

City of Coquitlam

Request for Proposals

RFP No. 22-059

## Glazing Maintenance and Repair Services

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**Appendix A – City Facilities & Civic Building Locations**

**Appendix B – SD43 Locations**

**[PROPOSAL SUBMISSION FORM](#)**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<p align="center"><b>RFP No. 22-059</b></p> <p align="center"><b>Glazing Maintenance and Repair Services</b></p>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced, qualified firms to provide <b>Glazing Maintenance and Repair Services</b>
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Thursday, August 25, 2022</b></p>
<b>Instructions for Proposal Submission</b>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at <a href="https://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <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>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	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: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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 purpose of this RFP is to invite Proposals from qualified, experienced companies to provide **Glazing Maintenance and Repair Services** “as and when required” as stated within this RFP.

### 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, 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
<a href="#">Corporate</a>	30
<a href="#">Technical</a>	30

<a href="#">Financial and Value Added</a>	40
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Staff qualifications and experience
- Sub-contractors
- Response time
- Minimum hours

**Technical**

- Methodology, set-up and execution of the Work
- Disposal and reuse
- Ability to comply with the stated specifications and requirements
- Risk factors
- Quality Assurance program
- Safety and disposal

**Financial and Value Added**

- Labour Rates and Material 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](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

#### 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 Extension of Offer

The Contractor agrees to allow other local public agencies and local school districts with similar needs to participate in this contract.

Additional participating agencies that opt to enter into a Contract with the successful Proponent for the Services described in this RFP based on the terms, conditions and prices may present their own Agreement. This is a separate legal contract between those public agencies and the successful Proponent.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

#### 1.10 Warranties

The Proponent shall provide a full statement of the warranty period and terms. This warranty should clearly describe the terms under which the equipment manufacturer or sub-suppliers of the manufacturer accept responsibility for the cost to repair defects caused by faulty design, quality of work or material and for the applicable period of time after delivery.

1.11 Security

Contractor's qualified personnel may be required to Work at the Public Safety Building (Police) and other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this Contract.

The Contractor must have on call, at least one security cleared employee for after-hours callouts to the security designated sites. Any employees denied security clearance shall be restricted from entering the designated facilities, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

The Contractor may also be required to provide a clean criminal record check to the City. The criminal record check shall be provided at no cost to the City.



## **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 Permits Regulations**

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

### **2.5 Approval**

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.

### **2.6 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.

2.7 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.

2.8 One Year Guarantee

The Contractor shall guarantee to maintain the Work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the Work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 2 weeks of notification. This shall be at no cost to the City.

2.9 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.

### 3 SCOPE OF SERVICES

#### 3.1 Scope

##### a) The City Scope:

The City requires qualified, experienced companies to provide tools, materials, labour, equipment, fuel, travel, transportation, coordination, overhead and all that is necessary for the provision of **Glazing Maintenance and Repair Services** on an “as needed and when requested” basis.

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

- i. 24 Hour Emergency Glass Replacement Service
- ii. Replacement of Broken Glass / Failed Units / Mirrors
- iii. Repair of window frames
- iv. Renovation of windows, canopies, shower enclosures, etc.
- v. Repair and renovations for storefront and other specialty applications
- vi. Door closures and emergency exit hardware
- vii. Supervision, labour, tools, materials, equipment, transportation, permits and licenses
- viii. The assigned technician must report to designated City staff, keeping the City apprised of status of work being done (e.g. date/time/and delays)

##### b) School District Scope:

###### I. Services

The Contractor will provide Services for The Board of Education of School District No. 43 (Coquitlam) hereinafter referred to as the “Board” that includes the supply, delivery, and installation of building glass products for Board sites including flat exterior and interior, display and specialty glass, skylights, and mirrors. The Board will provide its own low-e or protection film. Services will be on an “as, if and when required” basis.

In most circumstances, broken windows will have been boarded up by the Board. The Contractor will be required to confirm all measurements for replacement glass. The Board will not be responsible for glass that does not fit the required space.

Protection of the area of work is to be provided by the Contractor with portable barricades, signs, or other items as necessary.

Immediate and complete site cleanup, as well as the removal and disposal of all broken glass both inside and outside the building as necessary, are to be provided by the Contractor. In the event Board property is damaged by the Contractor in the provision of Services and the Contractor is unable or unwilling to repair damages, the Board may deduct the cost of any remedial work required.

The Board will not pay for additional call out charges or services in instances where aluminum stop (snap on bead) was not replaced and should have been,

based on the Board's level of standard. This determination is at the Board's sole discretion.

II. Service Requests

Service Requests will be accessed by the Contractor using the Board's web-based work order system. The Contractor will be required to log on to the Board's website to access work orders, provide receipt confirmation, enter delivery estimates, post comments on work status and pertinent information and close the work order once Services are complete.

III. Specialty Product & Specialty Service

Service requiring specialty product and/or specialty service are to be submitted to the Board in the form of a quotation and must be pre-approved by the Board prior to work being performed. The Board reserves the right to obtain outside quotations for specialty product or specialty service for work in excess of \$3,000.00.

Specialty Product is defined as: any glass other than the standard types listed in the resulting Service Agreement. Specialty Service is defined as: the types or sizes of glass application which require more than two installers and/or equipment such as, but not limited to, an aerial lift or scaffolding, to safely complete the glass replacement work.

The Contractor will supply all tools, equipment, and vehicles in providing the Services. Rental of specialized equipment for specialty services will require preapproval by the Board and rates will be charged to the Board at actual rental charges based on a 0% mark up.

IV. Regular Working Hours

Service is required on an as and when requested basis between the hours 7:00 am to 5:00 pm Monday to Friday. The Board prefers the Contractor to be onsite during the hours of 7:00 am to 9:00 am and 3:00 pm to 5:00 pm for ease of access to the site while children are not present. Weekend work is not applicable.

V. Lead times

On a best effort basis, emergent orders are to be completed on the same business day. Repairs for single glazed glass replacement are to be completed within three (3) working days; repairs for standard sealed unit glass replacement are to be completed within seven (7) to eight (8) working days and specialty sealed units are subject to standard industry lead times. Any repairs that deviate from these lead times are to be communicated to the Board.

### 3.2 City 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 technician(s) 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 twenty-four (24) hours.

### 3.3 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified, 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.

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.

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

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)

### 3.4 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building 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)
- Worker's Compensation Act

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.

3.5 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.

3.6 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.

## **Appendix A – City Facilities & Civic Building Locations**

## Appendix A - Facilities & Civic Building Locations

	Map Code	Building Sites	Address
	<b>RECREATION LEISURE FACILITIES</b>		
1	BD0412	Poirier Sport and Leisure Complex (PSLC) - <b>POOL</b>	633 Poirier Street
2	BD0421	Poirier Sport and Leisure Complex (PSLC) - <b>ARENA</b>	633 Poirier Street
3	BD0375	City Centre Aquatic Complex - CCAC	1210 Pinetree Way
4	BD0339	Poirier Forum ( Arena / Dry Floor )	618 Poirier Street
	<b>OUTDOOR POOLS AND SPRAY PARKS</b>		
5	BD0975	Eagle Ridge Pool	2689 Guildford Way
6	BD0979	Spani Pool	655 Hillcrest Ave
	<b>SOCIETY FACILITIES</b>		
7	BD0346	Evergreen Cultural Centre	1205 Pinetree Way
8	BD0336	Mackin House Museum	1116 Brunette Ave
9	BD0348	Place Des Arts	1120 Brunette Ave
10	BD0358	Place Des Arts (Renaissances Building)	1120 Brunette Ave
11	BD0350	Place Maillardville	1200 Cartier Ave
12	BD0431	Coquitlam City Centre Library	1169 Pinetree Way
13	BD0318	Poirier Public Library	575 Poirier Street
14	BD0337	Train Station Museum	1116 Brunette Ave
15	BD0436	Foster Tennis Facility	1650 Foster Ave
16	BD0356	Hoy Creek Hatchery Building (Society Connection)	2963 Princess Cres
	<b>COMMUNITY FACILITIES</b>		
17	BD0361	Blue Mountain Park Scout Hall	1038 Winslow Ave
18	BD0429	Centennial Hall	620 Poirier Street
19	BD0323	Dogwood Pavillion	1655 Winslow Ave
20	BD0325	Dogwood Lawnbowling Building #1 (Society Connection)	1655 Winslow Ave
21	BD0427	Dogwood Lawnbowling Building #2 (Society Connection)	1655 Winslow Ave
22	BD0424	Glen Pine Pavilion	1200 Glen Pine Court
23	BD0403	Innovation Centre	1207 Pinetree Way
24	BD0370	Pinetree Community Centre (Joint Venture - SD43 / DC)	1260 Pintree Way (school)
25	BD0369	Poirier Administration	640/644 Poirier Street
26	BD0363	Poirier Community Centre	630 Poirier Street
27	BD0322	Victoria Hall	3435 Victoria Drive
	<b>CIVIC FACILITIES</b>		
28	BD0400	Animal Shelter	500 Mariner Way
29	BD0417	Animal Shelter Trailer	500 Mariner Way
30	BD0437	Animal Shelter Trailer 2 (Bunny Trailer)	500 Mariner Way
31	BD0433	Booth Farm	1746 Brunette Ave
32	BD0438	Burke Mountain Discovery Center	3537 Princeton Ave
33	BD0422	Burquitlam Community Police Station	560A Clarke Road (RCMP)
34	BD0377	City Hall	3000 Guildford Way
35	BD0419	Northeast Works Yard Trailer	3720 Guarry Road
36	BD0378	Public Safety Building - RCMP	2986 Guildford Way (RCMP)
37	BD0423	Ridgeway Community Police Station	1059 Ridgeway Ave (RCMP)
38	BD0343	Robinson Memorial Park Admin Building	621 Robinson Street
39	BD0392	Service Centre - Water / Sewer Utility Building	500 Mariner Way
40	BD0395	Service Centre - Vehicle Service Building	2647 Austin Ave
41	BD0389	Service Centre - Parks Administration Building	2647 Austin Ave
42	BD0396	Service Centre - Auxiliary Building	2647 Austin Ave
43	BD0390	Town Centre Works Yard Trailer	1250 Pipeline Road
44	BD0391	Town Centre Works Yard Workshop / Garage	1250 Pipeline Road
45	BD0442	YMCA Community Police Station (RCMP)	557 Emerson Street



## Appendix A - Facilities & Civic Building Locations

	Map Code	Building Sites	Address
	<b>FIRE / RESCUE FACILITIES</b>		
46	BD0301	Austin Heights Firestation	428 Nelson Ave
47	BD0302	Burke Mountain Firestation	3501 David Ave
48	BD0329	Mariner Firestation	775 Mariner Way
49	BD0334	Town Centre Fire Administration Building	1300 Pinetree Way
50	BD0327	Town Centre Firestation	1300 Pinetree Way
51	BD0434	Town Centre Fire Training Portable (Trailer)	1300 Pinetree Way
52	BD0444	Town Centre Fire Training Tower	1300 Pinetree Way
	<b>FIELD HOUSES / WASHROOMS / OTHER FACILITIES</b>		
53	BD0305	Blue Mountain Park Washroom / Concession	1001 King Albert Ave
54	BD0401	Burquitlam Garden Park Washroom	515 Ebert Ave
55	BD0394	Charles Best Fieldhouse	2525 Como Lake Ave
56	BD0313	Como Lake Park Washroom	700 Gatensbury Street
57	BD0324	Eagle Ridge Park Fieldhouse	1188 Eagle Ridge Dr
58	BD0430	Inspiration Park Buildings	1206 Pipeline Road
59	BD0341	Mundy Park Fieldhouse (new)	629 Hillcrest Street
60	BD0355	Riverview Park Washroom	650 Clearwater Way
61	BD0342	Rochester Park Washroom	1390 Rochester Ave
62	BD0380	Town Centre Park Fieldhouse	1299 Pinetree Way
63	BD0383	Town Centre Park Washroom	1260 Pipeline Road

## **Appendix B – SD43 Locations**

Elementary Schools	
<b>Alderson</b>	825 Gauthier Avenue Coquitlam
<b>Anmore</b>	30 Elementary Road Anmore
<b>Aspenwood</b>	2001 Panorama Drive Port Moody
<b>Baker Drive</b>	885 Baker Drive Coquitlam
<b>Birchland</b>	1331 Fraser Avenue Port Coquitlam
<b>Blakeburn</b>	1040 Riverside Drive Port Coquitlam
<b>Bramblewood</b>	2875 Panorama Drive Coquitlam
<b>Cape Horn</b>	155 Finnigan Avenue Coquitlam
<b>Castle Park</b>	1144 Confederation Drive Port Coquitlam
<b>Cedar Drive</b>	3150 Cedar Drive Port Coquitlam
<b>Central</b>	2260 Central Avenue Port Coquitlam
<b>Coast Salish</b>	3538 Sheffield Avenue Coquitlam
<b>Coquitlam River</b>	450 Shaughnessy Avenue Port Coquitlam
<b>Eagle Ridge</b>	1215 Falcon Drive Coquitlam
<b>Glen</b>	3064 Glen Drive Coquitlam
<b>Glenayre</b>	495 Glencoe Drive Port Moody
<b>Hampton Park</b>	1760 Paddock Drive Coquitlam
<b>Harbour View</b>	960 Lillian Street Coquitlam
<b>Hazel Trembath</b>	1278 Confederation Drive Port Coquitlam
<b>Heritage Mountain</b>	125 Ravine Drive Port Moody
<b>Irvine</b>	3862 Wellington Street Port Coquitlam
<b>James Park</b>	1761 Westminster Avenue Port Coquitlam
<b>Kilmer</b>	1575 Knappen Street Port Coquitlam
<b>Leigh</b>	1230 Soball Street Coquitlam
<b>Lord Baden Powell</b>	450 Joyce Street Coquitlam
<b>Mary Hill</b>	1890 Humber Crescent Port Coquitlam
<b>Meadowbrook</b>	900 Sharpe Street Coquitlam
<b>Miller Park Community School</b>	800 Egmont Avenue Coquitlam
<b>Moody</b>	2717 St. Johns Street Port Moody
<b>Mountain Meadows</b>	999 Noons Creek Drive Port Moody
<b>Mountain View</b>	740 Smith Avenue Coquitlam
<b>Mundy Road</b>	2200 Austin Avenue Coquitlam
<b>Nestor</b>	1266 Nestor Street Coquitlam
<b>Panorama Heights</b>	1455 Johnson Street Coquitlam
<b>Parkland</b>	1563 Regan Avenue Coquitlam
<b>Pinetree Way</b>	1420 Pinetree Way Coquitlam
<b>Pleasantside</b>	195 Barber Street Port Moody
<b>Porter Street</b>	728 Porter Street Coquitlam
<b>Ranch Park</b>	2701 Spuraway Avenue Coquitlam
<b>RC MacDonald</b>	2550 Leduc Avenue Coquitlam
<b>Riverview Park</b>	700 Clearwater Way Coquitlam
<b>Rochester</b>	411 Schoolhouse Street Coquitlam

Elementary Schools	
<b>Roy Stibbs</b>	600 Fairview Street Coquitlam,
<b>Seaview</b>	1215 Cecile Drive Port Moody
<b>Smiling Creek</b>	3456 Princeton Avenue Coquitlam,
<b>Walton</b>	2960 Walton Avenue Coquitlam
<b>Westwood</b>	3610 Hastings Street Port Coquitlam
Middle Schools	
<b>Banting</b>	820 Banting Street Coquitlam
<b>Citadel 1265 Citadel Drive Port Coquitlam</b>	
<b>Como Lake</b>	1121 King Albert Avenue Coquitlam
<b>Eagle Mountain</b>	110 Dogwood Drive Anmore
<b>Hillcrest</b>	2161 Regan Avenue Coquitlam
<b>Kwayhquitlum</b>	3280 Flint Street Port Coquitlam
<b>Maillard</b>	1300 Rochester Avenue Coquitlam
<b>Maple Creek</b>	3700 Hastings Street Coquitlam
<b>Minnehada</b>	1390 Laurier Avenue Port Coquitlam
<b>Montgomery</b>	1900 Edgewood Avenue Coquitlam
<b>Moody Middle</b>	130 Buller Street Port Moody
<b>Pitt River</b>	2070 Tyner Street Port Coquitlam
<b>Scott Creek</b>	1240 Lansdowne Drive Coquitlam
<b>Summit</b>	1450 Parkway Blvd. Coquitlam
Secondary Schools	
<b>Centennial</b>	570 Poirier Street Coquitlam
<b>Dr. Charles Best</b>	2525 Como Lake Avenue Coquitlam
<b>Gleneagle</b>	1195 Lansdowne Drive Coquitlam
<b>Heritage Woods</b>	1300 David Avenue Port Moody
<b>Pinetree</b>	3000 Pinewood Avenue Coquitlam
<b>Port Moody</b>	300 Albert Street Port Moody
<b>Riverside</b>	2215 Reeve Street Port Coquitlam
<b>Terry Fox</b>	1260 Riverwood Gate Port Coquitlam
<b>Coquitlam Alternate Balanced Education (CABE)</b>	1411 Foster Avenue Coquitlam
Other Locations	
<b>Millside Centre</b>	1432 Brunette Avenue Coquitlam
<b>Montgomery Centre</b>	380 Montgomery Street Coquitlam
<b>Vanier Centre</b>	1600 King Albert Avenue Coquitlam
<b>Winslow Centre</b>	1100 Winslow Avenue Coquitlam
<b>Board Office</b>	550 Poirier St, Coquitlam
<b>Maintenance Yard</b>	1982 Kingsway Ave, Port Coquitlam



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 22-059

### Glazing Maintenance and Repair Services

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

Thursday, August 25, 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](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.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 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 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 successful Proponent to complete and have the following in place before providing the Goods and Services.

i. <b>WCB</b> - 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. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iii. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
iv. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	

**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):**

--

**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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 to 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>b) REFERENCES</b> – 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	
	Company:

<b>Reference Information</b>	Name:
	Phone Number:
	Email Address:

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

Reference No. 3	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	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.				

**d) 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	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

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

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

<b>e) RESPONSE TIME:</b> Indicate Response time in hours for Emergency & non-Emergency Call outs:	
<b>Emergency Call Out:</b>	
<b>Non-Emergency Call Out:</b>	

<b>f) MINIMUM HOURS</b> Minimum number of hours billed per mobilization:

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

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.

- V. **Disposal and Recycling** - Provide details on all disposal and recycling including location.

#### 4. FINANCIAL

a) <b>PRICE</b> - 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.	<b>State Worker Type:</b>		
ii.	Regular time (state hours): Monday to Friday	Hour	\$
iii.	Overtime (state hours): Monday to Friday	Hour	\$
iv.	Sat/Sun/Statutory Holidays	Hour	\$
v.	<b>State Worker Type:</b>		
vi.	Regular time (state hours): Monday to Friday	Hour	\$
vii.	Overtime (state hours): Monday to Friday	Hour	\$
viii.	Sat/Sun/Statutory Holidays	Hour	\$
ix.	Minimum Call out charge (if applicable)	Each	\$
x.	Vehicle Service Charge (if applicable)	Each	\$
xi.	Other not Listed:		\$

b) <b>Glass Price</b> – This table contains a listing of typical glass that the successful Proponent may be required to supply.	Tempered	Annealed
	Cost per Sq Ft	Cost per Sq Ft
3mm Single Glaze, Clear Float	\$	\$
3mm Clear Double Glaze	\$	\$
4mm Single Glaze, Clear Float	\$	\$
4mm Clear Double Glaze	\$	\$
4mm Temp Sealed Unit	\$	\$
5mm Clear Double Glaze	\$	\$
6mm Single Glaze, Clear Float	\$	\$
6mm Clear Double Glaze	\$	\$
6mm Temp Sealed Unit	\$	\$
6mm Clear Lami	\$	\$

6mm Clear Lami Sealed Unit	\$	\$
6mm Clear Plexi	\$	\$
GPW (Georgian Polished Wire)	\$	\$
Protect3 Safety Glass	\$	\$
Obscure for washrooms	\$	\$
Aluminum Stops (Snap On Bead)	\$	\$

**c) 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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**d) 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](http://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 confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
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.**

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