

City of Coquitlam

Request for Proposals

RFP No. 24-104

HVAC Systems - Maintenance and  
Repair

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

**KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, December 3, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Wednesday, December 18, 2024</b>
<b>Site Meeting - PSLC Parking Area (633 Poirier St)</b>	<b>2:00 PM (local time) Tuesday, December 10, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Thursday, December 19, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Monday, December 23, 2024</b>

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 24-104 HVAC Systems - Maintenance and Repair</b>
<b>Overview of the Opportunity</b>	The City of Coquitlam (“City”) requests Proposals from qualified experienced firms for <b>HVAC Systems - Maintenance and Repair</b> .
<b>Instructions for Proposal Submission</b>	<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: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files and “Send Files”</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <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>
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<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>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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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

**“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 Coquiltam;

**“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 hən̓q̓əmi̓nəm̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ʔícəy̓ (kat-zee), and other Coast Salish Peoples.

### 1.2. Purpose

The City of Coquitlam (“City”) requests proposals from qualified experienced firms for **HVAC Systems - Maintenance and Repair**

Firms are required to have experience in the commercial HVAC business, including qualified HVAC technicians with universal refrigerant handling certification.

### 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 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 best overall value.

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

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

**Lower scores** may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Evaluation Criteria of each proposal will be determined in accordance with the following:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</a>	30
<b>Total</b>	<b>100</b>

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
- Staff qualifications and experience
- Health and Safety
- Field Repost Sample

**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
- Response time
- Minimum hours
- Parts availability
- Understanding of City's Requirements and Objectives
- Technicians should have operator training on EnteliWEB and Metasys.

**Financial**

- Labour Rates
- Mark up rates

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](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

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 two (2) years with the option to extend the Contract for additional terms, upon mutual agreement of the parties.

### 1.10. RCMP Security Check

Contractor's qualified personnel may be required to Work at the Public Safety Building (Police) and other sites as designated by the City, shall be required to successfully complete and maintain a security check for the duration of this Contract.

The Contractor must have on call, at least one security cleared employee for after-hours callouts to the security designated sites. Any employees denied security clearance shall be restricted from entering the designated facilities, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

The Contractor may also be required to provide a clean criminal record check to the City. The criminal record check shall be provided at no cost to the City.

## **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.

### 3. SCOPE OF SERVICES

#### 3.1. Scope of Work

The scope of services includes the provision of scheduled preventative maintenance as well as corrective maintenance (repair services) including emergency response at various City of Coquiltam Facilities as indicated in **Appendix A – HVAC Equipment Inventory, Address, Belt & Filter List**

##### **HVAC systems components:**

- Air handling systems
- Controls, **excluding DDC Systems Controls**
- AHU's > Air Handling Units
- Cooling units (Heat Pumps)
- Exhaust fans
- Supply fans
- Fan Coil Units
- Furnaces
- Unit heaters
- Condensing units
- VRF > Variable Refrigerant Flow Systems
- HVAC electric power distribution systems (base board heaters)
- AC Package Units, Window Units and Console Units
- Circulation pumps, heating pumps - (HVAC related Pumps only)
- All motors for heating, cooling, ventilating
- Motor controls mounted as an integral part of equipment assemblies;
- Electronic control panels and their components;
- Wiring and conduits for low voltage controls and interlocks;
- System Components as specified by the City
- Infrared tube heaters

##### **Not Included:**

- (DDC) Direct Digital Control Systems
- Pool > Pumps and Filtration systems
- Arena > Ice Plant Refrigeration systems
- Boilers
- Domestic Hot Water Systems
- Chillers (PSLC Pool, City Center Library, Glen Pine and TC Fire)
- Heat Exchangers
- Cooling Towers

Refer to **Section 3 - Scope of Services** for service details and **Preventative Maintenance Inspections**.

a) Services

Services shall include but are not limited to the following;

- I. Preventative and Corrective maintenance, including inspections, servicing and general repairs of air conditioning, refrigeration and associated mechanical building system equipment.
- II. Is responsible for maintaining the assets to a high standard of performance.
- III. Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- IV. Is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- V. The assigned technician must report to designated City staff, keeping the City apprised of status of work being done (e.g. date/time/and delays.)
- VI. Provide all air filters for all equipment covered under this service contract. Contractor shall replace or clean such filters as required during the scheduled Preventive Maintenance (PM) Service. At certain facilities we have a combination of Merv-13 and/or charcoal filters as required. Please refer to **Appendix A – HVAC Equipment Inventory, Address, Belt & Filter List**. Please note that the following assets require MONTHLY filter replacements;
  - Poirier Forum Dehumidifier
  - PSLC Arena AHU3 Dehumidifier
  - PSLC Arena AHU 2 Dehumidifier
  - Dogwood RTU 1 wood working shop
  - CCAC complete set
  - PSB Complete Set
- VII. Provide all belts for all equipment covered under this service contract. Contractor shall replace all belts as required during the scheduled Preventive Maintenance (PM) Service. A minimum spare of one belt size per air handling unit must be maintained on site.
- VIII. If the filters or belts fail before the next Preventive Maintenance, the City may replace at their discretion.
- IX. Test all safety devices and governors when and where applicable.
- X. Assist the City in maintaining the HVAC asset, filter and belt lists.
- XI. Lift Equipment is **NOT** provided by the City with the exception of Coquiltam City Centre Library. Where a lift is required it is the responsibility of the contractor. Service Centre & Fire Halls require a 25-foot lift for the tube radiant heater services.

Refer to **Appendix A – HVAC Equipment Inventory, Address, Belt & Filter List**

b) Preventative Maintenance Inspections

The Preventative Maintenance Schedule consists of (4) visits annually, a service every 3 Months.

- **April** - Major Inspection / Service (focus on Cooling Systems)
- **July** - Minor Inspection / Service
- **October** - Major Inspection / Service (focus on Heating Systems)
- **January** - Minor Inspection / Service

Refer also to **Appendix C – HVAC - Maintenance Inspection Services – Completed Price Worksheet**

c) HVAC Major Inspection / Service

**Assets and typical job plans:**

**Pumps (related to HVAC only) - Major Inspections / Service (April and October)**

- I. Check motor mounts and vibration isolation.
- II. Check and record operating data, suction and discharge pressures as required
- III. Check and clean strainers.
- IV. Inspect valves for freedom of operation (open-close).
- V. Inspect electrical connections & contactors; tighten all loose connections.
- VI. Test and record voltage and amperage as required
- VII. Check seals or pump packing as required.
- VIII. Check pump alignment and coupling.
- IX. Check operation of motor.
- X. Lubricate pump and motor bearings as per manufacturer's recommendations, listen for any bearing noise.
- XI. All deficiencies are to be reported on Field Reports.

d) Exhaust Fans / Supply Fans - Major Inspections / Service (April and October)

- I. Check electrical connections and interlocks; tighten all loose connections.
- II. Check back draft damper operation (manual or motorized).
- III. Test and record voltage and amperage as required
- IV. Check operation of motor.
- V. Check fan and wheel assembly.
- VI. Check pulleys and alignment.
- VII. Check belts and calibrate; replace as required.
- VIII. Inspect bird screens, clean as required.
- IX. Listen for bearing noise and fan vibration and report.
- X. Check motor mounts and vibration isolation.
- XI. Lubricate pump and motor bearings as per manufacturer's recommendations, listen for any bearing noise.
- XII. All deficiencies are to be reported on Field Reports

e) Controls (NON-DDC) – Major Inspections / Service (April and October)

- I. Review sequence of operation
- II. Conduct regular operational checks of:
  - thermostat relays
  - pressure switches
  - Starter
  - contactors
  - dampers
  - control valves
  - actuators
  - all safety controls and limits
  - static pressure switch(es)
  - all wiring from disconnect switches to unit, including fuses, heaters and relays
- III. Complete major component inspection
- IV. All deficiencies are to be reported on Field Reports

f) HVAC – Cooling Systems - Major Inspections / Service (April)

- I. Brush and clean unit as necessary
- II. Replace air filters
- III. Check cleanliness of coil and identify in field report if cleaning is required
- IV. Check coils for damage or corrosion. Comb coils if required
- V. Check condensate pan and drain and ensure that the water flows correctly. Clean if required
- VI. Check unit housing for leaks
- VII. Check belts and pulleys for tension and alignment; adjust as necessary  
(Belt changes as required)
- VIII. Lubricate all bearings as per manufacturer's recommendation
- IX. Check and calibrate all positions of the fresh air intake. Check and calibrate all positions of the economizer operation
- X. Check refrigerant system under full load simulation
- XI. Check refrigerant charge and oil levels (where possible)
- XII. Check operating pressures and temperatures (supply and discharge) as required
- XIII. Check and calibrate low ambient controls if possible
- XIV. Check noise and vibration; report any deficiencies
- XV. Check contactors for carbon deposit and discoloration
- XVI. Check and calibrate all operational and safety controls and report any deficiencies
- XVII. Check wiring for signs of overheating and loose connections (Tighten if required and make any minor repairs)
- XVIII. Check and tighten motor and compressor leads
- XIX. Check voltage and amperage draw for unit as required
- XX. Check disconnects
- XXI. All deficiencies are to be reported to on Field Reports

g) HVAC - Heating Systems– Major Inspections / Service (October)

- I. Brush and clean unit as necessary
- II. Replace air filters
- III. Check cleanliness of coil and identify in field report if cleaning is required
- IV. Check pilot, thermocouples, igniters, glow coils and gas valve operation
- V. Inspect heat exchanger visually for cracks and corrosion.
- VI. Inspect draft hood and/or operation of vent motors, fans and safeties
- VII. Inspect burner during operation. If orifices and burners need cleaning or adjustment, perform duties
- VIII. Calibrate pilot and burners for proper and efficient operation
- IX. Check and calibrate fan, temperature and safety controls
- X. Check belts and pulleys for tension and alignment; calibrate as required
- XI. Lubricate all bearings as recommended by manufacturer
- XII. Check electrical connections; tighten if required
- XIII. Check motor leads
- XIV. Check and clean all contactors and modules of debris
- XV. Check fresh air intake positions and/or economizer operation
- XVI. Clean fresh air intake positions and/or economizer operation
- XVII. Inspect venting system from unit to top. Report any rusting on Field Reports
- XVIII. Listen for bearing noise and unit vibration
- XIX. Check wiring for signs of overheating
- XX. Check the units visually for any problems
- XXI. All deficiencies are to be reported on Field Reports

h) HVAC - Minor Inspections / Service

**The Minor Inspections are to be completed in January and July between both Major Annual Inspections. Minor inspections include but not limited to:**

- I. Replace air filters
- II. Check general housekeeping, clean if necessary
- III. Check refrigeration equipment and controls during cooling season
- IV. Check burners and heating controls during heating season
- V. Check flame pattern and size; calibrate as required
- VI. Check belts and pulleys for tension; calibrate and replace belts as required
- VII. Lubricate all moving parts, as required
- VIII. Check fresh air intake position and/or economizer operation
- IX. Listen for bearing noise and unit vibration
- X. Check temperature control set points as required
- XI. All deficiencies are to be reported on Field Reports

i) HVAC – Annual service for infrared tube heaters

- I. Replace filters ( refer to Appedix for filter sizes
- II. Inspect heating elements and connections for wear, damage, or corrosion.
- III. Test the functionality of heating elements to ensure even heat distribution.

- IV. Verify proper operation of thermostats and controls.
- V. Check for proper alignment and positioning of the heaters.
- VI. Clean reflectors and heating elements to remove dust and debris for optimal efficiency.
- VII. Wipe down the housing and grills.
- VIII. Ensure vent areas (if any) are free of obstructions.
- IX. Inspect wiring for signs of wear, damage, or overheating.
- X. Check all electrical connections for tightness and ensure safety compliance.
- XI. Inspect brackets, mounts, and fasteners to ensure heaters are securely installed.
- XII. Verify there are no signs of stress or damage to the supporting structure.
- XIII. Measure output temperatures to ensure the heater operates within specifications.
- XIV. Identify and document any irregularities or inefficiencies in heat distribution.
- XV. Test for potential fire hazards or overheating risks.
- XVI. Ensure compliance with applicable safety regulations and standards.
- XVII. Provide a detailed report of findings, including any repairs or replacements needed.
- XVIII. Offer recommendations to optimize heater performance and lifespan.

Refer to **Appendix D – HVAC Infrared Tube Heaters Inventory**

### 3.2. Excluded Equipment

- I. The domestic water systems and hot water on demand systems are excluded.
- II. The pool filtration systems and arena refrigeration systems are excluded.
- III. The pumps that are directly associated with the boilers are excluded.

Refer to: **Appendix B – HVAC – Excluded Assets List**

### 3.3. Energy Management

Contractor shall ensure that all repairs and/or replacement materials shall take into account the City's directive and objective for a more Energy Efficient Management Program for City Facilities.

All repairs and/or replacement materials shall be of the same or higher standard in terms of Energy Consumption to achieve significant and sustainable savings in energy use and cost efficiencies.

The Contractor is required to identify all opportunities during the course of maintenance or repair services within City Facilities for installation of products and equipment that would reduce electrical energy consumption, or provide other forms of environmental benefits. This includes utilization of BC Hydro Power Smart recommended products and rebate or incentive programs.

3.4. Scheduled After Hours Services Requests

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City.

3.5. Preventative Maintenance Services

The contractor is expected to maintain all assets as per the City's PM schedule.

Repairs required outside the scope of the PM Service shall be identified and discussed with designated City staff. Written quotation and approval (follow up work order) will be required prior to proceeding with repairs outside the scope of the PM Service.

If the equipment is "End of Life" (EOL) the Contractor shall report why the equipment is End of Life.

3.6. Additional Sites and Equipment

Additional sites and equipment may be added onto this contract. The Contractor shall submit a price proposal to the City, which if approved through cost review, will be added to the contract by the City.

3.7. Refrigerant Handling

The Contractor must comply with all laws, codes and regulations concerning fully halogenated CFC refrigerants and their recovery.

3.8. Contractor Maintenance Inspection Report

A field report must be completed by the Contractor for any work performed at a work site. The report shall specify the labour type, number of hours, materials and any other charges. Worksheets may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

A copy of the worksheet must be attached to the invoice upon submission.

Where applicable, worksheets for preventive maintenance work may include checklists of items inspected and/or serviced, and are to be signed by the technician.

Worksheets, Invoices and reports must correctly identify asset tag ID of equipment being serviced. Should assets be without identification, then the Contractor and the City shall devise an identification system whereby to label and identify.

3.9. Facility Contact Sheet

The City shall provide to the successful Contractor; a staff contact list for all buildings.

3.10. 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.

### Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

#### 3.11. CSA

All items where applicable must be approved by the Canadian Standard Association (CSA) and will bear the appropriate approval sticker prior to arriving at the designated delivery site. For items arriving without this approval, the City may deduct the necessary dollar amount per item from the price and arrange for the necessary approval, or return the item(s) at the Contractor's expense for replacement or full credit.

#### 3.12. Equipment, Materials and Workmanship

All Workmanship and materials will be subject at any time to the inspection and approval of the City.

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.

All Work shall be performed or supervised by licensed, skilled, qualified electrician.

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, Municipal & National Electrical Code
- c) Technical Safety Authority BC, Require eligible Class A FSR Certification
- d) Master Municipal Construction Document (MMCD) Specifications
- e) Canadian Standards Association (CSA)
- f) BC Building Code
- g) Workplace Hazardous Material Information System (WHMIS)

#### 3.13. Service Requests

##### a) **Emergency Service Requests**

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

**The Contractor shall attend site within two (2) hours to emergency requests. The Contractor must phone the City representative within fifteen (15) minutes to confirm that a timely on-site response will be made.**

##### b) **Non-Emergency Service Requests**

**The Contractor shall respond to non-emergency request within 24 hours.**

Note: If the Contractor does not respond within the expected timeframe, the City reserves the right to utilize the services of other Contractors.

#### 3.14. Contractor Field Reports

A report is required to be completed by the Contractor for any Services performed. The reports shall itemize the labour date, type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges. Provide a sample of Proponents field report.

#### 3.15. Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal, and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. 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 all other trades/work crews, performing the work in a manner that minimizes any inconvenience or nuisance to the public.

#### 3.16. 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.

#### 3.17. 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.

#### 3.18. Frequency of Invoicing

The contractor should invoice on a monthly basis, ensuring that each PM includes a single invoice covering all sites.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 24-104

### HVAC Systems - Maintenance and Repair

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

#### INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions and Microsoft Excel appendix C should be submitted in the original format (MS Word and MS Excel) and any other supporting documents 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 and "Send Files"**

(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.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**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 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)

**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.

**Thesection items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

**I. WCB** Upon Request will you be able to provide WCB - WorkSafeBC coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

**II. Prime Contractor** Upon Request will you be able to provide Prime Contractor, Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](#):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

**III. Insurance** Provide Insurance coverage as per the [City's Standard Insurance Form](#)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Proponent has stated NO, explain.

**IV. Vendor Info** Complete and return the City's [Vendor Profile and Electronic Funds Transfer Application](#)

**V. Business License** Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services:

**Yes**

**No**

If Proponent has stated NO, explain.

**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):**

**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent to describe their capabilities, resources and capacities, related 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:

<b>b) REFERENCES</b> – 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):	
<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 3	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**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.				
vi.				

a) FIELD REPORT	
I. Include an example of Proponents Field Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>d) SUB-CONTRACTORS</b> - 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:	
<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>Sub-Contractor No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>e) HEALTH AND SAFETY</b>	
I. Proponent to attach current <a href="#">Work Safe BC Employer Report</a>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If no, explain:</b>	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

**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**

<b>a) APPROACH and METHODOLOGY</b>	
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.	
<b>I. Delivery, Set-Up and Execution</b> - 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.	
<b>II. Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
<b>III. Risk Factors</b> - Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
<b>IV. Safety</b> - Proponent is to state how they will address safety on the Work site.	
<b>V. Disposal and Recycling</b> -: Provide details on all disposal and recycling including location.	
<b>b) Technician Training</b> - technicians have operator training on EntiliWEB and Metasys	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**c) RESPONSE TIME:**

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

**Emergency Call Out:**

**Non-Emergency Call Out:**

**d) MINIMUM HOURS:**

Minimum number of hours billed per mobilization:

**e) Parts Distribution Center**

I. Business Name and Location:

II. Regular Lead Time for Delivery of Stocked Parts:

III. Location for non-stocked parts:

IV. Regular Lead Time of Non- Stocked Parts:

**5. FINANCIAL**

**a) 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)
i.	<b>State Trade:</b>		\$
ii.	Regular time (state hours):Monday to Friday	Hour	\$
iii.	Overtime (State Hours):Monday to Friday	Hour	\$
iv.	Sat/Sun/Statutory Holidays	Hour	\$

v.	<b>State Trade:</b>		\$
vi.	Regular time (state hours):Monday to Friday	Hour	\$
vii.	Overtime (State Hours):Monday to Friday	Hour	\$
viii.	Sat/Sun/Statutory Holidays	Hour	\$

ix.	<b>State Trade:</b>		\$
x.	Regular time (state hours):Monday to Friday	Hour	\$
xi.	Overtime (State Hours):Monday to Friday	Hour	\$
xii.	Sat/Sun/Statutory Holidays	Hour	\$
xiii.	Other not Listed:		\$
xiv.	Other not Listed:		\$
xv.	Other not Listed:		\$

**b)** Appendix C – HVAC - Maintenance Inspection Services – Completed Price Worksheet is attached

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**c) Material Markup Rates**

Mark-up rate on materials	%
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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](http://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.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.