

City of Coquitlam

Request for Proposals

RFP No. 23-095

Roof Maintenance & Building Envelope
Repairs

TABLE OF CONTENTS

DEFINITIONS	4
1. INSTRUCTIONS TO PROPONENTS	5
1.1. Acknowledgement	5
1.2. Purpose	5
1.3. Proposal Submission	5
1.4. Instructions to Proponents	5
1.5. Prices	5
1.6. Requested Departures	5
1.7. Evaluation Criteria	5
1.8. Eligibility	7
1.9. Term	7
2. GENERAL CONDITIONS OF CONTRACT	8
2.1. Terms and Conditions of Contract	8
2.2. On-Site Hazards	8
2.3. One Year Guarantee	8
2.4. Protection of Public	8
3. SCOPE OF SERVICES	9
3.1. General Requirements	9
3.2. Scope of Work	9
3.3. Contractors Qualifications	13
3.4. Reference Standards	13
3.5. Materials and Supplies	14
3.6. Reporting and Invoicing	14
3.7. Responses and Callouts	14
3.8. Protection Measures	15
3.9. Traffic Control	15
3.10. Work Hazards	15
3.11. Cleanliness and Disposal of Unwanted Materials	16
3.12. Site Control and Organization	16
3.13. Clean Up	16

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-095 Roof Maintenance & Building Envelope Repairs
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Roof Maintenance & Building Envelope Repairs .
Closing Date and Time	2:00 pm local time Wednesday, December 20, 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: 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 (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <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	<p>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.</p>
Terms and Conditions of Contract	<p>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.</p>

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.

“City” “Owner” 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.

“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 hə́hə́míhə́m word kʷíkʷə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷíkʷə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḳá́ciyaʔ tə́məxʷ (Katzie), and other Coast Salish Peoples.

1.2. Purpose

The City requests proposals from qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the provision of **Roof Maintenance & Building Envelope Repairs** (the ‘Services’) as outlined in **Section 3 – Scope of Services**.

1.3. 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.

1.4. 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.

1.5. Prices

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

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.

1.6. 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.

1.7. Evaluation Criteria

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

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

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

Corporate Experience, Capacity and Resources

- Business and reputation
- Capabilities and resources
- Member in good standing
- Value added benefits
- References
- Sub-contractors
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance
- Disposal and recycling
- Experience
- Response times
- Case studies

Financial and Value Added

- Labour Rates, Markup & Vehicle Charges

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.

1.8. 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](#)

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.

1.9. 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.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2. On-Site Hazards

- a) The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead impediments in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Contractor is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- b) The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3. One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from faulty installation, faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 24 hours of notification. This shall be at no cost to the City.

2.4. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from equipment operation and related activities. The Contractor shall promptly report to the City any safety incidents as they occur.

3. SCOPE OF SERVICES

3.1. General Requirements

The City is seeking responses from accredited Roofing & Building Envelope contractors, such as Roofing Contractors Association of British Columbia (RCABC); National Roofing Contractors Association (NRCA) accredited and licensed Building Envelope Renovator (BER) to respond to service calls for Roof system & Building Envelope repairs as required.

The Contractor is expected to be available to respond twenty-four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

Repair and maintenance of Roof and Building Envelope systems at City buildings may include but is not limited to:

- Built-up
- Modified Bitumen
- EDPM
- PVC
- Asphalt
- Cedar Shingle
- Flashings problems
- Gutters
- Facade Cracks
- Window and Door Issues
- Exterior walls
- Flashing
- Insulation
- Vapor barriers
- Sealants
- Waterproofing systems
- Accessories, such as louvers, rain screen, or caulk

3.2. Scope of Work

The Contractor is to perform preventative inspections, maintenance, and all repairs to roofing structures and building envelopes, including but not limited to components such as gutters, parapet walls, downspouts, vents, drains, utility openings, hatches, flashings, copings, underlayment, exterior walls, insulation, vapor barriers, sealants, waterproofing systems, windows and doors systems, and any materials comprising exterior walls. All Work must adhere to the highest standards of the industry, demonstrating skill, workmanship, and compliance with applicable trade best practices, warranties, as well as all relevant laws, codes, and regulations. The responsibility for providing all ladders/hoists and safety equipment necessary to access building roofs lies with the contractor.

a) Preventative Inspections

The Contractor is to perform quarterly & annual roof preventative inspections, maintenance and all repairs to roofing structures. The City has an established preventative maintenance (PM) program for the larger City buildings based upon the RCABC Roof Maintenance Guide. The PM program will auto generate work orders for the required sites and these will be issued to the Contractor.

Routinely scheduled inspections are completed every 3 months including inspection of the condition of the roofs and repairing any defects that have been identified. An inspection checklist shall be completed as part of the inspection, complete with photos.

Inspections shall be invoiced according to the hourly rates in effect.

Inspections include, but may not be limited to:

- Building perimeter
- Deck (where visible)
- Parapet walls
- Metal flashings
- Counter flashings
- Base flashings
- Pitch pans
- Plumbing stacks
- Roof penetrations
- Expansion joints
- Drains
- Scuppers
- Eaves troughs
- Gutters and downspouts
- Access Membrane/ballast:
 - Ponding
 - Blisters
- Ridges
- Splits
- Coatings
- Seams
- Adhesives
- Punctures/penetrations
- Wind scour Shingles:
 - Deterioration
 - Missing shingles
 - Exposed fasteners
 - Curling

b) Building envelope inspections

Inspections include, but may not be limited to:

- Assessing the condition of exterior walls for cracks, damage, or deterioration.
- Examining windows and doors for proper sealing, functionality, and any signs of damage.
- Inspecting roofing structures for leaks, missing or damaged materials, and overall integrity.
- Checking gutters, downspouts, and drains for proper functioning and addressing any blockages.
- Evaluating the condition of flashings, copings, and underlayment to ensure they are intact and effective.
- Reviewing the state of insulation and vapor barriers for performance and potential issues.
- Examining sealants and waterproofing systems to identify any areas of concern.
- Verifying the overall alignment and condition of utility openings, hatches, and vents.
- Assessing the general integrity of the building envelope to identify any areas requiring maintenance or repairs.

c) Maintenance and Repairs

The Contractor will undertake a maintenance and repair program approach that provides a preventative strategy aiming to maximize the lifespan of the current roofing structure and building envelope. This includes but may not be limited to:

- i. Crack Sealing and Patching:
Identifying and sealing any cracks or openings in the roofing structure or building envelope to prevent water infiltration.
- ii. Roofing Material Replacement:
Replacing damaged or deteriorated roofing materials, such as shingles or membranes, to ensure the integrity of the roof.
- iii. Gutter and Downspout Maintenance:
Regular cleaning and maintenance of gutters and downspouts to prevent blockages and ensure proper water drainage.
- iv. Flashing and Coping Inspection:
Inspecting and repairing or replacing flashings and copings to maintain a watertight seal around roof penetrations.
- v. Window and Door Sealing:
Checking and resealing windows and doors to prevent air and water leaks, ensuring energy efficiency.
- vi. Vapor Barrier and Insulation Upkeep:
Monitoring and repairing the condition of vapor barriers and insulation to enhance energy efficiency and maintain proper building temperature.
- vii. Sealant Renewal:
Periodic renewal of sealants on joints and seams to maintain their effectiveness in preventing water penetration.
- viii. Inspecting and Repairing Exterior Walls:
Evaluating the condition of exterior walls and addressing issues such as cracks, damage, or deteriorating materials.
- ix. HVAC Penetration Maintenance:
Inspecting and maintaining penetrations made for HVAC systems to prevent potential issues with weather resistance.
- x. Emergency Repair Protocol:
Establishing a protocol for emergency repairs to address immediate concerns and prevent further damage.
- xi. Regular Structural Assessments:
Conducting routine structural assessments to identify potential issues before they escalate.
- xii. Wood and Metal Element Care:

Addressing issues related to wood rot, decay, or corrosion in any wood or metal elements of the building envelope.

d) Additional Services

The City may request additional Services which may include but not limited to the following:

i. General:

- Roof inspections, reports and examinations
- Risk assessments and providing recommendations
- Leak test and repairs
- Waterproofing
- Roofing or envelope removal and replacement/ restoration, alteration or upgrading works not exceeding \$75,000.00
- Various sampling and test methods and procedures to roofing structure

ii. Energy Efficiency Upgrades:

Recommending and implementing measures to enhance the energy efficiency of the building envelope, such as improved insulation or energy-efficient windows.

iii. Structural Assessments:

Conducting in-depth structural assessments to evaluate the overall stability and integrity of the building envelope, providing recommendations for any necessary enhancements.

iv. Consultation on Building Envelope Improvements:

Offering consultation services to discuss potential improvements or modifications to the building envelope, considering advancements in construction materials or technologies.

v. Integration of Sustainable Practices:

Introducing sustainable practices, such as green roofing solutions or environmentally friendly building envelope materials, to align with the City's sustainability goals.

vi. Roofing System Upgrades:

Proposing and implementing upgrades to the roofing system to enhance performance, durability, and weather resistance.

vii. Customized Maintenance Plans:

Developing customized maintenance plans tailored to the specific needs and characteristics of the building, optimizing long-term performance.

e) Scope of Services for Building Envelope Repair and Assessment

The consultant shall perform the following services for the building envelope repair and assessment:

i. Removal and Installation:

Manage the removal and disposal of existing elements and oversee the supply and installation of new components, including flashings, caulking, sills, and attachments, as specified in this section, the Summary of Work, and on elevations/details.

ii. Building Envelope Condition Assessment:

Conduct a comprehensive building envelope condition assessment, investigating the cause, source, and extent of water damage.

iii. Site Investigations and Calculations:

Undertake all necessary site investigations, calculations, and other investigative work required to verify and complete the assessment report.

iv. Report Production:

Generate a detailed report outlining the condition of the building, recommendations for the repair strategy, including cost estimates and order of magnitude.

3.3. Contractors Qualifications

The Contractor shall only deploy qualified workers and technicians with appropriate trade qualifications in compliance with RCABC practices guidelines and have the following certifications or qualification to perform Services to the following roof classifications:

- Thermoplastic Polyolefin (TPO)
- Ethylene Propylene Diene Monomer (EPDM)
- Styrene-Butadiene-Styrene (SBS)
- Pitched Standing Seam Metal
- Asphalt Shingle 3.1.4.6 Tar and Gravel
- Single ply membrane roofing [Poly vinyl Chloride (PVC)]
- Base flashing, metal and concrete coatings
- Licensed Building Envelope Inspector and Renovator

3.4. Reference Standards

The Contractor shall comply with all building codes, by-laws, regulations, directives and ordinances having jurisdiction as set forth and mandated by Federal, Provincial and Municipal Authorities in effect and applicable to the Services required.

The following standards at a minimum shall apply:

- BC Building Code
- Canadian Standards Association (CSA)
- Roofing Contractors Association of BC (RCABC)
- BC Plumbing Code
- BC Fire Marshal
- National Building Code of Canada
- National Fire Protection Association
- Licensed Building Envelope Renovator

3.5. Materials and Supplies

The Contractor is to have a local warehouse and supply inventory which stocks common components, cleaning supplies, tools, materials and other items required for performance of the work.

All materials and equipment to be new. Contractor is responsible for delivering and storing of materials in original, unopened packaging, inclusive of all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractor's expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.6. Reporting and Invoicing

The Contractor is to have a 24 hour response service and dispatching network for accepting trouble calls and dispatching in response to problems reported. In addition, a trouble call logging and tracking system should be in place to record calls by site and to record the cause of the reported problems and corrective action taken.

All work is documented through a written Field Report and submitted together with the invoice and supporting documents including, where applicable:

- Regulatory Permits;
- Drawings, plans and specifications;
- City Work order data;
- Progress photographs (before and after);
- Warranty Certificates.

3.7. Responses and Callouts

- a) Unless otherwise advised, regular working hours and ordinary working days are **8:00 a.m. to 5:00 p.m. Monday through Friday**. No work will be performed outside of regular working hours or on other than ordinary working days without the prior direction or approval of the City. For all scheduled work, the Contractor will report punctually at the work site to perform the work diligently and expeditiously for completion of the work in a timely manner.

- b) Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the regular working hours or ordinary working days without the prior approval of the City, where it is necessary in the interests of safety of the Works or where the work is required to protect property. In such circumstances the Contractor shall inform the City in writing of the circumstances as early as possible.
- c) If the Contractor wishes to carry out work outside of the regular working hours or ordinary working days and approval is given by the City, but the reasons for working these hours are for the Contractors benefit, then the hourly rate for such work will be at the normal hourly rate.
- d) Work hours paid under the Agreement shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rates for basic labour or equipment.
- e) The Contractor shall establish a list of key contacts with telephone numbers from 8:00 a.m. to 5:00 p.m., Monday to Friday, for the purpose of responding to all calls from the City. There should also be a contact after hours for emergencies.

3.8. Protection Measures

- a) Access to any job site(s) through areas other than a road or paved areas specifically for that purpose is not permitted without the prior written approval of the City.
- b) The Contractor is to take all reasonable precautions to prevent damage to any structure within or adjacent to the site of the work. The Contractor is to report any damage caused to the City, and in the case of private property, to the property owner and/or occupant.
- c) Costs to rectify damage to structures arising from or in the course of the work will be charged to the Contractor.
- d) Repairs to any damage caused by the Contractor to be completed within five (5) working days.

3.9. Traffic Control

Traffic Control Services provided as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC. Pedestrian control required with proper signage to close off sections of pathway affected by construction.

3.10. Work Hazards

- a) It is the responsibility of the Contractor to address all work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.

- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

3.11. Cleanliness and Disposal of Unwanted Materials

The Contractor is responsible for the cleanliness of any and all job sites and accountable for the disposal of all excess and scrap materials. The job sites, at all times must be kept clean of any debris to avoid mishaps and all unwanted materials must be disposed of in an environmentally friendly manner at approved sites with no extra expense to the City.

3.12. Site Control and Organization

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

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

3.13. 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 and leave the site of the work in a clean and tidy condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-095

Roof Maintenance & Building Envelope Repairs

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

Wednesday, December 20, 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: 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):	

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 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	
Reference Information	Company
	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) 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:

d) QUALIFICATIONS Proponent is to state if it is a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association:	
Member in Good Standing	Yes/No
Roofing Contractors Association of BC	
National Roofing Contractors Association	
Licensed Building Envelope Renovator	

e) 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**

I. 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

--

II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

--

III. 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:

--

IV. What policies does your organization have to support reconciliation with indigenous peoples:

--

4. TECHNICAL

a) APPROACH and METHODOLOGY
Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.

I. Delivery, Set-Up and Execution - Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP.

II. Safety - Proponent is to state how they will address safety on the Work site.

III. Disposal and Recycling -: Provide details on all disposal and recycling including location.

b) EXPERIENCE Proponent is to confirm its staff are experienced, qualified and possess the appropriate trade certifications or qualifications to perform the Services on the following roof classifications:

Roof Classifications	Qualifications and experience for this classification of roof (Yes/No)	Senior Personnel
Thermoplastic Polyolefin (TPO)		
Ethylene Propylene Diene Monomer (EPDM)		
Styrene-Butadiene-Styrene (SBS)		
Pitched Standing Seam Metal		
Asphalt Shingle 3.1.4.6 Tar and Gravel		
single ply membrane roofing [Poly vinyl Chloride (PVC)]		

base flashing, metal and concrete coatings		
--------------------------------------------	--	--

c) RESPONSE TIME: Indicate Response time in hours for Emergency & non-Emergency Call outs:	
Emergency Call Out:	
Non-Emergency Call Out:	

d) CASE STUDIES - provide case studies (2) from recent successful projects involving roof and building envelope leaks. Please include details on how you identified and resolved the issues, along with the outcomes of your interventions.

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.	Regular Journeyman rates state:		\$
ii.	Regular Apprentice rates state:		
iii.	Regular Journeyman rates state:		
iv.	Regular Apprentice rates state:		
v.	Regular Journeyman rates state:		
vi.	Regular Apprentice rates state:		
vii.	Regular Journeyman rates state:		
viii.	Regular Apprentice rates state:		\$
ix.	Vehicle rates (if any)		\$
x.	Other not Listed:		\$
xi.	Other not Listed:		\$
xii.	Other not Listed:		\$

b) MATERIAL MARKUP RATES	
Mark-up rate on materials	%

c) MINIMUM HOURS
Minimum number of hours billed per mobilization:

d) HOURS
State regular working hours and overtime working hours:

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.