

City of Coquitlam

Request for Proposals

RFP No. 21-002

Electrical Maintenance and Repair Services

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Appendix A – City of Coquitlam Facilities and Civic Buildings Locations

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-002</p> <p align="center">Electrical Maintenance and Repair Services</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Electrical Maintenance and Repair Services on an “as and when required” basis.
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Tuesday, February 16, 2021</p>
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the “Subject Field” enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the closing date and time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“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.

“City” “Owner” means City of Coquitlam;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for the provision of **Electrical Maintenance and Repair Services** on an “as and when required” basis.

1.2 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.3 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.4 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, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest Price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.5 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal Price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Work requirements due to unforeseen circumstances.

All information in this RFP Document, Drawings, Specifications and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the

successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City will evaluate those departures as per Evaluation Criteria.

1.7 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	50
Technical	20
Financial and Value Added	30
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, capacity and resources
- Established business and demonstrated performance providing Services of similar size, scope and complexity
- References
- Equipment and resources
- Key Personnel experience, qualifications and certifications
- Suppliers & Sub-contractors
- Security clearance

Technical

- Response time
- Methodology, delivery, set-up and execution of the Work
- Quality Assurance and Quality Control program
- Safety
- Field reports and invoicing

Financial and Value Added

- Price
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit Prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

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

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)

1.9 Term

The Term of the Agreement will be a two (2) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's, [Standard Terms and Conditions - Purchase of Goods and Services](#) as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 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 equipment drop off or pick up operations and related activities. The Supplier shall promptly report to the City any safety incidents as they occur.

2.3 On-Site Hazards

- 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 Proponent 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.

2.4 Equipment, Materials and Workmanship

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

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the Services agreed to.

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

All equipment, materials and labour utilized and all Workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the Services including but not exclusively:

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

2.5 Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Appendices Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency

2.6 Permits 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.

2.7 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

2.8 COVID 19

*****COVID - 19 Site Safety Requirements*****

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>
- <http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>
- [Contractor COVID-19 Info Sheet](#)

Contractors must post their Site Safety Covid-19 Specific requirements in plain view and visible to the public.

3 SCOPE OF SERVICES

3.1 General Requirements

The City of Coquitlam requires **Electrical Maintenance and Repair Services** the (“**Services**”) at various City buildings and locations on an “as needed and when required” basis for electrical Services. See **Appendix A – City of Coquitlam Facilities and Civic Buildings Locations** for locations of Services.

3.2 Scope of Work

Services will be in City owned buildings, facilities and sites and will consist of the repair, replacement or alterations of various electrical equipment including, but not limited:

- a. Troubleshooting and correcting electrical malfunctions as they occur
- b. Electrical conduit and wiring
- c. Lighting systems and lighting control systems
- d. Receptacles, switches, data and telephone wall jacks
- e. Electrical metering and / or distribution switchboards
- f. Panel boards / Control panels
- g. Emergency power and / or lighting systems and controls utilizing generators or DC to AC inverters
- h. Monthly run tests to various generators
- i. Power and conduit to other system such as HVAC systems, generators, UPS’s
- j. Data and telephone cabling (AMP Data Certified Cat5e, Cat6, 6a)
- k. Specialty controls in Aquatics Centres
- l. Electrical cable locate/trace
- m. Conduit systems for communication and other electronic systems
- n. Pumps, motors, MCC panels, electrical breakers
- o. Low voltage wiring for DDC
- p. Providing assistance with BC Hydro incentive supporting documents
- q. Electrical vault cleaning
- r. Any other similar problems and emergency situations
- s. Additional Services performed may include emergency Service calls

The Contractor shall diagnose the problem plus determine what caused the damage to the system. It will be the Contractors responsibility to correct the condition that caused the damage before installing the new/rebuilt/repaired part.

It will be the utmost importance that the Contractor work as quickly and efficiently as possible. The City buildings/facilities must remain open and ready for use by the public.

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

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

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

Contractor must inform the City immediately if any safety hazard is discovered.

3.3 Service Requests:

Routine Service Requests (include but not limited to):

- The Contractor shall respond at the site for routine Service requests within (1) business day of being called by the City.

Emergency Repair Services Requests (include but not limited to):

- The Contractor shall respond at the site for emergency repair Services requests within (1) hour of being called by the City. Emergency repair Service shall include corrective repair of any electrical problem required to restore the facility and/or grounds to an operational, secure and safe condition.

The Contractor is to be available to respond as determined by the nature of a given situation and/or emergency; twenty four (24) hours per day, seven (7) days per week, 365 days per year.

3.4 Installation Specifications

The Contractor may be required to Service infrastructure specific to the City's facility. No deviation from the specifications without prior consent from the City is allowed.

3.5 All Electrical Maintenance and Repair Services

The Services shall be carried out by a journeyman electrical tradesperson with appropriate BC Industry Training Authority Trade Qualifications Card, except if the Work requires an electrical apprentice can Work in City facilities under direct supervision of a journeyman electrical tradesperson and in compliance with the conditions of the Provincial WorkSafe BC Regulations, WHMIS Legislation and British Columbia Safety Authority.

All actions performed by qualified electrician's Service technicians must be properly recorded and all new installations must be accompanied by appropriate permits, drawings, engineering reports, maintenance manuals and training at completion must be provided to the City.

3.6 Contractor Field Reports

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

3.7 Security

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

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

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

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

3.8 Work Requests and Additional Work

City Work Orders will be initiated on an "as needed and when requested" basis for maintenance or repairs required at any City facility.

Additional Work required resulting from, and not identified on the Work Order, shall proceed if the value is under \$500. The value shall be calculated according to the Pricing established by this Contract.

Additional repairs found necessary which are beyond routine over a value of \$500 require a written quotation. The quoted repair Work shall not proceed until approval has been provided by the City and verbal approval will be followed up with a Work Order.

The City shall be under no obligation to pay for Work done without prior written approval.

3.9 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.

3.10 Delivery, Storage, and Handling

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractor's expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.11 Clean Up

At the end of each day and at the conclusion of Work, the Contractor to promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

3.12 Site Conduct

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

3.13 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.

The Prime Contractor will be responsible for developing a safety plan and for onboarding all trades, City and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

3.14 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.

3.15 Frequency of Invoicing

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

A Statutory Declaration and WCB Clearance Form are required to be submitted monthly with project progress claims to the attention of the City.

The City's Fiscal Year End is December 31st. All invoices for goods & services received in the current year must be submitted no later than January 7th the following year to apinvoices@coquitlam.ca.

3.16 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or loss in providing the Services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-002

Electrical Maintenance and Repair Services

Proposals will be received on or before 2:00 pm local time on

Tuesday, February 16, 2021

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions 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 in .pdf format and "Send"

(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.

PROPOSAL SUBMISSION FORM

Submitted By: _____

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

1. PRICE

These rates are to be firm for the length of the Contract and be all inclusive without limitation, including all overhead, management, loading, labour, disposal fees, wages, benefits, equipment, transportation, fuel, mobilization, travel time, disposal, overhead and profit.

1.1. Labour Rates

Trade	Hourly Rate (exclude GST)	Overtime Rate (exclude GST)	Weekends / Stat Holidays (exclude GST)
Journeyman Electrician	\$	\$	\$
Apprentice Electrician	\$	\$	\$
Labourer	\$	\$	\$
Other (State)	\$	\$	\$
Other (State)	\$	\$	\$

1.2. Minimum Hours

Are there a minimum number of hours billed per mobilization, this will be used for callouts and not for Work that requires a quote.

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1.3. Material Markup Rates

Mark-up rate on materials = _____ %.

2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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3. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other Services your firm provides that would assist or be of benefit to the City:

4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

4.1. Sustainable Benefits

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:

4.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and Services from local small and medium sized business or social enterprises:

5. EXPERIENCE, CAPABILITIES AND CAPACITY

- 5.1. Proponent is to provide a narrative as to their experience and capabilities, in delivering goods and Services similar to those requested in this RFP:

- 5.2. Proponent is to provide a narrative as to their capacity to take on this Service Contract with respect to manpower and other Contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

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6. SUB-CONTRACTOR

The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP:

Type of Service	Company Name	Phone	Email

7. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the Services requested and successfully delivered Service Contracts of similar size, scope and complexity.
Provide current references that the City may contact to verify successful performance of the Services.

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

8. KEY PERSONNEL

The following are the Proponent's key personnel proposed for use on this project:

Name	Position	Years with Company	Certification	Security Clearance

9. CERTIFICATION

Does your firm hold Class A Field Safety Representative (FSR) Certification?

☐ Yes ☐ No

10. RESPONSE TIME:

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

Emergency Call Out:	
Non-Emergency Call Out:	

11. EQUIPMENT AND RESOURCES

Equipment, vehicles and power tools used on this at the Work site must be clearly identified. List Proponent's vehicles and equipment which is owned or leased and would be used in providing the Services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

EQUIPMENT AND VEHICLES		
Equipment (include power tools over \$2,500)	Make / Model	Year

12. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

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

Delivery, set-up and execution of the Work – Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials.

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

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

Safety – Proposal is to provide how the Proponent will address safety on the Work site.

Delivery, set-up and execution

Quality Assurance
Risk Factors
Safety

13. INVOICING

Proponent is to include, as an attachment to their Proposal Submission, a sample of their company invoice as to how the Work is invoiced and parts and breakout of labour and materials:

Included: Yes _____ No _____

14. FIELD REPORTS

Proponent is to include, as an attachment to their Proposal Submission, a sample of their company invoice as to how the Work is invoiced and parts and breakout of labour and materials:

Included: Yes _____ No _____

15. TRAINING AND SAFETY PROGRAM

- a) Does your firm have a training and safety program in place that meets the requirements of WorkSafeBC?

☐ Yes ☐ No

- b) Is your firm WorkSafe BC COR (Certificate of Recognition) certified?

☐ Yes ☐ No

16. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

--

17. NON-COMPLIANCE

Proponents shall fully disclose any technical requirement they are unable to comply with:

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18. ADDENDA

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

19. AUTHORIZATION

We hereby submit our Proposal for the supply and Services as specified and undertake to carry out the Work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, will accept the City's Contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	