

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 24-048**

**Ready Mix Concrete and Precast Concrete**

**Proposals will be received as per date and time in** [**Key Dates Section**](#kdates)

**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](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. **SERVICES -** I/We have reviewed the Scope of Services as descibed 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)** |
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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
 |  |
| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/331/Business-Services-Licensing)
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| **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 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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| 1. **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: |

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| **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: |

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| **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: |

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| 1. **HEALTH AND SAFETY**
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| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |

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| 1. **SIZE OF FLEET**

Provide the number and type of different ready mix concrete trucks in your Fleet. |
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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 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, people with disabilities and any other groups:
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| 1. 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:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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1. **TECHNICAL**

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| 1. **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. |
| 1. **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.
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed.
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| 1. **Delivery Response Times -** Timely delivery is important to the City. Provide details on delivery response times
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| 1. **Safety -** Proponent is to state how they will address safety on the Work site.
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1. **FINANCIAL**

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| * 1. **READY MIX CATERGORY 1 PRICES (less than 2 cubic meters)-** 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** | **Slump and Range** | **Unit of Measure (UOM)** | **PRICE** (exclude GST) |
|  | 32 MPA 20mm 5-8% (Street Mix)  | 80 +- 20 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Street Mix) | 80 +- 30 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Curb Mix) | 60 +- 20 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Curb Mix – Hand Form) | 60 +- 20 | M3 | $ |
|  | 40 MPA 14mm 5-8% (Ultra High Early Strength) | 80 +- 20 | M3 | $ |
|  | 35 MPA 14mm 5-8% (Ultra High Early Strength) | 80 +- 20 | M3 | $ |
|  | 32 MPA 10mm Exposed Aggregate | 80 +- 30 | M3 | $ |
|  | Standing/waiting time | State UOM: | $ |
|  | Other not Listed: | State UOM: | $ |

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| * 1. **READY MIX CATERGORY 2 PRICES (greater than 2 cubic meters) -** 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** | **Slump and Range** | **Unit of Measure (UOM)** | **PRICE** (exclude GST) |
|  | 32 MPA 20mm 5-8% (Street Mix)  | 80 +- 20 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Street Mix) | 80 +- 30 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Curb Mix) | 60 +- 20 | M3 | $ |
|  | 32 MPA 14mm 5-8% (Curb Mix – Hand Form) | 60 +- 20 | M3 | $ |
|  | 40 MPA 14mm 5-8% (Ultra High Early Strength) | 80 +- 20 | M3 | $ |
|  | 35 MPA 14mm 5-8% (Ultra High Early Strength) | 80 +- 20 | M3 | $ |
|  | 32 MPA 10mm Exposed Aggregate | 80 +- 30 | M3 | $ |
|  | Standing/waiting time | State UOM: | $ |
|  | Other not Listed (specify): | State UOM: | $ |

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| * 1. **PRECAST CONCRETE CATERGORY 3 -** 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):
 |
| **SCOPE OF WORK** | **Unit of Measure (UOM)** | **PRICE** (exclude GST) |
| Precast Concrete Bull-Nose | Each | $ |
| Precast Concrete Low Barrier | Each | $ |
| Precast Concrete Roadside Barrier | Each | $ |
| Precast Concrete Drainage Barrier | Each | $ |
| Precast Concrete Median Barrier | Each | $ |
| Precast Concrete Pier Barrier | Each | $ |
| Other not Listed (specify or attach pricing) | Each | $ |

**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.** |