

City of Coquitlam

Request for Proposals

RFP No. 23-053

Tree Watering Services

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PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-053 Tree Watering Services
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Tree Watering Services
Closing Date and Time	2:00 pm local time Friday, May 26, 2023
Instructions for Proposal Submission	<p>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</p> <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	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	<p>The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents</p>
Questions	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca</p> <p>Questions received after that time may not receive a response.</p>
Addenda	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	<p>Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p>
Terms and Conditions of Contract	<p>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.</p>

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.

“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 hən̓q̓əmin̓əm̓ word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City requests Proposals from qualified, experienced companies for the provision of **Tree Watering Services** (the ‘**Services**’) as outlined in **Section 3 – Scope of Services**.

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.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party’s network or email program, and the City will not be liable for any damages associated with submissions not received.

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

1.5 Prices

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

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	40
Sustainable Benefits and Social Responsibility	10
Technical	25
Financial	25
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
- References
- Key personnel
- Health and Safety
- Value added benefits

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
- Safety
- Equipment and Resources

Financial

- Financial offer
- Labour Rates and Equipment Rates
- Value Added / Sustainable benefits

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](#)

1.9 Term

The initial term of the Contract is one (1) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

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 Identification of Employees

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on City premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.

3 SCOPE OF SERVICES

3.1 Scope

The Contractor shall provide and pay for all materials, supplies, tools, equipment, labour, transportation, fuel and all that is required for the provision of the Tree Watering Services as further described in this RFP.

a) Caliper Trees

The City has provided three Scope of Services for Caliper Trees work. Proponents are to provide pricing for Scope A, B and C. The City will determine which scope for Caliper Trees provides best value to the City as determined by the evaluation process.

i. Scope A

Installation and removal of the watering bags will be the responsibility of the Contractor. Services consist of initial installation of the watering bags, maintenance (i.e. replacement of damaged bags), removal of watering bags, and tree watering at the frequencies stated in Section 3.2.

The Contractor is responsible to notify the City of any damaged bags and to replace the damaged bags during the course of the Services.

Watering bags will be provided at the beginning of the Contract by the City to the Contractor as and when required to perform the Services. The Contractor will return unused bags to the City for storage at the end of the Term.

The fifteen (15) gallon or fifty-seven (57) litre Treegator watering bags installed on each caliper street on the watering list must be completely filled during each watering cycle.

ii. Scope B

Installation and removal of the watering bags will be the responsibility of the City. Services consist of tree watering at the frequencies stated in Section 3.2 and maintenance and replacement of the watering bags as required.

The Contractor is responsible to notify the City of any damaged bags and to replace the damaged bags during the course of the Services.

Watering bags will be provided by the City to the Contractor as and when required to perform the Services. The Contractor will return unused bags to the City for storage at the end of the Term.

The fifteen (15) gallon or fifty-seven (57) litre Treegator watering bags installed on each caliper street on the watering list must be completely filled during each watering cycle.

iii. Scope C

Services consist of tree watering at the frequencies stated in Section 3.2 using an irrigation probe. This method must deliver a minimum of fifteen (15) gallons or fifty-

seven (57) litres of water total per tree, applied in no less than four different locations around the tree approximately equal distance apart.

b) Restoration and Encroachment Watering Sites

Services consist of watering trees, shrubs and other plant material at the frequencies stated in Section 3.2.

The restoration and encroachment watering sites must be surface watered every two (2) weeks at an application rate of 12 L/m² without runoff or erosion.

3.2 Frequency of Services

The Contractor is to provide watering services at the following intervals:

- a) Caliper Trees - The watering bags will be required to be filled once every two week period for a total of 9 cycles during the Term. The irrigation probe method is required at the same service frequency.
- b) Restoration and Encroachment Watering Sites – Sites will be required to be watered once every two week period for a total of 9 cycles during the Term.

NOTE: The City reserves the right to cancel up to a maximum of three (3) watering cycles with 48 hours written notice sent by email.

Written notice will be deemed to be received by the Contractor upon issuance by the City.

The Contractor will not invoice the City for cancelled watering cycles.

3.3 Quantities

There are approximately 2000 caliper trees and 14 restoration and encroachment watering sites consisting of approximately 10,000 square meters included within the Scope of Services.

3.4 Field Reports

- The Contractor will use the Work Force app to complete field reports while watering the trees and restoration sites. Work assignments are added to the app by the City and include drop down menus to note:
 - a condition assessment for each tree or restoration area;
 - date and time of watering of caliper tree/ restoration and encroachment watering site; and
 - location specific observations and dates, where applicable

Sign in details for the application will be provided by the City.

3.5 Locations and Site Information

- Location and site information can be found here:
<https://coquitlam.maps.arcgis.com/apps/instant/basic/index.html?appid=6555de3287b04404924f442bcdf73b9c>
 - The site is interactive and clicking on a site opens an access information box

3.6 Water Supply

Water will be provided by the City at the following two locations:

- Coast Meridian and Highland Drive
- Leeder Avenue and United Boulevard

3.7 Addition or Removal of Trees

The City may request watering for additional trees or alternatively, remove trees from the watering service at any time during the Contract.

3.8 Optional Services

The City may request other optional services on an “as needed and when requested” basis. The intention is that these mutually acceptable services would be required in addition to the watering cycles or “in lieu” of cancelled water cycles.

The optional services may include, but are not limited to:

- Tree stake removal
- Litter removal
- Vegetation control on trails
- Plant installation

The Contractor would invoice the City upon completion of the work at the agreed rates submitted in the Proposal.

3.9 Hours of Work

The Contractor shall perform the Services in compliance with the City’s Noise Bylaws.

3.10 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

3.11 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.

3.12 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-053

Tree Watering Services

Proposals will be received on or before 2:00 pm local time on

Friday, May 26, 2023

(Closing Date and Time)

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 (PDF)	
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):

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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	
	Company

Reference Information	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) 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) EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used at the Work site must be clearly identified. Please list Proponent's vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment (including power tools to be used)	Make / Model	Year

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	Watering Frequency	PRICE per Cycle (exclude GST)
Caliper Trees			
i.	<u>Scope A – Caliper Trees</u> Includes tree watering and installation, maintenance and removal of watering bags	Watering for each 2 week cycle (9 cycles) EACH CYCLE:	\$
ii.	<u>Scope B – Caliper Trees</u> Includes tree watering and maintenance and replacement of the watering bags	Watering for each 2 week cycle (9 cycles) EACH CYCLE:	\$
iii.	<u>Scope C – Caliper Trees</u> Includes tree watering using a irrigation probe	Watering for each 2 week cycle (9 cycles) EACH CYCLE:	\$
iv.	Add or remove trees to the quantities stated as per <u>Scope A</u>	Per application for each tree added or removed: (i.e. \$2/tree/per cycle) ADD/DEDUCT:	\$
v.	Add or remove trees to the quantities stated as per <u>Scope B</u>	Per application for each tree added or removed: (i.e. \$2/tree/per cycle) ADD/DEDUCT:	\$
Restoration and Encroachment Watering Sites			
i.	<u>Restoration and Encroachment Watering Sites</u> Includes watering trees, shrubs and other plant material	Services for each 2 week cycle (9 cycles) EACH CYCLE:	\$

b) ADDITIONAL LABOUR RATES

The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis.

These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
2 Person Labour Crew with Truck			
i.	During Regular Hours: (state time)	Hourly	\$
ii.	Outside Regular Hours: (state time)	Hourly	\$
2 Person Watering Crew with Truck			
iii.	During Regular Hours: (state time)	Hourly	\$
iv.	Outside Regular Hours: (state time)		
v.	Other not listed above (specify)		

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.