

City of Coquitlam

Request for Proposals

RFP No. 24-005

City Centre Aquatic Complex Fitness
Area Heat Pump

TABLE OF CONTENTS

| | |
|--|-----------|
| KEY DATES..... | 3 |
| DEFINITIONS | 4 |
| 1. INSTRUCTIONS TO PROPONENTS | 5 |
| 1.1. Acknowledgement | 5 |
| 1.2. Purpose | 5 |
| 1.3. Proposal Submission..... | 5 |
| 1.4. Instructions to Proponents | 5 |
| 1.5. Prices..... | 5 |
| 1.6. Requested Departures..... | 5 |
| 1.7. Evaluation Criteria | 6 |
| 1.8. Eligibility | 7 |
| 1.9. Project Timeline | 8 |
| 2. GENERAL CONDITIONS OF CONTRACT | 9 |
| 2.1. Terms and Conditions of Contract..... | 9 |
| 2.2. Operations and Coordination of the Services | 9 |
| 2.3. Permits and Regulations..... | 9 |
| 2.4. Qualified Personnel..... | 9 |
| 2.5. On-Site Hazards | 9 |
| 3. SCOPE OF SERVICES..... | 10 |
| 3.1. Background | 10 |
| 3.2. Scope..... | 10 |
| 3.3. Protection of Public..... | 10 |
| 3.4. Hours of Work | 10 |
| 3.5. Clean Up..... | 10 |
| 3.6. Public Relations..... | 10 |
| 3.7. Site Acceptance Test..... | 10 |
| 3.8. Documentation..... | 11 |
| 3.9. Frequency of Invoicing..... | 11 |

Appendix A – Scope of Work

Appendix B – Mechanical Specifications

Appendix C –Drawings

Appendix D – Electrical

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

| | |
|---|---|
| RFP Issue Date | Tuesday, March 26, 2024 |
| Mandatory Site Visit – Date, Time & Location | Date: Tuesday, April 09, 2024. TIME: 10:00 AM PST LOCATION: 1210 Pinetree Way, Coquitlam, BC |
| Deadline for Questions | 2:00 PM (local time) Wednesday, April 10, 2024 |
| Deadline for Issuing Addenda | Friday, April 12, 2024 |
| Submission Deadline | 2:00 PM (local time) Tuesday, April 16, 2024 |

SUMMARY OF KEY INFORMATION

| | |
|---|--|
| RFP Reference | RFP No. 24-005 City Centre Aquatic Complex Fitness Area Heat Pump |
| Overview of the Opportunity | The purpose of this RFP is to invite Proposals from qualified and licenced firms for the supply and delivery and installation of City Centre Aquatic Complex Fitness Area Heat Pump . |
| Instructions for Proposal Submission | Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p> |
| Obtaining RFP Documents | RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents. |
| Instructions to Proponents | The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents |
| Questions | Send questions to: bid@coquitlam.ca referencing the RFP name and number. |
| Withdrawal of Submission | Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time. |
| Terms and Conditions of Contract | City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP. |

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“CCAC” City Centre Aquatic Complex;

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INSTRUCTIONS TO PROPONENTS

1.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḡə́ word kʷikʷə́łəm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́łəm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓ə́ciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified and licenced firms for the supply and delivery of **City Centre Aquatic Complex Fitness Area Heat Pump** as specified within this RFP document.

1.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.6. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically

consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

1.7. Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

| Proposal Evaluation Summary | Maximum Points to be Awarded |
|--|------------------------------|
| Corporate | 25 |
| Sustainable Benefits and Social Responsibility | 10 |
| Technical | 35 |
| Financial | 30 |
| Total | 100 |

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Schedule and Completion Date
- Test and Acceptance Plan
- Certified to install
- Warranty response time

Financial

- Price

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8. Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.9. Project Timeline

Estimated timelines for the project are:

Estimated Construction Start: August 26, 2024

Final Completion: October 5, 2024

Upon award, the work on this project shall progress until fully completed.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2. Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the Work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

2.3. Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

2.4. Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the Work in a manner that minimizes any inconvenience or nuisance to the public

2.5. On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

3. SCOPE OF SERVICES

3.1. Background

The City Centre Aquatic Complex is an indoor aquatic centre featuring an Olympic size swimming pool, wave pool and fitness centre. The facility areas will remain open during construction. [Learn more](#) about CCAC.

3.2. Scope

The Work includes, but is not limited to supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary to complete **City Centre Aquatic Complex Fitness Area Heat Pump**.

For further details, refer to:

- Appendix A – Scope of Work
- Appendix B – Mechanical Specifications
- Appendix C – Drawings
- Appendix D – Electrical

3.3. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss directly or indirectly related to activities pertaining to this project.

The Contractor shall promptly report to the City any safety incidents as they occur.

3.4. Hours of Work

Unless otherwise advised the Contractor shall carry out the Work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for Work outside of normal Working hours. The Contractor shall be responsible for obtaining any such permits.

3.5. Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the Work in a clean and tidy condition.

3.6. Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

3.7. Site Acceptance Test

Operation of all components to be demonstrated showing system is operational and functioning as per manufacturer specifications.

3.8. Documentation

Upon completion of installation and systems commissioning, the Contractor shall submit record documents for review. "As-Built" project record documents, including:

- a. Project Record Application Engineering Drawings shall include all BAS System
- b. Engineering Design Submittal with Drawings updated to reflect actual field conditions, architecture and execution

Operating & Maintenance (O&M) Manual, including:

- a. Operator's Manual with Manufacturers' complete operating instructions.

Programming Manual, including:

- a. All necessary system Administrator-Level passwords and/or required access credentials
- b. Complete Final Point Schedule

Final Bill of Material with all installed parts, manufacturers, manufacturers' part numbers and ordering information

Complete system database as functional at the conclusion of systems commissioning and functional testing including all graphics and images used by and/or created for BAS on electronic format as accepted by the City.

3.9. Frequency of Invoicing

Contractor to Invoice on a monthly basis for Work that has been completed up to date of invoice and not previously invoiced and paid.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-005

City Centre Aquatic Complex Fitness Area Heat Pump

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

| | |
|---------------------------------|--|
| Legal Name of Proponent | |
| Contact Person and Title | |
| Business Address | |
| Telephone | |
| Email Address | |

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

| Section | Requested Departure(s) / Alternative(s) |
|---------|---|
| | |

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

| Requirements – Requested Departure(s) / Alternate(s) / Addition(s) |
|--|
| |

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

| | |
|---|---|
| i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided: | WCB Registration Number: |
| ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form | Qualified Coordinator: Contact Number: |
| iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form | |
| iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application | |
| v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License | |

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

| |
|--|
| |
|--|

2. CORPORATE

| |
|---|
| a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary): |
| i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.): |
| |
| ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP: |
| |
| iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
| |
| iv. Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing: |
| |

| b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): | |
|---|----------------|
| Reference No. 1 | |
| Description of Contract | |
| Size and Scope | |
| Work Performed | |
| Start Date | |
| End Date | |
| Contract Value | |
| Project completed on budget | |
| Project completed on schedule | |
| Reference Information | Company |
| | Name: |
| | Phone Number: |
| | Email Address: |

| Reference No. 2 | |
|-------------------------------|----------------|
| Description of Contract | |
| Size and Scope | |
| Work Performed | |
| Start Date | |
| End Date | |
| Contract Value | |
| Project completed on budget | |
| Project completed on schedule | |
| Reference Information | Company |
| | Name: |
| | Phone Number: |
| | Email Address: |

| Reference No. 3 | |
|-------------------------------|----------------|
| Description of Contract | |
| Size and Scope | |
| Work Performed | |
| Start Date | |
| End Date | |
| Contract Value | |
| Project completed on budget | |
| Project completed on schedule | |
| Reference Information | Company |
| | Name: |
| | Phone Number: |
| | Email Address: |

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

| LINE ITEM | NAME | TITLE/POSITION | EXPERIENCE AND QUALIFICATIONS | YEARS WITH YOUR ORGANIZATION |
|-----------|------|----------------|-------------------------------|------------------------------|
| i. | | | | |
| ii. | | | | |
| iii. | | | | |
| iv. | | | | |

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1

| | |
|----------------------------------|----------------|
| Legal Name | |
| Trade/Services Performed | |
| Background and Experience | |
| Contact Information | Name: |
| | Phone Number: |
| | Email Address: |

Sub-Contractor No. 2

| | |
|----------------------------------|----------------|
| Legal Name | |
| Trade/Services Performed | |
| Background and Experience | |
| Contact Information | Name: |
| | Phone Number: |
| | Email Address: |

e) HEALTH AND SAFETY

I. Proponent to attach current [Work Safe BC Employer Report](#)

☐ **Yes**

☐ **No**

If no, explain:

II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

☐ **Yes**

☐ **No**

III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

☐ **Yes**

☐ **No**

We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:

3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

| |
|--|
| |
|--|

II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

| |
|--|
| |
|--|

III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

| |
|--|
| |
|--|

IV. What policies does your organization have to support reconciliation with indigenous peoples:

| |
|--|
| |
|--|

4. TECHNICAL

a) APPROACH and METHODOLOGY

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.

I. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

III. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

IV. Safety - Proponent is to state how they will address safety on the Work site.

b) COMPLETION DATE

I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **October 5, 2023**. This date will be an important consideration in the evaluation.

☐ Yes

☐ No

II. If Proponent has stated NO, please state date and explanation as to proposed completion date:

c) WARRANTY - Proponent is to state:

I. Warranty duration:

II. State warranty terms (use space below and/or attach additional information to your Proposal):

d) SITE ACCEPTANCE TEST (SAT)

Attached how you will perform the SAT and final sign off.

☐ Yes

☐ No

e) TEST AND ACCEPTANCE TEST - Attached how you will perform the test and acceptance.

☐ Yes

☐ No

f) CERTIFIED TO INSTALL - Attached certification from original equipment manufacturer you are certified to install the product(s).

☐ Yes

☐ No

g) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:

Non-Emergency Call Out:

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

| ITEM | SCOPE OF WORK | Unit of Measure | PRICE (exclude GST) |
|-------|--|-----------------|---------------------|
| i. | City Centre Aquatic Complex Area Heat Pump | Lot | \$ |
| ii. | Other not Listed: | | \$ |
| iii. | Other not Listed: | | \$ |
| Total | | | \$ |

Attention Purchasing Manager:

- 6. I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
- 7. I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
- 8. I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
- 9. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

| Addendum No. | Date Issued |
|--------------|-------------|
| | |
| | |
| | |

This Proposal is submitted this ____day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

| | |
|---|----|
| Name of Proponent | |
| Signature(s) of Authorized Signatory(ies) | 1. |
| | 2. |
| Print Name(s) and Position(s) of Authorized Signatory(ies) | 1. |
| | 2. |