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City of Salmon Arm  
Public Works Department

Request for Proposal For  
the Supply of Two (2) Plug-In Hybrid Sport Utility  
Vehicles

Sealed proposals for the Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles will be received at the office of the City of Salmon Arm Public Works Department until to the Closing Date, **4:00pm Friday, February 27, 2026**. Proposals shall be addressed to (in accordance with Schedule 5 attached hereto and forming part of this RFP):

City of Salmon Arm Public Works Department  
Box 40  
Salmon Arm, BC  
V1E 4N2

Attention: Corey Harris, Supervisor Fleet & Facilities  
Telephone: 250.803.4079  
[charris@salmonarm.ca](mailto:charris@salmonarm.ca)

## Table of Contents

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Introduction .....	3
Proposal Details.....	3
Required Vendor Responses .....	5
Proposal Preparation and Submission .....	5
Evaluation of Proposals .....	7
Closing Date .....	9
Timeline of Events .....	9
Award of Contract .....	9
Confidentiality of Proposals.....	9
General Conditions .....	9
Response Forms.....	14
Schedule 1 - Vendor Confirmation Form.....	15
Schedule 2 - Vendor Declaration Form .....	16
Schedule 3 - Vendor Commitment Form .....	17
Schedule 4 - SUV Specifications .....	18
Schedule 5 - Quotation Sheet .....	18
Schedule 6 – Proposal Submission Label .....	19

## Introduction

The City of Salmon Arm Public Works Department (City) will accept sealed proposals from qualified Vendors for the supply and delivery of Two (2) Plug-In Hybrid Sport Utility Vehicles (hereinafter referred to as SUV'S) for the City of Salmon Arm Public Works Department.

Details of construction and materials, not otherwise specified are left to the discretion of the Vendor, who shall be solely responsible for the design and construction of all features.

The specifications outlined in this RFP are to be considered as desirable and any changes to the specifications noted herein must be fully documented. Incomplete or vague proposals will not be considered.

All proposals must be accompanied by the SUVS specifications which will enable the City to determine the layout and dimensions of the SUV including photograph.

### Confidentiality of Information

All information contained in this RFP is strictly confidential and must only be used by the Vendor for the purposes of responding to the City with respect to this RFP. No portion of this document is to be copied, distributed or used, in whole or in part, without the express written permission of the City, and you agree to return this complete document in its entirety upon request. Please return this document if you are not in agreement with these terms.

### Customer Profile

The City is situated on Shuswap Lake in the central interior of British Columbia. With a year round population base of 17,500 people spread out of 18,000+ hectares. The City has approximately one hundred (100) full time staff with forty-five (45) seasonal and part time. The City operates from three (3) main locations: City Hall, Fire Hall No. 3 and Public Works. Satellite operations are located at the Shuswap (Salmon Arm) Regional Airport, RCMP Detachment, SASCU Recreation Centre, Shaw Centre, Water Treatment Plant and the Water Pollution Control Centre.

## Proposal Details

### Scope of Request

#### Sport Utility Vehicles

Notwithstanding any other requirements, the SUV'S shall meet the requirements contained in the Canadian Motor Vehicle Safety Standards (CMVSS), and all applicable regulations and requirements from the authority having jurisdiction.

The SUV'S will be used by Public Works supervisory staff moving to and from job sites and by building officials while performing inspection services. The SUV must be plug-in hybrid vehicles powered by gasoline.

### Safety Requirements

The Vendor shall meet all Provincial and Federal safety standards and laws that are in effect on the date the proposal is submitted for the SUV'S being proposed and for the particular use for

which the SUVS are intended.

#### **Warranty**

Detailed warranties must be outlined for the SUVS proposed by the Vendor.

#### **Fuel Consumption**

The SUVS fuel consumption may be taken into consideration during the evaluation process and consequently details associated with same must be included in the Vendor's proposal.

#### **Documentation**

The Vendor shall provide the following information and applicable documents:

- a. Source of service and technical information;
- b. Parts and replacement information;
- c. Recommended service procedures;
- d. Instructions regarding the frequency and procedure for recommended maintenance;
- e. Manufacturer's name and address;
- f. Manufacturer and model;
- g. Front tire size and total rated capacity in pounds (kg);
- h. Rear tire size and total rated capacity in pounds (kg);
- i. Engine make, model, rated horsepower and related speed;
- j. Type of fuel and fuel tank capacity;

The Vendor shall supply at the time of delivery the Owners' Manual complete with operational and service information.

#### **SUV Specifications**

The SUVS must meet the specifications outlined on Schedule 4 – SUV Specifications attached hereto and forming part of this RFP. Schedule 4 – SUV Specifications must be completed and submitted with the Vendor's proposal.

## **Required Vendor Responses**

#### **Vendor Profile**

Provide an overview of your Company and the depth of services offered including the following information:

- Number of years in business;
- Number of years in Canada;
- Number of Local Government customers where the Vendor has provided similar product; and

#### **References**

Please provide a list of three (3) business references as they relate to this type of proposal.

## Schedule and Delivery Timeline

Provide a detailed timeline for delivery of the SUV. The City understands that firm details will not be available until the SUVS Contract is awarded; however, a draft plan is required. It is anticipated that the Contract will be awarded in March 2026.

## Cost Summary

The Vendor must provide a detailed summary of all costs on an itemized basis for delivery at Salmon Arm, BC. The final total must be inclusive of all insurance, freight, cartage, shipping charges, travel and accommodation costs, off loading, tariffs, custom duties, and any other applicable rates and charges.

## Proposal Preparation and Submission

Vendors must conform to the instructions given within this RFP regarding the preparation and submission of proposals.

One copy of the proposal document, enclosed in a sealed, return-addressed envelope (in accordance with Schedule 5 attached hereto and forming part of this RFP), clearly marked with the proposal name, should be submitted to the City, and it is the sole responsibility of the Vendor to deliver the proposal to the City before the Closing Date of **4:00pm, Friday, February 27, 2026**.

**EMAILED SUBMISSIONS ARE ALLOWED, emailed to charris@salmonarm.ca**

### Proposal Format

All proposals should be arranged as follows:

#### Title Page:

Reflect the RFP name, closing date and time, Vendor's name, address, telephone and facsimile number, email address and contact person.

#### Letter of Introduction:

A Summary introducing the Vendor and signed by persons authorized to commit and bind the Vendor to statements made in response to this RFP.

#### Table of Contents:

Include page numbers.

#### Executive Summary:

A short one (1) summary of the key features of the proposal.

#### Company Profile:

A short overview of the Vendor, its history and its future, including its continued ability to supply product and services given technological advancements. An outline of the scope of services the Vendor provides.

#### Project Experience:

An overview of projects of similar scope that the Vendor has completed.

#### Implementation Plan:

Your schedule and delivery timeline plan.

#### Required Vendor Response:

Responses to this RFP, together with any and all other options or alternatives offered. Within this section, the Vendor must include price schedules and Vendor Commitment Forms. Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

contained in the Schedules attached hereto and forming part of this RFP. Include in this section, all other contractual documents that form part of the Vendor's response.

### **Vendor Forms - Confirmation and Declaration**

Vendors must complete the Schedule 1 - Vendor Confirmation Form and Schedule 2 - Vendor Declaration Form attached hereto and forming part of this RFP and return them to the City as soon as the Vendor has determined that it will be responding to this RFP.

Any subsequent information regarding the RFP will be directed only to those who have registered their intention to submit a proposal through a Vendor Confirmation Form.

### **Questions or Requests for Additional Information**

It is the Vendor's responsibility to ensure that it seeks clarification on any matter relating to this RFP.

Requests for clarification must be made prior to **Wednesday, February 25, 2026** in writing or by email to:

Corey Harris, Supervisor Fleet & Facilities  
City of Salmon Arm Public Works Department  
Box 40, Salmon Arm, BC  
V1E 4N2  
Phone: (250)803.4079  
E-mail: [charris@salmonarm.ca](mailto:charris@salmonarm.ca)

Any questions submitted, which in the City's discretion may affect the content of the RFP, will be answered by email to all registered Vendors.

It is the responsibility of the Vendor to thoroughly examine these documents and satisfy themselves as to the full requirements of this RFP.

The City may issue written addenda up to **Wednesday, February 25, 2026** and will make every effort to ensure that all Vendors receive all addenda; however it is the responsibility of the Vendor to ensure that all addenda is received before the Closing Time.

The City accepts no responsibility for any information provided by its employees or agents that is not given in writing in accordance with this section. Vendors are cautioned not to seek or rely on any such information.

## **Evaluation of Proposals**

### **Evaluation Process**

The City, through the development and distribution of this RFP document, is requesting that all interested Vendors submit sealed proposals for the supply of Two (2) Hybrid Sport Utility Vehicles.

All proposals will be opened and evaluated by the City. Following the evaluation of all proposals by the City, a short list of qualified Vendors may be established. This list will be comprised of Vendors who are deemed to be fully capable of fulfilling the needs of the City,

and whose proposals offer, or appear to offer, the most favorable terms and the best value to the City.

The City may pursue negotiations with those short listed Vendors to ensure that the proposed product and services meet the needs of the City, in search of the best possible value and supply Contract for the City.

The City requires that any representative put forward as an authorized representative for the Vendor to negotiate changes to the Vendor's RFP submission, have the capacity and legal corporate authority to negotiate changes, and to bind the Vendor to changes throughout the duration of the Contract resulting from this RPF process.

Upon completion of the negotiation process, it is the intention of the City to award a Contract to a specific Vendor for the supply of the SUV'S.

The Contract governing the award shall be comprised of this RFP document, the successful Vendor's response (i.e. proposal) to this RFP document, and any and all correspondence documenting changes to, or modifications of, the successful Vendor's proposal.

The City may, prior to Contract award, negotiate changes to the scope of the work, the materials, the specifications or any conditions with any one (1) or more of the Vendors without having any duty or obligation to advise any other Vendors or to allow them to vary their proposal prices as a result of changes to the scope of work, the materials, the specifications, or any conditions, and the City shall have no liability to any other Vendor as a result of such negotiations or modifications.

The City may after the Contract award, negotiate changes to the scope of the work, the materials, the specifications or any conditions with the successful Vendor without having any duty or obligation to advise any other Vendors or allow to allow them to vary their proposal prices as a result of changes to the scope of work, the materials, the specifications, or any conditions, and the City shall have no liability to any other Vendor as a result of such negotiations or modifications.

The award of any Contract shall be based on the evaluation of the proposals by the City on any basis the City deems will best serve its interests.

Vendors should be aware that all proposals will be evaluated in light of the following general criteria, which is not listed in order of importance. This list is not exhaustive.

The City may take other factors into account that in their sole discretion are relevant to the best fulfillment of any Contract which may result from the RFP process.

- Proposal is received before the RFP Closing Date and Time and is formatted according to the RFP requirements;
- Reputation, knowledge and experience of the Vendor in Local Government vehicle procurement programs;
- Technical credibility, financial resources and environmental responsibility of the Vendor;
- Schedule and delivery timeline;
- Understanding of, and support for, the City's objectives as outlined in this RFP;
- Long term financial stability of firm;
- References;
- Assured source of products;

- Quality of service;
- Service capability, including quality guarantees and warranties;
- Professional reputation and management;
- Overall cost impact of the proposal including the all applicable taxes, delivery charges, etc. to the prices quoted;
- Best value to the City based on quality, service, price and any criteria set out herein based solely on the City's assessment of the proposal; and
- Fuel consumption may be taken into consideration during the evaluation process and consequently details associated with same must be included in the Vendor's proposal.

Where the City determines that any Vendor's prices are too high, the Vendor's proposal will be rejected.

The City may award the Contract on the basis of policies and preferences not stated in the RFP package or otherwise than as stated in the RFP documents.

Guidelines or policies that may be applicable shall not give rise to legal rights on the part of any contractor, subcontractor, or others as against the City and shall in no case create any liability on the part of the City.

Vendors who submit proposals may, at the option of the City, be required to make individual presentations to assist in the evaluation process. The City assumes no obligation to provide an opportunity for any individual presentation by any particular Vendor, and may select a successful Vendor without presentations from others.

Vendors are notified that the lowest or any proposal may not necessarily be accepted, and the City reserves the right to reject any and all proposals at any time without further explanation or to accept any proposal considered advantageous to the City. Acceptance of any proposal is contingent on funds being approved by Council or such other municipal bodies and/or departments responsible, and the Contract award being made by the City. Proposals which contain qualifying conditions or otherwise fail to conform to these RFP documents may be disqualified or rejected. The City may waive any noncompliance with the RFP documents, the specifications, or any conditions, including the timing of delivery of anything required by or under the terms and conditions of this RFP, and may at its sole discretion elect to retain for consideration proposals which are non-conforming because they do not contain the content or form required by the RFP documents, or because they have not complied with the process for submission set out herein.

## Closing Date

Sealed proposals, signed by the Vendor's authorized representative, will be received by the City until the Closing Date, **4:00pm Friday, February 27, 2026**.

Faxed proposals will not be accepted.

## Timeline of Events

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and sequence of events resulting from this RFP may vary and shall ultimately be determined by the City.

Activity Description	Anticipated Timeline
Request for Proposal Issued	January 26, 2026
Written Addendum Deadline	February 25, 2026
Request for Proposal - Closing Date	February 27, 2026
Anticipated Award of Contract	March 23, 2026

## Award of Contract

The award of the supply of a Hybrid Sport Utility Vehicle Contract will be based on the information submitted in the proposals received and any negotiated items identified thereafter. The City reserves the right to work with the successful Vendor to modify any of the components outlined in this RFP that are agreeable to all parties.

## Confidentiality of Proposals

The City is bound by the provisions of *the Freedom of Information and Protection of Privacy Act* (Act). All Vendors submitting a proposal pursuant to this RFP are advised that such submissions will be treated as public documents and the contents of the same may be disclosed upon written request, pursuant to the Act. The City requests that the Vendor identify information in their proposal that would reveal trade secrets, commercial, financial, or technical information that is supplied implicitly or explicitly in confidence as per Section 21(1) of the Act.

## General Conditions

### Acceptance of Proposal

The City reserves the right to accept, amend or reject any or all proposals received. The City is under no obligation to proceed with the RFP and, should it decide to abandon same, it may do so, at any time, or enter into any discussions or negotiations with any party for the provision of such services. Proposals, which contain qualifying conditions or otherwise fail to confirm to these RFP documents may be disqualified or rejected.

### Acceptance Period for Proposals

All proposals received as a result of this RFP must be open for acceptance for a period of ninety [90] days from the Closing Date.

### Proposal Commitment

The RFP and the proposal of the successful Vendor will become part of any Contract awarded as a result of this RFP. Each Vendor must confirm their understanding and agreement to this general condition and will, by signing Schedule 3 - Vendor Commitment Form attached hereto and forming part of this RFP.

### Proposals

Proposals may be withdrawn by written notice only, provided such notice is received by the City prior to the time set for the opening of the proposals.

Proposals should be prepared simply and economically. Vendors may include any additional data or information deemed pertinent. All material contained in the proposal must be clearly legible.

All prices and notations must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto, and

initialled in ink by the proper signing officer of the Vendor. In the case of a mistake in extension of price, unit prices will govern.

Proposals shall be based on material contained in this RFP. The Vendor shall disregard any draft material and/or any oral representations.

### **Request for Proposal Document**

All information submitted in response to this RFP becomes the property of the City and will not be returned.

Any dispute arising under this RFP or any Contract resulting from this RFP shall be resolved according to the laws of the Province of British Columbia.

Any Vendor who finds any uncertainties, discrepancies, errors or omissions within any part of this RFP shall notify the City in writing addressed to the City of Salmon Arm (Attention: Corey Harris, Supervisor Fleet & Facilities) at PO Box 40 Salmon Arm, BC V1E 4N2. Such notification does not obligate the City to make changes, but if the City deems that changes are desirable all Vendors registered will be notified in writing.

### **Contract**

The City may, by notice of default to the successful Vendor, terminate the whole or any part of this Contract if the successful Vendor fails to make delivery of the supplies or services, or to perform any other provisions of this Contract, within the time specified.

In the event that City terminates this Contract in whole or in part as noted in the above paragraph, the City may procure the supplies or services similar to those so terminated from other parties.

The City reserves the right to give fourteen (14) days notice to the successful Vendor to cancel all or part of the Contract in the event of a failure on the part of the successful Vendor to meet the terms and conditions of the Contract.

The successful Vendor shall keep all directly or indirectly related RFP information under its personal control. The successful Vendor shall not, without the consent in writing from the City, assign or transfer the Contract or any part thereof.

### **Time Shall be of the Essence**

Time shall be of the essence in this RFP or any Contract resulting from this RFP.

### **No Binding Contract**

Submission of a response and its subsequent receipt by the City does not represent a commitment on the part of the City to proceed further in negotiating with the Vendor.

The City may, after reviewing the proposals received, enter into discussions with one (1) or more of the Vendors, without such discussions in any way creating a binding contract between the City and any such Vendor. There will be no binding contract with the City until a formal, written contract has been negotiated with a Vendor and approved by the City.

### **No Assignment of Proposal**

The Vendor will not assign its proposal or any rights in respect of the same to any other party. Such an assignment or purported assignment will immediately invalidate the submissions.

### **Proposal Preparation Cost**

The Vendor acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities

incurred by the Vendor as a result of, or arising out of, submitting a proposal for the proposed Contract, or due to the City's acceptance or non-acceptance of their proposal, or any breach by the City of the bid Contract between the City and each of the Vendors arising out of any Contract award not made in accordance with the express or implied terms of the RFP documents.

The Vendor will assume all costs incurred in providing responses to this RFP and for providing any additional information required by the City to facilitate the evaluation process. The City reserves the right to discontinue the RFP process at any time, and makes no commitments, implied or otherwise, that this process will result in a business transaction with one (1) or more Vendors.

### **Canadian Currency**

All monetary references in this proposal must be in Canadian currency.

### **Notice**

Any notice required to be given in this RFP or any Agreement resulting from this RFP shall be deemed duly given to the City if sent by registered mail addressed to the City of Salmon Arm (Attention: Corey Harris, Supervisor Fleet & Facilities) at PO Box 40 Salmon Arm, BC V1E 4N2 and to the successful Vendor if sent by registered mail addressed to the successful Vendor at the address set forth in the Vendor's proposal.

### **Valid Authority**

All submissions must be signed by the Vendor and witnessed. Any Corporate Vendor must ensure that it's authorized signatory or signatories sign the proposal and that the Corporate is seal affixed.

### **Liability for Errors**

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

### **Indemnity**

The Vendor will indemnify and save harmless the City, its employees and agents from and against all claims, legal costs, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time 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 Vendor or by any servant, employee, officer, director or sub-contractor of the Vendor pursuant to the two (2) Hybrid Sport Utility Vehicles Contract.

The Successful Vendor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability resulting from this RFP circulation, submission, negotiation, contract or Contract award process or otherwise.

The successful Vendor shall be responsible for any and all damages or claims for injuries or accidents done or caused by the successful Vendor or any of its operations or employees, or from any failure, neglect or omission on the successful Vendor's part or on the part of its employees and/or agents, and covenants and agrees to hold the City harmless and indemnified from and against all such damages or claims for damage.

### **Worker's Compensation Board Requirements**

The successful Vendor must have a Worker's Compensation Board Registration Number be in Good Standing should the scope of services include any on-site work.

### **Codes, Regulations and Standards**

The Vendor shall obtain, at their expense, copies of all current codes, regulations and standard specifications of all authorities having jurisdiction and which have been referred to herein or that apply to the SUVS Contract.

### **Confidentiality of Information**

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

### **Request for Proposal Rejection**

The City reserves the right to waive informalities in or reject any or all submissions or accept the submission deemed most favourable in the interests of the City. Without limiting the generality of the foregoing, any submission, which is incomplete, obscure, irregular, has erasures or corrections in the price sheet, unit prices omitted, may be rejected. Awards shall be made on proposals that meet the criteria as stated in the Evaluation of Responses.

### **Insurance**

#### *General Public Liability Insurance*

The successful Vendor shall at its own expense carry general liability insurance that insures the Vendor's legal liability for error, omission or negligent act, to the extent of \$2,000,000.00 for each occurrence. The general liability insurance policies shall be available for inspection by the City at all times upon request. If the City, because of its particular circumstances or otherwise, desires to obtain further insurance to protect it against any risk beyond the coverage provided by such policies, the Vendor will cooperate with the City to obtain such insurance at the City's expense.

### **Additional Services and Extra Costs**

If the Vendor is required to perform additional services beyond the scope of the agreed upon terms, all requests for increasing the contract value and for change orders shall be supported with written detail and submitted to the City for written approval prior to any action taken. In no case, shall the City be obligated in any way to pay any additional costs for any reason without prior written approval from the City.

### **Vendor Acknowledgement**

The Vendor hereby acknowledges having examined this RFP and having full knowledge of the terms and conditions contained herein.

### **Security of Supply**

The City reserves the right to secure products and services from alternative sources in the event that the successful Vendor is unable to supply as agreed.

# Response Forms

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Request for Proposal  
For the Supply of Two (2)  
Plug-In Hybrid Sport Utility Vehicles

**CITY OF**  
**SALMON ARM**

Request for Proposal  
Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

**Schedule 1**  
**Vendor Confirmation Form**

COMPANY: \_\_\_\_\_

The aforementioned Organization would like the City of Salmon Arm to include us on the communication list for any addendums, changes, modifications, or adjustments issued for the RFP indicated above.

Direct all correspondence to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

**EMAIL THIS FORM TO:** [charris@salmonarm.ca](mailto:charris@salmonarm.ca)

City of Salmon Arm Public Works Department  
Box 40  
Salmon Arm, BC  
V1E 4N2

Attention: Corey Harris, Supervisor Fleet & Facilities  
Telephone: 250.803.4079  
[charris@salmonarm.ca](mailto:charris@salmonarm.ca)

Request for Proposal  
Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

**Schedule 2**  
**Vendor Declaration Form**

To: The City of Salmon Arm

I/ \_\_\_\_\_

\_\_\_\_\_  
(Title/Position)

of

\_\_\_\_\_  
(Name of Company)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3. FURTHER DECLARE that no employee of the City of Salmon Arm, or Member of Council and their families is, or will become interested directly or indirectly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived there from.
4. FURTHER DECLARE that the several matters stated in the said proposal are in all respects true.
5. FURTHER DECLARE that I/we have verified the requirements of the proposed work, and propose to enter into a Contract to do all of the work and to provide all of the labour and all materials mentioned and described or implied therein, under the provisions set forth and to accept in full payment there for the sums stated on thin this proposal.
6. AGREE that this proposal open for acceptance until the formal Contract is executed by the successful Vendor.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Witness (print)

\_\_\_\_\_  
Name of Authorized Officer (print)

DATED at \_\_\_\_\_, this \_\_\_\_\_ day \_\_\_\_\_, 2026.

Request for Proposal  
Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

**Schedule 3**  
**Vendor Commitment Form**

COMPANY: \_\_\_\_\_

To: The City of Salmon Arm

Provided that this proposal is accepted within ninety (90) calendar days from the Closing Date of the RFP for the Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles, the undersigned offers and agrees, on behalf of the Company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the Vendor's proposal, which shall together form the Contract. This proposal is valid and enforceable for a period of not less than ninety (90) days following the Closing Date of the RFP. In accordance with the terms, conditions, instructions and specifications, the undersigned agrees to supply products and services at the prices quoted.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Witness (print)

\_\_\_\_\_  
Name of Authorized Officer (print)

\_\_\_\_\_  
Title of Signing Officer (print)

DATED at \_\_\_\_\_, this \_\_\_\_\_ day \_\_\_\_\_, 2026.

Request for Proposal  
Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

**Schedule 4**  
**SUV Specifications**

<i>Specifications</i>	<i>Yes</i>	<i>No</i>
2026 Plug-In Hybrid SUV'S AWD <ul style="list-style-type: none"> <li>○ Short Wheel Base</li> <li>○ Full Size</li> <li>○ Minimum 60km electric driving range</li> </ul>	____	____
Four (4) Door	____	____
Automatic Transmission	____	____
Hybrid Engine	____	____
Air Conditioning	____	____
Carpet Flooring complete with full rubber mats	____	____
Power Windows and Power Locks	____	____
Rear Split Bench Seat	____	____
Bluetooth Capability	____	____
AM/FM Radio	____	____
Three (3) Sets of Keys	____	____
White in Color – Please provide colour sample	____	____
Estimated Delivery Date _____	____	____
Gross Vehicle Weight _____		
Extra Set of Winter Rims & Tires		
	____	____

## Request for Proposal

### Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

#### Schedule 5 SUV Quotation Sheet

**Vendor**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**City of Salmon Arm**

City's Representative: Corey Harris

Supervisor Fleet & Facilities

Address: PO Box 40 (100 – 30 Street SE)

Salmon Arm BC V1E 4N2

Telephone: 250-803-4079

Email: [charris@salmonarm.ca](mailto:charris@salmonarm.ca)

1. The Vendor offers to supply to the City of Salmon Arm the Unit for the price plus applicable taxes as follows:

Year, Make & Model: \_\_\_\_\_

All costs to meet the minimum Technical Specifications as outlined on Schedule 4 shall be included in the following delivered price(s).

**Two (2) Plug-In Hybrid SUV**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**OPTIONAL – Full EV Option**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Environmental Levy (Battery):**

\$ \_\_\_\_\_

**Tire Stewardship BC Levy:**

\$ \_\_\_\_\_

**Sub-Total** \$ \_\_\_\_\_

**Sub-Total** \_\_\_\_\_

\$ \_\_\_\_\_

**GST** \_\_\_\_\_

\$ \_\_\_\_\_

**PST** \_\_\_\_\_

\$ \_\_\_\_\_

**Total Quoted Price**

\$ \_\_\_\_\_

Request for Proposal  
Supply of Two (2) Plug-In Hybrid Sport Utility Vehicles

**Schedule 6  
Proposal Submission Label**

Insert Return Address here:

Request for Proposal to be returned to:

**City of Salmon Arm Public Works Department  
Attention: Corey Harris, Supervisor Fleet &  
Facilities  
Box 40  
Salmon Arm, B.C. V1E 4N2**

# **Request for Proposal**

## **For Supply of Two (2) Plug-In Hybrid Sport Utility Vehicle**

*This label must be attached to the front of the submission Envelope.*