

City of Coquitlam

Request for Proposals
RFP No. 19-01-07

Flagging and Traffic Control

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PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 19-01-07 Flagging and Traffic Control
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms for the provision of Flagging and Traffic Control Services .
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: bid@coquitlam.ca
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: www.coquitlam.ca/BidOpportunities
Closing Date and Time	2:00 pm local time Wednesday, February 13, 2019
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. The City also reserves the right to accept proposals received after the Closing Date and Time.
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

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services.

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

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

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

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

1. INSTRUCTIONS TO PROPONENTS

1.1. Purpose

The City requests proposals from qualified, experienced Contractors to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Flagging and Traffic Control** Services (the ‘**Services**’) at various locations on City streets on an “**as and when required**” basis as outlined in **Section 3 – Scope of Services**.

1.2. Term of Agreement

The Term of the Agreement will be a one (1) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

1.3. Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M per occurrence 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.

1.4. Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 30 points

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Sub-contractors

Technical – 40 points

- Methodology for delivery and mobilization of services
- Ability to comply with the stated specifications and requirements
- Qualifications and experience of the Proponent and key personnel
- Equipment and resources
- Proposed schedule

Financial and Value Added – 30 points

- Total Cost
- Value Added
- Sustainability/Environmental Considerations

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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

- References may be contacted
- Interviews may be conducted

The lowest or any proposal will not necessarily be accepted, rather be analyzed to determine best overall value.

Proponents agree the City may disclose names of proponents and total contract amount once award has been made. Unevaluated results, unit prices, rates or scores will not be provided to any Proponents. Proposals will be evaluated according to the criteria stated in the RFP and award made to the highest ranked proponent which may not necessarily be the lowest price (subject to award conditions and available funding).

1.5. 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.

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, 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.

1.6. Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.7. Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

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

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions

The City's [Terms and Conditions](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2. 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.

Prime Contractor Form shall be submitted prior to commencing work:

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

All work shall be performed in strict accordance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation, and in accordance with all other applicable policies, guidelines and standards from authorities having jurisdiction.

2.3. Notification of Award

The City will notify the successful Proponent ("Contractor") in writing of its decision to award the services.

The following general conditions will 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.

2.4. 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. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

2.5. Insurance Requirements

The Contractor shall carry Commercial General Liability (CGL) Insurance satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence.

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** be named as "additional insured";

b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City's written approval of the cancellation, transfer, assignment or alteration.

c) Such certificate is to be provided as [Certificate of Insurance - Contractor Form](#)

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

Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

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

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

2.6. Independent Contractor

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

2.7. 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.

2.8. 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.

2.9. Equipment, Materials and Workmanship

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

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

a) WorkSafeBC

b) BC Provincial Motor Vehicle Act

c) BC Ministry of Transportation and Infrastructure (standards for traffic control and work zone setup on roadways)

d) 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.

2.10. 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.

2.11. Default

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

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

2.12. Cancellation

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

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

2.13. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- 2.13.1 Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

2.13.2 Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.

2.13.3 Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

2.14. Advertisement

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

2.15. Subletting

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

2.16. Payments – Invoicing

- a) All invoices shall include the Work Order number and the contact person as provided by the City and will be submitted monthly.
- b) 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.
- c) Invoices shall show the appropriate amounts for value added taxes.

3. SCOPE OF SERVICES

3.1. Scope of Services

The scope of the “Services” will include, but is not limited to, the provision of temporary traffic control services generally consisting of the following categories:

- a) Traffic zone setup;
- b) Job site flagging;
- c) Traffic Control Supervisor (as and when required)
- d) Lane closures;
- e) Vehicle, bicycle, and pedestrian detours
- f) Special events (e.g. parades, civic functions, etc.)
- g) Development of written traffic management plans in accordance with Ministry of Transportation and Infrastructure Standards for Traffic Control Management Plans.

The Contractor is to provide traffic control services on an “as and when required” basis [24/7/365] for various job sites for City construction projects which include but are not limited to all aspects of road construction, utility work, parks (boulevard), maintenance services and local emergencies.

The Contractor will provide all labour, supervision, management facilities, tools, equipment, supplies, fuel, and materials necessary, appropriate, or incidental to the proper and complete execution of the Services.

3.2. Requirements

3.2.1 Equipment and Supplies

Contractors will be required to provide at their expense, full personal protective equipment and accessories to all traffic control personnel during all hours of work. Personal protective equipment will include as a minimum: hard hats, high visibility vest or outer garments, proper footwear, ear plugs, first aid kits, rain gear and safety glasses. All safety items **must** meet/exceed current WorkSafeBC regulations and requirements.

The TCP is required to bring a “STOP and SLOW” paddle and personal protective equipment and apparel to perform the Work as described in the attached Schedule of Pricing on an ‘as and when required’ basis. When an arrow board truck is required, the City will provide reasonable advanced notice. It is the Contractor’s responsibility to determine and provide signage requirements for the applicable Traffic Control services to be performed by referring to the Ministry of Transportation and Infrastructure’s latest “Manual for Work on Roadways”.

3.2.2 Regulations

The Contractor is deemed to have read and understand the Province of British Columbia, Workers' Compensation Board (WorkSafeBC), Occupational Health and Safety Regulations – Part 18 Traffic Control, including the requirements of the latest edition of the Traffic Control Manual for Work on Roadways (the "Traffic Control Manual") as issued by the Ministry of Transportation and Infrastructure and is capable of performing all the procedures therein (including emergency procedures) up to the standards established in those two manuals and the agreement.

3.2.3 Training

The TCP must be trained according to Section 18 – Traffic Control of the WorkSafe Occupational Health & Safety Regulation, available at the following link: <http://www2.worksafebc.com/Publications/OHSRegulation/Home.asp>

The TCP **must** carry proof of successful completion of this training at all times.

All Traffic Control Devices used in performance of the Work **must** meet the requirements of the Traffic Control Manual.

3.2.4 Ability to Perform Duties

The Contractor's personnel will have the physical, developmental and mental ability to perform the required job tasks, work efforts, responsibilities and duties associated with providing the Traffic Control services.

3.3. Rates

Rates for Traffic Control services will be paid on an hourly basis. Rates include all costs associated with performing the required Traffic Control services, including but not limited to fuel, operator, equipment, etc.

The City will not consider claims for extra payment.

Hourly rates begin at the arrival on the job site. Rates are only applicable from the starting time or when the TCP and equipment arrives, if later than the starting time, until the TCP and equipment is dismissed.

If the Contractor arrives on site at the prearranged call out time and must wait for the City crews, equipment or instruction, that shall be deemed "standby" time. Standby time will be paid at regular hourly rates.

Every effort will be made in the scheduling of staff breaks to minimize the disruption of production, and may be directed by the City.

Rates are to be firm for the initial term of the contract. Preference may be given to Proponents offering firm rates for a longer duration.

3.4. Allocation of Work

It is the intention of the City to enter in to a Contract with no more than 2 or 3 qualified Proponents for the initial term.

In the calendar year of 2014, it is anticipated that the City will require approximately 3,500 flag-person hours for traffic control and flagging services. This is an estimate only and in no way represents a firm commitment of work to any Contractor(s). It is provided only for the purpose of giving Proponents a general idea as to the City's total annual requirements for the purpose of preparing a proposal to this RFP.

The allocation of work will be at the sole discretion of the City and the Contractor(s) shall not have any claim for compensation, expense, damage or loss of profit from the City for any failure of the City to allocate any portion of the work to a Contractor(s) or for using the City's own forces to perform any portion of the Work.

The City will strive to allocate the overall hours or work evenly between the successful Proponent(s), but this even allocation is not a guarantee.

The City will, at its discretion, request Services for a day, part of a day, an hour for a given project, multiple projects and for as long as required. Once the Contractor is no longer required, the City will release the Contractor until a new order is issued.

The City will make every effort to plan project work in advance in order to provide the Contractor(s) with as much lead time as possible; however, sometimes same day ordering can be expected.

3.5. Hours of Work

The City's normal operating hours are 7:00 to 16:00, Monday to Friday, excluding statutory holidays. Only straight time will be paid during these hours. No overtime (regardless of the City's posted hours of work) will apply without first obtaining the City representative's written approval.

3.6. Failure to Attend

Contractors are required to attend as requested. Failure to attend as requested may result in the Contractor's status being adjusted or their contract terminated.

3.7. Professional Conduct and Removal of Staff

The Contractor's personnel will behave responsibly, professionally and show courtesy to the general public and City work crews at all times while performing the work for the City. The City may, at its sole discretion, request the Contractor to reprimand or remove any employee or sub-Contractor for any one or more of the following reasons, and the Contractor shall promptly comply with such request(s):

- Intoxication;
- Use of cell phone while engaged in traffic control operations;
- Smoking while performing traffic control duties;
- Personnel unable to provide valid and current "Flag Persons Certificate";
- Use of foul, profane, vulgar or obscene language or gestures;
- Solicitation of gratuities from any person for services performed;
- Willful, negligent or reckless action in disregard of safety or sanitary requirements; or
- Any other action that the City may determine constitutes a public nuisance or disorderly conduct.

3.8. Transportation

The City will **not** be responsible for transportation of the Contractor's personnel to or from the work site(s). This includes any transportation that may be required between work sites during the working period. No Contractor's personnel will be permitted to ride in or on City vehicles.

3.9. Set-ups and Removals

At the beginning and end of each workday, the Contractor shall inspect and ensure that all the equipment, signs, and devices are still positioned strategically. If any are found to be missing or additional ones needed, the Contractor will replace them or add new ones immediately.

At times when work sites are unmanned, particularly in the night, the work site will be closed off and the equipment, signs and devices will be strategically positioned to avoid accidents. For night work, reflective or flashing lights are necessary.

All equipment, signs and devices will be removed on the day of the completion of the project.

3.10. Emergency Services and Response Time

Except as otherwise authorized by the City, the Contractor shall provide a guaranteed on-site emergency mobilization and response time of two (2) hours and a general mobilization response time as directed by the City [24/7/365] including Statutory holidays with qualified and experienced response personnel, materials, and equipment necessary to commence and sustain a substantial portion of an adequate response.

3.11. Contractor Suspension and Termination

Contractor's may be suspended or terminated at the sole discretion of the City for any one or more of the following reasons:

- Failure to deliver the promised equipment or services at the required time and location; or
- Failure to provide certified and trained traffic control personnel to the City; or
- Failure to respond to phone calls from the dispatcher; or
- Default or arrears standing with WorksafeBC; or
- Expired insurance; or
- Any reason listed in Section 3.8 – Professional Conduct and Removal of Staff or other reason considered inappropriate, at the sole discretion of the City.

Contractors may be asked to leave the site by an authorized City representative.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 19-01-07

FLAGGING AND TRAFFIC CONTROL

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

Wednesday, February 13, 2019

(Closing date and time)

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

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

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

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(company name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

Proponents MUST identify any specific requirements with which they are unwilling or unable to comply.

1. **PRICE**

Items .1 to .9 are hourly rates for each Traffic Control Person (TCP).

ITEM	DESCRIPTION	HOURLY RATE
PRE-SCHEDULED TRAFFIC CONTROL SERVICES		
.1	STRAIGHT TIME – MONDAY TO FRIDAY 7:00 AM TO 18:00 PM	\$
.2	TIME AND A HALF AFTER _____ HRS/DAY	\$
.3	DOUBLE TIME AFTER _____ HRS/DAY	\$
AFTER HOURS CALL-OUT EMERGENCY TRAFFIC CONTROL SERVICES (18:00 – 07:00) MONDAY – FRIDAY		
SATURDAY		
.4	STRAIGHT TIME	\$
.5	TIME AND A HALF AFTER _____ HRS/DAY	\$
.6	DOUBLE TIME AFTER _____ HRS/DAY	\$
WEEKENDS AND STATUTORY HOLIDAYS		
.7	STRAIGHT TIME	\$
.8	TIME AND A HALF AFTER _____ HRS/DAY	\$
.9	DOUBLE TIME AFTER _____ HRS/DAY	\$
<i>Note: The City's requirement is that all signs commonly used for work zone setup in urban areas be included in the rate for a truck with arrow board.</i>		
.10	PORTABLE MESSAGE BOARD	\$
.11	PORTABLE ARROW BOARD	\$
.12	MOVE CHARGE (ITEM 11 & 12 ONLY)	\$
<i>Note: If moving to another location on the same day.</i>		
Cost of Traffic Plans		\$
Cost of Certifying City of Coquitlam Staff as TCP's		\$
Are there other rates not included in this Table? Yes _____ No _____		
If yes, provide a separate list of rates for other types of services, closures or devices.		
THE CITY DOES NOT ALLOW FUEL SURCHARGES AND PARKING FEES		

2. RESPONSE TIME

The response time will be a major consideration in evaluating the Proposals. State the lead time required for service.

	Type of Service	Response Time (Hours)
.1	Regular Service	
.2	Rush/Emergency Service	

3. SUBCONTRACTORS

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

	Type of Service	Company Name
.1		
.2		
.3		

4. EQUIPMENT AND VEHICLES

List the Proponent’s vehicles and equipment both owned or leased that would be used in providing the services. Demonstration of the equipment and vehicles offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment and Vehicles		
Equipment	Make / Model	Year

5. EXPERIENCE OF TRAFFIC CONTROL PERSONNEL

Name	Years of Experience	Certification Date

Note: If names are to be added or deleted from this list, the City must be notified in writing.

6. NON-COMPLIANCE

Fully describe any deviations to the requirements outlined in this RFP that your company is unable to comply with.

7. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies or programs that illustrate your efforts towards sustainable practises and responsibility in providing the services.

(Social/Ethical, Environmental, Economic/Financial)

8. VALUE ADDED

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

9. HEALTH AND SAFETY PROGRAM

The quality of Proponent’s in-house program to manage safety shall be considered in the evaluation.

a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes No

b) If no is checked, describe how safety training is accomplished.

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	Date Received

11. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully completed or currently providing Flagging and Traffic Control Services of a similar size, scope and complexity:

Start Date	
Completion Date	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Start Date	
Completion Date	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Start Date	
Completion Date	
Company	
Contact Person	
Telephone and Email	
Contract Value	

12. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all 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](#)

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 submission, electronic signatures will be accepted.

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:	