

City of Coquitlam

Request for Proposals

RFP No. 24-062

Emergency Power Generator Services

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Appendix A – Generator Inventory and Locations

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Thursday, July 25, 2024
Deadline for Questions	2:00 PM (local time) Monday, August 12, 2024
Deadline for Issuing Addenda	Tuesday, August 13, 2024
Submission Deadline	2:00 PM (local time) Thursday, August 15, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-062 Emergency Power Generator Services
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms for the provision of Emergency Power Generator Services .
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 and "Send Files" (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>
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

“City” “Owner” means City of Coquiltam;

“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 hən̓q̓əmi̓n̓əm̓ 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 s̓q̓əciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Emergency Power Generator Services**. Refer to **Section 3, Scope of Services and Appendix A – Generator Inventory and Locations** for further details.

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.

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, 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.

1.6. 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

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

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	30
Financial	30
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors

- Test and Acceptance Plan
- Ability to comply with the stated specifications and requirements
- Response Time
- Sample Field Reports

Financial

- Price
- Mark up rates
- Labour Rates
- Minimum hours

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 for additional terms, upon mutual agreement of the parties.

1.10. Extension of Offer

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

Additional participating agencies that opt to enter into a Contract with the successful Proponent for the Services described in this RFP based on the terms, conditions and prices may present their own Agreement. This is a separate legal contract between those public agencies and the successful Proponent.

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

1.11. Security

Contractor's qualified personnel may be required to Work at the Public Safety Building (Police) and other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this Contract.

The Contractor must have on call, at least one security cleared employee for after-hours callouts to the security designated sites. Any employees denied security clearance shall be restricted from entering the designated facilities, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

The Contractor may also be required to provide a clean criminal record check to the City. The criminal record check shall be provided at no cost to the City.

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. 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.

2.3. On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities 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 Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.4. Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.

3. SCOPE OF SERVICES

3.1. Scope of Services

Services to include all necessary materials including filters, fluids, misc. shop supplies, labour, equipment and transportation (fuel, truck charges) to worksite(s) complete the Services.

The Preventative Maintenance Services entail two (2) site visits annually at 6 month intervals consisting of an Annual Minor Inspection and a Major Annual Inspection. The Services will generally include but not be limited to the following:

- Annual Minor Preventative Maintenance Inspections
- Annual Major Preventative Maintenance Services, including:
 - Load Bank Test
 - Sample and test all fluids and provide reports
 - CSA recommended testing at the name plate specified capacity rating for a minimum of 2 hours.
- Repairs – as and when required
 - May require quotation and written approval by the City prior to proceeding with the work.

a) Annual Minor Inspection Service

The Service for the Annual Minor Inspection includes but not limited to the following:

- Complete inspection of the generator, equipment and controls
- Inspect all Fan Belts for condition and tension
- Fuel Filter – check for condensation
- Oil, coolant levels and anti-freeze rating
- Complete inspection of cooling system and related components including water pump, radiator, all hoses and block heater
- Battery – inspect & clean terminals, overall condition, charging rate
- Fuel system operation
- Spark plug condition (where applicable)
- Crank case breathers
- Exhaust silencer condensation trap
- Check operation of cooling thermostats and louvers
- Clean and/or replace panel lights
- Day tank fuel level and pump operation
- Inspect & test all ignition and shut-down systems
- Transfer load with transfer switch and continue running under building load (excluding City Hall and Public Safety Buildings)
- Verify output voltage and frequency engine controllers and settings

b) Annual Major Preventative Maintenance Service

The Service for the Annual Major Preventative Service includes but not limited to the following:

- Complete inspection of the generator, equipment and controls
- Inspect all Fan Belts for condition and tension
- Fuel Filter – check for condensation
- Oil, coolant levels and anti-freeze rating
- Complete inspection of cooling system and related components including water pump, radiator, all hoses and block heater
- Battery – inspect & clean terminals, overall condition, charging rate
- Fuel system operation
- Spark plug condition (where applicable)
- Crank case breathers
- Exhaust silencer condensation trap
- Check operation of cooling thermostats and louvers
- Clean and/or replace panel lights
- Day tank fuel level and pump operation
- Inspect & test all ignition and shut-down systems
- Transfer load with transfer switch and continue running under building load (excluding City Hall and Public Safety Buildings)
- Verify output voltage and frequency engine controllers and settings
- Replace engine oil and filters as well as fuel and coolant filters
- Inspect and replace air intake filters
- Inspect all electrical and mechanical connections
- Test strength of coolant and chemical protection concentration
- Sample Oil, Fuel and Coolant – Send for Lab analysis. Test results are to be provided to the City with Field Reports via email.

i. Control Panel

- Open all inspection panels
- Inspect electrical connections
- Remove all dust
- Check metering accuracy
- Test operation of breakers

ii. Generator Panels

- Inspect and clean rotor and stator windings
- Inspect coupling bolts
- Inspect bearings
- Inspect conduit tightness
- Inspect all electrical connections
- Perform Load Bank Test

In completing the Services the Contractor must also:

- Provide environmental protection as needed
- Maintain a safe and secured work site

3.2. Quantities, Locations and Information

Please refer to **Appendix A – Generator Inventory and Locations** for generator quantities, location and information. All quantities are estimated. The City reserves the right, at its sole discretion, to reduce or increase the quantities.

3.3. New Units

The City may add additional or replace existing units during the term of this Contract. Pricing for new or replace units shall be the same or similar to prices offered on similar existing units as provided in this RFP.

3.4. Regulations and Environmental Requirements

All Services performed are to meet or exceed the following regulations and requirements:

- CSA282-09 Emergency Electrical Power Supply for Buildings
- BC Fire Code
- Federal, provincial and local laws, bylaws, and regulations

3.5. Testing, Inspection and Quality Assurance

Where tests or inspections reveal workmanship or materials not in compliance with the specifications as stated within this RFP, the Contractor shall pay for the cost of additional tests ordered by the City to verify acceptability of corrected work. Extensions to the Contract shall not be allowed for any delay occasioned by the above requirement.

The City will pay the cost of testing ordered by the City for Quality Assurance.

3.6. Work Schedule and Work Hours

The work schedule for the Annual Minor Inspection and the Annual Major Preventative Maintenance Services including start date and prioritization of locations are to be reviewed and coordinated with the City's representatives following award of the Contract.

The City retains the right to change and interrupt maintenance schedules and to determine work priorities.

All Services are to be performed in compliance with City Bylaws.

3.7. Work Zones and Traffic Control

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage.

The Contractor shall provide Signage at the Work zone.

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.

3.8. Field Service Reports

The Contractor is to provide detailed field reports to the City's representative as to completed work for each Generator (including any fluid test results, load tests etc.). Please provide an example field report as an appendix to your Proposal submission.

3.9. Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-062

Emergency Power Generator Services

Proposals will be received as per date and time in [Key Dates Section](#)

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 and “Send Files”

(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	
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) 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.				
iv.				

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) 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
IV. 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>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</p>
<p>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:</p>
<p>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:</p>
<p>IV. 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 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.

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

c) TEST AND ACCEPTANCE TEST - Attached how you will perform the test and acceptance.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

d) FIELD REPORT AND INVOICING	
I. Include an example of Proponents Field Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. FINANCIAL

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

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

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

d) 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):

I. <u>Engineering Infrastructure</u>			
	ENGINEERING	LUMP SUM PRICE PER SERVICE	
		Minor Service	Major Service
i.	Victoria Drive	\$	\$
ii.	Aberdeen	\$	\$
iii.	Hockaday	\$	\$
iv.	Portable 740	\$	\$
v.	Portable 741	\$	\$
vi.	Portable 747	\$	\$
vii.	Salt Spring	\$	\$
viii.	United PS	\$	\$
ix.	Lansdowne	\$	\$
x.	Green Acres	\$	\$
xi.	Myrnam	\$	\$
xii.	Schoolhouse	\$	\$
xiii.	Millcreek Pump Stn	\$	\$
xiv.	Adair	\$	\$
xv.	Port Mann Drainage (Pump)	\$	\$
xvi.	Noons Creek	\$	\$
xvii.	Eagle Mountain	\$	\$

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xviii.	Plateau	\$	\$
xix.	Scott Creek	\$	\$
xx.	Hoy Creek	\$	\$
xxi.	Pipeline Rd	\$	\$
xxii.	Foster	\$	\$
xxiii.	River Heights	\$	\$
xxiv.	David	\$	\$
xxv.	Harper	\$	\$
xxvi.	Coleman	\$	\$
xxvii.	City Center	\$	\$
xxviii.	Fraser Mills	\$	\$
xxix.	Lincoln Pump	\$	\$
	TOTAL	\$	\$

II. Facility or Building Sites			
	FACILITIES	LUMP SUM PRICE PER SERVICE	
		Minor Service	Major Service
i.	Austin Heights Firestation	\$	\$
ii.	Mariner Firestation	\$	\$
iii.	Town Center Firestation	\$	\$
iv.	Burke Mountain Firestation	\$	\$
v.	Service Centre - Water / Sewer	\$	\$
vi.	Service Centre - Radio Tower	\$	\$
vii.	Poirier Sport & Leisure Complex- Arena	\$	\$
viii.	Poirier Sport & Leisure Complex – QNET	\$	\$
ix.	Poirier Sport & Leisure Complex- Fire Pump	\$	\$
x.	City Hall	\$	\$
xi.	Public Safety Building	\$	\$
xii.	AOB- Emergency Generator	\$	\$
	TOTAL	\$	\$

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.