

City of Coquitlam

Request for Proposals

RFP No. 25-013

Hazardous Gas Detection Equipment  
Services

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## APPENDIX A – GAS DETECTION SYSTEMS - ASSET LIST

### [PROPOSAL SUBMISSION FORM](#)

**KEY DATES**

<b>RFP Issue Date</b>	<b>Wednesday, February 5, 2025</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Monday, February 24, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Tuesday, February 25, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Friday, February 28, 2025</b>

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 25-013</b> <b>Hazardous Gas Detection Equipment Services</b>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced qualified firms to provide <b>Hazardous Gas Detection Equipment Services</b>
<b>Instructions for Proposal Submission</b>	<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: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>1. In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>2. Add files and "Send Files"</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <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>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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 ʔiʔə́y (kat-zee), and other Coast Salish Peoples.

### 1.2. Purpose

The City requests Proposals from experienced qualified firms to provide **Hazardous Gas Detection Equipment 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 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:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</a>	30
<b>Total</b>	<b>100</b>

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
- 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
- Ability to comply with the stated specifications and requirements
- Response time
- Testing

### **Financial**

- Price
- Minimum call out
- Mark up rate

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. Authenticity and AI Generated Content

The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.

Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

## 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

The Work includes but not limited to:

- Refer to **Appendix A – Gas Detection Systems- Asset list** for further details.
- Inspect all gas detection equipment to ensure proper functionality, compliance with safety standards, and adherence to manufacturer specifications.
- Perform testing to verify the accuracy of sensor readings, alarm activation, and other response systems to ensure timely detection of hazardous gases.
- Provide a report after each service that outlines any issues identified, corrective actions taken, and recommendations for system improvements or upgrades.
- Perform calibration of sensors using certified calibration gases to maintain accurate detection thresholds for all gas types.
- Conduct regular maintenance, including cleaning, parts replacement, software updates, and firmware upgrades to ensure continued optimal sensor performance.
- Provide diagnostic and repair services for any equipment malfunctions, sensor failures, or alarm activations.



- Ensure availability of suitable detection equipment for hazardous gases as identified in the City's requirements, with appropriate sensors and alarms.
- Install gas detection systems, including sensors, controllers, alarms, and any related infrastructure, ensuring compliance with industry standards and local regulations.
- Integrate new equipment with existing monitoring systems, where applicable, ensuring seamless functionality.
- Offer on-call emergency support to address urgent issues or system malfunctions, minimizing downtime and ensuring safety.
- Ensure rapid access to replacement parts and provide timely service to minimize system downtime.
- Ensure all equipment and services meet relevant safety standards, including CSA, ANSI, or other applicable codes, and maintain compliance with regulatory requirements.
- Provide certification for all work performed, including calibration certificates, inspection reports, and service records.
- Safely decommission and dispose of outdated or damaged equipment in compliance with environmental regulations and industry best practices.
- Advise on the replacement of aging or obsolete equipment to maintain system reliability and improve performance.
- Demonstrate the operation of all components of the hazardous gas detection system, ensuring functionality of:
  - i. Sensors and detection units
  - ii. Alarm devices and notification systems
  - iii. Power supply systems (e.g., battery backup or chargers)
  - iv. Control systems, monitoring panels, and software
  - v. Any additional components that form part of the overall system
- Ensure all components function as intended and meet the specified performance standards during system acceptance testing.

### 3.1. Building Locations

- Austin Operations Building ( 500 Mariner Way)
- Burke Mountain FireHall (3501 David Avenue)
- City Center Aquatic Complex (1210 Pinetree Way)
- Coquitlam City Center Library (1169 Pinetree Way)
- City Hall (3000 Guildford Way)
- Eagle Ridge Pool (2689 Guildford Way)
- Glen Pine Pavillion (1200 Glen Pine Court)
- Maillardville Community Center (1220 Cartier Ave)
- Place de Arts (1120 Brunette Ave)
- Poirier Admin (640 Poirier Street)
- Public Safety Building- RCMP (2986 Guildford Way)
- Poirier Sport & Leisure Complex (633 Poirier Street)

3.1. Additional sites

The City may add or remove locations over the duration of the Contract.

3.1. Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

3.1. 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. 25-013

### Hazardous Gas Detection Equipment Services

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](http://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.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

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

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

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

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

**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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>b) REFERENCES</b> – 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	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

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

Reference No. 3	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	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.				

**d) HEALTH AND SAFETY**

I. Proponent to attach current [Work Safe BC Employer Report](#)

Yes

No

**If no, explain:**

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II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**

<b>a) APPROACH and METHODOLOGY</b>	
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.	
<b>I. Delivery, Set-Up and Execution</b>	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.
<b>II. Quality Assurance</b>	Provide the measures the Proponent will use to maintain quality control for the Services being performed.
<b>III. Risk Factors</b>	Describe the risk factors anticipated and how the Proponent intends to mitigate these.
<b>IV. Safety</b>	Proponent is to state how they will address safety on the Work site.

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

<b>c) TESTING - Attached how you will test equipment.</b>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>



**5. FINANCIAL**

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	BASIC SERVICE TRIP CHARGE (If Applicable)	Each	\$
ii.	Emergency Call Out Charge	Each	\$
iii.	Hourly Rate - Additional Work	Each	\$
iv.	Bump Testing - Cost Per Sensor - (ClO2, O3, Nh3,N0, Ch4, Tvoc)	Each	\$
v.	Calibration - Cost Per Sensor (Co, C3h8)	Each	\$
vi.	Calibration - Cost Per Sensor (Co W/Combo, C3h8 W/Combo)	Each	\$
vii.	Calibration - Cost Per Sensor (Cl, Ch4, Nh3, No2, O3, Tvoc)	Each	\$
viii.	Calibration - Cost Per Sensor (No2 W/Combo)	Each	\$
ix.	Calibration - Cost Per Sensor (R134a)	Each	\$
x.	Calibration - Cost Per Sensor (Explosion Proof)	Each	\$

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

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**c) MATERIAL MARKUP RATES**

Mark-up rate on materials	%
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**Attention Purchasing Manager:**

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://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.**

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