

City of Coquitlam

Request for Proposals

RFP No. 18-05-02

Supply & Installation of Sliding
Cell Doors at Public Safety Building

TABLE OF CONTENTS

| | Page |
|--|-----------|
| SUMMARY OF KEY INFORMATION..... | 3 |
| DEFINITIONS | 4 |
| 1. INTRODUCTION | 5 |
| 1.1 Project Description | 5 |
| 1.2 Timelines..... | 5 |
| 2. INSTRUCTIONS TO PROPONENTS..... | 6 |
| 2.1 Mandatory Site Visit | 6 |
| 2.2 Examination of Proposal Documents and Work Sites | 7 |
| 2.3 Eligibility..... | 7 |
| 3. EVALUATION AND SELECTION..... | 8 |
| 3.1 Evaluation Criteria | 8 |
| 3.2 Negotiation | 9 |
| 3.3 Acceptance of Proposals | 9 |
| 4. GENERAL CONDITIONS OF CONTRACT..... | 10 |
| 4.1 Terms and Conditions of Contract | 10 |
| 4.2 Payments – Invoicing..... | 10 |
| 5. SCOPE OF SERVICES | 11 |
| 5.1 General Requirements..... | 11 |
| 5.2 Scope of Services..... | 11 |
| 5.3 Schedule and Timelines | 11 |
| 5.4 Paint Specifications | 11 |
| 5.5 Security..... | 12 |
| 5.6 Hours of Work..... | 12 |
| 5.7 Clean Up | 12 |
| 5.8 Operations and Coordination of the Services | 12 |
| 5.9 Equipment, Materials and Workmanship | 13 |

APPENDIX A – SPECIFICATIONS

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

| | |
|---|--|
| RFP Reference | RFP No. 18-05-02 Supply & Installation of Sliding Cell Doors at Public Safety Building (PSB) |
| Overview of the Opportunity | The purpose of this RFP is to invite proposals from qualified firms to supply and install new Sliding Cell Doors at the PSB at 2986 Guildford Way, Coquitlam, BC. |
| Mandatory Site Visit | Thursday, June 14, 2018 at 9:00 a.m. local time |
| 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 |
| RFP Closing Date and Time | 2:00 pm local time Wednesday, June 27, 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 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 604-937-3060 should assistance be required. |
| Participation | Proponents are advised that 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 Supply & Installation of **Sliding Cell Doors at the Public Safety Building (PSB)**.

Location: 2986 Guildford Way, Coquitlam, BC, V3B 7Y5

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

- Supply and installation of new sliding cell doors
- Remove and dispose of existing cell doors

For details refer to:

Section 5 – Scope of Services
Appendix A – Specifications

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 **November 30, 2018**.

2. INSTRUCTIONS TO PROPONENTS

2.1 Mandatory Site Visit

To be considered Proponents must attend this mandatory site visit and are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the work under this contract.

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

A **Mandatory Site Visit** is scheduled for:

Date: Thursday, June 14, 2018

Time: 9:00 AM local time

Location: Public Safety Building

Address: 2986 Guildford Way, Coquitlam BC

Proponents are to meet in the main lobby reception area of Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC.

Proponents must contact the City staff at least 24 hours in advance of the Site Visit to pre-arrange security clearance in order to attend the Site Visit.

Please contact: Jonathan Ho @ Ph: 604-552-7372

Or email: jho@coquitlam.ca

Provide: Company Name, Representative Name, Date of Birth, Place of Birth

Attendees will be notified in advance if the Security Clearance was not obtained.

Those attending will need to supply their BC Driver's Licence at check-in.

Proponents will be required to sign in on the "sign-in" sheet provided by the City at the mandatory site visit and quotations from Proponents not signed in will not be accepted.

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

2.2 Examination of Proposal Documents and Work Sites

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

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

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

2.3 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 – 30 points

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

Methodology – 20 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
- RCMP security clearance required

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 accept Proposals received after the closing date and time.

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 sliding **Cell Doors** and remove and recycle existing sliding Cell Doors at the Public Safety Building, 2986 Guildford Way, Coquitlam BC.

5.2 Scope of Services

The scope of services will generally include:

- Removal of existing cell doors
- Supply and installation of new cell doors including;
 - 1) 17 Hollow Metal Sliding Cell Doors
 - 2) 17 Receivers
 - 3) 17 Locks (removed from existing doors and reinstalled in new doors)
 - 4) 17 Viewport with Lexan window and sliding cover
 - 5) 17 Food pass-through, with lock, attached to the door
 - 6) 17 Top track and hangers
 - 7) 17 Bottom wall/floor angle and guide
 - 8) Painting and refurbishing 17 existing door frames
 - Apply top quality, high-yield epoxy coating and pick-resistant epoxy caulking

Also Refer to Appendix A - Specifications

5.3 Schedule and Timelines

Schedule must be coordinated with the City and preferably completed on or before **November 30, 2018.**

5.4 Paint Specifications

| Area | Paint Colour |
|--------------------------|------------------------|
| Holding Cell Door Frames | 2299 Woodwitch - Epoxy |
| Holding Cell Doors | 2299 Woodwitch - Epoxy |

5.5 Security

The Contractor and Sub-trades, will work within the security requirements of the building as related to the Work.

Security guards will be supplied to the Work site by the City.

The Contractor shall comply with all fire regulations during the period of construction. Leave no entry or service doors unlocked at any time. Coordinate with the City as necessary.

Upon award of this contract, the Contractor, and all workmen that will be working on site, must successfully complete a RCMP security check. General Contractors shall advise Sub-trades of this requirement during the bid period.

5.6 Hours of Work

Hours of work shall be Monday to Friday, 9:00 am to 5:00 pm.

5.7 Clean Up

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

5.8 Operations and Coordination of the Services

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

5.9 Equipment, Materials and Workmanship

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

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

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

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



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-05-02**

Supply & Installation of
Sliding Cell Doors at PSB

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

Wednesday, June 27, 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 specification 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 | Extended PRICE |
|---|---|----------|------------|----------------|
| 1 | New Sliding Cell Doors Including all Items in Section 5.2 Scope of Services | 17 | \$ | \$ |
| 2 | Repaint Existing Door Frames | 17 | \$ | \$ |
| 3 | Remove and Recycle Existing Doors | Lump Sum | | \$ |
| 4 | Other Not Listed | | | |
| 5 | | | | |
| 6 | Sub-total | | | \$ |
| 7 | GST | | | \$ |
| 8 | PST | | | \$ |
| | TOTAL | | | \$ |

2. SPECIFICATION AND DATA SHEETS

Submit with the Proposal, all data sheets with supporting information and warranty for all products including paint products.

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. EQUIPMENT

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

| Equipment and Vehicles | | |
|-------------------------------|---------------------|-------------|
| Equipment | Make / Model | Year |
| | | |
| | | |
| | | |

7. 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 | |

8. HEALTH AND SAFETY PROGRAM

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

9. 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)

10. 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:

11. NON-COMPLIANCE

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

12. 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 |
|--------------|-------------|
| | |
| | |
| | |

13. 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.