



## PART A - INSTRUCTIONS AND INFORMATION

### SUMMARY

The City of Vancouver is looking to purchase a complete closed circuit television (CCTV) camera van for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built on a stripped chassis in a step van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment and the equipment storage area will allow for secure storage of all CCTV related equipment.

The City is committed to its environmental emissions and fossil fuel consumption and prefers for the body and equipment to be battery operated. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts. Additionally, the City is open to exploring electrification options for the chassis through third party manufacturers, provided the operational specifications of the equipment can be satisfied.

### PART A INSTRUCTIONS AND INFORMATION

#### 1.0 INSTRUCTIONS

- 1.1 The City is interested in selecting an entity (each, a “**Proponent**”) that submits a proposal (each, a “**Proposal**”) with the capability and experience to efficiently and cost-effectively meet the requirements described in this RFP.

However, the City may: (i) decline to select any Proponent; (ii) decline to enter into any agreement; (iii) select multiple Proponents for negotiation; 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.

- 1.2 Proponents should submit their proposals on or before **3:00pm on the 25th day of February 2021** (the “**Closing Time**”) by email in accordance with the following:

- 1.3 Each Proponent should submit its Proposal by email to [Bids@vancouver.ca](mailto:Bids@vancouver.ca), with the Proponent’s name and the RFP title and number PS20200424 in the “subject” line “Supply and Delivery of a CCTV Camera Van”.

- Document format for submissions:
  - RFP Appendix 1 & 2 in PDF format - 1 combined PDF file,
  - Appendix 1 to Part B - Technical Requirements in Excel spreadsheet
  - Any other attachments if necessary
- Zip the files to reduce the size or email separately if necessary.
- Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.

## PART A - INSTRUCTIONS AND INFORMATION

- If you did not receive an automated email within few minutes, check your junk folder first, and then contact [Purchasing@vancouver.ca](mailto:Purchasing@vancouver.ca).

Submitting the files via Drop box, FTP, or similar programs, is not acceptable.

- 1.4 To be considered by the City, a Proposal must be submitted in the form set out in Appendix 1 (the “**Proposal Form**”), completed and duly executed by the relevant Proponent.
- 1.5 Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time. Proposals are revocable and may be withdrawn at any time before or after the Closing Time.
- 1.6 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.

### 2.0 CHANGES TO THE RFP AND FURTHER INFORMATION

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

### 3.0 EVALUATION OF PROPOSALS

- 3.1 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 the following:

- Technical Requirements; which includes; (i) Appendix 1 - Questionnaire; (ii) Proponents’ capabilities to meet the City’s Technical Requirements (as defined in Part B and Appendix 1 to Part B), including quality and service factors; (iii) Appendix 1 - Proponent’s References including skills, knowledge, reputations and previous experience(s), and experience(s) with the City (if any); (iv) Proponents’ quality of response to Proposal Form; (v) innovation; (vi) environmental or social sustainability impacts;
- Financial Requirements; Proponents’ capabilities to offer overall best value in relation to Appendix 1 - Pricing/Commercial Proposal.
- Certain other factors that may be mentioned in Part B or elsewhere in the RFP.

Proposal will be evaluated by the City based on the evaluation criteria and evaluation criteria weightings below:

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

## PART A - INSTRUCTIONS AND INFORMATION

### 4.0 CITY'S DISCRETION

- 4.1 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 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; (h) split the 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.

### 5.0 LEGAL TERMS AND CONDITIONS

- 5.1 The legal obligations of a Proponent that will arise upon the submission of its Proposal are stated in Appendix 3. Except where expressly stated in these Legal Terms and Conditions: (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. EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 3: (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.

**POTENTIAL PROPONENTS MUST REVIEW THESE LEGAL TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING A PROPOSAL.**

## PART B - SCOPE OF WORK/CITY REQUIREMENTS

The requirements stated in this Part B (collectively, the “Requirements”) are current as of the date hereof, but they may change or be refined in the course of the evaluation of Proposals or otherwise.

Unless otherwise stated, if, and wherever, the Requirements state a brand name, a make, the name of a manufacturer, a trade name or a vendor catalogue number; it is for the purpose of establishing a grade or quality of materials, goods or equipment only. It is not intended to rule out the use of other equivalent materials, goods or equipment. If, however, products other than those specified are proposed in any Proposal, the Proposal must explicitly include under the heading “Alternative Solutions” the names of such products and their manufacturers, any trade names and any applicable vendor catalogue numbers, and the City may request that the Proponent provide specific evidence of equivalency. Evidence of quality in the form of samples may also be requested.

To the extent that the Requirements express estimates of quantities or volumes of goods or services expected to be required by the City, the City cannot offer any assurances that such quantities or volumes will in fact be required.

### 1.0 Summary of Requirement

- 1.1 The City requires one (1) complete closed circuit television (CCTV) camera van for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built on a stripped chassis in a step van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment, and the equipment storage area will allow for secure storage of all CCTV related equipment.
- 1.2 The City is committed to its environmental emissions and fossil fuel consumption and prefers for the body and equipment to be battery operated. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts as per the specifications. Additionally, the City is open to exploring electrification options for the chassis through third party manufacturers, provided the operational requirements of the equipment can be satisfied.

### 2.0 Demonstration & Evaluation

The City will conduct demonstrations, at its discretion, as part of the evaluation process; the City will communicate a formal request for demonstration, with sufficient notice, to allow Proponents time to prepare for the demonstrations. Demonstrations may focus on the CCTV equipment including the camera, tractors and operator controls. The demonstrations will take place approximately three weeks after the closing date. See Appendix 1 to Part B - Technical Requirements, General 4.0.

### 3.0 Technical Specifications

Detailed Technical Specifications for the CCTV Camera Van are listed in the attached spreadsheet.

Here is a list of the Tabs:

1. Cover
2. Instructions
3. General
4. Chassis Specs

## **PART B - SCOPE OF WORK/CITY REQUIREMENTS**

5. Step Van Build
6. CCTV Equip. & Electrical
7. Drawing- General Layout

**Refer to Appendix 1 to Part B - Technical Requirements (Attached Spreadsheet)  
To download go to: <https://bids.vancouver.ca/bidopp/openbid.htm>**

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APPENDIX 1 - PROPOSAL FORM

APPENDIX 1  
PROPOSAL FORM

RFP No. PS20200424, Supply and Delivery of a CCTV Camera Van (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 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 agrees to the Legal Terms & Conditions attached as Appendix 3 to the RFP.

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

## APPENDIX 1 - PROPOSAL FORM

### Manufacturer Overview

Provide a description of the Manufacturer's company, purpose and history

### Local Vendor Overview (if different)

Provide a description of the Vendor's company, purpose and history. Additionally, please supply information on vendor service staff size, qualifications/certifications and experience.

### Account Management

Identify and provide information on how you propose to manage our account? Will we be assigned an account manager? Who will provide technical support for the lifespan of the units?



**APPENDIX 1 - PROPOSAL FORM**

<b>References</b>	
<b>Client Name # 1</b>	
<b>Address (City and Country)</b>	
<b>Contact Name</b>	
<b>Title of Contact</b>	
<b>Telephone No.</b>	
<b>E-mail Address</b>	
<b>Length of Relationship</b>	
<b>Type of Goods and/or Services provided to this Client</b>	
<b>Client Name # 2</b>	
<b>Address (City and Country)</b>	
<b>Contact Name</b>	
<b>Title of Contact</b>	
<b>Telephone No.</b>	
<b>E-mail Address</b>	
<b>Length of Relationship</b>	
<b>Type of Goods and/or Services provided to this Client</b>	
<b>Client Name # 3</b>	
<b>Address (City and Country)</b>	
<b>Contact Name</b>	
<b>Title of Contact</b>	

**APPENDIX 1 - PROPOSAL FORM**

<b>Telephone No.</b>	
<b>E-mail Address</b>	
<b>Length of Relationship</b>	
<b>Type of Goods and/or Services provided to this Client</b>	

<b>Subcontractors</b> List all of the subcontractors that the Proponent proposes to use in carrying out the required services and described the scope of subcontracted work (or write "None" if no subcontractors are proposed).

















































































APPENDIX 3 - PURCHASE ORDER TERMS AND CONDITIONS

SCHEDULE C -  
TIME SCHEDULE

<Be certain to, at least, specify a Delivery Date for each Product here.>

**SAMPLE**