



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 15-04-04**

**MODULAR OFFICE COMPLEX**  
at Town Centre Fire Hall

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

**Thursday, May 14, 2015**

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

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

**NON-mandatory Site Meeting**

**A Non- MANDATORY site meeting will be held on Thursday, May 7, 2015 at 2:00 pm local time.**

Proponents are to meet at:

Coquitlam Town Centre Fire Hall  
Main Floor Reception  
1300 Pinetree Way  
Coquitlam BC, V3B 7S2

**Addenda**

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

**Proposals Submissions**

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

D. Trudeau, Purchasing Manager

Issue Date: April 28, 2015

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**APPENDICES**

- Appendix A – City of Coquitlam Certificate of Insurance Form
- Appendix B – Prime Contractor Designation Form
- Appendix C – Floor Plan

**PROPOSAL SUBMISSION FORM**

## 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, and install a new double wide **24 x 52’ Modular Office Complex** at the Town Centre Fire Hall located at 1300 Pinetree Way, Coquitlam, BC.

The work also includes the removal and re-use/recycle/ re-sale or disposal of the existing Modular.

**Refer to Scope of Work Section 3 for further details.**

#### **Also refer to:**

- Appendix A – Certificate of Insurance
- Appendix B – Prime Contractor Designation
- Appendix C – Floor Plan

### 1.2. Closing Date & Time

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

**Thursday, May 14, 2015**

### 1.3. 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](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

#### 1.4. Inquiries

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

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

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

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

#### 1.5. Addenda

Proponents are required to check the City's website for any updated information and Addenda issued before the Closing Date at the following website address: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

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

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

#### 1.6. 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.

1.7. 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.

1.8. Prices

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

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.

1.9. 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 successful performance on projects of similar size, scope and complexity
  - Compliance to stated insurance, WorkSafeBC and General and Supplementary Conditions of Contract
  - Equipment and Resources
2. Technical – Performance Factors
  - Methodology
  - Warranty

3. Financial and Value Added

- Price
- Value added and Sustainable benefits

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

- Interviews may be conducted
- References may be contacted

1.10. 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 the evaluation.

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

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

1.11. Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the work 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 work or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.12. Irrevocability and Acceptance of Proposals

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

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

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



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

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

1.13. No Claim

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

1.14. 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.

1.15. 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.

1.16. 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.

1.17. 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.

1.18. Examination of Proposal Documents and Work Sites

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

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

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

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

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

### **2.3 One Year Guarantee**

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 2 weeks of notification. This shall be at no cost to the City of Coquitlam.

### **2.4 Indemnity**

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

### **2.5 Insurance Requirements**

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

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.

- c) Such certificate is to be as shown in **Appendix A – Certificate of Insurance:**

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

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

#### 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 Business License. For information, contact the City's License Department (Tel: 604-927-3085) or apply on-line at website:

<http://www.coquitlam.ca/city-services/licenses-and-permits/business.aspx>

#### 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 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.

#### 2.9 Prime Contractor

The Contractor shall be deemed to be the "Prime Contractor" as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations.

Refer to **Appendix B – Prime Contractor Designation**

#### 2.10 Clean Up

At the end of each day the Contractor shall ensure 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.

#### 2.11 Operations and Coordination of the Work

The Contractor shall agree to coordinate the execution of the work 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 so as not to impede Coquitlam Fire Rescue operations.

#### 2.12 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the work including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure
- 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 work agreed to.

#### 2.13 Inspection of Work

- a) All work 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 work provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the work by virtue of a partial or full payment for it.

- d) The City or a designated representative shall be the final judge of all work and its decisions of all questions in dispute will be final.
  
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

#### 2.14 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in doing the work. 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 work or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

#### 2.15 Default

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

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

#### 2.16 Cancellation

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

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

### 2.17 Dispute Resolution

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

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

### 2.18 Confidentiality

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

### 2.19 Advertisement

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

### 2.20 Subletting

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

### 2.21 Law

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

2.22 Payments – Invoicing

- a) All invoices are to be submitted in .pdf format sent to email:  
[apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) Invoices shall include the Purchase Order number, RFP 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 work, 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 supply, deliver, configure, install and commission a new **24 x 52' Modular Office Complex** to replace the existing office at the Town Centre Fire Hall located at 1300 Pinetree Way, in Coquitlam, BC.

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.

The Work on this Project generally includes but is not limited to; Supply, deliver, configure, install & commission:

- Transport new Modular to site
- Engineered installation at site
- Engineered blocking materials
- Modular engineering works
- Full perimeter skirting with vents
- Stairs and landings at entrances (3)
- Accessible ramp with rails (classroom access only)
- Canopy at doorway entrances (4)
- Trim all interior and exterior junctions
- Roof junction is to be sealed and capped
- Include opening windows on south and east side only
- Mechanical/HVAC unit
- Interior electrical
- Interior partition walls
- Configuration to include 2 - 8 x 12' gender neutral change rooms
  
- Remove existing modular for re-use/recycle/ re-sale or disposal
  
- Worksite protection
- Worksite clean-up

Note: The current power supply to the modular trailer is 100 amps.

#### 3.2. City Responsibilities

The City will be responsible for the following:

- Data cabling
- Electrical Connections
- Plumbing
- Security

### 3.3. Permits

The Contractor is responsible for providing the necessary documentation in order for the City to obtain all permits required for the installation and commissioning of the new Modular.

### 3.4. Hours of Work

The Contractor shall perform the work in compliance with the City's Noise Bylaws.

### 3.5. 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 worksite, 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.

### 3.6. Removal and Disposal of Existing Modular

Removal and any disposal of the surplus Modular is to be performed in compliance with applicable regulations and codes.

### 3.7. 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.

3.8. 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.

3.9. 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.

3.10. Protection of Fire 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.

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

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

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

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

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

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

**Project to which this Certificate applies:**

<b>Contract No.: 15-04-04</b>	<b>Project Name &amp; Description: Modular Office Complex at Town Centre Fire Hall</b>
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**COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

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

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

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured    | <input checked="" type="checkbox"/> Coverage is Primary and not contributory   | <input type="checkbox"/> 12 months Completed Operations |
| <input checked="" type="checkbox"/> Premises & Operations                      | <input checked="" type="checkbox"/> Personal Injury                            | <input type="checkbox"/> 24 months Completed Operations |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input type="checkbox"/> Use of explosives for blasting                        | <input type="checkbox"/> Aircraft/Aviation Liability    |
| <input checked="" type="checkbox"/> Owners & Contractors Protective            | <input type="checkbox"/> Vibration from pile driving or caisson work           | <input type="checkbox"/> Non-owned aircraft liability   |
| <input checked="" type="checkbox"/> Blanket Contractual                        | <input type="checkbox"/> 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                     |  |   |

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

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

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

Date \_\_\_\_\_

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

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

**RFP No. 15-04-04 - 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](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Prime_Contractor_Designation_Form.sflb.ashx)

**Subject:** Prime Contractor Designation

**Contract / Permit #:** 15-04-04

**Project / Site Location:** Modular Office Complex at Town Centre Fire Hall

\_\_\_\_\_ (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:** \_\_\_\_\_

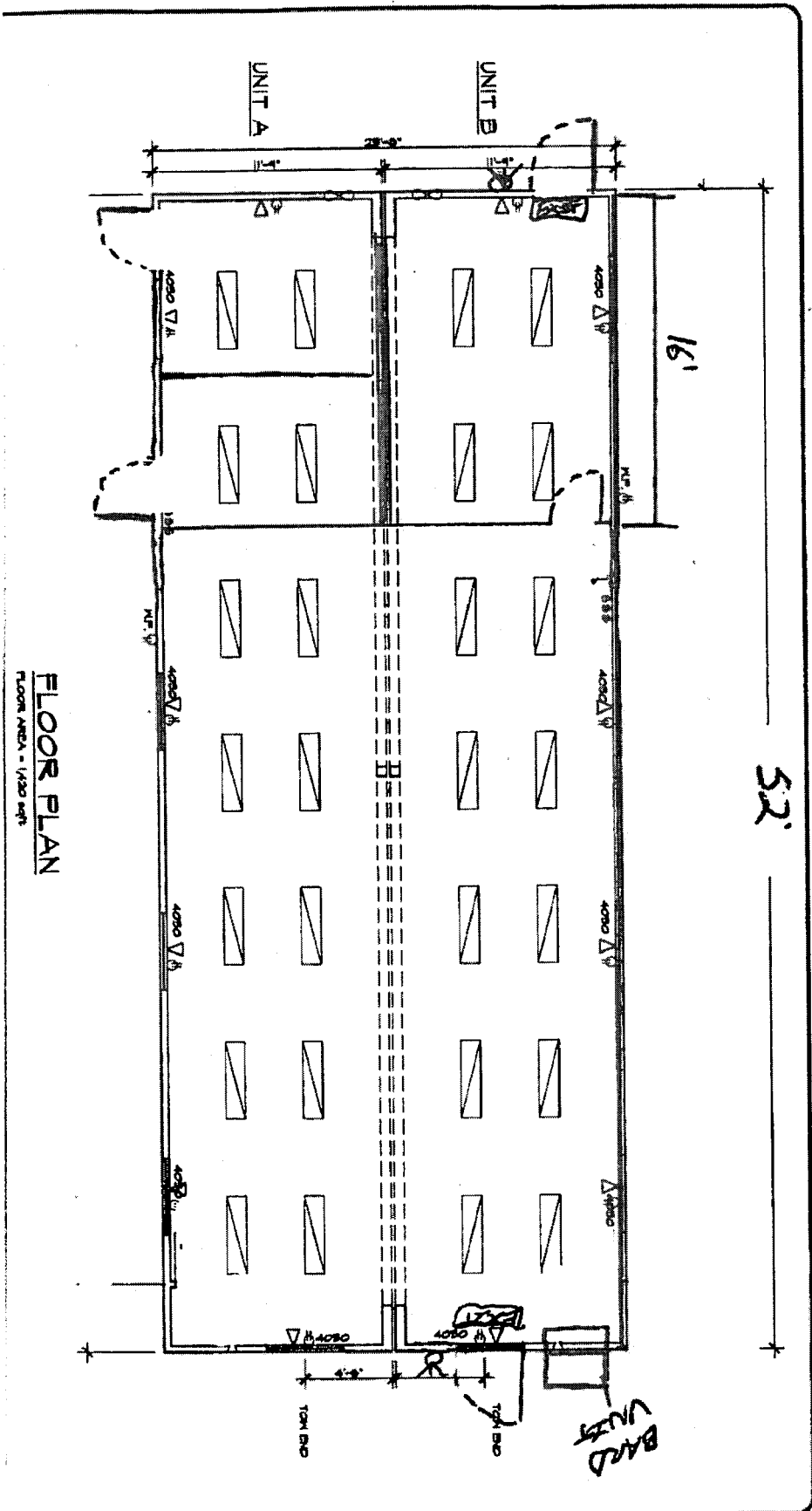
\_\_\_\_\_  
**Prime Contractor Signature**

\_\_\_\_\_  
**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.



FLOOR PLAN  
FLOOR AREA = 1430 sqft



**City of Coquitlam**  
**REQUEST FOR PROPOSALS**  
**RFP No. 15-04-04**

**MODULAR OFFICE COMPLEX**  
at Town Centre Fire Hall

**Proposals will be received on or before 2:00 pm local time**  
**Thursday, May 14, 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)

Proponents are asked to provide as much information as possible when replying to each point throughout the proposal.

**1. PRICE**

**1.1. Modular Office Supply and Install**

Stipulated Price (Contract price)

The Proponent has considered the information provided by the City as relates to this project, and agrees to provide all labour, materials, products, equipment, and services and perform all work shown and described in these documents for the total stipulated price of:

Line Item	SECTION OF WORK	PRICE (exclude GST)
1	<b>Modular Office Complex 24 x 52'</b>  (state Manufacture and Model Number and attach specification and warranty information)	\$
2	Transport and delivery	\$
3	Engineering Works	\$
4	Full perimeter skirting with vents	\$
5	Stairs and landing	\$
6	Accessible ramp with rails (at classroom access only)	\$
7	Canopy at doorway entrances (4)	\$
8	Interior demising walls	\$
9	<b>ADD ITEMS NOT LISTED ABOVE</b>	\$
	<b>TOTAL PRICE: (exclude GST)</b>	\$
10	<b>Remove existing Modular (state any costs or rebate values)</b>	

The Proponent further offers to carry out any changes to the work authorized by the City.



**1.2. Optional Price Items**

<b>Line Item</b>	<b>OPTIONAL UPGRADES</b>	<b>PRICE</b> (exclude GST)
1	<b>Optional 5 year Warranty</b> against original defects in manufacture and workmanship for a period of 5 years from date of substantial completion:	\$
2	(state other)	\$
3		\$

**2. WARRANTY**

Provide an overview of the WARRANTY of the Modular and on the workmanship. Attach pages as necessary.


Attach with your proposal, information on warranties included and optional warranties available.

**3. METHODOLOGY**

Provide an overview of the systems and methodology for the Modular Office replacement project. Identify how the proponent would provide options and configuration would be determined. Describe the schedule and how many personnel will be used including their roles, any special requirements to ensure efficient progress.

Describe how the removal and re-sale/disposal/recycle/repurposing of the existing Modular would be accomplished.

Attach pages and drawings with price options as needed.


**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

**5. WORK SCHEDULE**

State the time needed to complete the work upon issue of the City’s Purchase Order (PO).

**State number of weeks and completion date:**

---

**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.

**(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.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**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:

<b>Addendum No.</b>	<b>Date Issued</b>	<b>Date Received</b>

**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. AUTHORIZATION**

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

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Name and Title of Contact</b> <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature of Authorized Person:</b>	
<b>Date:</b>	

**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 -