



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 14-05-03

Carpet Replacement
at the
Public Safety Building and Future Projects

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

Thursday, July 24, 2014

(Closing date and time)

Obtaining RFP Documents

RFP Documents and Drawings are available for downloading from the City of Coquitlam's website:
www.coquitlam.ca/BidOpportunities

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

Mandatory Site Meeting

A MANDATORY site meeting will be held on Tuesday, July 8, 2014 at 10:00 am local time.

Proponents are to meet at Coquitlam City Hall, Main Floor Reception, 3000 Guildford Way.

Proponents will be required to sign in on the "sign-in" sheet provided by the City at the mandatory site visit and proposals from Proponents not signed in will not be accepted.

Security Clearance

Proponents must contact the City at least 48 hours in advance of the Mandatory Site Visit to pre-arrange security clearance.

Contact: Renee Gowan @ Ph: 604-552-7372

Or email: rgowan@coquitlam.ca

Provide: Company Name, Representative Full Name, Date of Birth, Place of Birth

Attendees will be notified in advance if the Security Clearance was not obtained.

Those attending will need to supply their BC Driver's Licence at check-in.

Drawings will be distributed to Proponents at the Mandatory site visit and unsuccessful Proponents are required to return these to the City upon award of contract to the successful Proponent.

If required, an additional Site Visit is scheduled for Tuesday, July 15, 2014 at 10:00 am if needed for those companies that attended the Mandatory Site Visit. Security clearance will be the same as indicated above.

Enquiries

Questions are to be submitted in writing quoting the RFP number and name sent to email:

bid@coquitlam.ca

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: June 26, 2014

DEFINITIONS

“Contract” means the 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.

“Provide” means to supply and install, including delivery to site and all associated **“Work”**, permits, and commissioning.

“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” shall mean supply, deliver and pay for all associated costs to have the equipment offloaded and placed onsite.

“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 to supply, deliver, install and warranty (“**Work**”) of approximately **2,628 m²** of new **Carpet Replacement** at the Public Safety Building (**PSB**) located at 2986 Guildford Way.

The City may also use the results of this RFP to create a shortlist of pre-qualified Contractors that may be invited to submit proposals for City carpet replacement projects for the next 5 years or until the City issues a new competitive bid process.

For eligibility, Proponents shall have:

- Minimum of 5 years of specialized experience in commercial carpet supply and installation.
- Qualified technical specialists and skilled personnel directly involved with prior installations that will meet RCMP security clearance requirements.

1.2. Project Description

The Work on this Project generally includes but is not limited to provision of all labour materials, and equipment necessary for:

- Removal, disposal or recycle existing carpet.
- Supply, deliver, install and warrant approximately **2,628 square metres** of new carpet tile.

1.3. Drawings

Floor plans, not to scale, will be issued to Proponents at the Mandatory Site Visit.

Unsuccessful Proponents are required to return hard copy floor plans to:

Coquitlam City Hall - Finance Department - Main Floor

3000 Guildford Way Coquitlam, BC V3B 7N2

Attention: Purchasing Department

1.4. Consent of Surety Bonding

1. Proponents should submit with their Proposal a copy of an original Consent of Surety to verify that, upon award of the Contract, the Proponent has the ability to obtain a 50% Performance Bond and a 50% Labour and Material Payment Bond which will be provided pursuant to the Contract.
2. The Consent of Surety will be issued by a Surety company licensed in the Province of British Columbia.
3. A bid bond is not required.

1.5. Anticipated Project Timeline

RFP Issue.....	June 26, 2014
RFP Closing	July 24, 2014
Contract Award	August 7, 2014
Project Start-up	September 22, 2014
Substantial Completion	October 10, 2014

Time is of the essence.

1.6. Closing Date & Time

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

Thursday, July 24, 2014

1.7. 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 your web browser remains open until 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 prior to time set as closing time for receiving Proposals.

1.8. 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.

1.9. 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.

1.10. Privacy

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

Proponents are advised that proposals will become the property of the City and are subject to the Freedom of Information and Protection of Privacy Act. Contents may be disclosed if required to do so pursuant to the Act.

1.11. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

1.12. Prices

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

Proponents are to submit prices for the entire scope of work including all labour, tools, equipment, materials, travel, transportation, customs clearance, duties, deliveries, including all components and any ancillary items necessary to complete the project to the satisfaction of the City.

Delivery of all the materials and equipment shall be included in the price freight prepaid FOB: to the City project site location.

1.13. Evaluation Criteria

The evaluation of the Proposals may include any criteria that becomes evident during the evaluation process including, but is not limited to:

1. Experience Reputation, Capacity and Resources

- Experience, References, and demonstrated performance on projects of similar size, scope and complexity and successful completion of recent projects
- Compliance to stated insurance, WorkSafeBC and General and Supplementary Conditions of Contract
- Equipment and Resources
- Start and Completion Dates – Time is of the essence

2. Technical – Performance Factors

- Methods used to remove and install the new carpet; stair nosings, cove base, disposal, recycle
- Properties that affect cleaning, repair and durability
- Warranty of workmanship

3. Financial and Value Added

- Life Cycle Costs – Anticipated cost of maintenance, repair and replacement
- Total Lump Sum Price
- Value added benefits
- Sustainable benefits

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

- Interviews may be conducted
- References may be contacted

No prices, scores, weights or totals will be provided to any Proponents.

The City may also use the results of this RFP to create a shortlist of pre-qualified Contractors that may be invited to submit proposals for City carpet replacement projects for the next 5 years or until the City issues a new competitive bid process.

1.14. 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.

1.15. 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.

1.16. 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.

1.17. No Contractual Obligations

This is a request for proposals and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relation as part of this request and no contractual obligations whatsoever will arise between the City and any proponent that submits a proposal in response to this RFP until and unless the City and a proponent enter into a formal, written contract for the proponent to undertake the project.

1.18. 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.

1.19. 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.

1.20. 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.

1.21. 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.

1.22. Accurate Measurements

Estimated measurements are provided for evaluation of the Proposals.

It will be the responsibility of the successful Proponent to ensure that all measurements are checked, confirmed and are accurate prior to ordering materials.

1.23. 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.

2. TERMS AND 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. RCMP Security Clearance

The Contractor shall be responsible to ensure that all personnel and any sub-contractors working on-site have met the criteria of the RCMP Security Clearance.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. 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 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.

2.7. Independent Contractor

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

2.8. Business Licence

The Contractor and any sub-contractors shall maintain a valid City of Coquitlam 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 all sites 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. 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**

2.11. Clean Up

At the end of each day the Contractor shall ensure that sites are 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.

2.12. 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.

In the event of a critical operational incident the Contractor may need to vacate the working area or be relocated to another area within the building so as not to impede RCMP operations.

2.13. 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.

2.14. 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) is to accompany the shipment and is required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.15. 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.

2.16. 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.

2.17. 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

2.18. 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.

2.19. 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.

2.20. Confidentiality

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

2.21. Advertisement

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

2.22. 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.

2.23. Law

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

2.24. 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.

2.25. Payments – Invoicing

- a) All invoices are to be submitted in .pdf format sent to email:
apinvoices@coquitlam.ca
- b) Invoices shall include the Purchase Order number, Contract Number, project description and will be submitted monthly or upon completion of the works as determined by the City's representative.

- c) 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.
- d) Invoices shall show the separate appropriate amounts for value added taxes.

3. SCOPE OF WORK

3.1. General Requirements

The City of Coquitlam intends to select a Contractor to install new **Carpet tile** at the PSB Building at 2986 Guildford Way, in Coquitlam, BC.

The Contractor shall ensure that they are qualified and experienced, meet RCMP security requirements 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.

For the purpose of WorkSafeBC, the Contractor will be deemed to be the “Prime Contractor” for the area within the limits of the project.

The Work on this Project generally includes but is not limited to provision of all labour, supervision, materials, tools, delivery, transportation and equipment necessary for:

- Removal, disposal or recycle existing carpet
- Supply, deliver, install and warrant approximately **2,628 square metres** of new carpet tile
- Worksite protection
- Worksite clean-up

3.2. Accurate Measurements

The Contractor is responsible to ensure that all measurements are checked, confirmed and are accurate prior to ordering materials.

3.3. Critical Project Timelines

The Contractor will commence work approximately **September 22, 2014** and be substantially complete on or before **October 10, 2014**.

Final acceptance is to be completed by **October 17, 2014**.

3.4. Contractor's Responsibilities

The Services include, but are not limited to, the supply and installation of the following carpet tile:

Manufacturer: Shaw Contract Group

Style: Byline Tile - 59113

Color: Versatile - 05500

The Contractor shall remove and dispose, re-use or re-cycle the existing carpet in accordance with all applicable codes, regulations and statutes.

The Contractor shall prepare concrete surface as per the carpet manufacturer's recommendations.

Where possible the existing toeless cove base should be left in place.

Where Vinyl Composite tile exists, and Carpet tile is to be installed, the existing cove base to be removed and replaced by new cove base.

Cove Base Specification:

- Johnsonite 4" toeless cove base - color Charcoal - DC-20

Supply and install transition strip as required for flooring height differences. At the end of each working day, ensure all trip hazards are addressed.

The Contractor will remove furniture, filing cabinets, book shelves, etc. to facilitate the removal of the existing carpet and the installation of the new carpet tiles.

The Contractor will re-install furniture, filing cabinets and book cases to original locations.

3.5. Communication

All communication on-site must be in the English language.

3.6. Staging of Work

There is limited on-site storage for the materials required to complete the work.

Carpet tiles and other supplies will need to be delivered to the job site as work progresses. The Contractor must plan to store the materials, and as the work progresses bring the requirements necessary to complete the scheduled area's installation.

Prior to commencement of the project, the Contractor will determine with the City's Project Coordinator, an appropriate location for an on-site disposal bin.

3.7. Hours of Work

The majority of work is to be done between the hours of 4:30 pm to 6:00 am Monday to Friday, and on weekends any portion of the 24hr days.

A small portion of the building will require work to be done Monday to Friday between 9:00 am and 4:30 pm.

The PSB building is staffed and operational 24 hours a day, 7 days a week, 365 days a year.

3.8. City's Responsibilities

The City will:

- Remove all electronics, empty book shelves, file cabinets and desk contents if required;
- Tag all furniture items for ease of return to original locations;
- Communicate and coordinate with the various work groups that are located in the areas being re-carpeted;
- Pack up all necessary documents, files, books and small office equipment, and locate these boxes to a temporary storage area, away from the area being carpeted;
- Arrange, network, disconnect and reconnect multiple PC's and other networked office equipment.

3.9. Equipment, Materials and Workmanship

Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the services.

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

All Work shall be performed by skilled, qualified, and experienced trades personnel, who have met RCMP security requirements.

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. Site Control and Organization

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

The Contractor is to use barriers and signage as required, to create safe detours around the construction zone, as required.

When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage at all egress points to close the access (i.e. during work hours while work zone is not safe to pass).

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.

3.11. Site Meetings

The Contractor shall coordinate and attend regular site meetings including safety meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

The Contractor agrees to attend in person or send authorized representatives to any such meetings which may be called for by the City.

3.12. Rectify Damages

The Contractor shall make good any damage 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. The Contractor shall be responsible to pay the full cost of any repairs for all damage to existing structures, etc. if caused by the Contractor during the contract period.

Damage to property or equipment and infrastructure shall be reported promptly.

3.13. 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.

3.14. Protection of RCMP and Operational Staff

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.



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 14-05-03**

**Carpet Replacement
at the
Public Safety Building and Future Projects**

**Proposals will be received on or before 2:00 pm local time
Thursday, July 24, 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 your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Proponents are responsible to allow ample time to complete the 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 Carpet Replacement Price

The Proponent agrees to provide all labour, materials, products, equipment, and services and perform all sections of work shown and described in these RFP documents:

SCHEDULE OF PRICES

				INSTALLATION AND LABOUR	TOTAL (EXCLUDE TAXES)
	Work Area	CARPET APPROX. SQ. METRES	CARPET TILE / MATERIAL PRICE (exclude Taxes)		
1.	Ground Floor	14.2	\$	\$	\$
2.	Main Floor	1156.2	\$	\$	\$
3.	Second Floor	1458	\$	\$	\$
4.	Cove Base Replacement	249 metres	\$		\$
5.	10 boxes of Carpet Tiles (Spare)		\$		\$
6.	Removal of existing carpet			\$	\$
7.	Rebate for Disposal of Waste Carpet	(Deduct)		(\$)	\$
				Sub Total	\$
8.	50% Performance Bond and 50% Labour & Material Payment Bond				\$
				TOTAL	\$

2. STAIRS

Describe the methodology and materials that would be used for the main stair restoration.
All materials suggested will be considered.

Option 1 - Methodology	Price (exclude Taxes)

Option 2 - Methodology	Price (exclude Taxes)

Option 3 - Methodology	Price (exclude Taxes)

3. METHODOLOGY

Provide an overview of the methodology for carpet replacement project. Identify the area to begin work in, the approx. duration in each area, any special requirements to ensure efficient progress.

4. SUB-CONTRACTORS

List any sub-Contractors that would be involved in performing the Work. Include relevant experience, qualifications, roles, responsibilities for this project:

	Company Name	Roles & Responsibilities	Qualifications and Experience
4.1			
4.2			
4.3			

5. WORK SCHEDULE

The Proponent states that they are available and ready to start this project and confirms the *Work* shall be substantially completed on or before: **October 10, 2014.**

Anticipated Completion date: _____

The completion date will be an important consideration in the evaluation.

Additional costs to meet schedule are the responsibility of the Contractor.

6. SUSTAINABLE INITIATIVES AND PRODUCTS

Describe all initiatives, policies or programs that illustrate your firm’s efforts towards sustainable practises and responsibility in providing the services and products and in managing the disposal, recycling in re-using of waste materials.

(Social/Ethical, Environmental, Economic/Financial)

7. 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:

8. 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.

9. EXPERIENCE AND REFERENCES

Provide references and contact information from recent similar relevant projects. By submitting a proposal, Proponents consent to the City to check and verify information provided.

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

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

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

10. 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.

11. 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

12. NON-COMPLIANCE

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

13. CONFLICT OF INTEREST

Proponents must disclose information regarding any relationships that may be perceived to be a conflict of interest.

14. CONSENT OF SURETY

ATTACH CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM

Consent of Surety should be submitted with the Proposal submission.

Consent of Surety guarantees the Contractor is able to provide a
Performance Bond and
Labour and Material Payment Bond
each in the amount of 50% of the Total Proposal Price

if required as a condition of award.

15. 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.

Company Name	
Company Address	
Tel No.	
Fax No.	
E-mail	
GST Registration No.	
WorkSafeBC Account No.	
Contact Name and Title (please print)	
Signature	
Date	

The signature above is an authorized representative that can bind the company to statements made in this Proposal. For the purpose of this RFP, 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**

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

Project to which this Certificate applies:

Contract No.: RFP No. 14-05-03	Project Name & Description: Carpet Replacement at the Public Safety Building and Other Projects
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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
Section 1: Commercial General Liability		From:	Bodily Injury, Death & Property Damage
<input checked="" type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims Made Form		To:	\$ _____ Per Occurrence <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 \$2,000,000

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

RFP No. 14-05-03 - Appendix B

(to be provided upon award of contract)



**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. 14-05-03

Project / Site Location: Carpet Replacement at the Public Safety Building and Other Projects

_____ (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.