



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-09-01

Electrical Maintenance and Repair Services

Proposals will be received on or before 2:00pm (local Time)
Tuesday October 27, 2015
(Closing date and time)

Obtaining Documents

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

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

Inquiries

Questions are to be submitted in writing quoting the RFP number and name sent to email:
bid@coquitlam.ca

Addenda

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

Proposals Submissions

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

D. Trudeau, Purchasing Manager
Issue Date: October 6, 2015

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PROPOSAL SUBMISSION FORM

APPENDIX:

- Appendix A – City of Coquitlam Facilities and Civic Buildings Locations

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 **Electrical Maintenance and Repair Services**.

The scope of work includes the provision of electrical services on an “as needed and when requested” basis including emergency response at the various City of Coquitlam Facilities and Civic buildings as indicated in **Appendix A** (attached).

The type of work required will include, but is not limited to, repair, replacement and maintenance of electrical components.

The services may include, but are not limited to:

- electrical metering and/or distribution switchboards
- panel boards, control panels
- electrical conduit and wiring
- lighting systems including the luminaries and the lighting control systems
- receptacles, switches
- emergency power and/or lighting systems and controls utilizing generators or DC to AC inverters
- unitized emergency lighting equipment
- power and conduit to other systems such as HVAC systems or equipment
- domestic water heating and pumping equipment
- conduit systems for communication and other electronic systems
- monthly run test of various facilities generators
- Specialty controls in Aquatic Centres
- Providing assistance with BC Hydro incentive supporting documents
- thermo graphic imaging of the electrical panels
- electrical vault cleaning

The successful 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.

The initial term of contract shall be for a two (2) year period.

This contract may be renewed for three (3) additional one year terms subject to mutual agreement of price and service.

1.2. Non-Mandatory Site Visit

Non-Mandatory Site Visits are available by appointment only.

Contact: Carol Corazza
City of Coquitlam - Building Technician
Email: ccorazza@coquitlam.ca
Tel: 604-927-6071

1.3. Closing Date & Time

Proposals should be submitted on the Proposal Submission Form.

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

Tuesday, October 27, 2015

1.4. Instructions for Proposal Submission

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

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 no less than 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. Prices

All Prices shall be in Canadian Funds and shall remain **FIRM** for the initial **two (2) year period of service** 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 licenses, 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.

1.9. 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

- Qualifications
- Experience, References, and demonstrated performance of Services of a similar size, scope and complexity
- Equipment and Resources

2. Technical – Performance Factors

- Response Times
- Health & Safety Program
- Warranty
- Sample Field Report & corresponding Invoice Format
- Previous experience with the BC Hydro Power Smart incentive programs

3. Financial and Value Added

- Price and Overall best value
- Value added benefits
- Sustainable Initiatives and benefits

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

- Interviews may be conducted
- References may be contacted
- Verify compliance to obtain Insurance, WorkSafeBC and the terms and conditions of Contract

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.

1.10. 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 favorable 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.

1.11. No Claim

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

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

1.12. 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.

1.13. Conflict of Interest

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

1.14. 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.

1.15. 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.

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

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.

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.

All supplied and installed material or equipment coming with a manufacturer’s warranty exceeding the 1 year minimum warranty period shall have its warranty duration indicated on the invoice. Warranty documents or certificates indicating the item(s) covered, warranty duration and start date, shall be attached to the invoice for the work.

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

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance 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 provided as [Certificate of Insurance - Contractor Form](#)

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

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

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

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

2.6 Independent Contractor

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

2.7 Business Licence

The Contractor and any sub-contractors shall maintain a valid City of Coquitlam Business License. For information, contact the City’s License Department - Tel: 604-927-3085.

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 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 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) BC, Municipal & National Electrical Code

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 items where applicable 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.

2.19 Dispute Resolution

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

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

2.20 Confidentiality

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

2.21 Advertisement

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

2.22 Subletting

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

2.23 Law

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

2.24 Non-exclusivity

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

The City may, at its option, issue a written scope of work for specific projects, requesting from the Contractor a written quote to perform the work based on the accepted hourly rates. The City may at its option, choose to competitively bid large scope special projects.

2.25 Payments – Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City.

Payment will be made to the contractor for goods, services, and deliverables upon receipt, inspection, acceptance and approval by the City.

- a) Invoices shall be submitted in a single .pdf format sent to email:
apinvoices@coquitlam.ca
- b) 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.
- c) 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.
- d) Invoices shall show all applicable taxes separately.

3. SCOPE OF SERVICES

The Contractor shall provide all labour, materials, tools, equipment and transportation necessary to complete **Electrical Maintenance and Repair Services (“Services”)** in accordance with all applicable City, Provincial and Local Fire Authority having jurisdiction for all work required at various City facilities and civic buildings identified in **Appendix A**.

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

The services may include, but are not limited to:

- electrical metering and/or distribution switchboards
- panel boards, control panels
- electrical conduit and wiring
- lighting systems including the luminaries and the lighting control systems
- receptacles, switches
- emergency power and/or lighting systems and controls utilizing generators or DC to AC inverters
- unitized emergency lighting equipment
- power and conduit to other systems such as HVAC systems or equipment
- domestic water heating and pumping equipment
- conduit systems for communication and other electronic systems
- monthly run test of various facilities generators
- Specialty controls in Aquatic Centres
- Providing assistance with BC Hydro incentive supporting documents
- thermo graphic imaging of the electrical panels
- electrical vault cleaning

Contractor shall confirm that all repairs and/or replacement materials shall take into account the City’s directive and objective towards a more Energy Efficient Management Program for City Facilities.

All repairs and/or replacement materials shall be of the same or higher standard in terms of Energy Consumption to achieve significant and sustainable savings in energy use and cost.

The Contractor is also expected to identify all opportunities during the course of maintenance or repair services within City Facilities for installation of products and equipment that would reduce electrical energy consumption, or other forms of environmental benefits. This includes utilization of BC Hydro Power Smart recommended products and incentives.

Services are required on an “as needed and when requested” basis, including emergency response, at various City of Coquitlam Facilities and Civic buildings.

Regular/ Non-Emergency Repair or Maintenance Service Requests:

The Contractor shall respond at the site for routine service requests **within (1) business day** of being called by the City.

Emergency Repair Services Requests:

The Contractor shall respond at the site for emergency repair services requests **within (1) hour** of being called by the City. Emergency repair service shall include corrective repair of any electrical problem required to restore the facility and/or grounds to an operational, secure and safe condition.

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

3.1 Price

Proponents shall submit hourly tradesperson rates, as outlined in Section 1.1 of the Proposal Submission Form.

Rates shall be in effect as of the contract start date, and remain constant for an initial term of **two (2) calendar years.**

This contract may be renewed for 3 additional one year terms based on mutual agreement of price and service.

3.1.1 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) Field report
- i) Any other information.

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

3.2 Service Technicians Certification Requirements

3.2.1 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 British Columbia Safety Authority.

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

3.3 Worksite Security Procedures

3.3.1 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.

3.3.2 Contractor's qualified journeymen personnel required to work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete and maintain security clearance for the duration of this contract.

- 3.3.3 The Contractor must have on call, **at least one** security cleared employee for afterhours 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.
- 3.3.4 Any costs for obtaining security clearance will be the responsibility of the Contractor.
- 3.3.5 The Contractor shall install temporary restrictions, barricades and signs to prevent use of electrical equipment or services during service/repair operations.
- 3.3.6 Service technicians must inform the Facilities Division staff immediately if any safety hazard is discovered.

3.4 Work Requests

- 3.4.1 City Work Orders will be initiated on an “as needed and when requested” basis for maintenance or repairs required at any City facility.
- 3.4.2 Additional work required resulting from, and not identified on the Work Order, shall proceed if the value is under \$500. The value shall be calculated according to the rates established by this contract.

3.5 Additional Repairs

Additional repairs found necessary which are beyond routine over a value of \$500 require a written quotation. The quoted repair work shall not proceed until approval has been provided by the City and a new Work Order has been issued.

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

3.6 Additional Work and/or Special Projects

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

The Contractor's quotation should also include 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, written authorization to proceed will be provided by the Facility Division.

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

The City shall be under no obligation to pay for work done without prior written approval.

3.7 Contractor Work Sheets/Field Reports

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

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

3.8 Work Sites

3.8.1 The work may be carried out at any of the City of Coquitlam's facilities and civic buildings 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 A – City of Coquitlam – Facilities and Civic Buildings Locations.

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

Appendix A - Facilities & Civic Buildings Locations

Map Code	Building Sites	Address
RECREATION LEISURE FACILITIES		
BD0412	Poirier Sport and Leisure Complex (PSLC) - POOL	633 Poirier Street
BD0421	Poirier Sport and Leisure Complex (PSLC) - ARENA	633 Poirier Street
BD0375	City Centre Aquatic Complex - CCAC	1210 Pinetree Way
BD0339	Poirier Forum (Arena / Dry Floor)	618 Poirier St
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.
BD0316	Burns Spray Park (New)	802 Edgar Ave.
BD0975	Eagle Ridge Pool	2689 Guildford Way
BD0970	Galloway Spray Park	3404 Galloway Ave.
BD0974	Mackin Spray Park	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 FACILITIES		
BD0346	Evergreen Cultural Centre	1205 Pintree 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
BD0431	Coquitlam City Centre Library	1169 Pinetree Way
BD0318	Poirier Public Library	575 Poirier Street
BD0337	Train Station Museum	1116 Brunette Ave
BD0356	Hoy Creek Hatchery Building (Society Connection)	2963 Princess Cres.
COMMUNITY FACILITIES		
BD0361	Blue Mountain Park Scout Hall	1038 Winslow Ave.
BD0429	Centennial Hall	630 Poirier Street
BD0323	Dogwood Pavillion	1655 Winslow Avenue
BD0325	Dogwood Lawnbowling Building #1 (Society Connection)	1655 Winslow Avenue
BD0427	Dogwood Lawnbowling Building #2 (Society Connection)	1655 Winslow Avenue
BD0424	Glen Pine Pavilion	1200 Glen Pine Court
BD0403	Innovation Centre	1207 Pinetree Way
BD0370	Pinetree Community Centre (Joint Venture -SD43 / DC)	1260 Pintree Way (school)
BD0369	Poirier Administration	640/644 Poirier Street
BD0363	Poirier Community Centre	630 Poirier Street
BD0322	Victoria Hall	3435 Victoria Drive
CIVIC FACILITIES		
BD0400	Animal Shelter	500 Mariner Way
BD0417	Animal Shelter Trailer	500 Mariner Way
BD0433	Booth Farm	1746 Brunette
BD0422	Burquitlam Community Police Station	560A Clarke Road (RCMP)
BD0377	City Hall	3000 Guildford Way
BD0378	Public Safety Building - RCMP	2986 Guildford Way (RCMP)
BD0423	Ridgeway Community Police Station	1059 Ridgeway Ave (RCMP)
BD0343	Robinson Memorial Park Admin Building	621 Robinson Street
BD0392	Service Centre - Water/Sewer Utility Building	500 Mariner Way
BD0395	Service Centre - Vehicle Service Building	2647 Austin Ave.
BD0396	Service Centre - Auxiliary Building	2647 Austin Ave.
BD0390	Town Centre Works Yard Trailer	1250 Pipeline Road
BD0391	Town Centre Works Yard Workshop / Garage	1250 Pipeline Road

Appendix A - Facilities & Civic Buildings Locations

Map Code	Building Sites	Address
FIRE / RESCUE FACILITIES		
BD0301	Austin Heights Firestation	428 Nelson Ave
BD0328	Burke Mountain Firestation (OLD)	1424 Coast Meridian
BD0302	Burke Mountain Firestation	3501 David Avenue
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 Fire Training Portable (Trailer)	1300 Pinetree Way
BD0333	Town Centre Fire 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 - SD43)	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-SD43)	570 Poirier Street (school)
BD0394	Charles Best Fieldhouse	2525 Como Lake Ave
BD0313	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 - SD43)	1725 Paddock Dr. (school)
BD0430	Inspiration Park Buildings	
BD0304	Mackin Park Washroom (NEW)	
BD0330	Mackin Park Fieldhouse	125 Nelson
BD0330	Mackin Park Football Building (part of Mackin Fieldhouse)	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
BD0432	Miller Park Washroom (Joint Venture - SD43)	800 Egmont Ave
BD0335	Mountainview Park Washroom	800 Smith Ave.
BD0419	Mountainview Park CCSA Portable	800 Smith Ave.
BD0415	Mundy Park Field #4	
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 - SD43)	1450 Parkway Blvd. (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
BD0418	Victoria Park Washroom	3435 Victoria Drive



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-09-01

Electrical Maintenance and Repair Services

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

Tuesday October 27, 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: 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 and was sent to correct email address: bid@coquitlam.ca)

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

Fully complete and return this Proposal Submission Form
Attach pages as required

Submitted by:

(company name)

1. PRICE

1.1. Electrical Tradesperson Labour Rates

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

Materials will be itemized and charged separately.

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

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

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

1.2. Mark-up Rates

Mark-up rate on materials = _____ %
Rental Equipment = _____ %
Sub-Contractor costs = _____ %.

Provide several examples of commonly required material & equipment costs:

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

1.3. Vehicle Rates

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

	State type of Truck or Vehicle	Rate	Rate per Hour	Rate per Trip
1.		\$		
2.		\$		
3.		\$		
4.		\$		
5.		\$		
6.		\$		

1.4. Crew Size

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

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2. SUB-CONTRACTORS

The following sub-contractors may 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 (including Vault Cleaning)	Contact Name and Phone Number
1.		
2.		
3.		
4.		

3. PRODUCT SUPPLIERS

State the primary suppliers used to source products, fixtures and materials required to complete the Electrical Maintenance Services.

	Company Name	Type of Product Supplied
1.		
2.		
3.		
4.		

4. RESPONSE TIME

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

	Type of Service	Confirm Response in Hours
1.	Regular Service Response Time will be next day:	
2.	Emergency Service Response Time during regular and outside regular hours will be within 1 hour:	

5. FIELD REPORT AND CORRESPONDING INVOICE

For a completed typical maintenance service, submit with your proposal:

1. Sample Field Report
2. Corresponding Invoice

6. CONTACT PHONE NUMBERS

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

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

7. EQUIPMENT AND VEHICLES

Equipment used at the work site must be clearly identified. Please list Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment offered may be required and must comply in all respects with the standards, requirements and governing regulations of the BC Motor Vehicle Act. Indicate if equipment i.e. boom trucks are your own or are rentals.

Equipment and Vehicles				
	Equipment	Company Owned or Rented as required?	If owned state Make /Model	Year
1.	Boom Trucks			
2.				
3.				
4.				
5.				
6.				

8. PERSONNEL

Provide list of personnel currently employed with the company that have obtained the required qualifications (BCTQ). The City may request verification and copies of certificates for any personnel listed. Only fully qualified personnel will be permitted to service City facilities.

Personnel		
Name	Qualifications/Tickets	Work Experience (Including retrofitting for new technology & energy efficiency)

9. PROJECT PLANNING

Please describe the experience your firm has had assisting clients with the BC Hydro Power Smart Incentive programs, including research & specification of energy efficient fixtures & products, lighting retrofit & other incentive program application & approval & implementation stages.

10. 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

11. 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:

12. 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 such as; energy efficiency recommendations, new products, market research

13. 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)

14. NON-COMPLIANCE

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

15. CONFLICT OF INTEREST DECLARATION

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

16. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested. Contracts indicated below should be for similar service requirements and for Clients similar in size, scope and complexity:

Year Started	
Year Completed	
Description of Services Provided and Primary Personnel responsible	
Company	
Contact Person	
Telephone and Email	
Project and Value	

Year Started	
Year Completed	
Description of Services Provided and Primary Personnel responsible	
Company	
Contact Person	
Telephone and Email	
Project and Value	

Year Started	
Year Completed	
Description of Services Provided and Primary Personnel responsible	
Company	
Contact Person	
Telephone and Email	
Project and Value	

17. 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.

18. 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

19. 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 Building Codes, applicable to this RFP:

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

End of Proposal Submission Form