

City of Coquitlam

Request for Proposals

RFP No. 25-105

Boilers and Domestic Hot Water Tanks
On- Demand Systems

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Appendix A - Boiler Equipment Inventory & Price Worksheet

[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Wednesday, November 26, 2025
Non-Mandatory Site Visit: Date Time and Location	Thursday, December 4, 2025 9:00 AM LOCATION: Coquitlam City Center Library 1169 Pinetree Way, Coquitlam
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Friday, December 12, 2025
Submission Deadline	2:00 PM (local time) Wednesday, December 17, 2025

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIs, and RFIQs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process 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) City Standard Terms and Conditions - Purchase of Goods and Services
- d) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- e) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- f) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- g) 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.

“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 hə́hqəmiḱə́m (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 q̓íćə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Boilers and Domestic Hot Water Tanks On- Demand Systems**. Refer to **Section 3, Scope of Services**, and **Appendix A - Boiler Equipment Inventory & Price Worksheet** for further details.

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
<u>Corporate</u>	30
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	30
<u>Financial</u>	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
- Staff 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
- Site Safety
- Risk factors
- Disposal and reuse
- Test and Acceptance Plan
- Ability to comply with the stated specifications and requirements
- Response time
- Minimum hours

Financial

- Preventative maintenance prices and labour rates
- Vehicle Rates (if applicable)
- Mark up rates

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. PROJECT SPECIFIC TERMS AND CONDITIONS

5.1. **Permits and Regulations**

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

5.2. **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.

5.3. **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

6. SCOPE OF SERVICES

6.1. Scope

The City requires qualified, experienced Contractors to provide labour, supervision, equipment, materials, fuel, transportation, permits, licenses, and all other incidental items necessary to perform Maintenance, Repairs, and Emergency Services for Boilers and Domestic Hot Water Tanks/On-Demand Systems (the “Work”).

The scope includes scheduled preventative maintenance, corrective maintenance, and 24/7 emergency response for City of Coquitlam facilities. Services include, but are not limited to:

- Maintain systems to a safe, efficient, and reliable operating standard.
- Provide all necessary labour, tools, supervision, and materials for inspection, maintenance, and repairs.
- Assign a qualified Foreman/Supervisor to oversee inspections and verify compliance with OEM specifications and regulatory requirements.
- Maintain clear communication with City staff on status, delays, and findings.
- Test and calibrate all safety and control devices (e.g. high limits, LWCO, flow switches, gas pressures, flame safeguards).
- Document and tag equipment with service dates and technician signatures.
- Support the City in updating equipment inventories (Appendix A – Boiler Equipment Inventory & Price Worksheet).
- Additional buildings or equipment may be added or removed during the contract term by written amendment and cost review.

Systems included in the scope:

- Boilers
- Expansion Tanks
- Valves
- Domestic Hot Water Systems

The list of facilities and equipment under this agreement may change during the contract term as sites are added, renovated, or decommissioned. Refer to **Appendix A** – Boiler Equipment Inventory & Price Worksheet for asset references. The Contractor must provide a unit price per boiler for “Inspection and Service” under both Major and Minor PM as listed below.

For any part requiring replacement during inspection, the Contractor must consult with the assigned City Coordinator/Supervisor before proceeding. In most cases, a quote will be requested. If quoted repairs are approved by the City, a Follow-up Work Order will be issued

for work outside the Preventative Maintenance scope. If the proposed repair cost exceeds 50% of the equipment's replacement value, a replacement quote must also be provided for City review.

6.2. Preventative Maintenance (PM) Inspections

I. PM – Annual – Major Boiler / On Demand / Domestic Hot Water – Inspection and Service:

- Provide a service report by documenting any findings requiring follow-up or repair
- Inspect boiler and controls to make sure they are operating correctly and safely.
- Check for corrosion and leaks.
- Remove boiler casing to inspect internal components.
- Perform gas pressure check to confirm correct operation.
- Conduct flue gas / combustion efficiency test and attach printout.
- Clean boiler components as required (Major PM only).
- Reassemble casing and ensure it's properly sealed.

II. PM – Annual – Minor Boiler / On Demand / Domestic Hot Water – Inspection and Service:

- Inspect domestic hot water systems including pressure vessels, heat exchangers, mixing valves, and isolation valves for signs of leakage, corrosion, or unusual noise.
- Confirm proper operation of temperature and pressure relief valves.
- Verify circulation and temperature controls are functioning correctly.
- Provide a service report by documenting any findings requiring follow-up or repair

6.3. Service Report:

A sample of your service report must be included with your proposal submission. Following are general guidelines for the information to be included on a service report. The Contractor may provide additional details.

The Contractor shall provide the completed a service report to the City within **48 hours** of service completion. Reports must be submitted electronically (PDF or equivalent).

The service report must include (where applicable):

- - Facility name
 - Asset Tag
 - Make / Model / Serial Number
 - Gas Pressure

- Gas Pressure Manifold – Static / Firing
- Voltage – Primary / Secondary
- Heat Exchanger Condition
- Pressure Safety Valve – Set Point / Condition / Date Tag
- System Pressure
- LWCO (Low Water Cut Out) Test
- Flow Switch Operation Tested
- High Limit Set Point
- Operating Stat Set Point
- Pilot – Clean and Reset
- Primary Control Type (Firing Box)
- Burner Condition
- Flue Gas / Combustion Analysis (attach printout)
- Refractory Condition
- Thermocouples Replaced
- Gauge Condition
- Ventilation Air (Clean / Dirty)
- Combustion Air (Clean / Dirty)
- Expansion Tank – Check if Flooded
- Observations / Notes
- Technician Signature and Date
- Technician name and qualification
- Sign Log Book
- Type of service performed (PM, repair, emergency)
- Detailed description of work completed and condition found
- Confirmation that the work area was left safe and operational

6.4. Equipment, Materials and Workmanship

The Contractor shall ensure they are fully qualified, experienced, and equipped with the necessary resources for the successful completion of the Work, including any amendments that may arise during the term of the Contract.

All Work shall be performed by skilled, qualified, and experienced trades personnel holding valid and current certifications relevant to the Work being performed.

All workmanship and materials shall be subject at any time to inspection and approval by the City. Any work or material deemed unsatisfactory or non-compliant shall be corrected or replaced by the Contractor at no additional cost to the City.

All equipment provided shall be in safe operating condition, free of defects, and maintained to prevent excessive downtime or delays that would compromise service delivery.

All labour, materials, equipment, and workmanship shall conform to current codes, standards, regulations, and statutory requirements, including but not limited to:

- a. WorkSafeBC Regulations
- b. Technical Safety BC and Gas Safety Regulation requirements
- c. CSA and ASHRAE standards applicable to heating and hot water systems
- d. All applicable municipal, provincial, and federal legislation

All gas-related work shall be performed by a qualified Class B Gas Fitter (or higher) holding valid certification in British Columbia.

Upon request, the Contractor shall provide proof of trade qualification, manufacturer certification, and safety training records for all assigned personnel.

6.5. Service Requests

a) Emergency Service Requests

The Contractor shall maintain a twenty-four (24) hour emergency response service for the full duration of the Agreement. Bidders shall clearly state their emergency response process and expected timelines, including:

- Time to acknowledge receipt of an emergency request and notify the City representative.
- Estimated on-site response time (from initial request to technician arrival).
- Availability of qualified technicians for after-hours emergencies.
- Typical timeline for providing a written service report describing the cause of failure, corrective actions taken, and recommended follow-up.

The Contractor is required to ensure the system is left in a safe, secure, and operational state before leaving the site.

b) Non-Emergency Service Requests

The Contractor shall respond to non-emergency requests within twenty-four (24) hours of notification and must coordinate attendance and scheduling with the assigned City representative.

A written service report detailing work performed, materials used, and any further recommendations shall be submitted within forty-eight (48) hours of service completion.

The Contractor shall respond to non-emergency service requests within a reasonable timeframe. Bidders must clearly state their standard non-emergency response time, including:

- Their typical timeframe for acknowledging non-emergency service requests.
- Their expected scheduling and attendance timeline for on-site service.
- Confirmation that the Contractor will coordinate all scheduling with the assigned City representative.
- Their standard timeline for submitting a service report detailing work performed, materials used, and any recommended follow-up.

c) Definition of Emergencies

Emergency requests include, but are not limited to:

- Complete loss of heating or domestic hot water service
- Gas leaks, high CO readings, or unsafe operating conditions
- Leaking or ruptured tanks, lines, or relief devices
- Equipment failures affecting building operation, safety, or public access

6.6. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safe working conditions and controlled access to the work area.

- Maintain safety zones, barricades, and signage as required to protect workers, City staff, and the public.
- Comply with all applicable WorkSafeBC and City of Coquitlam safety requirements while performing the Work.
- Ensure the worksite remains secure, safe, clean, and orderly at all times.
- Remove waste materials, debris, and surplus items from the site daily or as directed by the City.
- Store tools, materials, and equipment in an orderly manner that does not obstruct access routes or create hazards.
- Immediately restore or repair any areas, surfaces, or finishes damaged during the performance of the Work, to the satisfaction of the City.

6.7. Protection

The Contractor shall take all necessary measures to protect the public, City staff, facilities, and property from injury, damage, or other loss resulting from maintenance activities.

- Implement appropriate barriers, lockouts, and safety procedures during maintenance and testing.
- Report any accidents, safety incidents, or near misses to the City immediately upon occurrence, followed by written notification within 24 hours.
- Be fully responsible for the cost of repairing or replacing any damage caused by their personnel, equipment, or subcontractors.
- Maintain compliance with environmental and safety standards throughout the performance of the Work.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-105

Boilers and Domestic Hot Water Tanks On- Demand Systems

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 appendices 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

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 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)

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?	
☐ Yes	☐ No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
☐ Yes	☐ 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.

V. Disposal and Recycling –: Provide details on all disposal and recycling including location.

b) RESPONSE TIME:

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

Emergency Call Out:

Non-Emergency Call Out:

c) MINIMUM HOURS

Minimum number of hours billed per mobilization:

5. FINANCIAL

6.

a) LABOUR RATES - 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.	State Worker Type:		
ii.	Regular time (state hours): Monday to Friday	Hour	\$
iii.	Overtime (state hours): Monday to Friday	Hour	\$
iv.	Sat/Sun/Statutory Holidays	Hour	\$
v.	State Worker Type:		
vi.	Regular time (state hours): Monday to Friday	Hour	\$
vii.	Overtime (state hours): Monday to Friday	Hour	\$
viii.	Sat/Sun/Statutory Holidays	Hour	\$
ix.	Minimum Call out charge (if applicable)	Each	\$
x.	Vehicle Service Charge (if applicable)	Each	\$
xi.	Other not Listed:		\$

b) PREVENTATIVE MAINTENANCE PRICES - 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). Attach: Appendix A - Sample City Sign Numbers and Placement	
☐ Yes	☐ No

c) Material Markup Rates	
Mark-up rate on materials	%

Attention Purchasing Manager:

- 7. 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.
- 8. 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.
- 9. 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.
- 10. 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.