

City of Coquitlam

Request for Proposals

RFP No. 23-004

## Cathodic Protection Inspection and Testing

## TABLE OF CONTENTS

<b>DEFINITIONS .....</b>	<b>4</b>
<b>1 INSTRUCTIONS TO PROPONENTS .....</b>	<b>5</b>
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.....	7
<b>2 GENERAL CONDITIONS OF CONTRACT .....</b>	<b>8</b>
2.1 Terms and Conditions of Contract.....	8
2.2 Underground Services, Utilities and other Structures and Services .....	8
2.3 Qualified Personnel.....	8
2.4 Operations and Coordination of the Services .....	8
2.5 Approval.....	8
<b>3 SCOPE OF SERVICES.....</b>	<b>9</b>
3.1 Scope.....	9
3.2 Deliverables and Reports.....	10
3.3 Guarantee and Data Validation.....	11
3.4 Equipment, Materials and Workmanship.....	11
3.5 Rejected Work .....	11
3.6 Environmental Protection .....	11
3.7 Regular Working Hours.....	11
3.8 Public Relations.....	11
3.9 Clean Up.....	11
3.10 Traffic Control .....	11

[Appendix A - Inspection & Reporting Form Template](#)

[Appendix B - Protection Systems Locations](#)

[PROPOSAL SUBMISSION FORM](#)

## SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 23-004</b> <b>Cathodic Protection Inspection and Testing</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms to conduct <b>Cathodic Protection Inspection and Testing</b> ("the Services").
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday, February 24, 2023</b>
<b>Instructions for Proposal Submission</b>	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: <a href="http://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>	<p>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></p> <p>Questions received after that time may not receive a response.</p>
<b>Addenda</b>	<p>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></p>
<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.

**“City” “Owner”** means City of Coquitlam;

**“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.

**“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 successful Proponent shall provide **Cathodic Protection Inspection and Testing** as identified within the RFP and Appendices.

### 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.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

### 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. The City may not consider any departures not stated in the Proponent's Proposal Submission.

### 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**

- Established business and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-contractors
- Equipment and Resources
- Staff qualifications and experience

**Technical**

- Methodology, set-up and execution of the Work
- Test and Acceptance Plan
- Risk factors
- Quality Assurance and Safety
- Guarantee And Data Validation

**Financial and Value Added**

- Price
- 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 their names 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) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

### 1.8 Term

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.

## **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 in this RFP, 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 Underground Services, Utilities and other Structures and Services**

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

### **2.3 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.

### **2.4 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.

### **2.5 Approval**

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



### 3 SCOPE OF SERVICES

#### 3.1 Scope

The City requires a qualified, experienced Contractor to provide labour, equipment, materials, fuel, transportation and all that is necessary for **Cathodic Protection Inspection and Testing** (the 'Services') at various locations in Coquitlam as per [Appendix B - Protection Systems Locations](#).

The City needs the Services of a Contractor to carryout inspection and testing to assess the health of the existing system and to identify needed repair, rehabilitation or replacement and provide a report on the inspection and testing findings. The expectations are set out in the sections below and the reporting template [Appendix A - Inspection & Reporting Form Template](#).

The Consultant's inspection and assessment of the overall condition of the system components covering rectifiers, test points, valve boxes, sacrificial anodes etc., are required by certified professionals to determine the overall condition of the system and to determine any repairs or rectification works so the water supply mains continue to receive the necessary protection.

The Consultant is to conduct a Cathodic Protection Assessment at the following locations:

No.	Protection System Name	Type of Protection
1	Mariner Way Water Main	Impressed current 01 Rectifier; 04 Test points
2	Chapman / Robinson / Regan / Como Lake Water Mains	Impressed current 03 Rectifiers; 19 Test points
3	Mayfair Industrial Park – Hydrant System	Sacrificial anode 12 Test points
4	Mayfair Water Main – Glacier Street to Mariner Way	Sacrificial anode 05 Test points
5	Coleman Avenue Water Main	Sacrificial anode 08 Test points
6	Schoolhouse / Dansey Water Main	Impressed current 1 Rectifier; 11 Test points

*\* See Appendix B Protection Systems Locations for location map*

Services include, but are not limited to:

- Check the operation of the existing Cathodic protection equipment
- Review the condition of the existing rectifier(s) and / or sacrificial anodes in the field
- Determine if the current level of Cathodic protection is adequate
- If the existing system is adequate, determine the lifespan of the existing Cathodic protection system at each given location
- Evaluate the costs to repair, upgrade or replace the existing Cathodic system where appropriate
- If any excavation work is required, the City will assist with their own resources, as required.

- Carry out quarterly inspections and testing on protection systems listed above. Measurements and testing data must be recorded and recommendations necessary for the effective maintenance of the protection systems shall be submitted in interim reports after every quarterly inspection of the testing cycle. Refer to the draft inspection and reporting form in [Appendix A - Inspection & Reporting Form Template](#).
- Provide an annual full report to include content mentioned above and additionally recommend improvements/upgrades/changes/replacements to be performed on the protection systems to provide the necessary protection to the water mains;
- Conduct tests and inspections following standard criteria and procedures of the National Association of Corrosion Engineers (NACE), International standard RP-01-69 (latest edition), and applicable sections of the Master Municipal Contract Document – MMCD (2019 Edition);
- Maintain all field data record sheets and submit to the City in scheduled reports or upon request;
- Utilize standardized equipment(s) that are calibrated and tested;
- Coordinate Inspections/testing with the Engineering & Public Works contact, but independently carryout inspections/testing - staff may accompany depending on their availability.

### 3.2 Deliverables and Reports

Key deliverables include quarterly reports and annual reports.

a) Quarterly Reports shall contain:

- Photographs of existing condition of test stations, rectifiers, anodes and junction boxes
- Inspection forms in pdf format ( [Appendix A – Inspection & Reporting Form Template](#))
- a summary table showing all Cathodic protection systems tested, a pass/fail notation, and recommendations and comment on whether the existing protection system adequately functions

b) Annual Report shall contain:

- outcomes on a site by site basis with comment on whether the protection system adequately functions and any recommended works to maintain the system
- the signature of a Senior Corrosion Engineer / Expert approving the report.

c) Reports are due in the following weeks:

- 2023 – 1st Quarter: April 10, 2023
- 2023 – 2nd Quarter: July 10, 2023
- 2023 – 3rd Quarter: October 9, 2023
- 2023 – 4th Quarter and 2023 Annual Report: January 8, 2024
- 2024 – 1st Quarter: April 8, 2024
- 2024 – 2nd Quarter: July 8, 2024
- 2024 – 3rd Quarter: October 7, 2024
- 2024 – 4th Quarter and 2024 Annual Report: January 6, 2025

### 3.3 Guarantee and Data Validation

The Contractor must provide a **one (1) month guarantee** to maintain the data integrity against any defects arising from inconsistent or missing data that may be discovered within one month from the date of acceptance of the work by the City.

Faulty data discovered during the guarantee period must be rectified to the satisfaction of the City within 1 week of notification. This shall be at no cost to the City of Coquitlam.

### 3.4 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: WorkSafeBC and Master Municipal Construction Documents (MMCD)

### 3.5 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

### 3.6 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.

### 3.7 Regular Working Hours

The regular working hours shall be 8:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

### 3.8 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

### 3.9 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.

### 3.10 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in-house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

# **Appendix A**

## **Inspection & Reporting Form Template**

Asset ID Number:	Date Installed:	Date of Inspection:
Cathodic protection system is (tick): <input type="checkbox"/> Galvanic/Sacrificial Anode <input type="checkbox"/> Impressed current		

Asset Information		
Main material:	Main size:	Other: If needed
Asset Location - Address:		

Cathodic Protection Inspector	
Tester Name and Credentials/Certifications:	
Company Name:	Phone Number:

Inspection Details	
Reference of standard(s) used for inspection:	
City Representative was present?	<input type="checkbox"/> Yes <input type="checkbox"/> No    Name:

Environment Data	
Weather Conditions:	
Temperature:	Soil Conditions (tick): <input type="checkbox"/> moist <input type="checkbox"/> dry <input type="checkbox"/> sand <input type="checkbox"/> gravel <input type="checkbox"/> soil:.....Describe

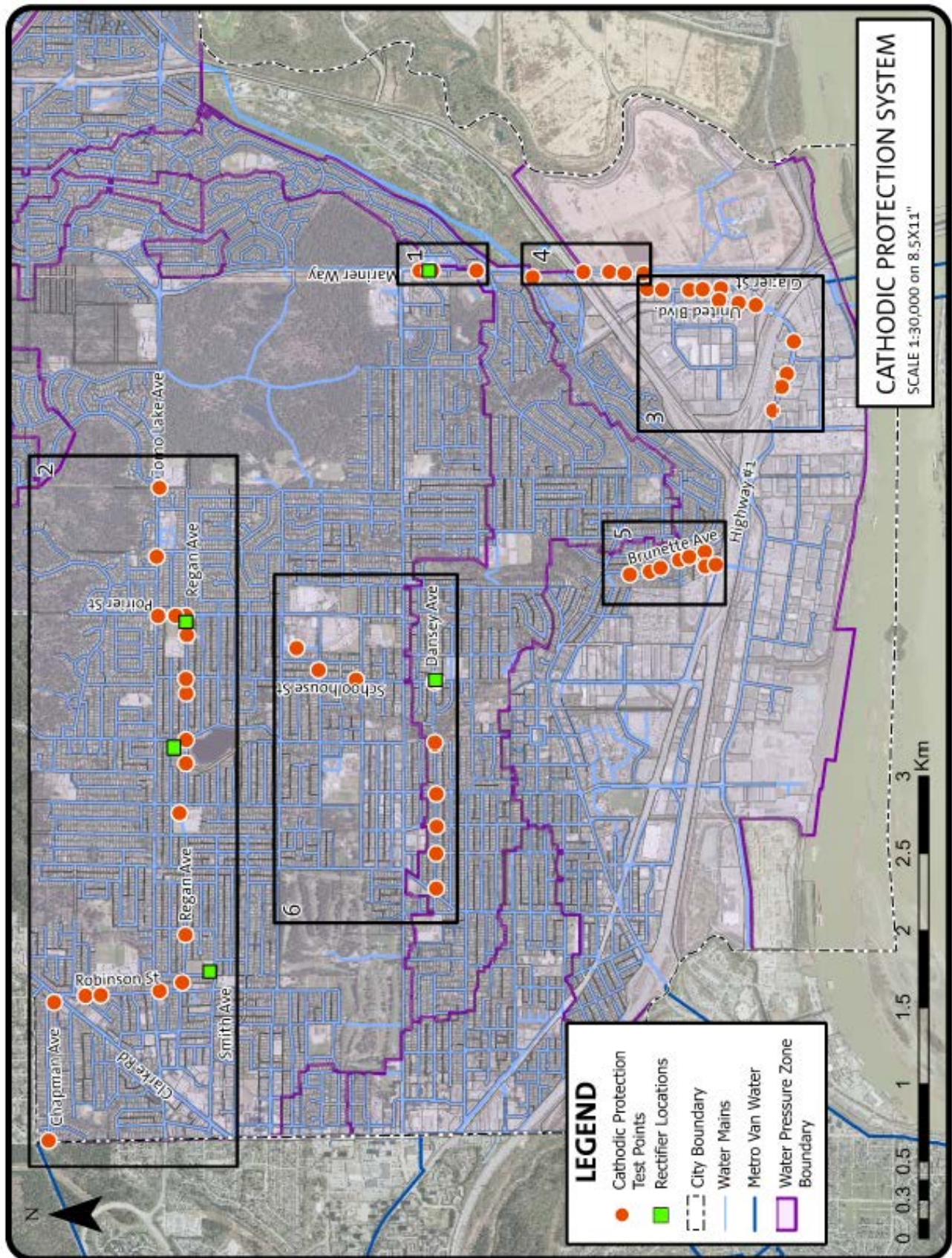
Inspection Reporting / Checklist			
Sacrificial Anode System		Impressed Current System	
Reviewed the cathodic protection system design & previous records	Reviewed <input type="checkbox"/>	Reviewed the cathodic protection system design & previous records	Reviewed <input type="checkbox"/>
		Rectifier manufacturer	
		Rectifier Model	
		Rectifier Serial Number	
Driving voltage concerns	Yes <input type="checkbox"/> No <input type="checkbox"/>	Measured output – Voltage	Current    Last
Driving current concerns	Yes <input type="checkbox"/> No <input type="checkbox"/>	Measured output – Current	Current    Last
		Designed output – Voltage	
Expected date of anode replacement		Designed output – Current	
Structure-to-soil potential		Structure-to-soil potential	Acceptable <input type="checkbox"/>
Interference		Interference	Acceptable <input type="checkbox"/>
Isolation and continuity		Isolation and continuity	Acceptable <input type="checkbox"/>
Test was consistent with previous tests	Yes <input type="checkbox"/> No <input type="checkbox"/>	Test was consistent with previous tests	Yes <input type="checkbox"/> No <input type="checkbox"/>
Changes made to the system during inspection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Changes made to the system during inspection	Yes <input type="checkbox"/> No <input type="checkbox"/>

Cathodic Protection System Certification	
The cathodic protection system is operating according to its design standards and is providing cathodic protection:  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Tester	Date

# **Appendix B**

## **Protection Systems Locations**







City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 23-004

### Cathodic Protection Inspection and Testing

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

Friday, February 24, 2023

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](https://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 in 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

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>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Qualified Coordinator: Contact Number:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
v. <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 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	
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.				

**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:

**e) 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

**f) 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

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) GUARANTEE AND DATA VALIDATION**

Confirm guarantee period and describe how validation of data and Quality Assurance will be achieved:

#### 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.	First Quarter Report	Each	\$
ii.	Second Quarter Report	Each	\$
iii.	Third Quarter Report	Each	\$
iv.	Fourth Quarter Report	Each	\$
v.	Final Annual Report	Each	\$
vi.	Other not Listed:		\$
vii.	Other not Listed:		\$
viii.	Year 1 Total		\$
ix.	Year 2 total		\$
x.	Contract Total		\$

**b) 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

**c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

a) 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

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

c) 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.