

City of Coquitlam

Request for Proposals

RFP No. 21-065

Audio Visual Preventative Maintenance

TABLE OF CONTENTS

DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS	5
1.1 Purpose	5
1.2 Proposal Submission.....	5
1.3 Instructions to Proponents	5
1.4 Prices.....	5
1.5 Requested Departures.....	5
1.6 Evaluation Criteria	5
1.7 Eligibility	7
1.8 Sub-Consultants	7
1.9 Term of Agreement.....	7
1.10 Examination of Proposal Documents.....	7
2 GENERAL CONDITIONS OF CONTRACT	8
2.1 Terms and Conditions of Contract.....	8
2.2 On-Site Hazards	8
2.3 Damage and Defects	8
2.4 Protection of Public.....	8
3 SCOPE OF SERVICES.....	9
3.1 Purpose	9
3.2 Scope.....	9
3.3 Major and Minor Maintenance.....	9
3.4 Locations and Timelines	10
3.5 Responses and Callouts	11
3.6 Work Hazards	11
3.7 Cleanliness and Disposal of Unwanted Materials	12
3.8 Site Conduct.....	12
3.9 Inspection of Services.....	12

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-065</p> <p align="center">Audio Visual Preventative Maintenance</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of Audio Visual Preventative Maintenance .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Monday, October 25, 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.

“AV” Audio Visual Equipment

“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;

“Site” means the place or places where the Services are to be performed;

“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 companies to provide services for **Audio Visual Preventative Maintenance** on an “as needed and when requested” basis at various locations throughout the city as further described in **Section 3 - Scope of Work**

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 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.

1.6 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	35

Technical	35
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

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Established local business presence
- References (on time delivery, support, performance, etc.)
- Key personnel proposed including qualifications, experience, and certifications

Technical

- Response time
- Methodology, set-up and execution of the work
- Test and Acceptance Plan
- Maintenance - Local support and parts availability in Metro Vancouver area
- Equipment and Resources
- Site Safety

Financial and Value Added

- Proposed rates
- 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.

1.7 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](#)

1.8 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Proposal and realize the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

1.9 Term of Agreement

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.10 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, 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

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 Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost 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.

2.4 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.

3 SCOPE OF SERVICES

3.1 Purpose

The City requests proposals from qualified, experienced companies to provide services for **Audio Visual Preventative Maintenance** as further described in **Section 3 - Scope of Work**, on an “as needed and when requested” basis at various locations throughout the city

3.2 Scope

- a) The Contractor shall provide AV technology troubleshooting, assessment, repair and replacement services.
- b) The Contractor to provide major and minor maintenance and repair services of the installed AV systems and equipment at various locations within the City of Coquitlam. Requested services include, but are not limited to, installation, maintenance and repair, replacing equipment and parts, staff training and consulting, preventative maintenance site visits, and reporting services.
- c) The Contractor to provide remote telephone support services, on-site repair and replacement services for equipment and parts, and coordinate the use of loaner equipment as applicable.
- d) Maintenance and the repair of failed equipment should be performed, as much as possible, on site. In the event that the equipment, or a component thereof, is taken off-site, the Contractor will, if requested, make every reasonable attempt to provide a temporary replacement of equal functionality.
- e) The Contractor to make every reasonable attempt to provide and install loaner equipment if repairs are to exceed eight (8) hours.
- f) The Contractor shall assess any malfunctioning equipment within four (4) hours of the request.
- g) Contractor will work directly with equipment manufacturers on equipment warranty claims and repairs.
- h) Contractor to perform preventative maintenance and inventory updates on all AV equipment at each location as necessary, but at minimum, twice a year.
- i) All equipment and systems must be operational at the completion of the preventative maintenance.
- j) Contractor will provide a preventative maintenance report for each site documenting all services performed, the status or health of each component, and any recommendations for replacement or additional maintenance required.

3.3 Major and Minor Maintenance

- a) Minor maintenance:
 - Walkthrough of each facility
 - Visual inspection of all the equipment associated with each and every system in the facility.

- Visually checking for any damage
- Wiping down amplifiers and/or any sensitive equipment, cleaning amplifier filters
- Listening to each system to make sure all speakers are functioning properly
- Check with staff to see if there are any issues that need to be addressed
- Send a report by email to facilities with any concerns

b) Major maintenance:

- Run diagnostics on the entire system and look for any slowdowns or faults
- Verifying the functionality of AV systems.
- Inspecting system wiring and check all connections are secure
- Performing software/firmware updates
- Performing manufacturer recommended maintenance activities (filter replacement, bulb replacement, touch panel calibration and audio adjustments). In-depth cleaning of each rack
- Updating firmware on all components that may require it
- Testing all wireless microphones
- Testing and clean input contacts
- Test and clean volume controls
- Check volume input and output levels at racks, check overall sound quality
- Test and clean paging microphones,
- Check paging intelligibility to ensure each sound system is performing properly
- Checking to insure all speaker rigging is in place, is in good condition and in good working order
- Testing all audio inputs and outputs at all locations equipped (eg. Timekeepers bench, guardroom, multi-purpose) and make adjustments where necessary
- Replace missing labels on cables or equipment
- Check for damaged speakers, cables and microphones
- Make programming adjustments where necessary
- Check in with staff or facility managers to see if there are any issues that need to be addressed
- Send a more substantial report by email to facilities with any concerns or items requiring repair or replacement.

3.4 Locations and Timelines

a) Poirier Sport and Leisure Complex (PSLC);

- The pool/fitness - Major Communication and Security - Sound System Service and Inspection once a year
- The pool/fitness - Minor Communication and Security - Sound System Service and Inspection once a year
- The arenas/lobby - Major Communication and Security - Sound System Service and Inspection once a year
- The arenas/lobby - Minor Communication and Security - Sound System Service and Inspection once a year

- b) City Centre Aquatic Complex (CCAC):
 - Major Communication and Security - Sound System Service and Inspection once a year
 - Minor Communication and Security - Sound System Service and Inspection once a year
- c) Glen Pine Pavilion Annual - Major Communication and Security - Sound System Service and Inspection once a year
- d) Dogwood Pavilion Annual - Major Communication and Security - Sound System Service and Inspection once a year
- e) Centennial Hall Annual - Major Communication and Security - Sound System Service and Inspection once a year
- f) Town Centre Park Stadium Grandstand Annual - Major Communication and Security - Sound System Service and Inspection

3.5 Responses and Callouts

- a) No work will be performed outside of regular working hours or on other than ordinary working days without the prior direction or approval of the City. For all scheduled work, the Contractor will report punctually at the work site to perform the work diligently and expeditiously for completion of the work in a timely manner.
- b) Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the regular working hours or ordinary working days without the prior approval of the City, where it is necessary in the interests of safety of the Works or where the work is required to protect property. In such circumstances the Contractor shall inform the City in writing of the circumstances as early as possible.
- c) If the Contractor wishes to carry out work outside of the regular working hours or ordinary working days and approval is given by the City, but the reasons for working these hours are for the Contractors benefit, then the hourly rate for such work will be at the normal hourly rate.
- d) Work hours paid under the Agreement shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rates for basic labour or equipment.
- e) The Contractor to establish a list of key contacts with telephone numbers, for the purpose of responding to all calls from the City. There should also be a contact after hours for emergencies.

3.6 Work Hazards

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.

3.7 Cleanliness and Disposal of Unwanted Materials

The Contractor is responsible for the cleanliness of any and all job sites and accountable for the disposal/recycle of excess packaging and material. The job sites, at all times must be kept clean of any debris to avoid mishaps.

3.8 Site Conduct

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

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.



REQUEST FOR PROPOSALS

RFP No. 21-065

Audio Visual Preventative Maintenance

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

Monday, October 25, 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.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) 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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

****ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM****

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – 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	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	

Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) 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:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

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

Sub-Contractor No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

d) HEALTH AND SAFETY

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

☐ **Yes**

☐ **No**

II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

☐ **Yes**

☐ **No**

3. TECHNICAL

a) APPROACH and METHODOLOGY	
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.	
I. Delivery, Set-Up and Execution - 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.	
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.	
b) RESPONSE TIME:	
Indicate Response time in hours for Emergency & non-Emergency Call outs:	
Emergency Call Out:	
Non-Emergency Call Out:	

c) EQUIPMENT AND VEHICLES - Equipment, vehicles and power tools used at the work site must be clearly identified. Please 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 (including power tools to be used)	Make / Model	Year

d) PARTS AVAILABILITY

Business Name and Location:	
Regular Lead Time for Delivery of Parts:	

4. FINANCIAL

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):			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	PSLC (Arena) 6 month - Major Communication and Security - Sound System Service and Inspection		\$
ii.	PSLC (Arena) 6 month - Minor Communication and Security - Sound System Service and Inspection		\$
iii.	PSLC (Pool) 6 month - Major Communication and Security - Sound System Service and Inspection		\$
iv.	PSLC (Pool) 6 month - Minor Communication and Security - Sound System Service and Inspection		\$
v.	CCAC 6 month - Major Communication and Security - Sound System Service and Inspection		\$
vi.	CCAC 6 month - Minor Communication and Security - Sound System Service and Inspection		\$
vii.	Glen Pine Pavilion Annual - Major Communication and Security - Sound System Service and Inspection		\$
viii.	Dogwood Pavilion Annual - Major Communication and Security - Sound System Service and Inspection		\$
ix.	Centennial Hall Annual - Major Communication and Security - Sound System Service and Inspection		\$
x.	Town Centre Park Stadium Grandstand Annual - Major Communication and Security - Sound System Service and Inspection		\$
xi.	Hourly Rate		\$
xii.	Overtime Rate (after 5:00 PM and Weekends)		\$
xiii.	Vehicle Charges		\$
xiv.	Other not Listed:		\$
xv.	Other not Listed:		\$

b) Material Markup Rates	
Mark-up rate on materials	%

c) MINIMUM HOURS

Minimum number of hours billed per mobilization:

--

d) VALUE ADD

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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e) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

- i. 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

--

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

--

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

--

Attention Purchasing Manager:

5. **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, 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.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
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.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.

8. 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:	