

City of Coquitlam

Request for Proposals
RFP No. 20-04-04

Roof Maintenance & Repair Services

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[PROPOSAL SUBMISSION FORM](#)

APPENDICES

- **Appendix A – City of Coquitlam Facility Locations List**

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 20-04-04 Roof Maintenance and Repair Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Roof Maintenance and Repair Services .
Closing Date and Time	2:00 pm local time Thursday October 8, 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"> 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 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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;

“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;

“RCABC” means the Roofing Contractors Association of British Columbia;

“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 **Roof Maintenance and Repair Services** (the '**Services**') that have high standards of workmanship and adequate resources to enable the completion of preventative maintenance and other additional services in a responsive and cost effective manner, as outlined in **Section 3 – Scope of Services**.

1.2. Background Information

The City's Facility Assets Division is responsible for the complete range of operations and maintenance for City owned buildings.

The style and use of buildings range from the City's Civic Centre and recreation facilities to its community centres, fire halls/public safety, pump lift stations, park washrooms and other City owned properties. Refer to Appendix A – City of Coquitlam Facilities Location List.

1.3. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website at: [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.

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** or in a format that has been approved and is acceptable to the City.

1.4. 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. Term of Agreement

The Term of the Agreement will be a two (2) year Term with an option to extend for additional terms, upon mutual agreement.

1.6. Qualifications

Proponents submitting a response to this RFP are to be a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association and utilize professional qualified personnel.

1.7. 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) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- 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.

1.8. Evaluation Criteria

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

Corporate Experience, Capacity and Resources – 45 points

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

Technical – 30 points

- Methodology for delivery and mobilization of services
- Ability to comply with the stated specifications and requirements
- Qualifications and experience of the Proponent and key personnel
- Reports and condition assessments
- Response times

Financial and Value Added – 25 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 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.

1.9. Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). 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.

1.10. 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.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.11. 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.

1.12. Litigation

The City may, in 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 Proponent's 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

- a) The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead impediments 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.
- b) 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.

2.4. 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 equipment operation and related activities. The Contractor shall promptly report to the City any safety incidents as they occur.

2.5. Equipment, Materials and Workmanship

The Contractor shall be experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work. Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the Services.

All Work shall be performed by skilled, qualified and experienced trade's personnel.

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 Contractor's ability to provide the services agreed to.

2.6. Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this

situation the Contractor will be requested to submit scope of work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

3. SCOPE OF SERVICES

3.1. General Requirements

The City is seeking responses from accredited roofing contractors, (preferably Roofing Contractors Association of British Columbia (RCABC) or National Roofing Contractors Association (NRCA) accredited) to respond to service calls for roof system repairs as required. The Contractor is expected to be available to respond twenty-four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

Repair and maintenance of Roof systems at City buildings may include but is not limited to:

- Built-up
- Modified Bitumen
- EDPM
- PVC
- Asphalt
- Cedar Shingle
- Flashings
- Gutters

3.2. Scope of Work

The Contractor is to perform quarterly & annual roof preventative inspections, maintenance and all repairs to roofing structures and/or parts of roofing structures such as but not limited to gutters, parapet walls, downspouts, vents, drains, utility openings, hatches, flashings, copings, or underlayment. All Work shall be performed to the highest standards of the industry, skill, workmanship, applicable trade best practices, meet warranties and in conformance to all applicable laws, codes and regulations. All ladders/hoists to access building roofs are the responsibility of the Contractor.

a) Preventative Inspections

The City has an established preventative maintenance program (PM) for the larger City buildings based upon the RCABC Roof Maintenance Guide. The PM program will auto generate work orders for the required sites and Work and these will be issued to the Contractor.

Routinely scheduled inspections are completed every 3 months including inspection of the condition of the roofs and repairing any defects that have been identified. An inspection checklist shall be completed as part of the inspection, complete with photos.

Inspections shall be invoiced according to the hourly rates in effect.

Inspections include, but may not be limited to:

- Building perimeter
- Deck (where visible)
- Parapet walls
- Metal flashings
- Counter flashings
- Base flashings
- Pitch pans
- Plumbing stacks

- Roof penetrations
- Expansion joints
- Drains
- Scuppers
- Eaves troughs
- Gutters and downspouts
- Access Membrane/ballast:
 - Ponding
 - Blisters
- Ridges
- Splits
- Coatings
- Seams
- Adhesives
- Punctures/penetrations
- Wind scour Shingles:
 - Deterioration
 - Missing shingles
 - Exposed fasteners
 - Curling

b) Maintenance and Repairs

The Contractor will undertake a maintenance and repair program approach that provides a preventative approach which maximizes the life of the present roofing structure. Repairs to existing roof structures will follow this approach.

c) Additional Services

The City may request additional which may include but not limited to the following:

- Roof inspections, reports and examinations;
- Risk assessments and providing recommendations;
- Leak test and repairs;
- Waterproofing;
- Roofing removal and replacement/ restoration, alteration or upgrading works not exceeding \$75,000.00;
- Various sampling and test methods and procedures to roofing structure

3.3. Contractors Qualifications

The Contractor shall only deploy qualified workers and technicians with appropriate trade qualifications in compliance with RCABC practices guidelines and have the following certifications or qualification to perform Services to the following roof classifications:

- Thermoplastic Polyolefin (TPO)
- Ethylene Propylene Diene Monomer (EPDM)
- Styrene-Butadiene-Styrene (SBS)
- Pitched Standing Seam Metal
- Asphalt Shingle 3.1.4.6 Tar and Gravel
- single ply membrane roofing [Poly vinyl Chloride (PVC)]
- base flashing, metal and concrete coatings

3.4. Reference Standards

The Contractor shall comply with all building codes, by-laws, regulations, directives and ordinances having jurisdiction as set forth and mandated by Federal, Provincial and Municipal Authorities in effect and applicable to the Services required.

The following standards at a minimum shall apply:

- BC Building Code
- Canadian Standards Association (CSA)
- Roofing Contractors Association of BC (RCABC)
- BC Plumbing Code
- BC Fire Marshal
- National Building Code of Canada
- National Fire Protection Association

3.5. Materials and Supplies

The Contractor is to have a local warehouse and supply inventory which stocks common components, cleaning supplies, tools, materials and other items required for performance of the work.

All materials and equipment to be new. Contractor is responsible for delivering and storing of materials in original, unopened packaging, inclusive of 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.

3.6. Reporting and Invoicing

The Contractor is to have a 24 hour response service and dispatching network for accepting trouble calls and dispatching in response to problems reported. In addition, a trouble call logging and tracking system should be in place to record calls by site and to record the cause of the reported problems and corrective action taken.

All work is documented through a written Field Report and submitted together with the invoice and supporting documents including, where applicable:

- Regulatory Permits;
- Drawings, plans and specifications;
- City Work order data;
- Progress photographs (before and after);
- Warranty Certificates.

3.7. Responses and Callouts

- a) Unless otherwise advised, regular working hours and ordinary working days are **8:00 a.m. to 5:00 p.m. Monday through Friday**. No work will be performed outside of regular working hours or on other than ordinary working days without the prior direction or approval of the City. For all scheduled work, the Contractor will report punctually at the work site to

perform the work diligently and expeditiously for completion of the work in a timely manner.

- b) Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the regular working hours or ordinary working days without the prior approval of the City, where it is necessary in the interests of safety of the Works or where the work is required to protect property. In such circumstances the Contractor shall inform the City in writing of the circumstances as early as possible.
- c) If the Contractor wishes to carry out work outside of the regular working hours or ordinary working days and approval is given by the City, but the reasons for working these hours are for the Contractors benefit, then the hourly rate for such work will be at the normal hourly rate.
- d) Work hours paid under the Agreement shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rates for basic labour or equipment.
- e) The Contractor shall establish a list of key contacts with telephone numbers from 8:00 a.m. to 5:00 p.m., Monday to Friday, for the purpose of responding to all calls from the City. There should also be a contact after hours for emergencies.

3.8. Protection Measures

- a) Access to any job site(s) through areas other than a road or paved areas specifically for that purpose is not permitted without the prior written approval of the City.
- b) 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.
- c) Costs to rectify damage to structures arising from or in the course of the work will be charged to the Contractor.
- d) Repairs to any damage caused by the Contractor to be completed within five (5) working days.

3.9. Traffic Control

Traffic Control Services provided as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC. Pedestrian control required with proper signage to close off sections of pathway affected by construction.

3.10. Work Hazards

- a) It is the responsibility of the Contractor to address all work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

3.11. Cleanliness and Disposal of Unwanted Materials

The Contractor is responsible for the cleanliness of any and all job sites and accountable for the disposal of all excess and scrap materials. The job sites, at all times must be kept clean of any

debris to avoid mishaps and all unwanted materials must be disposed of in an environmentally friendly manner at approved sites with no extra expense to the City.

3.12. 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.

3.13. 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.

3.14. 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.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 20-04-04

ROOF MAINTENANCE AND REPAIR SERVICES

Proposals will be received on or before 2:00 pm local time on
Thursday October 8, 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 or fax 604-927-3035.

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

These rates are **all inclusive without limitation**, including all overhead, management, loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, travel time, truck charges, disposal, overhead and profit.

Item No.	Trade Type	Hourly Rate
Regular Labour Rates		
a)	Journeyman	\$
b)	Apprentice	\$
c)		\$
d)		
Other:		
e)		\$
f)		\$
g)		\$
h)		

Overtime Rates:

_____ x the Hourly Rate between the hours of _____ to _____, _____

_____ x the Hourly Rate between the hours of _____ to _____, _____

2. MARK UP OF MATERIALS

Mark-up rates for parts and supplies for material:

Mark-up rate	%
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3. Vehicle Rates

Provide vehicle expense rates for any additional charges not included in the Tradesperson Labour rates:

1.	Truck / Vehicle Rate:	\$	/per hour
2.	Truck / Vehicle Rate:	\$	/per hour

4. 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.

5. 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:

6. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

6.1. 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:

6.2. 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:

7. 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 the Work in this RFP 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.

- c) How many personnel are employed by your organization at the Proponent's branch location proposed to provide the Services and in what roles:

8. QUALIFICATIONS

a) Proponent is to state if it is a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association:

Member in Good Standing	Yes/No
Roofing Contractors Association of BC	
National Roofing Contractors Association	

b) Proponent is to confirm its staff are experienced, qualified and possess the appropriate trade certifications or qualifications to perform the Services on the following roof classifications:

Roof Classifications	Qualifications and experience for this classification of roof (Yes/No)	Senior Personnel
Thermoplastic Polyolefin (TPO)		
Ethylene Propylene Diene Monomer (EPDM)		
Styrene-Butadiene-Styrene (SBS)		
Pitched Standing Seam Metal		
Asphalt Shingle 3.1.4.6 Tar and Gravel		
single ply membrane roofing [Poly vinyl Chloride (PVC)		
base flashing, metal and concrete coatings		

9. INVOICING

Proponent is to include, as an attachment to their Proposal Submission, a sample of their company invoice as to how the work is invoiced and parts and breakout of labour and materials:

Included: Yes _____ No _____

10. 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	Email

11. SUPPLIERS

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

Product	Manufacturer	Supplier	Address

12. KEY PERSONNEL

The following are the Proponent’s key personnel proposed for use on this project:

Name	Position	Experience and Qualifications	Years with your organization

13. EQUIPMENT AND RESOURCES

Equipment, vehicles and power tools used on this at the work site must be clearly identified. List Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. 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 AND VEHICLES		
Equipment (include power tools over \$2,500)	Make / Model	Year

14. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

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.

Request for Work – Describe the process and timeline once contacted with the City’s request to scheduling the work. This may include estimating, on-site visit, scheduling of resources, etc.

Delivery, set-up and execution of the work – Proposals should address the plan for the pre-fabrication work, delivery, set up and execution of the work, as well as the disposal, recycle or reuse for the surplus materials.

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

Risk Factors – Describe the risk factors anticipated and how the Proponent intends to mitigate these.

Safety – Proposal is to provide how the Proponent will address safety in performing the Services.

Request for Work
Delivery, set-up and execution
Quality Assurance
Risk Factors
Safety

15. 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	

16. RESPONSE TIME:

Indicate Response time in minutes for Emergency & non-Emergency Call outs:

Emergency Call Out:	
Non-Emergency Call Out:	

17. WAREHOUSE/MATERIALS SUPPLY

Business Name and Location:	
Regular Lead Time for Delivery of Stocked Parts:	
Provide a list and details of stocked parts available at the local dealership for the equipment proposed (attach additional information if necessary):	
Location for non-stocked parts:	
Regular Lead Time of Non-Stocked Parts:	

18. 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

19. 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

20. 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:	