



City of Coquitlam

Request for Proposals
RFP No. 17-01-03

Interior Painting
at Public Safety Building

Issue Date: January 13, 2017

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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, perform and warranty (“Work”) **Interior Paint** at the **Public Safety Building** (PSB) located at 2986 Guildford Way, Coquitlam, BC.; ground and main floors.

The City may also use the results of this RFP to create a shortlist of pre-qualified Contractors that may be invited to submit proposals for City Interior Painting projects for the next 3 years or until the City issues a new competitive bid process.

For eligibility, Proponents shall have:

- Minimum of 5 years of specialized experience in commercial Painting projects of similar size, scope and complexity;
- Qualified technical trades personnel that will meet RCMP security clearance requirements.

1.2. Project Description

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

- Prepare, supply, deliver, apply and warrant new Paint on Ground and Main floors of Public Safety Building

1.3. Mandatory Site Visit

A MANDATORY site meeting will be held on:

Thursday, January 26, 2017 at 9:00 am local time

Proponents must pre-arrange security clearance and are to meet at:

Coquitlam City Hall
Main Floor Reception
3000 Guildford Way, Coquitlam BC

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

Security cleared Proponents attending will need to supply their BC Driver’s Licence at check-in.

1.4. Mandatory Security Clearance

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

Contact: Renee Gowan @ Ph: 604-552-7372
Or email: rgowan@coquitlam.ca

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

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

An additional Site Visit is scheduled for **Monday, January 30, 2017 at 9:00 am** if needed for only those companies that attended the Mandatory Site Visit.

Security clearance will be the same as indicated above.

1.5. Drawings

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

Unsuccessful Proponents are required to return hard copy floor plans to:
Coquitlam City Hall - Finance Department - Main Floor
3000 Guildford Way Coquitlam, BC V3B 7N2
Attention: Purchasing Department

1.6. Phased Work Schedule

The City requires the painting to be completed in a phased approach; this will require coordination directly with the City and the contractor to provide the least amount of disruption of daily operations. Further clarification to be provided at mandatory site visit.

1.7. 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.

1.8. Consent of Surety Bonding or Form of Guarantee

1. Proponents should submit with their Proposal a copy of an original Consent of Surety to verify that, upon award of the Contract, the Proponent has the ability to obtain a 50% Performance Bond and a 50% Labour and Material Payment Bond which will be provided pursuant to the Contract if required, or;
2. Proponents should provide information on what other form of security they would provide to guarantee successful completion of the project and payment to suppliers and any sub-contractors.
3. A bid bond is not required.

1.9. Estimated Project Timeline

RFP Issue	January 13, 2017
Mandatory Site Visit	January 26, 2017 at 9:00 a.m. local time
Additional non-mandatory site visit	January 30, 2017 at 9:00 a.m. local time
RFP Closing Date	February 2, 2017 @ 2:00 p.m. local time
Contract Award	February 2017
Project Start-up	March 13, 2017
Project Substantial Completion	July 31, 2017

1.10. Closing Date & Time

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

Thursday, February 2, 2017

1.11. Instructions for Proposal Submission

Proposal submissions are to be uploaded 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. The City also reserves the right to accept proposals received by fax, email or hand delivered.

Proposals will not be opened in public.

1.12. Withdrawal of Proposals

Proposals may be withdrawn upon request submitted in writing by an authorized representative of the company sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.13. Inquiries

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

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

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

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

1.14. 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.

1.15. Privacy Act

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.

1.16. 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.

1.17. Prices

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

Proponents are to submit prices for the entire scope of work including all labour, tools, equipment, materials, travel, transportation, 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.

1.18. Evaluation Criteria

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

1. Experience Reputation, Capacity and Resources

- Experience, references, and demonstrated performance on projects of similar size, scope and complexity and successful completion of recent projects
- Qualified personnel, equipment and resources

2. Technical – Performance Factors

- Methodology and approach
- Schedule and timelines
- Warranty of workmanship

3. Financial and Value Added

- Total Lump Sum Price
- Value added benefits
- Sustainable benefits

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

- Interviews may be conducted
- References may be contacted
- Verify required insurance, WorkSafeBC and General Conditions of Contract

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

The City may also use the results of this RFP to create a shortlist of pre-qualified Contractors that may be invited to submit proposals for City Painting projects for the next 3 years or until the City issues a new competitive bid process.

1.19. 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.

1.20. 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.

1.21. 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.

1.22. No Contractual Obligations

This is a request for proposals and not a call for tenders. There are no contractual obligations 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 contract for the proponent to undertake the project, by issue of a City Purchase Order (PO).

1.23. 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.

1.24. 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.

1.25. 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.

1.26. Examination of Proposal Documents and Work Sites

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

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

1.27. Accurate Measurements

Estimated measurements are provided for evaluation of the Proposals.

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

1.28. Liability for Errors

While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

2. TERMS AND CONDITIONS OF CONTRACT

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services by issue of a City Purchase Order (PO). The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

2.2 RCMP Security Clearance

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

2.3 Health and Safety Requirements

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

2.4 One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from faulty materials supplied, 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 2 weeks of notification. This shall be at no cost to the City of Coquitlam.

2.5 Indemnity

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

2.6 Insurance Requirements

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

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be provided in a form acceptable to the City: [Certificate of Insurance - Contractor 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.

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.

2.7 Independent Contractor

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

2.8 Business Licence

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

2.9 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The Contractor is responsible for having all work areas secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

2.10 Prime Contractor

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

Refer to: [Prime Contractor Designation Form](#)

2.11 Clean Up

Throughout the work day the Contractor shall ensure all equipment, materials and work areas are organized at all times. In addition, at the end of each day the Contractor shall ensure that sites are safe and secure and, at the conclusion of work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

2.12 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

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

2.13 Equipment, Materials and Workmanship

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

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

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) Workplace Hazardous Material Information System (WHMIS)
- d) Master Painters and Decorating Association (MPDA/MPI)

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

2.14 WHMIS

All products purchased by the City are considered to be required for use in the workplace. All products are required to be labelled as a hazardous or controlled product and a material safety data sheet (MSDS) is to accompany the shipment and is required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.15 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City or a designated representative. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

2.16 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

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

2.17 Default

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

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

2.18 Cancellation

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

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

2.19 Dispute Resolution

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

1. 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.
2. 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.
3. 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 in metro Vancouver area.

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 service.

2.25 Invoice and Payments

A City Purchase Order (“PO”) for the services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be provided in advance of additional work being undertaken and submitted as a written proposal for additional services and subsequently approved by the City’s Project Manager.

Invoices

Invoices are to be in .pdf format sent to email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the PO number, the project name and the City’s Project Manager. The City’s Project Manager is to be copied on the email distribution.

Payments

Payments will be made in portions of the fixed lump sum amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Project Manager. Formal payment milestones will be established with the successful proponent.

Payment of Invoices

Payment for work covered by the Purchase Order will be made at the prices accepted by the City.

PST and GST are to be shown separately. Invoice amounts for items not identified under the RFP, or not subsequently approved, will not be considered. If the work indicated on the summary cost status and invoice is approved by the Project Manager, payment is scheduled for 30 days after receipt and approval of invoice.

Payments made to the Contractor shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.

Withholding of Payments

- .1 The City may withhold payment to the Contractor as necessary to protect the City relating to unsatisfactory performance or quality of work;
- .2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- .3 The withholding of any payment shall not affect the Contractor's obligation to continue performance of work.

No additional costs will be paid to the Contractor or their sub-trades or suppliers as a result of changes to the schedule or order of work throughout the duration of the Contract (e.g. if the project must be phased).

Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

3. SCOPE OF WORK

3.1 General Requirements

The City of Coquitlam intends to select a Contractor to provide interior **Painting** at the ground and main floors of PSB Building at 2986 Guildford Way, in Coquitlam, BC.

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

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

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

- Preparation of work area
- Supply, deliver, and warrant new Paint and workmanship
- Worksite protection including hoarding allowing for phased work in secure areas
- Worksite clean-up

3.2 Estimated Area

	Description	Estimated Sq. M	
1	Ground Floor – Epoxy Paint	494	
2	Ground Floor – Common Area	1256	
3	Main Floor – Common Hallways, Meeting Rooms and Offices	1897	

3.3 Accurate Measurements

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

3.4 Specifications

Paint Specification is as follows:

	Area	Paint Colour
1	All common hallways, meeting rooms and offices	CL 2842M Concrete
2	Holding Area Guard Office	CL 2842M Concrete
2	Holding Area hallways	2296 Zephyr Hills – Epoxy
3	Holding Cell Rooms (walls)	2296 Zephyr Hills- Epoxy
4	Holding Cell Rooms (bench tops)	2296 Zephyr Hills- Epoxy
5	Holding Cell Door Frames	2299 Woodwitch – Epoxy
6	Holding Cell Doors	2299 Woodwitch – Epoxy

Paint shall be of high quality commercial grade to withstand high traffic areas in a 24 hour/7 days a week/ 365 days a year operations and may require frequent cleaning.

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

3.5 Project Timelines

The Proponent states that they are available to start this project approximately March 13, 2017 and confirms they will work continuously until substantial completion.

3.6 Communication

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

3.7 Hours of Work

The work is to be done during regular business hours (7:30am – 4:30PM) Monday to Friday. Mutually agreed upon variance to above noted hours may be negotiated and would require prior approval by the City.

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

3.8 Equipment, Materials and Workmanship

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

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

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

All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3.9 Site Control and Organization

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

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

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

The Contractor shall remove and dispose, or re-cycle waste materials in accordance with all applicable codes, regulations and statutes.

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.

The Contractor will be responsible to supply & install hoarding to perform the work in a phased approach as directed by the City.

3.10 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.

3.11 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.

3.12 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.

3.13 Protection of RCMP and Operational Staff

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 17-01-03**

Interior Painting Public Safety Building

**Proposals will be received on or before 2:00 pm local time
Thursday, February 2, 2017
(Closing date and time)**

Proposal Submission Instructions

Proposal submissions are to be consolidated into one (1) .pdf file and 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)

Proponents are responsible to allow ample time to complete the submission process.

For assistance, phone 604-927-3060.

PROPOSAL SUBMISSION FORM

**Complete and return this Proposal Submission Form
including Paint Specification Sheets:**

Submitted by: _____
(company name)

1. PRICE

1.1 Interior Painting Price

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

SCHEDULE OF PRICES						
	Work Area		ESTIMATED SQ M	PAINT & MATERIALS PRICE (exclude PST & GST)	LABOUR PRICE (exclude PST & GST)	TOTAL (exclude PST & GST)
1	Ground Floor – Cell Walls– Epoxy Paint		494	\$	\$	\$
2	Ground Floor – Cell Benches – Epoxy Paint			\$	\$	\$
3	Ground Floor – all other areas		1256	\$	\$	\$
					Sub Total	\$
4	Main Floor – common hallways, meeting rooms and offices		1897			\$
					Sub Total	\$
5	50% Performance Bond or other security		Per \$1000.	\$		\$
6	50% Labour & Material Payment Bond or other security		Per \$1000	\$		\$

1.1 Interior Painting Price (cont'd)

SCHEDULE OF PRICES (cont'd)						
					LABOUR PRICE (exclude PST & GST)	TOTAL (exclude PST & GST)
					Sub Total	\$
					PST	\$
					GST	\$
					TOTAL	\$

The successful Contractor is required to confirm accurate measurements prior to ordering materials.

1.2 Optional Price for Second Floor

Proponents are to provide price for optional painting to be performed on the second floor in the first half of 2018.

Optional - SCHEDULE OF PRICES						
	WORK AREA		ESTIMATE SQ M	PAINT & MATERIALS PRICE (EXCLUDE PST & GST)	LABOUR PRICE (EXCLUDE PST & GST)	TOTAL (EXCLUDE PST & GST)
1	Second Floor		1629	\$	\$	\$
					Sub Total	\$
2	50% Performance Bond – or other form of security		Per \$1000.	\$	\$	\$
3	50% Labour & Material Payment Bond – or other form of security		Per \$1000	\$	\$	\$
					Sub Total	\$
					PST	
					GST	
					TOTAL	\$

Proponents confirm that price for painting work on the second floor in 2018 will be held firm to:

The City reserves the right to direct award the painting of the second floor to the successful Proponent, request proposals from a shortlist of pre-qualified proponents, or issue a new RFP.

2. PRODUCT SPECIFICATIONS

Attach paint manufacturer specification sheets for each product proposed:

Paint Product				
	Description	Manufacturer	Product Information	Specification Sheet Attached
1	Ground Floor Cell Walls – Epoxy Paint			
2	Ground Floor – Cell Benches – Epoxy Paint			
3	Ground Floor and Main Floor – all other areas			

MSDS sheets and WHMIS information would be required to be provided by the successful Proponent prior to award.

Paint Specifications are:

	Area	Paint Colour
1	All common hallways, meeting rooms and offices	CL 2842M Concrete
2	Holding Area Guard Office	CL 2842M Concrete
2	Holding Area Hallways	2296 Zephyr Hills – Epoxy
3	Holding Cell Rooms (walls)	2296 Zephyr Hills- Epoxy
4	Holding Cell Rooms (bench tops)	2299 Woodwitch – Epoxy
5	Holding Cell Door Frames	2299 Woodwitch – Epoxy
6	Holding Cell Doors	2299 Woodwitch – Epoxy

3. METHODOLOGY

Provide an overview of the systems and methodology for this Interior Painting project.

4. PERSONNEL RATES

Proponents shall utilize qualified skilled trades personnel on this project.

The rates provided are for the purpose of evaluating and valuing changes in the Work.

The labour rates provided below are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

	Labour Category	Straight Time/hr (exclude GST)	Overtime Rate/hr (exclude GST)
1	Site Superintendent	\$	\$
2	Foreman	\$	\$
3	Painter	\$	\$
4	Labourer / Helper	\$	\$
5	Other (not listed above)	\$	\$

5. HEALTH AND SAFETY PROGRAM

Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes No

6. SUB-CONTRACTORS

List any sub-Contractors that would be involved in performing the Work. Sub-contractors must also have obtained security clearance prior to working on-site.

Include relevant experience, qualifications, roles, responsibilities for this project:

	Company Name	Roles & Responsibilities	Qualifications and Experience
1			
2			
3			

7. WARRANTY

The Contractor shall guarantee to maintain the work and materials against any defects arising from faulty materials and workmanship, which may appear within a **minimum of one (1) year** from the date of substantial completion. Faulty or damaged materials shall be replaced, and any defects discovered during the guarantee period, shall be rectified to the satisfaction of the City on-site within a reasonable time period as determined by the City. This shall be at no cost to the City of Coquitlam.

Confirm the duration and describe on-site warranty for materials and workmanship:

	DESCRIPTION	TERM
1		
2		

8. WORK SCHEDULE

The Proponent states that they are available to start this project approximately March 13, 2017 and confirms they will work continuously until substantial completion.

Work Schedule Duration From Date of Award	
Activity	Duration in Weeks
Site Clean-up & De-mobilization	
Substantial Completion	
State the Number of Weeks from execution of the contract to Completion	
Lead time for delivery of paint and materials	

9. SUSTAINABLE INITIATIVES AND PRODUCTS

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

(Social/Ethical, Environmental, Economic/Financial)

10. 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:

11. EXPERIENCE AND REFERENCES

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

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

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

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

12. 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.

13. 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

14. NON-COMPLIANCE

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

15. CONFLICT OF INTEREST

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

16. CONSENT OF SURETY or ALTERNATE FORM OF SECURITY

Proponents are to attach a consent of surety or provide information on what other form of security they would provide to guarantee successful completion of the project and payment to suppliers and any sub-contractors.

17. 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:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.