

City of Coquitlam

Request for Proposals

RFP No. 18-01-06

Road Line and Thermoplastic
Road Marking Maintenance

Issue Date: April 9, 2018

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DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Contractor 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 Contractor’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.

“Service” 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” 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 companies to provide annual **Road Line and Thermoplastic Road Marking Maintenance** at various City locations.

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

1.2 Term

The initial term of contract shall be for a three (3) year period, commencing approximately May 1, 2018 and completing on October 31, 2020.

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

1.3 RFP Documents

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

1.4 Prices

All Prices shall be in Canadian Funds, shall remain **FIRM** for the initial **three (3) year period**.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, traffic control services, mobilization, 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 Closing Date and Time

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

Wednesday, April 25, 2018

1.6 Instructions for Proposal Submission

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

1.7 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.

1.8 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.

1.9 Evaluation Criteria

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

Contractor Experience, Capacity and Resources - 40 Points

- Qualifications, experience, and demonstrated performance working on projects of similar size, scope and complexity
- Company owned equipment and resources
- Ability to provide the complete range of services (Contractor and Sub-contractors)

Technical Requirements - 25 Points

- Compliance with General Conditions
- Quality Assurance and Quality Control Program
- Schedule and Completion Date

Financial and Value Added - 35 Points

- Unit Rates
- Sustainability Value
- Value Added Benefits

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

- References may be contacted
- Interviews may be conducted
- Verification of the contractor's Insurance, WorkSafeBC and Health & Safety Plan

Upon submitting a Proposal, Proponents agree that the City may disclose their company name; however, no rates or scores will be provided to any Proponents.

Should there be additional similar services required over the next five year period the City reserves the right to sole source with the successful Proponent or alternatively, issue a new RFP.

1.10 Award to Multiple Proponents

The City reserves the right to split the award to multiple proponents if deemed advantageous to the City.

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

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.

1.13 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.

1.14 Privacy Act

Proponents are advised that proposals will become the property and 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.

1.15 Withdrawal of Proposal

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.

1.16 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

1.17 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.

1.18 No Contract

This RFP is not a Tender process and is not intended to create a contractual relationship between the City and a Proponent. 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.

1.19 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.

1.20 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.

1.21 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.

1.22 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.

1.23 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents including all appendices. 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.

1.24 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. GENERAL CONDITIONS

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services. The 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 Warranties

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

The Contractor shall be responsible for the protection of the work and make good or replace all work spoiled or damaged by any cause at no extra expense to the City.

2.4 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.

2.5 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) 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;
- e) 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;
- f) 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
- g) The Contractor shall ensure that all Sub-Contractors carry insurance in the form and limits specified in this clause.

2.6 Independent Contractor

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

2.7 Business Licence

The Contractor 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) or apply on-line at: [City of Coquitlam Business License](#)

2.8 WorkSafeBC Coverage

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

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

2.9 Prime Contractor

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

Prime Contractor Form shall be submitted prior to commencing work:

[City of Coquitlam Prime Contractor Designation Form](#) (Required at time of Award).

All work shall be performed in strict accordance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation, and in accordance with all other applicable policies, guidelines and standards from authorities having jurisdiction.

2.10 Permits and Licenses

The Contactor will provide and pay for all licenses and permits required to carry out the work.

2.11 Clean Up

At the end of each shift and upon completion of the work, the Contractor shall leave the work site in a clean and tidy condition, and dispose of waste materials in accordance with all applicable regulations.

2.12 Operations and Coordination of the Services

The Contractor shall carry out all work in such a manner as to allow the full use of the roads. The Contractor shall notify the City, and receive approval in writing before any disruption of services and limitations to use or access.

The contractor must report to contract administrator, or designate, the status of work being completed (e.g. date/time/and delays.)

2.13 Flagging and Traffic Control

The Contractor shall follow the rules and regulations of the Province of British Columbia, Ministry of Transportation and Highways, Highway Engineering Branch, Traffic Engineering Section – “Traffic Control Manual for Work on Roadways – current edition.

The Contractor shall be responsible to supply and post the proper signage at all times and shall supply certified flag persons when required.

In addition, the Contractor shall provide a minimum of 48 hours advance notice prior to the start of any road marking work. Depending on the road classification and the number of lanes being disrupted, a “Road and Sidewalk Closure Permit” may be required. This permit is a requirement for any full road closures.

2.14 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the safe and 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) Traffic Control Manual for Work on Roadways
- 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.

2.15 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.

2.16 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.

2.17 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.

2.18 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.

2.19 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:

- a) Fails to make delivery of the services
- b) 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
- 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

2.20 Cancellation

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

The Contractor would be paid for services completed at time of cancellation.

2.21 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 within metro Vancouver area, 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 within Metro Vancouver area.

2.22 Confidentiality

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

2.23 Advertisement

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

2.24 Subletting

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

2.25 Law

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

2.26 Non-exclusivity

Award of contract does not entitle any Contractor to exclusive rights for the provision of the services.

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

2.27 Contract

Award will be confirmed by issue of a City Purchase Contract or Purchase Order (PO) incorporating the information contained in this RFP, The City's [Terms and Conditions](#), published on the City's website, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.28 Invoices and Payment

- a) Maintenance work shall be invoiced at regular intervals, according to the service rates established in this Contract.
- b) All invoices are to be in .pdf format sent to email: apinvoices@coquitlam.ca
- c) Invoices shall include, at a minimum, the following information:
 - City Purchase Contract Number
 - City Work Order Number
 - Location of work completed
 - Unit/Hourly rates and charges
 - Detailed list of materials supplied and installed including costs and mark-up
 - Description of work performed

Contractor is required, upon request of the City, to provide back-up documentation to verify material supplies, unit costs, and detailed itemized records in metric units of the type and length of marking for each metre of road completed.

- d) 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.
- e) 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 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 Contract rates will not be accepted.

3. SCOPE OF SERVICES AND SPECIFICATIONS

3.1 Scope of Services

The successful Proponent is to provide all necessary vehicles, tools, labour, material, equipment, mobilization, and traffic control for the delivery of Road Line and Thermoplastic Road Marking Maintenance at various locations within the City.

In regards to Road Line marking, the City will consider paint or spray thermoplastic material, if deemed advantageous to the City. At times, the successful Proponent will be responsible to provide minor layout (infill between existing lines, additional symbols, etc...) for both road line and thermoplastic symbol markings.

All Regular maintenance work shall be completed prior to **August 31st**, unless otherwise requested by the City. A final list of locations will be provided to the successful Proponent prior to the start of work. A Regular maintenance list will be provided to the Contractor prior to May 15 of each year.

3.2 Specifications

All workmanship is to be in accordance with the British Columbia Ministry of Transportation and Highways Specifications for permanent road markings and the most recent edition of the Master Municipal Construction Documents (MMCD). The following conditions shall also apply:

3.21 Long Line Markings

- a) Paint – is to be applied at a rate that achieves a wet thickness of 15 mils.
- b) Spray Thermoplastic – is to be applied at a rate that achieves a wet thickness of 60 mils.
- c) Glass bead – is to be applied at a rate of 0.7 kg/litre for 100mm wide single solid line.
- d) Reflectivity – shall meet or exceed BC Ministry of Transportation and Highways requirements.

3.22 Extruded Thermoplastic Markings

Products and execution of extruded thermoplastic material shall be in accordance to the most recent edition of the Master Municipal Construction Documents.

3.3 Quality Control

The contractor is to utilize a Digital Pavement Marking Measuring Instrument (DPMMI) that will track and record the following conditions:

- a) Date
- b) Time
- c) Location
- d) Road Temperature
- e) Air Temperature
- f) Material Temperature
- g) Material thickness (wet)
- h) Glass Bead Application Rate
- i) Speed of Vehicle
- j) Distance Marked

The information above shall be provided to the City upon request.

Appendix A – Road Line Marking Maintenance - Estimated Quantities

The Quantities provided below are based on historical data and are supplied here for the purpose of comparing bids. Actual quantities required may vary. The quantity may increase or decrease and no claim shall be made against the City for damage caused thereby for loss of anticipated profits. The successful Proponent shall be entitled only to compensation for the actual work assigned and completed at the unit prices bid.

Description	City Roads (m)	MRN Roads (m)	Totals (m)
Skip Line	15,000	40,000	55,000
Single Solid Line	40,000	5,000	45,000
Double Solid yellow Line	30,000	15,000	45,000
Bike Lanes	3,000	10,000	10,000
Edge Lines 100mm	6,000	4,000	10,000
Edge Lines 200mm	0	1,000	5,000
White or Yellow Detail Lines (100mm)	500	100	600

Appendix B – Road Line Marking Maintenance Locations

Road Designation	Street	Start	Finish
CITY	Anson	Ponderosa	Westwood
CITY	Baldwin	Northern	Atlantic
CITY	Bernatchey	Brunette	Lougheed
CITY	Blue Mountain	Austin	Foster
CITY	Blue Mountain	Lougheed	Austin
CITY	Brigantine	United	Intersection
CITY	Burbidge	United	Park
CITY	Brunette	Marmont	Cape Horn
CITY	Burlington	Pacific	Pinetree
CITY	Canoe	Golden	North Bend
CITY	Cape Horn	Brunette	Mariner
CITY	Cape Horn	United	Colony Farm
CITY	Christmas Way	Westwood	Lougheed
CITY	Clipper	Ketch	United
CITY	Coast Meridian	Harper	Hazel
CITY	Coleman	Lougheed	Cape Horn
CITY	Cottonwood	North Rd	Robinson
CITY	Crabtree	Ponderosa	Westwood
CITY	D. T. Road	Westwood	Port Moody
CITY	David	Port Moody	Noons Creek
CITY	David	Lansdowne	Pipeline
CITY	Dawes Hill	Cape Horn	Mundy
CITY	Daybreak	Mariner	Saddle
CITY	Decaire	Carter	Rochester
CITY	Durant	Johnson	Lasalle Place
CITY	Eagle Mountain	Panorama	B.C.Hydro
CITY	Falcon	Port Moody	Guildford
CITY	Falcon	Guildford	Barnet
CITY	Fawcett	United Blvd	Hartley
CITY	Foster	Wilmot	North Road
CITY	Gabriola	Nestor	Pipeline
CITY	Gatensbury	Como Lake	Port Moody
CITY	Gatensbury	Austin	Winslow
CITY	Glacier	South End	North End
CITY	Glen	Pinetree	Pipeline
CITY	Glenayre	Clarke	Port Moody

City of Coquitlam

RFP No. 18-01-06 – Road Line and Thermoplastic Road Marking Maintenance

Appendix B - Road Line Marking Maintenance Locations

CITY	Golden	Glacier	Canoe
CITY	Gordon	Christmas	Westwood
CITY	Guildford	Pipeline	Westwood
CITY	Hazel	Coast Meridian	Martin
CITY	Heffley Cres	Westwood	Westwood
CITY	The High St	Burlington	Atlantic
CITY	Hillcrest	S of Foster	Austin
CITY	Honeysuckle	Noons Creek	Lansdowne
CITY	Johnson	Robson	Glen
CITY	Lansdowne	Guildford	Briarcliffe
CITY	Lansdowne	Lupine	Panorama
CITY	LaSalle	Durant	Walton
CITY	Laurentian	Austin	Brunette
CITY	Leclair	Hickey	Mundy
CITY	Leeder	United	Rogers
CITY	Lincoln	Ponderosa	Westwood
CITY	Linton	Como Lake	Foster
CITY	Marmont	Brunette	King Albert
CITY	Montrose	Regan	Como Lake
CITY	Mundy	Cape Horn	Austin
CITY	Nelson	Brunette	King Albert
CITY	Nestor	Gabriola	Dunkirk
CITY	Noons Creek	David	Panorama
CITY	Norman	Ranch Park	D.T. Road
CITY	North Bend	Golden	Canoe
CITY	Northern	Baldwin	Pinetree
CITY	North Rd	Chapman	Como Lake
CITY	Northern	Baldwin	Pinetree
CITY	Oxford	Mason	Lancaster
CITY	Pacific	Guildford	Atlantic
CITY	Panorama	Port Moody	Noons Creek
CITY	Parkway	Panorama	Plateau
CITY	Pinetree	David	Robson
CITY	Pinewood	Pinetree	Delahaye
CITY	Pipeline	Galette	Lincoln
CITY	Plateau	Robson	Parkway
CITY	Poirier	Como Lake	Harbour
CITY	Ponderosa	Lincoln	Crabbe
CITY	Porter	Como Lake	King Albert
CITY	Ridgeway	Marmont	Gatensbury

City of Coquitlam

RFP No. 18-01-06 – Road Line and Thermoplastic Road Marking Maintenance

Appendix B - Road Line Marking Maintenance Locations

CITY	Ridgeway	Nelson	Blue Mountain
CITY	Robinson	Clarke	Appian
CITY	Robson	Johnson	Hockaday
CITY	Rochester	Marmont	Westveiw St
CITY	Rocket Way	Golden	End
CITY	Rogers	Leeder	Burbidge
CITY	Runnel	Falcon	Lansdowne
CITY	Schoolhouse	Carter	Brunette
CITY	Schooner	United	Hartley
CITY	Shaughnessy	Lodge	Lincoln
CITY	Shuswap	North Bend	Glacier
CITY	Smith	Blue Mountain	North Rd
CITY	Spuraway	Como Lake	Cove Place
CITY	Spuraway	The Dell	Ranch Park
CITY	Thermal	Como Lake	School
CITY	Thermal	Como Lake	Brookmount
CITY	Town Centre Blvd	Guildford	Pinetree
CITY	United	King Edward	New Westminster border
CITY	Westview	Austin	Rochester
CITY	Westwood	Lougheed	Guildford
CITY	Whiting Way	Cottonwood	Austin
CITY	Wilmot	Regan	Foster
CITY	Winslow	Blue Mtn	Porter
CITY	Woolridge	Brunette	Schoolhouse
MRN	Austin	Mariner	North Rd
MRN	Brunette	Lougheed	Woolridge
MRN	Clarke	736 Clarke	Port Moody
MRN	David	Coast Meridian	Pipeline
MRN	Coast Meridian	David	Victoria
MRN	Como Lake	Mariner	North Rd
MRN	Guildford	Port Moody border	Town Centre Blvd
MRN	Lougheed	Barnet	200m west of Colony Farm
MRN	Lougheed	North Rd	Schoolhouse
MRN	King Edward	Lougheed	United Blvd
MRN	Pinetree	Town Centre	David
MRN	United Blvd	King Edward	Schooner
MRN	United Blvd	Schooner	To first street light pole on west side, south of Hwy 1 overpass

Appendix C – Extruded Thermoplastic Road Marking Symbols – Estimated Quantities

The Quantities provided below are based on historical data and are supplied here for the purpose of comparing bids. Actual quantities required may vary. The quantity may increase or decrease and no claim shall be made against the City for damage caused thereby for loss of anticipated profits. The successful Proponent shall be entitled only to compensation for the actual work assigned and completed at the unit prices bid.

Description	City Roads (m)	MRN Roads (m)	Totals (m)
100 mm (3m x 6m)	2,000	10,000	12,000
100 mm (1m x 1m)	100	200	300
200 mm	0	0	0
300 mm	500	500	1,000
600 mm	200	200	400
Arrows	20	20	40
Bike Symbols	10	10	20
(Bike) Diamond or Sharrow symbols	10	0	10
Elephant Feet	0	20	20
Anti-Skid Green Bike Lane (Thermo or MMA)	10	30 m ²	40 m²



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-06**

Road Line and Thermoplastic Road Marking Maintenance

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

Wednesday, April 25, 2018
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one 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)

1. PRICE

Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam, including, but not limited to, WorkSafe BC Occupational Health and Safety Regulations.

The Rates are all inclusive including, without limitation, vehicles, tools, labour, material, equipment, minor layout (infill between existing lines, etc...), mobilization, traffic control, overhead and profit.

The following rates are to be held firm for period of three **(3) years.**

1.1. Road Line Marking

	Type of Material Proposed / Spec	Manufacturer
1.		
2.		

	Road Line Marking Rates	Unit of Measure	Unit Price (exclude tax)
(a)	Skip Line - Beaded	m	\$
(b)	Single Solid Line - Beaded	m	\$
(c)	Double Solid Line - Beaded	m	\$
(d)	Bike Lanes - Beaded	m	\$
(e)	Edge lines – Beaded (100mm)	m	\$
(f)	Edge lines – Beaded (200mm)	m	\$
(g)	Detail lines (100mm)	m	\$
(h)	Eradication		\$
(i)	Other		\$

1.2. Extruded Thermoplastic Road Marking

	Type of Material Proposed	Manufacturer
1.		
2.		

	Extruded Thermoplastic Road Marking Rates	Unit of Measure	Unit Price (exclude tax)
(a)	100mm line (3m x 6m)	m	\$
(b)	100mm line (1m x 1m)	m	\$
(c)	200mm line	m	\$
(d)	300mm line	m	\$
(e)	600mm line	m	\$
(f)	Single Arrows	each	\$
(g)	Double Arrows	each	\$
(h)	Bike Symbols	each	\$
(i)	(Bike) Diamond or Sharrow Symbols	each	\$
(j)	Elephant Feet	m	\$
(k)	Anti-Skid Green Bike Lane	m ²	\$
(l)	Eradication		\$
(m)	Other		\$
(n)	Other		\$

1.3. Rates for other services

Proponents may include a separate rate sheet for any services not listed above.

1.4. Warranty

Proponents to provide warranty on installation, including any specific conditions that may affect the warranty period:

	Type of Material	Warranty Period	Warranty Conditions
1.			
2.			
3.			
4.			

1.5. Mobilization

Mobilization costs are to be included in the unit pricing offered hereon and are not to appear separately on any invoices submitted for payment. If situations exist where Proponents may have a valid reason to apply a mobilization cost separately to an invoice, the Proponent is to detail and describe the specific situation(s) in the space provided below or as an attachment.

2. SUB-CONTRACTORS

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

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

3. SCHEDULE AND RESPONSE

In addition to regular maintenance items, additional work or emergency road markings may be required. Provide the maximum response time in these instances:

	Type of Service	Response Time
1.	Regular Maintenance Response Time:	
2.	Additional Maintenance Response Time:	
3.	Emergency Service Response Time:	

Confirm Regular Maintenance work will be completed prior to August 31st each year of the term:

4. PROPOSED HOURS OF WORK

	Type of Service	Typical Hours of Work
1.		
2.		
3.		

5. EQUIPMENT AND VEHICLES

Equipment used at the work site must be clearly identified. Please list Contractor’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment offered may be required and must comply in all respects with the standards, requirements and governing regulations of the BC Motor Vehicle Act.

Equipment and Vehicles		
Equipment	Make / Model	Year

6. PERSONNEL

Provide list of key personnel currently employed with the company.

Personnel		
Name	Qualifications	Work Experience

7. COMPLIANCE

Confirm compliance to all inspection requirements and deliverables detailed in **Section 3 – Scope of Services** or describe any and all variations:

8. CONTACT PHONE NUMBERS

Contractor shall provide one or more telephone numbers for contacting a company representative at any time, and for emergency repair services:

		Name and Phone Number
1.	Daytime Contact:	
2.	24 Hour/Emergency Contact:	

9. HEALTH AND SAFETY PROGRAM

Confirm your company has a written safety program in place that meets the requirements of WorkSafeBC:

10. QUALITY ASSURANCE PROGRAM

Describe your quality assurance program:

11. 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:

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12. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies, programs or products that illustrate your firm’s efforts towards sustainable practises and responsibility. Describe how these programs will provide benefit to the City and its’ citizens.

(Social/Ethical, Environmental, Economic/Financial)

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13. COMPANY PROFILE

Number of years in business:	
Number of employees:	
Number of current Municipal client contracts:	

14. EXPERIENCE AND REFERENCES

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

By submission of a proposal, proponents agree the City may verify information provided. Information obtained from reference checks will not be discussed or disclosed to any proponents.

Year Started	
Year Completed (or on-going)	
Description of Contract Services	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

Year Started	
Year Completed (or on-going)	
Description of Contract Service	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

Year Started	
Year Completed (or on-going)	
Description of Contract Services	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

15. 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.

16. 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

17. AUTHORIZATION

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Specifications.

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.