

## Addendum No. 2

City of Coquitlam

RFP No. 21-060

### Coverall Supply and Cleaning Services

Issue Date: August 13, 2021

(consists of 10 pages, including Attachment No. 1 – Revised Proposal Submission Form – Rev No. 1)

Proponents shall note the following amendments to the RFP documents.

#### REVISIONS

##### R1. REPLACE

**In Section 3.2 Current Inventory - Table**

Is deleted and replaced with:

Department	Coverall Inventory	Bib Overall Inventory	Specifications (various sizes)
Engineering Operations (Water, Sewer/ Drain, Roads & Infrastructure)	53	183	Orange 100 % Cotton with 4” High Vis Reflective
Engineering Fleet Services	102		Navy Blue 100% Cotton with 4” High Vis Reflective & Name Crests (button and zippered options)
Parks	280		Orange 100% Cotton with 4” High Vis Reflective
Parks		20	Navy Blue 100% cotton Zip 4” High Vis Reflective

##### R2. REPLACE

**Proposal Submission Form**

Is deleted and replaced with:

**REVISED Proposal Submission Form – Revision No. 1 and is included as Attachment No. 1 to this Addendum.**

#### QUESTIONS AND CLARIFICATIONS

Q1 Can you account for the total amount of lost coveralls in the past 12 or 36 months?

**A1 The City does not have numbers for lost coveralls.**

Q2 In the list of items there is Bib Hi-vis Overalls there is a line for Navy and Striped Navy. Can you please clarify the difference?

**A2 Refer to REVISIONS R1 and R2 above.**

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***End of Addendum No. 2***

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal submission.

*Issued by:*

M. Pain,  
Purchasing Manager

[bid@coquitlam.ca](mailto:bid@coquitlam.ca)



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 21-060

### Coverall Supply and Cleaning Services

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

**Tuesday, August 24, 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.

### **REVISED PROPOSAL SUBMISSION FORM – Rev. No. 1**

Submitted By: \_\_\_\_\_

(Company Name)

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

## 1. PRICE

### 1.1. Rental Rates

Provide rates for provision of 100% Cotton Coveralls & Overalls with 4” Safety Reflective striping applied, alterations and custom fitting for each staff member, repairs, replacement of excessively worn garments, weekly pick-up, cleaning and delivery as required.

SERVICE DESCRIPTION	Weekly Rental (each) (if separate from Cleaning) (exclude GST)	Cleaning Service (each) (exclude GST)
<b>Coverall</b> – Cotton, Orange with High Vis Reflective Stripping	\$	\$
<b>Bibbed Overall</b> – Cotton, Orange with High Vis Reflective Stripping	\$	\$
<b>Coverall</b> – Cotton, Blue with High Vis Reflective Stripping and personalized name crests (zippered or button)	\$	\$
<b>Bibbed Overall</b> - Navy Blue 100% cotton Zip 4” High Vis Reflective	\$	\$

### 1.2. Miscellaneous Rates

SERVICE DESCRIPTION	Price each (exclude GST)
Embroidery – City of Coquitlam Logo (Thread colors - 1332 Green and 1143 Blue)	\$
Embroidery – Employee Name (Thread colour Royal Blue)	\$
Alterations	\$
Bag Stand	\$
Route bags	\$
Service charges (percentage or lot charge)	\$ or %
Others not listed:	\$

1.3. Additional Equipment Prices

Equipment or Service	Quantity of Lockers per Bank	Weekly Rental Rate (exclude GST)
Staff Locker Bank		\$
Soiled Laundry Locker		\$
Repair & Alterations Locker		\$

1.4. Loss prevention Program

Lost replacement program (percentage or lot charge)	
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**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:

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**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:

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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**

- a) Proponent's relevant experience and qualifications in delivering Goods and Services similar to those required by the RFP

- b) State length of time company has been in business and average number of units (of model proposed) sold per year:

**6. 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	

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
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<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

## 7. GARMENTS

Proponents should provide a detailed description of the style, manufacturer and material of each item being proposed. Details such as colours offered, size ranges, and country of manufacture should also be included, along with any product information available.

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## 8. DELIVERY LEAD TIME FOR COVERALL ALTERATIONS AND REPAIRS

- a) Proponents should describe the proposed inventory levels, location of inventory and service frequency required to meet the demand.

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- b) State processing time for a set of 3 custom sized & altered coveralls/overalls from time of order. For (1-5 sets of 3) and for larger orders of (5-10 and 11-25 sets of 3).

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- c) Describe how the coveralls would be delivered to and picked up from the City. Proposals should also describe delivery solutions around statutory holidays.

- d) Describe how sizing and measuring will be conducted for both the initial supply and any additional garments required during the Contract Term.

## **9. STORAGE**

Describe the proposed method of providing secure storage of garments.

## **10. COVERALL LABELLING & TRACKING SYSTEM**

Describe the proposed method for identifying and tracking garment movements, including adjustments, repairs and replacements.

## **11. RETURNS AND LOST ITEMS**

Describe how returns and lost garments will be handled. State what determines that a garment is lost, and how is this information communicated to the City.

## **12. REPORTING**

List all reports that would be available upon request.

## **13. LOSS PREVENTION PROGRAM**

Proponent to state details about their loss prevention program

**14. 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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**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.

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