

City of Coquitlam

Request for Proposals

RFP No. 22-009

Overhead Door Inspection & Maintenance

Issue Date: February 1, 2022

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 Term of Agreement.....	7
1.9 Examination of Proposal Documents.....	7
2 GENERAL CONDITIONS OF CONTRACT	8
2.1 Terms and Conditions of Contract.....	8
2.2 Qualified Personnel.....	8
2.3 On-Site Hazards	8
2.4 Environmental Protection	8
2.5 Equipment, Materials and Workmanship.....	8
2.6 Frequency of Invoicing	9
2.7 Operations and Coordination of the Services	9
3 SCOPE OF SERVICES.....	10
3.1 Purpose	10
3.2 Scope.....	10
3.3 Preventative Maintenance.....	10
3.4 Locations.....	11
3.5 Clean Up.....	11
3.6 Damage and Defects	11
3.7 Regulatory and Compliance Requirements	11
3.8 Protection of Public.....	11
3.9 Service Requests	12

Appendix A – Sample Maintenance Inspection Report

Appendix B – Equipment List and Site Locations

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-009 Overhead Door Inspection & Maintenance
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Overhead Door Inspection & Maintenance .
Closing Date and Time	2:00 pm local time Tuesday, February 22, 2022
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 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 City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide the services for **Overhead Door Inspection & Maintenance** as further described in **Section 3 - Scope of Work** and **Appendix A – Sample Maintenance Inspection Report**

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 Term of the Contract.

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	40

Technical	30
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

- Proponent's qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Established local business presence
- References
- Staff qualifications and experience
- Sub-contractors
- Health and Safety Program

Technical

- Methodology, set-up and execution of the work
- Risk factors
- Site Safety
- Equipment and Resources
- Response time
- Minimum hours

Financial and Value Added

- Rates & Prices for Scheduled Preventative Maintenance Inspections
- Hourly Rate
- Mark-up 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 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.

1.9 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, 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 Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

2.3 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.

2.4 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 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments to the Service requirements for the duration of the contract.

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 Provincial Motor Vehicle Act

- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada

Equipment must be in good mechanical repair in order to not create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

2.6 Frequency of Invoicing

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

2.7 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

3 SCOPE OF SERVICES

3.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide the Services for **Overhead Door Inspection & Maintenance** for schedule maintenance and on an “as needed and when requested” basis.

3.2 Scope

Services shall include but are not limited to the following;

- a) Preventative and Corrective maintenance, including inspections, servicing and general repairs of overhead doors and related system equipment including manual and auto operated.
- b) Is responsible for maintaining the assets to a high standard of performance.
- c) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- d) An inspection report is to be filled out for each location and submitted with each invoice. See **Appendix A – Sample Maintenance Inspection Report**
- e) Is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- f) The assigned technician must report to designated City staff, keeping the City apprised of status of work in progress. (e.g. date/time/and delays.)
- g) Test all safety devices when and where applicable.
- h) Assist the City in maintaining the Overhead Door asset list.

3.3 Preventative Maintenance

The Contractor is required to inspect and test each overhead door and report on condition of all the components including those specified in:

Regular maintenance inspections and service are to be performed on all designated equipment quarterly (every 3 months).

Maintenance Services shall include but are not limited to the following:

- Inspect and tighten hinges & hardware
- Inspect Cables for wear & damage
- Lubricate & inspect rollers and hinges
- Inspect & adjust door alignment
- Inspect track fasteners & hangers
- Inspect safety photocells
- Inspect and test safety edge & relight
- Inspect sections
- Inspect weather seal for wear / damage
- Test disconnect for manual operation
- Lubricate and inspect chain hoist
- Check door balance
- Warning tags installed on spring & door
- Inspect springs for secure mounting
- Adjust & lubricate springs

- Inspect drums & shaft for wear / damage
- Check operator / chain hoist mounting
- Inspect & adjust all belts, chains & sprockets
- Inspect & adjust brake clutches
- Inspect & adjust limit switches
- Check radio controls & record frequencies
- Inspect locks for proper operation
- Inspect Door panels
- Inspect Glass panels

3.4 Locations and door types

See – **Appendix B – Equipment List and Site Locations**

3.5 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

3.6 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.

3.7 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building Code, and Canadian Electrical Code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act;

3.8 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.

3.9 Service Requests

a) Emergency Service Requests

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified technicians available for after hour emergencies

The Contractor shall respond on-site within one (1) hour to emergency requests. The Contractor must phone the City representative within fifteen (15) minutes to confirm that a timely on-site response will be made.

b) Non-Emergency Service Requests

The Contractor shall respond to non-emergency request within 24 hours.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 22-009

Overhead Door Inspection & Maintenance

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

Tuesday, February 22, 2022

(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	

2.

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 in an agreement that incorporates the City's Stand 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 succesful 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. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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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3.

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) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

d) SUB-CONTRACTOR - The following Sub-contractor 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:

e) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:	

4. 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) 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

c) RESPONSE TIME: Indicate Response time in hours for Emergency & non-Emergency Call outs:	
Emergency Call Out, can Proponent be onsite in an hour:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, state why:	
Non-Emergency Call Out, state response time:	

d) MINIMUM HOURS Minimum number of hours billed for non-scheduled maintenance (emergency and non-emergency call outs):

5. 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):					
	Facility Name	Facility Address	Number of Overhead Doors at Site	Price per each Quarterly Inspection (excluding GST)	Annual Cost for each Site (for 4 inspections)
1.	Poirier Sport & Leisure Complex (PSLC) 2 buildings				
1.a	PSLC – POOL	633 Poirier Street	5	N/A	\$
1.b	PSLC – ARENA	633 Poirier Street	6	\$	\$
2.	CCAC-City Centre Aquatic Complex	1210 Pinetree Way	1	\$	\$
3.	Poirier Forum	618 Poirier Street	1	\$	\$
4.	Coquitlam City Hall	3000 Guildford Way	2	\$	\$
5.	Public Safety Building (RCMP)	2986 Guildford Way	19	\$	\$
6.	Robinson Memorial Park - Admin Building	621 Robinson Street	1	\$	\$
7.	Service Centre (2 buildings)				
7.a	Water/Sewer Building	500 Mariner Way	6	\$	\$
7.b	Vehicle Service Building	500 Mariner Way	13	\$	\$
8.	Coquitlam City Centre Library	1169 Pinetree Way	1	\$	\$
9.	Evergreen Cultural Centre	1205 Pinetree Way	4	\$	\$
10.	Place des Arts/Heritage Square Complex	1200 Brunette Avenue	1	\$	\$
11.	Austin Heights Fire Station	428 Nelson Street	6	\$	\$
12.	Mariner Fire Station	775 Mariner Way	8	\$	\$
13.	Burke Mountain Fire Station	3501 David Avenue	6	\$	\$
14.	Town Center Fire Station	1300 Pinetree Way	9	\$	\$
	Total Quarterly Inspection Cost for all Facilities (items 1-14)			\$	
	Total Annual Cost				\$

b) ADDITIONAL LABOUR RATES

The following are rates for qualified trades personnel that would be used for non scheduled work and services beyond the scope of this RFP on an “as needed and when requested” basis.

These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	Hourly rate (exclude GST)
i.	Technician type (state):	Regular	\$
ii.	Technician type (state):	Overtime	\$
iii.	Technician type (state)::	Regular	\$
iv.	Technician type (state):	Overtime	\$
v.	Technician type (state):	Regular	\$
vi.	Technician type (state):	Overtime	\$
vii.	Vehicle charges (if any):	Each	\$
viii.	Other not listed above (specify):	Each	\$
ix.	Other not listed above (specify):		

c) Material Markup Rates

Mark-up rate on materials	%
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d) HOURS

State regular working hours and overtime working hours:

e) 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

f) 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:
IV.	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:

6. **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.
7. **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.
8. **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.