

City of Coquitlam

Request for Proposals

RFP No. 25-028

Mowing and Landscaping Services

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PROPOSAL SUBMISSION FORM

Attachment 1 – NORTHEAST COQUITLAM PROPERTIES

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1. KEY DATES

RFP Issue Date	Thursday, October 9, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, October 27, 2025
Submission Deadline	2:00 PM (local time) Thursday, October 30, 2025

2. RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) 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.

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

“City” “Owner” means City of Coquitlam;

“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;

“On Demand” means the Work may be requested by the City as required, and is not guaranteed to follow a fixed schedule or be awarded under this Contract;

“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.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiṇə́h (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 ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of **Mowing and Landscaping Services**.

4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.4. 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.

4.5. 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.

4.6. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any

referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

d) 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
- Key Personnel on project team, qualifications and experience
- Health and Safety

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
- Ability to comply with the stated specifications and requirements
- Response Times

Financial

- Price

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission 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.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

i) Disclosure of Information

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.

4.7. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. **SCOPE OF SERVICES**

5.1. Scope

The City is seeking qualified companies for Landscape Maintenance Services for multiple properties in “**Northeast Coquitlam**”, “**City Centre**”, and “**Southwest Coquitlam**” on an “as needed and when requested” basis at various locations throughout the city. Certain properties are designated On Demand, as defined in Section 3 Definitions.

5.2. Standard of Work

The Contractor is to perform Landscape Maintenance Services. All Work to be performed to high standards and in conformance to all applicable laws, codes and regulations. All equipment necessary to perform the Services is the responsibility of the Contractor.

5.3. Landscape Maintenance

- All turf to be mowed to ensure that the height of grass does not exceed 80mm. Frequency is to be set by the City depending on season with previous summer months requiring a maximum of 2 visits per month.
- Mow all turf around posts, fences, lamp posts, trees, curbs, sidewalks and other obstructions to be trimmed at each visit taking care not to damage structures or contact bark of trees.
- Mowing to be performed in a manner which ensures that grass clippings are not directed and deposited into planting beds, tree circles, or roads. Grass clippings to be removed from the site at the end of each day.
- Cut and remove overgrown vegetation approximately 0.5 metres from edge of sidewalk in the event that it obstructs the sidewalk on an as required basis as directed by the City.
- Following complete weed removal, open soil areas to be cultivated lightly. Mulch tree wells to be 2.5 cm (1 in) minus Douglas Fir or Hemlock bark chips and fines or a combination of the two, free of weeds, chunks, sticks and roots. 1000mm in

diameter with outside edge 75mm in depth after settlement to 0mm depth at the trunk. Mulch to be applied annually beginning of May. Substitute mulches must be approved by the City.

- Control and removal of visible weeds in tree-wells during growing season.
- Hard surfaces and lawns to be kept free of shrub bed debris i.e., (weeds, pruning's, sod, mulch, rocks, etc.).
- The use of power blowers for debris removal is acceptable however debris accumulation must be removed from site and cannot be blown onto adjacent property or street surfaces.

5.4. Water Bag Installation & Watering (as, if and when required)

- The supply and installation of 15-gallon tree bags on new street-trees on City-owned property as directed by the City. New tree watering bags are installed with new tree planting.
- The fill of 15-gallon tree bags. Watering to be on a regularly adjusted basis to ensure all new trees are in top condition and appearance with additional watering required in the event of extreme drought conditions. Frequency to be set by the City.

5.5. Locations

a) Northeast Coquitlam:

- East Side of Mitchell St. from Dollar Cres. to Sheffield Ave.
- Both Sides of Burke Village Prom. From Mitchell St. to David Ave.
- Both Sides of David Ave. from Mitchell St. to Crouch Reservoir
- Both Sides of Lofting St. from David Ave. to Brownlee Ave.
- Southeast corner of David Ave. and Princeton Ave.
- West Side of Rocklin St. from Gislason Ave. to Burke Village Promenade
- East Side of Rosenberg Way from Gislason Ave. to Dollar Cresc.
- Both Sides of Brownlee Ave. from Mitchell St. to Lofting St.
- South Side of Brownlee Ave east of Lofting St.
- North Side of Dollar Cresc. from Mitchell St. to Burke Village Prom.
- South Side of Dollar Cres. from Rosenberg way to Burke Village Prom.
- North Side of Gislason Ave. from Rosenberg Way to Rocklin St.
- South Side of Sheffield Ave. from Mitchell St. to pedestrian staircase.
Discovery Centre Site Maintenance (3537 Princeton Ave.)
- 1358 Coast Meridian Road (**Attachment 1**). Monthly Mowing required for 1 meter perimeter cutback from sidewalk fronting Coast Meridian Road to Millard Avenue. Additional 1 meter perimeter cutback from pedestrian pathway along southern lot line.

b) City Centre;

Address	Brush Cut	Bi-Weekly Mowing	Monthly Mowing	Details
884 - 886 Westwood St	Not Required	Required	Required	Bi-weekly service to include 1 meter perimeter and front sidewalk to be maintained. Monthly service includes full mow of the entire properties.
2800 Glen Drive	Required	Required	Not Required	Initial spring brush cut of entire lot. Bi-weekly service includes full-mow of the lot.
1283 Michigan Drive	Required	Required	Not Required	Initial spring brush cut of entire lot. Bi-weekly service includes full-mow of the lot.
1138-1142 Westwood Street	Required	Required	Not Required	Full brush cut of the three lots. Bi-weekly service to include full mow of the grassy areas and 1 meter from sidewalk.
1112 Westwood Street	Required	Required	Not Required	Initial spring brush cut of the entirety of the lot. Bi-weekly service to include outside the fence area and an inside perimeter of 1 meter.
1185 Westwood Street	Not Required	Not Required	Required	Full mow of property.
3038 Guildford Avenue	Required	Required	Not Required	The brush cut would be the entire space between the parking lot on Pinetree and Guildford adjacent to Westwood. Bi-weekly service to include the boulevard strips on Guildford and Westwood and a minimum of 1 meter around the parking lot from the entry way on Glen to the entryway on Guildford.

3021 Glen Drive	Required	Required	Not Required	Bi-weekly service to include brush cutting vegetation along paved parking. Maintaining minimum 1 meter perimeter from parking lot entry way off Glen Drive.
N/A Glen Drive (PID: 012-735-485)	Required	Required	Not Required	Bi-weekly service to include brush cutting vegetation along paved parking. Maintaining minimum 1 meter perimeter from parking lot entry way off Glen Drive.
3020 Gordon Avenue	Required	Not Required	Not Required	On Demand - Service to include brush cut around perimeter of the property and 1 meter mow from the Gordon Avenue fence. Occasional Full Field mow may be required.
2976 Pheasant Street	Required	Not Required	Not Required	On Demand - Full brush will encompass the approximate area shown on Attachment 2. The property has an environmentally sensitive area at the rear of the lot and care/attention should be given working around this area.
3029 Glen Drive	Required	Not Required	Not Required	On Demand - Service to include brush trimming and full mow of the site.

c) Southwest Coquitlam:

Address	Brush Cut	Bi-Weekly Mowing	Monthly Mowing	Details
570 Austin Ave	Required	Required	Not Required	Initial spring brush cut of the area. Bi-weekly service includes full-mow of the lot.

2770 Dewdney Trunk Road	Required	Not Required	Not Required	Initial spring brush cut along perimeter of the lot. Monthly service to include trimming 1 meter perimeter.
602 Sydney Avenue	Not Required	Required	Required	Bi-weekly service includes full mow. Monthly service to include cutting to ground ivy from hydrant area and maintaining inside the fenced area.
1025 Brunette Avenue	Required	Not Required	Required	Monthly service to include trimming brushes along perimeter of the site and full mow of the southern portion of grass.
1032 Saddle Street	Required	Required	Not Required	Initial spring brush cut along 1 meter perimeter. Bi-weekly service to include and mowing 1 meter from the sidewalk/edge of bike lane around the property.
1850 - 1900 Charland Avenue	Required	Required	Not Required	Brush cut vegetation along Charland Ave down to ground level and bi-weekly maintaining grassy areas on the lane way
271 Bernatche y Street	Not Required	Required	Not Required	Full mow of area with low branching trees/shrubs to a height of 8 feet.
618 Regan Avenue	Required	Not Required	Not Required	On Demand - Service to include trimming brushes along eastern portion of the property only.
2150 Como Lake Avenue	Required	Not Required	Not Required	On Demand - Service to include full mow of grass areas and brush trimming.
622 & 626 Kemsley Avenue	Required	Not Required	Not Required	On Demand - Service to include full mow of grass areas and brush trimming.
657 & 659 Clarke Road	Required	Not Required	Not Required	On Demand - Service to include full mow of grass areas and brush trimming.

632 Kemsley Avenue	Required	Not Required	Not Required	On Demand - Service to include full mow of grass areas and brush trimming.
940 Adair Avenue, 924 Brunette Avenue, and 925 Lougheed Hwy	Required	Not Required	Not Required	On Demand - Service to include brush trimming to keep sidewalk along Lougheed Highway clear and keeping 1 meter perimeter from the paved parking lot on all sides.
3232 Mariner Way	Required	Not Required	Not Required	On Demand - Service to include brush trimming and mowing to keep sidewalk along Mariner Way clear.
1013 Brunette Avenue	Required	Not Required	Not Required	On Demand - Service to include trimming brushes and grass along perimeter of the site.
628 Shaw Ave	Required	Not Required	Not Required	On Demand - Service to include trimming brushes at rear of property and full mow of front and rear yards.
Dewdney Trunk Road Lots	Required	Not Required	Not Required	On Demand - Service to include brush trimming and mowing 1 meter perimeter along the property.
595 Sydney Avenue	Not Required	Not Required	Not Required	On Demand - Service to include full mow of grass areas adjacent to parking lot and fronting Sydney Avenue.
Clarke Road Guideway Lots	Not Required	Not Required	Not Required	On Demand - Service to include full field mow of long and narrow grass patch north of the SkyTrain guideway.

d) Future Locations:

- Potential future locations throughout the City “as needed and when requested”.

Note: The City may adjust the Scope of Services or remove or add work sites during the term of the Agreement.

5.6. Responses and Callouts

- a) No work will be performed outside of regular working hours or on other than ordinary working days without the prior direction or approval of the City. For all scheduled work, the Contractor will report punctually at the work site to perform the work diligently and expeditiously for completion of the work in a timely manner.
- b) Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the regular working hours or ordinary working days without the prior approval of the City, where it is necessary in the interests of safety of the Works or where the work is required to protect property. In such circumstances the Contractor shall inform the City in writing of the circumstances as early as possible.
- c) If the Contractor wishes to carry out work outside of the regular working hours or ordinary working days and approval is given by the City, but the reasons for working these hours are for the Contractors benefit, then the hourly rate for such work will be at the normal hourly rate.
- d) Work hours paid under the Agreement shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rates for basic labour or equipment.
- e) The Contractor to establish a list of key contacts with telephone numbers, for the purpose of responding to all calls from the City. There should also be a contact after hours for emergencies.

5.7. Work Hazards

- a) It is the responsibility of the Contractor to address all work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

5.8. Cleanliness and Disposal of Unwanted Materials

The Contractor is responsible for the cleanliness of any and all job sites and accountable for the disposal of yard trimmings at Contractors expense. The job sites, at all times must be kept clean of any debris to avoid mishaps and all unwanted materials must be disposed of in an environmentally friendly manner at approved sites with no extra expense to the City.

5.9. Site Conduct

All Contractors' personnel for sub-contractors who may be dealing with the public shall conduct themselves in a courteous and polite manner.

5.10. Protection of 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.

The Contractor shall promptly report to the City any safety incidents as they occur

5.11. Frequency of Invoicing

Contractor to Invoice on a monthly basis for work that has been completed up to date of invoice and not previously invoiced and paid.

Site Visit Tracking

The Contractor is responsible for implementing and maintaining a reliable means of tracking all site visits (including date, time, purpose, and attendees). The Contractor shall provide the City with access to this record in a format acceptable to the City. Site visit records must be kept current and may be subject to review as a condition of payment.

5.12. 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 Respondent 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.

5.13. Inspection of Services

- a) All Services provided shall be subject to inspection and shall meet the approval of the City. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for Services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the Services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all Services and its decisions of all questions in dispute will be final.

- e) Photographs that include date and timestamps for quality assurance and documentation purposes are required for each site visit.

5.14. 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.

5.15. 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.

5.16. 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-028

Mowing and Landscaping Services

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 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

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.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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) PROPOSED SERVICE AREA – Identify which area(s) to be serviced and maintained. Proponents are solely responsible for conducting site visits to understand the extent of the site(s) as described in this RFP.

☐ Northeast Coquitlam

☐ Southwest & City Centre

2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

b) 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	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

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

Reference No. 3	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	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.				

d) SUB-CONTRACTORS - 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:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

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

e) HEALTH AND SAFETY	
I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. SUSTAINABLE BENEFITS & 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

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.

I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work.

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

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

IV. Safety - Proponent is to state how they will address safety on the Work site.

b) RESPONSE TIME:

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

Emergency Call Out:	
Non-Emergency Call Out:	

5. FINANCIAL

Northeast Coquitlam Properties (See Attachment 1 for further details)

Address	Brush Cut	Bi-Weekly Mowing	Monthly Mowing	On Demand Cost
1358 Coast Meridian Road	N/A	N/A	\$	N/A

Northeast Coquitlam (Standard Rate, ~5,775 metres)	Cost
Grass cutting and trimming	\$ /metre
All weed control in tree wells	\$ /hour
Cut and remove vegetation approx. 1.0 m from edge of sidewalk	\$ /metre
Mulch Application	\$ /hour
Install 15-gallon tree bag	\$ /tree
Fill Tree Bag	\$ /tree

City Centre Properties (See Attachment 2 for further details)

Address	Brush Cut	Bi-Weekly Mowing	Monthly Mowing	On Demand Cost
884 - 886 Westwood St	N/A	\$	\$	N/A
2800 Glen Drive	\$	\$	N/A	N/A
1283 Michigan Drive	\$	\$	N/A	N/A
1138-1142 Westwood Street	\$	\$	N/A	N/A
1112 Westwood Street	\$	\$	N/A	N/A
1185 Westwood Street	N/A	N/A	\$	N/A
3038 Guildford Avenue	\$	\$	N/A	N/A
3021 Glen Drive	\$	\$	N/A	N/A
Glen Drive (PID: 012-735-485)	\$	\$	N/A	N/A
3020 Gordon Avenue	\$	N/A	N/A	\$
2976 Pheasant Street	\$	N/A	N/A	\$
3029 Glen Drive	\$	N/A	N/A	\$

City Centre (Standard Rate)	Cost
Grass cutting and trimming	\$ /metre
All weed control in tree wells	\$ /hour
Cut and remove vegetation approx. 1.0 m from edge of sidewalk	\$ /metre
Mulch Application	\$ /hour

Southwest Coquitlam Properties (See Attachment 3 for further details)

Address	Brush Cut	Bi-Weekly Mowing	Monthly Mowing	On Demand Cost
570 Austin Ave	\$	\$	N/A	N/A
2770 Dewdney Trunk Road	\$	N/A	N/A	N/A
602 Sydney Avenue	N/A	\$	\$	N/A
1025 Brunette Avenue	\$	N/A	\$	N/A
1032 Saddle Street	\$	\$	N/A	N/A
1850 - 1900 Charland Avenue	\$	\$	N/A	N/A
271 Bernatchey Street	N/A	\$	N/A	N/A
618 Regan Avenue	\$	N/A	N/A	\$
2150 Como Lake Avenue	\$	N/A	N/A	\$
622 & 626 Kemsley Avenue	\$	N/A	N/A	\$
657 & 659 Clarke Road	\$	N/A	N/A	\$
632 Kemsley Avenue	\$	N/A	N/A	\$
940 Adair Avenue, 924 Brunette Avenue, and 925 Loughheed Hwy	\$	N/A	N/A	\$
3232 Mariner Way	\$	N/A	N/A	\$
1013 Brunette Avenue	\$	N/A	N/A	\$
628 Shaw Ave	\$	N/A	N/A	\$
Dewdney Trunk Road Lots	\$	N/A	N/A	\$
595 Sydney Avenue	N/A	N/A	N/A	\$
Clarke Road Guideway Lots	N/A	N/A	N/A	\$

Southwest Coquitlam (Standard Rate)	Cost
Grass cutting and trimming	\$ /metre
All weed control in tree wells	\$ /hour
Cut and remove vegetation approx. 1.0 m from edge of sidewalk	\$ /metre
Mulch Application	\$ /hour

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, 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. /We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) 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.

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