

City of Coquitlam

Request for Proposals

RFP No. 20-08-02

Tile Repair and Replacement

Issue Date: October 23, 2020

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[Appendix A – City of Coquitlam Facility Locations List](#)

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 20-08-02 Tile Repair and Replacement
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms to provide Tile Repair and Replacement .
Closing Date and Time	2:00 pm local time Friday, November 13, 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: https://www.coquitlam.ca/140/Bid-Opportunities</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 5 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: https://www.coquitlam.ca/140/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email bid@coquitlam.ca prior to the Closing Date and Time.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;

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

“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;

“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 **Tile Repair and Replacement** (the '**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. Term of Contract

The Term of the Agreement will be a two (2) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

1.4. Multiple Award

The City reserves the right to split the award to multiple Proponents or award all work to one Proponent.

1.5. 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.

1.6. Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) 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.

1.7. Evaluation Criteria

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

Corporate Experience, Capacity and Resources – 35 points

- Capabilities and experience
- Capacity and resources
- References
- Sub-contractors and Suppliers

Technical – 25 points

- Methodology, delivery, set-up and execution of the work
- Risk factors
- Site Safety
- Qualifications and experience of the Proponent and key personnel
- Departures listed

Financial and Value Added – 40 points

- 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.

1.8. Examination of Proposal Documents

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

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

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

1.9. 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.

1.10. 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, 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 Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions

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

Project Specific Terms and Conditions

2.2. On-Site Hazards

- i. The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Proponent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3. One Year Guarantee

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

2.4. 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.

2.5. 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 requires qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for **Tile Repair and Replacement** on an “as needed and when requested” basis at the various City Facilities and Civic buildings.

3.2. Specifications

Supply and installation of all materials outlined in this RFP, including removal, disposal, repairing, surface preparation and installing tile, grouting and sealing. Scope of work includes but is not limited to:

- a) Provide all labour, materials, tools, equipment, layout and supervision for the supply and installation of all tiling and grouting.
- b) All necessary preparation to be the responsibility of the Contractor, to ensure compliance with manufacturers’ regulations and validation of any warranties.
- c) Removal and replacement of tile grouting.
- d) Supply, mix, and apply all materials according to manufacturer specifications.
- e) Removal and replacement of tiles/broken tiles where applicable. All replacement tile and grout shall match existing tile and grout.
- f) All tile, grout and soft joint material installed in pool tanks and on decks are to be certified by manufacturer for use in chlorinated pools.
- g) Surface preparation, including grinding, filling, levelling, and crack control, etc.
- h) Ensure good bond between tiles and adhesive.
- i) Contractor is responsible for removal of all materials from site and disposed in compliance with applicable laws.
- j) Patch holes and protect all cracks.
- k) Apply 2 coats of Liquid Waterproofing product to be used were applicable (RedGard, Hydro Ban, Mapelastic, Ardex s 1-k) to waterproof the area. Alternates will be considered but shall require City approval.
- l) Nontoxic and nonhazardous material to be used at all times
- m) When requested, Contractor will supply additional product to the City

3.3. Locations and Additional Information

See Appendix A – City of Coquitlam Facilities List.

3.4. 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.

3.5. 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.

3.6. 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.

APPENDIX A

CITY OF COQUITLAM FACILITIES LIST

City of Coquitlam
RFP No. 20-08-02 Tile Repair and Replacement
Appendix A – City of Coquitlam Facilities List

Map	Code	Building Sites	Address	Type of Tile
RECREATION LEISURE FACILITIES				
	BD0412	Poirier Sport and Leisure Complex (PSLC) - POOL	633 Poirier Street	Ceramic Wall Tile, Ceramic Floor Tile
	BD0421	Poirier Sport and Leisure Complex (PSLC) - ARENA	633 Poirier Street	Ceramic Wall Tile, Ceramic Floor Tile
	BD0375	City Centre Aquatic Complex - CCAC	1210 Pinetree Way	Ceramic Wall Tile, Ceramic Floor Tile (Foyer/Hallways)
OUTDOOR POOLS AND SPRAY PARKS				
	BD0975	Eagle Ridge Pool	2689 Guildford Way	Ceramic Wall Tile
SOCIETY FACILITIES				
	BD0346	Evergreen Cultural Centre	1205 Pintree Way	Ceramic Wall Tile, Ceramic Floor Tile
	BD0348	Place Des Arts	1120 Brunette Ave	Ceramic Wall Tile, Ceramic Floor Tile
	BD0350	Place Maillardville	1200 Cartier Ave	Ceramic Wall Tile, Ceramic Floor Tile
	BD0431	Coquitlam City Centre Library	1169 Pinetree Way	Ceramic Wall Tile, Ceramic Floor Tile
	BD0318	Poirier Public Library	575 Poirier Street	Ceramic Wall Tile, Ceramic Floor Tile
COMMUNITY FACILITIES				
	BD0429	Centennial Hall	630 Poirier Street	Ceramic Tile Floor
	BD0323	Dogwood Pavilion	1655 Winslow Avenue	Ceramic Tile Floor (Front Desk), Ceramic Tile Floor
	BD0424	Glen Pine Pavilion	1200 Glen Pine Court	Ceramic Wall Tile, Ceramic Tile Floor
	BD0363	Poirier Community Centre	630 Poirier Street	Ceramic Wall Tile
CIVIC FACILITIES				
	BD0377	City Hall	3000 Guildford Way	Ceramic Wall Tile & Ceramic Floor Tile
	BD0378	Public Safety Building - RCMP	2986 Guildford Way (RCMP)	Ceramic Wall Tile
	BD0343	Robinson Memorial Park Admin Building	621 Robinson Street	Ceramic Floor Tile
	BD0392	Service Centre - Water/Sewer Utility Building	500 Mariner Way	Ceramic Wall Tile & Ceramic Floor Tile
	BD0395	Service Centre - Vehicle Service Building	2647 Austin Ave.	Ceramic Wall Tile (2nd Floor Washroom)

FIRE / RESCUE FACILITIES				
	BD0301	Austin Heights Firestation	428 Nelson Ave	Ceramic Wall Tile & Ceramic Floor Tile
	BD0302	Burke Mountain Firestation	3501 David Avenue	Ceramic Wall Tile, Ceramic Floor Tile
	BD0329	Mariner Firestation	775 Mariner Way	Ceramic Wall Tile, Ceramic Tile Floor (Bathrooms), Ceramic Floor Tile (main Floor), Ceramic Floor Tile (Kitchen)
	BD0327	Town Centre Fire Station	1300 Pinetree Way	Ceramic Wall Tile, Ceramic Floor Tile
FIELD HOUSES / WASHROOMS / OTHER FACILITIES				
	BD0305	Blue Mountain Park Washroom / Concession	1001 King Albert Ave.	Ceramic Wall Tile & Ceramic Floor Tile
	BD0309	Bramble Park Washroom	2875 Panorama DR	Ceramic Wall Tile & Ceramic Floor Tile
	BD0401	Burquitlam Garden Park Washroom	515 Ebert Ave.	Ceramic Wall Tile & Ceramic Floor Tile
	BD0324	Eagle Ridge Park Fieldhouse	1188 EagleRidge Dr.	Ceramic Floor Tile
	BD0399	Hampton Park Washroom	1725 Paddock Dr	Ceramic Floor Tile
	BD0304	Mackin Park Washroom	125 Nelson	Ceramic Wall Tile & Ceramic Floor Tile
	BD0330	Mackin Park Fieldhouse (includes Football Building)	125 Nelson	Ceramic Wall Tile, Ceramic Floor Tile
	BD0345	Panorama Park Washroom	1455 Johnson Street	Wall Coverings 12x12 Tiles
	BD0355	Riverview Park Washroom	650 Clearwater Way	Ceramic Wall Tile
	BD0384	Town Centre Park Concession	1299 Pinetree Way	Ceramic Wall Tile & Ceramic Floor Tile
	BD0380	Town Centre Park Fieldhouse	1299 Pinetree Way	Ceramic Wall Tile, Ceramic Floor Tile & Ceramic Tile Ceilings (Shower)



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 20-08-02

Tile Repair and Replacement

Proposals will be received on or before 2:00 pm local time on
Friday, November 13, 2020
(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

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

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and "Send"**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

PROPOSAL SUBMISSION FORM

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

Submitted by: _____
(company name)

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

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

1. PRICE

The Proponent is to 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

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.

1.1. Labour Rates

	Tile Setter Labour Rates	Price per Hour (exclude tax)
1.	State Worker Type:	
(a)	Regular time (state hours):	\$
(b)	Overtime/Hour:	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Helper Labour Rates	Price per Hour (exclude tax)
2.	State Worker Type:	
(a)	Regular time (state hours):	\$
(b)	Overtime/Hour:	\$
(c)	Sat/Sun/Statutory Holidays	\$

1.2. Material Markup Rates

Mark-up rate on materials = _____ %.

2. 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

3. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#). I/We would be prepared to enter into the Contract, amended by the following departures (list, if any):

4. 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:

5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

5.1. 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:

5.2. 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:

6. EXPERIENCE, CAPABILITIES AND CAPACITY

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

- b) Proponent is to provide a narrative as to their capacity to take on this 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:

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.

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

Delivery, set-up and execution
Quality Assurance
Risk Factors

Disposal
Safety

8. SUBCONTRACTORS

The following Sub-Contractors will be utilized in provision of the services and will complete the work under the direct supervision of the prime Contractor and shall comply with all the terms and conditions of this RFP:

	Type of Service	Company Name
1.		
2.		
3.		

9. SUPPLIERS

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

Product	Manufacturer	Supplier	Address

10. 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 _____

11. 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	

12. KEY PERSONNEL

The following are the Proponent's key personnel proposed for use for the Services:

Name	Position	Experience and Qualifications	Years with your organization

13. 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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14. 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:

--

15. 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

16. 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

17. 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:	