

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 23-092**

**Pump Station Looping Improvements**

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

**Friday, November 10, 2023**

(Closing Date and Time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://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.

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

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and would be prepared to enter into in 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)** |
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| 1. **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.** | |
| 1. **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: |
| 1. **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](https://www.coquitlam.ca/DocumentCenter/View/1458/Certificate-of-Insurance---Contractor-Form-PDF) |  |
| 1. **Vendor Info** - Complete and return the City’s [Vendor Profile and Electronic Funds Transfer Application (PDF)](https://www.coquitlam.ca/DocumentCenter/View/4196/VendorProfile-and-EFT-Application-2021?bidId=) |  |
| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/602/Business-Licences) |  |
| **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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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. 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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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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1. **SUSTAINABLE / SOCIAL RESPONSIBILITY**

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| * 1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**  1. 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 |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities: |
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1. **TECHNICAL**

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| * 1. **Compliance to Specifications** - Proposals should address any proposed equipment that deviates from the provided Specifications.. |
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1. **FINANCIAL**

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| * 1. **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) |
|  | Foster Ave & Schoolhouse  12 x 12 tapping on Standard size Cast Iron pipe including JCM 432-  1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller  FLxFL LHO gate valve c/w 304 SST NBG set, installation and testing | Each | $ |
|  | Foster Ave & Berry St  18 x 8 tapping on AC pipe including JCM 412-2130x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller  FLxHUB LHO gate valve c/w 304 SST NBG set, installation and testing. | Each | $ |
|  | Foster Ave  12 x 12 tapping on Standard size Cast Iron pipe including JCM 432-  1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller FLx FL LHO gate valve c/w 304 SST NBG set, installation and testing. | Each | $ |
|  | Foster Ave  24 x 12 tapping on STL pipe including JCM 416-2400x12 T2C Weld on tapping sleeve c/w 304 SST hardware, 12" Mueller FLxFL LHO gate valve c/w 304 SST NBG set. Includes welding. testing and tapping. | Each | $ |
|  | Foster Ave & Poirier St  8" x 8" tapping on Cl pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve  c/w 304 SST NBG set, installation and testing. | Each | $ |
|  | Austin & Hillcrest  14 x 8 tapping on DI pipe including JCM 412-1530x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller FL x  HUB LHO gate valve c/w 304 SST NBG set, installation and testing. | Each | $ |
|  | Austin & Hillcrest  8" x 8" tapping on Cl pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve  c/w 304 SST NBG set, installation and testing. | Each | $ |
|  | **TOTAL** |  | **$** |

**Attention Purchasing Manager:**

1. **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](http://www.coquitlam.ca/140/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.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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