

City of Coquitlam

Request for Proposals

RFP No. 23-087

Utility Construction Services

Issue Date: September 27, 2023

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-087 Utility Construction Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Utility Construction Services
Closing Date and Time	2:00 pm local time Wednesday, October 18, 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	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

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

1.2. Purpose

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for the provision of **Utility Construction Services** (the ‘Services’) on an “as needed and when requested” basis 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.

1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of 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 overall best value to the City.

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	20
Sustainable Benefits and Social Responsibility	10
Technical	20
Financial	50
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
- Key Personnel 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
- Disposal and reuse
- Equipment and Resources
- Response time
- Chance Find Training

Financial

- Labour and Equipment Rates
- Mark up rates
- Minimum hours

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. Term

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

1.10. Award to Multiple Respondents

The City intends to award contracts to multiple Proponents in order to ensure the delivery of timely and cost effective service delivery. For larger projects, the City will request quotes from all successful Proponents or issue a separate RFP (see Section 3.2).

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. On-Site Hazards

- i. 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 Proponent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3. Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Appendices Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

2.4. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

The Prime Contractor will be responsible for developing a safety plan and for onboarding all trades, City and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

2.5. Permits 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.

2.6. Hours of Work

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.

2.7. Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

2.8. Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

3. SCOPE OF SERVICES

3.1. Scope

The City of Coquitlam requires **Utility Construction Services** (the “**Services**”) at various City locations on an “as needed and when required” basis and include, but are not limited to, the repairs of sanitary and storm sewer mains, installation of new, capping of old services sewer & drainage inspection chambers and water meter installation & repairs.

Services are to include provision of all labour, equipment, tools and materials necessary to complete the work. Examples of the tools required are slab saws, plate tampers, jumping jacks, cut-off saws, small pumps, hoses and various hand tools. Examples of equipment required are backhoe, excavators and dump truck.

It is estimated that there will be 20 – 50 occasions for contracted services each year. This is an estimate only and is not a guaranteed commitment by the City.

Unless indicated otherwise, all services provided shall be in accordance with the conditions and specifications of the current version of the Master Municipal Construction Documents (MMCD) and/or the City of Coquitlam Supplementary Specifications, whichever is specified by the City at the time requested.

Routine Services may include but are not limited to:

- installation of storm, sanitary and/or water services from the main to the property line;
- repairs to storm, sanitary and/or water main failures;
- permanent caps of storm, sanitary and/or water services at the main;
- temporary caps of storm, sanitary and/or water services at the property line;
- restoration to private and public properties resulting from the work.
- Repairs to drainage outfall infrastructure.

Any unexpected and unplanned work found necessary or discovered by the Contractor, requires the Contractor to advise the City. Upon request, the Contractor will submit a written quotation to the City. The repair work shall not proceed until approval has been provided by the City and a City Work Order number has been issued.

3.2. Guidelines Regarding use of Contractors

- a. The City will select a Contractor from the list of Contractors for various projects or assignments with an estimated value of \$20,000 or less to request a quote for the work.
- b. For projects or assignments with an estimated value of between \$20,000 and \$75,000 the City will request quotations from all Contractors.
- c. For projects or assignments with an estimated value of greater than \$75,000, the City will issue a separate, publicly advertised RFP for the project.

The Contractor will provide the City with an estimate for each project that will require approval by City staff before proceeding. The City may not necessarily select the lowest rates, and may also review qualifications, delivery timeframe, and/or other criteria for the Services to determine best value for the City.

3.3. Work Requests

All City work requests will require a work order and/or Purchas Order number referenced on all invoices. All invoices should detail the labour, equipment and supplies as per the proposed rates.

3.4. Extra Work

The Contractor must receive written approval from the City prior to commencing any additional Works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional Services.

Any invoice encompassing extra Work or additional Work not previously approved in writing will not be accepted by the City.

3.5. Specifications

Where a specification does not exist, the default specification shall adhere to MMCD specifications (excluding measurement and payment descriptions). The City has a supplementary specification to MMCD. These supplementary specifications shall take precedence over the basic MMCD specifications. Project specifications included in this RFP package shall take precedence over the City's supplementary specifications. A link to the City supplementary specifications are located: [Supplementary Specifications](#)

3.6. Protection of Public

The Supplier shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from equipment drop off or pick up operations and related activities. The Supplier shall promptly report to the City any safety incidents as they occur.

3.7. 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.

3.8. Traffic Control

Traffic Control Services provided as per 2020 Interim Traffic Management for Work on Roadways as issued by Government of BC. Pedestrian control required with proper signage to close off sections of pathway affected by construction.

3.9. Clean Up

At the end of each day and at the conclusion of work, the Contractor to promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-087

Utility Construction Services

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

Wednesday, October 18, 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.):

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- ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:

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- iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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- 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:

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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.				
v.				

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](#)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, explain:

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:

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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.

V. Disposal and Recycling -: Provide details on all disposal and recycling including location.

b) RESPONSE TIME:

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

Emergency Call Out:

Non-Emergency Call Out:

c) Chance Find Training, State if you have had chance find training:

☐ Yes

☐ No

5. FINANCIAL

a) EQUIPMENT RATES

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	Equipment	Make and Model	Hourly Rate (exclude GST)
i.	Large Excavator		\$
ii.	Large Excavator – Hoe Ram		\$
iii.	Large Excavator – Hoe Pack		\$
iv.	Small Excavator		\$
v.	Small Excavator – Hoe Ram		\$
vi.	Small Excavator – Hoe Pack		\$
vii.	Backhoe		\$
viii.	Backhoe – Hoe Ram		\$
ix.	Backhoe – Hoe Pack		\$
x.	Pickup Truck		\$
xi.	Utility Truck		\$
xii.	Tandem Dump Truck		\$

b) LABOUR RATES

These rates are all inclusive without limitation, including all taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Site Superintendent	Hourly	\$
ii.	Foreman	Hourly	\$
iii.	Pipe Layer	Hourly	\$
iv.	Labourer	Hourly	\$

c) MATERIAL MARKUP RATES

Mark-up rate on materials	%
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d) MINIMUM HOURS

Minimum number of hours billed per mobilization:

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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.