

City of Coquitlam

Request for Proposals

RFP No. 25-027

Snow Removal Service

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PROPOSAL SUBMISSION FORM

Attachment 1 – NORTHEAST COQUITLAM PROPERTIES

Attachment 2 – CITY CENTRE 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) Wednesday, October 29, 2025
Submission Deadline	2:00 PM (local time) Monday, November 3, 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
- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form

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.

- 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 **Snow Removal Service**.

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.

Work to include but not limited to:

- Shovel/clear sidewalks and walkways within 10 hours of the end of a snowfall or ice forming.
- Spread salt (supplied by Contractor) on asphalt walkways as necessary; ice melter supplied by Contractor is to be used instead of salt on concrete or paving stone surfaces. Salt service pre-treatment should auto dispatch when an Environment Canada snowfall warning is issued.
- General salting application to occur at 0 degrees Celsius or below with the presence of moisture/post snow clearing; ice melt only
- Significant damage (i.e. not superficial) to the property due to snow removal operations will be the responsibility of Contractor to repair.
- Clearance of debris off sidewalks and boulevards following winter wind storms.

5.2. 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 Prom.
- 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**). As Needed services include snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Coast Meridian Road and Millard Avenue (approximately 190 meters). Separate *On Demand* services for pedestrian walkway along the south perimeter based on same requirements (approximately 75 meters).

b) City Centre

Address	Frequency	Details
884 & 886 Westwood St	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Westwood Street (approximately 20 meters).
2800 Glen Drive	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Glen Drive and Lansdowne Drive (approximately 65 meters).
1283 Michigan Drive	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Michigan Drive cul-de-sac (approximately 5 meters).
1138-1142 Westwood Street	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Westwood Street and Heffley Crescent (approximately 93 meters).
1112 Westwood Street	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for two separate sidewalks fronting Westwood Street (approximately 60 meters) and Ponderosa St (approximately 60 meters).

1185 Westwood Street	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Glen Drive and Westwood Street (approximately 136 meters).
3020 Gordon Avenue	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Gordon Avenue (approximately 150 meters).
3038 Guildford Way	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Westwood Street (approximately 120 meters).
3021 Glen Drive	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Glen Drive (approximately 10 meters).
2976 Pheasant Street	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Pheasant Street and Christmas Way (approximately 12 meters).
3029 Glen Drive	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Glen Drive (approximately 10 meters).

c) Southwest Coquitlam

Address	Frequency	Details
570 Austin Ave	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Austin Avenue (approximately 20 meters).
2770 Dewdney Trunk Road	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for two separate sidewalks fronting Dewdney Trunk Road (approximately 200 meters) and Mariner Way (approximately 150 meters).
602 Sydney Avenue	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Sydney Avenue (approximately 80 meters).

1025 Brunette Avenue	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for two separate sidewalks fronting Brunette Avenue and wrapping around Nelson Street (approximately 70 meters) and just Nelson Street (approximately 35 meters).
618 Regan Avenue	As Needed	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Regan Avenue (approximately 12 meters).
1013 Brunette Avenue	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Brunette Avenue (approximately 60 meters).
2150 Como Lake Avenue	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Como Lake Avenue and Thermal Drive (approximately 140 meters).
657 & 659 Clarke Road	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Kemsley Avenue (approximately 54 meters).
940 Adair Avenue, 924 Brunette Avenue, and 925 Lougheed Hwy	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk wrapping around Lougheed Highway to Brunette Avenue (approximately 145 meters).
3232 Mariner Way	<i>On Demand</i>	Snow clearing, pre-salting, general salting, and winter/wind storm cleanup for sidewalk fronting Mariner Way (approximately 25 meters).

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.

5.3. 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.

5.4. 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.

5.5. 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. 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.

5.6. Site Conduct

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

5.7. 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

5.8. 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.

5.9. 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.

5.10. 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.

5.11. 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.

5.12. Protection of the Public

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

5.13. 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. 25-027

Snow Removal Service

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.

<input type="checkbox"/> Northeast Coquitlam
<input type="checkbox"/> 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.				
iv.				

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 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

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. FINANCIALS

Northeast Coquitlam Properties (See Attachment 1 for further details)

Address	Standard Service (Per Visit)	On-Demand Service (Per Visit)
1358 Coast Meridian Road	\$	\$

Northeast Coquitlam (Standard Rate, ~5,775 meters)	Per Meter
Snow Clearing Services	\$
Salt Service Pre-treatment	\$
General Salting Application	\$
Winter/Wind Storm Cleanup	\$

City Centre Properties (See Attachment 2 for further details)

Address	Standard Service (Per Visit)	On-Demand Service (Per Visit)
884 & 886 Westwood St	\$	N/A
2800 Glen Drive	\$	N/A
1283 Michigan Drive	\$	N/A
1138-1142 Westwood Street	\$	N/A
1112 Westwood Street	\$	N/A
1185 Westwood Street	\$	N/A
3020 Gordon Avenue	\$	N/A
3038 Guildford Way	\$	N/A
3021 Glen Drive	\$	N/A
2976 Pheasant Street	N/A	\$
3029 Glen Drive	N/A	\$

City Centre (Standard Rate)	Per Meter
Snow Clearing Services	\$
Salt Service Pre-treatment	\$
General Salting Application	\$
Winter/Wind Storm Cleanup	\$

Southwest Coquitlam Properties (See Attachment 3 for further details)

Address	Standard Service (Per Visit)	On-Demand Service (Per Visit)
570 Austin Ave	\$	N/A
2770 Dewdney Trunk Road	\$	N/A
602 Sydney Avenue	\$	N/A
1025 Brunette Avenue	\$	N/A
618 Regan Avenue	\$	N/A
1013 Brunette Avenue	N/A	\$
2150 Como Lake Avenue	N/A	\$
657 & 659 Clarke Road	N/A	\$
940 Adair Avenue, 924 Brunette Avenue, and 925 Loughheed Hwy	N/A	\$
3232 Mariner Way	N/A	\$

Southwest Coquitlam (Standard Rate)	Per Meter
Snow Clearing Services	\$
Salt Service Pre-treatment	\$
General Salting Application	\$
Winter/Wind Storm Cleanup	\$

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. **I/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.