the production and delivery of promotional materials, applying branding and other messages or logs on equipment, and applying branding and messages on the PBS website. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
</table>

July 17, 2015
3.8.1 Comprehensive plan for implementing, delivering, maintaining, and supporting sponsor branding and other services to ensure delivery of value to sponsors for sponsorships received.

3.8.2 Examples where the Proponent successfully implemented and delivered sponsorship branding and other services for similar PBS. Describe how the Proponent met sponsorship requirements or exceeded sponsors’ expectations.

4. FINANCIAL PLAN - CAPITAL

Your capital financial plan should be described in the Proposal Response Template. All elements of your capital financial plan including all detailed assumptions should be included in a Base Case Pro Forma Model using the Pro Forma Template.

4.1. Capital Investments

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1</td>
<td>Summarize and describe anticipated capital expenditures.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.2</td>
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<td>4.1.3</td>
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</tbody>
</table>
4.1.4 Assembly / installation cost per unit for start-up and by year once operations begin by asset type for start-up and going forward. Include any detailed assumptions such as:
- buildup of base cost per unit
- price escalation assumptions

4.1.5 Total infrastructure costs:
- $ by asset type, by year
- $ per Bicycle, by asset type, by year
- $ per trip, by asset type, by year

4.1.6 Start-up / expansion costs for start-up and by year once operations begin by type by phase. Include any detailed assumptions such as:
- cost types (e.g. staff, contractor, supplies)
- units & cost per unit (e.g. $ per Bicycle, $ per Station)

4.1.7 Total overall capital funding required:
- $ by category (i.e., infrastructure, start-up / roll-out, other), by year
- $ per Bicycle, by category, by year
- $ per trip, by category, by year

4.2. Funding Sources

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1</td>
<td>Summarize and describe anticipated funding sources for capital expenses.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.2</td>
</tr>
<tr>
<td>4.2.3</td>
</tr>
</tbody>
</table>
5. FINANCIAL PLAN - OPERATIONS

Your operating financial plan should be described in the Proposal Response Template. All elements of your operating financial plan including all detailed assumptions should be included in a Base Case Pro Forma Model using the Pro Forma Template.

5.1. Fleet Assumptions

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.1</td>
<td>Summarize and describe fleet assumptions used in the Base Case Pro Forma Model.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirement:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.2</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

5.2. Bicycle Operating Revenue

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1</td>
<td>Summarize and describe anticipated Bicycle operating revenues.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.2</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
5.2.3 Number of trips per pass sold by type by year. Include any detailed assumptions such as:
- any ratios used (e.g. trips vs. coverage area)
- any growth assumptions

5.2.4 Bicycle rental rates by charge type per pass by pass type, by year. Include any detailed assumptions such as:
- any ratios used (e.g. daily vs. monthly, monthly vs. annual, monthly vs. promotionally discounted monthly)
- price escalation assumptions

5.2.5 Total Bicycle rental revenue by pass type, by year.

5.2.6 Additional Bicycle revenue (e.g. overages, penalties) per pass by pass type by year. Include any detailed assumptions such as:
- any ratios used by pass type (e.g.% of rental revenue, $ per pass, $ per trip)
- price escalation assumptions

5.2.7 Total bicycle revenue by pass type, by year:
- $, by pass type, by year
- $ per Bicycle, by pass type, by year
- $ per trip, by pass type, by year

5.3. Bicycle Operating Expenses

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.1</td>
<td>Summarize and describe anticipated Bicycle operating expenses.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template including supporting assumptions addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.2 Variable Bicycle operating &amp; maintenance costs by cost type by year. Include all detailed assumption such as:</td>
</tr>
<tr>
<td>- any ratios used (e.g. credit card fees % of Bicycle revenues)</td>
</tr>
<tr>
<td>- units / cost per unit (e.g. $ per Bicycle, $ per software license)</td>
</tr>
<tr>
<td>- foreign exchange assumptions</td>
</tr>
<tr>
<td>- price escalation assumptions</td>
</tr>
<tr>
<td>Section</td>
</tr>
<tr>
<td>---------</td>
</tr>
</tbody>
</table>
| 5.3.3   | Bicycle operations & maintenance staffing costs by position by year. Include any detailed assumptions such as:  
- any ratios used (e.g. mechanics per # Bicycles)  
- service levels (e.g. maintenance per Bicycle, per Station, redistribution per Bicycle, # of Station moves)  
- wage/hours/salaries/overtime/payroll burden rate  
- cost escalation assumptions |
| 5.3.4   | Bicycle operations & maintenance facility costs by type by year. City costs for Station siting are provided in Attachment 8. Include any detailed assumptions such as:  
- any ratios used (e.g. warehouse size per # Bicycles)  
- units / cost per unit (e.g. $ per sq. ft.)  
- price escalation assumptions |
| 5.3.5   | Other Bicycle operations & maintenance costs by type by year. Include any detailed assumptions such as:  
- any ratios used (e.g. vehicles per # of Bicycles)  
- units / cost per unit  
- price escalation assumptions |
| 5.3.6   | Total Bicycle operations & maintenance cost:  
- $, by year  
- $ per Bicycle, by year  
- $ per trip, by year |
| 5.3.7   | Bicycle general & administrative expenses by type by year. Include any detailed assumptions such as:  
- any ratios used  
- units / cost per unit  
- price escalation assumptions |
| 5.3.8   | Bicycle general & administrative staffing costs by position by year. Include any detailed assumptions such as:  
- any ratios used  
- wage/hours/salaries/overtime/payroll burden rate  
- cost escalation assumptions |
| 5.3.9   | Bicycle overhead charges by allocation by year. Include any detailed assumptions such as:  
- any ratios used  
- build-up of cost allocation  
- cost escalation assumptions |
### 5.3.10 Other Bicycle expenses (e.g. working capital financing, contingencies) by year.
Include any detailed assumptions such as:
- any ratios used
- build-up of cost assumptions
- cost escalation assumptions

### 5.3.11 Total Bicycle G&A and other expenses:
- $, by year
- $ per Bicycle, by year
- $ per trip, by year

### 5.3.12 Total Bicycle expenses:
- $, by year
- $ per Bicycle, by year
- $ per trip, by year

### 5.3.13 Bicycle operating surplus /(deficit):
- $, by year
- $ per Bicycle, by year
- $ per trip, by year

### 5.4. Helmet Operating Revenue

Fill in the applicable section of the Proposal Response Template with detailed information on you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.1 Summarize and describe anticipated helmet operating revenues.</td>
<td></td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.2 Number of helmet sales and/or rentals by pass type by year. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- any ratios used (e.g. helmet rentals % of trips by pass type, helmet sales % of pass sales by type)</td>
</tr>
<tr>
<td>- any growth assumptions</td>
</tr>
<tr>
<td>5.4.3 Helmet sales and/or rental rates by pass type, by year. Include any detailed assumptions, such as:</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- price escalation assumptions</td>
</tr>
</tbody>
</table>
5.4.4 Additional helmet revenue (e.g. overages, penalties) per rental by pass type by year. Include any detailed assumptions such as:
- any ratios used by pass type
- price escalation assumptions

5.4.5 Total helmet revenue by pass type:
- $, by pass type, by year
- $ per helmet, by pass type, by year
- $ per helmet rental, by pass type, by year
- $ per Bicycle, by pass type, by year
- $ per trip, by pass type, by year

5.5. Helmet Operating Expenses

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.1</td>
<td>Summarize and describe anticipated helmet operating expenses.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.2 Variable helmet operating &amp; maintenance expenses by cost type by year. Include all detailed assumption such as:</td>
</tr>
<tr>
<td>- any ratios used (e.g. credit card fees % of helmet revenues)</td>
</tr>
<tr>
<td>- service level (e.g. cleaning, restocking, shrinkage)</td>
</tr>
<tr>
<td>- units / cost per unit (e.g. $ per helmet, $ per helmet solution equipment)</td>
</tr>
<tr>
<td>- foreign exchange assumptions</td>
</tr>
<tr>
<td>- price escalation assumptions</td>
</tr>
<tr>
<td>5.5.3 Helmet operations &amp; maintenance staffing costs by position by year. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- service level (e.g. cleaning, restocking, shrinkage)</td>
</tr>
<tr>
<td>- wage/hours/salaries/overtime/payroll burden rate</td>
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<tr>
<td>- cost escalation assumptions</td>
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<td>Section</td>
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</tbody>
</table>
5.5.11 Total helmet G&A and other expenses:
- $, by year
- $ per helmet, by year
- $ per helmet rental, by year
- $ per Bicycle

5.5.12 Total helmet expenses:
- $, by year
- $ per helmet, by year
- $ per helmet rental, by year
- $ per Bicycle, by year
- $ type per trip, by year

5.5.13 Overall helmet operating surplus / (deficit):
- $, by year
- $ per helmet, by year
- $ per helmet rental, by year
- $ per Bicycle, by year
- $ type per trip, by year

5.6. Combined Bicycle and Helmet Operations

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.6.1</td>
<td>Summarize and describe the anticipated combined Bicycle and Helmet operating financial plan.</td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.6.2  Total combined (bicycle + helmet) revenue by pass type, by year:</td>
</tr>
<tr>
<td>$, by pass type, by year</td>
</tr>
<tr>
<td>$ per Bicycle, by pass type, by year</td>
</tr>
<tr>
<td>$ per trip, by pass type, by year</td>
</tr>
</tbody>
</table>
5.6.3 Total combined operating costs:
- $, by year
- $ per Bicycle
- $ type per trip

5.6.4 Total combined G&A and other expenses:
- $, by year
- $ per Bicycle, by year
- $ type per trip, by year

5.6.5 Total combined expenses:
- $, by year
- $ per Bicycle, by year
- $ type per trip, by year

5.6.6 Overall combined operating surplus / (deficit):
- $, by year, by year
- $ per Bicycle, by year
- $ type per trip, by year

6. SPONSORSHIP AND OTHER SOURCES OF REVENUE

6.1. General

The City’s strong preference is for the successful Proponent to find, secure and manage other sources of revenue such as sponsorships, donations, promotions, etc. however the City reserves the right to assume responsibility for one or more of these sources of revenue.

The objective is to enable the proponent to operate the PBS as a self-sustainable, self-funded, and financially healthy going-concern. Proponent is required to demonstrate capability, capacity, knowledge, expertise, and experience in finding, securing, and maintaining funding sources for the establishment, operation, and expansion of PBS.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1</td>
<td>Description of strategies to generate revenues and/or improve cost efficiencies over time (e.g., advertising, corporate sponsorship, etc.). Proponents should assume that the PBS will not be permitted to have any advertising on the street or elsewhere in public places however the City will allow sponsorship acknowledgements or community oriented messaging in such public places. Notwithstanding the foregoing, advertising on the PBS website or elsewhere in the online realm is permitted.</td>
</tr>
</tbody>
</table>

Examples of sponsorship acknowledgements include a message paid for by a sponsor, donor or other funder that conveys their respective brand but does not promote a particular product or
service of the sponsor, donor or funder and that is not updated or changed as frequently as conventional advertisements. Examples of community oriented messaging includes messages relating to the PBS and/or certain aspects associated with it including health benefits, environmental benefits, safety and community.

The City, or a party designated by the City, will have the right, from time to time, to use a certain number of Station Signs for no consideration for the purpose of displaying messages consistent with and promoting the PBS.

6.2. Creating Revenue Opportunities

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.1 Identification of any potential revenue opportunities associated with the proposed PBS for the City such as promotion, sponsorship, or direct marketing on Bicycles, Stations, Docks, Terminals, information system, website, apps, or any other applicable opportunities.</td>
<td></td>
</tr>
<tr>
<td>6.2.2 Demonstration of experience in this process by using examples where the Proponent has successfully generated revenue for a PBS from the identified opportunities.</td>
<td></td>
</tr>
</tbody>
</table>

6.3. Marketing Revenue Opportunities

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.1 Demonstration of past experience and ideas with respect to marketing revenue opportunities to funders, sponsors, and promoters using specific examples and including information on the following: - Targeted audiences - Marketing channels - Value propositions - Services-benefits packaging - Campaign process - Resources used - Marketing costs incurred - Revenue generated - Any other related information</td>
<td></td>
</tr>
</tbody>
</table>

6.4. Delivering Services, Value, and Benefits to Funders, Sponsors and Promoters
Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4.1 Demonstration of experience in delivering services, value, and benefits to funders, sponsors and promoters using specific examples on the following:</td>
<td></td>
</tr>
<tr>
<td>- What services were delivered</td>
<td></td>
</tr>
<tr>
<td>- How were they delivered as part of the Proponent’s operations</td>
<td></td>
</tr>
<tr>
<td>- What service levels have the Proponent used</td>
<td></td>
</tr>
<tr>
<td>- What value or benefits have funders sponsors and promoters gained from the services</td>
<td></td>
</tr>
<tr>
<td>- How were the value or benefits measured and reported to funders, sponsors and promoters</td>
<td></td>
</tr>
<tr>
<td>- Any other related information</td>
<td></td>
</tr>
</tbody>
</table>

6.5. Maintaining and Enhancing Revenue from Other Sources

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5.1 Demonstration of experience in ensuring long-term continuity and growth of revenue from other sources, using specific examples and including information on the following:</td>
<td></td>
</tr>
<tr>
<td>- Maintain value for existing funders</td>
<td></td>
</tr>
<tr>
<td>- Generate additional revenue from existing funders</td>
<td></td>
</tr>
<tr>
<td>- Expand funders base</td>
<td></td>
</tr>
<tr>
<td>- Generating additional revenue from new funders</td>
<td></td>
</tr>
<tr>
<td>- Any other related information</td>
<td></td>
</tr>
</tbody>
</table>

6.6. Financial Plan - Sponsorship and Other Sources of Revenues

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.1 Summarize and describe anticipated financial plan associated with sponsorship and other sources of revenue.</td>
<td></td>
</tr>
</tbody>
</table>
Fill in the applicable section of a **Base Case Pro Forma Model** using the **Pro Forma Template**, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.2 Bicycle sponsorship pricing by component/side/location as applicable (e.g. basket, down-tube, skirt-left, skirt-right) by year. Please ensure sponsorship pricing is presented on a gross basis, related expenses are required separately below. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- label area</td>
</tr>
<tr>
<td>- label sponsorship price per Bicycle</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- any growth assumptions</td>
</tr>
<tr>
<td>6.6.3 Bicycle sponsorship revenue by component/side/location, by year</td>
</tr>
<tr>
<td>6.6.4 Station sponsorship pricing by component/side/location as applicable (e.g. Dock, Sign, Terminal-left, Terminal right) by year. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- label area</td>
</tr>
<tr>
<td>- label sponsorship price per component</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- any growth assumptions</td>
</tr>
<tr>
<td>6.6.5 Station sponsorship revenue by component/side/location, by year</td>
</tr>
<tr>
<td>6.6.6 Helmet sponsorship pricing by component as applicable (e.g. helmet, helmet solution equipment) by year. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- label area</td>
</tr>
<tr>
<td>- label sponsorship price per component</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- any growth assumptions</td>
</tr>
<tr>
<td>6.6.7 Helmet sponsorship revenue by component, by year</td>
</tr>
<tr>
<td>6.6.8 Website &amp; other sponsorship and other promotional activity revenue by location/opportunity as applicable (e.g. website, mobile app/site, vehicles/uniforms, material) by year. Include any detailed assumptions such as:</td>
</tr>
<tr>
<td>- any ratios used</td>
</tr>
<tr>
<td>- any growth assumptions</td>
</tr>
<tr>
<td>6.6.9 Total sponsorship and other revenue by category (e.g. Bicycle, Station, helmet, other) by year:</td>
</tr>
<tr>
<td>- $, by year</td>
</tr>
<tr>
<td>- $ per Bicycle, by year</td>
</tr>
<tr>
<td>- $ per trip, by year</td>
</tr>
</tbody>
</table>
6.6.10 Sponsorship & other promotional activities expenses by type (e.g. agency fees, G&A, corporate overhead, maintenance support). Include any detailed assumptions such as:
- any ratios used (e.g. agency fee % of sponsorship revenue)
- costs / cost per unit (e.g. label maintenance per Bicycle or per Station)
- cost escalation assumptions

6.6.11 Net contribution from sponsorship & other activities:
- $, by year
- $ per Bicycle, by year
- $ per trip, by year

7. FINANCIAL PLAN - OVERALL CASH FLOW

7.1. Overall Cash Flow

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.1 Summarize and describe the anticipated overall cash flow model through start-up and annually over ten years of operations.</td>
<td></td>
</tr>
</tbody>
</table>

Fill in the applicable section of a Base Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirement:

<table>
<thead>
<tr>
<th>Required Elements of Base Case Pro Forma Model</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.2 Overall cash flows through start-up and annually over ten years of operations.</td>
<td></td>
</tr>
</tbody>
</table>

8. SYSTEM EXPANSION

In the future, the City may be interested in expanding the proposed PBS to areas other than the identified in-scope area of this RFP.

Your plans to address system expansion should be described in the Proposal Response Template. All elements of your expansion financial plans including all detailed assumptions should be included in Expansion Case Pro Forma Models based on your Base Case Pro Forma Template.

8.1. General

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 8.1.1 Examine and plan for ways to coordinate operations with future Public Bicycle Systems in other municipalities. Coordination efforts may include providing technical support through hardware and/or software modifications, and may evolve over time.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to integrate your system with other Public Bicycle Systems in Metro Vancouver including, for example:</td>
<td></td>
</tr>
<tr>
<td>- Reciprocal memberships</td>
<td></td>
</tr>
<tr>
<td>- Ability to track system information</td>
<td></td>
</tr>
<tr>
<td>- A mechanism for reporting on memberships and usage data from multiple systems, both to Users and to the City and any other municipality, institution, and/or private landowner that might participate in the system or systems.</td>
<td></td>
</tr>
<tr>
<td>- Ability to provide information on websites and at Stations identifying the location of Stations belonging to other Public Bicycle Systems that might operate within Metro Vancouver.</td>
<td></td>
</tr>
</tbody>
</table>

### 8.2. Phase II Expansion

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.2.1</strong> Overview of implementation strategy for a potential Phase II expansion during the first years of operations to increase the service area of the PBS to the area bounded by Macdonald Street, 16th Ave, and Commercial Drive.</td>
<td></td>
</tr>
</tbody>
</table>

Prepare a Phase II Expansion Case Pro Forma Model using the Pro Forma Template, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Phase II Expansion Case Pro Forma Model</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.2.2</strong> Prepare a Phase II Expansion Case Pro Forma Model based on your Base Case Pro Forma Model assuming expansion to Phase II during the first 3 years of operations. Address all requirements from the Base Case Pro Forma Model, including:</td>
<td></td>
</tr>
<tr>
<td>- Financial Plan - Capital (Section 4)</td>
<td></td>
</tr>
<tr>
<td>- Financial Plan - Operating (Section 5)</td>
<td></td>
</tr>
<tr>
<td>- Financial Plan - Sponsorship and Other Revenue (Section 6.6)</td>
<td></td>
</tr>
<tr>
<td>- Financial Plan - Overall Cash Flow (Section 7)</td>
<td></td>
</tr>
</tbody>
</table>

### 8.3. Regional Expansion Beyond the City of Vancouver

Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address the following requirement:
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3.1 Overview of implementation strategy for a potential regional expansion during the first years of operations to increase the service area of the PBS to an area outside the City of Vancouver, using UBC as an example.</td>
<td></td>
</tr>
</tbody>
</table>

Prepare a **Regional Expansion Case Pro Forma Model** using the **Pro Forma Template**, including supporting assumptions, addressing the following requirements:

<table>
<thead>
<tr>
<th>Required Elements of Phase II Expansion Case Pro Forma Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3.2 Prepare a <strong>Regional Expansion Case Pro Forma Model</strong> based on your <strong>Phase II Pro Forma Model</strong> assuming expansion to UBC from Phase II during the first 5 years of operations. Address all requirements from the Base Case Pro Forma Model, including:</td>
</tr>
<tr>
<td>- Financial Plan - Capital (Section 4)</td>
</tr>
<tr>
<td>- Financial Plan - Operating (Section 5)</td>
</tr>
<tr>
<td>- Financial Plan - Sponsorship and Other Revenue (Section 6.6)</td>
</tr>
<tr>
<td>- Financial Plan - Overall Cash Flow (Section 7)</td>
</tr>
</tbody>
</table>

**8.4. Further Expansion Within and Beyond the City of Vancouver**

Fill in the applicable section of the **Proposal Response Template** with detailed information on how you intend to address the following requirement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.4.1 Overview of implementation strategy for any further expansion scenarios or to other locations within and beyond the City of Vancouver.</td>
<td></td>
</tr>
</tbody>
</table>

**9. TRANSITIONING-OUT**

**9.1. General**

The Agreement between the City and the successful Proponent will contain termination, default and remedy provisions whereby the City has the right to terminate the Agreement and/or require the Proponent to transfer the PBS to the City or a third party. If the City were to invoke such a provision, the following requirements will apply. Fill in the applicable section of the **Proposal Response Template** with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1.1 Comprehensive plan for your transitioning-out process.</td>
<td></td>
</tr>
</tbody>
</table>
9.1.2 Demonstration of experience managing such process in the past using details and examples on the following (or any related) subjects.

9.2. Equipment

If the City requires the Proponent to remove its equipment (including Bicycles, Stations, Terminals, Docks, helmet solution, Signs, tools, etc.) from the street or to the City or a third party for continued operations of the PBS, the following requirements will apply. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2.1 Plan to secure, collect, remove or transfer equipment from the streets</td>
<td></td>
</tr>
<tr>
<td>9.2.2 Plan to repair, replace, or restore station locations to its original condition immediately after removal of equipment from each location as applicable</td>
<td></td>
</tr>
<tr>
<td>9.2.3 Demonstration of experience setting up or conducting transitioning-out activities using details and specific examples.</td>
<td></td>
</tr>
</tbody>
</table>

9.3. Information

If the City requires the Proponent to destroy or to secure and package all data including user and financial information from the PBS, whether in electronic or any other format, for transfer to the City or a third party for continued operations of the PBS, the following requirements will apply. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.3.1 Plan to manage the information transfer process.</td>
<td></td>
</tr>
<tr>
<td>9.3.2 Demonstration of experience setting up or conducting information transfer activities using details and specific examples.</td>
<td></td>
</tr>
</tbody>
</table>

9.4. Revenue

If the City requires the Proponent to assign to the City all revenue sources for the PBS in Vancouver, including membership, sponsorship, branding, naming, or any other PBS related revenue sources for continued operations of the PBS by the City or another third party, the following requirements will apply. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:
9.4.1 Plan to develop, manage, terminate, assign or transfer revenues sources to the City or a third party as part of the transitioning-out process.

9.4.2 Demonstration of experience through details and examples of how the proponent’s revenue sources for PBS can be assigned to the City.

9.5. Operation, Maintenance, and Customer Service

If the City requires the Proponent to transition its PBS operation and maintenance program including policies, processes, procedures, guidelines, manuals, schedules, work tools, knowledge transfer, etc. to the City or another third party for continued operations of the PBS, the following requirements will apply. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5.1 Plan to transition PBS and processes to the City or a third party.</td>
<td></td>
</tr>
<tr>
<td>9.5.2 Demonstration of expertise and experience by providing details and examples of how the proposed transitioning-out process would be smooth and seamless to PBS Users.</td>
<td></td>
</tr>
</tbody>
</table>

9.6. Reuse, Recycle, and Disposal

One of the City’s objectives is to become the Greenest City by 2020. Fill in the applicable section of the Proposal Response Template with detailed information on how you intend to address each of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6.1 Plan to reuse, recycle, or dispose PBS components, equipment, tools, materials, etc. in an environmentally responsible manner as part of your proposed transitioning-out process.</td>
<td></td>
</tr>
</tbody>
</table>

9.7. Other Related Information

If you’d like to provide additional information for your transitioning-out process, fill in the applicable section of the Proposal Response Template:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response Section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.7.1 Provide any other information related to your transitioning-out process for consideration by the City.</td>
<td></td>
</tr>
</tbody>
</table>
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

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 authorised signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorised 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).

<table>
<thead>
<tr>
<th>Section of SCC / title of law</th>
<th>Date of violation / conviction</th>
<th>Description of violation / conviction</th>
<th>Regulatory / adjudication body and document file number</th>
<th>Corrective action plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ________________________________________
Purpose: This document is designed to identify where suppliers are going above the minimum standards in the Supplier Code of Conduct and are demonstrating sustainability leadership in their own operations as part of the evaluation criteria of a bid process.

As part of the City’s corporate Purchasing Policy and related Supplier Code of Conduct, all City vendors must meet minimum requirements related to ethical, social and environmental standards. Beyond these basic requirements, the City would also like to reward vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, the City requires that all suppliers bidding on a City contract answer the following questions. The answers to the questionnaire will be evaluated as part of the bid evaluation process. You will need to be able to verify all your answers to the City upon request. Please keep in mind that these questions relate to your company’s internal operations and overall sustainability leadership.

Section 1: Workplace Health & Safety, Wage Rates and Diversity

1. Tell us how your company works to promote workplace health and safety.

   a) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis
   ☐ Yes ☐ No

   b) We have a Health & Safety Manual that includes safe work procedures, incident investigation process with the intent of prevention, workplace inspection process and emergency preparedness and response.
   ☐ Yes ☐ No

   c) We conduct hazard assessments and job task-specific health & safety training on an annual basis
   ☐ Yes ☐ No

   d) We are registered with one or more of these Safety Management System/Program:
      OHSAS 18001
      ☐ Yes ☐ No
      CAN/CSA Z1000
      ☐ Yes ☐ No
      ANSI Z10
      ☐ Yes ☐ No

   e) We have a system registered, certified or recognized by another standard
      Please specify

   f) We adhere to one or more of the ILO health and safety resolutions
      ☐ Yes ☐ No

   g) We have a non-registered audited health and safety management system
      ☐ Yes ☐ No

2. Tell us how you ensure fair wages and employee benefits.

   a) We pay all of our staff a minimum wage that meets the regional LICO (See http://www.statcan.gc.ca/pub/75f0002m/2009002/tbl/tbl-2-eng.htm for wage amounts)
      ☐ Yes ☐ No

   b) We pay benefits to all of our full-time employees
      ☐ Yes ☐ No
3. Tell us about your strategy to address diversity in your workplace.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) We have a policy or strategy to support hiring a diverse workforce</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>b) We have a policy or strategy to purchase from diverse contractors/suppliers</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>c) Our company participates in work/employment training programs for vulnerable/diverse populations (e.g. Social purchasing portal)</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

Section 2: Environmental Management & Stewardship

4. Tell us what policies and programs your company has in place to manage its environmental impact.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) We have a documented Environmental or Sustainability Policy</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>b) We have an environmental management system registered to ISO 14001</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>
| c) We have a system registered, certified or recognized by another standard (e.g. EMAS)  
  Please specify ______________________________ | ☐ Yes | ☐ No |
| d) We have a non-registered audited environmental management system | ☐ Yes | ☐ No |
| e) We conduct compliance audits to health, safety and environmental legislation | ☐ Yes | ☐ No |
| f) We produce a publicly available annual environmental, CSR, sustainability or accountability report | ☐ Yes | ☐ No |

5. Tell us how your company works to reduce its greenhouse gas (GHG) emissions.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) We measure our GHG emissions and have developed a reduction strategy</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>b) We publicly report our GHG emissions</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>c) We have set publicly available GHG reduction targets</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>d) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>e) We have retrofitted our facility, our fleet and/or made process improvements to decrease GHG emissions and energy use</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>f) We have an alternative transportation program for employees (e.g. public transit subsidy, cycling facilities, carpooling program)</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>g) We purchase from shipping/delivery companies that have taken steps to reduce their GHG emissions</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>
| h) We operate in third party verified green buildings and have developed a plan to meet third party verified standards (such as LEED, BREEAM, etc.) in as many of our facilities as possible  
  Please specify the verification system: ______________________________ | ☐ Yes | ☐ No |

6. Tell us how your company works to reduce waste in its daily operations.
a) We conduct annual audits to measure the total amount of solid waste generated by our facilities and have a waste reduction strategy  
☐ Yes  ☐ No

b) We have set publicly available waste reduction targets  
☐ Yes  ☐ No

c) We have an office recycling program that includes office paper, beverage containers, batteries and printer cartridges  
☐ Yes  ☐ No

d) We have other recycling programs in our operations. Please specify additional materials recycled: ____________________________  
☐ Yes  ☐ No

7. Tell us how your company works to reduce the use of toxins and properly manage hazardous substances

a) We are not in violation with any local, national or international laws related to the use of toxins and management of hazardous substances  
☐ Yes  ☐ No

b) We have a Toxic Reduction Strategy/Policy that aims to reduce toxins across all operations  
☐ Yes  ☐ No

c) We measure the implementation of our Toxic Reduction Strategy/Policy against a pre-determined set of performance metrics and verify performance with a third-party  
☐ Yes  ☐ No

Section 3: Back-up Documentation to Verify Responses

The City reserves the right to verify responses on this questionnaire and may request some or all of the following documentation.

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Back-up Documentation</th>
</tr>
</thead>
</table>
| Section 1: Workplace Health & Safety, Wage Rates and Diversity | Question 1 | • A copy of policies  
• Proof of safety management system certification |
| | Question 2 | • Documentation of employee benefit packages and a list of those who receive benefits |
| | Question 3 | • A copy of policies |
| Section 2: Environmental Management & Stewardship | Question 4 | • A copy of policies  
• Proof of environmental management system certification  
• A copy of public report |
| | Question 5 | • A copy of public report  
• A copy of reduction targets and related results  
• A copy of LEED, BREEAM, etc. certification |
| | Question 6 | • Total tonnes of solid waste generated  
• A copy of reduction targets |
| | Question 7 | • A copy of policy or strategy |
| | • A copy of reduction targets and related results  
| | • A copy of third party audit/verification |
As part of the City’s Corporate Procurement Policy and related Supplier Code of Conduct described in Section 10.1 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 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.

If additional space is required, the Proponent may attach its response(s) to this Annex and reference the relevant question and section number.

For all questions where the answer is ‘Yes’ and additional information is requested, if this information is not included in the proposal, the answer may not be evaluated.

For all questions where there is a word limit, responses are to be kept within this word limit. Information in excess of the word limit may not be evaluated.

Questionnaire Structure

<table>
<thead>
<tr>
<th>Section 1: Environmental Impact</th>
<th>Environmental or Sustainability Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reducing greenhouse gas (GHG) emissions</td>
</tr>
<tr>
<td></td>
<td>Reducing waste</td>
</tr>
<tr>
<td></td>
<td>Sustainable purchasing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: Social Impact</th>
<th>Living Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Workplace development programs</td>
</tr>
<tr>
<td></td>
<td>Supporting social enterprises</td>
</tr>
<tr>
<td></td>
<td>Sustainable business</td>
</tr>
</tbody>
</table>

| Section 3: Definitions          | Definitions for key terms used in this Annex. |
SECTION 1: ENVIRONMENTAL IMPACT

This section of the leadership questionnaire addresses the following:
- environmental or sustainability policy or statement
- reducing greenhouse gas (GHG) emissions
- reducing waste
- sustainable purchasing

1. Do you have a documented Environmental or Sustainability Policy or Statement?
   ☐ Yes* ☐ No
   If no, go to question 2.
   *If yes, please address the following:
     a. Attach a copy of the policy or statement to your Proposal.
     b. If the policy is publicly available, please provide a link to the document:

2. Does your company measure its greenhouse gas (GHG) emissions?
   ☐ Yes ☐ No
   If yes, state total annual GHG emissions (tC02e): ______________________

3. Has your company adopted GHG reduction targets or goals?
   ☐ Yes ☐ No
   If yes, state target(s) and year by which they will be achieved (e.g., 33% reduction by 2020):

4. Do you report your GHG emissions to a third party? (e.g., Carbon Disclosure Project, Global Reporting Initiative, Climate Registry, Climate Smart, Ecobase, Offsetters, etc.)
   ☐ Yes ☐ No
   If yes, state the name of the 3rd party: ________________________________

5. Does your company own or lease buildings (including warehouses) in Metro Vancouver?
   ☐ Yes ☐ No
   If no, skip to question 7.
   If yes, describe efforts in the past three (3) years to improve the energy efficiency of owned and/or leased buildings in Metro Vancouver with respect to each of the elements listed below. Please limit answer to 300 words or less.
     a. equipment and lighting upgrades (e.g., HVAC, water heaters, LED lighting):
     b. building envelope improvements (e.g., insulation, windows):
c. staff conservation and engagement programs (e.g., turning off lights and computers, etc.)

6. Has your company (or has any of your buildings) been recognized for its building energy management efforts by a recognized third party such as BC Hydro Power Smart, BOMA BESt, LEED, Portfolio Manager Energy Star, etc.?)?

☐ Yes ☐ No

If yes, state the name(s) of the 3rd party(ies) and type of recognition:

____________________________________________________________________________________________

7. Does your company own or lease fleet vehicles and/or heavy off-road equipment to be operated in the Metro Vancouver region?

☐ Yes ☐ No

In no, skip to question 9.

If yes, what is the size of your fleet (including heavy off-road equipment)?

____________________________________________________________________________________________

8. If yes, describe actions in the past three (3) years to reduce the GHG emissions of vehicles and heavy equipment operated in Metro Vancouver. (Actions could include: purchase of low emissions vehicles, use of alternative fuels, deployment of telematics software; driver training programs, etc.). Please limit answer to 200 words or less.

____________________________________________________________________________________________

9. Does your company encourage employees to take more environmentally friendly transportation to get to work?

☐ Yes ☐ No

If yes, describe incentives in place to encourage employees to take more environmentally friendly transportation to get to work (e.g., car sharing, secure bike parking and on-site change facilities, public transit incentives). Please limit answer to 200 words or less.

____________________________________________________________________________________________
10. Describe any other initiatives that have significantly reduced the GHG emissions of your operations. Please limit answer to 200 words or less.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

11. Does your company measure the total amount of solid waste generated by your operations annually?

☐ Yes  ☐ No

If yes, state annual solid waste figures (kg or tonnes): _________________________________

12. Does your company have waste reduction and/or diversion targets or goals?

If yes, state targets and by what year they are to be achieved?

_____________________________________________________________________________

13. Does your company have an office recycling program in place?

☐ Yes  ☐ No

If yes, which materials does your company recycle - check only those that apply:

☐ office paper
☐ plastic and glass containers
☐ soft plastic
☐ food waste/compostables
☐ batteries
☐ printer or toner cartridges
☐ Styrofoam

14. Describe any other initiatives that have significantly reduced waste from your operations. Please limit answer to 200 words or less.

____________________________________________________________________________________________
____________________________________________________________________________________________

15. Does your company have a Sustainable or Ethical Purchasing Policy or a Code of Conduct for Suppliers that outlines minimum ethical labour standards that must be followed by suppliers?

☐ Yes  ☐ No

In no, skip to question 16.
If yes, please address the following:

a. Attach a copy of the policy and/or code to the Proposal
b. If the policy or code of conduct is publicly available, please provide a link to document:
16. Indicate which environmentally preferable goods or services your company currently purchases - check only those that apply:

- [ ] Fair trade and/or organic beverages or other sustainable food items
- [ ] Copy paper (e.g., 100 per cent post-consumer waste; Forest Stewardship Council certified, tree free)
- [ ] Non-toxic janitorial supplies (e.g., ECOLOGO, Green Seal certified)
- [ ] IT equipment (e.g., ECOLOGO, EPEAT Gold, EnergyStar qualified)
- [ ] Office products
- [ ] Printing services
- [ ] Promotional (marketing) items (e.g., corporate giveaways, prizes, employee recognition awards)
- [ ] Courier services
- [ ] Catering services
- [ ] Landscaping Services
- [ ] Other: (list)
  
  ______________________________________________________
  ______________________________________________________
  ______________________________________________________

SECTION 2: SOCIAL IMPACT

This section of the leadership questionnaire addresses the following elements:

- Living Wage
- workplace development programs
- supporting social enterprises
- sustainable business

1. Is your company already a certified Living Wage employer, or registered and working towards becoming one? See definition of Living Wage below.

  [ ] Yes  [ ] No

If yes, please state either:
  a) date of certification; OR
  b) date by which you expect to become certified

________________________________________________________________________

2. Does your company provide employment and/or training opportunities for persons with barriers to employment (e.g., people with addictions, mental health issues; people who are newcomers or refugees, etc.) that go beyond the hiring practices required by law? See definition of people with barriers in Section 3 below.

  [ ] Yes  [ ] No

If yes, describe the program including the name of the non-profit and/or government partners that you work with to identify potential trainees and employees; and the number of employees/trainees that work in your company.
3. Does your company conduct business with, or support in other ways, one or more social enterprises (as defined in Section 3 below)?

☐ Yes ☐ No

If yes, name the social enterprise(s) and describe the nature of the business conducted and/or support provided.

____________________________________________________________________________________________
____________________________________________________________________________________________

4. Is your company structure either of the following:

a. Social enterprise (as defined in Section 3 below)

☐ Yes ☐ No

If yes, state the name of the registered non-profit or co-operative (including society and/or charitable number):

____________________________________________________________________________________________

b. Community contribution company (C3) (as defined in Section 3 below)

☐ Yes ☐ No

5. Has your company’s sustainability performance been reviewed or certified by a third party? (e.g., B Lab, ISO14001, SA8000, Social Fingerprint, etc.)

☐ Yes ☐ No

If yes, state the name of the third party and date of certification or date of last review:

____________________________________________________________________________________________
____________________________________________________________________________________________

6. Describe any additional social sustainability initiatives that demonstrate your company’s commitment to the health and well-being of local communities. Please limit answers to 200 words or less.

____________________________________________________________________________________________
____________________________________________________________________________________________

SECTION 3: DEFINITIONS
Living Wage Employer:

Living wage employers adhere to the following criteria:
- All employees - full-time, part-time and casual - are paid the current living wage rate for their region. See [www.livingwageforfamilies.ca](http://www.livingwageforfamilies.ca) for current Metro Vancouver and Fraser Valley living wage rates.
- The living wage rate calculation for an employer takes into account its employees’ total compensation package (wage + benefits). If employees receive non-mandatory benefits, the living wage rate is reduced to take this into account. External contract staff (not direct employees) who provide services to their employer on a regular and ongoing basis must also be paid a living wage.
- Employees who receive incentive-based pay (tips) or commissions can be paid less than a living wage, provided their total earnings - including incentive-based pay and/or commissions - equal or exceed the living wage.

Social Enterprise:

“Social enterprises are businesses owned by non-profit organizations, that are directly involved in the production and/or selling of goods and services for the [combined] purpose of generating income and achieving social, cultural, and/or environmental aims (Social Enterprise Council of Canada).” See [www.socialenterprisecanada.ca](http://www.socialenterprisecanada.ca).

In addition to having the aforesaid combined purpose, to qualify as a “Social Enterprise” for purposes hereof, an entity must:
- be a business operated by a registered non-profit or community services co-operative;
- have a product or service that it sells to customers;
- have a defined social and/or environmental mandate.

Person with Barriers to Employment:

A “person with barriers to employment” is someone who faces one or more circumstances that can lead to underemployment or unemployment. There are a wide range of circumstances that can create barriers to employment including but not limited to: addictions, disabilities, mental health issues, and being a newcomer or refugee. For purposes hereof, to qualify as a “person with barriers to employment”, the employee or trainee must be participating in a recognized, pre-approved employment program for person(s) with barriers to employment. Examples include, but may not be limited to, Access/BladeRunners, Potluck Café’s Recipes for Success Services, and Coast Foundation’s Transition Employment Program (TEP).

Community contribution company (C3):

The community contribution company (“C3”) is a new hybrid corporate model launched in British Columbia (BC) to bridge the gap between for-profit businesses and non-profit enterprises. C3 status allows entrepreneurs in BC to pursue social goals through their businesses while still generating a profit and providing investment opportunities to like-minded investors.

C3’s differ from a typical private company in that C3s are subject to an “asset lock,” -- a strict cap on the dividends that can be paid out to shareholders, as well as a limit on the assets that shareholders are entitled to receive upon dissolution of the company. The bulk of a C3’s profits must go towards the C3’s community purposes (or be transferred to a qualified entity, such as a charity). The other major difference
is that C3s are subject to a higher degree of accountability. For example, C3’s must have three directors, instead of just one, and are required to publish an annual “community contribution” report describing their activities. Both of these requirements are intended to help ensure the community purposes of the C3 are being properly fulfilled.

Refer to [www.fin.gov.bc.ca/prs/cc](http://www.fin.gov.bc.ca/prs/cc) for more information.

**Section 4: Fair Labour and Workplace Practices**

1. Does your company know the location of 100 per cent of the factories/facilities that produce the product(s) being supplied?
   - Yes
   - No

2. Are you willing to provide the City with a list of factory locations (City and Country at a minimum) for product(s) being supplied?
   - Yes
   - No

3. Does your company have a documented Supplier Code of Conduct that sets internationally recognized minimum labour standards that you expect your suppliers to meet when manufacturing products produced and/or distributed by your company?
   - Yes
   - No

   If yes, please attach.

4. Which statement (choose one) most closely describes your company practices with respect to verifying compliance with your Supplier Code of Conduct:
   - We include the Code of Conduct in our contract terms, but do not verify its implementation
   - We rely on reports of audits conducted by other partners who work with this factory
   - We conduct our own audits of our supply chain
   - We hire a third party to conduct audits of the factories we work with

   Please provide information backing up your answer:

5. Please describe what your company does when you discover that a factory or facility is not complying with the Supplier Code of Conduct?

6. Does your company require suppliers to be members of any organizations that work to promote fair and reasonable employment conditions for workers and/or promote transparency and data sharing? Yes/No. List which ones.
**LIABILITY INSURANCE CERTIFICATE**

Section 7 b) – City staff to select the required # of days Written Notice before sending out for completion
Section 2 through 7 – 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 as of the effective date of the agreement described below.

2. **NAMED INSURED** [must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]

**BUSINESS TRADE NAME OR DOING BUSINESS AS**

**BUSINESS ADDRESS**

**DESCRIPTION OF OPERATION, CONTRACT, AGREEMENT, LEASE, PERMIT OR LICENSE**

### 3. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

<table>
<thead>
<tr>
<th>Including the following coverages:</th>
<th>Check Additional Extensions where applicable and included:</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Personal Injury</td>
<td>□ Sudden &amp; Accidental Pollution Liability</td>
</tr>
<tr>
<td>√ Employees as Additional Insured</td>
<td>Host Liquor Liability</td>
</tr>
<tr>
<td>√ Cross Liability or Severability of Interest</td>
<td>Excavation, shoring, underpinning, pile driving or caisson</td>
</tr>
<tr>
<td>√ Contingent Employer’s Liability</td>
<td>□ Abuse/Molestation Coverage</td>
</tr>
<tr>
<td>√ Blanket Contractual Liability</td>
<td>□ Volunteers as Additional Insured</td>
</tr>
<tr>
<td>√ Broad Form Products &amp; Completed Operations</td>
<td>□ Operation of hoist or attached machinery</td>
</tr>
<tr>
<td>√ Broad Form Property Damage Incl. Loss of Use</td>
<td>□ 12 months Completed Operations</td>
</tr>
<tr>
<td>√ Non-Owned Auto Liability</td>
<td>□ 24 months Completed Operations</td>
</tr>
</tbody>
</table>

**INSURER:** ____________________________ **POLICY NUMBER:** ____________________________

**POLICY PERIOD:** FROM: ____________________________ To: ____________________________

**LIMITS OF LIABILITY (Bodily Injury and Property Damage Inclusive):**

- Per Occurrence $__________ Aggregate $__________
- Deductible Per Occurrence $__________ All Risk Tenants’ Legal Liability $__________

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

**INSURER:** ____________________________ **LIMITS OF LIABILITY:** ____________________________

**POLICY NUMBER:** ____________________________ **Combined Single Limit:** $__________

**POLICY PERIOD:** From _________ to _________

*If vehicles are insured by ICBC, complete and provide Form APV-47.*

### 5. **UMBRELLA OR EXCESS LIABILITY INSURANCE**

<table>
<thead>
<tr>
<th>Limits of Liability (Bodily Injury and Property Damage Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ INSURER: ____________________________ <strong>Per Occurrence:</strong> $__________ Aggregate $__________</td>
</tr>
<tr>
<td>√ POLICY NUMBER: ____________________________ <strong>Self-Insured Retention:</strong> $__________</td>
</tr>
</tbody>
</table>

**POLICY PERIOD:** From _________ to _________

### 6. OTHER INSURANCE (e.g. Contractors Equipment, Crime, etc.) – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

---

July 17, 2015
Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:

a) The City of Vancouver, its officials, officers, employees, servants and agents have been added as Additional Insureds with respect to liability arising out of the operation of the Named Insured pursuant to the governing contract, agreement, lease, permit or license.

b) SIXTY (60) days written notice of cancellation or material change resulting in reduction of coverage with respect to any of the policies listed herein, either in part or in whole, will be given by the Insurer to the Holder of this Certificate; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply.

c) The insurance policy (policies) listed herein shall be primary with respect to liability arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver shall be in excess of this insurance and shall not contribute to it.

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF THE INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 1 - SCOPE OF SERVICE AREA

SERVICE AREA PHASING
- Phase I
- Phase II

CITY OF VANCOUVER

July 17, 2015
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 2 - 2011 RESIDENTS PER DISSEMINATION AREA

2011 RESIDENTS PER DISSEMINATION AREA

July 17, 2015

July 17, 2015
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 3 - TOPOGRAPHY

REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 4 - ZONING DISTRICTS


July 17, 2015
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 5 - CYCLING ROUTES

July 17, 2015

*Map displays approximate locations of bike retail and rental shops as of June 30, 2015 in order to convey clustering of shop locations. This map is not intended to be a comprehensive listing of all bike retail and rental shops, and as such Applicants are responsible for gathering their own location data.
ATTACHMENT 8
CITY COSTS FOR STATION SITING

For the purpose of preparing a pro forma statement, the following cost estimates related to Station siting should be used.

1. On-street locations
   a. Metered spaces
      Annual cost of 3200 times the existing hourly meter rate per space. Hourly meter rates are established by the City's Parking Meter Bylaw No. 2952 (http://former.vancouver.ca/bylaws/2849c.pdf). Note that for any given metered space, the full annual cost shall be assumed even if only a portion of the space is occupied by the PBS.
   b. Non-metered spaces
      Annual cost of $213 per lineal metre of curb. This rate applies to typical non-metered parking, parallel to the curb.

2. Off-street locations
   a. Sidewalk, plaza, etc.
      Annual cost of $250 per square metre for City-owned off-street locations.

3. Zoned lands
   a. City owned zoned land
      Apply $250 per square metre off-street (e.g., sidewalk, plaza, etc.) rate.
   b. Privately owned land
      Market value.

4. Other related costs
   a. Business License
   b. Development Application for a Minor Amendment
      Cost of $274 + taxes for a Development Application to amend the approved use on a zoned property (e.g. changing use from approved vehicle parking spaces to PBS Station).
   c. Street use permit and inspection
      Street use permit and inspection would be required on all City property. Cost per Station on City land is $174.91 + tax.
REQUEST FOR PROPOSALS NO. PS20150910
PUBLIC BICYCLE SYSTEM
ATTACHMENT 8 - CITY COSTS FOR STATION SITING

i. If a concrete pad is required and installed by the Proponent, an additional inspection fee of $57.50 + taxes per inspection applies. Each additional square metre or part thereof is $5.22 + taxes.

d. Temporary Special Zone Permit

The Temporary Special Zone permit allows the reservation of parking spaces so they become unavailable to the public. These spaces may be used by the permit holder to park vehicles or to clear the street for temporary lane or street closure to accommodate installation or maintenance work including redistribution of Bicycles.

i. Metered spaces

1. Between 7am - 6pm: $60 + full meter hourly rate per space for time used. If more than 4 parking metered spaces are required per site, an additional temporary signage fee of $75 applies (i.e. total cost is $60 + full meter hourly rate per space + $75).

2. Outside of 7am - 6pm (includes overnight hours): $80 + full meter hourly rate per space for time used. If more than 4 parking metered spaces are required per site, an additional temporary signage fee of $105 applies (i.e. total cost is $80 + full meter hourly rate per space + $105).

ii. Non-metered spaces

1. Between 7am - 6pm: $75 per continuous zone.

2. Outside of 7am - 6pm (includes overnight hours): $105 per continuous zone.

e. Traffic control

The Proponent is responsible for costs and meeting traffic control requirements when installing or performing maintenance at Stations. Depending on location, traffic control may be required to comply with Ministry of Transportation standards, meet WorkSafe BC requirements, and follow City of Vancouver processes. The cost of traffic control is dependent on the site conditions and complexity of traffic control requirements (e.g. traffic management plans, traffic control persons, etc.).

f. Signage, Parking Meters and Street Furniture

Stations may impact existing signage, parking meters and street furniture. The Proponent is responsible for the cost of removing and/or relocating these items.

i. The following costs apply when Stations affect curbside signage:

1. Remove and relocate existing sign and post: $200

2. Install new sign and post: $175

ii. The following costs apply to Stations in metered parking spaces:

1. Remove meter head and post: $60

2. Reduce twin head to single head: $60

iii. The following relocation costs apply to existing street furniture:
1. Standard bench: $700
2. Litter can (regular): $700
3. Litter can (solar powered): $1050
4. Bike rack: $500
5. Narrow map stand: $2250
6. Large map stand/ad panel: $4600
7. Newspaper multiple publication newsstand: $1200
The following bylaws apply to a PBS within the City of Vancouver.

This is not a comprehensive listing. All City of Vancouver bylaws are available at the following link: http://app.vancouver.ca/bylaw_net/Default.aspx

1. Zoning & Development By-law

2. Sign By-law

3. Building By-law
   - http://former.vancouver.ca/blStorage/10908.PDF

4. License By-law
   - http://former.vancouver.ca/bylaws/4450c.PDF

5. City Land Regulation By-law
   - http://former.vancouver.ca/bylaws/8735c.PDF

6. Street Vending By-law
   - http://former.vancouver.ca/bylaws/10868c.PDF

7. Vehicles For Hire By-law
   - http://former.vancouver.ca/bylaws/6066c.PDF