

City of Coquitlam

Request for Proposals

RFP No. 26-042

Council Chambers AV Upgrade

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**Appendix A – Price Worksheet**

**Appendix B – Privacy Protection Schedule**

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

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, March 3, 2026</b>
<b>Mandatory Site Visit: Date Time and Location</b> Limit of 2(two) representatives per prospective Proponent.	<b>Tuesday, March 17, 2026</b> <b>3:00 PM (local time)</b> <b>LOCATION: Coquitlam City Hall</b> <b>3000 Guildford Way,</b> <b>Coquitlam, BC V3B 7N2</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time)</b> <b>Monday, April 6, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Monday, April 13, 2026</b>

**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, RFIQs, and RFIs 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) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- e) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services

### 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 hən̓q̓əmi̓n̓əh̓ (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 k̓íćə́y (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 **Council Chambers AV Upgrade**. Refer to **Scope of Services** 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 completion of the Services.

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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</a>	30
<b>Total</b>	<b>100</b>

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

- Manufacturer Authorization
- 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
- Disposal and reuse
- Test and Acceptance Plan
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date

**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. Project Timelines

The successful Proponent will commence Work approximately **August 3, 2026**.

Final acceptance is to be completed by **August 31, 2026**.

**Council Chambers is booked the entire month of August 2026 to complete this Work.**

**5. SCOPE OF SERVICES**

5.1. Scope

a) Background

The current Council Chambers Audio-Visual (AV) and broadcast system was installed in 2015 and is now at the end of its service life. The primary function of the system is to support City Council meetings attended by the Mayor, eight City Councilors, the City Clerk, Senior Staff and various public participants including individual speakers, and delegations. Presentations are displayed on participant monitors and a large overhead screen.

Meetings are broadcast live online, currently through the Granicus web portal and broadcasting tools. The City is actively transitioning to the eScribe meeting management platform. The current system also supports remote meetings where Councilors or other participants join the meeting remotely via Zoom. The new system must be capable of supporting multiple video conferencing technologies including Zoom and Teams.

The City is seeking Proposals from qualified Proponents to provide a complete, reliable and turn-key upgrade of the existing audiovisual (AV) systems within the City's Council Chambers. The Work includes assessment, detailed design, supply,

installation, integration, testing, commissioning, training, warranty support, ongoing support of all AV systems in Council Chambers.

All Work must result in a fully functional, reliable, secure, and user-friendly AV environment suitable for public governance proceedings.

Council Chambers is a theater style room that has a capacity of 134 attendees about 4,170 square feet.

It faces an open area where delegate(s), as scheduled may speak with a gallery for the public (see Figure 1)

b) Current Challenges

The current presentation display system is not intuitive and does not provide clear visibility for all meeting participants, including Council Members and staff. This limits effective engagement and participation during meetings.

Additionally, the monitors installed at the Council desk do not adequately account for ergonomic best practices and do not support an optimal working environment. Factors such as monitor size, placement, and supporting equipment (e.g., docking stations or related connectivity solutions) have not been sufficiently considered, resulting in reduced usability and efficiency. Proposals should address these challenges by improving visibility, ergonomics, and overall functionality to enhance Council participation and meeting effectiveness.

c) General Responsibilities

The Contractor is fully responsible for:

- End-to-end delivery of all AV systems required for the Council Chambers
- Coordination with the City and all affected stakeholders
- Verification of all site conditions prior to ordering and installation
- Compliance with all applicable codes, standards, and regulations

d) Existing Conditions and Verification

- Verify all dimensions, mounting conditions, conduit, power, and data availability
- Identify all conflicts, constraints, and deficiencies prior to final design

e) Detailed Design and Engineering

- Detailed AV system design drawings including how the current challenges are being addressed
- Equipment layout plans
- Signal flow diagrams
- Network architecture and cybersecurity considerations
- Integration diagrams for all City systems
- Shop drawings and mounting details
- Final as-built drawings upon completion

- All designs must be reviewed and accepted by the City prior to procurement or installation

f) System Requirements

i. Audio Systems

- Council and staff microphone systems
  - 9 for Mayor and Council
  - 1 for City Clerk
  - 1 for Presenter/Public
  - 14 for Senior Staff
- Wireless microphone capabilities
- Digital signal processing
- Acoustic feedback suppression
- Recording and live broadcast audio feeds
- Request to speak feature
- Remote participant capability

ii. Video Systems

- The video system is to be configured using Ultra HD resolution (4K/60p)
- Ensure the entire room is clearly captured while allowing for flexible view switching, including zooming in on specific speakers
- Input lag must be low, i.e., lips are to match live speaker in the room to TV image from house cameras
- The proposed video system must be able to add a laser pointer
- All Council TV's and monitors will get the same feed, with no need to have different images on individual screens
- Primary Council display screens
- Public gallery displays
- Camera systems for broadcasting and remote participation
- The Camera design should have PTZ
- Auto-tracking and manual camera control
- Video switching and routing
- Remote participant capability

iii. Control Systems

- Centralized AV control interface
- Touch panel control systems
- Preset configurations for Council meetings and public hearings
- Remote diagnostic and monitoring capability
- Simplified operation controls including control of mics and cameras by the Chair (Mayor) and City Clerks
- Integration with multiple video-conference technologies including Zoom and Teams

- iv. Hybrid and Streaming Capabilities
  - Integration with livestreaming platforms
  - A closed captioning solution is required to be available for the public
  - The ability for the operator to add wording on broadcast screen from script and during live is also required
  - Video conferencing integration
  - Remote delegation participation
  - Secure network interfacing with City IT systems
- v. Accessibility and Public Transparency
  - Closed captioning support
  - Assistive listening systems (Support Telecoil and Auracast)
  - Compliance with accessibility legislation (e.g., ADA, WCAG-related guidance for audio communication)
- vi. Supply and Installation
  - Supply all equipment, hardware, cabling, accessories, and software
  - Install all systems in a clean, organized, and professional manner
  - Label and document all cabling and equipment
  - Restore all disturbed surfaces and finishes
  - Ensure zero disruption to adjacent City operations where possible
- vii. Integration and Cybersecurity
  - Fully integrate all AV systems with the City's existing IT and broadcast infrastructure
  - Comply with all City cybersecurity and network security requirements including Privacy Impact Assessment and Security Threat and Risk Assessment
  - Ensure secure remote access protocols
  - Prevent unauthorized access to all AV and control systems
- viii. Testing, Commissioning, Acceptance and decommissioning
  - Perform full system testing of all components
  - Conduct live operational testing during simulated Council meetings
  - Demonstrate redundancy and fail-safe functions
  - Provide a final commissioning report
  - Correct all deficiencies prior to City acceptance
  - Remove existing equipment
- ix. Training and Documentation
  - On-site training for City technical staff
  - On-site training for Council administrative staff
  - Provide system documentation, as-built and equipment manuals
    - Quick-reference guides for daily operation
    - Full system manuals and documentation

- Emergency operation procedures
- All training shall be completed prior to final acceptance
- x. Warranty and Ongoing Support
  - Minimum one-year full system warranty
  - Manufacturer warranties for all supplied equipment
  - On-call technical support during warranty period
  - Defined response times for system failures
  - No-cost replacement of defective components
  - Ongoing support after warranty
- xi. General Requirement
  - Network cabling is to be CAT6 or better
  - The existing equipment rack can be reused if it meets requirements
  - The existing TV mounts can be reused if they meet requirements
  - Power conditioning protection for all AV devices is required to ensure long life span of equipment
  - A KVM switch to select between, Zoom or Teams PC, the technician's PC
  - Audio-visual equipment being replaced is to be removed and disposed of by the Contractor
- xii. Use Case requirements
  - Councilors may be in the Chamber or remote, request to speak and voting capability is required in Chamber and remote
  - Staff can be in Chamber or remote, and can turn their microphones on or off to speak when needed
  - Presenters can be in the Chamber or remote via Zoom, Teams, etc. Clerk and or Mayor can control presenter's microphone and switch source to presentation on all screens

## 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

5.4. Hours of Work

Unless otherwise advised the Contractor shall carry out the Work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for Work outside of normal Working hours. The Contractor shall be responsible for obtaining any such permits.

No shift premiums will be paid for night or weekend work.

5.5. Extra Work

The Contractor must receive written approval from the City prior to commencing any additional Works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional Services.

Any invoice encompassing extra Work or additional Work not previously approved in writing will not be accepted by the City.

5.6. ManufacturerAuthorized

The Contractor must be directly authorized by the manufacturer to sell and install equipment, where such authorization is granted. The authorization must be direct and not through a third party.

5.7. Site Acceptance Test

Contractor shall perform all site acceptance tests (SAT) as recommended by the manufacturers of the equipment and Contractor to provide the results of any SAT to City.

Upon completion of installation and SAT, the Contractor shall submit "As-Built" documents/drawings making up the overall system.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-042

### Council Chambers AV Upgrade

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](http://qfile.coquitlam.ca/bid)

1. In the "Subject Field" enter: RFP Number and Name
2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

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

1.

## DEPARTURES

**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**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	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>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

<b>Reference No. 2</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 3</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**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)

<b>LINE ITEM</b>	<b>NAME</b>	<b>TITLE/POSITION</b>	<b>EXPERIENCE AND QUALIFICATIONS</b>	<b>YEARS WITH YOUR ORGANIZATION</b>
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:

<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	

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

<b>e) MANUFACTURE AUTHORIZATION - Provide as an attachment a letter from manufacturer that you are an authorized dealer to sell and install:</b>

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

**3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<b>I.</b> 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:
<b>II.</b> What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
<b>III.</b> 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>b) SITE ACCEPTANCE TEST (SAT) - Attach how you will perform the SAT and final sign off:</b>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

<b>c) COMPLETION DATE</b>	
I. The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before <b>August 31, 2026</b> . This date will be an important consideration in the evaluation:	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

**5. FINANCIAL**

<b>a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST). Attach <b>Appendix A – Price Worksheet</b>.</b>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**Figure 1 – Council Chambers**



**Attention Purchasing Manager:**

- 6. I/We, the undersigned duly authorized representative of the Proponent,** having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
- 7. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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