

City of Coquitlam

Request for Proposals

RFP No. 18-05-01

Design, Supply & Installation of
**Mobile Shelving at
City of Coquitlam Archives**

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APPENDIX A – Site Drawing

[PROPOSAL SUBMISSION FORM](#)

[SITE DRAWING CAD FILE](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 18-05-01 Mobile Shelving at City of Coquitlam Archives
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms to supply and install new Shelving at City of Coquitlam Archives located in the Coquitlam City Centre Library at 1169 Pinetree Way, Coquitlam, BC.
Questions	Questions are to be submitted in writing quoting the RFP number and name sent to email: bid@coquitlam.ca
Addenda	Proponents are to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Closing Date and Time	2:00 pm local time Tuesday, July 10, 2018
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3060 should assistance be required.
Participation	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities Printing of RFP documents is the sole responsibility of the Proponents.
Terms and Conditions of Contract	City of Coquitlam Terms and Conditions of Purchase

DEFINITIONS

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

“City” means City of Coquitlam.

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

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

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

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

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

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

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

1. INTRODUCTION

1.1 Project Description

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies to provide **Design, Supply & Installation of Mobile Shelving at the City of Coquitlam Archives.**

The new City of Coquitlam Archives will be located on the south west corner of the Coquitlam City Centre Library, 1169 Pinetree Way, Coquitlam, BC, V3B 0Y1. The suite address is pending.

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

- Design, supply and installation of new mobile shelving

For details refer to:

Section 5 – Scope of Services
Appendix A – Site Drawing

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

1.2 Timelines

Schedule of the installation must be coordinated with the City and preferably completed on or before **September 21, 2018.**

2. INSTRUCTIONS TO PROPONENTS

2.1 RFP Closing Date and Time

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

Tuesday, July 10, 2018

2.2 Instructions for Proposal Submission

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

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject" field enter: RFP Number and Name
2. Add file in PDF format and Send (Ensure you receive two emails from Qfile to confirm upload is complete.)

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

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

Proposals will not be opened in public.

2.3 Examination of Proposal Documents

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

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

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

2.4 Eligibility

For eligibility, as a condition of award, the successful company would be required to meet or provide the equivalent:

- a) Professional and Commercial General Liability (CGL) insurance coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#)
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

3. EVALUATION AND SELECTION

3.1 Evaluation Criteria

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

Contractor Experience, Capacity and Resources – 20 points

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

Technical Requirements – 40 points

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

Methodology – 10 points

- Project coordination
- Schedule

Price – 25 points

- Unit Prices
- Total Price

Sustainability and Value Added Benefits – 10 points

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

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

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

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

3.2 Negotiation

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

3.3 Acceptance of Proposals

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

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

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

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

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

4. GENERAL CONDITIONS OF CONTRACT

4.1 Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFP.

The City of Coquitlam [Terms and Conditions of Purchase](#) will apply to this contract and are published on the City's website. The City's Terms and Conditions of Purchase, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

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

4.2 Payments – Invoicing

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

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

5. SCOPE OF SERVICES

5.1 General Requirements

The scope of services includes, but is not limited to, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for the supply, delivery, and installation of new mobile shelving at the City of Coquitlam Archives, located in the south west corner of the Coquitlam City Centre Library, 1169 Pinetree Way, Coquitlam, BC, V3B 0Y1.

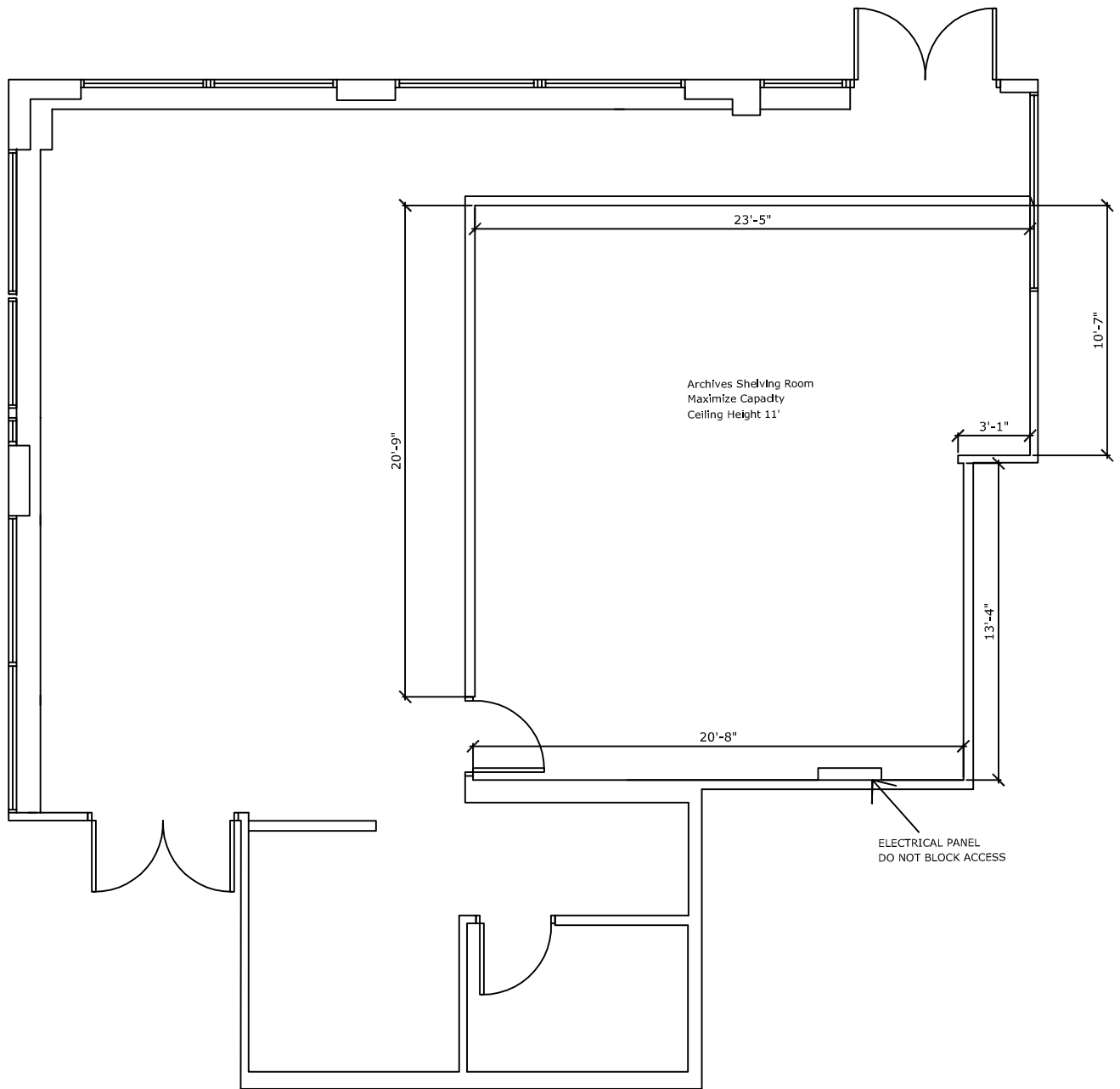
5.2 Specifications

- 1) Accommodate 500 m of records
- 2) Compactable mobile shelving (hand-operated)
- 3) Powder-coated steel construction
- 4) Installed using a sub-floor
- 5) Flexible, capable of accommodating items of various sizes and dimensions
- 6) Adaptable, capable of being augmented for future storage needs or completely relocated
- 7) Accommodate predominantly Hollinger and Banker's boxes – ensure majority shelving depth is 16"
- 8) Accommodate rolled maps and plans in one section of the shelving
- 9) Minimum two (2) bays with storage for high value/restricted material (lockable)
- 10) Minimal internal bracing
- 11) Not exceed 250 lbs/sf loading capacity
- 12) Not exceed 7" in height
- 13) Meets all relevant Canadian and British Columbia standards, including but not limited to building codes, fire codes, and seismic tolerances
- 14) Accommodate two flat file cabinets with base measuring 40-3/8" W x 29-3/8" D
- 15) Accommodate two (2) microfilm cabinets measuring 50H x 21W x 30D
- 16) Accommodate two (2) filing cabinets measuring 18W x 52H x 27 D

5.3 Schedule and Timelines

1. Schedule must be coordinated with the City and preferably completed on or before **September 21, 2018.**

APPENDIX A - SITE DRAWING





City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-05-01

Design, Supply & Installation of
Mobile Shelving at City of Coquitlam Archives

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

Tuesday, July 10, 2018
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name
2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive two emails from Qfile to confirm upload is complete.)

Proponents are to allow ample time to complete the Proposal Submission process.
If assistance is required phone 604-927-3060 or fax 604-927-3035.

Proposal Submission Form

Complete and return this Proposal Submission Form including
proposed layout in PDF format and data sheets

Submitted by: _____
(company name)

1. PRICE

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

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

	Description	Quantity	Unit Price for each	Extended PRICE (exclude GST)
1	Shelving Manufacturer: Model:		\$	\$
2				\$
3				\$
4	Installation			\$
5	Shipping and Handling			\$
6	Sub-total			\$
7	PST			\$
8	GST			\$
	Total			\$

2. ATTACH SPECIFICATION AND DATA SHEETS

Attach to your proposal submission:

- 1) Site Drawing showing proposed layout (submit PDF using City’s [Site Drawing CAD File](#))
- 2) Dimensions and number of proposed mobile carriages
- 3) Data sheets and all supporting information for each of the products offered

3. METHODOLOGY

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

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

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

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

- 4) Warranty of work and materials** – Confirm minimum of one year warranty of materials and workmanship for repair or full replacement of any defects.

4. PROJECT TEAM

Personnel responsible for the provision of services are:

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

5. SUBCONTRACTORS and SUPPLIERS

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

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

6. SUSTAINABLE PRACTICES AND INITIATIVES

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

(Social/Ethical, Environmental, Economic/Financial)

7. VALUE ADDED BENEFITS

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:

8. HEALTH AND SAFETY PROGRAM

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

9. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and have successfully completed other projects of similar size, scope and complexity preferably in the last two years.

Upon submission of a proposal, proponents agree the City may contact references provided. Information obtained from references will not be disclosed or discussed with any proponents.

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

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. 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. We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Terms and Conditions of Purchase](#)

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.