

City of Coquitlam

Request for Proposals
RFP No. 20-08-01

Fibre Optic Installation and Maintenance Services

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PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 20-08-01 Fibre Optic Installation and Maintenance Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Fibre Optic Installation and Maintenance Services .
Closing Date and Time	2:00 pm local time Thursday October 15, 2020
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City also reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of 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;

“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. Purpose

The City requests Proposals from qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the provision of **Fibre Optic Installation and Maintenance Services** (the '**Services**') as outlined in **Section 3 – Scope of Services**.

Proponents are to have similar relevant experience and excel at providing fibre optic installation and maintenance services for current clients.

The City's intent is to award multiple Proponents to provide Fibre Optic Services on an as and when needed basis.

1.2. Background

The City (Previously QNet) provides businesses, schools and residential highrises with access to Canada's most competitive broadband services through the City's state of the art fibre optic network.

The City (Previously QNet) leases unused capacity in the City's carrier-grade fibre optic network to local businesses and telecommunications companies that offer high speed internet, phone, TV/video and cellular services in Coquitlam at some of the best rates in the country.

The 90 km network runs through the City, allowing almost every business, mall, school and residential highrise in Coquitlam to take advantage of the fibre optic network.

1.3. Term of Contract

The Term of the Contract will be for a three (3) year Initial Term, with an option to extend for additional terms, as mutually agreed upon between the parties.

1.4. 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.

1.5. Evaluation Criteria

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

Corporate Experience, Capacity and Resources – 25 points

- Business and technical reputation and capabilities; experience, financial stability,
- Capacity and resources
- References
- Sub-contractors

Technical – 25 points

- Methodology, delivery, set-up and execution of the work
- Ability to comply with the stated specifications and requirements
- Qualifications and experience of the Proponent and key personnel
- Equipment and resources
- Response times

Financial and Value Added – 50 points

- Labour Rates, Markup & Vehicle Charges
- Value Added
- Sustainability/Environmental Considerations

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 even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

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.

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

The City has no obligation to accept any Proposal if that Proposal is the sole bid. The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

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.

1.6. 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 [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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.

1.7. 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, transportation, 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.

1.8. Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.9. Negotiation

The City reserves the right, prior to Contract award, to negotiate changes to the scope of the services or to the Contract documents (including pricing to meet budget) with the highest ranked Proponent and then consecutively, any one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes to the scope of the services or to the Contract documents; and the City may enter into a changed or different Contract with the Proponent(s) proposing the “best value”, without liability to Proponents who are not awarded the Contract.

1.10. Litigation

The City may, at its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

Project Specific Terms and Conditions

2.2. On-Site Hazards

- i. The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities 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 Proponent 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.

2.3. One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 24 hours of notification. This shall be at no cost to the City.

3. SCOPE OF SERVICES

3.1. General Requirements

The City requires qualified, experienced companies to provide tools, materials, labour, equipment, fuel, travel, transportation, coordination, overhead and all that is necessary for the provision of **Fibre Optic Installation and Maintenance Services** on an “as needed and when requested” basis.

3.2. Scope of Work

a) Fibre Optic Installation

The installation of the fibre optic network includes labour, tools, materials, equipment, coordination, travel and transportation for Outside Plant (OSP) underground or aerial construction, Inside Plant (ISP) building core, EMT and riser installation, and pulling or jetting cable and terminating and testing fibre in existing, new, or third-party structures, FOSCs, FECs, FPPs, ODFs, and other housings within vaults, pedestals, rooms, or other network access locations on public and private property throughout the City.

- i. The extension of the **core network** by expanding and creating rings. The **core network** is currently 60 km in length along the major arterial roads and is composed of ducts, vaults and pull boxes.
- ii. The installation of the **access network**, from service vaults on the core into telecom rooms in office buildings, business malls and Multiple Dwelling Units (“MDU”).

b) Maintenance

The City will offer the users and customers of the optical network, a service level agreement to repair and/or reroute a broken or damaged link. This service level agreement is 24 x 7 x 365 best efforts, with a target of 4h MTTR.

3.3. City will Provide

The City will provide the fibre splicing, termination, testing and recording instructions within the work orders provided to the Contractor, as well as the civil design for underground conduit construction in City streets.

3.4. Materials

The City normally specifies the material to use in the network, but where this is not specified, the Contractor must obtain sign-off of any undefined or proposed materials.

The City does not generally maintain an inventory of materials used in the network, and it is up to the Contractor to keep inventory in their own yard as they deem necessary or advisable.

3.5. Civil Design

The City is to provide the Contractor with civil design work showing the route and underground facilities.

3.6. Building Design

The City does not provide the Contractor with the design of fibre on private property or within the building to the building demarcation.

3.7. Fibre Design

The City is to provide the Contractor with the design of the fibre connections for the patching in the co-location, the closure splicing diagrams, as well as the diagrams for the terminations in the telecom room.

3.8. Co-Location

The City may require specialized fibre terminations within datacentres or other network points-of-presence (POPs). This might include terminating high-count fibre cables within fibre entrance cabinets (FECs), or running optical distribution frame (ODF) pre-connectorized fibre blocks to FECs.

3.9. Access network

The City typically connects 5 to 7 sites each year and this rate is predicted to remain fairly constant over the next few years. Distance from the vault to the building and technique (ducted or inlay), vary depending on the requirements of the particular customer or site. Most often, a microtrench installation is specified, but all other methodologies are considered during design. Building cores usually require owner sign-off, and floor cores may require x-ray imaging. 32mm EMT or FT-6 microduct is typically used within buildings. Usually 12F are terminated in the demarcation – often an ADC wall-mount panel – but only 1 or 2 fibres are tested back to the datacentre ODF. OTDR and PM are required, in electronic format.

3.10. Hours of Work

The Contractor shall carry out all work during regular business hours and in compliance with the City's Noise Bylaw.

3.11. Records and Reporting

The Contractor shall maintain accurate records of the Goods supplied and the Services performed. The Contractor shall complete and submit all forms, record sheets, and procedure check lists specified by the City for each Service rendered. The Contractor will be provided with the necessary templates to record information including:

- (a) Date and time request for Service was received;
- (b) Name of individual making Service request;
- (c) Description of Service;
- (d) Location of Service;
- (e) Detailed description of action taken;
- (f) List of labour, equipment and material items and quantities thereof required to complete the requested work. Separate sub totals shall be shown for:
 - (i) Labour/equipment;
 - (ii) Materials paid at unit prices, and;
- (g) Date and time and initials of repair crew that arrived on site;
- (h) Date and time repairs completed, and;
- (i) All as-built documentation, records, photos, or files appropriate to the work completed.

3.12. Equipment, Materials and Workmanship

All workmanship and materials will be subject at any time to the inspection and approval of the City.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services.

3.13. Work Zones and Traffic Control

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage.

The Contractor shall provide Signage at the Work zone and use barriers and signage to create safe detours around the worksite, as required. When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage to block access, as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC. Pedestrian, or if this has been updated or replaced, the most current version.

3.14. Delivery, Storage, and Handling

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractor's expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.15. Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

3.16. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

Prime Contractor will be responsible for developing a safety plan and for onboarding all trades, City and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

3.17. 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.

3.18. 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.

All activities and earthworks shall be restricted following rain events equal to or greater than 20mm in 24 hours.

Proactive wet weather shutdowns would include deferral of works in advance of forecast rain events of 20mm in 24 hours. Reactive wet weather shutdowns shall be implemented when rain events result in significant surface saturation or visible surface runoff.

Both the proactive and reactive wet weather operating shutdown guidelines are best management practices to mitigate erosion and sediment transfers resulting from disturbance of surface materials and compaction due to machine activities.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 20-08-01

Fibre Optic Installation and Maintenance Services

Proposals will be received on or before 2:00 pm local time on
Thursday October 15, 2020
(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and "Send"**
(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.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form - along with a Sample Invoice

Submitted by: _____
(company name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

Proponents **MUST** identify any specific requirements with which they are unwilling or unable to comply.

1. PRICE

The Proponent is to a schedule of fees and/or labour rates in the table below for all labour categories in deliverance of the Services. The labour rates will remain firm for the initial Term of the Contract. In addition, Proponents may attach their own format for a schedule of services or rate card.

All rates provided are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

1.1. Schedule of Services

Proponents may attach their own format for a schedule of services (or rate card) for the Services, for the City's consideration.

The Proponent's Schedule of Services may include the Proponent's standardized list of activities, which is acceptable to the City.

As one Proponent's standardized list of activities may differ from another Proponent's the City shall review and compare those activities that are the same between Proponents, and use judgment when considering items with differing units of measure, or assumed quantities. If necessary, the City will seek additional information from Proponents on specific items, providing units of measure or quantities for the additional response.

Attach Schedule of Services / Rate Card:

1.2. Rates

a) Hourly Rates

Proponent is to provide hourly rates, by position in the table below.

Position	Regular Time Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate	Other (state along with unit of measure)
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

	\$	\$	\$	
Proponent is to state Regular Business hours and days:				
_____am to _____pm _____ to _____				
Proponent is to define the following as it applies to providing and subsequent invoicing of the Services:				
Regular Time:				
Overtime:				
Double Time:				
Other:				

b) Call-out Rates and Additional Charges

Proponent is to state the Call-out Rates as well as Additional Charges that may be invoiced. Proponent is to state how call-out rates differ outside of normal working hours.

Service	Rate	Unit of Measure	Additional Information
Call-out	\$		
Other:			
	\$		
	\$		
	\$		

1.3. Material and Supplies Markup Rates

Mark-up rate on materials = _____%

Mark-up rate on supplies = _____%

Proponent is to state how mark-up is applied to each of the above and reflected on Proponent's invoices:

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1.4. Optional - Additional Services

Proponents are encouraged to include a complete listing of available services which the City may use for valuing additional work and services beyond the scope of this RFP (on an “as needed and when requested” basis). These rates should also be all inclusive without limitation, including all labour, wages, benefits, equipment, transportation, fuel, mobilization, overhead and profit.

Description of Service	Rate	Unit of Measure	Additional Information
	\$		
	\$		
	\$		
	\$		
	\$		

2. **NON-COMPLIANCE**

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with.

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3. **VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

4.1. Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

4.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

5. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

- b) Proponent is to provide a narrative as to their capacity to take on this service Contract with respect to manpower and other contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

6. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

7. SUB-CONTRACTOR

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

Type of Service	Company Name	Phone	Years of Experience and Qualifications

8. SUPPLIERS

The Proponent proposes to supply the various products for the Services from the following suppliers:

	Product	Manufacturer	Supplier
1.			
2.			
3.			
4.			

9. EQUIPMENT AND VEHICLES

List vehicles and equipment, both owned or leased, that would be used in providing the services. This may include equipment such as; fusion and testing equipment.

Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment Year/ make / model	Age of Equipment

10. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

Provide an example of the process applied for supply and install of new access cable from OSP vault thru existing entrance duct, and termination to new FPP.

Describe your typical work plan or project methodology, hours of work, size of crew, and risk considerations and mitigation procedures.

Delivery, set-up and execution of the work – 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.

Quality Assurance – Provide the measures the Proponent will use to maintain quality control for the Services being performed.

Reporting and Accounting Proponent is to use the scenario above, attach an example of the report and/or invoice that would be provided. Attach any other examples and describe the reporting and invoices that will be provided.

Customer Service – Proponent is to describe their Help Desk Services and Procedures including how a service call is placed and handled.

Delivery, set-up and execution
Quality Assurance
Risk Factors
Reporting and Accounting
<i>(include sample report/ invoice)</i>
Customer Service

11. KEY PERSONNEL QUALIFICATIONS AND EXPERIENCE

Identify all key team members and qualified personnel that would be directly involved in the provision of services under this Contract. Indicate their role in providing the services, their qualifications, and years of related experience.

Indicate any additional certifications or training courses that may be useful to the City.

Describe experience in datacentre, POP, or similar specialized environments.

Name	Experience and Qualifications	Certification Date	Additional Information

12. TRAINING AND SAFETY PROGRAM

- a) Does your firm have a training and safety program in place that meets the requirements of WorkSafeBC?

☐ Yes ☐ No

- b) Is your firm WorkSafe BC COR (Certificate of Recognition) certified?

☐ Yes ☐ No

13. ADDENDA

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

14. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, will accept the City's Contract [Standard Terms and Conditions - Purchase of Goods and Services](#).

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	