



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 14-04-05

**Hydro Excavation, Flushing, Catch Basin Cleaning, and
Hydraulic Root Cutting Services**

Proposals will be received on or before 2:00 pm local time
Wednesday, November 19, 2014
(Closing date and time)

Obtaining Documents

RFP Documents are available for downloading from the City of Coquitlam's website:

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

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: November 3, 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” 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.

“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. Request for Proposals

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for the provision of **Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services** on an “as needed and when requested” basis.

1.2. Scope of Work

The scope of work generally consists of the following:

- Hydro Excavation;
- Flushing;
- Catch Basin Cleaning; and
- Hydraulic Root Cutting.

Refer to:

- Appendix A – Certificate of Insurance
- Appendix B – Prime Contractor Designation

1.3. Closing Date & Time

Proposals will be received by the City of Coquitlam on or before:

Wednesday, November 19, 2014, 2:00 pm (local time)

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.

1.5. Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: 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

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 City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City of Coquitlam reserves the right to cancel any order or contract if not fulfilled within the timeframe described in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Proposals may be withdrawn upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

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.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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

1.8. Prices

All Prices shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the completion of the Services.

1.9. 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 working on contracts of similar size, scope and complexity
- Experience and qualifications of any listed subcontractors
- Company equipment and resources

Technical

- Response times and availability

Financial

- Submitted Rates and Unit Prices
- Sustainable Value
- Value added Benefits

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

- 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.

1.10. 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.

1.11. 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.

1.12. 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.

1.13. 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.

1.14. 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.

1.15. 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.

1.16. 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.

1.17. Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City 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 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 City will 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 of Coquitlam. 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, 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 of Coquitlam.

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 the City of Coquitlam, 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** 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 City of Coquitlam 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 THREE MILLION DOLLARS (\$3,000,000.) 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. Business Licence

The Contractor and any subcontractors shall maintain a valid City of Coquitlam Business License. For information, contact the City's License Department (Tel: 604-927-3085).

2.8. 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.

2.9. Prime Contractor

The Contractor shall be deemed to be the "prime contractor" as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations. Refer to **Appendix B – Prime Contractor Designation**.

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. 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.

2.14. 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.

2.15. 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

2.16. 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 provided at the date of notification.

2.17. 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.

2.18. Confidentiality

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

2.19. Advertisement

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

2.20. Subletting

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

2.21. Law

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

2.22. 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.

2.23. Payments – Invoicing

- a) All invoices shall include the Work Order numbers as provided by the City and will be submitted monthly or upon substantial completion.
- 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.

2.24. Fuel Emissions Data

The Contractor shall report on the quantity of fuel (gasoline, diesel, natural gas, propane, and bio-fuel blends) used to operate vehicles, equipment and machinery as part of the delivery of the Services “in scope” on a mutually agreeable basis. Fuel consumption associated with the provision of these Services must be provided to the City relating to the Services provided in the previous period, in the following sample format.

Sample Report:	
P.O. Number	567932
Date Range	March 1 – September 15
Gasoline (litres)	1,200
Diesel (litres)	4,500
Prorated Based on	Service hours

Data provided should include the following information:

Litres of fossil fuels consumed in relation to the service delivered under the Agreement in each vehicle class, and the fuel type, for the Goods and Services provided in the previous period.

The City can provide direction, if necessary, to calculate this information.

3. SCOPE OF SERVICES

3.1 General Requirements

The City requires Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services on an “as needed and when requested” basis.

Quantities stated are estimates only and are used for comparison purposes only. Actual quantities may vary. Payments will be made according to the actual amount of work done. The City reserves the right to make additions or subtractions to the quantities.

3.1.1. Hydro Excavation

The City of Coquitlam Hydro Excavation – Safe Working Practices require the use of hand digging or hydro-excavation when working within the no digging zone around utilities. Contracted services would include equipment and personnel to provide hydro-excavation services to the Water and Sewer/Drainage divisions of Public Works when required. It is anticipated that the City will require between 1,200 and 1,500 hours of contracted hydro-excavation per year. Excavated material shall be deposited at the Mariner Way Service Centre with quantities per job site provided to the City at the end of each day.

3.1.2. Flushing

Flushing of City storm and sanitary mains are required when blockages occur and prior to the CCTV video of the mains. Contractors would provide all equipment and labour to perform the flushing of mains for these purposes. It is estimated that the City will require between 500 and 750 hours of flushing services per year.

3.1.3. Catch Basin Cleaning

Catch basins are to be cleaned in a predetermined area of Coquitlam. In 2014, approximately 3,500 catch basins were cleaned between May and July with possibly another 1,000 catch basins being cleaned between October and November. Catch basin cleaning includes all equipment and labour to perform the vacuuming of debris from the identified catch basins and a visual inspection of each catch basin condition including grate, grouting and lead conditions. Any deficiencies shall be reported to the City on a daily basis. Material collected from the catch basins shall be deposited at the Mariner Way Service Centre with the number of loads provided to the City daily.

3.1.4. Hydraulic Root Cutting

Root cutting of storm and sanitary mains occurs when root intrusion impacts the ability of the main to drain properly. Root cutting includes all equipment and labour to perform the cleaning of the mains. Any material collected from the mains will be deposited at the Mariner Way Service Center with the number of loads provided to the City daily. It is estimated that the City will require between 100 and 200 hours of root cutting per year.

Pricing for hydro excavating, flushing, and hydraulic root cutting shall be provided as an hourly rate. Pricing for catch basin cleaning should be a unit rate.

3.2 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

3.3 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades, signage, and lane closure permits when required.

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 daily.

3.4 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.

3.5 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 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.

3.7 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.

All activities and earthworks shall be restricted following rain events equal to or greater than 20mm in 24 hours.

Proactive wet weather shutdowns would include deferral of works in advance of forecast rain events of 20mm in 24 hours. Reactive wet weather shutdowns shall be implemented when rain events result in significant surface saturation or visible surface runoff.

Both the proactive and reactive wet weather operating shutdown guidelines are best management practices to mitigate erosion and sediment transfers resulting from disturbance of surface materials and compaction due to machine activities.

3.8 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.

3.9 Hours of Work

The Contractor shall carry out the “Work” during normal working hours, and in compliance with the City’s Noise Bylaw.

3.10 Approval

In all cases where approval or direction is required, it shall be provided by the City’s Project Manager and/or their designated Representative.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 14-04-05

Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services

Proposals will be received on or before
2:00 pm local time Wednesday, November 19, 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. Price

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. The following are rates that would be used for valuing the work and services of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all labour, wages, benefits, equipment, transportation, fuel, mobilization, overhead and profit.

SCHEDULE OF UNIT PRICES

(All prices shall exclude GST)

Item No.	Description	Unit of Measure	Regular Time	Overtime
	Hydro Excavation			
1.	Truck and Operator	Hourly	\$	\$
2.	Truck, Operator, and Swamper	Hourly	\$	\$
	FLUSHING			
3.	Truck and Operator	Hourly	\$	\$
4.	Truck, Operator, and Swamper	Hourly	\$	\$
	CATCH BASIN CLEANING			
5.	Truck and Operator	Each	\$	\$
6.	Truck, Operator, and Swamper	Each	\$	\$
	HYDRAULIC ROOT CUTTING			
7.	Truck and Operator	Hourly	\$	\$
8.	Truck, Operator, and Swamper	Hourly	\$	\$
	Other			
9.	Labourer/Swamper	Hourly	\$	\$
10.	Super Combo & Labourer/Swamper	Hourly	\$	\$

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:

	Type of Service	Company Name
1.		
2.		
3.		

3. RESPONSE TIMES

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

		Response in Hours/Minutes
1.	During Regular Hours:	
2.	Outside Regular Hours:	

4. METHODOLOGY

Describe your approach to the work on this project and how your company would mitigate the risk factors to complete work.

i.e. Equipment choice for certain work, size and type of crew(s), work plan, etc.

5. EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used at the work site must be clearly identified. 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 and Vehicles		
Equipment (including power tools to be used)	Make / Model	Year

6. NON-COMPLIANCE

Fully describe any deviations outlined in Section 2 General Conditions that your company is unable to comply with.

7. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies or programs that illustrate your firm’s 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. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and have successfully completed or currently participate in contracts similar in size, scope and complexity:

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

11. 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.

12. 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

13. 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 **Appendix A & B** applicable to this RFP.

Company Name	
Street Address	
City, Province & Postal Code	
Tel No.	
Fax No.	
E-mail	
GST Registration No.	
WorkSafeBC Account No.	
Name and Title of contact (please print)	
Signature	
Date:	

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

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

Insured	Name:		
	Address:	Email:	Phone:

Broker	Name:		Agent's Name:
	Address:	Email:	Phone:

Project to which this Certificate applies:

Contract No.: RFP No. 14-04-05	Project Name & Description: Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services
---------------------------------------	---

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
Section 1: Commercial General Liability		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"/> MINIMUM \$5,000,000
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit
Section 2 Other:		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"/> Demolition | <input type="checkbox"/> Watercraft liability |
| <input checked="" type="checkbox"/> Unlicensed Automobile Liability | <input type="checkbox"/> Shoring and Underpinning Hazard | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input type="checkbox"/> Water Ingress Coverage | <input type="checkbox"/> Pollution Liability |
| <input checked="" type="checkbox"/> Employees As Additional Insureds | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension) | <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 | | |

Section 3: Automobile Liability (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"/> MINIMUM \$3,000,000

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** _____

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

COMPLETE & SUBMIT TO: CITY OF COQUITLAM
Email: bid@coquitlam.ca



City of Coquitlam
Prime Contractor Designation

(A fillable form is also available for electronic completion on the City's website):

http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Prime_Contractor_Designation_Form.sflb.ashx

Subject: Prime Contractor Designation

Contract / Permit #: City of Coquitlam RFP No. 14-04-05

Project / Site Location: Hydro Excavation, Flushing, Catch Basin Cleaning, and Hydraulic Root Cutting Services

(the "Contractor") represents, acknowledges and agrees that:
(Company Name)

1. in accordance with section 118 of the Workers Compensation Act, R.S.B.C. 1996, c. 492 (the "Workers Compensation Act"), the Contractor shall be the "Prime Contractor" and is qualified to act as the "Prime Contractor" in respect of the Project ;
2. the Contractor accepts the duties and responsibilities for coordination of health and safety in accordance with the Workers Compensation Act and further agrees that it will do everything necessary to establish and maintain a system or process that will insure compliance with the Workers Compensation Act and the Regulations thereto;
3. the Contractor shall fulfill all the obligations of an "Owner" under section 119 of the Workers Compensation Act in respect of the Project site; and
4. that the City of Coquitlam has fulfilled its obligations as an "Owner" under section 119 of the Workers Compensation Act, in respect of the Project site.

Prime Contractor Name: _____

Prime Contractor Address: _____

Prime Contractor Signature

Date

Print Name

Please return a signed copy of this memo to the City of Coquitlam, 3000 Guildford Way, Coquitlam, BC, V3B 7N2

If you have any questions, please contact the City of Coquitlam Health & Safety Advisor at 604-927-3068.