



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-01-08

Roof Maintenance and Repair Services

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

Thursday, March 19, 2015
(Closing date and time)

Obtaining RFP 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: February 26, 2015

TABLE OF CONTENTS

DEFINITIONS.....	4
1. INSTRUCTIONS TO PROPONENTS	5
1.1. Description of Services	5
1.2. Term of Contract	5
1.3. Closing Date & Time.....	5
1.4. Instructions for Proposal Submission	5
1.5. Inquiries.....	6
1.6. Addenda	6
1.7. Privacy Act.....	7
1.8. General Information.....	7
1.9. Prices	7
1.10. Evaluation Criteria	8
1.11. Selection Process.....	8
1.12. Negotiation.....	9
1.13. Irrevocability & Acceptance of Proposals	9
1.14. No Claim	9
1.15. No Contract	10
1.16. Conflict of Interest.....	10
1.17. Non-Solicitation.....	10
1.18. Liability for Errors.....	10
1.19. Proposal Submission	10
1.20. Examination of Proposal Documents and Work Sites.....	10
1.21. Piggyback Clause.....	11
2. GENERAL CONDITIONS OF CONTRACT	11
2.1. Notification of Award	11
2.2. Health and Safety Requirements.....	11
2.3. One Year Guarantee.....	12
2.4. Indemnity.....	12
2.5. Insurance Requirements	12
2.6. Independent Contractor	13
2.7. Business Licence.....	13
2.8. WorkSafeBC Coverage.....	13
2.9. Permits.....	13
2.10. Clean Up.....	13

TABLE OF CONTENTS

2. GENERAL CONDITIONS OF CONTRACT (cont'd)	
2.11. Operations and Coordination of the Services	13
2.12. Equipment, Materials and Workmanship	13
2.13. WHMIS.....	14
2.14. CSA.....	14
2.15. Inspection of Services	14
2.16. Damage and Defects.....	15
2.17. Default.....	15
2.18. Cancellation	16
2.19. Dispute Resolution	16
2.20. Confidentiality.....	16
2.21. Advertisement.....	16
2.22. Subletting	17
2.23. Law.....	17
2.24. Non-exclusivity.....	17
2.25. Payments – Invoicing.....	17
3. SCOPE OF SERVICES.....	18
3.1 Roof Maintenance and Repair Services.....	18
3.2 Roof Inspection Program	18
3.3 Price.....	19
3.4 Additional Repairs.....	19
3.5 Service Technicians Certification Requirements	20
3.6 Worksite Security Procedures.....	20
3.7 Work Requests.....	20
3.8 Additional Work and/or Special Projects.....	21
3.9 Work Sheets/Field Reports	21
3.10 Work Sites.....	22

PROPOSAL SUBMISSION FORM

APPENDICES

- **Appendix A** – Commercial General Liability Certificate of Insurance Form
- **Appendix B** – “Sample” Forms - Roofing Service Report and Roofing Services Invoice
- **Appendix C** – City of Coquitlam Facility Locations List

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 first contemplated 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 (“City”) requests proposals from qualified experienced firms for **Roof Maintenance and Repair Services** (‘Services’).

The maintenance and repair Services will be required on an “as needed and when requested” basis including emergency response at the various City of Coquitlam Facilities and Civic buildings.

The awarded Contractor is expected to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

1.2. Term of Contract

The initial term shall be for a two (2) year period and may be renewed for three (3) additional one (1) year terms subject to mutual agreement on price and service.

1.3. Closing Date & Time

Proposals will be received by the City of Coquitlam, on or before 2:00 p.m. (local time) on:

Thursday March 19, 2015

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 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.

1.5. 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 up to 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. Privacy Act

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.

1.8. 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 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 of Coquitlam 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.

Proposals may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Manager, prior to time set as closing time for receiving Proposals.

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

1.9. Prices

All Prices shall be in Canadian Funds and shall remain **FIRM** for the services for the initial **two (2) year period** and shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import duty and export duties, freight, handling, transportation, insurance (and related taxes) Goods & Services Tax and Provincial taxes (shown separately) and all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of services as described.

Supply and delivery is to be included in the price, FOB: City of Coquitlam facilities at the various specified City locations.

1.10. Evaluation Criteria

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

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

Corporate Experience and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Equipment and resources

Technical

- Response Times
- Personnel Qualifications & Experience
- Compliance to stated insurance, WorkSafeBC, and General Conditions (Scope of Work)
- Quality Assurance
- Health & Safety

Financial

- Sustainable Value
- Value added
- Prices (Labour, vehicle & markup rate)

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

- Interviews may be conducted
- references may be contacted

The lowest or any proposal will not necessarily be accepted, rather be analyzed to determine best overall value.

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

1.11. Selection Process

The City's evaluation team will review proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. The City may at its discretion interview one or more Proponents or request clarifications or additional information from any Proponent and may use that information as part of score for the evaluation.

Should there be additional similar services required the Cities reserve the right to sole source with the successful Proponent. Alternatively, the City may issue a new bid process for projects of large value or specialized scope.

The City may The Proponents agree that upon submission of their proposal, the City may disclose the name of their company.

1.12. 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.

1.13. Irrevocability & 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 or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted Proposal and should it decide to abandon same, it may, at any time, invite further Proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services.

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.

1.14. 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, as a result of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.15. No Contract

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.

1.16. 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.

1.17. 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.

1.18. 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.

1.19. 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.

1.20. 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 Coquiltam.

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.

1.21. Piggyback Clause

The City of Coquitlam is a participating member 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.

Proponents agree 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 Proponent for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Proponent to the City of Coquitlam 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 successful Proponent.

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 City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services.

The following general conditions 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 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 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 24 hours 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 shall 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 to be as shown in **Appendix A** – Commercial General Liability Certificate of Insurance Form.

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.

Torch-on hot roofing projects would require a separate insurance certificate specific to the project, in an amount of not less than \$10,000,000 and would be requested at time of need.

Automobile Liability insurance, in an amount of not less that 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.

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 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 project until completion.

2.9. Permits

The Contractor will provide and pay for all licenses and permits required to carry out the work.

2.10. Clean Up

At the end of each day and at the conclusion of work, the Contractor shall clean out all rubbish and 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. Operations will continue and the facilities will be in full use by staff and public.

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 regulatory codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) Canadian Standards Association (CSA)
- b) WorkSafeBC
- c) BC Provincial Motor Vehicle Act
- d) BC Building Code
- e) Roofing Contractors Association of BC (RCABC) Roofing practises
- f) 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.

All equipment installation shall be new and the City is to be provided with complete manufacturer's warranties.

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) 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.

2.14. CSA

All equipment must be approved by the Canadian Standard Association (CSA) and will bear the appropriate approval sticker prior to arriving at the designated delivery site. For items arriving without this approval, the City of Coquitlam may deduct the necessary dollar amount per item from the price and arrange for the necessary approval, or return the item(s) at the Contractor's expense for replacement or full credit.

2.15. Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City. If they 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 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 delivery 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 either party for any reason without cause or penalty upon 60 days written notice.

The Contractor would be compensated for all work completed 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. The location of litigation shall be in Vancouver, British Columbia.

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) Invoices shall be submitted in a single .pdf format sent to email:
apinvoices@coquitlam.ca

All invoices will detail separate labour and material charges. Original material costs are to be shown such that Markup Rates can be monitored (i.e. copy of suppliers price invoice). Each invoice will indicate the Work Order number and Purchase Order number as provided by the City, and a copy of the worksheet/field report shall be attached.

- b) The Contractor shall be paid net 30 days 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) GST and PST are to be shown as separate items.

3. SCOPE OF SERVICES

3.1 Roof Maintenance and Repair Services

The scope of work includes the provision of **Roof Maintenance and Repair Services** on an “as needed and when requested” basis including emergency response at the various City of Coquitlam Facilities and Civic buildings.

The Contractor is expected to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

Repair and maintenance of Roof systems at City buildings may include but is not limited to:

- Built-up
- Modified Bitumen
- EDPM
- PVC
- Asphalt
- Cedar Shingle
- Flashings
- Gutters

3.2 Roof Inspection Program

The City has an established preventative maintenance program (PM) for the larger City buildings based upon the RCABC Roof Maintenance Guide. The PM program will auto generate work orders for the required sites and work and these will be issued to the Contractor.

Routinely scheduled inspections are completed every 6 months including inspection of the condition of the roofs and repairing any defects that have been identified. An inspection checklist shall be completed as part of the inspection, complete with photos. Inspections shall be invoiced according to the hourly rates in effect.

3.3 Price

Proponents shall submit hourly tradesperson rates, as outlined in Section 1.1 of this RFP.

Rates shall remain in effect for the initial term of two (2) years from the date of award.

Proponents are also asked to submit their mark up amount on materials, supplies and equipment as a percentage (%).

The City may request the successful contractor to supply copies of invoices for materials, supplies and equipment used in repairs/installations.

Service calls & repairs shall be invoiced at the completion of each project, according to the service rates established in this Contract. All invoices shall include, at a minimum, the following information:

- a) Current Open/Standard Purchase Order Number
- b) City Work Order Number
- c) Facility Name and address of where work was completed
- d) Hourly rates and charges
- e) Total number of hours worked
- f) Detailed List of materials supplied and installed.
- g) Description of work performed
- h) Any other information.

(Refer to **Appendix B** - "Sample" Roofing Service Report and Roofing Service Invoice Forms.)

Failure to comply with invoice criteria listed above may result in invoices being returned for correction and payment delayed until above criteria provided.

3.4 Additional Repairs

Work requests will be initiated by the City according to "as required" schedule for service at various City facilities. Additional repairs required during scheduled call out and work required from a service call shall be identified and calculated according to the rates listed on the bid form by the Contractor. Any repairs found necessary which are beyond routine, are required to be submitted by written quotation. The repair work shall not proceed until approval has been provided by the City and a Work Order number has been issued.

Repairs in some facilities will need to be based on scheduling and access availability, with arrangements provided by the City.

3.5 Service Technicians Certification Requirements

The work shall be carried out by a qualified contractor with appropriate Trade Qualifications Card and in compliance with the conditions of the Provincial WorkSafeBC Regulations, WHMIS Legislation and Roofing Contractors Association of BC (RCABC) Roof Practices guidelines.

All actions performed by qualified Roof service technicians must be properly recorded and all new installations must be accompanied by appropriate permits, drawings, engineering reports, maintenance manuals and training at completion must be provided to the Facilities Management Division.

3.6 Worksite Security Procedures

The Contractor will be required to report to the City Site Contact Person, upon arrival before starting any work, as per WorkSafeBC Requirements, and prior to departure from the work site. An identity badge, parking pass and or keys for equipment room access may be required from the City's Site Contact Person.

Employees required to work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete a security clearance, prior to the award of this Contract. The Contractor must have qualified journeymen employees security cleared and have on call, at least one security cleared employee for after hours callouts to the Public Safety Building or other security designated sites. Any employees denied security clearance shall be restricted from entering the designated worksites, and the Contractor shall provide an employee who has obtained a security clearance. Any costs for obtaining security clearance will be the responsibility of the Contractor.

The Contractor shall install temporary barricades and signs to prevent unauthorized Roof use during service/repair operations.

Service technicians must inform the Facilities Division Work Control immediately if a safety hazard is discovered.

3.7 Work Requests

City Work Orders will be provided the next business day for any unscheduled service or emergency repairs required at any City facility.

Work required from a Work Order and/or additional repairs required during scheduled call out shall be calculated according to the rates accepted by the City.

3.8 Additional Work and/or Special Projects

The Contractor shall not begin performing any additional work or special projects without first obtaining written approval from the Facilities Division.

In the event that the need for additional work and/or a special project arises, Facilities Work Control will communicate such a request to the Contractor by way of a work order.

The Contractor must provide a written quotation for the additional work/special project to the Facilities Division quoting the work order number.

The Contractor's quotation must provide a detailed description of the work to be performed, broken down by task and subtask. The quotation should contain details on the level of effort, including hours, labour categories, materials, and all items necessary for completion.

The Contractor's written quotation will be reviewed and upon acceptance, authorization to proceed will be provided by the Facility Division.

No additional work and/or special project may commence without the appropriate Facility Division written approval. In the event the Contractor proceeds with additional work and/or special projects without the written approval, it shall be at the Contractor's sole risk. The City shall be under no obligation to pay for work done without prior written approval.

3.9 Work Sheets/Field Reports

A worksheet/field report shall be required to be completed by the Contractor for any work performed at a work site. The worksheets shall itemize the labour type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges, and are to be signed by the site Contact Person. A copy of the worksheet shall be forwarded to the City's Facilities Work Control Clerks within 72 hours of completion of the work, by either fax or email, and shall indicate the City Work Order number issued for the work.

(Refer to **Appendix B** - "Sample" Roofing Service Report and Roofing Service Invoice Forms.)

Worksheets shall include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

The Contractor must provide status updates for work orders in progress.

3.10 Work Sites

The work may be carried out at any of the City of Coquitlam's buildings or facilities and the scheduling of these services shall be coordinated with Facilities Work Control and the Contractor.

The work sites and locations are provided in **Appendix C** – City of Coquitlam Facility Locations List.

Contractor's personnel will be required to report to the Site Contact Person upon arrival before starting any work, and before leaving the site.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-01-08

Roof Maintenance and Repair Services

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

Thursday, March 19, 2015
(Closing date and time)

Proposal Submission Instructions

Proposal submissions are to be uploaded electronically 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. Roof Maintenance & Repair Services

Prices are to be all inclusive; all labour, material, tools, vehicle, fuel, and any other items required for provision of Services required at the facilities and buildings.
Refer to **Appendix C** – City of Coquitlam Facility Locations List.

Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam, including, but not limited to, the BC Building Code and WorkSafeBC.

The Tradesperson Labour Rates are all inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit.

The following labour rates for tradespersons including General Foremen are firm for a minimum period of two (2) years.

	Tradesperson Labour Rates	Price per Hour (exclude tax)
1.	State Worker Type:	
(a)	Regular time (state hours):	\$
(b)	Overtime/Hour:	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

2.	State Worker Type:	
(a)	Regular time (state hours):	\$
(b)	Overtime:	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

	Tradesperson Labour Rates	Price per Hour (exclude tax)
3.	State Worker Type:	
(a)	Regular time (state hours):	\$
(b)	Overtime:	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

1.2. Crew Size

State the number and type of workers used in a normal crew for service calls/work requests:

1.3. Materials

Mark-up rate on material costs = _____%. Provide examples of anticipated material costs:

1.4. Vehicle Rates

Provide vehicle expense rates for any additional charges not included in the Tradesperson Labour rates:

1.	Truck / Vehicle Rate:	\$	/per hour
2.	Truck / Vehicle Rate:	\$	/per hour

2. **SUB-CONTRACTORS**

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

	Name and Type of Service Provided	Contact Name and Phone Number
1.		
2.		
3.		
4.		

3. **RESPONSE TIME (MANDATORY – MUST BE COMPLETED)**

In addition to regular service, emergency repairs may be required. Please provide your companies normal business hours. Provide the maximum response time in these instances:

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

4. KEY CONTACTS

Proponents shall provide one or more telephone numbers and email addresses for contacting a company representative at anytime, regular time, after daytime working hours and for emergency repair services:

		Name/Phone Number/ Cell Number
1.	During Regular Hours:	
2.	Outside Regular Hours:	
3.	Emergency:	

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.

Equipment and Vehicles		
Equipment	Make / Model	Year

6. PERSONNEL

Provide list of personnel currently employed with the company that have completed the required factory training on the equipment listed, and that have obtained the required qualifications (WHMIS, BCTQ). The City may request verification and copies of certificates for any personnel listed. Only certified personnel will be permitted to service City facilities.

Personnel		
Name	Qualifications	Work Experience

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. 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

If no is checked, please describe how safety training is accomplished:

b) Do you have a safety and health orientation for new employees?

Yes No

9. QUALITY ASSURANCE PROGRAM

a) Does your firm have a quality assurance program?

Yes No

If no is checked, please describe how quality assurance is accomplished:

10. VALUE ADDED

Please 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:

11. NON-COMPLIANCE

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

--

12. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested. Contracts indicated below should be related to operations 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	

13. 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 confirm that this proposal is open for acceptance by the City for a period of _____ days.

14. 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

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:	
Address:	
Phone:	
Fax:	
Name and Title of Contact <i>(for communication related to this RFP – please print)</i>	
Contact Email:	
Signature of Authorized Person:	
Name & Title of Authorized Person:	
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_-_Consultant_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.: 15-01-08	Project Name & Description: Roof Maintenance and Repair 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 <input checked="" type="checkbox"/> Occurrence Form		From:	Bodily Injury, Death & Property Damage
		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: Automobile Liability (owned or leased vehicles)		From:	Bodily Injury & Property Damage
		To:	\$ _____ Limit <input checked="" type="checkbox"/> MINIMUM \$2,000,000
Section 3: Professional Errors & Omissions Liability		From:	Minimum
		To:	\$ _____ Per Claim(\$500,000) \$ _____ Aggregate(\$1,000,000)

Particulars of General Liability Insurance (Section 1): indicates that the coverage is included.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured | <input checked="" type="checkbox"/> Blanket Contractual | <input checked="" type="checkbox"/> Occurrence Property Damage |
| <input checked="" type="checkbox"/> Premises & Operations | <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input checked="" type="checkbox"/> Contingent Employer's Liability |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input checked="" type="checkbox"/> Employees as Additional Insureds | <input checked="" type="checkbox"/> Broad Form Loss of Use |
| <input checked="" type="checkbox"/> Personal Injury | <input checked="" type="checkbox"/> Non-Owned Automobile | |
| <input checked="" type="checkbox"/> Owners & Contractors Protective | <input checked="" type="checkbox"/> Coverage is Primary and not contributory | |

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 Approved Not Approved

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

ROOFING SERVICE REPORT

Sample Form

To: City of Coquitlam 3000 Guildford Way Coquitlam, B.C.	Date of Work Order:	
	PO #:	
	Work Order # :	
	Building Name:	
	Location:	
	Invoice Date:	Contact Name:
	Starting Date:	Contact Tel:#
	Completion Date:	Terms:

MARK WITH A CHECK MARK:	X		Repair	X		+	DESCRIPTION OF WORK
	Unclog/clean	X		Replace	Install		
Work Completed OR							
Work To be Completed							
No heat							
No water							
Burst Pipe(s)							
Thaw Pipe(s)							
Overall Condition, Cleanliness and Obstructions							
Overflow Drain Operation							
Porcelain Condition							
Pressure Gauges & Relief Valves							
Blockage waste system							
Kitchen:							
sink							
Disposals							
Dishwasher(s)							
Lavatory:							
Water closet							
Tank condition							
Urinal							
Flush Valves							
Diaphragm Condition							
Shower stall/head							
*Distribution Pipe Condition							
Sauna/hot tub							
Laundry:							
Washing Machine(s)							
Faucet(s)							
Supply line(s)							
Trap(s)/ Drain(s)							
Gate/ball valve(s)							
Waterline(s)							
Water pump(s)							
Motor Condition and Pump Function							
Pressure Tank							
Sump/effluent Pump(s)							
Mixing Valve							
Boiler (gas)							
Safety valve							
Circulator							
Baseboard/radiators							
Waste/Sewer lines							
Vent pipe(s)							

City of Coquitlam
RFP No. 15-01-08 - Roof Maintenance & Repair Services
Appendix B (page 2 of 2)

<i>Sample Form</i>			
ROOFING SERVICE INVOICE			
City of Coquitlam - Accounts Payable Dept.		Work Order:	
3000 Guildford Way Coquitlam BC V3B 7N2		Location:	
LABOUR	HRS	RATE	\$ AMOUNT
TOTAL LABOUR:			
MATERIALS	UNIT(S)	\$ AMOUNT	
Mark up %			
		TOTAL MATERIAL:	
I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIPED WORK X		TOTAL LABOUR:	
		OTHER CHARGES:	
Signature		SUBTOTAL:	
		GST:	
Date		PST:	
		TOTAL:	

City of Coquitlam - Facility Locations

Building ID Code	Building Sites	Address
RECREATION LEISURE FACILITIES		
BD0339	Poirier Forum	618 Poirier St
BD0412	Poirier Sport and Leisure Complex - POOL	633 Poirier Street
BD0421	Poirier Sport and Leisure Complex - ARENA	633 Poirier Street
BD0375	City Centre Aquatic Complex - CCAC	1210 Pinetree Way
OUTDOOR POOLS AND SPRAY PARKS		
BD0971	Blue Mountain Park Wading Pool	975 King Albert Ave.
BD0972	Blue Mountain Water Spray Park	975 King Albert Ave.
BD0981	Burns Spray Park	802 Edgar Ave.
BD0975	Eagle Ridge Pool	2695 Guildford Way
BD0976	Mackin Park Wading Pool	1046 Brunette Ave.
BD0982	Norm Staff Spray Park	3320 David Ave.
BD0977	Panorama Spray Park	1455 Johnson Street
BD0978	Rochester Pool	1390 Rochester Ave.
BD0979	Spani Pool	635 Hillcrest Ave.
BD0980	Town Centre Spray Park	1299 Pinetree Way
SOCIETY BUILDINGS		
BD0346	Evergreen Cultural Centre	1205 Pinetree Way
BD0336	Mackin House Museum*	1116 Brunette Ave
BD0348	Place Des Arts	1120 Brunette Ave
BD0358	Place Des Arts (Renaissances Building)	1120 Brunette Ave
BD0350	Place Maillardville	1200 Cartier Ave
BD0318	Poirier Public Library	575 Poirier Street
BD0377	Train Station Museum	1116 Brunette Ave
COMMUNITY FACILITIES		
BD0356	Hoy Creek Hatchery Building (Society Connection)	2963 Princess Cres.
BD0361	Blue Mountain Park Scout Hall	1038 Winslow Ave.
BD0429	Centennial Hall	630 Poirier Street
BD0323	Dogwood Pavillion	624 Poirier Street
BD0325	Dogwood Lawnbowling Building #1 (Society Connection)	624 Poirier Street
BD0427	Dogwood Lawnbowling Building #2 (Society Connection)	624 Poirier Street
BD0424	Glen Pine Pavilion	1200 Glen Pine Court
BD0403	Innovation Centre	1207 Pinetree Way
BD0370	Pinetree Community Centre (Joint Venture -PSB / DC)	1260 Pinetree Way (school)
BD0363	Poirier Community Centre	630 Poirier Street
BD0369	Poirier Administration	640/644 Poirier Street
BD0322	Victoria Hall	3435 Victoria Drive
CIVIC FACILITIES		
BD0400	Animal Shelter	500 Mariner Way
BD0422	Burquitlam Community Police Station	560A Clarke Road (RCMP)
BD0377	City Hall	3000 Guildford Way
BD0378	Public Safety Building	2986 Guildford Way (RCMP)
BD0423	Ridgeway Community Police Station	1059 Ridgeway Ave (RCMP)
BD0343	Robinson Memorial Park Admin Building	621 Robinson Street
BD0396	Service Centre - Auxiliary Building	2647 Austin Ave.
BD0395	Service Centre - Vehicle Service Building	2647 Austin Ave.
BD0392	Service Centre - Water/Sewer Utility Building	500 Mariner Way
BD0390	Town Centre Works Yard Trailer	1250 Pipeline Road
BD0391	Town Centre Works Yard Workshop / Garage	1250 Pipeline Road

Appendix C (Consists of 2 Pages)

City of Coquitlam - Facility Locations

Building ID Code	Building Sites	Address
FIRE / RESCUE FACILITIES		
BD0301	Austin Heights Firestation	428 Nelson Ave
BD0302	Burke Mountain Firestation (New)	3501 David Ave
BD0328	Burke Mountain Firestation (Old)	1424 Coast Meridian
BD0428	Fire Prevention Lease Building	410-2963 Glen Drive
BD0329	Mariner Firestation	775 Mariner Way
BD0334	Town Centre Fire Administration Building	1300 Pinetree Way
BD0327	Town Centre Fire Station	1300 Pinetree Way
BD0402	Town Centre Training Portable (Trailer)	1300 Pinetree Way
BD0333	Town Centre Training Tower	1300 Pinetree Way
FIELD HOUSES / WASHROOMS / OTHER FACILITIES		
BD0315	Blue Mountain Park Baseball Concession	975 King Albert Ave.
BD0398	Blue Mountain Park Batting Cage	975 King Albert Ave.
BD0311	Blue Mountain Park Storage	975 King Albert Ave.
BD0305	Blue Mountain Park Washroom / Concession	1001 King Albert Ave.
BD0309	Bramble Park Washroom (Joint Venture - PSB)	2875 Panorama Dr. (school)
BD0401	Burquitlam Garden Park Washroom	515 Ebert Ave.
BD0310	Burquitlam Park Washroom	600 Smith Ave.
BD0404	Centennial Activity Centre Washroom (Joint Venture- PSB)	570 Poirier Street (school)
BD0394	Charles Best Fieldhouse	2525 Como Lake Ave
BD0321	Como Lake Park Washroom	700 Gatensbury St.
BD0406	Dawes Hill Park Storage	2200 Dawes Hill Road
BD0324	Eagle Ridge Park Fieldhouse	1188 EagleRidge Dr.
BD0399	Hampton Park Washroom (Joint Venture - PSB)	1725 Paddock Dr. (school)
BD0430	Inspiration Park Buildings	1270 Pipeline Road
BD0330	Mackin Park Fieldhouse	125 Nelson
BD0330	Mackin Park Football Building	125 Nelson
BD0365	Mackin Park Little League Batting Cage	150 King Edward
BD0317	Mackin Park Little League Concession	1046 Brunette Ave.
BD0332	Maquabeak Park Washroom / Pumpstation	1000 Burbridge
BD0419	Mountainview Park CCSA Portable	800 Smith Ave.
BD0335	Mountainview Park Washroom	800 Smith Ave.
BD0415	Mundy Park Field #4	641 Hillcrest Street
BD0340	Mundy Park Fieldhouse	641 Hillcrest Street
BD0345	Panorama Park Washroom	1455 Johnson Street
BD0355	Riverview Park Washroom	650 Clearwater Way
BD0357	Robson Park Washroom	1410 Pinetree Way
BD0393	Summit Middle School Washroom (Joint Venture - PSB)	1450 Parkway Blvrd. (school)
BD0384	Town Centre Park Concession	1299 Pinetree Way
BD0380	Town Centre Park Fieldhouse	1299 Pinetree Way
BD0414	Town Centre Park Stadium Grandstand	1299 Pinetree Way
BD0385	Town Centre Park Stadium Storage	1299 Pinetree Way
BD0388	Town Centre Park Tennis Clubhouse	1260 Pipeline Road
BD0383	Town Centre Park Tennis Washroom	1260 Pipeline Road