

**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.

|  |  |
| --- | --- |
| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES**

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| 1. **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)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed 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)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:**
 |
| 1. 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.):
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
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| 1. 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:
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| 1. **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: |

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| 1. **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** |
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| 1. **SUB-CONTRACTORS -** The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval:
 |
| **Sub-Contractor No. 1** |
| **Legal Name** |  |
| **Trade/Services Performed** |  |
| **Background and Experience** |  |
| **Contact Information** | Name: |
| Phone Number: |
| Email Address: |

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| 1. **HEALTH AND SAFETY**
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| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
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| 1. 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:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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1. **TECHNICAL**

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| 1. **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. |
| 1. **Delivery, Set-Up and Execution -** Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed.
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| 1. **Risk Factors -** Describe the risk factors anticipated and how the Proponent intends to mitigate these.
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| 1. **Safety -** Proponent is to state how they will address safety on the Work site.
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1. **FINANCIAL**

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| **Area #** | **Street Name/ Description** | **Estimated Centreline Kilometres** | **Price per Treatment** | **Price per vegetation Removal per Visit** |
|  | Mariner Way – Cape Horn to Dewdney Trunk Road | 6.0 | **$** | **$** |
|  | North Road – Cottonwood Avenue to New Westminster boundary | 2.4 | **$** | **$** |
|  | Johnston Street – Dewdney Trunk Road – Parkway Blvd | 5.6 | **$** | **$** |
|  | Como Lake Avenue – North Road to Mariner Way | 6.8 | **$** | **$** |
|  | Austin Avenue – North Road to Mariner Way | 6.9 | **$** | **$** |
|  | Guildford Way – Pipeline Road to Port Moody boundary | 5.6 | **$** | **$** |
|  | David Avenue – Coast Meridian to Port Moody boundary | 6.2 | **$** | **$** |
|  | Brunette Avenue – Bernatchey Street to Laurentian Crescent | 2.5 | **$** | **$** |
|  | Lougheed Hwy – North Road to Schoolhouse Avenue | 3.25 | **$** | **$** |
|  | Barnet Hwy – Westwood Street to Port Moody boundary | 4.1 | **$** | **$** |
|  | Chilko Drive – Mariner Way to Lougheed Hwy | 2.2 | **$** | **$** |
|  | Blue Mountain Street – Como Lake Avenue to Brunette Avenue | 3.1 | **$** | **$** |
|  | Marmont Street – Austin Avenue to Brunette Avenue | 1.1 | **$** | **$** |
|  | Decaire Street – Austin Avenue to Brunette Avenue | 1.1 | **$** | **$** |
|  | Schoolhouse Street – Brunette Avenue to Lougheed Hwy | .9 | **$** | **$** |
|  | Dewdney Trunk Road – Mariner Way to Westwood Street | 1.2 | **$** | **$** |
|  | Laurentian Crescent – Brunette Avenue to Austin Avenue | 1.4 | **$** | **$** |
|  | Lincoln Avenue – Pinetree Way to Westwood Street | .3 | **$** | **$** |
|  | Lansdowne Drive – Barnett Hwy to Guildford Way | .75 | **$** | **$** |
|  | Glen Drive – Pinetree Way to Lansdowne Drive | .6 | **$** | **$** |
|  | Linton Street – Como Lake Avenue to Austin Avenue | 1.6 | **$** | **$** |
|  | Schoolhouse Street – Como Lake Avenue to Austin Avenue | 1.6 | **$** | **$** |
|  | Foster Avenue – Blue Mountain Street to Linton Street | 2.5 | **$** | **$** |
|  | Lougheed Hwy – Colony Farm Road to Barnet Hwy | 4.4 | **$** | **$** |
|  | Lougheed Hwy at Colony Farms - Medians | .11 | **$** | **$** |
|  | David Avenue – Behind Barriers | .3 | **$** | **$** |
|  | United Blvd at Cape Horn Avenue - Medians | .06 | **$** | **$** |
|  | Pinetree Avenue north of David Avenue - Medians | .12 | **$** | **$** |
|  | Westwood Street – Glen Drive to Lougheed Hwy - Medians | 1.0 | **$** | **$** |
|  | Clarke Road – Cottonwood Street to Ingersoll Avenue - Medians | 1.7 | **$** | **$** |
| **Total Price (exclude GST)** | **$** | **$** |

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| **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: |
|  | **Description of Service****(include # of Personnel and equipment used)**  | **Unit of Measure (eg. Linear M, Hourly)** | **Rate****(exclude GST)** |
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**Attention Purchasing Manager:**

1. **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/140/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.
2. **/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.
3. **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.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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