

City of Coquitlam

Request for Proposals

RFP No. 21-038

Mowing and Landscaping Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-038 Mowing and Landscaping Services
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Mowing and Landscaping Services
Closing Date and Time	2:00 pm local time Tuesday, April 06, 2021
Instructions for Proposal Submission	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 <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.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
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 5 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 City requests proposals from qualified, experienced Contractors to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Mowing and Landscaping Services** (the 'Services') as outlined in **Section 3 – Scope of Services**.

1.2 Site Meeting

Proponents are encouraged to visit the sites on their own.

1.3 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.

1.4 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.

1.5 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.

1.6 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	30
Technical	30
Financial and Value Added	40
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
- Equipment
- References
- Key Personnel, qualifications and experience

Technical

- Methodology, delivery set-up and execution of the work
- Compliance with the preferred specifications
- Quality Assurance and Safety
- Risk Mitigation
- Knotweed treatment
- Departures listed

Financial and Value Added

- Total Price,
- Value Added Benefits
- Sustainable Benefits and Social Responsibility

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) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.9 Term of Contract

The initial Term of the Contract will end November 5, 2022, with an option to extend for additional terms, as mutually agreed upon between the parties

1.10 Examination of Proposal Documents and Worksite

The Proponent must carefully examine the Proposal Documents and worksite. 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, Site Visit 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.

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 On-Site Hazards and Utilities Present

- i. The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Contractor 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.

2.3 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](#)

2.4 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.

2.5 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.

2.6 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

3 SCOPE OF SERVICES

3.1 Scope of Services

This scope of work involves **Mowing and Landscaping Services** at City sites stated within this RFP. This includes but is not limited to maintenance of grass turf, groundcovers, annuals, perennials, shrubs and trees. Maintenance to include but not be limited to mowing, pruning, weeding, deadheading, loose trash removal, leaf removal.

The Contractor shall furnish all labor, materials and equipment necessary to perform the Services in the RFP. It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the locations shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

3.2 Mowing and Landscape Maintenance

- All turf to be mowed to ensure that the height of grass does not exceed 80mm. Frequency is to be set by the City depending on season with previous summer months requiring a maximum of 2 visits per month. All Work to be between May 1 and October 31. Work may begin prior to or be necessary following these suggested dates but work outside May 1 – October 31 to be approved by the City before Work starts.
- Mow all turf around posts, fences, lamp posts, trees, curbs, sidewalks and other obstructions to be trimmed at each visit taking care not to damage structures or contact bark of trees.
- Mowing to be performed in a manner which ensures that grass clippings are not directed and deposited into planting beds, tree circles, or roads. Grass clippings to be removed from the site at the end of each day.
- Discharge Safety: The Contractor must always be aware of the potential hazard created by material. Furthermore, attention must be given so that discharged debris does not damage property whether private or public. At no time shall discharged debris be directed toward people, vehicles of any sort, homes of any kind, or other property which may result in damage.
- Cut and remove overgrown vegetation approximately 0.5 metres from edge of sidewalk in the event that it obstructs the sidewalk on an as required basis as directed by the City.
- Control and removal of visible weeds in tree-wells during growing season.
- Hard surfaces and lawns to be kept free of shrub bed debris i.e., (weeds, pruning's, sod, mulch, rocks, etc.).
- Contractor personnel shall operate all equipment in a manner consistent with applicable laws and safety standards of equipment.
- During periods of excessive rain or drought, the mowing frequency may be adjusted as to avoid turf damage.

3.3 Ongoing Knotweed Treatment in Required Areas

Control the spread and eradicate plants that are inventoried under the Provincial Invasive Alien Plant Program (IAPP) database.

3.4 Brush Cut

Brush cut all items where required, pruning tree's up to 8 Feet, edge trim/cutback encroaching sidewalk growth where required.

3.5 Collection and Disposal of Refuse

Prior to mowing the Contractor is responsible for the removal and disposal of all debris that has accumulated on the property. This debris shall include but not limited to: leaves, paper, trash, dead plant debris, etc. All collected debris is to be removed from the site at no additional charge to the City.

3.6 Locations and details

Address	Brush Cut	Bi-Weekly Mowing	Monthly	Details
1283 Michigan Dr.	Required	Required	Not Required	Initial spring brush cut, of entire lot. Bi-weekly service includes full-mow of the lot.
3038 Guildford Way	Required	Required	Not Required	The brush cut would be the entire space between the parking lot on Pinetree and Guildford adjacent to Westwood. Bi-weekly service to include the boulevard strips on Guildford and Westwood and a minimum of 1 meter around the parking lot from the entry way on Glen to the entry way on Guildford.
1138-1142 Westwood St.	Required	Required	Not Required	Full brush cut of the three lots. Bi-Weekly service to include full mow of the grassy areas and 1 meter from sidewalk.
1112 Westwood St.	Required	Required	Not Required	Full brush cut of the entirety of the lot. Bi-weekly service to include outside the fence area and an inside perimeter of 1-meter.
2976 Pheasant St.	Required	Not Required	Not Required	Full brush will include the entirety of the lot. The property has an environmentally sensitive area at the rear of the lot and care/attention should be given working around this area.
3020 Gordon Ave	Required	Required	Not Required	Full brush cut of the entirety of the lot. Bi-weekly service to include full mow of outside of the fence area at 1 meter, the entire inside perimeter.
884-886 Westwood St.	Not Required	Required	Required	Bi-weekly service to include 1-meter perimeter and front sidewalk to be maintained. Monthly service includes full mow of the entire properties.
1032 Saddle St.	Required	Required	Not Required	Full Brush cut of the area, minus where the knotweed is currently. Bi-weekly service 1 meter from the sidewalk/edge of bike lane

				around the property.
560, 594-600 Sydney Ave	Not Required	Required	Required	Bi-weekly service includes full mow. Monthly service to include cutting to ground ivy from hydrant area and maintaining inside the fenced area.
1850 - 1900 Charland Ave	Required	Required	Not Required	Brush cut vegetation along Charland Ave down to ground level and bi-weekly maintaining grassy areas on the lane way
271 Bernatchey St	Not Required	Required	Not Required	Full mow of area with low branching trees/shrubs to a height of 8 feet.
210 Allard St.	Not Required	Not Required	Required	Full mow of property
1121, 1123, 1135 Brunette Ave.	Required	Required	Not Required	Full Brush cut of the area. Bi-weekly service 1 meter from the sidewalk.
209, 213 Therrien St.	Required	Required	Not Required	Full Brush cut of the area. Bi-weekly service 1 meter from the sidewalk.
208 Begin St.	Required	Required	Not Required	Full Brush cut of the area. Bi-weekly service 1 meter from the sidewalk.
1185 Westwood Street	Not Required	Not Required	Required	Full mow of property

3.7 Additional sites

The City may add or remove locations over the duration of the Contract.

3.8 Access Control

Some properties have gates that are locked. Contractor and its employees shall:

- Open and close gates before and after Work
- Not copy or loan keys
- Not to unlock/use key for non-work related activities
- Return keys when Contract has ended
- Lost or non-returned keys will be charged a fee

3.9 Work Hazards

- a) It is the responsibility of the Contractor to address all work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

3.10 Cleanliness and Disposal of Unwanted Materials

The Contractor is responsible for the cleanliness of any and all job sites and accountable for the disposal of yard trimmings. 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. All unwanted materials must be disposed of in an environmentally friendly manner at approved sites with no extra expense to the City

3.11 Work Schedule and Work Hours

All Services are to be performed in compliance with City Noise Bylaws.

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 Equipment, Materials and Workmanship

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

All materials to be new. Contractor is responsible for delivering and storing of materials in original, unopened packaging, inclusive of 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.

The Contractor shall be experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work. Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the Services.

All Work shall be performed by skilled, qualified and experienced trade's personnel.

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

3.14 Protection of the Public

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

3.15 Frequency of Invoicing

Contractor to Invoice on a monthly basis for Work performed 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



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

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.

1.1. 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	\$

2. FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

2.1. 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:	\$

3. 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):

4. 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:

5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

5.1. 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:

5.2. 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:

6. 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.)

7. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) 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.:

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

8. KEY PERSONNEL

The Proponent's key personnel proposed for this project:

Name	Position	Experience and Qualifications	Years with your organization

9. KNOTWEED TREATMENT

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

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10. 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

11. 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	

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. 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.

Delivery, set-up and execution
Quality Assurance
Risk Factors
Safety

13. 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:

--

14. HEALTH AND SAFETY PROGRAM

- a. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes ☐ **No** ☐

- b. Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?
Yes ☐ **No** ☐

15. NON-COMPLIANCE

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

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16. 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

17. 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:	