

City of Coquitlam

Request for Proposals

RFP No. 18-04-04

April 2018: CCTV Inspection and
Flushing of Sanitary and Storm Mains

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- [Appendix A – List of Storm Mains](#)
- [Appendix B – List of Sanitary Mains](#)

[PROPOSAL SUBMISSION FORM](#)

DEFINITIONS

“Contract” means the contract for services and 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.

The City’s Purchase Order (PO) will incorporate 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.

“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. INSTRUCTIONS TO PROPONENTS

1.1 Request for Proposals

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for **CCTV Inspection and Flushing of Sanitary and Storm Mains**.

1.2 Obtaining RFP Documents

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

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

1.3 Project Description

The successful Contractor shall provide Flushing of Sanitary and Storm Mains and CCTV Inspection as identified herein, while meeting all of the specified performance requirements outlined in this document.

For details refer to:

- [Appendix A – List of Storm Mains](#)
- [Appendix B – List of Sanitary Mains](#)

1.4 Project Timeline

Estimated timelines for the project (except RFP closing) are:

RFP Issue	April 13, 2018
RFP Closing	April 30, 2018
Project Start-up	May 31, 2018
50% Completion	August 10, 2018
100% Completion	October 15, 2018

Upon award, the work on this project shall progress until fully completed.

1.5 Term of Contract

The City, in its sole discretion may extend the contract term.

Additional work may be provided on an as needed basis and when requested by the City upon mutual agreement of price and service.

1.6 Instructions

- .1 Proponents are responsible to inspect the existing site(s) 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 contract drawings and specifications 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.

- .2 Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the works to be executed, so that the execution of the contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal closing date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- .3 It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the works, examination of the contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the contract was signed.
- .4 A complete set of RFP documents will include:
 - a) Request for Proposals Documents
 - b) Proposal Submission Form
 - c) Addenda Issued
 - d) Appendices

Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller

scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

- .5 All information requested for the Proposal must be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, will be considered an improper Proposal and may be rejected.
- .6 The selected Proposal shall supply all materials and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- .7 Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted. The contractor will be responsible for the delivery of works per the RFP by a sub-contractor.
- .8 A bid bond is not required.

1.7 Closing Date & Time

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

Monday, April 30, 2018

1.8 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one PDF file and uploaded through Qfile, the City's file transfer service accessed at website:

qfile.coquitlam.ca/bid

2. in the "Subject" field enter: RFP Number and Name
3. 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 to allow for technological delays but is under no obligation to evaluate. The City reserves the right to accept proposals received by fax (604-927-3035), email: bid@coquitlam.ca and hand delivered to City of Coquitlam, City hall main floor reception desk, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.

Proposals will not be opened in public.

1.9 Inquiries

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

Questions are to be submitted in writing 5 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.

1.10 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

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.

1.11 Privacy Act

Proponents are advised that proposals will become the property and are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.12 Withdrawal of Proposal

Proposals may be withdrawn upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.13 Proponent Expenses

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

1.14 Prices

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

Proponents are to submit prices for the entire scope of work including all plant, labour, tools, equipment, materials, travel, transportation, installation, warranties, including all ancillary items, necessary to complete the work to the complete satisfaction of the City.

Delivery of all the materials and equipment shall be included in the price freight prepaid FOB: to the various City project site locations.

1.15 Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 30 points

- Experience, references, and demonstrated performance working on projects of similar size, scope and complexity and successful completion of recent projects
- Project team experience, qualifications and certifications

Technical – 20 points

- Methodology
- Products and Materials
- Compliance to Performance Specifications and design drawings

- Quality Control and Quality Assurance
- Start and completion dates – Time is of the essence, Summer Time Inspection/Flushing shall be favourable

Financial and Value Added – 50 points

- Unit Rate Price
- Value added Benefits
- Sustainable Value

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

- Interviews may be conducted
- References may be contacted
- Verify compliance to certifications, stated insurance, WorkSafeBC and General Conditions

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

1.16 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.17 Irrevocability and Acceptance of Proposals

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.

Responses or notations to a Request for Proposal submission which provides a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.

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

Proposals will be reviewed and evaluated by an Evaluation Committee comprised of City staff.

The Evaluation Committee will evaluate proposals in accordance with the stated criteria to select one or more lead Proponent(s). Proposals may be evaluated in comparison to each of the other submissions.

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

The Evaluation Committee, may, at its sole discretion, request interviews with the highest ranked Proponent(s) to present their proposal. Information obtained from interviews will be scored to complete the evaluation.

Upon submission of a Proposal, Proponents agree that the City may disclose the names of Proponents that submit Proposals in response to this RFP and the total amount of the contract award. However, no rates, scores or unit prices will be provided to any Proponent.

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.

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

1.18 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.19 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.

1.20 Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.21 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.22 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.

1.23 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.

1.24 Award

All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, 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.

Award will be confirmed by issue of a City Purchase Contract or Purchase Order (PO) incorporating the information contained in this RFP, The City's [Terms and Conditions 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.

2. GENERAL CONDITIONS OF CONTRACT

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services by issuance of a City Purchase Contract or Purchase Order (“PO”).

The PO contract will incorporate by reference, the RFP document, addenda issued, the Proposal submitted and will include all correspondence, negotiations and agreed to provisions.

The City of Coquitlam [Terms and Conditions of Purchase](#) are posted on the City’s website and will 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 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.

2.4 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 forced.

Refer to the Certificate of Insurance Form on the City website:

[City of Coquitlam Certificate of Insurance Form](#)

- a) Commercial General Liability (CGL) Insurance policy satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000) per occurrence covering losses to a

third party for bodily injury or death, property damage and unlicensed vehicle , and attached equipment operation with a deductible not greater than \$10,000;

- b) **City of Coquitlam** shall be named as “additional insured” and the policy shall contain the Separation of Insureds and Cross Liability;
- c) CGL insurance shall be placed with insurers licensed to do business in British Columbia, Canada and shall exclude any rights of cross claim against the City or any rights of the insurer or insurers, whether subrogation or otherwise, against the City and against those for whom the City is in law responsible;
- d) Products and Completed Operations Insurance coverage on an all risk basis with a minimum per occurrence limit of FIVE MILLION DOLLARS (\$5,000,000). Completed operations coverage in respect of all the Works shall be maintained for at least twelve (12) months after acceptance of all the Works by the City;
- e) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;
- f) Automobile Liability insurance, and maintain third party liability in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) per occurrence, is required on all licensed vehicles owned or used by the Contractor;
- g) Contractor’s Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage with coverage sufficient to allow for immediate replacement, and shall contain a waiver of subrogation against the City; and
- h) The Contractor shall ensure that all Sub-Contractors carry insurance in the form and limits specified in this clause.

2.5 Independent Contractor

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

2.6 Business Licence

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

[City of Coquitlam Business License](#)

2.7 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(s) 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.

2.8 Prime Contractor

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

Refer to the Prime Contractor Designation Form on the City website:

[City of Coquitlam Prime Contractor Designation Form](#)

2.9 Ownership of Documentation

All design and construction information, data plans, drawings, specifications, reports, estimates, summaries, photographs, computer generated designs, as-builts and all other documentation prepared by the Contractor for this project, whether they be in draft or final format, shall become the property of the City.

2.10 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City and such other Contractors that disruption of the work of all involved is minimized.

2.11 Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City of Coquitlam does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor sees fit and the City disclaims all responsibility for its accuracy or sufficiency.

2.12 Equipment, Materials and Workmanship

The Contractor shall ensure that they are certified to conduct a NASSCO Pipeline Assessment Certification Program PACP inspection, 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 (including NASSCO Certified), and experienced trade's personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

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) NASSCO Pipeline Assessment Certification Program (PACP), latest version
- b) Master Municipal Construction Documents (MMCD Platinum edition)
- c) City of Coquitlam [Supplementary Specifications and Detailed Drawings to MMCD](#)
- d) American Society for Testing and Materials (ASTM)
- e) National Fire Protection Association (NFPA)
- f) WorkSafeBC
- g) BC Building Code
- h) BC Provincial Motor Vehicle Act
- i) Workplace Hazardous Material Information System (WHMIS)
- j) Canadian Standards Association (CSA)
- k) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- l) City of Coquitlam Traffic Control and Lane Closure Requirements

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

2.13 Delivery

Delivery of all materials and services are to be prepaid FOB: to the City of Coquitlam at the specified work site(s).

2.14 Title, Risk of Loss, Freight

Materials and title of goods received under this Contract shall remain with the Contractor until they are delivered, installed and commissioned and transferred to the City upon completion of the project.

The Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance of the project. The Contractor shall be responsible for customs clearance and payment of any duties, and/or taxes owing at time of importation into Canada, as applicable.

2.15 WHMIS

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.

2.16 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; and
- d) The City or a designated representative shall render interpretations and findings consistent with the intent of and reasonably inferable from the contract documents; showing partiality to neither client or Contractor and shall have the authority to reject work which does not conform to the contract documents, and have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed.

2.17 Force Majeure

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.

2.18 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.

2.19 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.

2.20 Confidentiality

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

2.21 Advertisement

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

2.22 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.

2.23 Law

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

2.24 Permits and Licenses

All permits, licenses and fees required for the successful completion of the project are the responsibility of the Contractor.

The Contractor is to comply with all applicable federal, provincial and municipal regulations.

2.25 Payments – Invoicing

A City Purchase Order (“PO”) for the services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be provided in advance of additional work being undertaken and submitted as a written proposal for additional services and subsequently approved by the City’s Project Manager.

Invoicing.

Invoices are to be in .pdf format sent to email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the PO number, the project name and the City’s Project Manager. The City’s Project Manager is to be copied on the email distribution.

Payments

Payments will be made in portions of the unit rate amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Project Manager. Formal payment milestones will be established with the successful proponent.

Payment of Invoices

Payment for work covered by the Purchase Order will be made at the Fee (Unit Rate) rates for personnel and for approved disbursements as outlined in the RFP. PST and GST are to be shown separately. Invoice amounts for items not identified under the RFP, or not subsequently approved, will not be considered. If the work indicated on the summary cost status and invoice is approved by the Project Manager, payment is scheduled for 30 days after receipt and approval of invoice.

Payments made to the Contractor shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.

Withholding of Payments

- .1 The City may withhold payment to the Contractor as necessary to protect the City relating to unsatisfactory performance or quality of work;
- .2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- .3 The withholding of any payment shall not affect the Contractor's obligation to continue performance of work.

No additional design costs will be paid to the Contractor or their sub-Consultants as a result of changes to the design schedule or order of work throughout the duration of the Contract (e.g. if the project must be phased).

Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

2.26 Cancellation

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

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

3. SCOPE OF SERVICES

3.1 General Requirements

The successful Proponent (“Contractor”) will provide **April 2018: CCTV Inspection and Flushing of Sanitary and Storm Mains** as generally outlined in:

Appendix A – List of Storm Mains

Appendix B – List of Sanitary Mains

Appendix A and B are provided for reference only. The Contractor will verify accuracy of data in field.

The Contractor will provide all labor, material, and equipment necessary to perform sewer (storm and sanitary) flushing and inspect sewers via closed-circuit television (CCTV). The work may include remote televising and recording of the sewer. All project locations will be within the City Coquitlam and located within road dedications, Easements and Right of ways.

The CCTV inspection assessment, reports and flushing is to confirm to NASSCO’s Pipeline Assessment and Certification Program (PACP), latest edition, format in conjunction with CSA Plus 4012 and Master Municipal Construction Documents (MMCD) Section 33 01 30.1 and 33 01 30.2, referring to CCTV and Flushing works, and Coquitlam’s Supplementary MMCD Specifications [Supplementary Specifications and Detailed Drawings to MMCD](#), where applicable.

The Contractor is expected to have internet access and device onsite and utilize the City’s online map for sewer main attributes and location.

The Contractor shall submit one (1) working day worth of inspection data to be reviewed by City staff prior to commencement of the contract, and allow seven (7) days for review by the City. Contractor shall incorporate all comments provided by the City during the review process to ensure the quality of the information is acceptable to the City.

3.2 Documentation and Reporting Requirements

The Contractor shall perform general administrative duties associated with the Project, including monitoring progress, preparation of progress reports, scheduling of crews, general correspondence with the City

Prior to inspection, the Contractor shall measure each pipe diameter to confirm size with a City supplied tool.

The picture of the television inspection shall be clear for the City to assess the condition. The record and documentation of the CCTV inspection submitted to the City should be correct and complete (visual video documentation shall begin at the upstream (US) manhole and end at the downstream (DS) manhole or vice versa).

Data Reporting:

- Coding must be conducted utilizing a NASSCO PACP certified individual using NASSCO certified software.
- The Contractor shall supply and use the most recent version of NASSCO's Pipeline Assessment and Certification Program (PACP).
- NASSCO PACP compliant field inspection forms and records, PACP observation terminology, and PACP defect rating guidelines shall be used in the field in documenting the observations.
- Pipe Joint Length is to be included in the report as an observation and in the Header of the PACP form.
- Observation callouts are required on the condition of the pipe invert for each videoed pipe to identify possible wear; otherwise callout normal.

All CCTV, PACP and coded data shall be delivered in digital format on one (1) appropriately sized media device (USB storage device, flash drive, external hard drive, etc.) with digital content to include but not limited to CCTV videos, pictures, PACP coded defect database and condition rating, and an electronic copy of printed reports. Electronic database shall be compatible with the City's existing computer software (ArcGIS 10.1, Windows Microsoft Office Suite (Access, Excel, etc.)) and computer hardware; it shall comply with the standard NASSCO PACP database structure, latest edition.

Contractor to submit inspection forms in one (1) digital document (PDF) which will include a Summary page outlining all pipes with Structural defects and Operational Maintenance. The Summary of Defects shall include a list complete with minimum the Report Number, Pipe ID, Date, Media, Address, Start MH, Finish MH, the Defect(s) PACP Code, Distance and Rating, in compliance with NASSCO PACP reporting requirements.

Each digital video file shall be saved with the filename matching the pipe GIS ID and the metric date of inspection (year, month, day), example STPI0001-20180601 or SNPI0001-20180601.

On a monthly basis the Contractor will submit the completed works to date for review by City. Works are to be submitted no later than one week after completion.

3.3 Utilities and Services

The Contractor is responsible to contact BC One-Call to determine exact locations of utilities and services on- site(s) and to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City of Coquitlam does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

3.4 Dangerous 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.

3.5 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

3.6 Progress Meeting

The Contractor shall organize regular progress meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

3.7 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

3.8 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

3.9 Quality of Work

All Work shall be performed by skilled and certified persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3.10 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

3.11 Protection of the Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from operations and related activities.

The "Work" will take place in an active precinct, and adjacent facilities and operations shall not be affected or minimally affected.

3.12 Hours of Work

The Contractor shall carry out the "Work" in compliance with the City's Noise Bylaw.

3.13 Approval

In all cases where approval or direction is required, it shall be provided in writing by the City's Project Manager and/or their designated Representative.

Appendix A - List of Storm Mains

Information	Page Numbers
Storm Mains to be flushed and videoed	1
Storm Mains attribute data	2-5

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Appendix A - List of Storm Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
STPI20306	2000-09-19	49.8	300	PVC	STMH19677	STMH09129
STPI17107	2000-09-19	13.7	375	PVC	STMH08258	STMH17103
STPI17091	2000-09-19	70.2	300	PVC	STMH17090	STMH09130
STPI17092	2000-09-19	35.7	450	PVC	STMH09133	STMH17090
STPI17105	2000-09-19	16.65	300	PVC	STMH17102	STMH17101
STPI17106	2000-09-19	95	375	PVC	STMH17103	STMH17102
STPI17104	2000-09-19	17.98	375	PVC	STMH17100	STMH17099
STPI20821	2002-06-24	14.1	250	Concrete	STMH19719	STIN16328
STPI20375	2002-06-24	52	250	PVC	STMH09278	STMH19719
STPI17086	2000-09-19	43.6	200	PVC	STMH17085	STMH09178
STPI17087	2000-09-19	112.8	450	PVC	STMH09132	STMH17085
STPI17263	2000-09-19	20.7	200	PVC	STMH09128	STMH17074
STPI17076	2000-09-19	86.8	200	PVC	STMH17074	STMH09163
STPI17016	1998-06-01	69.8	300	Reinforced Concrete	STMH08984	STMH17016
STPI17147	2001-12-01	20.38	450	UNK	STMH09260	STMH09256
STPI17095	1998-06-01	82	375	PVC	STMH17094	STMH17033
STPI19734	1998-06-01	16.2	375	PVC	STMH17094	STMH09270
STPI20820	1998-06-01	16.3	250	Concrete	WYE	STIN16000
STPI17075	2000-09-19	29.1	300	PVC	STMH09135	STMH17073
STPI17074	2000-09-19	41.3	300	PVC	STMH17073	STMH17072
STPI17014	1998-06-01	60	250	Concrete	STMH17015	STMH17014
STPI17097	1998-06-01	14.3	450	UNK	STOU16002	STMH17095
STPI17096	1998-06-01	8.9	450	PVC	STMH17095	STMH17094
STPI17035	1998-06-01	73.2	250	PVC	STMH17038	STMH17037
STPI17036	1998-06-01	83.9	250	PVC	STMH17040	STMH17039
STPI17162	2001-12-01	17.4	375	PVC	STMH02101	STMH17162
STPI17053	1998-06-01	84.4	450	Reinforced Concrete	STMH17011	STMH08935
STPI08650	1999-01-01	80.17	375	UNK	STMH08978	STMH08973
STPI17012	1998-06-01	18.5	300	Reinforced Concrete	STMH17011	STMH17012
STPI17013	1998-06-01	116.3	300	Reinforced Concrete	STMH17012	STMH17013
STPI17022	1998-06-01	116.6	250	PVC	STMH17024	STMH17023
STPI17050	1998-06-01	82.3	250	PVC	STMH17023	STMH17057
STPI17054	1998-06-01	60.7	300	PVC	STMH17012	STCO16001
STPI17017	1998-06-01	115.1	300	Reinforced Concrete	STMH17018	STMH17017
STPI17018	1998-06-01	124.8	375	Reinforced Concrete	STMH17018	STMH17019
STPI17019	1998-06-01	124.8	300	PVC	STMH17019	STMH17020
STPI17023	1998-06-01	61	375	Reinforced Concrete	STMH17025	STMH17024
STPI17029	1998-06-01	45.2	300	PVC	STMH17031	STMH17030
STPI17030	1998-06-01	95.9	300	PVC	STMH17032	STMH17031
STPI17031	1998-06-01	26	300	PVC	STMH08845	STMH17032
STPI17077	2000-09-19	20.2	200	PVC	STMH17076	STMH17075
STPI17026	1998-06-01	58.3	300	Reinforced Concrete	STMH17026	STMH17027
STPI17027	1998-06-01	78.1	250	Reinforced Concrete	STMH17027	STMH17028
STPI17051	1998-06-01	84.8	250	PVC	STMH17055	STMH17056
STPI17021	1998-06-01	48.4	375	Reinforced Concrete	STMH08979	STMH17022
STPI08651	1999-01-01	10.36	200	UNK	STMH08973	STCO08846
STPI17020	1998-06-01	59.4	300	PVC	STMH17022	STMH17021
STPI17052	1998-06-01	61.1	300	Reinforced Concrete	STMH08935	STMH17055
STPI08308	1972-05-25	2.32	250	Concrete	STMH00016	STCE15869
STPI08310	1988-02-01	21	150	PVC	STMH00018	STCO09116
STPI08653	1968-05-01	116.19	675	Concrete	STMH08986	STMH08985
STPI08888	1972-12-01	3.05	900	Concrete	STMH08865	STMH08866
STPI08973	1976-05-01	2.59	600	Concrete	STMH08968	STMH08967
STPI08976	1976-05-01	24.9	900	Concrete	STMH08866	STMH08901
STPI08274	1984-11-01	14.42	250	UNK	STMH08267	STMH08268
STPI09331	1976-05-01	5.18	250	UNK	STMH09281	STIN09120
STPI09299	1969-07-01	50.29	750	Concrete	STMH08278	STMH09259
STPI02437	1967-07-01	38.4	900	Reinforced Concrete	STMH02237	STMH02241
STPI09298	1969-07-01	3.05	250	UNK	STMH09259	STIN09113
STPI08861	1977-01-01	8.53	300	Corrugated Metal	STMH08867	STMH08868
STPI08860	1977-01-01	30.18	300	UNK	STMH08868	STMH08869
STPI08990	1976-04-14	47.42	300	UNK	STMH08984	STIN08860
STPI09282	1981-07-03	40.3	375	Concrete	STMH09250	STMH09248
STPI09289	1981-07-03	42.3	525	Concrete	STMH09256	STMH09255
STPI09222	1985-12-01	59.5	300	UNK	STMH09198	STMH09200
STPI09173	1993-11-01	32	200	PVC	STMH09163	STCO09102
STPI09136	1989-04-21	31.7	200	PVC	STMH09129	STMH09128
STPI19007	1970-07-01	118.12	250	PVC	STMH18714	STMH18713
STPI08975	1976-05-01	7.31	900	Concrete	STMH08901	STMH08969
STPI09315	1988-02-01	74.5	250	Concrete	STMH00019	STMH00020
STPI08867	1991-03-01	80	200	PVC	STMH08876	STMH08875

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Appendix A - List of Storm Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
STPI08971	1976-05-01	58.7	600	Concrete	STMH08966	STMH08965
STPI08654	1968-05-01	140.72	600	Concrete	STMH19525	STMH08986
STPI08655	1968-05-01	27.74	300	Concrete	STOU08850	STMH08987
STPI09284	1981-07-03	98.3	600	Concrete	STMH09251	STMH09249
STPI08875	1993-10-01	44.7	525	UNK	STOU08847	STMH08885
STPI08874	1993-10-01	97.47	525	UNK	STMH08885	STMH08883
STPI09144	1973-07-10	106.83	250	Concrete	STMH09136	STMH09135
STPI08657	1968-05-01	16	200	Concrete	STMH08988	STMH08989
STPI08656	1968-05-01	47.24	300	Concrete	STMH08987	STMH08988
STPI08652	1968-05-01	13.41	750	Concrete	STMH08985	STMH08976
STPI19011	1970-07-01	66.4	250	PVC	STMH18715	STCO19981
STPI08972	1976-05-01	22.4	600	Concrete	STMH08967	STMH08966
STPI09292	1981-07-03	16.15	525	Concrete	STMH09257	STMH09256
STPI09285	1981-07-03	91	600	Concrete	STMH09252	STMH09251
STPI09193	1989-04-21	44.1	200	UNK	STMH09178	STCO00002
STPI08660	1979-01-01	67.1	200	Concrete	STMH08989	STMH08990
STPI08658	1979-01-01	47	200	Concrete	STMH08989	STCO08847
STPI09141	1971-08-01	25.91	900	Concrete	STMH09134	STMH09133
STPI09142	1971-08-01	30.78	900	Concrete	STOU09102	STMH09134
STPI09220	1976-11-01	75.28	375	Reinforced Concrete	STMH09132	STMH09198
STPI09406	1995-03-24	39	250	PVC	STMH09332	STMH09331
STPI19010	1970-07-01	11.7	250	PVC	STMH18714	STMH18715
STPI09140	1971-08-01	95.09	900	Concrete	STMH09133	STMH09132
STPI08693	1971-08-01	55	1200	Concrete	STPI17392	STMH08641
STPI08752	1971-08-01	7.05	150	UNK	STPI17392	STCO08848
STPI17392	1971-08-01	13	1200	Concrete	STPI17393	STPI08693
STPI08863	1979-03-01	147	200	Concrete	STMH08870	STMH08871
STPI08691	1971-08-01	132.89	1200	Concrete	STMH08641	STIN08606
STPI08306	1972-05-25	33.22	200	Concrete	STMH00013	STMH00014
STPI09221	1977-04-01	47.94	300	Concrete	STMH09198	STMH09199
STPI17393	1971-08-01	45	1200	Concrete	STPI17394	STPI17392
STPI08737	1971-08-01	4.05	150	UNK	STPI17394	STCO08850
STPI09293	1969-07-01	11.58	600	Concrete	STMH09260	STMH09257
STPI09296	1969-07-01	44.5	600	Concrete	STMH09259	STMH09260
STPI09149	1976-03-01	49.46	200	Concrete	STMH09142	STMH09141
STPI09319	1988-02-01	88.8	300	Concrete	STMH09271	STMH09272
STPI08238	1967-02-07	78.33	250	Concrete	STMH08231	STMH08232
STPI02102	1969-07-22	20.11	900	Reinforced Concrete	STMH02102	STMH02103
STPI09323	1988-02-01	51	200	PVC	STMH09274	STMH09276
STPI08240	1967-02-07	67.06	200	Concrete	STMH08155	STMH08233
STPI08237	1967-02-07	78.02	300	Concrete	STMH08230	STMH08231
STPI08236	1967-02-07	59.13	300	Concrete	STMH08229	STMH08230
STPI02465	1969-01-22	16.95	450	Reinforced Concrete	STMH02103	STMH02226
STPI11734	1983-02-23	4.86	250	UNK	STMH02226	STIN12433
STPI09318	1988-02-01	51.56	375	UNK	STMH00018	STMH09271
STPI08302	1969-12-01	37.5	300	UNK	STMH00012	STPI17389
STPI09291	1981-07-03	89.1	450	Concrete	STMH09257	STMH17165
STPI09150	1976-08-01	64.01	300	Concrete	STMH08639	STMH09142
STPI09147	1976-03-01	54.86	200	Asbestos Cement	STMH09141	STMH09138
STPI09297	1969-07-01	3.05	250	UNK	STMH09259	STIN09112
STPI08934	1983-02-25	5	250	UNK	STMH08934	STIN08850
STPI08933	1983-02-25	104.2	375	Reinforced Concrete	STMH08934	STMH08935
STPI02292	1976-04-01	17.45	300	Concrete	STMH02182	STMH02183
STPI02293	1976-04-01	15.58	300	UNK	STPI02380	STMH02182
STPI02387	1983-02-22	107.6	250	PVC	STMH02223	STMH02240
STPI08868	1991-03-01	36.5	200	PVC	STMH08877	STMH08876
STPI08753	1971-08-01	5.07	150	UNK	STPI17393	STCO08849
STPI09396	1988-02-01	22.5	375	Reinforced Concrete	STOU09117	STMH00018
STPI09324	1988-02-01	19	200	PVC	STMH09276	STIN09118
STPI09320	1988-02-01	11.5	300	Concrete	STMH09272	STMH09273
STPI09146	1973-07-10	67.06	300	UNK	STOU09103	STMH09137
STPI08818	1976-04-14	4.32	300	UNK	STMH08982	STIN08857
STPI09283	1981-07-03	48.6	375	Concrete	STMH09249	STMH09250
STPI17271	1981-07-03	43.34	450	Concrete	STMH09254	STMH17137
STPI08307	1972-05-25	39.31	250	Concrete	STMH00013	STMH00016
STPI08305	1972-05-25	21.03	200	Concrete	STMH00014	STMH00015
STPI09223	1985-12-01	43	200	UNK	STMH09199	STCO09113
STPI09326	1976-03-22	12.77	300	Concrete	STMH09277	STMH09278
STPI09325	1976-03-22	38.77	300	Concrete	STPI17093	STMH09277
STPI09286	1981-07-03	46.9	600	Concrete	STMH09252	STMH09253
STPI09287	1981-07-03	19.8	600	Concrete	STMH09253	STMH09254

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Appendix A - List of Storm Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
STPI17001	1993-06-01	9	200	PVC	STOU16000	STMH17000
STPI17000	1993-06-01	40	200	PVC	STMH17000	STCO16000
STPI09288	1981-07-03	60.1	525	Concrete	STMH09255	STMH09252
STPI19009	1970-07-01	44.69	450	PVC	STOU26974	STOS00005
STPI02436	1967-07-01	49	900	Reinforced Concrete	STMH02123	STMH02237
STPI08235	1967-02-07	18.9	300	Concrete	STMH02242	STMH08229
STPI09407	1995-03-24	7	250	PVC	STPI17095	STMH09332
STPI09317	1988-02-01	15	200	PVC	STMH00021	STMH17038
STPI09316	1988-02-01	97.8	250	Concrete	STMH00020	STMH00021
STPI09278	1973-06-01	40.9	250	Concrete	STMH20095	STMH09247
STPI12474	1995-03-24	14.2	250	PVC	STMH09331	STIN09126
STPI20311	1970-07-01	0.99	450	PVC	STOS00005	STOS00004
STPI09277	1973-06-01	58.4	250	UNK	STMH09246	STMH09245
STPI09321	1988-02-01	20.7	200	PVC	STMH09273	STMH09274
STPI08311	1988-02-01	86.2	300	Concrete	STMH00018	STMH00017
STPI08644	1976-04-14	3.97	250	UNK	STMH08982	STIN08858
STPI02382	1983-02-23	38.65	450	Concrete	STMH02226	STMH02225
STPI19735	1988-11-08	9.88	300	Concrete	STMH09270	STMH00019
STPI02295	1976-04-01	5.18	300	UNK	STMH02183	STIN02107
STPI02444	1968-02-01	21.34	250	Concrete	STOU02111	STMH02121
STPI09281	1969-10-07	13.15	450	Concrete	STMH09248	STMH20097
STPI17386	1983-02-23	11	250	UNK	STPI02380	STMH02223
STPI02151	1968-02-01	40.23	200	Concrete	STMH02121	STMH02122
STPI20819	1974-11-01	15.51	250	UNK	Como Lake Outfall	Culvert Junction
STPI02294	1976-04-01	5.18	300	UNK	STMH02184	STIN02106
STPI02381	1983-02-23	61.1	300	PVC	STMH02225	STMH02224
STPI02380	1983-02-23	45.1	250	PVC	STMH02224	STPI17386
STPI20238	1988-11-08	3.2	300	Concrete	STMH09270	Capped
STPI08241	1967-02-07	2.26	200	UNK	STMH08233	STCE08101
STPI08970	1976-05-01	48.4	600	Concrete	STMH08965	STMH19525
STPI08871	1993-10-01	80.02	525	Reinforced Concrete	STMH08882	STMH08881
STPI08856	1973-07-10	30.33	200	UNK	STMH08852	STMH08851
STPI08916	1993-10-01	102.74	200	PVC	STMH08884	STMH08906
STPI08915	1993-10-01	99.77	250	PVC	STMH08889	STMH08905
STPI08898	1993-10-01	62.79	375	PVC	STMH08880	STMH08879
STPI08873	1993-10-01	85.56	525	Concrete	STMH08883	STMH08884
STPI08869	1993-10-01	65	250	PVC	STMH08879	STMH08878
STPI08870	1993-10-01	117.21	525	Reinforced Concrete	STMH08881	STMH08880
STPI09145	1973-07-10	62.78	250	Concrete	STMH09137	STMH09136
STPI08689	1974-11-01	68.88	250	Asbestos Cement	STMH08672	STMH08671
STPI08690	1974-11-01	55.32	250	UNK	STPI20819	STMH08672
STPI09322	1988-02-01	19.1	200	PVC	STMH09274	STMH09275
STPI08688	1971-08-18	65.31	200	Asbestos Cement	STMH08671	STMH08670
STPI08988	1976-04-14	53.19	300	PVC	STMH08982	STMH08983
STPI08642	1976-04-14	5.67	300	UNK	STMH08983	STMH17013
STPI08989	1976-04-14	75.74	300	UNK	STMH08983	STMH08984
STPI08986	1976-04-14	15.54	600	Steel	STMH08981	STMH17018
STPI08987	1976-04-14	45.72	300	Concrete	STMH17018	STMH08982
STPI08914	1993-10-01	65	200	PVC	STMH00022	STMH08903
STPI08648	1976-04-14	4.59	300	UNK	STMH08977	STIN08852
STPI19008	1970-07-01	114.59	300	PVC	STOS00004	STMH18714
STPI08847	1971-08-01	15.24	600	Concrete	STPI08846	STPI08848
STPI09131	1984-06-14	53.74	250	PVC	STMH09117	STCB09136
STPI08275	1968-02-01	81.68	250	VC	STMH08268	STMH08234
STPI08864	1983-02-22	125.3	250	PVC	STMH02240	STMH08872
STPI09300	1969-07-01	67.9	600	Concrete	STMH08278	STMH17150
STPI02291	1976-04-01	35.89	300	Concrete	STMH02183	STMH02184
STPI08239	1967-02-07	102.83	250	Concrete	STMH08232	STMH08155
STPI08881	1976-05-01	59.47	250	PVC	STMH08891	STMH08889
STPI08886	1973-07-10	13.11	450	Concrete	STMH08855	STMH08856
STPI08698	1993-10-01	16	250	PVC	STMH08889	STPI08699
STPI08699	1993-10-01	38	300	PVC	STPI08698	STCE15878
STPI08857	1973-07-10	60.7	600	Concrete	STMH08854	STMH08855
STPI08858	1973-07-10	68.6	600	Concrete	STMH08853	STMH08854
STPI17380	1971-08-01	147.8	450	Concrete	STMH08853	STMH08850
STPI08855	1971-08-01	25.91	450	Concrete	STMH08849	STMH08853
STPI08695	1971-08-01	30.6	1200	Concrete	STPI08696	STPI08694
STPI08854	1971-08-01	55.17	600	Concrete	STPI08884	STMH08849
STPI08696	1971-08-01	27.5	1200	Concrete	STMH17052	STPI08695
STPI17289	1973-12-01	10.1	1200	Concrete	STOU08602	STMH17052
STPI17287	1992-06-08	3	200	UNK	STPI08694	STMH08877

RFP No. 18-04-04 - April 2018: CCTV Inspection and Flushing of Sanitary and Storm Mains

Appendix A - List of Storm Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
STPI08895	1971-08-01	100.58	750	Concrete	STMH08847	STMH08848
STPI08884	1971-08-01	13.1	750	Concrete	STMH08847	STPI08854
STPI09290	1981-07-03	59.5	300	UNK	STMH09256	STMH17146
STPI17410	1973-12-01	15	1200	UNK	STPI08694	STMH08640
STPI08694	1971-08-01	62.9	1200	Concrete	STPI08695	STPI17410
STPI17288	1979-07-06	32.43	375	PVC	STPI08694	STMH08870
STPI17394	1971-08-01	28	1200	Concrete	STMH08640	STPI17393
STPI08849	1971-08-01	33.22	600	Concrete	STPI08838	STMH08846
STPI08848	1971-08-01	15.24	600	Concrete	STPI08847	STPI08849
STPI08850	1971-08-01	97.23	600	Concrete	STMH08846	STMH08847
STPI08814	1990-06-01	74	200	PVC	STMH17029	STCO08605
STPI08911	1993-10-01	73.23	300	PVC	STMH08901	STMH08904
STPI08303	1969-12-01	30.48	200	Asbestos Cement	STPI08302	STCO09115
STPI17389	1969-12-01	32	300	UNK	STPI08302	STMH08258
STPI08304	1972-05-25	52.73	250	Concrete	STMH00012	STMH00013
STPI08309	1972-05-25	2.24	250	UNK	STMH00016	STCE15870
STPI08661	1979-01-01	24.92	300	Concrete	STM17001	STMH08639
STPI17381	1968-02-01	35.8	900	Reinforced Concrete	STMH02103	STMH17155
STPI02101	1969-07-22	53.03	900	Reinforced Concrete	STMH02101	STMH02102
STPI02155	1968-02-01	21.34	375	Concrete	STMH02123	STMH02242
STPI08156	1967-02-07	53.34	200	Concrete	STMH08155	STMH08156
STPI08913	1993-10-01	41.15	250	PVC	STMH08900	STMH00022
STPI02156	1968-02-01	35.2	900	Reinforced Concrete	STMH17155	STMH02123
STPI08293	1969-07-01	56.08	750	Concrete	STMH02241	STMH08278
STPI08974	1976-05-01	64.98	900	Concrete	STMH08969	STMH08968
STPI08912	1993-10-01	58.85	250	PVC	STMH08904	STMH08900
STPI09330	1976-05-01	46.94	250	UNK	STMH09279	STMH09281
STPI09344	1984-06-14	56	200	PVC	STOU09110	STMH09291
STPI08292	1969-07-01	18.75	250	Reinforced Concrete	STMH02241	STCO16003

Sum = 11,464 meters

Appendix B – List of Sanitary Mains

Information	Page Numbers
Sanitary Mains to be flushed and videoed	1
Sanitary Mains attribute data	2-4

RFP No. 18-04-04 - April 2018: CCTV Inspection and Flushing of Sanitary and Storm Mains

Appendix B - List of Sanitary Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
SNPI11813	1963-03-01	85.95	200	PVC	SNMH02292	SNMH02291
SNPI11814	1963-03-01	88.5	200	PVC	SNMH02291	SNMH02290
SNPI11818	1963-03-01	59.6	200	PVC	SNMH02288	SNMH02289
SNPI11817	1963-03-01	55.47	200	PVC	SNMH02287	SNMH02288
SNPI11816	1963-03-01	58.52	200	PVC	SNMH02287	SNMH02286
SNPI11815	1963-03-01	40.84	200	PVC	SNMH02290	SNMH02287
SNPI12108	1963-08-01	84.73	200	VC	SNMH02509	SNMH02609
SNPI02002	1963-08-01	106.68	200	VC	SNMH03020	SNMH03021
SNPI02001	1963-08-01	108.2	200	VC	SNMH03021	SNMH03022
SNPI12107	1963-08-01	94.79	200	VC	SNMH02507	SNMH02610
SNPI11803	1963-03-01	49.68	200	VC	SNMH02300	SNMH02301
SNPI01999	1963-06-01	92.14	200	VC	SNMH03026	SNMH03025
SNPI02003	1963-08-01	106.68	200	VC	SNMH03019	SNMH03020
SNPI12507	1963-08-01	112.17	200	VC	SNMH03022	SNMH03023
SNPI12356	1964-01-01	116.74	200	UNK	SNMH02829	SNMH02830
SNPI12472	1963-08-01	65.22	200	UNK	SNMH03029	SNMH03028
SNPI11846	1963-03-01	55.77	200	UNK	SNMH02307	SNMH02308
SNPI12380	1963-05-01	42.67	200	Asbestos Cement	SNMH02946	SNMH02949
SNPI11850	1963-03-01	44.5	200	UNK	SNMH02313	SNMH02312
SNPI12473	1963-08-01	96.01	200	UNK	SNMH03030	SNMH03029
SNPI11517	1969-11-12	47.55	200	Asbestos Cement	SNMH02641	SNMH01601
SNPI22860	1968-05-11	49.38	200	UNK	SNMH02954	SNVN00157
SNPI11834	1963-01-01	14.16	200	UNK	SNMH02146	SNMH02147
SNPI11852	1963-04-01	10.85	200	UNK	SNMH02313	SNMH02314
SNPI11862	1963-03-01	47.73	200	UNK	SNMH02309	SNMH02307
SNPI12479	1963-04-01	20.81	200	UNK	SNMH02933	SNMH02932
SNPI11799	1963-07-01	97.84	200	UNK	SNMH02280	SNMH02279
SNPI12390	1963-05-01	16.3	200	UNK	SNMH02958	SNMH02959
SNPI11826	1963-01-01	100.43	200	UNK	SNMH02139	SNMH02140
SNPI11820	1963-01-01	105.86	200	UNK	SNMH02347	SNMH02132
SNPI12358	1963-01-01	120.4	200	UNK	SNMH02923	SNMH02922
SNPI12372	1963-02-01	99.67	200	UNK	SNMH02939	SNMH02940
SNPI12369	1963-02-01	90.46	300	UNK	SNMH02944	SNMH02943
SNPI11835	1963-01-01	110.64	200	UNK	SNMH02147	SNMH02149
SNPI11883	1963-04-01	6	100	UNK	SNMH02142	SNCE00318
SNPI12392	1963-04-01	63.7	300	UNK	SNMH02961	SNMH02956
SNPI12393	1963-04-01	4.14	300	UNK	SNMH02962	SNMH02961
SNPI11848	1963-03-01	89	200	UNK	SNMH02311	SNMH02310
SNPI12451	1964-01-01	75.59	200	UNK	SNMH03000	SNMH02906
SNPI12452	1964-01-01	86.56	200	UNK	SNMH02906	SNCO00184
SNPI12450	1964-01-01	42.67	200	UNK	SNMH02904	SNMH02905
SNPI12490	1964-01-01	2.13	200	UNK	SNMH02905	SNMH03000
SNPI11828	1963-01-01	100.58	250	UNK	SNMH02138	SNMH02146
SNPI11829	1963-02-01	36.58	250	UNK	SNMH02137	SNMH02138
SNPI11830	1963-02-01	79.63	250	UNK	SNMH02133	SNMH02137
SNPI11831	1963-02-01	123.75	250	UNK	SNMH02347	SNMH02133
SNPI11800	1963-03-01	98.15	200	UNK	SNMH02303	SNMH02304
SNPI11802	1963-03-01	99.52	200	UNK	SNMH02301	SNMH02302
SNPI12373	1963-02-01	49.38	200	UNK	SNMH02940	SNMH02941
SNPI11819	1963-02-01	114.9	250	UNK	SNMH02925	SNMH02347
SNPI11853	1963-04-01	59.13	250	UNK	SNMH02300	SNMH02313
SNPI11890	1963-04-01	77.72	250	UNK	SNMH02934	SNMH02292
SNPI12362	1963-02-01	42.82	250	UNK	SNMH02926	SNMH02925
SNPI12364	1963-02-01	17.07	250	UNK	SNMH02934	SNMH02927
SNPI11788	1963-07-01	104.85	200	UNK	SNMH02275	SNMH02274
SNPI12471	1961-09-15	136.85	200	UNK	SNMH26096	SNMH03024
SNPI11836	1963-01-01	121.8	200	UNK	SNMH02149	SNMH02150
SNPI11805	1963-03-01	98.45	200	UNK	SNMH02299	SNMH02298
SNPI12248	1963-03-01	104.24	200	UNK	SNMH02284	SNMH02280
SNPI26934	1963-02-01	22.98	300	UNK	SNMH02943	SNMH26498
SNPI11807	1963-03-01	111.56	200	UNK	SNMH02297	SNMH02296
SNPI12466	1964-01-01	111.55	200	UNK	SNMH02919	SNMH02920
SNPI12467	1964-01-01	125.46	200	UNK	SNMH02919	SNMH02921
SNPI12468	1968-01-01	36.69	200	UNK	SNMH02921	SNCO00182
SNPI12374	1963-02-01	61.26	200	UNK	SNMH02940	SNMH02942
SNPI12403	1963-05-01	83.82	200	UNK	SNMH02971	SNMH02972
SNPI12487	1963-03-01	6	200	UNK	SNMH02969	SNCE00467
SNPI12376	1963-02-01	74.07	200	UNK	SNMH02938	SNMH02937
SNPI11847	1963-03-01	90.53	200	UNK	SNMH02310	SNMH02309
SNPI11821	1963-01-01	105.16	200	UNK	SNMH02132	SNMH02131
SNPI11849	1963-03-01	89.31	200	UNK	SNMH02312	SNMH02311
SNPI11825	1963-01-01	60.66	200	UNK	SNMH02133	SNMH02134

RFP No. 18-04-04 - April 2018: CCTV Inspection and Flushing of Sanitary and Storm Mains

Appendix B - List of Sanitary Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
SNPI12445	1962-10-01	74.98	200	UNK	SNMH02899	SNMH02900
SNPI12484	1963-02-01	1.75	150	UNK	SNMH02944	SNCE00464
SNPI12485	1963-02-01	6	150	UNK	SNMH02944	SNCE00465
SNPI12367	1963-02-01	29.26	200	UNK	SNMH02935	SNMH02936
SNPI12355	1964-01-01	94.49	200	UNK	SNMH02829	SNCO00181
SNPI12354	1964-01-01	100.89	200	UNK	SNMH02826	SNMH02829
SNPI12352	1968-01-01	126.64	200	UNK	SNMH02826	SNMH02827
SNPI12447	1962-10-01	69.19	200	UNK	SNMH02900	SNMH02902
SNPI12448	1962-10-01	66.75	200	UNK	SNMH02902	SNMH02903
SNPI12359	1963-01-01	120.61	200	UNK	SNMH02924	SNMH02923
SNPI12360	1963-01-01	120.18	200	UNK	SNMH02925	SNMH02924
SNPI12357	1964-01-01	113.08	200	UNK	SNMH02830	SNMH02831
SNPI12476	1963-08-01	134.26	200	UNK	SNMH02609	SNMH03032
SNPI12474	1963-08-01	93.69	200	UNK	SNMH02610	SNMH03030
SNPI12383	1963-04-01	55.04	300	Asbestos Cement	SNMH02952	SNMH02946
SNPI01998	1963-08-01	123.74	200	Asbestos Cement	SNMH03022	SNMH03026
SNPI23524	1963-02-01	40.72	250	UNK	SNMH02927	SNMH02926
SNPI12377	1963-02-01	25.54	300	Asbestos Cement	SNMH02946	SNMH02945
SNPI12366	1963-02-01	18.29	300	UNK	SNMH02935	SNMH02934
SNPI12370	1963-02-01	32.55	300	UNK	SNMH02945	SNMH02944
SNPI11881	1963-01-01	6	100	UNK	SNMH02143	SNCE00319
SNPI11827	1963-01-01	100.3	200	UNK	SNMH02138	SNMH02139
SNPI23116	1963-11-12	45.94	200	UNK	SNMH02641	SNMH02284
SNPI12249	1963-11-12	51.86	200	UNK	SNMH02609	SNMH02641
SNPI12475	1963-08-01	129.02	200	UNK	SNMH03032	SNMH03031
SNPI11783	1963-07-01	78.94	200	UNK	SNMH02324	SNMH02322
SNPI11784	1963-07-01	102.11	200	UNK	SNMH02326	SNMH02324
SNPI11785	1963-07-01	80.16	200	UNK	SNMH02326	SNMH02325
SNPI11845	1963-03-01	103.33	200	UNK	SNMH02307	SNMH02306
SNPI11844	1963-03-01	56.88	200	UNK	SNMH02306	SNMH02305
SNPI11822	1963-01-01	105.15	200	UNK	SNMH02131	SNMH02130
SNPI12247	1963-03-01	102.41	200	UNK	SNMH02280	SNMH02276
SNPI11798	1963-07-01	97.54	200	UNK	SNMH02279	SNMH02278
SNPI11801	1963-03-01	96.92	200	UNK	SNMH02302	SNMH02303
SNPI11789	1963-07-01	105.46	200	UNK	SNMH02276	SNMH02275
SNPI11797	1963-07-01	94.03	200	UNK	SNMH02278	SNMH02277
SNPI11806	1963-03-01	84.31	200	UNK	SNMH02298	SNMH02297
SNPI12353	1968-01-01	125.73	200	UNK	SNMH02827	SNMH02828
SNPI11891	1963-01-01	73.91	200	UNK	SNMH02150	SNMH02151
SNPI11832	1963-01-01	114.3	200	VC	SNMH02145	SNMH02143
SNPI12399	1963-04-01	64.92	200	VC	SNMH02967	SNMH02968
SNPI12396	1963-04-01	61.26	300	VC	SNMH02966	SNMH02963
SNPI12382	1963-05-01	21.42	200	Concrete	SNMH02950	SNMH02951
SNPI11811	1963-03-01	108	250	PVC	SNMH02292	SNMH02330
SNPI12395	1963-04-01	127.1	200	VC	SNMH02963	SNMH02964
SNPI12384	1963-04-01	61.72	300	VC	SNMH02954	SNMH02952
SNPI11795	1963-07-01	112.16	200	PVC	SNMH02283	SNMH02282
SNPI12381	1963-05-01	56.78	200	Concrete	SNMH02949	SNMH02950
SNPI12388	1963-05-01	109.72	200	VC	SNMH02956	SNMH02957
SNPI12480	1963-04-01	62.18	200	VC	SNMH02927	SNMH02933
SNPI12444	1962-10-01	60.96	200	Concrete	SNMH02898	SNMH02899
SNPI12401	1963-03-01	65.23	300	Concrete	SNMH02970	SNMH02969
SNPI11868	1963-04-01	51.66	200	VC	SNMH02143	SNMH02141
SNPI11796	1963-07-01	78.21	200	PVC	SNMH02282	SNMH02281
SNPI12449	1964-01-01	11.58	200	VC	SNMH02903	SNMH02904
SNPI12391	1963-05-01	62.5	200	Asbestos Cement	SNMH02958	SNMH02960
SNPI12398	1963-04-01	100.74	200	VC	SNMH02965	SNMH02967
SNPI12368	1963-02-01	94.67	300	Concrete	SNMH26498	SNMH02935
SNPI12389	1963-05-01	55.77	200	VC	SNMH02957	SNMH02958
SNPI11867	1963-04-01	34.14	200	VC	SNMH02142	SNMH02141
SNPI12378	1963-05-01	75.89	200	VC	SNMH02946	SNMH02947
SNPI12400	1963-04-01	64.47	300	VC	SNMH02969	SNMH02966
SNPI11794	1963-07-01	96.01	200	PVC	SNMH02284	SNMH02283
SNPI11880	1963-02-01	10	250	PVC	SNMH02330	SNMH02293
SNPI12478	1963-04-01	27.43	200	VC	SNMH02932	SNMH02931
SNPI11870	1963-01-01	81.23	200	VC	SNMH02153	SNMH02152
SNPI11833	1963-01-01	111.71	200	VC	SNMH02146	SNMH02145
SNPI12105	1961-08-01	13.98	200	Concrete	SNMH02510	SNMH02511
SNPI12394	1963-04-01	68.76	300	VC	SNMH02963	SNMH02962
SNPI12387	1963-04-01	20.88	300	VC	SNMH02956	SNMH02954
SNPI12106	1961-09-15	136.55	200	Concrete	SNMH02511	SNMH26096
SNPI12379	1963-05-01	38.31	200	VC	SNMH02947	SNMH02948

RFP No. 18-04-04 - April 2018: CCTV Inspection and Flushing of Sanitary and Storm Mains

Appendix B - List of Sanitary Mains

GIS ID	Install Date	Length (m)	Diameter (mm)	Material Type	Downstream Manhole ID	Upstream Manhole ID
SNPI11839	1963-01-01	101.19	200	Concrete	SNMH02149	SNMH02157
SNPI12477	1963-04-01	23.23	200	VC	SNMH02931	SNMH02930
SNPI11823	1963-01-01	83	200	VC	SNMH02135	SNMH02136
SNPI11824	1963-01-01	83.21	200	VC	SNMH02134	SNMH02135
SNPI11786	1963-07-01	102.11	200	VC	SNMH02274	SNMH02326
SNPI12397	1963-04-01	7.31	200	VC	SNMH02966	SNMH02965
SNPI01997	1963-08-01	91.44	200	Concrete	SNMH03026	SNMH03027
SNPI11787	1963-07-01	78.18	200	VC	SNMH02274	SNMH02273

Sum = 11,229



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-04-04

**April 2018: CCTV Inspection and Flushing of Sanitary
and Storm Mains**

Proposals will be received on or before 2:00 pm local time
Monday, April 30, 2018
(Closing date and time)

Proposal Submission Instructions

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)

Proponents are responsible to allow ample time to complete the submission process.
For assistance Phone 604-927-3060.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form with:

Submitted by: _____
(company name)

1. PRICE

1.1 April 2018: CCTV Inspection of Sanitary and Storm Mains

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

Prices shall be stated in Canadian currency and be firm until **December 31, 2018**.

Having carefully examined the RFP documents, the site and the conditions affecting the Work, and having carefully read the specifications and the conditions of the Contract, we, the undersigned, are to include all costs required to complete the scope of services in accordance with the Contract Documents for the sum of:

No.	Job	Unit	*Quantity (m)	Unit Rate (\$) (exclude GST)	Total (\$) (exclude GST)
1	Sanitary mains CCTV work	LM	11,229		
2	Drainage mains CCTV work	LM	11,464		
3	Sanitary mains flushing work	LM	11,229		
4	Drainage mains flushing work	LM	11,464		
	Total				

***Quantities are provided for estimation purposes only and actual quantities will be determined in field and charged per the unit rate provided.**

2. SUBCONTRACTORS

The Proponent may utilize the services of the following companies and ensure compliance with the City’s terms and conditions of contract.

	COMPANY NAME	DESCRIPTION OF WORK
.1		
.2		

3. TECHNICAL

Technical Information (Attach additional pages as necessary)	
.1	Describe Project Methodology from initiation, set-up, to execution and completion of the project to the City’s satisfaction.
.2	Confirm Compliance to All Applicable Standards. (MMCD, NASSCO etc.)
.3	Quality Assurance and Quality Control – Describe the systems used to guarantee Quality Control, Quality Assurance and complete customer satisfaction.
.4	Risk Factors – Describe the risk factors anticipated and how the Proponent intends to mitigate these.
.5	Service & Support – Describe ongoing support and services that would be provided to the City.
.6	Value Added Benefits – What other services or value will be provided that would be of benefit to the City.
.7	Sustainable Benefits – Describe any social, economic, environmental and community programs provide direct benefit to the City.

4. WORK SCHEDULE

Provide a detailed schedule of all activities, commissioning by task, key deliverable and milestone timelines to complete the inspection work.

The Proponent states that they are available and ready to start this project and confirms the Work shall be completed as per the agreed schedule; reference Item 1.4 for project outline schedule.

Work Schedule Duration From Date of Award		
Activity/Milestone		No. of Weeks
Completion		
LONG LEAD ITEMS *Critical impact(s) to scheduling, if applicable only:		
Items	No. of Weeks	Additional Comments

COMPLETION DATE:

The City requests completion on or before **October 15, 2018**.

We confirm the work will be completed on or before: _____

5. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully completed recent projects similar in size, scope and complexity.

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

.1	Year Started	
	Year Completed	
	Description of Contract or Project	
	Company	
	Contact Person	
	Telephone and Email	
	Contract Value	
.2	Year Started	
	Year Completed	
	Description of Contract or Project	
	Company	
	Contact Person	
	Telephone and Email	
	Contract Value	
.3	Year Started	
	Year Completed	
	Description of Contract or Project	
	Company	
	Contact Person	
	Telephone and Email	
	Contract Value	
.4	Attach additional pages if applicable.	

6. CERTIFICATION

The CCTV inspection work must be carried out by NASSCO PACP certified personnel (operators) and details of the operators must be listed below.

Name	NASSCO PACP CERTIFICATION #	DATE CERTIFICATION EXPIRES

7. HEALTH AND SAFETY PROGRAM

Confirm your company have a written safety program in place that meets the requirements of WorkSafeBC.

8. NON-COMPLIANCE

Proponents shall fully disclose any requirement they are unable to comply with:

9. 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.

10. 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

11. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

12. 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:

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.