



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-02-05**

**Emergency Power Generator Services**

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

**Tuesday April 8, 2014**  
(Closing date and time)

**Obtaining RFP Documents**

RFP Documents are available for downloading from the City of Coquitlam's website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of RFP documents is the sole responsibility of the Proponents.

**Addenda**

Proponents are required to check the City's website for any updated information and addenda before the closing date at the City website: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

**Proposals Submissions**

The City reserves the right to accept or reject any or all Proposals or accept a Proposal deemed to be in the best interest of the City and will not be responsible for any costs incurred by Proponents in preparing a response.

D. Trudeau, Purchasing Manager  
Issue Date: March 25, 2014

## DEFINITIONS

**“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” “Cities”** means City of Coquitlam and City of Port 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.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“RFP” “Request for Proposals”** shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met.

**“Work” “Works”** shall unless the context otherwise requires, 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.

## 1. **INSTRUCTIONS TO PROPONENTS**

### 1.1. Description of Services

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of  
**Emergency Power Generator Preventative Maintenance & Repair Services.**

The Preventative Maintenance Services entail two (2) site visits annually at 6 month intervals for all of the City's Emergency Power Generators.

The Services will generally include but not be limited to the following:

- Annual Minor Preventative Maintenance Inspections
- Annual Major Preventative Maintenance Services  
Including Load Bank Test  
Sample and test all fluids and provide reports  
CSA recommended testing at the name plate specified capacity rating for a minimum of 2 hours.

The Services may also extend to Generator Repairs and/or replacement Services if/when required, quoted by the Contractor and approved by the City.

#### **Refer also to:**

- Appendix A – Certificate of Insurance
- Appendix B– Emergency Power Generator Equipment Inventory

### 1.2. Term of Contract

The initial Service term will be for 3 years. Upon mutual agreement the contract may be extended for 2 or more additional one (1) year terms.

### 1.3. Closing Date & Time

**Proposals will be received by the City of Coquitlam on or before 2:00 pm local time:**

**Tuesday April 8, 2014**

1.4. Instructions for Proposal Submission

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website:

<http://qfile.coquitlam.ca/bid>

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send (ensure you receive 2 emails from Qfile to confirm upload is complete)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay 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 Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

Proposals may be withdrawn upon request by an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

1.5. Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Questions are to be submitted in writing 3 business days prior to the closing date.**

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

1.6. 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 address:

[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

If a change, or additional information related to the original version of the Request for Proposals is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website. Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

1.7. General Information

Wherever possible, the Cities wish to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The Cities reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

1.8. Privacy

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.9. Prices

All Prices shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the initial 3 year term.

#### 1.10. Evaluation Criteria

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

##### Corporate Experience and Resources

- Qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Company owned equipment and resources

##### Technical

- Treatment Service Methodology
- Response Time
- Compliance to stated insurance, WorkSafeBC, Hazardous material requirements and General Conditions
- Quality & Completeness of Field Service Reports

##### Financial

- Sustainable Value
- Value added
- Price

#### **And, upon selection of one or more lead proponent(s):**

- Interviews may be conducted
- references may be contacted

The Proponents agree that upon submission of their proposal, the City may disclose the name of their company. However, no prices, scores, weights or totals will be provided to any Proponents.

Should there be additional similar services required the Cities reserve the right to sole source with the successful Proponent.

#### 1.11. Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.12. Irrevocability and Acceptance of Proposals

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

1.13. No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.14. Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.15. Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.16. Liability for Errors

While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.17. Proposal Submission

Proponents should complete and submit the information requested in this section of the RFP document on this Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.18. Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). 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 of Coquitlam.

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, Drawings, Specifications, Site Visit and Investigation, 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. Notification of Award**

The Cities will separately and independently notify the successful Proponent (“Contractor”) in writing of its decision to award the services.

The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

### **2.2. Health and Safety Requirements**

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

### **2.3. One Year Guarantee**

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, and 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.

### **2.4. Indemnity**

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the execution of the work.

2.5. Insurance Requirements

The Contractor shall submit, upon award by each of the Cities, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** shall each be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the Cities and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be as shown in **Appendix A – Certificate of Insurance:**

The Contractor shall carry Commercial General Liability Insurance satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence.

Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

Contractor’s Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

2.6. Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City.

2.7. RCMP Security Clearance

Upon award of this contract, the Contractor, and all workmen that will be working on the Public Safety Building (PSB) site, must successfully complete a RCMP security check.

2.8. Business Licence

The Contractor shall maintain a valid City Business License. For information, contact the City’s License Department (Tel: 604-927-3085).

2.9. WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The Contractor is responsible for having the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

2.10. 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.

2.11. 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.

2.12. 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 as they may occur during the execution of the work.

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 (standards for traffic control and work zone setup on roadways)
- d) Workplace Hazardous Material Information System (WHMIS)

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.

2.13. WHMIS

All products purchased by the City are considered to be required for use in the workplace. All products are required to be labelled as a hazardous or controlled product and a material safety data sheet (MSDS) are to accompany the shipment and are required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.14. Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City or a designated representative. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

2.15. 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.

#### 2.16. Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

#### 2.17. Cancellation

The contract may be cancelled by the City for any reason without cause or penalty upon 30 days written notice.

The Contractor would be compensated for all work completed at the date of notification.

#### 2.18. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

2.19. Confidentiality

The Contractor agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

2.20. Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.21. Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfer any subsequent contract or any part thereof.

2.22. Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.23. Non-exclusivity

The intent of the City is to have one service provider but the acceptance of any proposal, and upon award, does not entitle any Contractor to exclusive rights for the provision of the services.

2.24. Payments – Invoicing

- a) All invoices shall include the Purchase Order number as provided by the City and will be submitted on completion of the PM work order.
- b) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- c) Invoices shall show the appropriate amounts for value added taxes.

### 3. SCOPE OF SERVICES

#### 3.1 General Requirements

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Emergency Power Generator Preventative Maintenance Services**.

Include all necessary materials including filters, fluids, misc. shop supplies, labour, equipment and transportation (tolls, fuel) to worksite(s) complete the Preventative Maintenance Services.

Provide the City with copies of inspection and test reports, with recommended corrective actions or additional repairs or follow-up testing.

Provide a separate quote for the recommended follow up services.

Provide a record of the maintenance performed in the Generator's Log Book.

The City requires that all services meet the following requirements and regulations:

- CSA282-09 Emergency Electrical Power Supply for Buildings
- Insurance
- Fire Code

Services are to be performed by fully qualified Journeymen Electricians, ASTT Certified and factory trained Technicians.

The Preventative Maintenance Services entail two (2) site visits annually at 6 month intervals to complete the following:

The Services will generally include but not be limited to the following:

Annual Minor Inspection:

- Complete inspection of the generator, equipment and controls
- Inspect all Fan Belts for condition and tension
- Fuel Filter – check for condensation
- Oil, coolant levels and anti-freeze rating
- Complete inspection of cooling system and related components including water pump, radiator, all hoses and block heater
- Battery – inspect & clean terminals, overall condition, charging rate
- Fuel system operation
- Spark plug condition (where applicable)
- Crank case breathers
- Exhaust silencer condensation trap
- Check operation of cooling thermostats and louvers
- Clean and/or replace panel lights
- Day tank fuel level and pump operation
- Inspect & test all ignition and shut-down systems

- Transfer load with transfer switch and continue running under building load (excluding City Hall and Public Safety Buildings)
- Verify output voltage and frequency engine controllers and settings

Annual Major Preventative Maintenance Service:

- all of the above checks as well as the following:
- Replace engine oil and filters as well as fuel and coolant filters
- Inspect and replace air intake filters
- Inspect all electrical and mechanical connections
- Test strength of coolant and chemical protection concentration
- Sample Oil, Fuel and Coolant – Send for Lab analysis. Test results are to be provided to the City with Field Reports via email.

Control Panel

- Open all inspection panels
- Inspect electrical connections
- Remove all dust
- Infrared survey all electrical connections
- Check metering accuracy
- Test operation of breakers

Generator Panels

- Inspect and clean rotor and stator windings
- Inspect coupling bolts
- Inspect bearings
- Inspect conduit tightness
- Inspect all electrical connections
- Infrared survey all electrical connections
- Perform Load Bank Test

In completing the Services the contractor must also:

- Provide environmental protection as needed
- Maintain a safe and secured work site
- Complete site clean-up

**Refer to:**

- Appendix B – Emergency Power Generator Equipment Inventory

### 3.2 Preventative Maintenance Schedule

The PM Service schedule and start date are to be reviewed and coordinated with the City's representatives following award of the contract.

Proponents MUST identify any specific requirements with which they are unwilling or unable to comply.



### 3.3 Piggy Back Clause

The Cities are participating members of the Vancouver Regional Co-operative Purchasing Group (VRCPG) which is an amalgamation of local government agencies in the Metro Vancouver area. This group consolidates requirements for standardized goods and services to achieve economies of scale, thereby reducing the public tax burden.

The Contractor agrees to allow other neighboring public agencies with similar needs to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered to the City with possibly minor changes negotiated.

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

### 3.4 Utilities and Services

All utilities and/or other services required by the Contractor shall be the responsibility of the Contractor. With respect to existing site utilities and services, it is the responsibility of the Contractor to contact BC One-call to determine their exact location on the site.

### 3.5 WHMIS

The Contractor shall be responsible for ensuring that its employees are fully informed and comply, at all times, with the Workplace Hazardous Material Information System (“WHMIS”). Such compliance shall include, but not be limited to:

- (a) Provision of Material Safety data Sheets for all materials being used;
- (b) Training of employees in the proper handling and storage of such materials;
- (c) Furnishing and use of workplace labels for such materials.

### 3.6 Work Zones and Traffic Control

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage.

The Contractor shall provide Signage at the Work zone.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the *Work* allows, with the removal of trash and debris.

### 3.7 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

### 3.8 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.

### 3.9 Quality of Work

All Work shall be performed by skilled persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. 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 perform the work in a manner that minimizes any inconvenience or nuisance to the public.

### 3.10 Protection of the 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.

### 3.11 Hours of Work

The Contractor shall carry out the treatment work in compliance with the City's Noise Bylaws.



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**RFP No. 14-02-05**

**Emergency Power Generator Services**

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**2:00 pm local time Tuesday April 8, 2014**  
(Closing date and time)

**Proposal Submission Instructions**

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. In the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send  
(ensure you receive 2 emails from Qfile to confirm upload is complete)

Proponents are responsible to allow ample time to complete the submission process.

For assistance phone 604-927-3060 or Fax 604-927-3035.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form**

**Submitted by:** \_\_\_\_\_  
(company name)

**1. PRICE**

**1.1. Scheduled Preventative Maintenance**

All service provided is to be in accordance with RFP Section 3.0 Scope of Services and per all applicable regulatory authorities.

Prices proposed are to be firm for the initial three (3) year term and be all inclusive; therefore include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, incidentals and any other items required for provision of the complete scope of services.

The price must also include all consumables required to complete the PM Services (engine oils & filters, miscellaneous shop supplies) during regular (daytime) business hours.

Rates provided must include labour, vehicles, tools, travel time, consumables (engine oil and all oil and air filters), as well as miscellaneous shop supplies.

**Annual Minor PM Services – Facility Generators**

Equipment Number	Facility Name (refer to Appendix B)	PM Service Price
1	Austin Heights Firestation	
2	Mariner Firestation	
3	Town Center Firestation	
4	Burke Mountain Firestation	
5	Burke Mountain Firestation	
6	Service Centre - Water / Sewer Building	
7	Service Centre - Radio Tower	
8	Poirier Sport & Leisure Complex	
9	Poirier Sport & Leisure Complex	
10	Poirier Sport & Leisure Complex	
11	City Hall	
12	Public Safety Building	
<b>Total Annual Cost</b>		

**Annual Minor PM Services – Engineering Infrastructure**

Equipment Number	Pump Station (refer to Appendix B)	Pump Station Infrastructure	PM Service Price
13	Victoria Drive	Sanitary	
14	Aberdeen	Sanitary	
15	Cressey	Sanitary	
16	Hockaday	Sanitary	
17	Oxbow/Old United-740-741	Sanitary	
18	Salt Spring	Sanitary	
19	United	Sanitary	
20	Landsdowne	Sanitary	
21	Green Acres	Sanitary	
22	Myrnam	Sanitary	
23	Schoolhouse	Sanitary	
24	Millcreek	Sanitary	
25	Adair	Sanitary	
26	Port Mann Drainage (Pump)	Storm	
27	Noons Creek	Water	
28	Eagle Mountain	Water	
29	Eagle Ridge	Water	
30	Scott Creek	Water	
31	Hoy Creek	Water	
32	Pipeline Rd	Water	
33	Foster	Water	
34	River Heights	Water	
35	David	Water	
36	Harper	Water	
<b>Total Annual Cost</b>			

**Annual Major PM Services = Facility Generators**

Equipment Number	Facility Name (refer to Appendix B)	PM Service Price
1	Austin Heights Firestation	
2	Mariner Firestation	
3	Town Center Firestation	
4	Burke Mountain Firestation	
5	Burke Mountain Firestation	
6	Service Centre - Water / Sewer Building	
7	Service Centre - Radio Tower	
8	Poirier Sport & Leisure Complex	
9	Poirier Sport & Leisure Complex	
10	Poirier Sport & Leisure Complex	
11	City Hall	
12	Public Safety Building	
<b>Total Annual Cost</b>		

**Annual Major PM Services – Engineering Infrastructure**

Equipment Number	Pump Station (refer to Appendix B)	Pump Station Infrastructure	PM Service Price
13	Victoria Drive	Sanitary	
14	Aberdeen	Sanitary	
15	Cressey	Sanitary	
16	Hockaday	Sanitary	
17	Oxbow/Old United-740-741	Sanitary	
18	Salt Spring	Sanitary	
19	United	Sanitary	
20	Landsdowne	Sanitary	
21	Green Acres	Sanitary	
22	Myrnam	Sanitary	
23	Schoolhouse	Sanitary	
24	Millcreek	Sanitary	
25	Adair	Sanitary	
26	Port Mann Drainage (Pump)	Storm	
27	Noons Creek	Water	
28	Eagle Mountain	Water	
29	Eagle Ridge	Water	
30	Scott Creek	Water	
31	Hoy Creek	Water	
32	Pipeline Rd	Water	
33	Foster	Water	
34	River Heights	Water	
35	David	Water	
36	Harper	Water	
<b>Total Annual Cost</b>			

**1.2. Repair Parts and Supplies Mark-up**

State Mark-up rate for Parts and Supplies used for recommended repairs: \_\_\_\_\_%.

**1.3. Labour Rates**

	<b>State Technician Type</b>	<b>Straight Time Rate/hr. (exclude GST)</b>	<b>Overtime Rate/hr. (exclude GST)</b>
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$

Indicate the hours of day and days of the week that Overtime Rates will apply:

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**2. SUBCONTRACTORS**

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	<b>Type of Service</b>	<b>Company Name</b>
1.		
2.		
3.		



**3. METHODOLOGY**

Describe your workplan, methodology, hours of work, and describe how you mitigate any associated risk factors to complete the Generator Preventative Maintenance Services.

**3.1 Response Time**

Please confirm the response time if called for an urgent or emergency repair.  
\_\_\_\_\_ hours. (24 hours/day – 7 days/week)

What procedure would the City utilize to contact afterhours service personnel?

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**4. QUALIFICATIONS AND EXPERIENCE**

Provide information on the personnel that will be assigned to the City of Coquitlam for the service contract.

<b>Technician Trade Qualifications, Certifications &amp; Experience</b>		
<b>Technician Name</b>	<b>Trade Qualifications</b>	<b>Years of Experience</b>

**5. EQUIPMENT AND VEHICLES**

List the Proponent’s vehicles and equipment both owned or leased that 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.

<b>Equipment and Vehicles</b>		
<b>Equipment</b>	<b>Make / Model</b>	<b>Year</b>

**6. REPORTS**

Please include sample Field Service Reports with your Proposal.

**7. SUSTAINABLE PRACTISES AND INITIATIVES**

Describe all initiatives, policies or programs that illustrate your efforts towards sustainable practises and responsibility in providing the services.

**(Social/Ethical, Environmental, Economic/Financial)**

**8. VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

**9. HEALTH AND SAFETY PROGRAM**

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

- a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes  No

- b) If no is checked, describe how safety training is accomplished.

**10. NON-COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFP that your company is unable to comply with.

**11. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and successfully completed or currently providing Power Generator Preventative Maintenance and Repair Services of a similar size, scope and complexity:

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**12. ACCEPTANCE**

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We, the undersigned, confirm that this proposal is open for acceptance by the City for a period of: \_\_\_\_\_ days.

**13. ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

**14. AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Specifications, and information provided in this RFP.

<b>Company Name</b>	
<b>Street Address</b>	
<b>City, Province &amp; Postal Code</b>	
<b>Tel No.</b>	
<b>Fax No.</b>	
<b>E-mail</b>	
<b>GST Registration No.</b>	
<b>WorkSafeBC Account No.</b>	
<b>Name and Title</b> (please print)	
<b>Signature</b>	
<b>Date:</b>	

**For the purpose of this Proposal submission, electronic signatures will be accepted.**

**- End of Proposal Submission Form -**

**THIS FORM IS TO BE COMPLETED BY THE INSURANCE BROKER**

(A fillable form is also available for electronic completion on the City's website): [http://www.coquitlam.ca/Libraries/Coquitlam\\_Forms/Certificate\\_of\\_Insurance\\_-\\_Standard\\_Form.sflb.ashx](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Standard_Form.sflb.ashx)

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that **thirty (30) days' notice of cancellation** or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

**NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN BRITISH COLUMBIA.**

This Certificate is issued to: **City of Coquitlam**, 3000 Guildford Way, Coquitlam, BC V3B 7N2

<b>Insured</b>	<b>Name:</b>		
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

<b>Broker</b>	<b>Name:</b>		<b>Agent's Name:</b>
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

**Project to which this Certificate applies:**

<b>Contract No.:</b> 14-02-05	<b>Project Name &amp; Description:</b> Emergency Power Generator Services
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**COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term (dd/mm/yy)	Limits of Liability/Amounts
<b>Section 1: Commercial General Liability</b>		From:	Bodily Injury, Death & Property Damage
<input checked="" type="checkbox"/> Occurrence Form		To:	\$ _____ Per Occurrence
<input type="checkbox"/> Claims Made Form			<input checked="" type="checkbox"/> <b>MINIMUM \$5,000,000</b>
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit
<b>Section 2 Other:</b>		From:	\$ _____ Limit
		To:	\$ _____ Deductible

**Particulars of General Liability Insurance (Sections 1 & 2):**  indicates that the coverage is included.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured    | <input checked="" type="checkbox"/> Coverage is Primary and not contributory   | <input type="checkbox"/> 12 months Completed Operations |
| <input checked="" type="checkbox"/> Premises & Operations                      | <input checked="" type="checkbox"/> Personal Injury  | <input type="checkbox"/> 24 months Completed Operations |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input type="checkbox"/> Use of explosives for blasting  | <input type="checkbox"/> Aircraft/Aviation Liability    |
| <input checked="" type="checkbox"/> Owners & Contractors Protective            | <input type="checkbox"/> Vibration from pile driving or caisson work   | <input type="checkbox"/> Non-owned aircraft liability   |
| <input checked="" type="checkbox"/> Blanket Contractual                        | <input type="checkbox"/> Removal or weakening of support of property, building or land whether support is natural or otherwise | <input type="checkbox"/> Watercraft liability           |
| <input checked="" type="checkbox"/> Unlicensed Automobile Liability            | <input type="checkbox"/> Water Ingress Coverage  | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests  | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension)   | <input type="checkbox"/> Pollution Liability            |
| <input checked="" type="checkbox"/> Employees As Additional Insureds           |  | <input type="checkbox"/> Asbestos                       |
| <input checked="" type="checkbox"/> Non-Owned Automobile                       |  |   |
| <input checked="" type="checkbox"/> Attached Machinery                         |  |   |
| <input checked="" type="checkbox"/> Occurrence Property Damage                 |  |   |
| <input checked="" type="checkbox"/> Contingent Employer's Liability            |  |   |
| <input checked="" type="checkbox"/> Broad Form Loss of Use                     |  |   |

<b>Section 3: Automobile Liability</b> (owned or leased vehicles)	If insured by ICBC, attach a copy of the ICBC form APV-47	From:	Personal Injury & Property Damage
		To:	\$ _____ Limit
			<input checked="" type="checkbox"/> <b>MINIMUM \$2,000,000</b>

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

\_\_\_\_\_  
**Broker Authorization (Signature & Stamp)**

\_\_\_\_\_  
Date

<b>INTERNAL USE ONLY</b>			
Certificate	<input type="checkbox"/>	Approved	<input type="checkbox"/> Not Approved

**COMPLETE & SUBMIT TO: CITY OF COQUITLAM**  
Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

City of Coquitlam  
RFP 14-02-05 Emergency Power Generator Services

*Revised* Appendix B - Revision 1 - Emergency Power Generator Equipment Inventory and Location

April 7, 2014

**Facility or Building Sites**

Site #	Site Description		Site Address	Load Bank Test Accessibility Notes	Manufacturer	Model	Type	kW	Voltage Specification	Serial No	Engine Make	Model	Serial Number	Fuel Filter	Oil Filter	Air Filter
1	Austin Heights Firestation	Facility	428 Nelson St	No Issues / Within 100 ft	Simpower	SP0018D3P	GENSET	12	208AC / 12DC	7962	Nissan	5D22	402278	Fram P3627	Fram PH46	Fram CA352
2	Mariner Firestation	Facility	775 Mariner Way	No Issues / Within 100 ft	Iveco	LSA-44MIA	GENSET	50	208AC / 12DC	35063-5	FIAT	486853	8061-12500 (2) P4102A	(2) PH3973	(2) PH3973	Oil filled
3	Town Center Firestation	Facility	1300 Pinetree way	No Issues / Within 100 ft	Onan	DGDB- 5569294	GENSET	100	208AC / 12DC	J020418807	Cummins	6BT-5.9G6	46260082	P553004 / Racor (2) RS32095	P558615	AF25557
4	Burke Mountain Firestation	Facility	1424 Coast Meridian	No Issues / Within 100 ft	Generac	58851	GENSET	16	240AC / 12DC	6717329	Generac	GT-990	OH4655-13251		070185E	OC8127
5	Burke Mountain Firestation	Facility	3501 David Ave		<i>Under Construction &amp; not yet Commissioned</i>											
6	Service Centre - Water / Sewer	Facility	Works Yard – 500 Mariner Way	No Issues / Within 100 ft	Simpower	SP0180D3P	GENSET	180	600AC / 24DC	8366	Mitsubishi	6D22T	154365	ME056670D	ME180514	P-81-1203
7	Service Centre - Radio Tower	Facility	Works Yard – 500 Mariner Way	No Issues / Within 100 ft	Onan	12.0 DJC3LR12927	GENSET	12	220AC/12DC	C870880106	Onan	12.0DJC3LR-12927	C870880106	P1115 / P1116	PH16	Foam
8	Poirier Sport & Leisure Complex	Facility	633 Poirier Ave	No Issues / Within 100 ft	Kohler	80REOZJB	GENSET	80	600AC / 12DC	2271925	John Deere	JD 4045TF250	PE4045T775484	P550666	P551352	70316A
9	Poirier Sport & Leisure Complex	Facility /QNET	633 Poirier Ave	No Issues / Within 100 ft	Kohler	275REOZV	GENSET	260	600AC / 24DC	2270988	Volvo Penta	TAD1240GE	D12 651101 D1 A	Prim 8159975 / Sec 8193841	(1) 21707132/ (2) 21707133	Coolant 21192875
10	Poirier Sport & Leisure Complex	Facility / FIRE	633 Poirier Ave	No Issues / Within 100 ft	Armstrong	40PFD-00	FIRE - Pump	15	12DC	723904	John Deere	4045DF120	PE4045D778574	RE60021 / P57407A	RES9754/ PH8476/ P551352	K&N
11	City Hall	Facility	3000 Guildford Way	No Issues / Within 100 ft	Simpower	SP0330D3P	GENSET	300	600AC / 24DC	11270	Mitsubishi	S6B-PTAS	29309	P550106	36240-01051	canister style
12	Public Safety Building	Facility	2986 Guildford Way	No Issues / Within 100 ft	Simpower	SP0275D3P	GENSET	250	600AC / 24DC	10793	Mitsubishi	6D22TCS	251587	ME056670D	ME180514	ME0587411

**Engineering Infrastructure Pump Stations**

Site #	Site Description	Infrastructure	Site Address	Load Bank Test Accessibility Notes	Manufacturer	Model	Type	kW	Voltage Specification	Serial No	Engine Make	Model	Serial Number	Fuel Filter	Oil Filter	Air Filter
13	Victoria Drive	Sanitary	3487 Victoria Drive	No Issues	Onan	150DSGAC	GENSET	150	600V	G080194529	Cummins	Q587-G3NR3	46913311			
14	Aberdeen	Sanitary	2794 Aberdeen	No Issues	Onan	33QSGBA	GENSET	33	600V	D940541421	Cummins	4B3-9-G	45010819			
15	Cressey	Sanitary	Behind 2915 Norman	No Issues	Onan	55QSGCBG	GENSET	55	240V	E940542681	Cummins	4BT3-9-G	45017248			
16	Hockaday	Sanitary	Next to 1400 Hockaday	No Issues	Onan	50QSGCA	GENSET	50	600V	K940559934	Cummins	4BT3-9-G1	45095174			
17	Oxbow/Old United-740-741	Sanitary	Located in Works Yard West	No Issues	Onan	125QSEA-B	GENSET	125	240/600V	E940542622	Cummins	6CT8-3-G	45017319			
18	Salt Spring	Sanitary	1201 Gabriola	No Issues	Onan	36QSQSGBA	GENSET	36	240V	D940541437	Cummins	4B3-9-G	45007473			
19	United	Sanitary	2351 United Boulevard	No Issues	Onan	125QSEA-B	GENSET	125	600V	D940541423	Cummins	6CTAA8-3-G1	45686173			
20	Lansdowne	Sanitary	1100 Lansdowne	No Issues	Simpower	SP165D3PCV	GENSET	150	600V	3436	Mitsubishi	NT-855-G	10656210			
21	Green Acres	Sanitary	2945 Comolake	No Issues	Simpower	SP185Q3P	GENSET	185	600V	7198	Mitsubishi	6D22-TC	NONE			
22	Myrnam	Sanitary	South End of Myrnam Street	No Issues	Simpower	SP0060D3Q	GENSET	55	600V	10763	Mitsubishi	4D31-TC	B82497			
23	Schoolhouse	Sanitary	140 Schoolhouse	No Issues	Mtu Onsite	DS100D6SNA	GENSET	100	600V	MX165888	John Deere	4045HF285H,I,J	PE40456177252			
24	Millcreek Pump Stn	Sanitary	Lucille Star /Behind Canadian Tire	No Issues	Mtu Onsite	DS100D6SNA	GENSET	100	600V	336506-1-1-0811	John Deere	4045HF285H,I,J	PE40456177248			
25	Adair	Sanitary	100 Nelson	No Issues	Kohler	40REOZJB	GENSET	40	600V	2270208	John Deere	3029TF150	CD3029C044921			
26	Port Mann Drainage (Pump)	Storm	1000 Burbridge	No Issues	Simpower	GCSX	GENSET	N/A	240V	6D570	no info	no info	no info			
27	Noons Creek	Water	1550 Eagle Mountain Drive	No Issues / Within 10 ft	Onan	200DGFC	GENSET	200	600V	H010269122	Cummins	6CTAA8.3G1	46129758			
28	Eagle Mountain	Water	Behind 1939 Parkway Blvd.	No Issues / Within 10 ft	Onan	100DGD8	GENSET	100	600V	H010269144	Cummins	6BT5.9G6	46130817			
29	Eagle Ridge	Water	1260 Lansdowne Drive	No Issues / Within 10 ft	Onan	150DSFA	GENSET	150	600V	I950585894	Cummins	6CTA8.3G	45235106			
30	Scott Creek	Water	2699 Panorama Drive	No Issues / Within 10 ft	Onan	200DGFC	GENSET	200	600V	B980700239	Cummins	6CTAA8.3-G1	45655661			
31	Hoy Creek	Water	1530 Whitebark Place	No Issues / Within 10 ft	Onan	200DGFC	GENSET	200	600V	B980700238	Cummins	6CTAA8.3G1	45656009			
32	Pipeline Rd	Water	3353 Robson Drive	No Issues / Within 50 ft	Simpower	HC434E	GENSET	280	600V	03965/01	Volvo	T1D162AG1P	3982-161020195			
33	Foster	Water	1650 Foster Avenue	100 ft cable required	Simpower	SP220D3PMHI	GENSET	200	485V	7358	Mitsubishi	6D22TC	803233			
34	River Heights	Water	320 Hickey Drive	No Issues / Within 20 ft	APS	1250 ASP-1250	GENSET	1250	600V	EQ09-01232	Mitsubishi	512R-Y2PTAW-1	13034			
35	David	Water	David Ave Btwn Shaughnessy & Oxford	No Issues / Within 30 ft	Generac	5859790100	GENSET	600	600V	2085096	Daewoo	P222LE	EAYQA401708			
36	Harper	Water	3419 Harper Road	No Issues / Within 20 ft	Cummins	200DGFC	GENSET	200	600V	D980725420	MTU	6R1600G805	16301001597			