

City of Coquitlam

Request for Proposals

RFP No. 23-007

Ice Plant Refrigeration Systems -
Maintenance and Repair Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-007 Ice Plant Refrigeration Systems - Maintenance and Repair Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Ice Plant Refrigeration Systems - Maintenance and Repair Services .
Closing Date and Time	2:00 pm local time Thursday, September 07, 2023
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: http://qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFP Number and Name 2. Add files in .pdf format and Send <p>(Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</p> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	<p>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</p> <p>Questions received after that time may not receive a response.</p>
Addenda	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “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.

“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.

“City” “Owner” means City of Coquitlam;

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

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“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 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm̓ word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City requests Proposals from qualified, experienced firms for **Ice Plant Refrigeration Systems - Maintenance and Repair Services**. Proponents are required to have experience in the commercial ice plant refrigeration business, including qualified refrigeration technicians with universal refrigerant handling certification.

1.3 Non-mandatory Site Visit

A non-mandatory site visit is scheduled for:

Date: Wednesday, August 23, 2023
Time: 10:30 – 11:30 AM
Location: Poirier Sport & Leisure Complex in the Main Reception Area
Address: 633 Poirier Street, Coquitlam, BC

1.4 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.5 Instructions to Proponents

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

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

The City will not be responsible for any delay or for any submission not received 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 submissions not received.

1.6 Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, 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 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.8 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	35
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	25
Total	100

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

Corporate Experience, Capacity and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-contractors and suppliers
- Staff qualifications and experience
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Risk factors
- Quality Assurance and Safety
- Equipment and Resources
- Response times

Financial

- Prices and Labour Rates
- Markup Rates, Vehicle Charges and Minimum call out

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 City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

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

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

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.9 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions – Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.10 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. 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 all other trades / work crews, and perform the Work in a manner that minimizes any inconvenience or nuisance to the public

3 SCOPE OF SERVICES

3.1 General Requirements

The successful Proponent (“Contractor”) shall provide all labour, materials, tools, equipment, fuel, and transportation necessary to complete Ice Plant Refrigeration Systems Maintenance and Repair Services (“Services”) at the Poirier Sport and Leisure Complex (Arena).

3.2 Scope of Services

The Scope of Services includes the provision of scheduled preventative maintenance as well as repair services including emergency response at the Poirier Sport and Leisure Complex (PSLC).

The Work includes but is not limited to:

- Repair, parts replacement and maintenance of refrigeration systems components. Complete systems check, brine and Glycol analysis and safety devices testing.
- Be available to provide Services twenty four (24) hours per day, seven (7) days per week, 365 days per year, in the event of an emergency situation.
- Maintain the equipment listed in Appendix A - Ice Plant Refrigeration Systems Equipment List to a high standard of performance via Non-Scheduled and Scheduled maintenance, inspections, servicing and general repairs of refrigeration and associated mechanical building system equipment.
- Maintain the efficiency, safety and rated capacity of all units and controls covered.
- Provide coverage, operations inspections on the quantity of equipment as listed in Appendix A - Ice Plant Refrigeration Systems Equipment List (brand names and equipment sizes and configurations subject to change).
- Seasonal shut-down and start-up of equipment.
- Regularly scheduled operational checks.
- After hours call outs and emergency response as required.
- Assign a qualified experienced foreman/supervisor to oversee the inspection of the equipment to assure that equipment performance is optimal, and guarantee that the equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- Inspections, tests and certificates as required by all applicable Codes and Regulations (Technical Safety BC).
- Make all necessary adjustments in order to keep the equipment in full operational condition and provide informal training on an as-needed basis for City employees to enable them to make daily adjustments to the equipment.

3.3 Preventative maintenance schedules

As mutually agreed upon.

3.4 Annual – Refrigeration - Compressor Service / Preventative Maintenance (PM)

The Annual Service Inspection:

The Contractor will complete the “Crankcase Service” on each compressor. During the inspection of each compressor it will be determined if a “Top – End” overhaul or a “Complete”

overhaul is required. The Overhauls may also be pre-determined as per previous service and/or seasonal operations of the refrigeration plant.

Inspection Report must be submitted along with any proposed corrective action.

a) Required Basic Service - Crankcase

- I. Drain Oil
- II. Remove hand-hole cover and clean crankcase
- III. Clean oil pick-up screen
- IV. Remove and clean oil Cuno filter and sump
- V. Inspect water jackets and oil cooler
- VI. Re-assemble with new gaskets
- VII. Fill with new refrigerant oil
- VIII. Confirm operation

b) Optional Additional Services

I. Top End Service (completed as required or directed by Maintenance staff based on first stage Service Report)

- Remove and inspect valve seat surfaces: Hand lap as necessary
- Install new discharge valves and discharge springs
- Install new suction valves and suction springs
- Check suction screen
- Confirm operation

II. Complete Overhaul (completed as required or directed by Maintenance staff based on first stage Service Report)

- Remove pistons
- Check and hone cylinder sleeves
- Check condition of crankcase and advise
- Visually inspect mechanical shaft seal assembly
- Check Main and thrust bearing play
- Install new cylinder sleeve gaskets
- Install new piston rings
- Install new connecting rod bearings
- Confirm operation

3.5 Annual - Refrigeration - Refrigeration System and Safety Checks

All Refrigeration Systems are to be checked to ensure optimum operation, along with DDC full review. An inspection Report must be submitted along with any proposed corrective action.

**Note: The Compressors, Brine System and Safety Devices are serviced by this contract agreement. This is a review of all assets that encompass the refrigeration plant. Hence, this PM is not for the “service” of Cooling Tower, Pumps, Heat Exchangers, Back Flow Preventers etc., it is a “check” to ensure all assets are running correctly, along with visual inspection.*

The key asset components within the Refrigeration Plant are provided as:

Appendix A - Ice Plant Refrigeration Systems Maintenance & Repair Equipment List

All Refrigeration System Safety devices within the plant refrigeration system are to be tested and certified annually.

3.6 Quarterly – Refrigeration

Secondary Cooling Systems (Therminex/Brine/Glycol):

Contractor is to complete an analysis of brine/condenser water/glycol/Therminex systems, including a check for presence of ammonia. Contractor is to inspect and pressure test brine header and connections. Inspection Report must be submitted along with any proposed corrective action.

Services to include: addition of corrosion inhibitor as required. Product is to be reviewed and pre-approved by City of Coquitlam.

3.7 Yearly – Refrigeration Safety Devices Replacement

Upon award the Contractor will review the list of Safety Devices at the PSLC facility with Arena Maintenance Supervisor and inspect and provide a quote to replace the devices as required.

All Safety Devices must be replaced on a five (5) year cycle.

3.8 Applicable Specifications

The applicable specifications for the maintenance shall be the original manufacturer's equipment specifications including all maintenance requirements and air balancing reports. All equipment covered under this Contract shall be maintained to a level of performance equal to the published specifications for the equipment when originally purchased.

3.9 Energy Management

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

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

3.10 Haz-Mat Response

Contractor is required to ensure all appropriate Haz-mat/hygienist subcontractors are in place to provide emergency response as required and are listed in the Proposal submission form.

3.11 Regular Working Hours

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City unless it is an emergency.

3.12 Emergency Repair Services Requests

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified tradesperson available for after-hours emergencies.

Emergency callouts shall be attended within one (1) hour of receiving the call.

Note: If the Contractor does not respond within the expected one (1) hour timeframe, the City reserves the right to utilize the services of other contractors.

3.13 Unscheduled Callouts

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City. Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

The technician must be on site within three (3) hours in a regular working day for all unscheduled work that is not deemed “Emergency Service”.

Note: If the Contractor does not carry out the work within the expected timeframe, the City reserves the right to utilize the services of other Contractors.

3.14 Preventative Maintenance Repairs

While on site, the Contractor is expected to carry out minor preventive maintenance repairs that are required to ensure the unit(s) will continue to operate as designed.

The limit of these repairs is \$500.00.

More extensive repairs are to be documented and discussed with the City and a written/verbal quote supplied. More extensive repairs are to be scheduled to coincide with the next regular preventive maintenance visit where possible.

The Contractor may be requested to submit a firm quotation covering all labour, overhead and obvious materials, which are to be fully listed, including project completion in number of days. The Contractor shall provide written quotations within five (5) days. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate quotations.

If the equipment is “End of Life” (EOL) the Contractor shall report why the equipment is End of Life.

Should repairs exceed 50% of the cost of replacement, or, when parts are no longer available or very difficult to obtain, the item or items are to be classified as “EOL”. The final determination however will be made by the City.

Non-emergency work shall only be performed with the City's written authorization. Actual work shall not exceed the Contractor's quotation without prior written authorization provided by the City.

3.15 Associated Work, Service Tools, Materials, & Spare Parts

The Contractor to provide all tools and materials including consumable stores such as oils (including refrigeration and air compressor required for oil changes), greases, cleaning materials, joining materials, etc. required to carry out and test the work requested in the performance of the Agreement. It shall be the responsibility of the Contractor to be fully equipped on each attendance call.

The Contractor shall possess specialized instruments for testing of air balance, temperature, velocity and indoor air quality.

3.16 Additional Sites and Equipment

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

3.17 Refrigerant Handling

The Contractor must comply with all laws, codes and regulations concerning fully halogenated CFC refrigerants and their recovery.

The Contractor must fully comply with ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers Ins.). Guideline #3-1990 (including revisions on the subject as applicable).

Contractor must have recovery equipment as described in the Guidelines, as a minimum.

3.18 Worksite Security Procedures

The Contractor will be required to report to the City Site Contact Person, upon arrival before starting any work, as per WorkSafeBC Requirements, and prior to departure from the work site. An identity badge, parking pass and/or keys for equipment room access may be required from the City's Site Contact Person.

The Contractor shall install temporary restrictions, barricades and signs to prevent use of electrical equipment or services during service/repair operations.

Service technicians must inform the Facilities Customer Service/Arena Maintenance Supervisor immediately if any safety hazard is discovered.

3.19 Work Requests

City Work Orders will be initiated on an "as needed and when requested" basis for service or repairs required at any City facility.

Additional work required resulting from, and not identified on the Work Order, shall proceed if the value is under \$500. The value shall be calculated according to the rates established by this contract.

3.20 Additional Repairs

Additional repairs found necessary which are beyond routine over a value of \$500 require a written quotation. The quoted repair work shall not proceed until approval has been provided by the City and a new Work Order has been issued.

Repairs in some facilities will need to be based on scheduling and access availability.

3.21 Extra Work and/or Special Projects

- a) At any time during the term of this Agreement, the Facilities Representative or designate may, by written work order, direct the Contractor to perform work which is in addition to the work required by this Agreement. Such work is referred to herein as "Extra Work" and may include the provisions of labour, equipment and materials, or any combination thereof.

- b) The Contractor's quotation should also include a detailed description of the work to be performed, broken down by task and subtask. The quotation should contain details on the level of effort, including hours, labour categories, materials, and all items necessary for completion.
- c) The Contractor shall be paid for Extra Work at an amount to be agreed upon between the parties. Extra work will be paid for on separate invoices substantiated by approved field reports.
- d) If the Contractor wishes to subcontract any extra work, it shall make special application to the City or designate for approval to subcontract and for approval of the subcontractor proposed.
- e) The City or designate may, at their option, direct another Contractor to perform the extra work.
- f) The Contractor shall not begin any additional work or special projects without first obtaining written approval (email confirmation) from the City. The City shall be under no obligation to pay for work done without prior written approval.

3.22 Contractor Work Sheets/Field Reports

A worksheet/field report shall be required to be completed by the Contractor for any work performed at a work site. The worksheets shall itemize the labour type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges, and are to be signed by the site Contact Person. A copy of the worksheet shall be forwarded to the Facilities Customer Service within **72 hours of completion of the Work**, by email, and shall indicate the City Work Order number issued for the work. Worksheets may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

3.23 Work Sites

The work will be carried out at PSLC and the scheduling of these services shall be coordinated with the Arena Maintenance Supervisor or Facilities Management Coordinator (FMC).

Upon award, the City shall provide to the Contractor, a contact list for PSLC.

The Contractor's personnel will be required to report to the Arena Maintenance Supervisor/Arena Maintenance Worker upon arrival before starting any work, and before leaving the site, as required by Worksafe BC.

3.24 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-007

Ice Plant Refrigeration Systems - Maintenance and Repair Services

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

Thursday, September 07, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: <http://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 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1.

DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP. This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
	Company

Reference Information	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval (use the spaces provided and/or attach additional pages, if necessary):

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) SUPPLIERS – The Proponent proposes to supply the various products for the Work from the following suppliers:

LINE ITEM	PRODUCT	MANUFACTURER	SUPPLIER
i.			
ii.			
iii.			
iv.			

f) HEALTH AND SAFETY	
I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

3.

Sustainable Benefits and Social Responsibility

<p>a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City:</p>
<p>b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:</p>
<p>c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:</p>
<p>d) What policies does your organization have to support reconciliation with indigenous peoples:</p>

4. TECHNICAL

a) APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description of the various components required for successful completion of the Work.
I. Delivery, Set-Up and Execution - 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. Include any safety and pedestrian control measures.
II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
III. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
IV. Safety - Proponent is to state how they will address safety on the Work site.
V. Disposal and Recycling - Provide details on all disposal and recycling including location.

b) EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used at the Work site must be clearly identified. Please list Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools 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 (including power tools to be used)	Make / Model	Year

c) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:	
Non-Emergency Call Out:	

5.

FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Annual Compressor (Basic Crank Case) PM Service	Each	\$
ii.	Annual Refrigeration System and Safety Check Service	Each	\$
iii.	Top End Service	Each	\$
iv.	Complete Overhaul	Each	\$
v.	Quarterly Secondary Cooling System Service	Each	\$
vi.	Other not Listed:	Each	\$

b) ADDITIONAL LABOUR RATES
 The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all labour, wages, and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	State Worker Type/Trade: Journeyperson		
	Regular time (state hours): Monday to Friday	Hourly	\$
	Overtime (State Hours): Monday to Friday	Hourly	\$
ii.	State Worker Type/Trade: Apprentice		
	Regular time (state hours): Monday to Friday	Hourly	\$
	Overtime (State Hours): Monday to Friday	Hourly	\$

c) Material Markup Rates

Mark-up rate on materials	%
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d) MINIMUM HOURS - Minimum number of hours billed per mobilization:

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Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/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

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.