

City of Coquitlam

Request for Proposals

RFP No. 24-025

Fibre Optic Installation and
Maintenance Services

TABLE OF CONTENTS

KEY DATES.....	3
DEFINITIONS	4
1. INSTRUCTIONS TO PROPONENTS	5
1.1. Acknowledgement.....	5
1.2. Purpose	5
1.3. Background.....	5
1.4. Proposal Submission.....	5
1.5. Instructions to Proponents	5
1.6. Prices.....	5
1.7. Requested Departures.....	6
1.8. Evaluation Criteria	6
1.9. Eligibility	8
1.10. Term.....	8
1.11. Award to Multiple Respondents.....	8
2. GENERAL CONDITIONS OF CONTRACT	8
2.1. Terms and Conditions of Contract.....	8
3. SCOPE OF SERVICES.....	8
3.1. Scope of Work	8
3.2. City will Provide	9
3.3. Materials.....	9
3.4. Civil Design.....	10
3.5. Building Design.....	10
3.6. Fibre Design	10
3.7. Co-Location	10
3.8. Access network	10
3.9. Records and Reporting.....	10
3.10. Hours of Work	11
3.11. Equipment, Materials and Workmanship.....	11
3.12. Work Zones and Traffic Control.....	11
3.13. Delivery, Storage, and Handling.....	11
3.14. Services, Utilities and Infrastructure.....	11
3.15. Site Control and Organization	12
3.16. Clean Up.....	12
3.17. Environmental Protection	12
3.18. On-Site Hazards	12

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Friday, July 26, 2024
Deadline for Questions	2:00 PM (local time) Tuesday, August 27, 2024
Deadline for Issuing Addenda	Wednesday, August 28, 2024
Submission Deadline	2:00 PM (local time) Friday, August 30, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-025 Fibre Optic Installation and Maintenance Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for “as, if and when required” services of Fibre Optic Installation and Maintenance 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"> In the “Subject Field” enter: RFP Number and Name 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. 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	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
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 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 hə́hə́míhə́h word k^wik^wə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the k^wik^wə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s^qə́cíyaʔ təməx^w (Katzie), and other Coast Salish Peoples.

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for “as, if and when required services of **Fibre Optic Installation and Maintenance Services**. Refer to **Section 3, Scope of Services** for further details.

1.3. Background

The City (Previously QNet) provides businesses, schools and residential highrises with access to Canada’s most competitive broadband services through the City’s state of the art fibre optic network.

The City (Previously QNet) leases unused capacity in the City’s carrier-grade fibre optic network to local businesses and telecommunications companies that offer high speed internet, phone, TV/video and cellular services in Coquitlam at some of the best rates in the country.

The 90 km network runs through the City, allowing almost every business, mall, school and residential highrise in Coquitlam to take advantage of the fibre optic network.

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.

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, 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.

1.7. 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

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	20
Sustainable Benefits and Social Responsibility	10
Technical	20
Financial	50
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
- Safety
- Test and Acceptance Plan
- Response times

Financial

- Labour Rates and Equipment Rates
- Vehicle Charges if any

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](#)

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.

1.10. 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.

1.11. Award to Multiple Respondents

The City intends to award the contract to multiple Proponents in order to ensure the delivery of timely and cost effective service delivery. For larger projects, the City may request quotes from the successful Proponents or issue a separate RFP.

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.

3. **SCOPE OF SERVICES**

3.1. Scope of Work

The purpose of this RFP is to invite Proposals from qualified firms for "as, if and when required services of **Fibre Optic Installation and Maintenance Services**."

The City has averaged 12-15 projects a year over the last 5 years. Quantities provided are based on actual usage and are provided as an estimated guideline of the City's requirements. The City does not guarantee any volume or quantities.

Contractor is responsible for organizing, scheduling, paying etc. if the following is needed:

- Hydrovac
- Concrete coring
- Road repair
- Civil work

a) Fibre Optic Installation

The installation of the fibre optic network includes labour, tools, materials, equipment, coordination, travel and transportation for Outside Plant (OSP) underground or aerial construction, Inside Plant (ISP) building core, EMT and riser installation, and pulling or jetting cable and terminating and testing fibre in existing, new, or third-party structures, FOSCs, FECs, FPPs, ODFs, and other housings within vaults, pedestals, rooms, or other network access locations on public and private property throughout the City.

- i. The extension of the **core network** by expanding and creating rings. The **core network** is currently 60 km in length along the major arterial roads and is composed of ducts, vaults and pull boxes.
- ii. The installation of the **access network**, from service vaults on the core into telecom rooms in office buildings, business malls and Multiple Dwelling Units ("MDU").

b) Maintenance

The City will offer the users and customers of the optical network, a service level agreement to repair and/or reroute a broken or damaged link. This service level agreement is 24 x 7 x 365 best efforts, with a target of 4h MTTR.

3.2. City will Provide

The City will provide the fibre splicing, termination, testing and recording instructions within the work orders provided to the Contractor, as well as the civil design for underground conduit construction in City streets.

3.3. Materials

The City normally specifies the material to use in the network, but where this is not specified, the Contractor must obtain sign-off of any undefined or proposed materials.

The City does not generally maintain an inventory of materials used in the network, and it is up to the Contractor to keep inventory in their own yard as they deem necessary or advisable.

3.4. Civil Design

The City is to provide the Contractor with civil design work showing the route and underground facilities.

3.5. Building Design

The City does not provide the Contractor with the design of internal fibre on private property or within the building Only OSP fibre to the building demarcation.

3.6. Fibre Design

The City is to provide the Contractor with the design of the fibre connections for the patching in the co-location, the closure splicing diagrams, as well as the diagrams for the terminations in the telecom room.

3.7. Co-Location

The City may require specialized fibre terminations within datacentres or other network points-of-presence (POPs). This might include terminating high-count fibre cables within fibre entrance cabinets (FECs), or running optical distribution frame (ODF) pre-connectorized fibre blocks to FECs.

3.8. Access network

The City typically connects 12 to 15 sites each year and this rate is predicted to remain fairly constant over the next few years. Distance from the vault to the building and technique (ducted or inlay), vary depending on the requirements of the particular customer or site. Most often, a microtrench installation is specified, but all other methodologies are considered during design. Building cores usually require owner sign-off, and floor cores may require x-ray imaging. 32mm EMT or FT-6 microduct is typically used within buildings. Usually 48F are terminated in the demarcation – typically a wall-mount panel – but only 2 or 4 fibres are tested back to the datacentre ODF. OTDR and Power Meter tests are required, in electronic format.

3.9. Records and Reporting

The Contractor shall maintain accurate records of the Goods supplied and the Services performed. The Contractor shall complete and submit all forms, record sheets, and procedure check lists specified by the City for each Service rendered. The Contractor will be provided with the necessary templates to record information including:

- (a) Date and time request for Service was received;
- (b) Name of individual making Service request;
- (c) Description of Service;
- (d) Location of Service;
- (e) Detailed description of action taken;
- (f) List of labour, equipment and material items and quantities thereof required to complete the requested work. Separate sub totals shall be shown for:
 - (i) Labour/equipment;
 - (ii) Materials paid at unit prices, and;

- (g) Date and time and initials of repair crew that arrived on site;
- (h) Date and time repairs completed, and;
- (i) All as-built documentation, records, photos, or files appropriate to the work completed.

3.10. Hours of Work

The Contractor shall carry out all work during regular business hours and in compliance with the City's Noise Bylaw, unless specified by the City

3.11. Equipment, Materials and Workmanship

All workmanship and materials will be subject at any time to the inspection and approval of the City.

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

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services.

3.12. 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 and use barriers and signage to create safe detours around the worksite, as required. When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage to block access, as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC. Pedestrian, or if this has been updated or replaced, the most current version.

3.13. Delivery, Storage, and Handling

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume 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.

3.14. Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

3.15. 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.

Prime Contractor will be responsible for developing a safety plan and for onboarding all trades, City and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

3.16. 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.

3.17. Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

All activities and earthworks shall be restricted following rain events equal to or greater than 20mm in 24 hours.

Proactive wet weather shutdowns would include deferral of works in advance of forecast rain events of 20mm in 24 hours. Reactive wet weather shutdowns shall be implemented when rain events result in significant surface saturation or visible surface runoff.

Both the proactive and reactive wet weather operating shutdown guidelines are best management practices to mitigate erosion and sediment transfers resulting from disturbance of surface materials and compaction due to machine activities.

3.18. 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 Proponent 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-025

Fibre Optic Installation and Maintenance 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 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	
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 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
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

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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:

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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 - 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.

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II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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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 - State how you will perform test to show installation is functional:

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5. FINANCIAL

a) PRICE – City will request quotes on a project by project basis, there is no fix price or time and materials. The City request below for comparative purposes:

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Project Manager	Hour	\$
ii.	Field Supervisor	Hour	\$
iii.	ISP Technician	Hour	\$
iv.	OSP Technician	Hour	\$
v.	Data center management	Hour	\$
vi.	IT Services	Hour	\$
vii.	Security system installation and Maintenance	Hour	\$

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

c) MINIMUM HOURS - Minimum number of hours billed per mobilization (if applicable):

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.