

City of Coquitlam

Request for Proposals  
RFP No. 20-09-01

# Integrated Pest Management

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## **PROPOSAL SUBMISSION FORM**

### **Appendix A Type of Service and City Locations**

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 20-09-01 Integrated Pest Management</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified and licenced firms for the provision of <b>Integrated Pest Management</b> .
<b>Closing Date and Time</b>	<b>2:00 pm local time Thursday October 8, 2020</b>
<b>Instructions for Proposal Submission</b>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <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>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	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: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the contract awarded as a result of this RFP.

## DEFINITIONS

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

**“City” “Owner”** means City of 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.

**“IPM”** Integrated Pest Management

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

**“Project Manager”** means the City staff member appointed to coordinate the work;

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met;

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Purpose

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced and licenced companies for the provision of **Integrated Pest Management (the ‘Services’)** for regularly scheduled, seasonal and “as needed and when requested” services as outlined in **Section 3 – Scope of Services**.

### 1.2. 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.

### 1.3. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

### 1.4. 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) Accept the City’s standard Terms and Conditions posted on the City’s website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) 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.

### 1.5. Evaluation Criteria

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

#### **Corporate Experience, Capacity and Resources – 30 points**

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

#### **Technical – 30 points**

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

**Financial and Value Added – 40 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.

**1.6. Examination of Proposal Documents and Worksites**

The Proponent must carefully examine the Proposal Documents and worksite. 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, Site Visit 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.

**1.7. 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.

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

Proposal responses or notations which provides for a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

No alterations, amendments or additional information will be accepted after the Closing Date and Time unless invited by the City.

Contract documents will be utilized to document the agreement fully and completely.

#### 1.8. Term

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

#### 1.9. Acceptance of Proposals

Proposal responses or notations which provides for a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City. The lowest priced Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

No alterations, amendments or additional information will be accepted after the Closing Date and Time unless invited by the City.

Should a Proposal be accepted, a purchase order will be issued for the provision of these Services. Contract documents will be utilized to document the agreement fully and completely.

#### 1.10. Site Visit

Respondents are encouraged to visit the sites on their own.

**Location:** As per **Appendix A Type of Service and City Locations**

1.11. Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the product described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

1.12. 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.

1.13. 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. Advertisement**

The Supplier shall not advertise its relationship with the City without prior written consent from the City.

### **2.3. Protection of Public**

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

### **2.4. 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 Contractors ability to provide the services agreed to.

### **2.5. 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.

### **2.6. Extra Work**

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 requests proposals from professional qualified experienced and licenced companies for the provision of **Integrated Pest Management** (the “SERVICES”). Proponents to provide both demand and preventative services. Proponents are expected to provide innovative services and solutions in order to significantly mitigate the presence of pests. The City is comprised of more than 40 amenities, facilities, and properties that requires regularly scheduled, seasonal and “as needed and when requested” Services.

The Services will range from the treatment of insects, rodents, to small urban wildlife, including wildfowl and small mammals. Although most pest control issues shall involve regular servicing for rodents and insects, the Contractor will also be called upon to provide a range of IPM.

Pest Management services are expected to reflect a high quality of service delivery and attention to IPM processes with emphasis on best practices with an environmentally responsible goal of reducing the use of pesticides.

#### 3.2. Scope of Work

Frequency and location of services is provided in **Appendix A Type of Service and City Locations**. Services may include but is not limited to supplying, inspecting, and resetting traps, as well as removal of any pests from traps on site. Prompt response and action is a requirement of the Contractor.

The Contractor and its staff are required to be in compliance with and meet the requirements provided by the Ministry of Environment’s Integrated Pest Management Act and Regulation for pesticide application and use.

Pesticides and/or chemicals used should be registered and approved by Health Canada Pest Management Regulatory Agency. The pest control chemical and/or substance should be supplied and dispensed in a manner that is in compliance and meets requirements of the Pesticide Control Products Act regulations and all other applicable legislation. WHMIS Material Safety Data Sheets must be provided with the list of chemicals to be used for various anticipated Services to be offered.

The Contractor will coordinate all types of services (whether regular or special or otherwise) in coordination with the Project Manager. Sites, such as pump stations, require the Contractor to make pre-arrangements for scheduled visits.

Services outside the regular preventative maintenance services outlined in this contract must be approved by the Project Manager with a Work Order before initiation. Prior to approval, the Contractor will meet or call with the Project Manager to discuss the pest control problem and carry out an assessment, investigation, and inspection to determine the estimated cost of the service.

### 3.3. IPM Plan

The Contractor will use IPM as the strategy for the control of pests in the City by:

- Identifying and advising the environmental conditions that lead to pests.
- Establishing an ongoing monitoring and record keeping system for regular sampling and assessment of pests, surveillance techniques, and remedial actions taken, include establishing the assessment criteria for program effectiveness.
- Selecting the appropriate pesticides and insecticides to use.
- Ongoing efforts to monitor structures and grounds (for sealing cracks, eliminating moisture intrusion/accumulation) and advising the City to add physical barriers to pest entry and movement.
- The judicious use of pesticides when necessary, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment.
- Providing and posting “Pesticide Use Notification” signs or other warnings.

### 3.4. Reporting

As part of the services provided under this contract, the collection and transmittal of data collected by the Contractor during the work is crucial to the effectiveness in managing the IPM. Upon completion of a treatment cycle. Contractor must submit by email a general summary report within one week to the Project Manager. The summary reports shall include, but not be limited to the following:

- Date
- Treatment
- Equipment issues
- Photographs
- Brief narrative discussing the findings as they relate to an increase or new infestations by location, including recommendation for treatment or preventative measures.
- Discuss any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective eradication.
- Additional comments, i.e., additional site visits are warranted, can be reduced, other considerations/recommendations etc.

### 3.5. Traps and Rodenticide

All traps and rodenticides, regardless of packaging, shall be placed either in locations inaccessible to the public, children, pets, wildlife and domestic animals, or in tamper-resistant bait boxes.

Preference will be given to anticoagulants and rodenticide alternatives.

### 3.6. Pesticide Application

The Contractor shall use non-Pesticide methods of control wherever possible like trapping devices rather than pesticide sprays.

When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique and the pesticides be registered and approved by Health Canada Pest Management Regulatory Agency. The pest pesticide should be supplied and dispensed in a manner that is in compliance and meets requirements of the Pesticide Control Products Act regulations and all other

applicable legislation. WHMIS Material Safety Data Sheets must be provided with the list of chemicals to be used for various anticipated Services to be offered.

The Contractor is prohibited from making pesticide applications on a routine or periodic basis in the absence of evidence of pest activity. No pesticide application will be made unless the presence of a pest is confirmed through visual inspection or a monitoring device, the pest has been identified and the pesticide product being used is for that specific pest.

The Contractor shall be responsible for application of pesticides according to the label

### 3.7. Clean Up

At the end of each day and or at the conclusion of work, the Contractor to promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

### 3.8. Site Conduct

All Contractors' personnel who may be dealing with the public shall conduct themselves in a courteous and polite manner.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-09-01**  
**Integrated Pest Management**

**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](http://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**  
**Appendix A - Supplemental Specifications - Lighting & Electrical**

**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 to be firm for the length of the contract and be all inclusive without limitation, including all overhead, management, loading, labour, disposal fees, wages, benefits, equipment, transportation, fuel, mobilization, travel time, disposal, overhead and profit.

Mobilization/demobilization is to be included in the hourly rates for the equipment. In the event the City requests a written quote for the work, the quote should show mobilization/demobilization charges as a separate charge.

### 1.1. Cost per Visit for Scheduled Visits

Appendix A Type of Service and City Locations – fill in column G.

### 1.2. Labour Rates for Non Scheduled Service Calls

Personnel	Hourly Rate (exclude GST)	Overtime Rate (exclude GST)	Weekends (exclude GST)
<b>Technician Hourly Service Rate</b>	\$	\$	\$
<b>When are Overtime rates applicable</b>			

### 1.3. Unit Treatment Costs

Price for special one-time Pest Control Services in the City pre-approved case by case is to be stated in Canadian currency:

1.	Pest Control Services	Unit of Measure	Price (exclude GST)
a)	Wasps – eradicate		\$
b)	Bees - relocate		\$
c)	Ants		\$
d)	Cockroaches		\$
e)	Silverfish		\$
f)	Rodents		\$
g)	Flies		\$
h)	Birds, e.g. owls, ducks, flickers, swallows		\$
i)	Bats		\$
j)	Raccoons		\$
k)	Skunks		\$
l)	Squirrels		\$
m)	Other wood-boring insects		\$
n)	Other not listed above:		

## 2. 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:

## 3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

### 3.1. 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:

### 3.2. 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:

## 4. EXPERIENCE, CAPABILITIES AND CAPACITY

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

- 4.2. 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:

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## 5. 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

## 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	



<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

## 7. KEY PERSONNEL

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

<b>Name</b>	<b>Position</b>	<b>Experience and Qualifications</b>	<b>Years with your organization</b>

## 8. EQUIPMENT AND RESOURCES

Types of traps used, equipment, and vehicles used on 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.

<b>EQUIPMENT AND VEHICLES</b>		
<b>Equipment</b>	<b>Make / Model</b>	<b>Year</b>

## 9. RESPONSE TIME:

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

<b>Emergency Call Out:</b>	
<b>Non-Emergency Call Out:</b>	

## 10. 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.

**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.

**Trapping Methodology** – State the types of traps (Good Nature or equivalent) used and measures the Proponent will use for rats and mice. State methodology for insect control.

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

**Safety and Reporting** – Proposal is to provide how the Proponent will address safety on the work site. Proponent to provide a summary report (sample) of a visit and treatment provided.

<b>Delivery, set-up and execution</b>
<b>Trapping Methodology</b>
<b>Risk Factors</b>
<b>Safety and Reporting</b>

### 11. 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

### 12. 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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### 13. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

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### 14. 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

## 15. 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.

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