



Invitation to Quote 09-20

Transit Supervisor Vehicles

Issue Date: November 12, 2009

ITQ Acknowledgement:		Appendix "C". Bidders are asked to fill out and return this form by November 17, 2009 to the contact person listed below.
ITQ Closing Date:		December 2, 2009 2:00:59 pm Pacific Time
Closing Location:	By Mail	BC Transit – Attn: Nancy Broydell PO Box 610 Victoria, BC Canada V8W 2P3
	By Hand or By Courier	BC Transit – Attn: Nancy Broydell 520 Gorge Road East Victoria, BC Canada V8T 2K2
RFP Contact Person:		Nancy Broydell, Purchasing Agent
E-mail:		nancy_broydell@bctransit.com
Phone:		(250) 995-5721
Fax:		(250) 995-5640
BC Transit Website:		www.bctransit.com

TABLE OF CONTENTS

1.0	INVITATION, TERMINOLOGY AND DEFINITIONS	3
2.0	COMMUNICATION AND PROCESS	4
2.1	PROJECT COMMUNICATION AND ENQUIRIES.....	4
2.2	ITQ ACKNOWLEDGEMENT FORM	4
2.3	ANTICIPATED SCHEDULE OF EVENTS.....	4
2.4	DEBRIEFING.....	4
2.5	BASIC QUOTE	4
3.0	TERMS AND CONDITIONS OF INVITATION TO QUOTE	5
4.0	OVERVIEW AND REQUIREMENTS	10
4.1	BACKGROUND	10
4.2	OBJECTIVE	10
4.3	REQUIREMENTS	10
4.4	SPECIFICATIONS FOR FWD FORD ESCAPE HYBRID:.....	12
4.5	PRICING REQUIREMENTS.....	12
4.6	DELIVERY	12
4.7	INVOICING.....	12
4.8	RESPONSE FORMAT.....	12
5.0	MANDATORY AND EVALUATION CRITERIA	13
5.1	MANDATORY REQUIREMENTS	13
5.2	EVALUATION CRITERIA.....	13
5.3	EVALUATION INTERVIEWS.....	13
5.4	EVALUATION COMMITTEE	13
APPENDIX A: ITQ ACKNOWLEDGEMENT FORM		14
APPENDIX B: COVERING LETTER		15
APPENDIX C: POTENTIAL TRADE-IN VEHICLES		16

1.0 INVITATION, TERMINOLOGY AND DEFINITIONS

The following words will, where the context allows, bear the following meanings in these Quote Documents and any resulting contract:

- a) BC Transit means a Corporation established under the British Columbia Transit Act R.S.B.C., Ch. 421, or its successors or assigns, as amended, having an office at 520 Gorge Road East, PO Box 610, Victoria, British Columbia, V8W 2P3.
- b) Contract means the written agreement or Purchase Order resulting from this Invitation to Quote executed by BC Transit and the Contractor;
- c) Contractor means the successful Bidder(s) to this Invitation to Quote who enters into a written Contract or Purchase Order with BC Transit;
- d) Coordinator shall mean the person designated by BC Transit and shall include any person or persons whom the said Coordinator shall appoint to represent him for any or all purposes of this Work;
- e) Must and Mandatory means a specific criterion or requirement essential to be met for the quote to receive and continue to receive consideration;
- f) Should or Desirable means a requirement having a specific or significant degree of importance to meeting the Invitation objectives. These criteria will be evaluated using a point scoring system;
- g) Bidder means any party or parties responding on the Work, or the successful Bidder who later becomes the Contractor for such Work;
- h) Work means the goods, labour, services to be supplied as required by these Contract Documents
- i) In writing means by letter, e-mail or facsimile.
- j) Final Acceptance means delivery and one week of stand alone, uninterrupted, fully functional service of the equipment.
- k) Non Revenue will mean any vehicle used by BC Transit that does not carry fare paying passengers.

2.0 COMMUNICATION AND PROCESS

2.1 PROJECT COMMUNICATION AND ENQUIRIES

The Invitation Contact Person for this project is as follows:

Nancy Broydell, Purchasing Agent
Phone: 250-995-5721
Fax: 250-995-5640
E-mail: nancy_broydell@bctransit.com

Information obtained verbally or from any other source is not official and should not be relied upon. Quotes received at BC Transit reception after 2:00:59 pm Pacific Time Wednesday, December 2, 2009 will not be considered. Late quotes will be returned to the vendor unopened.

Quotes are to be submitted in the following quantities:

1. One (1) complete signed Quote
2. Three (3) exact photocopies, and
3. One (1) electronic copy on CD ROM formatted for Windows 95 or later release in PDF format

2.2 ITQ ACKNOWLEDGEMENT FORM

In order to receive any additional information regarding this Invitation (i.e. amendments and subsequent information) please complete the Acknowledgement Form **in Appendix B**. Please return by fax (preferred) or e-mail to the Contact Person no later than **November 17, 2009**.

2.3 ANTICIPATED SCHEDULE OF EVENTS

The following timetable outlines the anticipated schedule for the ITQ process. The schedule provided is for information only. Timing and sequence of events may vary and BC Transit will ultimately determine the sequence of events.

EVENT	ANTICIPATED DATES
ITQ Issued	November 12, 2009
ITQ Acknowledgement Form	November 17, 2009
Viewing of Trade Ins	November 20 & 23, 2009
Request for Clarification due	November 25, 2009
BC Transit's Response to Request for Clarification	November 26 2009
ITQ Closes	December 2, 2009
Tentative Award	December 2009

2.4 DEBRIEFING

At the conclusion of the Quote evaluation and award of contract process, all Bidders will be notified. Bidders requesting a debriefing meeting with BC Transit are to arrange this within 30 days of notification by contacting the Contact Person at (250) 995-5721.

2.5 BASIC QUOTE

Each Bidder shall submit a Quote based on the requirements as described in **Section 4.0 Overview and Requirements** and provide the response as outlined in **4.8 Response Format**. Bidders are required to use the Quote Response form attached (**Attachment 1**).

3.0 TERMS AND CONDITIONS OF INVITATION TO QUOTE

3.1 ACCEPTANCE AND REJECTION OF QUOTES

This Invitation to Quote should not be construed as an agreement to purchase goods or services. BC Transit is not bound to enter into a Contract with the Bidder who submits the lowest priced quote or with any Bidder. Submissions will be assessed in light of the evaluation criteria. BC Transit will be under no obligation to receive further information, whether written or oral, from any Bidder. Lowest or Any Bid will not necessarily be accepted.

BC Transit reserves the right, at its sole discretion, to accept or reject all or parts of any quote that:

- a) Is incomplete, obscure, irregular or unrealistic;
- b) Contains unauthorized conditions;
- c) Fails or omits any required or mandatory term or condition; or
- d) Is non-compliant with the requirement of the Invitation.

BC Transit shall not be obligated either to accept or reject any non-compliance with the requirement of the Invitation.

3.2 IRREVOCABILITY OF BIDS

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its bid prior to the closing date and time. Upon closing time, all bids become irrevocable for 90 calendar days. By submission of a bid, the Bidder agrees that should its bid be successful, the Bidder will enter into a Contract with BC Transit.

3.3 MINOR CLARIFICATIONS

BC Transit reserves the right to request additional information from Bidders during the evaluation. The requested information would allow BC Transit to clarify issues in quotes. This could be, but is not limited to, missed information or information not clear in a quote. BC Transit will be under no obligation to receive further information, whether written or oral, from any Bidder. Bidders agree to hold BC Transit safe and harmless against any claims regarding receiving information for evaluation purposes.

3.4 ELIGIBILITY

- a) Bidders will not be evaluated if the Bidder's current or past corporate or other interests may, in BC Transit's opinion, give rise to a conflict of interest in connection with this project.
- b) Responses from not-for-profit agencies will be evaluated against the same criteria as those received from any other Bidders.

3.5 USE OF INVITATION TO QUOTE

This document, or any portion thereof, may not be used for any purpose other than the submission of quotes.

3.6 CONFIDENTIALITY OF INFORMATION

Information pertaining to BC Transit obtained by the Bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from BC Transit.

3.7 WORKER'S COMPENSATION

The Contractor and any sub-contractors must be registered with the Workers Compensation Board of British Columbia (WorkSafe BC), and maintain good standing during the performance of the Work. At the request of BC Transit, the Contractor will be required to submit a WCB (WorkSafe BC) letter confirming that all assessments have been paid.

3.8 WORKING LANGUAGE OF BC TRANSIT

The working language of BC Transit is English. All correspondence, communication, the Study, the Communication plan under this agreement shall be in the English language.

3.9 RECIPROCITY

BC Transit may consider and evaluate any Quotes from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar quote from a British Columbia supplier.

3.10 TERMINATION OF THE REQUEST FOR QUOTATION

BC Transit may terminate the initiative, contract A, and the Request for Quotation at anytime including but not limited to, before the closing date or after the closing date for whatever reason BC Transit believes to be in its best interest. The Contractor is solely responsible for their own expenses in preparing the quotation. BC Transit will not be liable to any Contractor for any claims, whether for costs or damages incurred by the Contractor in preparing the quotation, loss of anticipated profit in connection with any final Contract, or any other matter

3.11 TIME

Time is of the essence on this Contract.

3.12 LAW AND INTERPRETATION

Any conflict resulting from this Invitation to Quote will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

3.13 COMPLIANCE WITH LAWS

The Contractor will give all the notices and obtain all the licenses and permits required to supply, and deliver the work. The Contractor will comply with all laws applicable to the work or performance of the agreement.

3.14 INDEMNITY

The Contractor shall indemnify and save harmless BC Transit, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered, or sustained by BC Transit at any time or times (either before or after the expiration or sooner termination of the contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor, or by any servant, employee, officer, director or Sub-contractor of the Contractor pursuant to the Contract.

3.15 LIABILITY FOR ERRORS

While BC Transit has used considerable efforts to ensure an accurate representation of information in this Invitation to Quote, the information contained in this Invitation to Quote is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by BC Transit, nor is it necessarily comprehensive or exhaustive. Nothing in this Invitation to Quote is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this Invitation to Quote.

3.16 MODIFICATION OF TERMS

BC Transit reserves the right to modify the terms of this Invitation to Quote at any time at its sole discretion. This includes the right to cancel this Invitation to Quote at any time prior to entering into a Contract with the successful Bidder.

3.17 FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT

BC Transit is subject to the Freedom of Information and Protection of Privacy Act. All bid information supplied to BC Transit by Bidders is understood to be supplied, explicitly in confidence. Bidders should identify any information / records that are submitted in their Submission that are considered a trade secret, that are supplied in confidence and the release of which could significantly harm their competitive position.

Bidders should be aware that the Freedom of Information and Protection of Privacy Act applies to all Quote submissions and other records, and that BC Transit will comply fully with all provisions of the Act. Bidders agree to hold BC Transit safe and harmless against any claims for any information released in response to a request under the Act or under order by the Information and Privacy Commissioner of British Columbia.

3.18 GOOD FAITH

Both Parties agree to work in good faith and make best efforts to resolve any disputes that arise under this Contract.

3.19 ARBITRATION

All disputes arising out of or in connection with this Invitation to Quote will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the British Columbia International Commercial Arbitration Act. The place of Arbitration will be in Victoria, British Columbia.

3.20 BIDDERS' EXPENSES

Bidders are solely responsible for their own expenses in preparing a quote and for subsequent presentations and negotiations with BC Transit, if any. If BC Transit elects to reject all quotes, it will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the quote, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.21 LIMITATION OF DAMAGES

Further to the preceding paragraph, the Bidder, by submitting a quote, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its quote and the Bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the Bidder.

3.22 ASSIGNMENT

This Agreement shall inure to the benefit of, and be binding upon the parties hereto and, in the case of the BC Transit, its successors and assigns. The Contractor can not assign the Contract or any part thereof without the prior written consent of the BC Transit.

3.23 CANCELLATION OF PROCESS

BC Transit reserves the right to cancel this Quotation Process at any time whenever BC Transit determines that such termination is in its best interest. BC Transit shall not be in any manner whatsoever responsible, liable or accountable for any costs, expenses, loss of profits, loss of opportunity or any other out of pocket expenses or economic losses of any Bidder resulting from BC Transit canceling this Invitation to Quote.

3.24 CANCELLATION OF CONTRACT

BC Transit reserves the right to cancel the contract at anytime during the performance of the contract subject to the failure of the BC Transit Board of Directors to approve capital funding, or whenever BC Transit determines that such termination is in its best interest. Upon notification the Contractor will immediately stop Work, place no further orders, terminate and/or place orders and sub-contracts on hold. BC Transit will only pay the Contractor for the value, as determined by BC Transit Authority, of all Work performed up to the date of termination. BC Transit shall not be in any manner whatsoever responsible, liable or accountable for any additional costs, expenses, loss of profits, loss of opportunity or any other out of pocket expenses or economic losses of the Contractor resulting from BC Transit cancelling this contract. In addition, BC Transit shall not be liable for incidental or consequential, special, punitive, or exemplary damages of any kind, including but not limited to, loss of profit, or loss of business.

3.25 RESPONSIBILITY TO WORKMANSHIP

The Contractor shall warrant and guarantee that the work will be of professional quality which includes but is not limited to the standard ordinarily achieved by consultants' experiences in providing services similar to the Services outlined in this document.

3.26 SUB-CONTRACTING

Using a sub-Contractor (who must be clearly identified in the submission) is acceptable. This includes a joint submission by two Bidders having no formal corporate links. However, in this case, one of these Bidders must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the submission.

- a) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in BC Transit's opinion give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Invitation to Quote.

- b) Where applicable, the names of approved sub-Contractors listed in the quote will be included in the Contract. No additional sub-Contractors will be added or other changes made, to this list in the Contract without the written consent of BC Transit.

3.27 FORCE MAJEURE

BC Transit reserves the right to terminate this Agreement at any time without penalty by notice in writing of any event or circumstance beyond the control of BC Transit, including without limitation, a strike, lockout or other labour dispute involving the employees or others, shortage of labour or material, riot, war, civil commotion, fire, flood, earthquake or other act of God, which prevents or is likely to prevent BC Transit from performing its obligations hereunder, or if the operations of BC Transit are disrupted or threatened to be disrupted by strike or other labour dispute, whether legal or illegal, involving the employees or agents of BC Transit having entered into this Agreement.

4.0 OVERVIEW AND REQUIREMENTS

4.1 BACKGROUND

BC Transit is a Crown Corporation of the Province of British Columbia responsible for coordinating the delivery of transit services in the Province outside the Greater Vancouver area. Its mandate includes planning, funding, marketing, constructing and operating, either directly or indirectly, the Victoria Regional Transit System and 83 local transit systems in communities throughout the province. BC Transit owns and manages a fleet of over 950 buses and is responsible for the maintenance of these buses at each of its facilities.

BC Transit is responsible for the procurement of Service Vehicles to all the transit systems throughout the province of British Columbia outside the Greater Vancouver area. The vehicles will support buses in the Greater Victoria area.

Four (4) of the five (5) existing *Transit Supervisor (TS)* vehicles are leased, with three (3) of the leases expiring in April 2011 and one (1) in March 2012. One (1) of the TS vehicles is owned by BC Transit. As an Operational requirement, one (1) additional vehicle will be added to the five (5) vehicles all ready in the fleet. The leased vehicles mentioned will remain in use at BC Transit for other non revenue operational requirements.

4.2 OBJECTIVE

As part of the provincial government climate action plan, BC Transit will be required to meet carbon neutrality by 2010. BC Transit currently operates five (5) hybrid vehicles in its non revenue fleet.

BC Transit is looking to support the Province's climate action objectives by reducing carbon emissions from the TS Vehicles and aids in achieving carbon neutral status for BC Transit non-revenue fleet.

Establish a GHG emissions measurement and reporting system for BC Transit's operations and meet carbon neutral status by 2010 by Replacement of the TS vehicles with a hybrid option will help BC Transit meet the carbon neutrality objectives set by the provincial government.

4.3 REQUIREMENTS

To keep with the objective of lowering emissions in its non revenue fleet BC Transit is looking to replace the existing five (5) of its non revenue TS vehicles with hybrid vehicles. BC Transit requires six (6) new TS vehicles in total which will operate out of the Victoria Transit Centre (VTC) and the Langford Transit Centre (LTC). These vehicles need to meet a diverse and varied set of operational requirements. The Chief TS and TS staff was consulted and the most important features in a vehicle that allow the operational requirements to be met were identified as follows:

- Large cargo capacity: TS vehicles are to carry around spill response materials, first aid materials, temporary bus top signs, road salt, etc. The TS vehicles are often the first vehicles on the scene of spills, accidents, buses stuck in snow, etc.
- Heavy duty electrical system: TS vehicles are equipped with a light bar, radio and mobile computer. The load on the electrical system is quite substantial, if the vehicle electrical system is not powerful enough, the batteries will be depleted quickly and replaced often.
- Ground clearance: The TS are periodically required to respond to and dig out buses stuck in snow. It is thus of great importance that a TS vehicle have the ability to get to a stuck bus.

- Ergonomics: As the TS vehicles are used as mobile workspaces, vehicle ergonomics are important. Comfortable driver's seats and good headroom are important as is good visibility. Easy ingress and egress of the vehicle is important, as is a low cargo loading height.

BC Transit's preference is for a **Front Wheel Drive (FWD) Ford Escape Hybrid 2010**. BC Transit has reviewed and examined what is in the market today that suits the operational requirements of a TS vehicle. These vehicles need to meet a diverse and varied set of operational requirements.

The ability of the FWD Ford Escape Hybrid to automatically shut the engine off when the vehicle is idling will allow for significant reductions in fuel consumption as the TS vehicle duty cycle involves a large amount of idling. The FWD Ford Escape Hybrid powers the 12V electrical system from the high voltage hybrid battery through a DC-DC converter and thus would have no issues powering all the required electrical accessories (light bar, radio, and mobile computer).

None of the hybrid sedans available on the market have enough cargo space to carry the equipment and supplies required for TS duties, and are thus not considered to be suitable. The other Hybrid SUVs on the market are either mild hybrids, which will only shut the engine off if the brake pedal is depressed or have larger engines than the FWD Ford Escape Hybrid. The FWD Ford Escape Hybrid is believed to provide the best combination of operational suitability and environmental benefit, at a lower cost, and is thus the choice for purchase as a TS Vehicle.

In addition to the vehicle operational requirements BC Transit requires the following:

- a) A comprehensive vehicle maintenance package should cover a minimum of 160,000 kilometers (km) per vehicle. The maintenance package for each vehicle **must** be honored at any Ford dealership in Capital Regional District of British Columbia. The maintenance package **must** cover the manufacturer recommended maintenance services, including but not limited to the following normal wear items:
 - Brake pads and linings
 - Brake rotors
 - Engine belts and hoses
 - Light bulbs
 - Shock absorbers
 - Spark plugs
 - Wiper blades
 - b) A vehicle will be required for viewing from the successful Bidder in order for BC Transit to prepare for customizing of operational equipment. The location for viewing will be at BC Transit location at 665 Garbally Road, Victoria, BC.
 - c) BC Transit has five (5) vehicles currently available as a trade-in option for this ITQ. Bidders are required to submit trade-in value for each vehicle on the Quote form provided (see attachment). BC Transit reserves the right to accept or reject Bidders trade-in value for use as a trade-in towards FWD Ford Escape Hybrid (**see appendix C for list of vehicles**). If BC Transit accepts to trade in the vehicles in **Appendix C** with the successful Bidder it will be the successful Bidders responsibility to collect the vehicles. Vehicles will be made available for viewing on **November 20 & 23, 2009** by appointment only. Contact Nancy Broydell for appointments (250) 995-5721.
 - d) It is desired by BC Transit to have the delivery by the end of February 2009. Only new vehicles will be considered. If the vehicles are not factory ordered state odometer reading.
-

4.4 SPECIFICATIONS FOR FWD FORD ESCAPE HYBRID:

BC Transit requires six (6) FWD Ford Escape Hybrids as per the Ford Canada standard specifications of this type. Vehicles **must** be supplied with a roof rack and **must** be Oxford white in colour.

BC Transit may include the following options:

- Headache Rack to be added to the FWD Ford Escape Hybrid
- Supplying each vehicle with Nokian WRG2 SUV tires installed

Bidders to quote on the **options** separate from the requirements and specifications above.

4.5 PRICING REQUIREMENTS

All prices will be in Canadian Dollars exclusive of any applicable taxes. Any freight, duties and brokerage will be included in the price.

4.6 DELIVERY

The delivery will be to BC Transit, 665 Garbally Road, Victoria, BC, V8T 2K2. The vehicles will be delivered completed and in road-ready trim.

4.7 INVOICING

A 10% hold back will apply to all invoices and will be payable on final acceptance. Final acceptance will happen after delivery and one week of stand alone, uninterrupted, fully functional service of the vehicles.

4.8 RESPONSE FORMAT

In order for your quote to receive the fullest evaluation, the Bidders should follow the response format:

Cover Letter: Similar to that found in **Appendix B**, signed by the person authorized to sign on behalf of the Bidder's company.

Title Page: Company profile including company name, company address, contact's name, contact's number, and proof of viable operation, established and doing business for a period of no less than 5 years.

Quote Sheet: Complete and attach Quote sheet documents provided (**see Attachment 1**) and a copy of original ITQ with Bidder's initials. Missing information on the quote sheets may reflect on Bidders scoring.

Supporting Qualifications: WCB (Worksafe BC) registration, years in business, minimum of three (3) current references with phone numbers and contact names with similar products have been purchased and installed and proof of insurance.

5.0 MANDATORY AND EVALUATION CRITERIA

BC Transit reserves the right, in its sole discretion, to award to any Contractor deemed to provide the BEST VALUE to BC Transit. BC Transit shall not be bound, implied or otherwise, to award this contract to the lowest priced and/or any qualified Contractor. BC Transit will determine BEST VALUE by evaluating qualified submissions with the following attributes.

The criteria below will be used to evaluate the quotes received. It is BC Transit's intent to enter into a contract with the Bidder with highest overall score.

5.1 MANDATORY REQUIREMENTS

The following are mandatory requirements. Proposals not clearly demonstrating that they meet these requirements will receive no further consideration during the evaluation process.

- Closing date and time Wednesday, **December 2, 2009 2:00:59 pm Pacific Time.**
- Envelopes must clearly identify the ITQ number, title and name of the Contact Person.
- The proposal **must** be in English and must not be sent by facsimile or email.
- Vehicle color **must** be Oxford White.
- Vehicles quoted on **must** be a FWD Ford Escape Hybrid FWD 2010.
- The maintenance package for each vehicle **must** be honored at any Ford dealership in Capital Regional District of British Columbia.
- The maintenance package **must** cover the manufacturer recommended maintenance services, including but not limited to the normal wear items

5.2 EVALUATION CRITERIA

Quotes will be evaluated using the following methodology:

Criteria	Max Points	Min Score
Section A -Technical Requirements	30	70%
Section B - Support	15	70%
Section C - Delivery	10	70%
Section D - Price	45	

Bidders **must** achieve a minimum of 70% of the point value allocated to categories A to C in order to have their Price module evaluated. Quotes not reaching the minimum score will receive no further consideration. After the technical evaluation is completed the Evaluation Committee will review the pricing component and adjust the evaluation ranking.

5.3 EVALUATION INTERVIEWS

BC Transit reserves the right to interview any Bidder during the evaluation and incorporate the results of interviews into the evaluation. BC Transit may require short listed bidders to provide a presentation. Reasonable notice will be given with more details on the presentation requirement. At the request of BC Transit, a Bidder will travel to Victoria, B.C. and meet with BC Transit representatives at no additional cost to BC Transit.

5.4 EVALUATION COMMITTEE

Evaluation of quotes will be by a committee constituted by BC Transit staff and/or their agents. After the technical evaluation is completed the Evaluation Committee will review the pricing component and adjust the evaluation ranking.

APPENDIX A: ITQ ACKNOWLEDGEMENT FORM

Invitation to Quote 09-20 Transit Supervisor Vehicles

Closing Date: Wednesday, December 2, 2009 2:00:59 pm Pacific Time

Please complete this form and return it no later than Thursday, November 17, 2009.
(Fax preferred):

Attention: Nancy Broydell, Purchasing Agent
BC Transit
Address: 520 Gorge Road East
PO Box 610
Victoria, BC V8W 2P3
Phone: (250) 995-5721
Fax: (250) 995-5640
Email (as appropriate) nancy_broydell@bctransit.com

In order to receive any additional information regarding this ITQ (e.g. amendments & additional information, etc.), please complete this form & return by fax / email (as applicable) to the ITQ contact person.

COMPANY NAME: _____
ADDRESS: _____

CONTACT PERSON: _____
POSITION: _____
PHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

Check appropriate response below:

I authorize BC Transit to send further correspondence (if unable to fax or email) relevant to this ITQ that is deemed to be of an urgent nature by the following method:

- ☐ Courier collect: courier name and acct no. _____
- ☐ Mail: _____

Date: _____ Signature: _____

APPENDIX B: COVERING LETTER

Letterhead or Supplier Name and Address

Date

Dear Sir/Madam

Subject: Invitation for Quotation Name and Number

The enclosed quote is submitted in response to the above referenced Invitation to Quote. Through submission of this quote we agree to all of the terms and conditions of the Invitation to Quote.

We have carefully read and examined the Invitation to Quote and have conducted such other investigations as were prudent and reasonable in preparing the quotation. We agree to be bound by statements and representations made in this quote and to any agreement resulting from this quote.

Yours truly,

Signature

Name: _____

Title: _____

Legal Name of Bidder

APPENDIX C: POTENTIAL TRADE-IN VEHICLES

Description	Current Mileage (Km)	Vehicle Use	Serial Number
1998 Plymouth Brown Voyager	164,296	Operations pool vehicle	2P4GP44R4WR782176
1990 Dodge White Van	119,253	Stockroom parts delivery vehicle	2B7HB21Y9LK733292
2001 Dodge Caravan	110,117	Security department pool vehicle	1B4GP25R31B124652
2003 Dodge Caravan	184,661	Langford maintenance shop pool vehicle	1D4GP25R73B139213
2006 Dodge Caravan	129,748	Transit Supervisor vehicle	1D4GP25R16B603522