

City of Coquitlam

Request for Proposals

RFP No. 25-024

Fire Protection & Life Safety Systems  
Services

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### **APPENDIX A – Fire Protection & Life Safety System Service – Inventory List and Locations**

### **APPENDIX B – Fire Protection & Life Safety System Service - Preventative Maintenance - Price Worksheet**

### **[PROPOSAL SUBMISSION FORM](#)**

**KEY DATES**

<b>RFP Issue Date</b>	<b>Wednesday, February 12, 2025</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Friday, February 28, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Monday, March 3, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Wednesday, March 5, 2025</b>

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 25-024</b> <b>Fire Protection &amp; Life Safety Systems Services</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for the provision of <b>Fire Protection &amp; Life Safety Systems Services</b> .
<b>Instructions for Proposal Submission</b>	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> <b>1. In the "Subject Field" enter:</b> RFP Number and Name <b>2. Add files and "Send Files"</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	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> Printing of RFP documents is the sole responsibility of the Proponents.
<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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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 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 **Fire Protection & Life Safety Systems Services**.

### 1.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

### 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

a) Instructions for Proposal Submission and Attachment Referencing

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."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

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

II. 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.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

d) 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
- Ability to comply with the stated specifications and requirements
- Applied Science Technologists & Technicians of British Columbia (ASTTBC) Certified

### **Financial**

- Price

#### e) Proposal Comparison

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.

#### f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
  - As part of the evaluation of Corporate Experience

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.

#### g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

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.

i) Disclosure of Information

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.

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.

**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

Services to be performed by the Contractor include the inspection, testing and maintenance of Fire Life Safety equipment and the resulting minor repairs.

For further details, refer to:

- **APPENDIX A – Fire Protection & Life Safety System Service – Inventory List and Locations**
- **APPENDIX B – Fire Protection & Life Safety System Service- Preventative Maintenance - Price Worksheet**

#### 3.2. System Components and Standards

The Contractor is to adhere to the most current documentation and standards referenced by NFPA, ULC, Transport Canada any other applicable certifying agency.

##### a) Fire Alarm System Testing

<b>Testing and Inspection Requirements</b>	CAN/ULC S536-04
<b>Frequency</b>	Annual
<b>Service Required</b>	Full operational tests of Control Unit, Power Supply, Transponders, Annunciators and Remote Trouble Signals. ALL FIELD DEVICES TESTED.
<b>Comments</b>	1) Manual Pull Stations 2) Smoke Detectors 3) Flame Detectors 4) Automatic Detectors - Other Types 5) Devices for Water Type Extinguishing 6) Signal Devices (Audible) 7) Emergency Telephone 8) Provide a listing of the devices present and document that each device has been tested.

##### b) Sprinkler System Testing

###### i. Annual

<b>Testing and Inspection Requirements</b>	NFPA 25 & 13
<b>Frequency</b>	Annual
<b>Service Required</b>	Appropriate Flow or Trip tests completed. See NFPA for type and frequency.

<b>Comments</b>	Inspection from floor level only, and no inspection is required if the sprinkler is in a concealed area (e.g. false ceilings)
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ii. Special Suppression Systems

<b>Testing and Inspection Requirements</b>	Kitchen System: NFPA 96, 17A and ULC 1254.6 Novec 1230 Systems NFPA 2001
<b>Frequency</b>	Semi-Annual
<b>Service Required</b>	Perform full operational testing of all components of the system. Check Agent Cylinders for damage and confirm quantity of agent by approved means.
<b>Comments</b>	Test all devices and functions, including trouble, alarm and discharge operations.

iii. Emergency Lighting System Testing

<b>Testing and Inspection Requirements</b>	Provincial Fire Code
<b>Frequency</b>	Annual
<b>Service Required</b>	Ensure that the lights are functional. Ensure that the unit will provide emergency lighting for the duration equal to the design criteria under simulated power failure conditions.
<b>Comments</b>	After completion of the test the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.

iv. Fire Extinguishers

<b>Testing and Inspection Requirements</b>	NFPA 10 for annual inspections and six year tests NFPA 10 and Transport Canada for Hydro Static
<b>Frequency</b>	Annual
<b>Service Required</b>	1) Confirm Location in designated place 2) No obstruction to access or visibility 3) Pressure gauge reading or indicator in the operable range or position 4) Fullness determined by weighing or hefting for self-expelling type extinguishers, cartridge-operated extinguishers, and pump tanks.

	<p>5) Condition of tires, wheels, carriage, hose, and nozzle for wheeled extinguishers.</p> <p>6) Ensure that basic elements are maintained as per the Manufacturer's service manual.</p> <p>7) Check for due dates of 6 year Maintenance or Hydro Static test.</p> <p>8) Perform 6 year maintenance or Hydro Static test if required.</p> <p><b>Contractor must use a new colour for tamper seals each year.</b></p>
<b>Comments</b>	None

### 3.3. Contractor Requirements

**a. Certification**

All Inspectors must be ASTTBC Certified.

**b. Reporting**

All inspection reports shall be provided to the City within one week of the inspection and must be provided electronically as well as hard copy. Reports must be on ASTTBC approved report forms. Reports should include the work order number.

All deficiencies must be clearly identified and pricing to rectify the problem provided. The City will review and authorize accordingly. The City reserves the right to award the deficiency correction to a vendor other than the Contractor.

**c. Asset list**

We expect the Contractor to deliver a detailed updated asset list of the fire protection equipment owned by the City within the year.

**d. Safety and Building Occupancy**

Many of the buildings will be occupied during the time of inspection by both staff and public, including young children. The Contractor is required to ensure that they take all appropriate actions to ensure the safety of the occupants is maintained at all times. This includes, but is not limited to, access restrictions and supervision and clean-up of equipment and mess. As required the Contractor may be required to prepare a hazard analysis identifying their safety plan to work in a specific area.

In addition, some of the buildings are occupied and in use by the public as many as 20 hours a day and staffed 24 hours a day. Testing may in no way impede operation without advance approval from the City. The hours of occupancy may require the testing of certain equipment to be done outside of what the Contractor may consider standard working hours.

e. Elevators

It is noted on **APPENDIX A – Fire Protection Equipment – Inventory List and Locations** if the building contains an elevator. The Contractor will be responsible to coordinate with the appropriate elevator service company in each of these buildings to ensure equipment in elevators and elevator shafts are tested as required. The City will provide the contact information for the appropriate elevator company to the Contractor. The respective elevator companies will invoice the City directly for their time related to this work.

1.2. Regular Working Hours

The regular working hours shall be 8:00 AM to 5:00 PM, Monday through Friday. The work shall be coordinated between the City and the Contractor to minimize disruption to operations as much as possible. No work will be performed outside of regular working hours without the prior approval of the City.

1.3. Protection Measures

- a) The Contractor is to take all reasonable precautions to prevent damage to any structure within or adjacent to the site of the work. The Contractor is to report any damage caused to the City, and in the case of private property, to the property owner and/or occupant.
- b) Costs to rectify damage to structures arising from or in the course of the work will be charged to the Contractor.
- c) Repairs to any damage caused by the Contractor to be completed within five (5) working days.

1.4. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur.

1.5. 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. 25-024

### Fire Protection & Life Safety Systems 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.				
iv.				
v.				
vi.				



<b>d) HEALTH AND SAFETY</b>	
I. Proponent to attach current <a href="#">Work Safe BC Employer Report</a>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If no, explain:</b>	
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>a) Confirm only ASTTBC Certified to perform the Work.</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.	FIRE INSPECTION TECHNICIAN	HOUR	\$
ii.	FIRE INSPECTION TECHNICIAN OT	HOUR	\$
iii.	SPRINKLER FITTER	HOUR	\$
iv.	SPRINKLER FITTER OT	HOUR	\$
v.	TRUCK CHARGE (If Applicable)	EACH	\$
vi.	2-1/2LB ABC MAINTENANCE	EACH	\$
vii.	5LB. ABC. MAINTENANCE	EACH	\$
viii.	10LB. ABC MAINTENANCE	EACH	\$
ix.	2-1/2LB ABC RECHARGE	EACH	\$
x.	5LB ABC RECHARGE	EACH	\$
xi.	10LB ABC RECHARGE	EACH	\$
xii.	6 LITRE K CLASS RECHARGE	EACH	\$
xiii.	2-1/2LB CO2 RECHARGE	EACH	\$
xiv.	5LB. CO2 RECHARGE	EACH	\$
xv.	10LB CO2 RECHARGE	EACH	\$
xvi.	15LB. CO2. RECHARGE	EACH	\$
xvii.	20LB CO2 RECHARGE	EACH	\$

**b) PRICE Sheet** – Confirm **APPENDIX B – Fire Protection & Life Safety System Service-Preventative Maintenance - Price Worksheet** is attached.

**Yes**  **No**

**c) MATERIAL MARKUP RATES**

Mark-up rate on materials %

**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.