

City of Coquitlam

Request for Proposals  
RFP No. 20-03-02

Hydro Excavation, Flushing, Catch Basin Cleaning,  
and Hydraulic Root Cutting Services

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**PROPOSAL SUBMISSION FORM**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 20-03-02</b> <b>Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from professional, qualified, experienced companies for the provision of <b>Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services</b> on an “as and when needed” basis.
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Thursday, May 14, 2020</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a> <b>1. In the “Subject Field” enter:</b> RFP Number and Name <b>2. Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3060 should assistance be required.  The City reserves the right to accept proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam’s website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	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: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the closing date and time.
<b>Terms and Conditions of Contract</b>	<a href="#">City's Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City’s website and will apply to the contract awarded as a result of this RFP.

## DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“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;

**“Contractor”** means a Proponent whose Proposal the City has accepted and to whom the Contract has been awarded;

**“MMCD”** means Master Municipal Construction Documents

**“MRN”** means major road network;

**“Price”** means the amount that will be paid by the City to the Contractor for the successful completion of the goods and Services.

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“RFP” “Request for Proposals”** shall mean and include the complete set of documents, specifications, drawings 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;

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for;

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

**“Work” “Works”** shall unless the context otherwise requires, 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.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Purpose

The City requests Proposals from professional, qualified, experienced companies for the provision of **Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services** on an “**as needed and when requested**” basis.

The work generally consists of the following:

- Hydro Excavation;
- Flushing;
- Catch Basin Cleaning;
- Hydraulic Root Cutting.

### 1.2. Term of Contract

The Term of the Contract will be for a two-year term, with an option to extend for additional terms, as mutually agreed upon between the parties.

### 1.3. 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, transportation, 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 analysed to determine best overall value.

### 1.4. Multiple Award

The City reserves the right to split award to Multiple Proponents or award all work to one Proponent.

### 1.5. Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.6. Acceptance of Proposals

Proposal responses or notations which provides for a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a purchase order will be issued for the provision of these services. Contract documents will be utilized to document the agreement fully and completely.

1.7. 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 [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- d) Accept the City's standard Terms and Conditions posted on the City's website: [City's 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.

1.8. Evaluation Criteria

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

**Experience, Capacity and Resources – 40 points**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Equipment and Resources

- Experience, and demonstrated successful performance on projects of similar size, scope and complexity
- References and Quality of Previous Work
- Sub-contractors

**Technical – 30 points**

- Proposed Response Times for Work Requests
- Availability and Commitment
- Methodology, set-up and execution of the work
- Quality Control and Quality Assurance

**Financial – 30 points**

- Total Price,
- Value Added Benefits
- Sustainable Benefits and Social Procurement

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

- References may be contacted to verify successful completion of successful projects including those in the City of Coquitlam
- Interviews may be conducted

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

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.

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.

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.

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

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.



## **2. GENERAL CONDITIONS OF CONTRACT**

### **2.1. Terms and Conditions**

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

### **2.2. Advertisement**

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

## **PROJECT SPECIFIC TERMS AND CONDITIONS**

### **2.3. On-Site Hazards and Utilities Present**

- 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 Contractor 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.

### **2.4. Equipment, Materials and Workmanship**

- i. Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.
- ii. The Contractor shall ensure that they are certified to conduct services, experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.
- iii. All workmanship and materials will be subject at any time to the inspection and approval of the City.

### **2.5. Site Control and Organization**

The Contractor shall at all times be responsible for maintaining safety zones around the worksite.

The Contractor is to use barriers and signage as required, to create safe detours around the construction zone, as required.

When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage at all egress points to close the access (I.e. during work hours while work zone is not safe to pass).

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.

2.6. 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 and leave the site of the work in a clean and tidy condition.

### **3. SCOPE OF SERVICES**

#### **3.1 Scope of Work**

The scope of work generally consists of the following:

- Hydro Excavation;
- Flushing;
- Catch Basin Cleaning; and
- Hydraulic Root Cutting.

#### **3.2 General Requirements**

The City requires Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services on an “as needed and when requested” basis.

##### **3.2.1 Hydro Excavation**

The City of Coquitlam Hydro Excavation – Safe Working Practices require the use of hand digging or hydro-excavation when working within the no digging zone around utilities. Contracted services include equipment and personnel to provide hydro-excavation services to the Water and Sewer/Drainage divisions of Public Works when required. It is anticipated that the City may require between 1,200 and 1,500 hours of contracted hydro-excavation per year. Excavated material shall be deposited at the Mariner Way Service Centre with quantities per job site provided to the City at the end of each day.

##### **3.2.2 Flushing**

Flushing of City storm and sanitary mains are required when blockages occur and prior to the CCTV video of the mains. Contractors to provide all equipment and labour to perform the flushing of mains for these purposes. It is estimated that the City may require between 500 and 750 hours of flushing services per year.

##### **3.2.3 Catch Basin Cleaning**

Catch basins are to be cleaned in a predetermined area of Coquitlam. Historically approximately 3,500 catch basins were cleaned between May and July with possibly another 1,000 catch basins being cleaned between October and November. Catch basin cleaning includes all equipment and labour to perform the vacuuming of debris from the identified catch basins and a visual inspection of each catch basin condition including grate, grouting and lead conditions. Any deficiencies shall be reported to the City on a daily basis. Material collected from the catch basins may be deposited at the Mariner Way Service Centre with the number of loads provided to the City daily.

##### **3.2.4 Hydraulic Root Cutting**

Root cutting of storm and sanitary mains occurs when root intrusion impacts the ability of the main to drain properly. Root cutting includes all equipment and labour to perform the cleaning of the mains. Any material collected from the mains may be deposited at the Mariner Way Service Center with the number of loads provided

to the City daily. It is estimated that the City will require between 100 and 200 hours of root cutting per year.

Pricing for hydro excavating, flushing, and hydraulic root cutting shall be provided as an hourly rate. Pricing for catch basin cleaning should be a unit rate.

### 3.3 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

### 3.4 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades, signage, and lane closure permits when required.

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.

### 3.5 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

### 3.6 Quality of Work

All Work shall be performed by skilled persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. 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 perform the work in a manner that minimizes any inconvenience or nuisance to the public.

### 3.7 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

### 3.8 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.

3.9 Protection of the Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

3.10 Hours of Work

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

3.11 Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager and/or their designated Representative.

3.12 Locations of Work

At various locations within the City of Coquitlam.

3.13 Emergency Repair Services Requests

The Contractor shall maintain a twenty-four (24) hours emergency response service for the duration of the Agreement and have one or more qualified tradesmen available for after-hours emergencies.

Emergency callouts shall be attended within one (1) hour of receiving the call.

Note: If the Contractor does not respond within the expected one (1) hour timeframe, the City's reserves the right to utilize the services of other Contractors.

3.14 Unscheduled Callouts

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City. Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

The technician must be on site within three (3) hours in a regular working day for all unscheduled work that is not deemed "Emergency Service".

Note: If the Contractor does not carry out the work within the expected timeframe, the City's reserves the right to utilize the services of other Contractors.

3.15 Traffic Control

Traffic Control Services are to be provided as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC.

3.16 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.

3.17 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
  - b) BC Provincial Motor Vehicle Act
  - c) BC Ministry of Transportation and Infrastructure
  - d) BC Ministry of Environment
  - e) Workplace Hazardous Material Information System (WHMIS)
  - f) Department of Fisheries and Oceans (DFO)
- .



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
RFP No. 20-03-02

## **Hydro Excavation, Flushing, Catch Basin Cleaning, & Hydraulic Root Cutting Services**

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

**Thursday, May 14, 2020**  
(Closing Date and Time)

### **Proposal Submission Instructions**

Proposal submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](https://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 submission process.  
For assistance Phone 604-927-3037

## **PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form**

**Submitted by:** \_\_\_\_\_  
(company name)

Proponents are to provide as much information as possible when replying to each point throughout the proposal.

Proponents **MUST** identify any specific requirements with which they are unwilling or unable to comply.

**1. PRICES**

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. Unit prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, permits, disposal fees, incidentals and any other items required for provision of the complete Scope of Services.

Item No.	Description	Unit of Measure	Regular Time	Overtime
	<b>HYDRO EXCAVATION</b>			
1.	Truck and Operator	Hourly	\$	\$
2.	Truck, Operator, and Swamper	Hourly	\$	\$
	<b>FLUSHING</b>			
3.	Truck and Operator	Hourly	\$	\$
4.	Truck, Operator, and Swamper	Hourly	\$	\$
	<b>CATCH BASIN CLEANING</b>			
5.	Truck and Operator	Each	\$	\$
6.	Truck, Operator, and Swamper	Each	\$	\$
	<b>HYDRAULIC ROOT CUTTING</b>			
7.	Truck and Operator	Hourly	\$	\$
8.	Truck, Operator, and Swamper	Hourly	\$	\$
	<b>Other</b>			
9.	Labourer/Swamper	Hourly	\$	\$
10.	Super Combo & Labourer/Swamper	Hourly	\$	\$



## 2. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

## 3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

### a) Sustainable Benefits

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:

### b) Social Responsibility

- i. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

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

**4. EXPERIENCE, CAPABILITIES AND CAPACITY**

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

--

- b) Proponent is to provide a narrative as to their capacity to take on this project with respect to manpower and other contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

--

**5. REFERENCES**

Proponents shall be professionally qualified to perform the services required and have successfully completed recent trail construction projects similar in size, scope and complexity. By submission of a Proposal, Proponents agree the City may verify successful completion of work. Information obtained from references may not be discussed or disclosed to any Proponents.

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**6. SUB-CONTRACTORS**

The Proponent is to provide information on the background and experience of all sub-contractors proposed to undertake the Services.

The Prime Contractor is responsible for all work on this project and confirms that subcontractors are identified and will comply with all terms and conditions of the RFP:

Sub-Contractor	Services Performed	Background and Experience

**7. EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used at the work site must be clearly identified. 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 and Vehicles			
Item No.	Major Equipment	Make / Model	Year
.1			
.2			
.3			
.4			

**8. RESPONSE TIMES**

Provide the proposed response time (number of days) following written requests from the City to proceed with the following services:

Concrete Services - \_\_\_\_\_

Asphalt Services - \_\_\_\_\_

Comments:

**9. 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.

**Delivery, set-up and execution of the work** - 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.

**Quality Assurance** - Provide the measures the Project Superintendent will use to maintain quality control at the worksite to completion of the project.

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

<b>Delivery, set-up and execution</b>
<b>Quality Assurance</b>
<b>Risk Factors</b>
<b>Safety</b>
<b>Training</b>

**10. NON-COMPLIANCE**

Proponents shall fully disclose any requirement they are unable to comply with:

--

**11. CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

--

**12. ADDENDA**

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

### 13. **AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City's contract: [Terms and Conditions of Purchase](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)  <b>Signature:</b>	
<b>Date:</b>	