



City of Coquitlam

Request for Proposals  
RFP No. 18-01-22

Supply & Installation of Lockers at  
Poirier Sport & Leisure Complex

Issue Date: February 8, 2018

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### APPENDIX A – Drawing

### [PROPOSAL SUBMISSION FORM](#)

## DEFINITIONS

**“Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

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

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

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

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

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

## 1. INTRODUCTION

### 1.1 Project Description

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for **Supply & Installation of Lockers at Poirier Sport & Leisure Complex** (PSLC) located at 633 Poirier Street, Coquitlam, BC.

The Work will generally include, but will not be limited to:

- Supply and Installation of New lockers
- Removal of existing lockers; (locking mechanisms not included)

For details refer to:

**Section 5 – Scope of Services**  
**Appendix A – Drawing**

At the City’s sole discretion, this RFP may be used to establish a preferred Contractor should there be additional similar projects over the next 2 years.

### 1.2 Obtaining RFP Documents

RFP documents are available for downloading from the City of Coquitlam website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of RFP documents is the sole responsibility of the Companies.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 All Proposals Public

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

### 2.2 RFP Closing Date and Time

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

**Thursday, March 1, 2018**

### 2.3 Non-mandatory Site Visit

Proponents are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the work under this contract. Interpretations by the Proponent of the meaning of any section of the RFP herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.

Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.

A non-mandatory Site Visit is scheduled for:

**Date:**           **Thursday, February 22, 2018, at 9:00 a.m. local time**

**Location:**    Poirier Sport and Leisure Complex (PSLC)  
633 Poirier Street, Coquitlam BC

Proponents are to meet in the main lobby reception area.

The purpose of the site visit is to provide an opportunity for Proponents to review this specific facility and confirm the City's requirements as outlined in the Scope of Services described in this RFP in sections 4 & 5.

#### 2.4 Instructions for Proposal Submission

The Proposal Submission Form is included as Part 2 of this RFP document.

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://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 two emails from Qfile to confirm upload is complete.)

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

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

Proposals will not be opened in public.

#### 2.5 Withdrawal of Proposals

Proposals may be withdrawn upon written request of an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

#### 2.6 Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

Questions are to be submitted no later than 3 business days prior to the closing date.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

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

## 2.7 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](http://www.coquitlam.ca/BidOpportunities)

If a change, or additional information related to the original version of the Request for Proposals is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website. Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

## 2.8 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.

## 2.9 Prices

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

## 2.10 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.

## 2.11 No Contract

This is not a tender process. No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

2.12 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.

2.13 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.

2.14 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.

2.15 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.

2.16 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

### 3. EVALUATION AND SELECTION

#### 3.1 Evaluation Criteria

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

##### **Contractor Experience, Capacity and Resources – 20 points**

- Qualifications, experience, and demonstrated performance working on projects of similar size, scope and complexity and successfully completed recent projects
- Company owned equipment and resources

##### **Technical Requirements – 40 points**

- Product Specifications
- Warranty
- Timelines – time is of the essence

##### **Methodology – 10 points**

- Project coordination
- Schedule

##### **Price – 25 points**

- Unit Prices
- Total Price

##### **Sustainability and Value Added Benefits – 5 points**

- Sustainability value, i.e.: environmental, social, financial
- Value added benefits

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

- references may be contacted
- Verify WorkSafeBC requirements, Prime Contractor designation and insurance requirements

The City may disclose names of proponents and total prices. Unit prices, rates or scores will not be provided to any Proponents.

#### 3.2 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.

### 3.3 Collusion

Proponents will not discuss or communicate with one another in regards to the preparation of their Proposals. Each Proponent will ensure that its participation in the RFP process and that of its team members is conducted without collusion or fraud. Failure to comply with this requirement may lead to disqualification without further notice or warning.

### 3.4 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.

### 3.5 Acceptance of Proposals

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

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

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

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

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

### 3.6 Contract

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

#### **4. GENERAL CONDITIONS OF CONTRACT**

##### **4.1 Notification of Award**

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

The following general conditions will also apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

##### **4.2 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.

##### **4.3 One Year Guarantee**

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, 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 or damaged 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 2 weeks of notification. This shall be at no cost to the City of Coquitlam.

##### **4.4 Indemnity**

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the execution of the work.

#### 4.5 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 and that:

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be provided as [Certificate of Insurance – Contractor Form](#)

The Contractor shall carry Commercial General Liability Insurance satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000.) inclusive per occurrence.

Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

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.

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

#### 4.6 Independent Contractor

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

#### 4.7 Business Licence

The Contractor shall maintain a valid City of Coquitlam or Tri Cities Intermunicipal Business License. For information, contact the City’s License Department (Tel: 604-927-3085).

4.8 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 of danger or hazard to the staff and public at any time during the progress of the work until completion.

4.9 Prime Contractor

The Contractor shall file a notice of the work with WorkSafeBC and be deemed to be the “prime contractor” as defined by WorkSafeBC and be absolutely responsible for having the site and sections of work secured in accordance with WorkSafeBC regulations.

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

4.10 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

4.11 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.

4.12 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

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

- a) WorkSafeBC
- b) British Columbia Forest Safety Council
- c) BC Provincial Motor Vehicle Act
- d) BC Ministry of Transportation and Infrastructure (standards for traffic control and work zone setup on roadways)
- e) Workplace Hazardous Material Information System (WHMIS)

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

#### 4.13 WHMIS and Dangerous Materials

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

The Contractor shall be responsible for ensuring that its employees are fully informed and comply, at all times, with the Workplace Hazardous Material Information System (“WHMIS”). Such compliance shall include, but not be limited to:

- (a) Provision of Material Safety data Sheets for all materials being used;
- (b) Training of employees in the proper handling and storage of such materials;
- (c) Furnishing and use of workplace labels for such materials.

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

#### 4.14 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City or a designated representative. If they are not approved, the City shall have the right to reject them 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.
- d) The City or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

#### 4.16 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.

#### 4.17 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

#### 4.18 Cancellation

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

The Contractor would be compensated for all work completed at the date of notification.

#### 4.19 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.

#### 4.20 Confidentiality

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

#### 4.21 Advertisement

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

#### 4.22 Subletting

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

#### 4.23 Law

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

#### 4.24 Payments – Invoicing

The City will pay Contractors for successful completion or work performed or services provided.

- a) All invoices should be submitted in .pdf format sent to email:  
[apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) Invoices shall include the Purchase Order number as provided by the City and will be submitted monthly or upon substantial completion.
- c) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show PST and GST separately.

**5. SCOPE OF SERVICES**

5.1 General Requirements

The scope of services includes, but is not limited to, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for the removal and disposal of the existing lockers, supply, delivery, installation, of new lockers at Poirier Sport and Leisure Complex (PSLC) – 633 Poirier Street, Coquitlam BC

5.2 Specifications

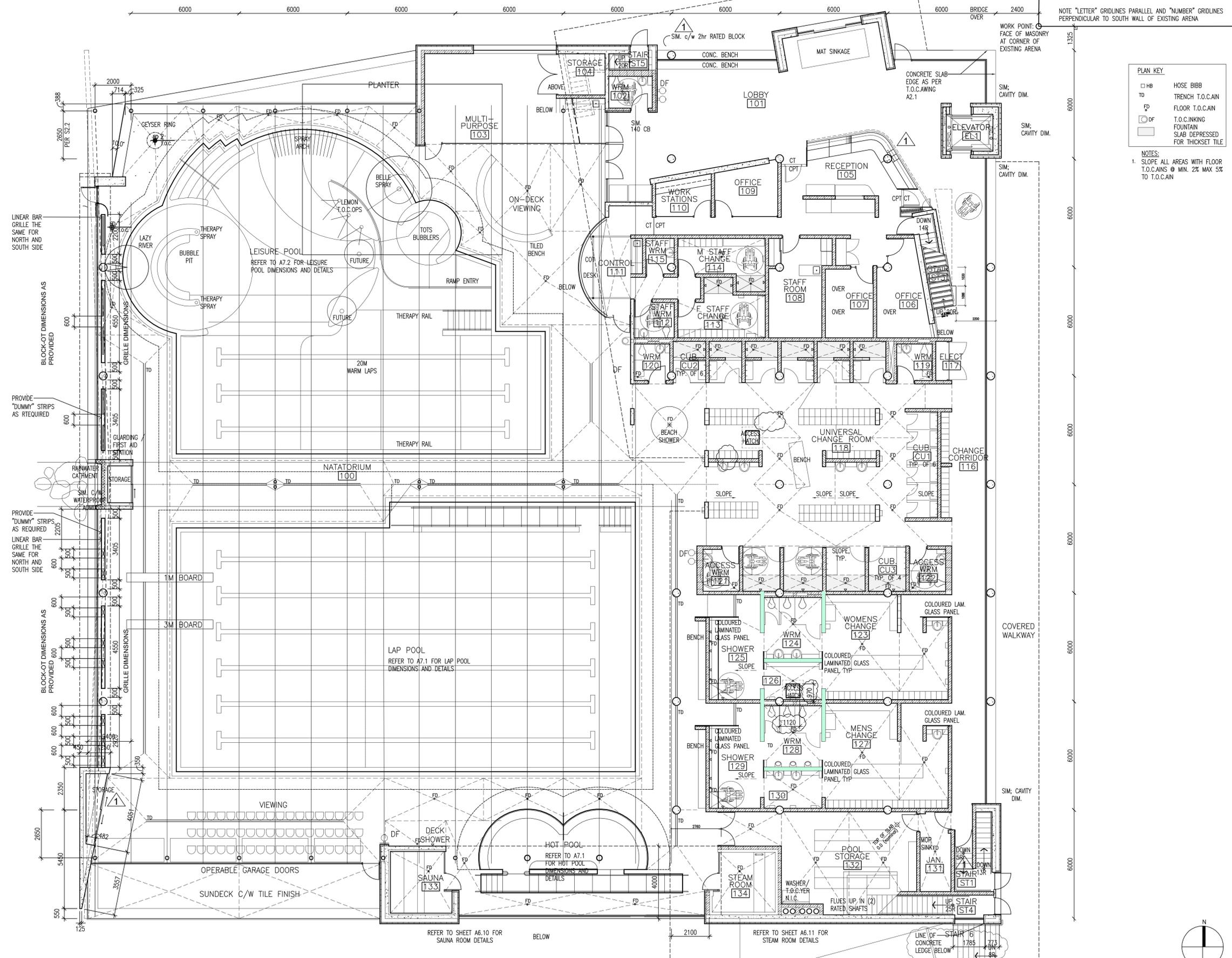
- 1) Combination of Single Tier and Double tier, some locations will require finished end panels & fillers where necessary
- 2) ADA compliant handle operation
- 3) Sloping top & finished end panels
- 4) Dimensions: 12”wide x 18”deep x 72” high
- 5) Must accommodate existing lighting on top of lockers
- 6) Must be able to accommodate a combination of Coin & card lock mechanisms
- 7) Contractor will supply extra cylinders, card hole punch, master & management keys
- 8) City will review materials submitted however preference is Plastic due to moisture
- 9) Replaceable hinges

5.3 Schedule and Timelines

1. Schedule must be coordinated with the City during Annual Pool Maintenance Shut Down, **June 4 - July 3, 2018.**
2. Will be a phased installation as follows:

	Location	Specifications	Start Date	Completion Date
<b>1</b>	<b>Men's Change Room</b>	20 Double Tier	5-Jun-18	11-Jun-18
		2 Single Tier	5-Jun-18	11-Jun-18
<b>2</b>	<b>Women's Change Room</b>	20 Double Tier	5-Jun-18	11-Jun-18
<b>3</b>	<b>Corridor</b>	18 Double Tier	5-Jun-18	11-Jun-18
<b>4</b>	<b>Universal Change Room</b>	94 Double Tier	12-Jun-18	19-Jun-18
		8 Single Tier	12-Jun-18	19-Jun-18

City of Coquitlam RFP 18-01-22 - Supply & Installation of Lockers at PSLC  
APPENDIX A - DRAWING



**HCM**  
Suite 300  
1508 West 2nd Ave  
Vancouver BC  
Canada V6J 1H2  
T 604.732.6620  
F 604.732.6695  
E office@hcma.ca

**Hughes Condon Marler : Architects**

9	-	-
8	-	-
7	FINAL HEALTH APPROVAL	18 JANUARY 2006
6	CONSTRUCTION SET	01 AUGUST 2005
5	TENDER / BUILDING PERMIT	03 JUNE 2005
4	90% COSTING	03 MAY 2005
3	50% COSTING	15 MAR 2005
2	D/P APPLICATION	07 MAR 2005
1	DESIGN DEVELOPMENT	31 JAN 2005

NO. ISSUES DATE

Copyright reserved. These drawings and the design are, and at all times, remain the exclusive property of the Architects, and cannot be used without the consent of the Architects.

Project Name  
**Poiric Aquatic Facility**

Sheet Title  
**Main Floor Plan**

Date January 2005  
Scale 1:100  
Job No. 0432  
Drawn NL  
Checked NL

**A2.2**



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 18-01-22**

**Supply & Installation of Lockers at**  
**Poirier Sport & Leisure Complex**

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

**Thursday March 1, 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](http://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 two 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 or fax 604-927-3035.

**Proposal Submission Form**

Complete and return this Proposal Submission Form

**Submitted by:** \_\_\_\_\_

(company name)

**1. PRICE**

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam.

Pricing is to be stated in Canadian funds and held firm for the completion of the work. Pricing provided should be inclusive of the specific labour, materials, tools, equipment, transportation, fuel, supervision, disposal fees, incidentals and any other items required for completion.

	Description	Quantity	PRICE (exclude GST)
1	12”w x 18”d x 72”h Double Tier Lockers	150	\$
2	12”w x 18”d x 72”h Single Tier Lockers	10	\$
3	Finished End Panels (provide unit cost)		\$
4	Coin lock mechanism (provide unit cost)		\$
5	Card lock mechanism (provide unit cost)		\$
6			
7			\$
8			\$
	<b>Total (exclude GST)</b>		\$

**2. METHODOLOGY**

Summarize the key features of your Proposal and the Technical Approach to be used. Describe the various components required for successful completion of the work.

- 1) Delivery, set-up and execution of the work** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials.

- 2) Quality Assurance and Quality Control** - Provide the measures the Project Superintendent will use to maintain quality control at the worksite to achieve successful completion of the project.

- 3) Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

**3. PROJECT TEAM**

Personnel responsible for the provision of services are:

	Name	Role and Responsibility	Length of time with Company
1.		Project Lead	
2.			
3.			
4.			
5.			

**4. SUBCONTRACTORS and SUPPLIERS**

The following Sub-contractors and suppliers will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	Type of Service / Supply	Company Name
1.		
2.		
3.		
4.		
5.		

**5. EQUIPMENT**

Equipment and vehicles used at the work site must be clearly identified. Do not provide a list of all company owned equipment. Provide **ONLY** a list of vehicles and equipment which is owned or leased and would be used on this project. Equipment, vehicles and tools offered must comply with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment and Vehicles		
Equipment	Make / Model	Year

**6. NON-COMPLIANCE**

Fully describe any deviations outlined in the General Conditions of Contract that your company is unable to comply with.

**7. SUSTAINABLE PRACTICES AND INITIATIVES**

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

**(Social/Ethical, Environmental, Economic/Financial)**

**8. VALUE ADDED**

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

**9. HEALTH AND SAFETY PROGRAM**

Confirm the proponent has a written safety program in place that meets the requirements of WorkSafeBC.

**11. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and have successfully completed other projects of similar size, scope and complexity. Previous experience in large scale urban tree removal projects is preferred; however, proponents that clearly demonstrate similar and directly applicable work experience may be considered. Work experience should be recent (preferably in the past 2 years). Upon submission of a proposal, proponents agree the City may contact references provided. Information obtained from references will not be disclosed or discussed with any proponents.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**12. ACCEPTANCE**

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

We, the undersigned, confirm that this proposal is open for acceptance by the City for a period of: \_\_\_\_\_ days.

**13. ADDENDA**

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

<b>Addendum No.</b>	<b>Date Issued</b>

**14. Authorization**

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

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	

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.