

City of Coquitlam

Request for Proposals  
RFP No. 20-03-07

**Pump and Lift Stations Maintenance**

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**[PROPOSAL SUBMISSION FORM](#)**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 20-03-07</b> <b>Pump and Lift Stations Maintenance</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for the provision of <b>Pump and Lift Station Maintenance</b> .
<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>  <ol style="list-style-type: none"> <li>1. <b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li>2. <b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> Phone 604-927-3037 should assistance be required.  The City also 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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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>	City of Coquitlam <a href="#">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;

**“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;

**“Centerline Kilometer”** means the measured distance of the street so as to include all lanes of traffic and all features found (curb joints, sidewalk joints) on each side of the street as well as islands, roundabouts, and medians in the centre lanes of travel

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

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

**“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 Purpose

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for the provision of **Pump & Lift Station Maintenance** on an “as needed and when requested” basis for the City’s 25 sewer lift stations, 23 grinders stations and 5 drainage stations.

### 1.2 Non-Mandatory Site Visit

Non-mandatory site information meeting will be scheduled if there is enough interest from Proponents. If you are interested in visiting some of the City’s pump and lift station sites, please email [bid@coquitlam.ca](mailto:bid@coquitlam.ca) by April 28, 2020 to express interest.

### 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 Term of Agreement

The Term of the Agreement will be a one (1) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

### 1.5 Award to Multiple Proponents

The City reserves the right to split the award to multiple proponents or award all of the work to one Proponent.

Prices shall be all-inclusive stated in (Canadian Funds) and shall remain FIRM for the initial one (1) year term.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, associated work zone temporary traffic control, 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 Evaluation Criteria

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

#### **Corporate Experience, Capacity and Resources – 30 points**

- Business and technical reputation and capabilities; experience, capacity and resources
- References
- Sub-contractors

#### **Technical – 40 points**

- Ability to comply with the stated specifications and requirements

- Methodology for delivery and mobilization of services
- Qualifications and experience of the Proponent and key personnel
- Equipment and resources

**Financial and Value Added – 30 points**

- Total Cost
- Value Added
- Sustainability/Environmental Considerations

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 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 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.

1.7 Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the services/equipment described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

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 [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: [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 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, truck charges, 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 licenses, 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.

#### 1.10 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). 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, Drawings, Specifications, Site Visit and Investigation, 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.

## 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.

### 2.3 On-Site Hazards

- a) The Contractor is to make themselves aware of any and all on-site hazards 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.
- b) The locations of all such hazards are to be investigated and verified in the field by the Contractor.

### 2.4 Equipment, Materials and Workmanship

- a) 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.
- b) 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.
- c) All workmanship and materials will be subject at any time to the inspection and approval of the City.

### 2.5 Clean Up

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

### 3 SCOPE OF SERVICES

#### 3.1 General Requirements

The City requires **Pump & Lift Station Maintenance** Services on an “as needed and when requested” basis. Payments will be made according to the actual amount of work done. The City reserves the right to make additions or subtractions to the quantities.

- a) Pipe and Valve Work
  - Size and replace gate valves and check valves
  - Install new gaskets and bolts
  - Replace and repair damaged/leaking pipes
- b) Custom Fabrication and Welding
  - Welding of pipes and fittings inside wet well locations
- c) Electrical Work
  - Repair of damaged cables
  - Installing transducers, ultrasonics and other electrical devices into kiosks and wet wells
- d) Sandblasting and Coatings
  - Removing old coatings
  - Preparation and application of new coatings based on City standards and specifications
- e) Dewatering
  - Supply of dewatering pumps, hoses and fittings
  - Ability to set up and decommission dewatering equipment
- f) Wet Well Cleaning
  - Scraping and removal of grease build up on walls and piping in wet wells
- g) Emergency Response
  - Supply of pumps, hoses, and other necessary equipment for flooding events and broken main lines (Bypassing).
- h) Fiberglass Repairs
  - Ability to fix all sizes of holes and cracks inside wet wells using resins and fiberglass mat

### 3.2 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.

### 3.3 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades, signage, traffic control & supervision 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.

### 3.4 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.

### 3.5 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.

### 3.6 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 Hours of Work

The Contractor shall carry out the "Work" during normal working hours, and in compliance with the City's Noise Bylaw.

### 3.8 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.

### 3.9 Work Schedule

The Contractor is to submit a schedule to the City for approval. The City retains the right to change and interrupt work schedules and to determine work priorities.

3.10 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.

3.11 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.

All activities and earthworks shall be restricted following rain events equal to or greater than 20mm in 24 hours.

Proactive wet weather shutdowns would include deferral of works in advance of forecast rain events of 20mm in 24 hours. Reactive wet weather shutdowns shall be implemented when rain events result in significant surface saturation or visible surface runoff.

Both the proactive and reactive wet weather operating shutdown guidelines are best management practices to mitigate erosion and sediment transfers resulting from disturbance of surface materials and compaction due to machine activities.

3.12 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.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
RFP No. 20-03-07

**Pump and Lift Stations Maintenance**

Proposals will be received on or before 2:00 pm local time on  
**Thursday May 14, 2020**  
(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 or fax 604-927-3035.

**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. PRICE**

All service provided is to be in accordance with all governing regulatory authorities within the City. Prices are to be firm for 2020 and be all inclusive of all labour, material, tools, equipment, transportation, fuel, truck charges, supervision, disposal fees, incidentals and any other items required for provision of the complete scope of Services.

**1.1. Labour**

Labour				
Name	Position	Certifications / Qualifications	Rate (Regular Time)	Rate (Overtime)
	Superintendent			\$
	Foreman			\$
	Welder			\$
	Labourer			\$
	Electrician			\$
	Pump Mechanic			\$

**1.2. Equipment**

Equipment					
Equipment Type	Quantity	Year	Make	Model	Rate (including operator)
Hydro Excavator					\$
Backhoe					\$
Crane Truck					\$
Flat Deck					\$
HIAB Truck					\$
Dump Truck					\$
Boom / Lift Truck					\$
Scissor Lift					\$
Service Truck					\$

**1.3. Material Markup Rates**

Mark-up rate on materials = \_\_\_\_\_ %.

**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**

3.1. Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

3.2. Social Responsibility

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

b) 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. SUBCONTRACTORS**

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	Type of Service	Company Name
1.		
2.		

**6. SUPPLIERS**

The Proponent proposes to supply the various products for the Services from the following suppliers:

	Product	Manufacturer	Supplier
1.			
2.			
3.			
4.			

**7. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

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

**8. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE**

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. This would include size of crew, hours of work, worksite set-up, traffic control, etc.

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

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

**Safety** – Provide the measures the Proponent will use to maintain safety on the worksite.

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

**9. KEY PERSONNEL**

The following are the Proponent’s key personnel proposed for use on this project:

Name	Position	Experience and Qualifications	Years with your organization

**10. EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used on this 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.

<b>EQUIPMENT AND VEHICLES</b>		
<b>Equipment (include power tools over \$2,500)</b>	<b>Make / Model</b>	<b>Year</b>

**11. NON-COMPLIANCE**

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with.

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**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:

<b>Addendum No.</b>	<b>Date</b>

**13. AUTHORIZATION**

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all 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: [Standard Terms and Conditions - Purchase of Goods and Services](#).

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>	