

City of Coquitlam

Request for Proposals

RFP No. 25-025

Elevator Maintenance

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[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Friday, January 10, 2025
Deadline for Questions	2:00 PM (local time) Monday, January 27, 2025
Deadline for Issuing Addenda	Wednesday, January 29, 2025
Submission Deadline	2:00 PM (local time) Friday, January 31, 2025

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 25-025 Elevator Maintenance
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Elevator 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"> 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. 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵíćə́y (kat-zee), and other Coast Salish Peoples.

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of **Elevator Maintenance 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.

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 streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

Lower scores may be assigned if Proposal Submission Forms:

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

Each proposal will be evaluated based on the following criteria:

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
- 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

- Response times
- Ability to comply with the stated specifications and requirements

Financial

- 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) Be registered and provide WorkSafeBC clearance
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

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.

1.10. Award to Multiple Proponents

The City reserves the right to split the award to multiple proponents or award all of the Work to one Proponent.

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. General Requirements

This Scope of Work covers the regular preventative maintenance, on-going repairs, adjustments and replacements to maintain the equipment covered by the scope of Work in clean, quiet and safe operating condition while maintaining a high level of performance, reliability and comfort.

The age and type of equipment as well as the usage and operating environment shall be taken into careful account by the Contractor in setting a fee, providing the services and scheduling the Work.

3.2. Scope of Services

Duties of the Contractor include but not be limited to regular cleaning, lubrication, examination, adjustment, testing, repairs and replacements of all elevator equipment and components unless specifically excluded herein.

Scheduled repairs are to be planned in advance and scheduled at times as designated by the City.

Unplanned or emergency repairs are to be performed on a priority basis so as to eliminate unnecessary downtime of the equipment.

Contractor is responsible for the maintenance of all installed components including any components that may be disconnected, including but not limited to light rays and cab fans.

Contractor is responsible for the repair and replacement of all lighting power supplies or transformers that are not immediately accessible by the owner's representatives.

Contractor shall bring in help from an outside contractor to facilitate the repair and restoration of service to an elevator that has been out of service longer than two (2) days where no resolution has been found, at no extra charge to the owner.

Contractor shall notify the owner of any changes to Technical Safety BC codes or bulletins that may affect the current preventative maintenance Work or necessitate an expansion of the scope of Work for the duration of this Contract.

Contractor shall perform the mandatory five-year safety test for traction elevators or roped hydraulic elevators in accordance with the Safety Code for Elevators and BC Safety Authority regulations. This includes conducting the pull-through test to verify cable and safety jaw functionality, the governor spin test to confirm speed governor accuracy, and the safety test to ensure proper operation of safety devices. The results must be documented in a signed affidavit, with the original submitted to the BC Safety Authority and a copy provided to the City's Facilities Work Control. All tests must be performed by qualified personnel, with any issues reported to the City along with recommended corrective actions.

3.3. Exclusions

The Services are to include all portions of the elevator equipment except as itemized herein.

The Services do not include the following:

a) General

- i. Mainline and auxiliary electrical power supply, disconnect switches, fuses and feeders to control equipment.
- ii. Related building items, such as machine room enclosures, entry doors & closers, smoke & heat detectors and card access control equipment.

b) Elevators

- i. Cab interior finishes, cab door panels,
- ii. Handrails,
- iii. Floor covering,
- iv. Cab lamps such as bulbs, tubes etc. that can be accessed easily by site staff from inside the elevator cab
- v. Hoist-way enclosure,
- vi. Hoist-way doors and frames,
- vii. Door sills,
- viii. Buried or unexposed hydraulic cylinders except where provided with a protective annulus,
- ix. Buried or unexposed piping

3.4. Contractors Qualifications

Contractors providing services shall have the following qualifications as a minimum to be considered for the Work:

- a) Contractor is to have the following full time personnel on staff and located in Lower Mainland of British Columbia to support the field technicians:
 - i. Highly Trained and Qualified Field Adjuster(s)
 - ii. Minimum of two (2) Maintenance Supervisor(s) that have been on staff for at least two (2) years.
 - iii. Service & Repair Supervisor(s)
 - iv. Dedicated Service & Repair Crew(s) and/or Technicians
 - v. Parts/Supplies Clerk
 - vi. Adequate number of mechanics to complete the maintenance, provide coverage for vacations and absences, and have adequate service crews to complete the maintenance as required.

- b) Contractor is to have the following full time personnel on staff, not necessarily located in Lower Mainland of British Columbia to provide technical support to the local personnel with respect to duties required under this scope of Work:
 - i. Professional Engineer(s) Registered in the Province of British Columbia.
 - ii. Field Engineer(s).

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.

The Contractor is to have a 24 hour answering service and dispatching netWork for accepting trouble calls and dispatching technicians in response to problems reported. In addition, a trouble call logging and tracking system should be in place to record calls by site and unit number and to record the cause of the reported problems and corrective action taken. A monthly trouble call log and corrective action report must be emailed to the City on the last day of every month.

3.5. Locations

Building ID	Building Name	Address	Quantity	Unit Type
BD0412	Poirier Sport & Leisure Complex (Pool)	633 Poirier Street, Coquitlam	1	Thyssen Krupp - Hydraulic Twin Post Passenger. GID #23272
BD0421	Poirier Sport & Leisure Complex (Arena)	633 Poirier Street, Coquitlam	1	Thyssen Krupp - Hydraulic Twin Post Passenger. GID #26228
BD0392	Service Centre - Water / Sewer Building	500 Mariner Way, Coquitlam	1	Thyssen Krupp - Hydraulic Passenger Elevator, GID #15025

BD0378	Public Safety Building	2986 Guildford Way, Coquitlam	3	Thyssen Krupp - Hydraulic Passenger Elevators, GID #169661, #16966, #16968
BD0377	City Hall	3000 Guildford Way, Coquitlam	3	Thyssen Krupp - Hydraulic (DCM1) Passenger Elevator GID #17661, Hydraulic (DCM1) GID #17662, Traction Basement GID #17713
BD0348	Place Des Arts	1120 Brunette Avenue, Coquitlam	1	Dover Hydraulic GID #16600
BD0424	Glen Pine Pavilion	1200 Glen Pine Court, Coquitlam	1	Thyssen Krupp - Hydraulic Passenger GID#23314
BD0346	Evergreen Cultural Centre	1205 Pinetree Way, Coquitlam	1	Dover Hydraulic Passenger, GID# 16981
BD0334	Town Centre Fire Station	1300 Pinetree Way, Coquitlam	1	Thyssen Krupp - Hydraulic Passenger GID#26540

3.6. Codes and Regulations

All Work shall be performed in accordance with the latest version of the Canadian Standards Association CAN/CSA-B44 Safety Code for Elevators and Escalator, B44.2, and, the British Columbia Elevating Devices Safety Regulation as part of the Safety Standards Act as well as all local codes and regulations which may be applicable. All published mandatory testing procedures published by the British Columbia Safety Authority (BCSA) as of date of issuance for this RFP shall be included in the scope of Work.

3.7. Responses and Callouts

- a) Unless otherwise advised, regular Working hours and ordinary Working days are **7:00 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 7:00 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.
- f) The City reserves the right to obtain the services of an alternate source if the Contractor fails to provide such services within the specified time.

3.8. 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.

3.9. 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.

3.10. On-Site Hazards

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

3.11. Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the Work in a clean and tidy condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-025

Elevator Maintenance

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

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 Company	
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. These items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.

I. WCB. Upon Request will you be able to provide WCB - WorkSafeBC coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

II. Prime Contractor. Upon Request will you be able to provide Prime Contractor, Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](#):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

III. Insurance. Provide Insurance coverage as per the [City's Standard Insurance Form](#):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

IV. Business License. Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Proponent has stated NO, explain.	

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 to describe their capabilities, resources and capacities, related 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	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

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

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

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.				
v.				
vi.				

d) 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

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	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.

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

5. FINANCIAL

a) HOURLY RATE 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.	Technician Regular Rate	Each	\$
ii.	Technician Overtime Rate	Each	\$
iii.	Field Engineer Regular Rate	Each	\$
iv.	Professional Engineer Regular Rate	Each	\$
v.	Other not Listed:		\$
vi.	Other not Listed:		\$

b) PREVENTATIVE MAINTENANCE SERVICE - MONTHLY ELEVATOR MAINTENANCE- 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 Type	PRICE (exclude GST)
i.	PM - Monthly - Poirier Sport & Leisure Complex (Pool)- Conveying - Elevators and Lifts	Hydraulic	\$
ii.	PM - Monthly - Poirier Sport & Leisure Complex (Arena) - Conveying - Elevators and Lifts	Hydraulic	\$
iii.	PM - Monthly - Service Centre Water/Sewer Building- Conveying - Elevators and Lifts	Hydraulic	\$
iv.	PM - Monthly - Public Safety Building - Conveying - Elevators and Lifts (1)	Hydraulic	\$
v.	PM - Monthly - Public Safety Building - Conveying - Elevators and Lifts (2)	Hydraulic	\$
vi.	PM - Monthly - Public Safety Building - Conveying - Elevators and Lifts (3)	Hydraulic	\$
vii.	PM - Monthly - City Hall - Conveying - Elevators and Lifts (1)	Hydraulic	\$
viii.	PM - Monthly - City Hall - Conveying - Elevators and Lifts (2)	Hydraulic	\$
ix.	PM - Monthly - City Hall - Conveying - Elevators and Lifts (3)	Traction	\$
x.	PM - Monthly - Place Des Arts- Conveying - Elevators and Lifts	Hydraulic	\$
xi.	PM - Monthly - Glen Pine Pavilion - Conveying - Elevators and Lifts	Hydraulic	\$
xii.	PM - Monthly - Evergreen Cultural Centre - Conveying - Elevators and Lifts	Hydraulic	\$
xiii.	PM - Monthly - Town Centre Fire Station - Conveying - Elevators and Lifts	Hydraulic	\$
xiv.	PM - Monthly - Poirier Sport & Leisure Complex (Pool)- Conveying - Elevators and Lifts	Hydraulic	\$
Total			\$

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

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

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 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.

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