



City of Coquitlam

Request for Proposals

RFP No. 17-01-15

Hired Dump Truck Services

Issue Date: February 3, 2017

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PROPOSAL SUBMISSION FORM

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 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.

“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 professional, qualified, and experienced companies for the provision of **Hired Dump Truck Services** on an “as needed and when requested” basis. Companies are required to supply the truck and operator to perform various hauling duties for the City.

The scope of work generally consists of the following:

- Transport of spoiled materials
- Dumping of spoiled materials
- Picking up materials for various jobs

Refer to: **Scope of Services, Section 3**, for complete details.

1.2. Obtaining 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.

1.3. Term of Contract

The contract will commence March 15, 2017.

The initial term will be one (1) year and remain in effect to March 14, 2018.

Upon mutual agreement the Contract may be extended for additional one (1) year terms.

1.4. Closing Date & Time

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

Wednesday, February 22, 2017

1.5. 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 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 sent by an authorized representative of the company to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.6. 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.

1.7. 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.

1.8. 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.

1.9. Prices

All Prices shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the initial term of the Contract.

1.10. Evaluation Criteria

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

Corporate Experience and Resources

- Qualifications, experience, and demonstrated performance working on municipal utilities construction contracts or works of similar size, scope and complexity
- Experience and qualifications of any listed subcontractors
- Company equipment and resources

Technical

- Response times (scheduled work and emergency)
- Ability to provide the same truck and operator daily for Capital Construction Works – Utilities (See Section 3.1.1)
- Equipment condition and age

Financial

- Rates and Unit Prices
- Sustainable Value
- Value added Benefits

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

- Drivers abstracts may be requested
- references may be contacted
- the City will verify WorkSafeBC, insurance and business license requirements

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

1.11. 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.

1.12. Irrevocability and Acceptance of Proposals

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

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

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

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

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

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.

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

1.13. No Claim

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

1.14. No Contract

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

1.15. Conflict of Interest

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

1.16. Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.17. Liability for Errors

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

1.18. 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.

1.19. Examination of Proposal Documents

Proponents must carefully examine the Proposal Documents. 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.

All information in this RFP Document 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.

1.20. Extension of Offer

The City is a participating member of the Vancouver Regional Co-operative Purchasing Group (VRCPG) which is an amalgamation of local government agencies in the Metro

Vancouver area. This group consolidates requirements for standardized goods and services to achieve economies of scale, thereby reducing the public tax burden.

The successful Contractor agrees to consider allowing other neighboring public agencies with similar needs to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered to the City with mutual changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractors.

2. GENERAL CONDITIONS OF CONTRACT

2.1 Notification of Award

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

2.2 Health and Safety Requirements

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

2.3 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.

2.4 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) **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, required at time of award, is to be provided as [Certificate of Insurance – Contractor Form](#)

Automobile Liability insurance, in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.) is required on all licensed vehicles owned or used by the Contractor.

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

2.5 Independent Contractor

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

2.6 Business Licence

The Contractor and any subcontractors shall maintain a valid City of Coquitlam or Tri Cities Intermunicipal Business License. For information, contact the City's License Department (Tel: 604-927-3085) or apply on-line at website:

[City of Coquitlam Business License](#)

2.7 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 work until completion.

2.8 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.

2.9 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 Safety Authority
- c) BC Provincial Motor Vehicle Act
- d) BC Ministry of Transportation and Infrastructure (standards for traffic control and work zone setup on roadways)
- e) Workplace Hazardous Material Information System (WHMIS)

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

2.10 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.

2.11 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

2.12 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.

2.13 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.

2.14 Confidentiality

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

2.15 Advertisement

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

2.16 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.

2.17 Law

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

2.18 Non-exclusivity

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

2.19 Payments – Invoicing

Payment will be made for goods and services that have been provided and accepted by the City.

Invoices are to be submitted in .pdf format sent to email: apinvoices@coquitlam.ca

- a) All invoices shall include the Work Order numbers as provided by the City and will be submitted monthly or upon completion of each job.
- b) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- c) Invoices shall show the appropriate amounts for value added taxes.

2.20 Fuel Emissions Data

The Contractor shall report on the quantity of fuel (gasoline, diesel, natural gas, propane, and bio-fuel blends) used to operate vehicles, equipment and machinery as part of the delivery of the Services “in scope” on a mutually agreeable basis. Fuel consumption associated with the provision of these Services must be provided to the City relating to the Services provided in the previous period, in the following sample format.

Sample Report:	
P.O. Number	567932
Date Range	March 1 – September 15
Gasoline (litres)	1,200
Diesel (litres)	4,500
Prorated Based on	Service hours

Data provided should include the following information:

Litres of fossil fuels consumed in relation to the service delivered under the Agreement in each vehicle class, and the fuel type, for the Goods and Services provided in the previous period.

The City can provide direction, if necessary, to calculate this information.

3. SCOPE OF SERVICES

3.1 Scope of Work

The City requires **Hired Dump Truck** Services on an “as needed and when requested” basis. The Services may be required by a number of different City departments and the hours of work will vary depending on what department the Contractor is working for.

3.2 Capital Construction Works - Utilities

The City requires Hired Dump truck Services on a regular basis to support its capital construction crew. This crew works Monday – Thursday from 7:00am – 5:30pm (10 hours paid) per day. It is the City’s intention to hire a dump truck and operator to work alongside this crew and the City prefers to have the same truck and operator daily. At times more than one truck and operator may be required. The successful Contractor shall also be paid 10 hours per day, but the hours are not guaranteed.

3.3 Miscellaneous Works

Other City departments may require truck(s) and operator(s) on an “as and when required” basis to support City operations. These hours will vary and the City makes no guarantee on the number of hours or frequency of work available.

3.4 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles 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. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

3.5 Quality of Work

All Work shall be performed by qualified skilled personnel in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. 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.

3.6 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

3.7 Protection of the Public

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.

3.8 Hours of Work

The Contractor shall carry out the “Work” during normal working hours, and in compliance with the City’s Noise Bylaw.

3.9 Approval

In all cases where approval or direction is required, it shall be provided by the City’s Project Manager and/or their designated Representative.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 17-01-15

Hired Dump Truck Services

Proposals will be received on or before 2:00 pm local time
Wednesday, February 22, 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 or Fax 604-927-3035.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(company name)

1. PRICE

1.1. Rates

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. The following are rates that would be used for valuing the work and services of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all qualified operators, labour, wages, benefits, equipment, transportation, fuel, mobilization, overhead and profit.

SCHEDULE OF UNIT RATES – OPERATOR AND EQUIPMENT

			Hourly Rates (Excludes GST)		
Item	Description	Paid Hours	Tandem Dump	Truck and Pony	Truck and Transfer
1	Monday – Thursday (7:00 am to 5:30 pm)	10 hours (30 minute unpaid lunch break)	\$	\$	\$
2	Weekdays	Up to 8 paid hours	\$	\$	\$
3	Weekends	Up to 8 paid hours	\$	\$	\$
4	Statutory Holiday Rates		\$	\$	\$
5	Overtime Rates		\$	\$	\$
6	Emergency Call Out Rate		\$	\$	\$

2. RESPONSE TIMES

In addition to regular service, emergency services may be required. Provide the maximum response time for Hired Dump Truck Services in these instances:

		Response in Hours/Minutes
1.	During Regular Hours:	
2.	Outside Regular Hours:	
3.	Emergency Call Out	

3. SUBCONTRACTORS

Identify Subcontractors, if any, the successful Proponent intends to use for the performance of any of the Services. The City requires that Subcontractor(s) be approved by the City prior to performing the Services. The successful Proponent is responsible for ensuring that any Subcontractor(s) are qualified to meet the insurance, WCB, and Business License requirements stated in this RFP.

	Registered Business Name	Name of Principal Owner(s) Address and Contact Information
1.		
2.		
3.		
4.		

4. EQUIPMENT AND VEHICLES

List the Proponent’s vehicles and equipment both owned or leased that would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment and Vehicles		
Dump Truck – Year / Make / Model	Box Volume	Other Info

5. NON-COMPLIANCE

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

6. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies or programs that illustrate your firm's efforts towards sustainable practises and responsibility in providing the services.

(Social/Ethical, Environmental, Economic/Financial)

7. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

8. HEALTH AND SAFETY PROGRAM

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

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

Yes No

- b) If no is checked, describe how safety training is accomplished.

9. CONFLICT OF INTEREST

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

--

10. 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

11. 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.

12. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and have successfully completed or currently participate in other **municipal utilities construction contracts or other utilities construction works** similar in size, scope and complexity:

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

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

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

13. 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, applicable to 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.