

City of Coquitlam

Request for Proposals
RFP No. 17-03-01

Assessment, Inventory & Cataloguing
of the Riverview Hospital Artifact Collection

TABLE OF CONTENTS

	Page
DEFINITIONS	4
1.0 INTRODUCTION.....	5
1.1 Request for Proposals	5
1.2 Obtaining RFP Documents.....	5
1.3 Background.....	5
1.4 Non-Mandatory Storage Site Visit.....	5
2.0 INSTRUCTIONS TO PROPONENTS	6
2.1 All Proposals Public.....	6
2.2 Closing Date & Time	6
2.3 Instructions for Proposal Submission	6
2.4 Communications with Proponents	6
2.5 Addenda	7
2.6 Acceptance Period for Proposals.....	7
2.7 No Claim.....	7
2.8 No Contract	7
2.9 No Binding Contract.....	8
2.10 No Solicitation	8
2.11 Conflict of Interest.....	8
2.12 No Assignment	8
2.13 Withdrawal of Proposals.....	8
2.14 Proponent’s Expenses.....	8
2.15 Law.....	9
2.16 Price	9
3.0 SCOPE OF SERVICES	10
3.1 Storage Locations.....	10
3.2 Deliverables	10
3.3 Budget.....	12
3.4 Project Target Dates.....	12
4.0 TERMS AND CONDITIONS OF CONTRACT	13
4.1 Notification of Award	13
4.2 Insurance.....	13
4.3 Indemnity.....	13
4.4 WorkSafeBC.....	14
4.5 Business Licence Requirement	14
4.6 Permits.....	14
4.7 Subcontracting	14
4.8 Confidentiality of Information	14
4.9 Advertisement	14
4.10 Intellectual Property Rights.....	14

	<u>Page</u>
4.0 TERMS AND CONDITIONS OF CONTRACT(cont'd)	
4.11 Default	15
4.12 Cancellation.....	15
4.13 Dispute Resolution	15
4.14 Invoice and Payment.....	16
5.0 EVALUATION CRITERIA	17
5.1 Evaluation Committee.....	17
5.2 Evaluation Criteria	17
5.3 Acceptance of Proposals	18
5.4 Negotiation.....	18
5.5 Contract.....	18

[APPENDIX A – Itemized List of Artifacts](#)

[PROPOSAL SUBMISSION FORM](#)

DEFINITIONS

The following words and terms, unless the context otherwise requires, in the Request for Proposal document shall have the meaning set out below.

“Contract” means the contract for services or City purchase contract that will be issued to one or more successful Proponent(s) to formalize the negotiated agreement for the provision of the Service to the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” means City of Coquitlam.

“Consultant” means the person(s), firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” includes the complete set of documents and specifications, together with any subsequent addenda thereto, included in this Request for Proposals.

“Services” means the provision by the successful Proponent of all Consultant services, duties, deliverables and expectations as further described in this Request for Proposals.

1.0 INTRODUCTION

1.1 Request for Proposals

The City of Coquitlam ('City') requests proposals from professional qualified firms to provide **Assessment, Inventory and Cataloguing of Riverview Hospital Artifacts** (the "Services"). To be considered, Proponents must have experience and expertise in completing an inventory, assessment and cataloguing of historical artifacts.

Refer to Section 3 – Scope of Services for further details.

1.2 Obtaining RFP Documents

Request for Proposal documents are available for downloading from the City's website: www.coquitlam.ca/BidOpportunities

1.3 Background

In 2012, the City took possession of the Riverview Artifact Collection from the Riverview Historical Society and the Provincial Health Services Authority. The collection consists of unique and rare medical equipment, artifacts, furnishings and clothing that document the history of psychiatric care in British Columbia and tells the story of 100 years of mental health care at Riverview Hospital.

Following the acquisition of the artifacts in 2012, the City Archives staff catalogued the photographs and the documents.

1.4 Non-Mandatory Storage Site Visit

The City will provide an opportunity for Proponents to view the collection in storage on:

Thursday, April 13, 2017 – 10:00 am

Proponents are to meet at the front entrance of the Poirier Community Centre - 630 Poirier Street, Coquitlam V3J 6B1

Proponents **must register** to attend the site visit in advance by email request sent to: bid@coquitlam.ca

2.0 INSTRUCTIONS TO PROPONENTS

2.1 All Proposals Public

The City is bound by the provisions of the *Freedom of Information and Protection of Privacy Act* of British Columbia. Proponents are advised that Proposals will be treated as public documents and their contents may be disclosed upon written request if required to do so by law.

2.2 Closing Date & Time

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

Wednesday, April 26, 2017

2.3 Instructions for Proposal Submission

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.)

Proposals are deemed to be successfully received when displayed as a new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received 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 may accept proposals received after the Closing Date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

2.4 Communications with Proponents

Requests for clarification must be made in writing sent to email: bid@coquitlam.ca quoting the RFP title and number.

It is the Proponent's responsibility to ensure that it seeks clarification on any matter relating to this RFP.

If a Proponent finds any discrepancies, omissions, ambiguities, or conflicts contained in this RFP, the Proponents should immediately notify the City. The City will review such notice and, if the City determines that an amendment is required to this RFP, the City will issue an addendum.

Questions must be submitted at least three (3) business days prior to the closing date.

2.5 Addenda

Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website address:

www.coquitlam.ca/BidOpportunities

If a change or additional information 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: www.coquitlam.ca/bid_opportunities

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

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 information provided and the City’s original file, the City’s original file copy shall prevail.

2.6 Acceptance Period for Proposals

The City requests that Proposals received as a result of this RFP be open for acceptance for a minimum period of 90 days from the Closing Date.

2.7 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 Proposal, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

2.8 No Contract

This RFP is not a tender process. 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 to or consideration by the City of any Proposal.

2.9 No Binding Contract

The City may, after reviewing the Proposal(s) received, enter into discussions with any Proponent, without such discussions in any way creating a binding contract between the City and any such Proponent. There will be no binding agreement with the City until a formal, written agreement has been negotiated with a Proponent and the City has approved that agreement at which time, a Contract will be issued.

2.10 No Solicitation

Proponents and their agents must 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.

2.11 Conflict of Interest

Proponents must disclose in their Proposals any actual or potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees.

2.12 No Assignment

No Proponent may assign its Proposal or any rights in respect of it to any other party. Such an assignment or purported assignment will immediately invalidate the Proposal.

2.13 Withdrawal of Proposals

Proponents may withdraw their Proposals by written notice only, made by an authorized representative of the Proponent and sent to email: bid@coquitlam.ca prior to the time set as the closing date and time for receiving Proposals.

2.14 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing their Proposals 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.

2.15 Law

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

2.16 Price

All prices must be stated in Canadian funds and shall be firm to completion of the services.

3.0 SCOPE OF SERVICES

The Riverview Hospital Artifact Collection is historically significant and has value as a research resource for understanding approaches to psychiatric care and the impacts on patients, families and the community.

The successful proponent (“Consultant”) will be responsible for providing the following services, including but not limited to:

- a) Assessment of the collection with respect to its historical value and identification of any hazardous materials.
- b) Inventory and cataloguing of the collection.
- c) Identify conservation requirements for ongoing care and management of the collection.

In order to assist with the above, the City will provide a designated work space to the Consultant at 560 Sydney Avenue, Coquitlam.

3.1 Storage Locations

The artifacts are under the care of the City and are currently being stored at the following locations:

- **Poirier Community Centre**, 630 Poirier Street, Coquitlam, BC, V3J 6B1
The storage room is 743 sq. ft. and is at 90% capacity
- **Sentinel Storage**, 195 Schoolhouse Street, Coquitlam, BC, V3K 4X8
At this location, there are **2 storage lockers** – each 10’ x 30’ | 300 sq. ft.
These lockers are at approximately 75% capacity.

3.2 Deliverables

The Consultant will provide to the City the following deliverables:

- 1) Organize and set-up the project workspace prior to receiving the delivery of the artifact collection.
- 2) Provide all supplies and equipment required to undertake the assessment, inventory and cataloguing of the artifact collection.
- 3) Oversee the moving of the artifacts from the storage spaces to the workspace and their eventual return to the storage locations.

- 4) Identify any hazardous materials in the collection and provide recommendations for immediate handling or remediation and provide order of magnitude costs. Work with City staff to establish criteria for the retention and disposition of any items.
- 5) Assign and tag each object with a unique inventory number that is included in photographs of the artifact.
- 6) Provide at least 2 high resolution images of each object and an assigned inventory number. The artifacts should be cleaned, as required, prior to photographing.
- 7) Provide a description that identifies the use and historical significance of the artifact. This may include gathering information from the Riverview Hospital Historical Society.
- 8) Determine whether artifact items would be suitable for:
 - a) permanent display;
 - b) educational purposes;
 - c) loaning e.g. filming.
- 9) Identify appropriate conservation requirements for the ongoing care and management of the collection.
- 10) Identify items that may have financial value for future appraisal (over \$1,000)
- 11) Identify objects that have no historical value and should not be maintained as part of the permanent collection.
- 12) Return all remaining items of historical value to the 3 designated storage locations.
- 13) Upon approval by the City, dispose of items of no historical value as per the established disposition and retention criteria.
- 14) Identify any other requirements when going through the assessment and inventory process.
- 15) Catalogue the artifacts, using an Excel “data capture” for future export to a collections database, including developing indexing terms to facilitate searching.
- 16) Recommend a collections database software, in consultation with City staff to be implemented at a future date.
- 17) Complete the assessment, inventory and cataloguing by October 31, 2017.

3.3 Budget

The City has allocated a budget of \$75,000 - \$100,000 for this project.

The City will select a consultant that provides best overall value.

3.4 Project Target Dates

<u>Task</u>	<u>Component</u>	<u>Target Dates</u>
Part	Proposal Evaluation & Award	
1.	City staff completes the evaluation of all proposals	May 10, 2017
2.	Notifies the Contractor with the highest ranked proposal	May 12, 2017
Part	Set-up	
3.	Pre-site tour to arrange logistics with City & provide any necessary supplies	May 24, 2017
4.	Coordinate & supervise the safe moving of the artifacts from all 3 storage locations to 560 Sydney Avenue, Coquitlam.	June 12, 2017
Part	Assessment, Inventory & Cataloguing of Artifacts	
5.	Establish guidelines for retention and disposition of items. Identify any immediate safety hazards and provide recommendations on their handling & disposition. Provide report outlining criteria & recommendations.	June 19 to October 30, 2017
6.	Provided a complete assessment, inventory of items within the collection which have historical value.	
7.	Provide a list of items which hold little to no significant historical value and should be removed from the collection.	
8.	Return all items of historical value to the 3 designated storage locations and dispose of items which have no historical value.	
9.	Project completion & final report	October 31, 2017

4.0 TERMS AND CONDITIONS OF CONTRACT

4.1 Notification of Award

The City will notify the successful Proponent (“Consultant”) in writing of its decision to award the project by issue of a City Purchase Order (PO).

The following general conditions will apply to the Contract.

Proponents must include with their Proposal a full description of any proposed deviations from these Terms and Conditions, together with an explanation of why they are unable to comply with these Terms and Conditions.

4.2 Insurance

Upon award the Consultant’s insurance broker shall submit, a Certificate of Insurance signed by the Consultant’s insurer certifying that the required policies are in force and that:

- a) The City of Coquitlam is “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 shall be in the form of Such certificate, required at time of award, is to be provided as [Certificate of Insurance – Consultant Form](#)
- d) The Consultant carries Commercial General Liability Appraisal satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.

4.3 Indemnity

The Consultant will indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times, (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or agent of the Consultant pursuant to the Contract.

4.4 WorkSafeBC

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

4.5 Business Licence Requirement

The Consultant will, at its sole cost, apply for and maintain a valid Coquitlam business licence or Tri Cities Intermunicipal business Licence for the term of the Contract.

For information, contact the City Business Licences Division (phone 604-927-3085) or apply on-line at website:

[City of Coquitlam Business Licence](#)

4.6 Permits

The Consultant will provide and pay for all licences and permits required to lawfully carry out the Services.

4.7 Subcontracting

The Consultant will not, without the written consent of the City of Coquitlam, assign, subcontract or transfer the Contract or any part thereof.

4.8 Confidentiality of Information

The Consultant agrees that proprietary City information obtained as a result of its provision of the Services is confidential and must not be disclosed without the written authorization from the City.

4.9 Advertisement

The Contractor will not advertise its relationship with the City without prior written authorization from the City.

4.10 Intellectual Property Rights

The City will become the owner of all reports, analysis and any other materials requested from and provided by the Consultant to the City during the Contract.

4.11 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 Consultant, if the Consultant:

- a) Fails to perform any part of the Services within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- b) Fails to maintain the required professional licences or designations to lawfully provide the Services in British Columbia;
- c) Fails to meet the City's standard of expected and agreed level of service and performance;
- d) Be adjudged bankrupt or makes general assignment for the benefit of creditors.

Time is of the essence.

4.12 Cancellation

The Contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice.

Payment will be made to the consultant for Services provided as of the date of cancellation.

4.13 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of the provision of the Services under 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 a dispute with the assistance of the mediator. The place of mediation will be within metro Vancouver area, 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. The place of litigation shall be within metro Vancouver area, British Columbia.

4.14 Invoice and Payment

The Consultant will submit invoices for Services that have been provided to the City.

- a) Invoices must be sent in .pdf format sent to email: apinvoices@coquitlam.ca
- b) All invoices must include the PO number as provided by the City.
- c) The Consultant will 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 Consultant and the City.
- d) Invoices must show taxes separately.

5.0 EVALUATION CRITERIA

5.1 Evaluation Committee

The evaluation of Proposals will be undertaken on behalf of the City by an evaluation Committee appointed by the City.

5.2 Evaluation Criteria

Proposals will be evaluated on the basis of the overall best value to the City based on quality, service, price and any of the below criteria, which are not listed in order of preference, points, value, priority or rank:

Personnel and Sub-consultants - Qualifications and Experience

- 1) Demonstrated skills, experience and expertise in Historical Artifact Appraisal preferably within a local government setting
- 2) Demonstrate project management experience in the area of artifact management.

Methodology & Approach

- 1) Methodology & Approach to Inventory & Appraisal
- 2) Proposed work plan schedule
- 3) Inventory & Appraisal report format
- 4) Database format & compatibility with City systems

Fees

Sustainable Benefits - financial, economic, social/ethical

Value Added Services

Selection Process

- 1) The criteria above will be scored and based on the results, one or more Proponent(s) may be invited for an interview for the City to meet the Proponent team and confirm the expectations of the City will be met.
- 2) Interview(s) will be scored if the City interviews more than one Proponent.
- 3) References may be verified.

The City may request additional information from one or more Proponent(s), which information may be considered in the evaluation.

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

The City may award the Contract to the Proponent whose submission, in the City's sole discretion, provides the best overall value to the City for the Services. In evaluating the overall value to the City, the City, in addition to price, will have in mind its critical goals of obtaining a high quality service.

The lowest Proposal may not necessarily be accepted, but rather will be analyzed to determine best overall value to the City.

The City may compare bids to select the one that is most advantageous.

5.3 Acceptance of Proposals

The City reserves the right to waive formalities in, accept or reject any or all Proposals or accept the Proposal deemed most favourable in the interest of the City that provides best value.

5.4 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to negotiate changes to the scope of Services, including pricing with 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.

The City may enter into a changed or different scope of Services with the Proponent proposing "best value", without liability to Proponents that are not awarded the Contract.

5.5 Contract

Award will be made by issue of a City Purchase Order (PO) or Purchase Contract (PC) incorporating the information contained in this RFP, the City's "Terms and Conditions of Contract" outlined in Section 4 of this RFP and the City's standard "Terms and Conditions of Purchase" which are located on the City's website: www.coquitlam.ca, the accepted Proposal, addenda and subsequent clarifications, discussions and correspondence, the totality of which will constitute the Contract.

RFP No. 17-03-01 – Assessment, Inventory & Cataloguing
of the Riverview Hospital Artifact Collection

APPENDIX A - Itemized List of Artifacts

Furniture:

- Piano and bench
- Small pump organ – Crease Clinic Chapel
- Wooden umbrella stand – 2
- Wooden coat rack – 3
- Wooden swivel chair – 3
- Bookcase – five shelf open – 3
- Book case – four shelf with glass doors – 3
- Bookcase – three shelf open
- Wooden oak office desk
- Wooden office desk
- Hall standing coat rack with umbrella base
- Curio cabinet – small
- China cabinet – dept. of nursing
 - Silver serving tray – inscribed – nursing graduation class of ‘66
 - Silver salt and pepper shaker set – 4
 - Silver tea pot
 - Silver coffee pot
 - Silver candle holders – 2
 - China cream and sugar sets – 2
 - China cups and saucers – 8
 - China soup bowl – govt. insignia
 - China plate – govt. insignia
 - China plate – round floral
 - China plate – square floral
 - Vases – white – 2
 - Vases – red floral – 2
 - China feeder cup –white – 2
 - Tea pot – individual green – 2
 - Cutlery – one piece setting with insignia
- Treadle sewing machine – Singer – 2
- Sewing machine – union special
- Wooden bench – small
- Wooden bench – large – worn with little finish remaining

Furniture (cont'd):

- Psychiatrist couch – brown vinyl
- Psychiatrist couch – green vinyl tufting with matching chair
- Wooden radio/phonograph cabinet – Rogers
- AM/FM radio – Emerson
- Library desk table – small wooden
- Coffee table – wooden – 3
- Wooden schoolhouse desk chair – 2
- Barber’s chair
- Captain’s swivel chair – painted black
- Wooden bedside table – painted green – 2
- Wooden bedside table with doors- painted green – 2
- Wooden two-tier table – small, painted brown
- Wooden swivel chair – small
- Display cabinet – with glass doors
- Wooden parlor table small two tiers
- Wooden parlor table – octagonal
- Wooden table – square
- Metal cabinet – small brown
- Dressing table /round mirror – 2
- Wooden sideboard desk
- Wooden chair – MHS insignia – 1
- Wooden chair with cloth seat – 1 red/1 brocade/2 turquoise
- Wooden chair – 3 – red vinyl, white vinyl, black leather
- Chair – white enamel – 2
- Writing desk with glass top – small – 2
- Full bureau writing desk, pull down front
- Wooden table – small occasional – 2
- Chair – small curved wooden back with cloth seat – 2
- Wooden chair – no arms – MH monogram – 4
- Wooden side board cabinet
- Phonograph cabinet
- Display cabinet – glass front/side

Equipment:

- Gurney – green frame with mattress – c1930
- Gurney – 2 - white frame with mattress/ 1 grey frame – c1910-30
- Bed – green metal frame with mattress – 2
- Bed – adult crib
- Commode – white metal frame/black seat
- Bed sheet canopy – wooden
- Disposal container – small white metal with lid
- Hand turned printing press
- Bausch and Lomb optical piece
- Circulex physio therapeutic unit – small wooden
- Hydrotherapy control unit
- Sterilizer/blanket warmer – metal/brass trim
- Metabolic rate machine
- Physio – paraffin wax bath unit – 1 hand/ 1 arm
- Diathermy machine
- Physio heat lamp
- Gomco ether regulator machine
- Electronarcosis machine
- X Ray lamp – no tube, empty cover
- X Ray viewer – small back lit
- Carl Zeiss binocular microscope and stand
- Electrocardiograph unit – small portable-circa 1950's
- Psychology galvanic skin response unit – circa 1960's
- ECT machine – six portable models from 1950 – 2000
- Lantern glass slide projector
- Telephone Exchange unit – 24in section from Crease Clinic
- Television RCA Console – no interior working parts

Miscellaneous:

- Cornerstone plaque – Crease Clinic
- Gooseneck lamp – 2
- Tape dispenser – circa 40's
- Lamp – metal standing with shade
- Wooden staff meal ticket box
- Wooden mail tray – 4
- Bingo set – small with 6 cards
- Bingo set – medium with ball board
- Detrox patrol clock in leather case
- X Ray viewer – hand held
- Telephone – black dial
- Leather bound cash book – no entries – never used
- Assorted stamps – medications
- Metal chart holder – 3
- Cardboard freestanding correspondences file holders
- Adding machine
- Metal stool
- Metal stool with back
- Cash register – Crease dining room
- Paper table dispenser
- Typewriter – Remington – 2
- Typewriter – Corona
- Wooden file card holder
- Microphone – 2 – c1930/1950's
- Fire call box
- Fire bell
- Fire repeater tape box
- Fire dept. wooden body board
- Statue – 71/2in on wooden base – civil defense
- Hair dryer – small hand held
- Hair dryer – upright salon style
- Iron – small electric
- Microscope in black case
- White enamel hydro foot tub
- Weigh scale – tabletop white enamel

Miscellaneous (cont'd):

- Weigh scale – upright model – c1920
- Weigh scale upright model c1930
- Weigh scale – seat type – c1950
- BP set folding with case
- BP set – upright – 2
- Stethoscope – 2
- OHAS – 311Gm Centigrade to gram scale
- Metal clothing rack
- Privacy curtains – portable metal trifold – 3
- Filing cabinet – small wooden
- Filing cabinet – small metal
- Filing cabinet – fold up doors – 4
- Filing cabinet with top tray flat slide-out
- Stainless steel cart small – 3
- Storage cabinet – white metal/two door – 2
- Medicine cabinet white metal/glass doors – 4
- Storage cabinet – wooden corner type painted blue with door
- Storage unit – small wooden with door/laminate top
- Fan – Silex Handibreeze – small
- Over-bed table
- Weaving loom – small wooden tabletop
- Weaving loom – standing metal
- Hitachi 20in TV on stand
- Panasonic VHS/DVD player
- Small metal box
- Wooden white box with Red Cross – first aid kit
- Wooden sign – “The Tea House”
- Sign – Tea House and Tucke Shop menu board
- National cash register – Crease dining room
- Dress forms – 3
- Trolley – white metal two tiers
- Trolley – metal two tiers – 2
- Step stool – three step
- Wheelchair – wooden with headrests
- Paper cutter – Ingento

Miscellaneous (cont'd):

- Hairdressing/barber scissors, combs/glass container
- Leather suitcase – 2 – c1930/1940's
- Dietary – miscellaneous - hand sifter/ egg beater, tin plate cover/ plate, cutlery set
- Metal hem marker
- Shoemaker bunion relief tool
- Sewing basket – small – with knitting, crocheting, embroidery pieces
- Essondale mail bag
- Wooden silver painted board with MHB letters
- Ashtray stand – 1 wooden, 1 metal; metal ashtrays – 3
- Oversize panoramic photo boards – Colony Farm – 1/ Essondale – 1
- Dietary white metal pot with lid/ blue metal pot with lid
- Metal round hamper with netting
- Wooden base laundry hamper
- White metal male urinal
- Metal urine basin – 2
- Ward suggestion box
- Wooden ironing board
- Pool cue rack
- Light globes white glass – 2
- Ceiling globe white small – 1
- Wool blanket with MH insignia – 3
- Trophy – Carnival Day – Essondale
- Uniform – HCW – white slacks/green top
- Uniform – dietary/linen dept. – gold
- Uniform – Doctor's white coat/lab staff coat – 3
- Uniform – male staff – white pants/white jacket
- Uniform – female sewing dept. – blue jacket

- Assorted collection – empty glass medicine bottles, glass syringes, small surgical instruments, utensils

Items purchased with Riverview Hospital Historical Society funds or donated by former staff, patient families and individuals in the community:

- Mannequins – 14
- Easels – 11
- Spitoon
- Photo boards – 17
- Podiatrist kit
- Medical kit
- Steamer trunk
- Tabletop lamp with china birds
- Wheelchair – brown wooden
- Candlestick black phone
- Dress – Matron’s formal black – c1872
- Dress – formal white with cap – c1893
- Uniform – female attendant – blue with white apron and cap – c1898
- Uniform – female attendant – grey with white apron, protector cuffs and cap – c1898
- Suit – male staff grey c1930
- Suit – male staff grey – c1940 – 3
- Cape – nurses navy PMH – c1930 – 2
- Cape – nurses navy MHS c1930 – 1
- Cape – nurses navy –PMHS – c1950
- Cape – nurses navy no letters – c1930 – 1
- Jacket – student nurse – male/female – c1960 – 1 each
- Uniform – student nurse – female green striped – c1960 – 1 original/
• 1 reproduction
- Uniform – student nurse – blue with white cuffs, bib and apron – c1940 – 1 original/
• 1 reproduction
- Uniform – graduate nurse – white dress, bib and apron, collar and cuffs – c1930
• 2 original / 1 reproduction
- Uniform – graduate nurse – white one-piece –c1955
- Nursing caps – student nurse – white “probie”/ white blue band/ white green band
- graduate nurse – white – double black band – pleated back/white double black band – fold over back
- Uniform – nurses aide – pink – reproduction
- Uniform – olive green transport staff
- Uniform – RT Dept. – reproduction

Items purchased with Riverview Hospital Historical Society funds or donated by former staff, patient families and individuals in the community (cont'd)

- Student nurse class annuals
- Collection of staff pins, cufflinks, memorabilia
- Box containing assorted uniform pieces- cuffs, collars, aprons, bibs.
- Doll – 10 inch student nurse in full uniform
- Metal stantions – 15
- Child wooden chair with twine woven seat



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

**Assessment, Inventory & Cataloguing of
the Riverview Hospital Artifact Collection**

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

Wednesday, April 26, 2017
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

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 to allow ample time to complete the Proposal Submission process.
If assistance is required, phone 604-927-3060.

Proposal Submission Form

Complete and return this section:

Submitted by: _____
(company name)

PROPOSAL SUBMISSION

Attach pages as needed referencing the numbering format listed below.

1.0 Price

Work Plan Schedule, Progress Payments

Based on the proposed work plan phases, describe the corresponding progress payments for each phase; if any; and provide a final total amount for the complete project.

Task #	Description of the Work Plan Phase	Target Completion Date	Progress Payment Amount (exclude tax)
1.			\$
2.			\$
3.			\$
4.			\$
5.	Project Completion		\$
Total Price (exclude GST)			\$

2.0 Personnel and Sub-consultants – Qualifications and Experience

Identify professional qualified personnel and sub-consultants with demonstrated skills, experience and expertise and their commitment of availability for this project.

Personnel and Sub-consultants		
Name	Roles and Responsibilities	Qualifications, Skills & Experience
	Project Manager	

Attach brief CV (no longer than one page) for each key team member and the Project Manager responsible for delivering the services.

3.0 Methodology and Approach

Provide a summary of the methodology and proposed work plan for the Scope of Services outlined.

Submit with your proposal, a sample of the Inventory report or database format proposed.

4.0 Value Added Considerations

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

5.0 Sustainable Benefits

Provide information on any initiatives, programs and product choices that the Proponent has implemented or will utilize for this project that could be considered an environmental, financial/economic, social, ethical and community sustainable value.

6.0 Recent Experience and References

Experience should include current and recent contracts with clients similar in size, scope and complexity to the City of Coquitlam.

By submitting a Proposal, Proponents authorize the City to verify information provided to confirm client satisfaction and demonstrated success. The City will not discuss reference information provided by these clients with any Proponents.

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

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

7.0 Conflict of Interest Declaration

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

--

8.0 Acceptance of Proposal

The City of Coquitlam requests Proposals to remain open for acceptance for a minimum of 90 days.

Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date.

9.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

10.0 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. Should a proposal be accepted, the person named below verifies statements made and is authorized to guarantee responsibility for successful completion of the project.

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.