

City of Coquitlam

Request for Information and Qualification

RFIQ No. 22-013

Hazardous Abatement and Demolition  
Services

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## SUBMISSION FORM

### SUMMARY OF KEY INFORMATION

<b>RFIQ Reference</b>	<b>RFIQ No. 22-013</b> <b>Hazardous Abatement and Demolition Services</b>
<b>Overview of the Opportunity</b>	The purpose of this RFIQ is to shortlist qualified, professional and experienced firms to participate in a Request For Quotes (“RFQ”) process to provide <b>Hazardous Abatement and Demolition Services</b> on an as and when required basis..
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday, February 25, 2022</b>
<b>Instructions for Submission</b>	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at <a href="https://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFIQ 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 reserves the right to accept Submissions received after the Closing Date and Time.</p>
<b>Obtaining RFIQ Documents</b>	<p>RFIQ Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFIQ documents is the sole responsibility of the Respondents.</p>
<b>Instructions to Respondents</b>	The guidelines for participation that will apply to this RFIQ are posted on the City’s website: <a href="#">Instructions to Respondents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFIQ 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>	Respondents 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="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: 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 RFIQ..

## DEFINITIONS

**“Agreement” “Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Respondent through negotiation process with the City based on the Submission submitted and will incorporate by reference the Request for Information and Qualifications, the Terms and Conditions of Contract included in this RFIQ, any additional subsequent information, any addenda issued, the Respondent’s response to any Request for Quote (stage 2) and acceptance by the City.

**“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 Quote (stage 2) and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Quote. Both “Contractor” and “Respondent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Information and Qualification stage, through evaluation process, execution and performance of the services and works.

**“City” “Owner”** means City of Coquitlam;

**“Preferred Respondent”** means a Respondent selected by the Evaluation Committee to participate in a subsequent RFQ process or enter into negotiations for a Contract.

**“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;

**“Respondent”** means responder to this Request for Information and Qualification;

**“Request for Information and Qualifications” “RFIQ”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Information and Qualification;

**“Request for Quotation” “RFQ”** shall mean and include the complete set of documents, specifications and addenda incorporated in the RFQ, and included in this Request for Quotation along with Stage 1 RFIQ documents and addenda incorporated herein, along with specifications/documents of project (site) specific Work.

**“Services” “Work” “Works”** means and includes the provision by the successful Respondent of all services, duties, and expectations as further described in this RFIQ. 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;

**“Submission”** means a response submitted for evaluation in response to this RFIQ.

## 1 INSTRUCTIONS TO RESPONDENTS

### 1.1 Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications to select professional, qualified and experienced companies to provide services related to **Hazardous Abatement and Demolition Services** on an as and when required basis.

### 1.2 Purpose

The City intends to create a short list of professional Respondents for each category for a term of three years or until the City releases a new RFIQ.

To be considered for a shortlist, respondents shall have specialization in one or more of the following categories:

- **Category 1** – Hazardous Abatement
- **Category 2** – Demolition Services

The City may request quotes from those companies at any time. Typically, as assignments arise, Respondents on the shortlist will be asked to provide a quote for Services for a project, and the City will evaluate the cost effectiveness of the Quotes.

The City will monitor and evaluate the performance of the Contractors. In the event that one or more of the shortlisted companies in a category have either not performed well or do not have resources available that are suited to an assignment may be removed from the shortlist.

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to request quotes, at its discretion, to select Respondents for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will send our Request for Quotation or carry out future projects, or as to the volume of projects that would be available to any Respondent.

### 1.3 Submission

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

### 1.4 Instructions to Respondents

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

By submission of a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

### 1.5 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance 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](#)

**Items are required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for Services.**

#### 1.6 Requested Departures

The Respondent acknowledges that the departures requested in the Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them.

#### 1.7 Evaluation Criteria

The evaluation criteria are as follows:

- a) Project Team, Qualifications and Experience– **45 points**
  - Established business and demonstrated performance providing services of similar size, scope and complexity.
  - Project understanding
  - References
  - Sub-Contractors
  - Equipment
  - Key Personnel on project team, qualifications and experience
- b) Technical – **35 points**
  - Methodology, set-up and execution of the work
  - Understanding of City's Requirements and Objectives
  - Equipment and Resources
  - Risk factors
  - Quality Assurance and Safety
  - Disposal and Recycling
- c) Value Added Benefits – **25 points**
  - Value Added Benefits: Demonstrated ability in previous projects to undertake innovative, creative and cost effective design approaches.
  - Sustainable Benefits: Demonstrated ability in previous projects to integrate cost effective sustainable design options and solutions.
  - Social Responsibility: Demonstrated leadership in social responsibility in the workplace.

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. Upon submitting a response to this RFIQ,

Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Respondents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

#### **1.8 Award to Multiple Respondents**

The City reserves the right to split the award (demolition and/or abatement) to multiple Respondents or award all of the Work to one Respondent.

## **2 PROCESS**

This RFIQ is the first stage of a two stage process.

### Stage 1: - Request for Information and Qualifications

It is the intent of the City to utilize this RFIQ to invite qualified respondents who are interested in, and who have the expertise, experience, resources and knowledge to perform Services as described in this RFIQ.

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

The evaluation of the Submissions will be based solely on the contents of the Submissions, reference checks, Respondent presentations, the City's past experience with the Respondent, and any clarifications provided in writing in response to the questions asked by the City. The City reserves the right to directly negotiate with one or more Respondents during Stage 1.

Based on the evaluation results, the City will create a shortlist of Preferred Respondents to be invited to quote on specific projects. The City reserves the right to award smaller projects to one company on the short list

### Stage 2: - Request for Quotes

The Preferred Respondents will be invited to participate in a subsequent, invite only Request for Quotes (RFQ). By way of RFQ, the City can request detailed information and financial pricing to those who have been shortlisted in Stage 1.

The evaluations will be confidential and no totals or scores will be released to any of the Respondents.

## **3 PROJECT SPECIFIC TERMS AND CONDITIONS (Only Applicable to Stage 2)**

### **3.1 Prices**

Stage 2 quoted prices shall be all-inclusive and stated in (Canadian Funds).

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 Quote will not necessarily be accepted but will be analyzed to determine best overall value and abatement and demolition Services may be awarded to one or may be split between two Respondents.



### 3.2 On-Site Hazards and Utilities Present

- 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 Respondent 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.
- iii. 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.
- iv. The Contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of buildings
- v. Erosion Sediment Control (ESC) measures to be in place before demolition. Contractor is to maintain all ESC measure put in place and all dirt and debris on road to be cleaned.

### 3.3 Hours of Work

The Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

### 3.4 Qualified Personnel

All Work shall be performed by skilled persons including, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public

### 3.5 Permits and 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

### 3.6 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.

### 3.7 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

### 3.8 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.

The Prime Contractor will be responsible for developing a safety plan

### 3.9 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

### 3.10 Frequency of Invoicing

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



City of Coquitlam

## REQUEST FOR INFORMATION AND QUALIFICATION

RFIQ No. 22-013

### Hazardous Abatement and Demolition Services

Submissions will be received on or before 2:00 pm local time on

Friday, February 25, 2022

(Closing Date and Time)

#### **INSTRUCTIONS FOR SUBMISSION**

Submission 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:** RFIQ 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.)

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

<b>Legal Name of Respondent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 1. DEPARTURES AND AWARD

a) **Section 1d items are not required as part of this RFIQ Submission but may be required prior to entering into an agreement with the City. The City would like to be aware of departures before Stage 2.**

b) **CONTRACT** - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

c) **SERVICES** - I/We have reviewed the Scope of Services as described in this RFIQ and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

d) **AWARD** - For eligibility of award, the City requires the successful Respondent to complete and have the following in place before providing the Goods and Services.

i. <b>WCB</b> - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB #:
ii. <b>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Contact #:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	
v. <b>Contract</b> – Acceptance of the City's Terms and Conditions: <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a>	

**As of the date of this Submission, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):**

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Respondent is applying for Stage 1 – Hazardous Abatement:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Respondent is applying for Stage 2 – Demolition Services:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2.

## CORPORATE

**a) Provide a detailed narrative as to the Respondent's understanding of the project objectives, outcomes and vision, identifying major issues and opportunities presented in this RFIQ:**

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**b) Stage 2 - Single or Multiple Award** - The City will award whichever combination is most advantageous and will award to one or to two Respondents for either:

- only abatement services
- only demolition services
- or award both services

Respondent understands that if Selected to stage 2, that in stage, 2 the City reserves the right to split awards in any combination as it may deem appropriate:

☐ **Yes**

☐ **No**

**c) CAPABILITIES, CAPACITY AND RESOURCES** - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

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ii. Respondent is to state relevant experience and qualifications as to the Services requested in the RFIQ:

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iii. Respondent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFIQ :

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iv. Respondent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFIQ: This includes their capacity to take on this project in regards to other work the Respondent may have ongoing:

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**d) REFERENCES** – Respondent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. At least one of the reference projects must be a public aquatic facility. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

**e) SUB-CONTRACTORS** - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFIQ. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

**f) EQUIPMENT AND VEHICLES** - Equipment, vehicles and power tools used at the work site must be clearly identified. Please 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. For the purposes of 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 the table below.

<b>Equipment (including power tools to be used)</b>	<b>Make / Model</b>	<b>Year</b>

**g) KEY PERSONNEL** – Proponent proposes the following key personnel for the Services stated in the RFIQ.

<b>LINE ITEM</b>	<b>NAME</b>	<b>TITLE/POSITION</b>	<b>EXPERIENCE AND QUALIFICATIONS</b>	<b>YEARS WITH YOUR ORGANIZATION</b>
i.				
ii.				
iii.				
iv.				
v.				

(use the spaces provided and/or attach additional pages, if necessary)



### 3. TECHNICAL

#### a) **APPROACH and METHODOLOGY**

Summarize the key features of your Submission and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

- I. Delivery, Set-Up and Execution** - Submissions 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.

- II. Quality Assurance** - Provide the measures the Respondent will use to maintain quality control for the Services being performed.

- III. Risk Factors** - Describe the risk factors anticipated and how the Respondent intends to mitigate these.

- IV. Safety** - Respondent is to state how they will address safety on the work site.

- V. Disposal and Recycling** - Provide details on all disposal location and recycling location.

#### b) **CONSTRUCTION MANAGEMENT FOR CHALLENGING SITES**

Provide information on demonstrated ability to deliver projects on sites with limited access, ongoing public use and environmental constraints.

#### 4. **VALUE ADD, SUSTAINABLE AND SOCIAL RESPONSIBILITY**

**a) VALUE ADD**

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

**b) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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

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

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

**Attention Purchasing Manager:**

5. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City's website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission in response to the RFIQ.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFIQ document.
7. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

**This Submission** is submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Respondent and have duly read all documents.**

<b>Name of Respondent</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.