

City of Coquitlam

Request for Proposals

RFP No. 25-046

Weed Control Services

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### [APPENDIX A – MAPS AND SITE LOCATIONS](#)

### [PROPOSAL SUBMISSION FORM](#)

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Friday, February 28, 2025</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time)</b> <b>Tuesday, March 18, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Wednesday, March 19, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Friday, March 21, 2025</b>

**2. RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements and guidelines for this RFP, are available on the City's website [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services
- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) 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 RFP Proposal but will be required prior to entering into an agreement with the City for Services with the successful Proponent.**

### 3. 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.

#### 4. INSTRUCTIONS TO PROPONENTS

##### 4.1. 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.

##### 4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Weed Control Services**. Refer to **Section 3, Scope of Services**, and **Appendix A** for further details.

##### 4.3. Proposal Submission

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

##### 4.4. 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.

##### 4.5. 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>
<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>

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

**I. Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial
- Value added benefits
- References
- Sub-contractors
- Health and Safety

**II. Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**III. Technical**

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

**IV. 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.

#### 4.6. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

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.

#### 4.7. 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.

### 5. SCOPE OF SERVICES

#### 5.1. Scope of Work

The Services will include but not limited to, removal of dead vegetation, weed growth, and debris such as sediment, mosses, soils, leaves as per the following:

Traffic Islands and Sidewalks:

- From concrete sidewalk cross tracks or interlocking bricks
- From the hard surface areas of traffic islands including where interlocking brick and no-post barriers exist
- Curb to asphalt roadbed meeting points
- Curb to concrete or other sidewalk surface meeting points
- Sidewalk to Retaining Wall joints
- For City boundary roads such as North Rd. in Coquitlam, removal of vegetation on the Coquitlam side street curb and sidewalk and both sides of any traffic medians/islands

The Services do not include:

- Areas that abut a turfed area where grass encroachment has occurred
- Retaining wall vertical surfaces unless specifically requested

#### 5.2. Treatment Methods

Acceptable treatment methods are water or heat based systems and/or manual scraping. The Treatment is required to be non-herbicidal.

#### 5.3. Street Treatment Sites

The City has stated in **Appendix A** streets that will require treatment Control measures generally requires multiple applications of the treatment methods to maintain a weed and vegetation free surface for the entire growing season.

Move all daily debris to the curb gutter area for the City street sweeper to pick up.



#### 5.4. Treatment Schedule and Frequency of Treatments

The service is to commence at the earliest possible date in 2025 and work continuously in all areas, as per the specifications and agreed schedules, weather permitting.

The treatment program generally requires multiple treatments to maintain a weed and vegetation free surface for the entire growing season.

All treatments are to be completed by the end of October.

#### 5.5. Quantities and Locations Stated

The City's has stated its estimate of quantities and locations for the goods and Services within this RFP. The City reserves the right to reduce or increase quantities and/or to add, change or remove locations for the Services to be performed, at its sole discretion.

#### 5.6. On-Site Hazards

- i. The Contractor is to make themselves aware of any and all on-site hazards 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.

#### 5.7. Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

#### 5.8. 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.

#### 5.9. 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.

#### 5.10. Hours of Work

Unless otherwise advised the Contractor shall carry out the Work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required

for Work outside of normal Working hours. The Contractor shall be responsible for obtaining any such permits.

No shift premiums will be paid for night or weekend work.

#### 5.11. 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.

#### 5.12. 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.

#### 5.13. Interdepartmental Usage

This RFP is being issued on behalf of Engineering and Public Works Department. However, other City Departments may also utilize the resultant contract under the same terms and conditions. Other City Departments reserves the right, contingent upon their budgetary constraints, to either utilize this contract or seek prices from other contractors for similar services.

#### 5.14. 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.

# **APPENDIX A**

## **MAPS AND SITE LOCATIONS**

The following table and maps identify the primary and secondary treatment locations and areas of treatment:

<b>TREATMENT LOCATIONS</b>		<b>ESTIMATED CENTRELINE KILOMETERS</b>
a.	Mariner Way – Cape Horn to Dewdney Trunk Road	6.0
b.	North Road – Cottonwood Avenue to New Westminster boundary	2.4
c.	Johnston Street – Dewdney Trunk Road – Parkway Blvd	5.6
d.	Como Lake Avenue – North Road to Mariner Way	6.8
e.	Austin Avenue – North Road to Mariner Way	6.9
f.	Guildford Way – Pipeline Road to Port Moody boundary	5.6
g.	David Avenue – Coast Meridian to Port Moody boundary	6.2
h.	Brunette Avenue – Bernatchey Street to Laurentian Crescent	2.5
i.	Lougheed Hwy – North Road to Schoolhouse Avenue	3.25
j.	Barnet Hwy – Westwood Street to Port Moody boundary	4.1
k.	Chilko Drive – Mariner Way to Lougheed Hwy	2.2
l.	Blue Mountain Street – Como Lake Avenue to Brunette Avenue	3.1
m.	Marmont Street – Austin Avenue to Brunette Avenue	1.1
n.	Dcaire Street – Austin Avenue to Brunette Avenue	1.1
o.	Schoolhouse Street – Brunette Avenue to Lougheed Hwy	.9
p.	Dewdney Trunk Road – Mariner Way to Westwood Street	1.2
q.	Laurentian Crescent – Brunette Avenue to Austin Avenue	1.4
r.	Lincoln Avenue – Pinetree Way to Westwood Street	.3
s.	Lansdowne Drive – Barnett Hwy to Guildford Way	.75
t.	Glen Drive – Pinetree Way to Lansdowne Drive	.6
u.	Linton Street – Como Lake Avenue to Austin Avenue	1.6
v.	Schoolhouse Street – Como Lake Avenue to Austin Avenue	1.6
w.	Foster Avenue – Blue Mountain Street to Linton Street	2.5
x.	Lougheed Hwy – Colony Farm Road to Barnet Hwy	4.4
y.	Lougheed Hwy at Colony Farms - Medians	.11
z.	David Avenue – Behind Barriers	.3
aa.	United Blvd at Cape Horn Avenue - Medians	.06
bb.	Pinetree Avenue north of David Avenue - Medians	.12
cc.	Westwood Street – Glen Drive to Lougheed Hwy - Medians	1.0
dd.	Clarke Road – Cottonwood Street to Ingersoll Avenue - Medians	1.7

1. Maps – Treatment Locations

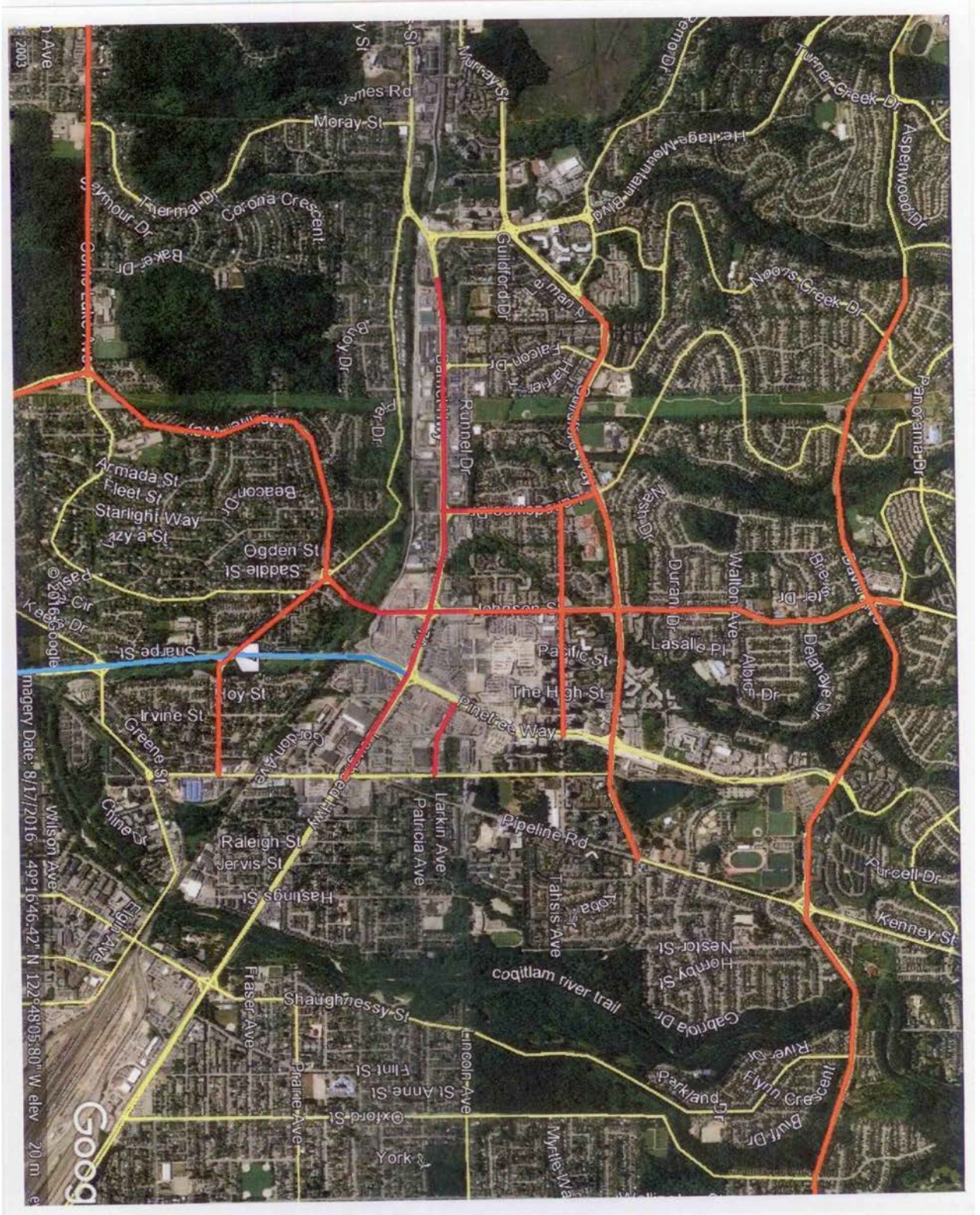
The following maps provide an aerial map view of the treatment locations:

a) South Coquitlam





b) North Coquitlam





c) Lougheed at Colony Farm - Medians

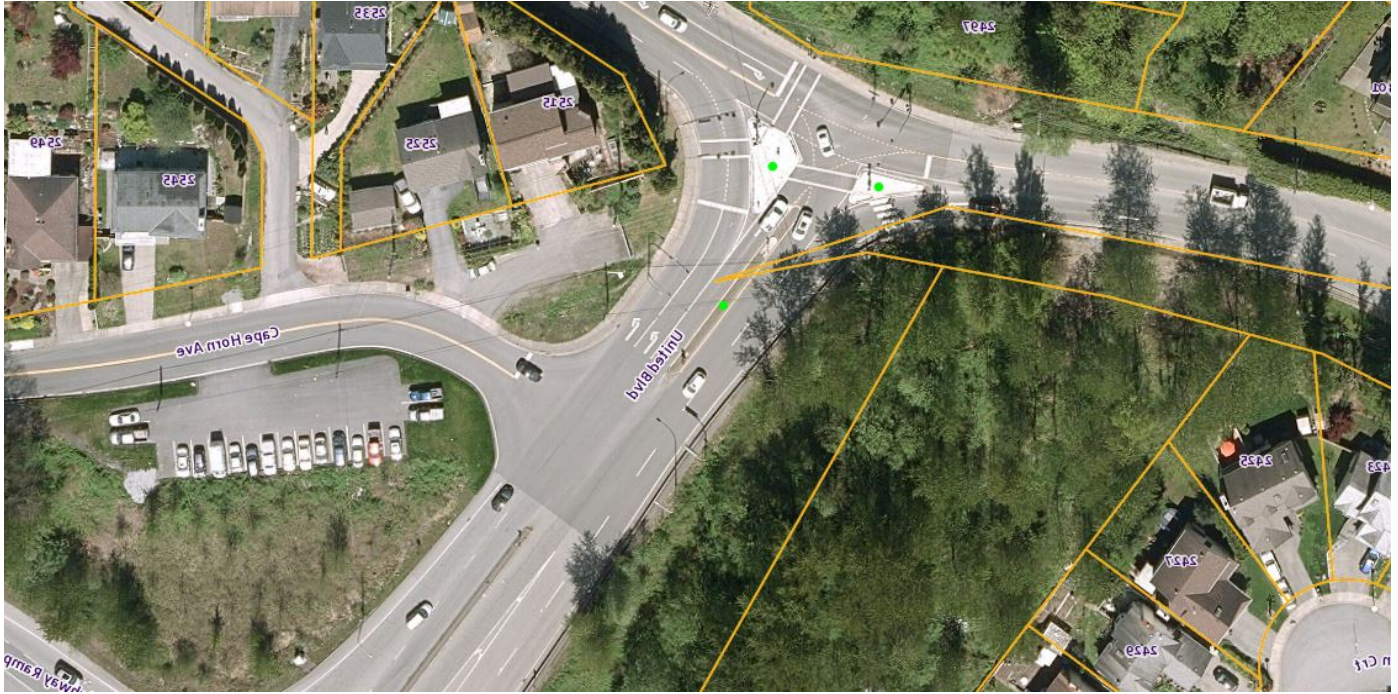


d) David Avenue - Behind Barriers

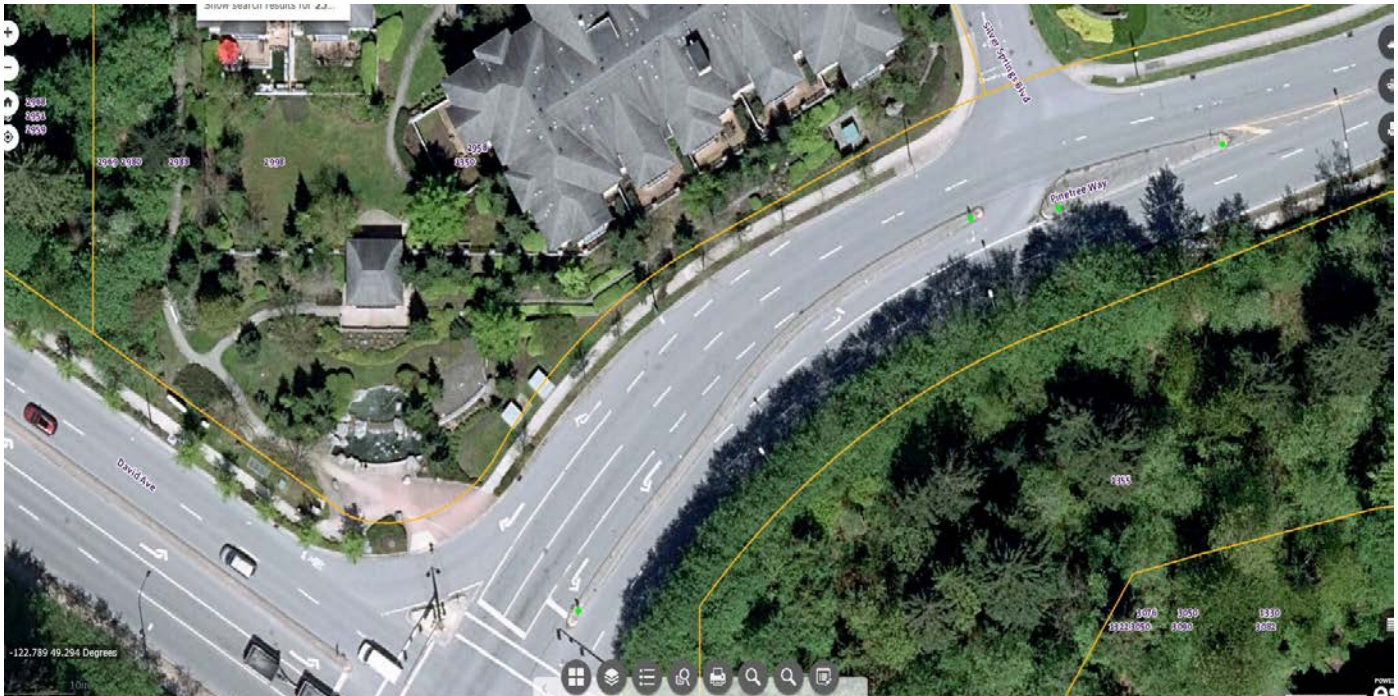




e) United Blvd at Cape Horn - Medians



f) Pinetree Avenue North of David Avenue – Medians







City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-046

### Weed Control 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**

**a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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)

**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):

<b>Reference No. 1</b>	
<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:
<b>Reference No. 2</b>	
<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:

<b>Reference No. 3</b>	
<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)

<b>LINE ITEM</b>	<b>NAME</b>	<b>TITLE/POSITION</b>	<b>EXPERIENCE AND QUALIFICATIONS</b>	<b>YEARS WITH YOUR ORGANIZATION</b>
i.				
ii.				
iii.				
iv.				
v.				
vi.				

**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:

<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

**e) HEALTH AND SAFETY**

**I.** Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

**Yes**

**No**

**II.** Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

**Yes**

**No**

### 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.

**5. FINANCIAL**

Area #	Street Name/ Description	Estimated Centreline Kilometres	Price per Treatment	Price per vegetation Removal per Visit
a)	Mariner Way – Cape Horn to Dewdney Trunk Road	6.0	\$	\$
b)	North Road – Cottonwood Avenue to New Westminster boundary	2.4	\$	\$
c)	Johnston Street – Dewdney Trunk Road – Parkway Blvd	5.6	\$	\$
d)	Como Lake Avenue – North Road to Mariner Way	6.8	\$	\$
e)	Austin Avenue – North Road to Mariner Way	6.9	\$	\$
f)	Guildford Way – Pipeline Road to Port Moody boundary	5.6	\$	\$
g)	David Avenue – Coast Meridian to Port Moody boundary	6.2	\$	\$
h)	Brunette Avenue – Bernatchey Street to Laurentian Crescent	2.5	\$	\$
i)	Lougheed Hwy – North Road to Schoolhouse Avenue	3.25	\$	\$
j)	Barnet Hwy – Westwood Street to Port Moody boundary	4.1	\$	\$
k)	Chilko Drive – Mariner Way to Lougheed Hwy	2.2	\$	\$
l)	Blue Mountain Street – Como Lake Avenue to Brunette Avenue	3.1	\$	\$
m)	Marmont Street – Austin Avenue to Brunette Avenue	1.1	\$	\$
n)	Decaire Street – Austin Avenue to Brunette Avenue	1.1	\$	\$

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o)	Schoolhouse Street – Brunette Avenue to Lougheed Hwy	.9	\$	\$
p)	Dewdney Trunk Road – Mariner Way to Westwood Street	1.2	\$	\$
q)	Laurentian Crescent – Brunette Avenue to Austin Avenue	1.4	\$	\$
r)	Lincoln Avenue – Pinetree Way to Westwood Street	.3	\$	\$
s)	Lansdowne Drive – Barnett Hwy to Guildford Way	.75	\$	\$
t)	Glen Drive – Pinetree Way to Lansdowne Drive	.6	\$	\$
u)	Linton Street – Como Lake Avenue to Austin Avenue	1.6	\$	\$
v)	Schoolhouse Street – Como Lake Avenue to Austin Avenue	1.6	\$	\$
w)	Foster Avenue – Blue Mountain Street to Linton Street	2.5	\$	\$
x)	Lougheed Hwy – Colony Farm Road to Barnet Hwy	4.4	\$	\$
y)	Lougheed Hwy at Colony Farms - Medians	.11	\$	\$
z)	David Avenue – Behind Barriers	.3	\$	\$
aa)	United Blvd at Cape Horn Avenue - Medians	.06	\$	\$
bb)	Pinetree Avenue north of David Avenue - Medians	.12	\$	\$
cc)	Westwood Street – Glen Drive to Lougheed Hwy - Medians	1.0	\$	\$
dd)	Clarke Road – Cottonwood Street to Ingersoll Avenue - Medians	1.7	\$	\$
<b>Total Price (exclude GST)</b>			<b>\$</b>	<b>\$</b>

**Optional Services** – as and when required - The following are rates that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis:

	<b>Description of Service (include # of Personnel and equipment used)</b>	<b>Unit of Measure (eg. Linear M, Hourly)</b>	<b>Rate (exclude GST)</b>
a)			
b)			
c)			

**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** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) 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.**

<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.