

City of Coquitlam

Request for Proposals

RFP No. 18-01-23

Fitness Equipment
Maintenance & Repair Services

Issue Date: February 1, 2018

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Appendix A – Fitness Equipment List

[PROPOSAL SUBMISSION FORM](#)

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, experienced contractors to provide **Fitness Equipment Maintenance & Repair** (the “Services”) including regular inspection, maintenance and repair of various manufacturers’ fitness equipment at the following locations in Coquitlam, BC:

- 1) Pinetree Community Centre – 1260 Pinetree Way
- 2) City Centre Aquatic Complex (CCAC) – 1210 Pinetree Way
- 3) Poirier Sport & Leisure Complex (PSLC) – 633 Poirier Street
- 4) Glen Pine Pavilion – 1200 Glen Pine Court

Also refer to **Appendix A – Fitness Equipment List**

1.2 Term

The initial term shall be for a two (2) year period, commencing on approximately March 15, 2018 and completing on March 14, 2020.

The actual start date will be confirmed with the successful contractor at time of award.

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

1.3 RFP Documents

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

1.4 Prices

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

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or

related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of services as described.

Taxes are to be shown separately at time of invoicing.

1.5 Instructions for Proposal Submission

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

Tuesday, February 20, 2018

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.

1.6 Inquiries

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

Questions are to be submitted in writing not less than 5 business days prior to the closing date.

If a change or additional information related to the original version of the Request for Proposal is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website.

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

1.7 Addenda

Proponents are required to check the City's website for any updated information and Addenda issued before the Closing Date at the following website address:
<http://www.coquitlam.ca/BidOpportunities>

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

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

1.8 Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 20 Points

- Qualifications of Technical Service staff that would be assigned to the City
- Experience and references with service contracts for similar fitness equipment preventative maintenance systems, within facilities of various ages, sizes and complexities

Technical – 40 Points

- Response time
- Customer Service and Quality Assurance
- Approach and Methodology and understanding of the requirements for maintaining fitness equipment in a civic facility
- **Sample Preventative Maintenance Checklist Report**
- **Sample Invoice**

Financial – 30 Points

- Rates & Prices for Scheduled Preventative Maintenance Inspections
- Rates for Repair Services including, Technician rates, minimum charges, call out charges, vehicle rates, travel
- Parts Mark-up Rates

Sustainability and Value Added Benefits – 10 points

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

These criteria will be used to determine best overall value to the City.

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 may be required

Should there be additional similar services required during the term of the contract, the City reserves the right to sole source with the successful proponent, or issue a new Request for Proposal.

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

1.9 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [City of Coquitlam Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.10 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.

1.11 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.

1.12 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.

1.13 Examination of Proposal Documents and Work Sites

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

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

1.14 Extension of Offer

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

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

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and provide additional value to the Contractor. Any additional contract would be subject to mutual agreement between the Contractor and other public agencies.

2. **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 One Year Guarantee

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

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

2.4 Warranties

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

2.5 Indemnity

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

2.6 Insurance Requirements

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force. Such certificate is to be provided as [Certificate of Insurance – Contractor Form](#)

- a) Commercial General Liability (**CGL**) Insurance policy satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000) per occurrence covering losses to a third party for bodily injury or death, property damage and unlicensed vehicle , and attached equipment operation with a deductible not greater than \$10,000;
- b) **City of Coquitlam** shall be named as “additional insured” and the policy shall contain the Separation of Insureds and Cross Liability;
- c) CGL insurance shall be placed with insurers licensed to do business in British Columbia, Canada and shall exclude any rights of cross claim against the City or any rights of the insurer or insurers, whether subrogation or otherwise, against the City and against those for whom the City is in law responsible;
- d) Products and Completed Operations Insurance coverage on an all risk basis with a minimum per occurrence limit of FIVE MILLION DOLLARS (\$5,000,000). Completed operations coverage in respect of all the Works shall be maintained for at least twelve (12) months after acceptance of all the Works by the City;
- e) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;

- f) Automobile Liability insurance, and maintain third party liability in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) per occurrence, is required on all licensed vehicles owned or used by the Contractor;
- g) Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage with coverage sufficient to allow for immediate replacement, and shall contain a waiver of subrogation against the City; and
- h) The Contractor shall ensure that all Sub-Contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

2.7 Independent Contractor

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

2.8 Business Licence

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

[City of Coquitlam Business License](#)

2.9 WorkSafeBC Coverage

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

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

2.10 Permits and Licenses

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

2.11 Clean Up

At the end of each day and at the conclusion of 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 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.

2.13 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.

2.14 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.

2.15 CSA

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

2.16 Qualifications

Firms are required to have experience in the commercial Fitness Equipment Maintenance & Repair business, including all necessary Equipment manufacturer's training and certification.

All Service Technicians must be certified and authorized by the various major equipment manufacturer's that are in the Coquitlam Fleet.

2.17 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 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.

2.18 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.

2.19 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.

2.20 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.

2.21 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

2.22 Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 60 days written notice.

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

2.23 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 Coquitlam, 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 in Metro Vancouver area.

2.24 Confidentiality

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

2.25 Advertisement

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

2.26 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.

2.27 Law

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

2.28 Non-exclusivity

The intent of the City is to have one service provider but the acceptance of any proposal, and upon award, 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.

2.29 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 SERVICE**

3.1 Services

The Contractor shall provide Fitness Equipment Maintenance & Repair Services.

Refer to **Appendix A – Fitness Equipment List**

Services shall include but are not limited to the following:

- a) Preventative (PM) and Corrective maintenance, including inspections, servicing and general repairs to cardio and strength fitness equipment.
- b) All PM and Repairs must meet the manufacturer's specifications, and be provided efficiently to minimize equipment down-time.
- c) All necessary repairs determined at the scheduled PM inspection & service visit should be quoted using the labour & materials rates provided to the City, and must be pre-approved if over \$250.00.
- d) Responsible for maintaining the assets to a high standard of performance.
- e) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- f) The assigned technician must report to designated City staff, keeping the City appraised of status of work being done (e.g. date/time/work completion)
- g) Forecast future equipment needs by reporting on equipment approaching "end of life"
- h) Maintain an inventory of commonly required parts, or in some other mutually agreeable method, provide minimal delay in obtaining parts required to repair & service key Fitness Equipment
- i) Provide the City with a parts stocking strategy.
- j) Provide training workshops to Coquitlam Recreation staff for Equipment orientation, safety, basic daily cleaning and preventative maintenance tasks

3.2 Energy Management

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

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

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

3.3 Regular Working Hours

The regular working hours shall be 9:00am to 6:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

3.4 Scheduled After Hours Services Requests

Contractors should be available to work on weekends and outside of normal working hours, if requested by the City.

3.5 Preventative Maintenance Services

The contractor is expected to maintain all assets as per the City's PM schedule.

Repairs required outside the scope of the PM Service shall be identified and discussed with designated City staff. Written quotation and approval (follow up work order) will be required prior to proceeding with repairs outside the scope of the PM Service.

The Contractor shall report if the equipment has experienced a major failure or is approaching "End of Life" (EOL) and include rationale for this assessment.

3.6 Additional Sites and Equipment

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

3.7 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.

3.8 Work Requests

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

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

3.9 Contractor Maintenance Inspection Report

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

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

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

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

3.10 Facility Contact Sheet

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

4. PREVENTATIVE MAINTENANCE INSPECTIONS

The Preventative Maintenance Schedule consists of four visits annually, a service every 3 Months.

- 1) **March**PM Inspection
- 2) **June**.....PM Inspection
- 3) **September**.....PM Inspection
- 4) **December**PM Inspection

4.1 Cardio & Strength PM Inspection / Service

Assets and Typical Job Plans:

Preventative Maintenance Services are to include (not limited to) the following tasks and checks relative to the type of equipment:

4.2 Cardio Equipment

TREADMILLS	
1	Display Tests
2	Keypad tests
3	Fan tests
4	Breaker tests
5	HR test
6	Check Aux. Jack
7	TV Connections
8	Inspection of power cords
9	Clean motor compartments
10	Inspect wiring
11	Inspect Drive Motor Brushes
12	Inspect Drive Belt conditions
13	Inspect Drive Belt Tensions
14	Lube Elevation gears/chains
15	Check speed sensor function
16	Inspect Treadbelt/ deck wear
17	Treadbelt Tension/Alignment
18	Vacuum under treadmill hoods

4.2 Cardio Equipment (cont'd)

BIKES	
1	Display Test
2	Console Overlay
3	Bottle Holders
4	Key pad Test
5	HR Test
6	Check Aux. Jack
7	TV Connections
8	Battery Test
9	RPM Test
10	Break Test
11	Inspect leg levelers
12	Clean Inside of Covers/seats rails/rollers
13	Inspect Crank, pedals, and straps
14	Inspect ALT./Wiring/ Drive Belt
15	Inspect Wiring (tension knobs)
16	Inspect Frames, seats and pins

KEISER SPIN BIKES	
1	Display Test
2	Battery Test
3	Pedal Clip Test
4	Check Pedal Straps
5	Seat Adjustment
6	Check and re-torques crank arms and main frame nuts/bolts
7	Inspect screws, nuts & bolts, crank arms, pedals, pedal cages, handlebar, saddle, T-Handle adjustments, worn pedal straps
8	Wax areas that come in contact with sweat, most vulnerable to rust. Use an easily applied automotive treatment such as Meguiar's Quick Detailer Mist and Wipe. (Manufacturers recommendation)
9	Remove, clean, and lubricate the threads on the T-Handle adjustments. Since both the threaded stud and the threaded nut are stainless steel it is very important to keep the threads lubricated with a heavy grease, preferably white or clear in color, such as Hydrotex MT-55 or Dow Corning 111 (Manufacturers recommendation)
10	Inspect Flywheel

4.2 Cardio Equipment (cont'd)

ELLIPTICAL & ARC TRAINERS	
1	Display Test
2	Keypad Test
3	HR Test
4	Check Aux. Jack
5	Lift Test
6	Battery Test
7	RPM Test
8	Brake Test
9	Clean Inside Covers
10	Inspect Wiring
11	Inspect Drive Belt Condition/Tension
12	Lube Elev. Gears/Threads/Cap
13	Inspect Pillow Block Bearings
14	Check Crank arm Bolt Tightness
15	Inspect Copper Disc/Magnet
16	Clean Ramps/Rollers
17	Inspect All Pivot Bushings
18	Inspect Flywheel Bushings

ROWERS	
1	Inspect Bungee Cord & Pulleys
2	Inspect/Test Monitor
3	Inspect Chain & Pulleys/Clean/Lube
4	Inspect/Clean Seat Rail, Rollers
5	Inspect/Tighten All Nuts/Bolts
6	Inspect Foot Plates/Straps
7	Inspect Handle/Connection
8	Clean Flywheel/Shrouding
9	Test

4.2 Cardio Equipment (cont'd)

STAIRCLIMBERS & POWERMILL	
1	Display Test
2	Keypad Test
3	Clean Motor Compartment
4	Inspect Wiring
5	Sand Flywheel/Flip Strap (Tectrix)
6	Inspect/Lube Step Chains/Cables
7	Inspect/Lube Drive Chain
8	Inspect Clevis (DP) Pivots/Other Pivots
9	Inspect Slack Motor for Wear (Tectrix)
10	Inspect Drive Belts Condition/Tension
11	Inspect Alt. Brushes/Rings
12	Inspect Spring Pulley/Springs
13	Inspect Pillow Block Bearings
14	Inspect Flywheel Bearings

4.3 All Resistance Equipment

SELECTORIZED EQUIPMENT/ CABLE SYSTEMS /BENCHES/RACKS	
1	Inspect All Cables/End Fittings
2	Inspect All Pulleys
3	Inspect All Pop Pins
4	Inspect All Upholstery
5	Inspect All Pivot Points
6	Clean Guide Rods
7	Inspect/Clean Linear Bearings
8	Tighten All Nuts/Bolts
9	Inspect Kevlar Belt

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LOCATION	LOC_DESC	ALNVALUE	ASSETNUM	DESCRIPTION	STATUS	ASSETTAG	SERIALNUM	NOTES
				PINETREE COMMUNITY CENTRE				
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78688	Life Fitness - Treadmill	OPERATING	TM721	CLL195096	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78687	Life Fitness - Treadmill	OPERATING	TM720	CLL195097	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	79719	Concept 2 - Rower	OPERATING	ROW722	430201089	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	82765	Life Fitness - Elliptical Cross Trainer	OPERATING	XTRN725	CXX153975	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	827624	Life Fitness - Elliptical Cross Trainer	OPERATING	XTRN724	CXX153977	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	82766	Life Fitness - Upright Bike	OPERATING	UB727	CLB133677	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	82767	Life Fitness - Upright Bike	OPERATING	UB726	CLB133676	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	82768	Life Fitness - Recumbent Bike	OPERATING	RB728	CL1122140	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	79726	Star Trec - Stepper	OPERATING	ST729	SCPN0907-U021252	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78658	Keiser - Spin Bike	OPERATING	SPN700	160726-62132	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78659	Keiser - Spin Bike	OPERATING	SPN701	160726-62139	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78660	Keiser - Spin Bike	OPERATING	SPN702	160726-62147	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78666	Keiser - Spin Bike	OPERATING	SPN707	160726-62148	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78671	Keiser - Spin Bike	OPERATING	SPN710	160726-62133	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78674	Keiser - Spin Bike	OPERATING	SPN713	160726-62146	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78675	Keiser - Spin Bike	OPERATING	SPN714	160726-62151	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78663	Keiser - Spin Bike	OPERATING	SPN704	160726-62136	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78665	Keiser - Spin Bike	OPERATING	SPN706	160726-62138	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78662	Keiser - Spin Bike	OPERATING	SPN703	160726-62129	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78664	Keiser - Spin Bike	OPERATING	SPN705	160726-62119	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78669	Keiser - Spin Bike	OPERATING	SPN709	160726-62131	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78672	Keiser - Spin Bike	OPERATING	SPN711	160726-62130	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78673	Keiser - Spin Bike	OPERATING	SPN712	160726-62137	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78676	Keiser - Spin Bike	OPERATING	SPN715	160726-16234	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	78667	Keiser - Spin Bike	OPERATING	SPN708	160726-62135	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Cardio	79720	Keiser - Spin Bike	OPERATING	SPN723	151204-42729	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	82769	Life Fitness - Athletic Power Rack (Hammer Strength)	OPERATING	SQR806	AT-PR0617A020	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	82770	Life Fitness - Olympic Platform (Hammer Strength)	OPERATING	PLATF807	PW24812170538	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60531	Precor C-Line Chest Press C404EC	OPERATING	SCCP805	bwjgh2112002	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60533	Precor C-Line Leg Extension C605EC	OPERATING	SCLF804	BY56H20120001	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60534	Precor C-Line Seated Leg Curl C619EC	OPERATING	SCLC803	BWJKH20120001	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60535	Precor C-Line Seated Row C310EC	OPERATING	SCLB800	**** NO SERIAL NUMBER FOUND	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60537	Precor C-Line Shoulder Press C500EC	OPERATING	SCSP802	BPCHH23120001	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength	60538	Precor C-Line Leg Press C602EC	OPERATING	SCLP801	BWJTH21120002	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Hawke - Olypic Flat Bench (2 units)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Hawke - Olypic Flat (2 Units)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Hawke - Preacher Curl	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Precor - Adjustable Bench (2 Units)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Adjustable Bench (Brand Unknown)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Decline Bench (brand Unknown) (1 unit)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Back Extension	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Apex - Pull Up/Dip Station	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Precor - Dual Cable Pulley	OPERATING		BMKKH13140001	
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Multi jungle (seated row, lat. pull, 2 adjustable cables)	OPERATING			
BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		Plate tree (2 Units)	OPERATING			

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BD0370.F1000	Pinetree CC - SPECIAL FACILITIES REC CENTRE	Strength		York - Dumbbell Racks (3 units)	OPERATING		
				CITY CENTRE AQUATIC COMPLEX			
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	56735	Precor-Stepper	OPERATING	ST311	A886B0911005
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	56734	Precor-Stepper	OPERATING	ST312	A886I02100001
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	78178	Life Fitness - Stepper	OPERATING	ST319	LSS109010
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69229	Precor- AMT	OPERATING	AMT306	AJTEH13140028
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	56727	Precor- AMT	OPERATING	AMT307	A927H31100043
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	73653	Precor - Elliptical- EFX	OPERATING	EFX308	ADFXH21150021
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	56733	Precor - Elliptical- EFX	OPERATING	EFX309	AYHCA04110014
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	67631	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2013	OPERATING	TM305	AGNBG3015003
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	60685	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2013	OPERATING	TM302	AMWZH28130073
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	60686	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2013	OPERATING	TM303	AMWZH28130074
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	60687	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2013	OPERATING	TM304	AMWZH28130075
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	59287	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2012	OPERATING	TM301	AMWZG26120060
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	59286	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod / 2012	OPERATING	TM300	AMWZG26120061
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69216	Precor - Recumbent Bike / 2014	OPERATING	RB313	AXHGH11140015
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69218	Precor - Recumbent Bike / 2014	OPERATING	RB314	AXHGH11140016
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69219	Precor - Upright Bike / 2014	OPERATING	UB315	AYZGH11140012
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69220	Precor - Upright Bike / 2014	OPERATING	UB316	AYZGH11140011
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	69221	Precor - Upright Bike / 2014	OPERATING	UB317	AYZGH11140021
BD0375.F1300	CCAC - Fitness / Gymnasium	Cardio	78160	Concept 2 - Rower	OPERATING	ROW318	061360-2716-430297699
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	76382	TechnoGym (Selectorize) - Leg Curl	OPERATING	SCLC410	MB3516100393
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	76356	TechnoGym (Selectorize) - Chest Press	OPERATING	SCCP413	MB2016100373
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78162	TechnoGym (Selectorize) - Leg Extension	OPERATING	SCLE409	MB3016100392
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78164	TechnoGym (Selectorize) - Pectoral	OPERATING	SCPEC412	MB7016100211
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78165	TechnoGym (Selectorize) - Leg Press	OPERATING	SCLP414	MB5016100404
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78166	TechnoGym (Selectorize) - Shoulder Press	OPERATING	SCSP416	MB1516100342
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56757	Barbell Plate Racks	OPERATING		
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78177	Life Fitness - Olympic Bench Press (Flat)	OPERATING	OLYF428	****NO SERIAL NUMBER FOUND
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78171	Life Fitness - Calf Raise (Hammer Strength)	OPERATING	CR404	PL-CALF0816A03
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78654	Life Fitness - Adjustable Benches (3)	OPERATING		
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78173	Life Fitness - Preacher Curl	OPERATING	PC401	FW-AC0816A046
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78169	Life Fitness - Multi-Station (2) Lat/Row	OPERATING	MS411	(Lat)MULP-STA0816B076 (Row)MJRW-STA0816B057YRT
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78170	Life Fitness - Multi-Station (3) Lat/Tricep/Adjust.	OPERATING	MS417	(Lat)MULP-STA816B079 (Adjust)MJAP-STA816B122 (Tricep)MUHAR0816B013
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78172	Life Fitness - Cross Over Pulley	OPERATING	CROSS431	CMACO0816B009 / CMACO0816B009
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78168	Life Fitness - Dual Cable Pulley	OPERATING	DUAL407	CMPAPO416B010
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78176	Life Fitness - Olympic Bench Press (Incline)	OPERATING	OLYIN427	81605003359
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78174	Life Fitness - Back Extension	OPERATING	BE402	BW-BE0816A041
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78163	Life Fitness - Decline Bench	OPERATING		
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78657	Life Fitness - Bench (Flat)	OPERATING		
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56747	Smith Machine	OPERATING	SMITH406	BD44JO100010
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	78161	Life Fitness - Squat Rack (Hammer Strength)	OPERATING	SQR400	ASPR0816B016
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56776	Roman Chair	OPERATING	RC403	****NO SERIAL NUMBER FOUND
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	83466	Life Fitness - Dumbbells (5lbs-85lbs) (Hammer Strength)	OPERATING	N/A	
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56771	Benches (flat / adjust)	OPERATING	BENCH423	
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56756	Barbell Plate Racks	OPERATING		
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	56770	Benches (flat / adjust)	OPERATING	BENCH422	

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BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	83479	Life Fitness - Weight Racks (Plates/Dumbbells)	OPERATING	N/A		3 Units (Two Tier Weight Rackd Dumbbells)/ 3 Units Weight Tree for Urathane Plates
BD0375.F1300	CCAC - Fitness / Gymnasium	Strength	83468	Life Fitness - Urethane Olympic Plate (2.5lbs-45lbs)/ 2 Olympic Bars (Hammer Strength)	OPERATING	N/A		
	CCAC - Fitness / Gymnasium	Strength	83464	Life Fitness - Bumper Plates (5lbs-45lbs) (Hammer Strength)	OPERATING	N/A		
				POIRIER SPORT & LEISURE CENTRE				
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70710	Keiser Spin Bikes	OPERATING	SPN531	150224-19050	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70711	Keiser Spin Bikes	OPERATING	SPN532	150223-18817	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70712	Keiser Spin Bikes	OPERATING	SPN533	150224-19008	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70713	Keiser Spin Bikes	OPERATING	SPN534	150224-19033	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70714	Keiser Spin Bike	OPERATING	SPN535	150224-19062	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70715	Keiser Spin Bike	OPERATING	SPN536	150224-19011	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70716	Keiser Spin Blkes	OPERATING	SPN537	150224-19064	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70717	Keiser Spin Bikes	OPERATING	SPN538	150224-19034	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70718	Keiser Spin Bikes	OPERATING	SPN539	150224-19063	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70719	Keiser Spin Bikes	OPERATING	SPN540	150224-18996	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70709	Keiser Spin Bikes	OPERATING	SPN530	150224-19032	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70708	Keiser Spin Bikes	OPERATING	SPN529	150224-19031	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	70707	Keiser Spin Bikes	OPERATING	SPN528	150224-19051	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	82554	NuStep - Lower Body Trainer	OPERATING	NUST542	T5114881	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	71266	Elliptical - Precor	OPERATING	EFX524	ADFXFO3150049	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	71264	Precor- Elliptical EFX	OPERATING	EFX522	ADFXFO3150004	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	71265	Elliptical - Precor EFX	OPERATING	EFX523	ADFXFO3150007	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67597	Cross Trainer - AMT / 2014	OPERATING	AMT520	AJTEE07140008	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67598	Cross Trainer - AMT / 2014	OPERATING	AMT521	AJTEE07140005	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67599	Recumbent Bike / 2014	OPERATING	RB512	AXHGE13140016	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67600	Recumbent Bike / 2014	OPERATING	RB513	AXHGE13140013	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67601	Recumbent Bike / 2014	OPERATING	RB511	AXHGE13140014	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67602	Upright Bike / 2014	OPERATING	UB514	AYZGE01140002	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67603	Upright Bike / 2014	OPERATING	UB515	AYZGE01140001	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	67604	Upright Bike / 2014	OPERATING	UB516	AYZGE01140011	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56664	ARC - Cross Trainer	OPERATING	ARC518	B10-17630A9004B6228	Feb 2018 Replaced w/ new unit
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56663	ARC - Cross Trainer	OPERATING	ARC517	B10-12630A9004B6146	Feb 2018 Replaced w/ new unit
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56665	ARC - Cross Trainer	OPERATING	ARC519	B10-12630A9004B6145	Will be replaced w/ Life Fitness Powermill (Feb 2018)
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56679	Wave	OPERATING	WAVE526	D49831U7000334	Will be replaced w/ Life Fitness Powermill (Feb 2018)
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56661	Concept 2 - Rower	OPERATING	ROW527	320005700	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	78154	Concept 2 - Rower	OPERATING	ROW541	430297637	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56672	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM501	AMWZL20110049	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	59284	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM508	AMWZG26120062	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	59285	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM509	AMWZG26120075	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60679	Treadmill Precor TRM	OPERATING	TM500	AMWZE30130066	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60680	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM502	AMWZE30130063	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60681	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM503	AMWZE30130064	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60682	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM504	AMWZE30130062	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60683	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM506	AMWZE30130065	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	60684	Treadmill Precor TRM 885 P80 Console 15" touch screen / TVipod	OPERATING	TM507	AMWZE30130031	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	71268	Treadmill Precor TRM 885.V2. P80 Console 15" Touch Screen/TVipod	OPERATING	TM510	AGNBE14150092	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56709	Selectorize Circuit - Vertical Trac	OPERATING	SCVT609	M97130-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56703	Selectorize Circuit - Adductor	OPERATING	SCADD603	M91730-ALYL	

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BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56710	Selectorize Circuit - Shoulder Press	OPERATING	SCSP610	M96930-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56713	Selectorize Circuit - Arm Curl	OPERATING	SCAC613	M99230-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56708	Selectorize Circuit - Lat Machine	OPERATING	SCLAT608	M91230-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56705	Selectorize Circuit - Rotary Calf	OPERATING	SCCLF605	M91530-ALYL	Off the floor for removal
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56715	Selectorize Circuit - Upper Back	OPERATING	SCUB615	M94630-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56711	Selectorize Circuit - Chest Press	OPERATING	SCCP616	M97030-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56707	Selectorize Circuit - Lower Back	OPERATING	SCLB607	M95830-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56701	Selectorize Circuit - Leg Ext.	OPERATING	SCLE601	M99130-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56714	Selectorize Circuit - Arm Ext. (tricep)	OPERATING	SCAE514	M94530-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56712	Selectorize Circuit - Pec.	OPERATING	SCPEC612	M91330-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56704	Selectorize Circuit - Abductor	OPERATING	SCABD604	M91830-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56706	Selectorize Circuit - Total Ab	OPERATING	SCAB606	M98330-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56702	Selectorize Circuit - Leg Curl	OPERATING	SCLC602	M99030-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56700	Selectorize Circuit - Leg Press	OPERATING	SCLP600	M95160-ALYL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56690	Functional Trainers	OPERATING	DUAL653	PFT.250709045	Feb 2018 replaced w/ Life Fitness Multi-jungle
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Cardio	56689	Functional Trainers	OPERATING	DUAL652	PFT.240711001	Feb 2018 replaced w/ Life Fitness Multi-jungle
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78155	Life Fitness - Olympic Platform (Hammer Strength)	ACTIVE	PLATF652	****NO SERIAL NUMBER FOUND	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78153	Life Fitness - Squat Rack (Hammer Strength)	OPERATING	SQR651	ASPR1016B014	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78146	Life Fitness - Dual Cable Pulley	OPERATING	DUAL650	CMDAP1016B024	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56691	Smith Machine	OPERATING	SMITH617	M953N0-AL0	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56692	Dumbbells Urethane	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56696	Barbell Plates (olympic)	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56716	Benches (flat)	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56721	Benches (flat)	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56717	Benches (Decline)	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78158	Life Fitness - Benches (Adjustable)	OPERATING		081607025147 : 081607025148	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56719	Benches (adjust)	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56722	Olympic bench press	OPERATING	OLYIN621	****NO SERIAL NUMBER FOUND	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56723	Olympic bench press (Incline)	OPERATING	OLYF622	A0000070AL	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56699	Olympic bars	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56697	Curl Barbells	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56698	Straight Barbells	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56694	Dumbbell Racks	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56695	Dumbbell Racks	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	56693	Dumbbell Racks	OPERATING			
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78182	Back Extension	OPERATING	BE620	****NO SERIAL NUMBER FOUND	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78181	Roman Chair	OPERATING	RC619	24699	
BD0412.F1300	PSLC (Pool) - Fitness / Gymnasium	Strength	78179	Preacher Curl	OPERATING	PC618	7000330	
				GLEN PINE PAVILION				
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56781	Concept - Rower	OPERATING	ROW107	PATENT #6 231 485	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56788	Star Trac - Upright Bike	OPERATING	UP104	UBPN0711-C07733	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56787	Star Trac - Recumbent Bike	OPERATING	RB103	RBPN0710-C02611	Looking to replace w/ Life Fitness 2018
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56786	Star Trac - Recumbent Bike	OPERATING	RB105	RBPN0710-C02603	Looking to replace w/ Life Fitness 2018
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56784	Star Trac - Treadmills	OPERATING	TM101	TRPN0711-U02735	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56783	Star Trac - Treadmills	OPERATING	TM100	TRPN0711-U02761	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	56785	NuStep - Lower Body Trainer	OPERATING	ST102	444827	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Cardio	71332	Precor - Elliptical	OPERATING	EFX106	ADFXF 03150038	

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BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	57166	Star Trac - Dual adjustable pulley	OPERATING	DUAL200	IL-D1032879	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56794	Star Trac - Selectorize Circuit - Row/Lat Pull	OPERATING	SCLR206	IN-D1009192	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56793	Star Trac - Selectorize Circuit - Ab/Low Back	OPERATING	SCAB207	IN-D1009241	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56791	Star Trac - Selectorize Circuit - Chest Press	OPERATING	SCCP204	IN-S1009484	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56796	Star Trac - Selectorize Circuit - Arm Ext. (Tricep)	OPERATING	SCAE201	IN-D1009229	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56795	Star Trac - Selectorize Circuit - Shoulder Press	OPERATING	SCSP202	IN-S1009596	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56792	Star Trac - Selectorize Circuit - Leg Press	OPERATING	SCLP205	IN-D1008942	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56797	Benches (flat / adjust)	OPERATING	N/A	IN-B1010230	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56798	Benches (flat / adjust)	OPERATING	N/A	BE80308123	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56789	Dumbbells Urethane	OPERATING	N/A	N/A	
BD0424.F1300	Glen Pine Pavilion - Fitness / Gymnasium	Strength	56790	Dumbbell Racks	OPERATING	N/A	IN-R1010048	



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-23**

FITNESS EQUIPMENT MAINTENANCE & REPAIR SERVICES

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

Tuesday, February 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

1.1. Preventative Maintenance Service

The service rates proposed for each facility is based on the current equipment list provided and shall be firm for a minimum initial period of 2 years beginning on approximately March 15, 2018.

The City may add to, replace or eliminate equipment during the initial 2 year term.

Should there be a significant change in the quantity or complexity of the Fitness Equipment in a facility, the PM Service Rate may then be adjusted to a mutually acceptable new rate and applied to future PM Services.

Additional new City facilities may be added to the Service contract subject to mutual agreement on price and service.

PM Service rates for the Facilities noted in the table below must include all labour, materials, equipment, vehicles, fuel, travel time, overhead, incidentals and tools supplied by the contractor required to complete the service.

	Facility	Frequency of PM Service for all Fitness Equipment at the Site	Estimated Effort to complete the Service	PRICE for Each Site Include all costs for labour, travel, inspection, service (exclude tax)
1	Pinetree Community Centre (PCC) – 1260 Pinetree Way	Once every 3 months	(state in hours or days)	\$
2	City Center Aquatic Complex (CCAC) – 1210 Pinetree Way	Once every 3 months	(state in hours or days)	\$
3	Poirier Sport & Leisure Complex (PSLC) 633 Poirier Street	Once every 3 months	(state in hours or days)	\$
4	Glen Pine Pavilion - 1200 Glen Pine Court	Once every 3 months	(state in hours or days)	\$

1.2 Additional Charges

The City expects that most commonly used parts would be stocked to minimize equipment down-time and eliminate the need for subsequent service calls.

Describe any circumstances that could result in additional fees and services.

	Description	Price (exclude GST)
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

1.3 Fitness Equipment Service Technician Labour Rates

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

Part and Materials will be itemized and charged separately.

The following labour rates for Fitness Equipment Service Technicians are firm for a minimum period of **two (2) years.**

	Service Technician Labour Rates	Price per Hour (exclude GST)
1.	Technician:	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours (if any)	

1.4 Materials

Mark-up rate on parts & materials cost = _____ %.

Provide examples of commonly required material costs:

2. **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:	
3.	State if there are any blackout dates when services are not provided.	

3. 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

4. PERSONNEL

Provide list of personnel currently employed with the company that have obtained the required manufacturer’s service training and 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

5. APPROACH AND METHODOLOGY

Describe the general approach and methodology that the Contractor would take in performing the Services.

Also, describe the maintenance records that would be maintained by the contractor and the reporting that would be provided to the City. Provide sample reports where possible.

6. COMPLIANCE

Confirm compliance to all inspection requirements and deliverables detailed in **Section 3 – Scope of Services** and **Section 4 – Preventative Maintenance Inspections** or describe any and all variations:

7. PARTS INVENTORY

Provide information on your parts stocking strategy specific to the manufacturers in the City's Fitness Equipment fleet.

How many parts will be stocked in service vehicles and/or in a local warehouse location.

Describe the parts sourcing strategies that will be utilized to minimize the City's Fitness equipment down-time?

8. ATTACH SAMPLE REPORTS

Include the following with your submission:

1. An example **Maintenance Inspection Report**
2. An Invoice that corresponds with the example Maintenance Inspection Report

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

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11. CUSTOMER SERVICE AND QUALITY ASSURANCE

Please describe how quality assurance and customer satisfaction 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 could provide benefit to the City and its’ citizens.

(Social/Ethical, Environmental, Economic/Financial)

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:

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, and information provided in **the Appendices** applicable to this RFP.

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.