

City of Coquitlam

Request for Proposals  
RFP No. 20-07-01

Mackin Park Lighting

Issue Date: September 17, 2020

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### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 20-07-01</b> <b>RFP - Mackin Park Lighting</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified firms for the provision of <b>Mackin Park Lighting</b> .
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday October 9 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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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.

**“MMCD”** means Master Municipal Construction Document Volume II (2009, Platinum Edition, Vol. II) for Standard Specifications & Standard Detail Drawings;

**“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 requests Proposals from qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the provision of **Mackin Park Lighting** (the '**Services**') as outlined in **Section 3 – Scope of Services**. All work pertaining to this contract and delivery of materials and services shall be F.O.B. to **Mackin Park**.

### 1.2. Site Visit

Proponents are encouraged to visit the site on their own.

**Location:** Mackin Park

**Address:** 1046 Brunette Ave, Coquitlam, BC

### 1.3. 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.

### 1.4. 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.

- a) Proponents are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the Work under this Contract. Interpretations by the Proponent of the meaning of any section of the Appendices Drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including incidental costs associated with that Work, should the Proponent's interpretation be incorrect.

Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the Drawings and specifications that may appear to be unclear or conflicting.

- b) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site prior to the Closing Date and time will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.

- c) It shall be the responsibility of the Proponent, by personal inspection of the site of the works, examination of the contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the Work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site and the Work they shall signify by entering into the Contract that they are willing to assume all risk of the Work proving more onerous than was contemplated and/or assumed when the City Purchase Order (PO) is issued.
- d) A complete set of contract documents will include:
  - I. Request for Proposals Documents
  - II. Proposal Submission Form
  - III. Appendices
  - IV. MMCD (as referenced)
  - V. Addenda as issued

Where a specification does not exist, the default specification shall adhere to MMCD specifications (excluding measurement and payment descriptions). The City has a supplementary specification to MMCD. These supplementary specifications shall take precedence over the basic MMCD specifications. Project specifications included in this RFP package shall take precedence over the City's supplementary specifications. A link to the City supplementary specifications are located: [Supplementary Specifications](#)

Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale Drawings take precedence over those of a smaller scale. Supplementary Drawings and specifications supersede their antecedents. Addenda Drawings take precedent over all Drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The Drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

- e) All information requested for the Proposal are to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and RFP documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, will be considered an improper Proposal and may be rejected.

Responses or notations to a Request for Proposal submission which provides 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.

- f) The selected Proposal shall include supply all materials and construction necessary for the successful starting and completion of the project in accordance with the Drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the Drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.

- g) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- h) The Proponent is to indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.

#### 1.5. 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](#)
- f) A CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL confirming agreement to Bond and to verify the Proponent can provide, should the City elect to utilize:

**A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE BID PRICE;**

**A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.**

These items are not required as part of this Proposal Submission but may be required prior to entering into an agreement with the City for Services.

**\*\*A BID BOND IS NOT REQUIRED for this Project\*\***

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.

#### 1.6. 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

**Financial and Value Added – 50 points**

- Total Lump sum
- Labour Rates and Markup
- 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.

**1.7. Examination of Proposal Documents and Work Sites**

The Proponent must carefully examine the Proposal Documents and work site. 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.

**1.8. 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.

#### 1.9. Qualifications

Proponents submitting a response to this RFP are to be a member in good standing of the BC Electrical Association and/or Electrical Contractor's Association of BC and utilize professional qualified personnel.

#### 1.10. 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.

#### 1.11. 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. Permits Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

### 2.4. 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.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Appendices Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency

### 2.5. 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. The City will not allow the Contractor to dispose of trash or debris at the City containers.

### **\*\*\*\*\*COVID - 19 Site Safety Requirements\*\*\*\*\***

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>

<http://www.bccasn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

Contractors must post their Site Safety Covid-19 Specific requirements in plain view and visible to the public.

2.6. 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.

2.7. Frequency of Invoicing

Contractor to Invoice on a monthly basis for material purchased and work that has been completed up to date of invoice and not previously invoiced and paid.

A Statutory Declaration and WCB Clearance Form are required to be submitted monthly with project progress claims to the attention of the City

### 3. SCOPE OF SERVICES

#### 3.1. General Requirements

The City requires qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for **Mackin Park Lighting**. The services to be provided include, but are not limited to, the following:

- Supply and install new poles with light fixture and lamp;
- Remove kiosk and install new kiosk;
- Connect new poles by a certified electrician;
- Traffic/Pedestrian Control

Provide all services necessary to complete the supply, delivery, fabrication, assembly, installation, commissioning, set-up as specified herein and shown on the drawings.

Provide all incidental or related products or materials necessary to ensure a complete and operating lighting system.

#### 3.2. Specifications

See Appendix A - Supplemental Specifications – Lighting & Electrical

#### 3.3. Quantities

Sixteen (16) light poles. Please see Appendix B – Pole Location Map

#### 3.4. Standards and Workmanship

All work is to be completed by professional qualified Journeyman, technicians and Apprentices under the direct supervision of a Journeyman technician.

Contractor shall comply with the latest Canadian Electrical code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision.

- Canadian Electrical Code;
- BC Electrical Safety Act;
- Worker's Compensation Act;
- MMCD

Materials are to bear the approval of the Canadian Standards Association (CSA) and/or Underwriters Laboratories® approval Canadian Standards designation (ULC). Approvals other than these must meet and be approved for use and installation by local inspection authorities. Contractor shall be responsible for all costs associated with obtaining local approvals.

#### 3.5. Kiosk Removal

Kiosk removal is to be coordinated with City Project Manager and irrigation technician prior to demolition to properly remove irrigation power components. Existing kiosk to be removed and disposed with metal to be recycled.

#### 3.6. Kiosk Installation

Coordinate new kiosk alignment with Project Manager. Prior to installation. Irrigation power components to be mounted in new kiosk, wiring to be brought into kiosk and connected to irrigation controller by city technician.

### 3.7. Environmental Protection

All work including removal of the existing poles shall comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution. The work under this Purchase Order shall be undertaken in a manner which will prevent entry of any soil, silt, waterborne sediment, organic debris, slash, bark, wood chips, sawdust, ashes, gas, oil, grease, other petroleum products and deleterious substances into any stream, lake or other body of water, whether directly, by surface run-off or other means. If soils are to be disturbed adjacent to knotweed infestations (i.e., within 20 m) minimizing soil disturbance is recommended, contaminated soil to be left on site, and exposed soils are to be re-vegetated as soon as possible. A Qualified Environmental Professional will conduct regular site inspections to prevent adverse environmental effects.

### 3.8. 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.

### 3.9. Clean Up

At the end of each day and 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.

### 3.10. Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval, with completion date.

For the Term of this Agreement, the Services are to be performed in compliance with City Bylaws.

The Contractor may apply for exemptions to the noise by-laws to work nights, evenings or weekends. The City does not guarantee exemptions will be granted. No shift premiums will be paid for night or weekend work.

The Contractor to carry out the "Work" during normal working hours, and in compliance with the City's Noise Bylaw. The exception would be emergency work as directed by the City.

### 3.11. Products and Staging Area

The Contractor is to keep all materials and equipment within southwest parking lot. The Contractor will submit their laydown requirements and security fencing strategy to the City for approval prior to mobilizing on site.

### 3.12. 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.

### 3.13. Contractor Parking

Contractor parking to be mutually agreed upon in southwest parking.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-07-01**

**Mackin Park Lighting**

**Proposals will be received on or before 2:00 pm local time on**  
**Friday October 9, 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.

**PROPOSAL SUBMISSION FORM**

**Complete and return this section**  
**and attach a Consent of Surety Form**

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, disposal fees, wages, benefits, equipment, transportation, fuel, mobilization, travel time, disposal, overhead and profit.

<b>Mackin Park Lighting</b>			
<b>A – BASIC LUMP SUM WORK</b>			
	<b>Description</b>	<b>Qty</b>	<b>Total Lump Sum PRICE (exclude GST)</b>
1	<b>Site Mobilization, Demobilization, Erosion and Sediment Control:</b> Provide price for site mobilization, demobilization, and establishment of Erosion and Sediment Control.	1	\$
2	<b>New Park lighting:</b> Price for completing all work pertaining to the cost for supply & installation of 16, galvanized and powder coated steel poles, concrete bases and LED luminaires, in accordance with drawings and specifications.	16	\$
3	<b>Conduit Trenching and Backfill:</b> Price for completing all work pertaining to the cost of installing approximately 647 linear meter of 1/50mm RPVC conduit and 3 No.6 and bond wiring, in accordance with drawings and specifications. Price to include trenching, backfill and asphalt remediation.	1	\$
4	<b>New Electrical Kiosk Cabinet</b> Provide price for completing all work pertaining to the cost of removing existing irrigation kiosk, chain-link and concrete and installing new kiosk cabinet and concrete base in accordance with drawing and specifications.	1	\$
5	Other not listed above	1	\$
6	Other not listed above	1	\$
7	<b>Total</b>		\$

## 2. FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

### 2.1. Contractors Current Own Forces Labour Rates



The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account evaluation.

The labour rates below 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.

For the purposes of the above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in 3.2 Equipment Rates.

Line Item	Labour Category	Straight Time/hr (exclude GST)	Overtime Rate/hr (exclude GST)
1.	Project Manager	\$	\$
2.	Site Superintendent	\$	\$
3.	Foreman	\$	\$
4.	Carpenter	\$	\$
5.	Electrician	\$	\$
6.	Labourer / Helper	\$	\$
7.	Other (not listed above)	\$	\$

## 2.2. Equipment Rates

The Proponent is to provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

The Proponent acknowledges and agrees that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate to only be charged.

Line Item	Equipment Classification	Hourly Rate (exclude GST)	Specify Make and Model
1.		\$	

2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	

### 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:

### 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:

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## 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:

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- 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:

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## 6. 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

## 7. 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.

**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.

**Disposal** – State your disposal site and list what you will recycle on this project.

**Safety** – Proposal is to provide how the Proponent would address safety on the work site.

<b>Delivery, set-up and execution</b>
<b>Quality Assurance</b>
<b>Risk Factors</b>
<b>Disposal</b>
<b>Safety</b>

## 8. 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.

<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>	

<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>	

<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>	

## 9. 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>

## 10. 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.

<b>EQUIPMENT AND VEHICLES</b>		
<b>Equipment (include power tools over \$2,500)</b>	<b>Make / Model</b>	<b>Year</b>


#### 11. CONSENT OF SURETY

**ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM**

**A copy of the original Consent of Surety should be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price.**

**The original document is to be provided upon request by the City.**

#### 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. 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

#### 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>	