

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-038**

**Mowing and Landscaping Services**

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

**Tuesday, April 06, 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](http://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 all inclusive without limitation, including all loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, disposal, overhead and profit.

* 1. Schedule of Values

Cost per visit

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Brush Cut** | **Bi-Weekly Mowing** | **Monthly Mowing** |
| 1283 Michigan Dr.7 | $ | $ | N/A |
| 3038 Guildford Way | $ | $ | N/A |
| 1138-1142 Westwood St. | $ | $ | N/A |
| 1112 Westwood St. | $ | $ | N/A |
| 2976 Pheasant St. | $ | N/A | N/A |
| 3020 Gordon Ave | $ | $ | N/A |
| 884-886 Westwood St. | N/A | $ | $ |
| 1032 Saddle St. | $ | $ | N/A |
| 560, 594-600 Sydney Ave | N/A | $ | $ |
| 1850 – 1900 Charland Ave | $ | $ | N/A |
| 271 Bernatchey St | N/A | $ | N/A |
| 210 Allard St. | N/A | N/A | $ |
| 1121, 1123, 1135 Brunette Ave. | $ | $ | N/A |
| 209, 213 Therrien St. | $ | $ | N/A |
| 208 Begin St. | $ | $ | N/A |
| 1185 Westwood Street | N/A | N/A | $ |

1. **Hourly RATES**
   1. Contractors Current Own Forces Labour Rates

The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case additional sites are added.

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Section of Work** | **Price** (exclude GST) |
| .1 | Mowing and trimming Hourly Rate | $ |
| .2 | Brush Cutting Hourly Rate | $ |
| .3 | Knotweed Treatment - State Unit of Measure: | $ |
| .4 | OTHERS NOT LISTED ABOVE. State: | $ |
| .5 | OTHERS NOT LISTED ABOVE. State: | $ |

1. **REQUESTED DEPARTURES – CONTRACT**

The Proponent has reviewed the City’s Contract and the [[Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)](https://www.coquitlam.ca/docs/default-source/tender-documents/standard-terms-and-conditions---purchase-of-goods-and-services.pdf). I/We would be prepared to enter into that Contract, amended

by the following departures (list, if any):

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1. **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:

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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**
   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:

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* 1. Social Responsibility

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

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|  |

1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

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1. **CORPORATE PROFILE**

Proponent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.)

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1. **EXPERIENCE, CAPABILITIES AND CAPACITY**
2. Proponent is to provide a narrative as to their capacity to take on the Work in this RFP 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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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:

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1. **KEY PERSONNEL**

The Proponent’s key personnel proposed for this project:

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| --- | --- | --- | --- |
| **Name** | **Position** | **Experience and Qualifications** | **Years with your organization** |
|  |  |  |  |
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1. **KNOTWEED TREATMENT**

Proponents to provide a narrative on how they treat knotweed and other invasive species:

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1. **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.

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| --- | --- | --- |
| **EQUIPMENT AND VEHICLES** | | |
| **Equipment**  **(include power tools over $2,500)** | **Make / Model** | **Year** |
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1. **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.

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

|  |  |
| --- | --- |
| **Description of Contract** |  |
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| --- | --- |
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| **Year Completed** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

1. **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. Include any safety and pedestrian control measures.

**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 would address safety on the work site.

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| **Delivery, set-up and execution** |
|  |
| **Quality Assurance** |
|  |
| **Risk Factors** |
|  |
| **Safety** |
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1. **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:

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1. **HEALTH AND SAFETY PROGRAM**
   1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

**Yes  No**

* 1. Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?

**Yes  No**

1. **NON-COMPLIANCE**

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

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1. **ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

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| --- | --- |
| **Addendum No.** | **Date Issued** |
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1. **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](http://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, will accept the City’s Contract: [Standard Terms and Conditions - Purchase of Goods and Services](http://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)

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 *for communication related to this RFP (*please print**)** |  |
| **Contact Email:** |  |
| **Name & Title of Authorized Signatory:**  (please print) |  |
| **Signature:** |  |
| **Date:** |  |