



City of Coquitlam

Request for Proposals

RFP No. 18-01-02

Plumbing Maintenance & Repair Services

Issue Date: March 26, 2018

TABLE OF CONTENTS

	Page
DEFINITIONS.....	4
1. INSTRUCTIONS TO PROPONENTS	5
1.1. Description of Services.....	5
1.2. Term.....	6
1.3. RFP Documents.....	6
1.4. Prices	6
1.5. Instructions for Proposal Submission	6
1.6. Inquiries.....	7
1.7. Addenda.....	7
1.8. Evaluation Criteria	8
1.9. Negotiation.....	9
1.10. Irrevocability.....	9
1.11. Acceptance of Proposals.....	9
1.12. Conflict of Interest.....	9
1.13. Examination of Proposal Documents and Work Sites.....	10
1.14. Extension of Offer.....	10
2.0 GENERAL CONDITIONS OF CONTRACT.....	11
2.1 Notification of Award	11
2.2 Health and Safety Requirements.....	11
2.3 One Year Guarantee	11
2.4 Warranties	11
2.5 Indemnity	12
2.6 Insurance Requirements	12
2.7 Independent Contractor.....	13
2.8 Business Licence	13
2.9 WorkSafeBC Coverage	13
2.10 Operations and Coordination of the Services.....	13
2.11 Equipment, Materials and Workmanship.....	13
2.12 WHMIS	14
2.13 CSA.....	14
2.14 Identification of Employees.....	14
2.15 Inspection of Services.....	15
2.16 Force Majeure	15
2.17 Damage and Defects.....	15
2.18 Confidentiality	16
2.19 Advertisement	16

Table of Contents (cont'd)

3. SCOPE OF SERVICES	17
3.1 Services	17
3.2 Payments – Invoicing	17
3.3 Additional Repairs.....	18
3.4 Qualifications	18
3.5 Energy Management.....	18
3.6 Worksite Security Procedures	19
3.7 Emergency Repair Services Requests	19
3.8 Scheduled After Hours Services Requests.....	19
3.9 Contractor Maintenance Inspection Report.....	19
3.10 Preventative Maintenance Services	20
3.11 Additional Sites and Equipment.....	20
3.12 Worksite Security Procedures	20
3.13 Work Requests	20
3.14 Facility Contact Sheet.....	20

[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 first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Work” “Works” shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

1. INSTRUCTIONS TO PROPONENTS

1.1. Description of Services

The City of Coquitlam (“City”) requests proposals from qualified, experienced firms for **Plumbing Maintenance, Repair and Installation Services**.

Firms are required to have experience in commercial **Plumbing Maintenance, Repair and Installation Services**, including qualified technicians on staff.

The scope of work includes provision of the following:

- Regularly scheduled preventative maintenance tasks including but not limited to:
 - o Drain cleaning and camera inspection
 - o Sump system servicing
- Corrective maintenance and repair services as needed and when requested including but not limited to:
 - o Piping system leaks
 - o Clogged drains
 - o Camera inspection of piping systems when required and as requested
 - o Failed plumbing fixtures
 - o Underground plumbing system/pipe repairs
- Minor project work and asset replacements including but not limited to:
 - o Plumbing fixtures (sinks, toilets, showers, faucets, etc)
 - o Hot water heaters and storage tanks
 - o Hot water on demand units
 - o Drinking fountains
 - o Piping system replacements

The successful Contractor is expected to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year. Response time requirements may vary and will be determined by the City of Coquitlam based on such factors as:

- o The severity of the situation/emergency.
- o The scope of work involved.
- o The impacts to operations.

For further details refer to:

Section 3. Scope of Services

1.2. Term

The initial term shall be for a two (2) year period, commencing in approximately April 2018 and completing on April 2020.

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

1.3. 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.

1.4. Prices

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

Supply and delivery is to be included in the price, FOB: to the various locations in the City of Coquitlam.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of services as described.

Taxes are to be shown separately at time of invoicing.

1.5. Instructions for Proposal Submission

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

Wednesday April 11, 2018

Proposal submissions are to be consolidated into one PDF file and 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 and was sent to email: bid@coquitlam.ca)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

Proposals may be withdrawn upon request by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the closing date & time.

1.6. Inquiries

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

Questions are to be submitted in writing not less than 3 business days prior to the closing date.

If a change or additional information related to the original version of the Request for Proposal 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.

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 that will be posted on the City's website and will be incorporated into and become part of the RFP.

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

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; the City's original file copy shall prevail.

1.8. Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 30 Points

- Qualifications of Technical Service staff that would be assigned to the City
- Experience and references with service contracts for similar Building Systems, within facilities of various ages, sizes and complexities
- Company capacity
- Fleet/Small Equipment Available

Technical – 30 points

- Response times
- Approach and Methodology and understanding of City's requirements
- **Sample Field Report**
- **Sample Invoice**

Financial and Value Added – 40 Points

- Labour Rates
- Parts Mark-up Rates
- Value added benefits
- Sustainability benefits

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

- Interviews may be conducted
- Verify WorkSafeBC, insurance and Prime Contractor designation

The City reserves the right to check references on other projects even if they are not listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

By submission of a Proposal, Proponents agree the City may disclose names of proponents. However, no unit prices, rates or scores will be provided.

1.9. 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.

1.10. Irrevocability

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.

1.11. 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.

The City will be under no obligation to proceed further with any submitted Proposal and should it decide to abandon same, it may, at any time, invite further Proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, contract documents may be utilized to document the agreement.

1.12. 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

1.13. Examination of Proposal Documents and Work Sites

The Proponent 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.

1.14. Extension of Offer

The successful Proponent agrees to allow other local public agencies with similar needs in adjoining municipalities to participate in this contract.

Additional public agencies may opt to enter into a contract with the Contractor for the purchase of the services described in this RFP based on the terms, conditions, prices, and percentages offered by the Contractor to the City of Coquitlam with possibly only minor changes negotiated.

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

Any additional contract would be subject to mutual agreement between the Contractor and other public agencies.

2.0 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 contract will incorporate by reference the RFP document, addendum issued, the Proposal submitted and will include all correspondence, negotiations and agreed to additional provisions.

The following general conditions apply to this contract.

2.2 Health and Safety Requirements

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

2.3 One Year Guarantee

The Contractor shall guarantee to maintain the new work and materials against any defects arising from faulty installation, faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 24 hours of notification. This shall be at no cost to the City of Coquitlam.

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

2.4 Warranties

The Contractor shall provide a full statement of the warranty period and terms, including extended warranty options. This warranty should clearly describe the terms under which the Contractor accepts responsibility for their suppliers and manufacturers to cover the cost to repair defects caused by faulty design, quality of the work or materials and for the applicable period of time after delivery.

2.5 Indemnity

The Contractor and any Sub-Contractors shall at all times indemnify and save harmless the City, the Consultant, and Sub-Consultants or any of their officers, employees or agents from and against all claims and demands, losses, costs, damages, actions, suit fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damage resulting from the negligence of any officer, servant or agent of the City, the Consultant, and Sub-Consultants while acting within the scope of their duties of employment.

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. Such certificate is to be provided as

[Certificate of Insurance – Contractor Form](#)

- a) Commercial General Liability (**CGL**) Insurance policy satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000) per occurrence covering losses to a third party for bodily injury or death, property damage and unlicensed vehicle , and attached equipment operation with a deductible not greater than \$10,000;
- b) **City of Coquitlam** shall be named as “additional insured” and the policy shall contain the Separation of Insureds and Cross Liability;
- c) CGL insurance shall be placed with insurers licensed to do business in British Columbia, Canada and shall exclude any rights of cross claim against the City or any rights of the insurer or insurers, whether subrogation or otherwise, against the City and against those for whom the City is in law responsible;
- d) Products and Completed Operations Insurance coverage on an all risk basis with a minimum per occurrence limit of FIVE MILLION DOLLARS (\$5,000,000). Completed operations coverage in respect of all the Works shall be maintained for at least twelve (12) months after acceptance of all the Works by the City;
- e) 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;
- f) Automobile Liability insurance, and maintain third party liability in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) per occurrence, is required on all licensed vehicles owned or used by the Contractor;

- g) 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 with coverage sufficient to allow for immediate replacement, and shall contain a waiver of subrogation against the City; and
- h) 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 shall maintain a valid City of Coquitlam Business License or Tri Cities Inter-municipal Business License. For information, contact the City's License Department (Tel: 604-927-3085).

[City of Coquitlam Business License](#)

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 the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk or danger of hazard to the staff and public at any time during the progress of the work.

2.10 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

2.11 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 work shall be performed by skilled, qualified and experienced Trades personnel.

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

- a) Canadian Standards Association (CSA)
- b) WorkSafeBC
- c) BC Provincial Motor Vehicle Act
- d) BC Building Code and National Building Code
- e) City of Coquitlam relevant by-laws and codes

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

All equipment installation shall be new and the City is to be provided with complete manufacturer's warranties.

2.12 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) are to accompany the shipment and are required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.13 CSA

All items where applicable must be approved by the Canadian Standard Association (CSA) and will bear the appropriate approval sticker prior to arriving at the designated delivery site. For items arriving without this approval, the City of Coquitlam may deduct the necessary dollar amount per item from the price and arrange for the necessary approval, or return the item(s) at the Contractor's expense for replacement or full credit.

2.14 Identification of Employees

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on City premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.

Only employees of the Contractor (or Contractor's approved sub-Contractor(s)) specifically assigned to carry out the work will be allowed to enter the City facilities. While the Contractor's employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

The Contractor shall report in and out to the City Site Contact Person when attending sites.

2.15 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City. The City shall have the right to reject the work 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.

2.16 Force Majeure

The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or other circumstances beyond control. The City will not be liable where delivery sites are not available due to strike, lockout, or other unique circumstances.

2.17 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.

2.18 Confidentiality

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

2.19 Advertisement

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

3. SCOPE OF SERVICES

3.1 Services

Services shall include but are not limited to the following;

Preventative and Corrective maintenance, including inspections, servicing and general repairs of all **Plumbing Systems and Fixtures** as well as minor projects and asset renewals. The Contactor will provide and pay for all licenses and permits required to carry out the work.

- a) Is responsible for maintaining the assets to a high standard of performance.
- b) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- c) Is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- d) The assigned technician must report to designated City staff, keeping the City appraised of status of work being done (e.g. date/time/and delays.)
- e) Test all safety devices and governors when and where applicable.
- f) Assist the City in maintaining the equipment asset lists.

3.2 Payments – Invoicing

Service calls & repairs shall be invoiced at the completion of each visit, according to the service rates established in this Contract. All invoices are to be in .pdf format sent to email: apinvoices@coquitlam.ca

Invoices shall include, at a minimum, the following information:

- a) Purchase Contract or Purchase Order Number
- b) City Work Order Number
- c) Facility Name and address of where work was completed
- d) Hourly rates and charges
- e) Total number of hours worked
- f) Detailed List of materials supplied and installed
- g) Description of work performed
- h) Any other information.

Contractor is required, upon request of the City, to provide back-up documentation to verify material supplies and equipment costs and detailed breakdown of hours used in repairs/installations.

- a) The Contractor shall be paid net 30 days from receipt of valid 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.
- b) Invoices shall show taxes separately.

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

A City Contract Purchase Order for the services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated.

Invoice rates in excess of the PO will not be accepted.

3.3 Additional Repairs

Work requests will be initiated by the City according to “as required” schedule for service at various City facilities. Additional repairs required during scheduled call out and work required from a service call shall be identified and calculated according to the rates listed on the bid form by the Contractor. Any repairs found necessary which are beyond routine, are required to be submitted by written quotation. The repair work shall not proceed until approval has been provided by the City and a Work Order number has been issued.

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

3.4 Qualifications

Firms are required to have experience in the commercial Plumbing Maintenance and Repair Services.

Personnel shall be qualified, maintain current Province of British Columbia trade qualifications ticket and be experienced in the preventive maintenance and repair services.

3.5 Energy Management

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

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

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

3.6 Worksite Security Procedures

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

3.7 Emergency Repair Services Requests

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified technicians available for after hour emergencies.

Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

Emergency callouts shall be attended within one (1) hour of responding to the call.

Note: If the Contractor does not respond within the expected timeframe, the City reserves the right to utilize the services of other Contractors.

3.8 Scheduled After Hours Services Requests

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City.

3.9 Contractor Maintenance Inspection Report

A worksheet/field report must be completed by the Contractor for any work performed at a work site. The worksheets shall specify the labour type, number of hours, materials and any other charges. Worksheets may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

A copy of the worksheet must be attached to the invoice upon submission.

Where applicable, worksheets for preventive maintenance work may include checklists of items inspected and/or serviced, and are to be signed by the technician.

Worksheets, Invoices and reports must correctly identify asset tag ID of equipment being serviced. Should assets be without identification, then the Contractor and the City shall devise an identification system whereby to label and identify.

3.10 Preventative Maintenance Services

The contractor is expected to maintain all assets as per the City's PM schedule. Repairs required outside the scope of the PM Service shall be identified and discussed with designated City staff. Written quotation and approval (follow up work order) will be required prior to proceeding with repairs outside the scope of the PM Service.

If the equipment is "End of Life" (EOL) The Contractor shall report all equipment which is determined to be at end of life and the basis for the assessment

3.11 Additional Sites and Equipment

Additional sites and equipment may be added onto this contract. The Contractor shall submit a price proposal to the City, which if approved through cost review, will be added to the contract by the City.

3.12 Worksite Security Procedures

The Contractor will be required to report to the City designated staff upon arrival, before starting any work and prior to departure from the work site. An identity badge, parking pass and/or keys for equipment room access may be required.

Contractor's personnel required to perform work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this contract. The Contractor must have on call, at least one security cleared employee for after-hours callouts to the Public Safety Building or other security designated sites. Any employees denied security clearance shall be restricted from entering the designated worksites, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

3.13 Work Requests

Preventative Maintenance: The City Maintenance Management System will issue PM work orders as per the contract agreement.

Corrective Maintenance: The City Maintenance Management System will issue CM work orders "as needed and when required" basis for any unscheduled service or repairs necessary at any City facility.

3.14 Facility Contact Sheet

The City shall provide to the successful Contractor, a staff contact list for all buildings.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-02

Plumbing Maintenance and Repair Services

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

Wednesday April 11, 2018
(Closing date and time)

Proposal Submission Instructions

Proposal submissions are to be consolidated into one PDF and 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 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

Proponents are to attach a rate sheet for common types of products, materials and services offered:

Attach

Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam, including, but not limited to, the BC Building Code and WorkSafeBC.

1.1. Plumbing Maintenance & Repair Services

Prices are to be all inclusive; all labour, material, tools, vehicle, fuel, and any other items required for provision of Services required at the facilities and buildings.

Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam, including, but not limited to, the BC Building Code and WorkSafeBC.

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

The following labour rates for tradespersons including General Foremen are firm for a minimum period of two (2) years.

	Tradesperson Labour Rates	Price per Hour (exclude GST)
1.	State Worker Type (ie. Journeyman, Apprentice, etc):	
(a)	Regular time (state hours):	\$
(b)	Overtime/Hour:	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

1.1. Plumbing Maintenance & Repair Services (cont'd)

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

1.2. Crew Size

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

1.3. Materials

Mark-up rate on material costs = _____%. Provide examples of anticipated material costs:

1.4. Vehicle Rates

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

1.	Truck / Vehicle Rate:	\$	/per hour
2.	Truck / Vehicle Rate:	\$	/per hour

2. **SUB-CONTRACTORS**

The following sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions described in this RFP.

	Name and Type of Service Provided	Contact Name and Phone Number
1.		
2.		
3.		

3. **RESPONSE TIMES**

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances (Please indicate your companies Regular Business hours and Emergency hours):

		Response in Hours/Minutes
1.	During Regular Hours:	
	Regular Business Hours are:	
2.	Outside Regular Hours:	
	Outside Regular Hours are:	

4. APPROACH AND METHODOLOGY

Scenario:

The contractor receives an electronic work request (work order) on a Monday at 8:00 A.M to respond to a broken drain pipe in the kitchen prep area at Pinetree Community Centre. The contractor is on site for 2 hours and completes a temporary repair to the drain. The material costs are \$300.00. Additional problems were noted at the time of repair, a 3ft. section of pipe must be replaced .

Submission:

Based on the above scenario, describe your typical work plan or project methodology, hours of work, size of crew, and risk considerations and mitigation procedures.

5. ATTACH SAMPLE REPORTS

Based on the above scenario, and the rates and charges provided in your proposal, **attach to your proposal** the following documents based on successful completion of the call out:

- 1) **Field Report** for the initial call out including temporary repair, recommended repair or options available.
- 2) **Quote** on the recommended option or options available.
- 3) **Invoice** for the initial call out and for the recommended repair assuming the city accepted the recommended repair.

Attach any other examples and describe the reporting and invoices that will be provided.

6. KEY CONTACTS

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

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

7. 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		
Equipment	Make / Model	Year

8. PERSONNEL

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

Personnel		
Name	Qualifications	Work Experience

9. SUSTAINABLE PRACTISES AND INITIATIVES

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

(Social/Ethical, Environmental, Economic/Financial)

10. VALUE ADDED

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

11. COMPLIANCE

Confirm compliance to all inspection requirements and deliverables detailed in **Scope of Services** or describe any and all variations:

12. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested. Contracts indicated below should be related to operations similar in size, scope and complexity.

Information obtained from references will not be disclosed to Proponents.

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. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date. We confirm that this proposal is open for acceptance by the City for a period of _____ days.

14. 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 Received

15. 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.

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.

- End of Proposal Submission Form -