

City of Coquitlam

Request for Proposals

RFP No. 18-01-14

Graffiti Removal &
Power Washing Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 18-01-14 Graffiti Removal & Power Washing Services
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified companies to provide Graffiti Removal and Power Washing Services at various City facilities.
Questions	Questions are to be submitted in writing quoting the RFP number and name sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued at: www.coquitlam.ca/BidOpportunities
Closing Date and Time	2:00 pm local time Wednesday, June 20, 2018
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> 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 receipt.) Phone 604-927-3060 should assistance be required.
Participation	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities Printing of RFP documents is the sole responsibility of the Proponents.

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 **Graffiti Removal & Power Washing Services** at various City facilities.

The City intends to select one or more companies to provide the Services on an "as, if and when required basis".

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

1.2 Term

The initial term of contract shall be for a two (2) year period, commencing approximately July 1st 2018 and completing on June 30th, 2020.

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

1.3 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.

1.4 Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 35 Points

- Corporate experience and references with service contracts for similar Building Systems, within facilities of various ages, sizes and complexities
- Capacity, equipment and resources

Technical – 40 Points

- Service Call Response time
- Approach, Methodology and understanding of City's requirements

Financial and Value Added – 25 Points

- Rates & Prices
- Materials Mark-up Rates
- Value added benefits
- Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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

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

1.5 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.

1.6 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.

1.7 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Document & Facilities. 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.

1.8 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 Terms and Conditions

The City's [Terms and Conditions](#) , as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 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.

2.3 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.

2.4 Independent Contractor

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

2.5 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](#)

2.6 Clean Up

At the end of each day 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.

2.7 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.

2.8 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.

2.9 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 Contractors employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

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

2.10 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.

2.11 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.

2.12 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

2.13 Dispute Resolution

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

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be 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.

2.14 Advertisement

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

2.15 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.

2.16 Payments – Invoicing

- a) Service calls & repairs shall be invoiced at the completion of each visit, 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:
- Current Open/Standard Purchase Order Number
 - City Work Order Number
 - Facility Name and address of where work was completed
 - Hourly rates and charges
 - Total number of hours worked
 - 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 and equipment costs and detailed breakdown of hours used in repairs/installations.

- 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 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. **SCOPE OF SERVICES**

3.1 Services

The successful Proponent(s) (“Contractor”) shall provide Graffiti Removal & Power Washing Services on an “as, if and when required” basis at various City facilities when requested. The Contractor shall furnish all labour, equipment and materials to perform the work and is responsible for setting up safe work zones including the use of barricades, caution tape, etc. so as to ensure the members of the public do not enter work zones.

The Services shall include but are not limited to the following;

Graffiti Removal:

- The Contractor shall supply initial setup/clean-up for graffiti removal application including the removal of spray paint, coatings, stickers, tape, posters etc., from surfaces to complete application or coatings as necessary.
- Perform painting and/or graffiti removals from structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, shelves and other facility items.
- All traces of graffiti are to be eliminated either by removing the graffiti with cleaning equipment or the repainting of an item to obscure the graffiti (all painted surfaces shall be colour matched to the original exterior surface as approved by the City).
- Initial setup/clean-up for graffiti removal application is to be included such as the removal of stickers, tape, posters etc., from surfaces to complete application or coatings as necessary

Pressure Washing:

- The range of pressure washing shall consist of horizontal and vertical washing, and shall include but not be limited to walls, doors, windows, soffits, fascia, awnings, gutters, trim, concrete, exterior masonry etc. Pressure washing shall remove all foreign material from the exterior finish. All apparatus for safe operation at heights is to be provided by the Contractor including ladders, scaffolds, man-lifts etc.
- The Contractor shall perform all work in accordance with the manufacturer’s recommended cleaning procedures for the specific surface being washed, applicable codes, local ordinances and requirements.
- The Contractor shall have technical knowledge to support the correct application of pressure and any chemicals used in the pressure washing process. Care is to

be taken to ensure there is no damage to the exterior and/or interior surfaces being washed.

- Products used shall be green seal certified or equivalent - **a list of chemicals used with corresponding SDS is to be provided as part of the proposal submission.**

3.2 Regular Working Hours

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.

3.3 Emergency Services

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 responses shall be attended within two (2) 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.

3.4 Scheduled After Hours Services Requests

Contractors must have personnel available to work on weekends and outside of normal working hours, when requested by the City.

3.5 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 afterhours 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.

3.6 Work Requests

The City Maintenance Management System will issue work orders “as needed and when requested” for any service or repairs required at any City facility.

3.7 Service Report

A service report must be completed by the Contractor for any work performed at a work site. The report shall specify the labour type, number of hours, materials and any other charges. Reports 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 report must be attached to the invoice upon submission.

3.8 Facility Contact Sheet

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



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-14**

GRAFFITI REMOVAL & POWER WASHING SERVICES

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

Wednesday June 20, 2018
(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)

1. PRICE

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

Attached

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. Graffiti Removal & Power Washing Tradesperson Labour Rates

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

Materials will be itemized and charged separately.

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

1.1. Graffiti Removal & Power Washing Tradesperson Labour Rates (cont'd)

	Tradesperson Labour Rates	Price per Hour (exclude tax)
3.	State Worker Type:	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

1.2. Materials

Mark-up rate on materials, rental equipment and Sub-Contractor costs _____ %.

Provide examples of commonly required material costs:

1.3. Vehicle Rates

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

	Truck / Vehicle Rate	Per Hour
1.		\$
2.		\$

1.4. Crew Size

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

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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.		

3. **RESPONSE TIME**

MANDATORY – MUST BE COMPLETED

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

	Type of Service	Confirm Response in Hours
1.	Regular Service Response Time :	
2.	Emergency Service Response Time during regular and outside regular hours will be within 1 hour:	

4. 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

5. PERSONNEL

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

Personnel		
Name	Qualifications	Work Experience

6. Product List

Provide list of products currently utilized and confirm SDS is attached. The City may request verification of product specifications and certification.

Products		
Product Name	Green Seal Certified (Y/N)	SDS Attached (Y/N)
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N

7. APPROACH AND METHODOLOGY

Scenario:

The contractor has been called to the City of Coquitlam City Hall, for a report of obscene graffiti on the exterior brick of the building during normal work hours. The contractor is on site for 2 hours and completed an initial removal of the graffiti, however it is noted by City staff that there are “ghost” traces of the graffiti remaining and thus the contractor must return for additional removal.

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.

8. ATTACH EXAMPLE 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.

9. CONTACT PHONE NUMBERS

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

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

10. HEALTH AND SAFETY PROGRAM

Confirm that your firm has a written safety program in place that meets the requirements of WorkSafeBC?

11. QUALITY ASSURANCE PROGRAM

Describe how quality assurance is accomplished:

12. 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:

13. 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)

14. COMPLIANCE

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

15. 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

16. 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	

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.