

City of Coquitlam

Request for Proposals

RFP No. 22-092

Roof Replacement - Place des Arts

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[Appendix A – Project Specifications](#)

[Appendix B - City of Coquitlam's Supplementary General Conditions to the CCDC2-2008](#)

[Proposal Submission Form](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 22-092</p> <p align="center">Roof Replacement - Place des Arts</p>
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Roof Replacement - Place des Arts
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Thursday, December 08, 2022</p>
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"> In the "Subject Field" enter: RFP Number and Name 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 604-927-3060 should assistance be required.</p> <p>The City 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/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 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	The City's Standard Terms and Conditions - Purchase of Goods and Services , the City's General Conditions, and the CCDC 2-2008 Stipulated Price Contract between Owner and Contractor, as amended by City of Coquitlam's Supplementary General Conditions to the CCDC2-2008 will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 and 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, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response 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 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;

“Site” means the place or places where the Services are to be performed;

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The City of Coquitlam (“City”) requests proposals from qualified, experienced companies to provide **Roof Replacement - Place des Arts** located at:

1120 Brunette Ave, Coquitlam, BC V3K 1G2

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 Mandatory Site Meetings

Mandatory site meetings are scheduled as listed below;

DATE:	Tuesday, November 22, 2022
LOCATION:	Place des Arts 1120 Brunette Ave, Coquitlam, BC V3K 1G2
TIME:	2:00 PM

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, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

- a) Proponents are responsible to inspect the existing site(s) 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 Contract 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 all costs associated with that Work, should the Proponent’s interpretation be incorrect.
- b) 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.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) 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(s) prior to the Proposal Closing Date 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.

- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) 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(s) 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 Contract was signed.

A complete set of RFP and Contract documents will include:

- i. Request for Proposals Documents
 - ii. Proposal Submission Form
 - iii. [Appendix A – Project Specifications](#)
 - iv. [Appendix B - City of Coquitlam's Supplementary General Conditions to the CCDC2-2008](#)
 - v. CCDC2 – 2008 Stipulated Price Contract
 - vi. Addendums as issued
- e) 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.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, 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 amount 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.
- h) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, site safety officer and the names of the major sub-contractors and the work they will be performing.

- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.
- k) 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.
- l) 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.

1.5 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal 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

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Technical	40
Financial and Value Added	30
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Proponent's qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-contractors
- Staff qualifications and experience
- Key Personnel on project team, qualifications and experience

Technical

- Methodology, set-up and execution of the work
- Site Safety
- Risk factors
- Quality Assurance and Safety
- Disposal and reuse
- Compliance to Specifications
- Schedule and Completion Date
- Associations in good standing
- Warranty

Financial and Value Added

- Price
- Labour Rates and Equipment Rates
- Value Added / Sustainable benefits

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 on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

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 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.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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.

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.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

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.

1.8 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 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](#)
- f) Enter into a Contract with the City using the CCDC 2-2008 document.
- g) A **CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:
 - i. **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE BID PRICE;**
 - ii. **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 will be required prior to entering into an agreement with the City for Services.

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

1.9 Alternate Products

Requests for any proposed alternate product to be **submitted and approved seven days prior** to the Closing Date.

1.10 Project Timeline

Estimated timelines for the project are:

Estimated Construction Start: April 3, 2023
Final Completion: June 2, 2023

Upon award, the work on this project shall progress until fully completed.

1.11 Qualifications

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

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City's Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order that will be issued to formalize with the successful Proponent, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Five Year Guarantee/Warranty

The Contractor shall provide a five (5) year corporate guarantee on company letterhead covering workmanship, leakage, and materials on 100% of this project. In addition, the Contractor will provide a Soprema Platinum 15-year guarantee on all roofing for this project.

2.3 Hours of Work

Unless otherwise specified 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 SCOPE OF SERVICES

3.1 Scope of Work

The City is seeking Proposals from accredited roofing contractors, Roofing Contractors Association of British Columbia (RCABC) and/or National Roofing Contractors Association (NRCA) accredited) to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for **Roof Replacement - Place des Arts** specified in this RFP and [Appendix A – Project Specifications](#)

3.2 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

3.3 Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

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

3.4 Delivery, Storage, and Handling

All materials 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.

3.5 Work Schedule and Hours of Work

The Contractor is to submit a schedule for City approval.

All Services are to be performed in compliance with City Bylaws

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

3.6 Contractor Parking

Contractor parking is off-site only. City of Coquitlam parking lots shall not be used for Contractor or sub-contractor parking.

3.7 Clean Up

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

Appendix A – Project Specifications



Inter-Provincial
Roof Consultants Ltd.

ROOF REPLACEMENT GUIDELINE FOR:

PLACE DES ARTS

1120 BRUNETTE AVENUE

COQUITLAM, BC

Job #: 08-072-2

June 2022

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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General Instructions

Guarantees & Warranty's

1. Provide a **five (5) year corporate guarantee** on company letterhead, covering workmanship, leakage, and materials on 100% of this project. Provide a detailed copy of this warranty with the contract, showing inclusions and exclusions.
2. Provide a **Soprema Platinum 15-year warranty** for the materials specified.
3. All warranty/guarantee costs are to be included in the base bid price. There are to be no additional charges for any warranties or guarantees.

Consultant Notification

1. It is the roofing contractor's responsibility to inform Inter-Provincial Roof Consultants Ltd. of each day's planned activity on this project. This includes reporting any inactive days.
2. Inter-Provincial Roof Consultants Ltd. must be **notified before 7:45 AM** on the intended working day.
3. Notifications are to be via email to: **inbox@iprc.ca**
4. If work stoppage occurs due to inclement weather or shortage of materials, etc., it is the contractor's responsibility to immediately inform Inter-Provincial Roof Consultants Ltd. that the crew is leaving the site.

Protection of Specification Content

1. This specification, and all intellectual content within, except for any RCABC content, is the property of Inter-Provincial Roof Consultants Ltd., and is intended for use only by the awarded contractor, the building owner/representative, and a consultant/observer from Inter-Provincial Roof Consultants Ltd. for this project only.
2. Reproduction, or reuse of this specification, in part, or in its entirety, use of terminology, and use of intellectual content within, for purposes other than this project, is not permitted without written consent from Inter-Provincial Roof Consultants Ltd. and will be subject to legal action.

Field Reviews

1. Field Reviews are to be carried out by Inter-Provincial Roof Consultants Ltd.
2. Cost of roof observation service is to be paid directly by the owners and is not to be included in the tender price.

Interim Site Visits

1. This project will be divided into a predetermined number of interim roof observations with one final roof review once all roofing is completed and a request for final has been submitted to IPRC.

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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Final & Post-final Site Visits

1. Final roof observations will not be performed unless a written request from the roofing contractor is received by Inter-Provincial Roof Consultants Ltd.
2. The final list of deficiencies found at the final roof observation is not necessarily to be considered “all that there is or could be”. Any deficiencies found at post finals that were not found at the final, or any legitimate deficiencies noted in writing by the owner/owner’s representative, are still the responsibility of the roofing contractor to correct.
3. Ultimately, all workmanship deficiencies found at any time during the guarantee period are the responsibility of the roofing contractor to correct at no additional charge to the client.
4. Contractors are to provide safe access to the roof for the purposes of review the work at the final, or at and subsequent post-finals.
5. The need for an on-site post-final will be determined by IPRC, at its own discretion.

Additional Site Visits

1. Payment for any additional roof observations performed by Inter-Provincial Roof Consultants Ltd. prior to or after the final roof observation will be the responsibility of the roofing contractor when such additional roof observations are required:
2. To ensure proper rectification of deficient labour and/or materials.
3. To assess damages as a result of the roofing contractor’s failure to perform the contract using reasonable caution.
4. To assess merits of changes to the specification when requested by the roofing contractor.
5. As a result of un-acceptable manpower and subsequent additional days on site.
6. Each additional roof observation will be invoiced to the owners and will be deducted from the deficiency holdback amount owed to the contractor at the end of the project, at a rate of \$500.00 plus Tax per site visit.

Documentation of Damage/Progress

1. Site supervisor(s)/foreman are to always retain in their possession, a digital camera to document job progress and any pre-existing or unforeseen damage. Any attic work, or otherwise hidden work completed as part of this specification, or as additional work is to be fully documented with before and after photographs and presented to both the owner’s representative and the consultant for review prior to approval of invoicing. Indicate unit number/location where photos were taken.
2. Tips:
 - a. Take photos from several angles/viewpoints.
 - b. Take photos from a distance to show location.
 - c. Take close up photos to show detail.

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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- d. Take more photos than required.
- e. Hold a small placard in corner of photo showing unit number/location.
- f. Ensure lens is free from debris/moisture.
- g. Check photo before leaving area.

Material Delivery, Storage, & Handling

1. Protect all wood products from weather exposure until such time as they are installed. Wet, frozen, UV degraded, or otherwise weathered wood products are to be removed from site, unless acceptance of these materials is expressly granted by Inter-Provincial Roof Consultants Ltd.
2. All products are to be delivered to site in weather tight containers.
3. Once on site, all products are to be kept dry until immediate usage occurs.
4. Keep all cold or heat sensitive products in a temperature-controlled environment until such time as immediate usage occurs.
5. Keep all roll products stored in an upright position until installed.
6. Damaged products are to be removed from site immediately. Installation of damaged products will result in rejection of work.
7. Place materials overload bearing walls and supports. Do not allow the substrate to flex or otherwise deflect. Spread material weight loads across the roof surface or store on the ground until needed.
8. Do not encumber drainage when storing materials on the roof surface.
9. All materials are to be delivered to site in dry condition.
10. Materials arriving on site wet/moist or existing on roof wet/moist are to be rejected.
11. Insulation materials are to be always kept covered and dry while on roof. Factory coverings are not to be relied upon for weather protection.
12. Board panels are to be kept raised above the roof surface on dunnage or pallets.
13. Board panels are to be tarpaulin always covered until immediate use. If polyethylene tarpaulins are used, there must be two layers covering the insulation.
14. All tarpaulins are to be fully secured around the insulation bundle using ropes or heavy twine. Protect from wind removal of tarpaulin. Weighing down of tarpaulins will not be considered sufficient.

Procedure

1. All new roof areas are to be made watertight as soon as possible before proceeding to next roof area. No roof area is to be removed which is greater in area than can be made watertight under climatic conditions existing at the time.
2. Roof system terminations at tie-ins are to have a water cut-off to the substrate to prevent moisture ingress into the new roof system, prior to the tie-in seal being applied.

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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Materials

1. All materials shall be new unless specific approval has been given by the specifying authority or roof observer for any component. Materials used are to be those specified.

Material Substitutions

1. No roof system substitutions or components of the roof system will be considered. This project is to be bid according to the instructions and products listed within this document.

Procedure

1. All new roof areas are to be made watertight as soon as possible before proceeding to next roof area. No roof area is to be removed which is greater in area than can be made watertight under climatic conditions existing at the time.
2. Roof system terminations at tie-ins are to have a water cut-off to the substrate to prevent moisture ingress into the new roof system, prior to the tie-in seal being applied.

Protection

1. This contractor shall provide protection to the property under this contract and the surrounding properties from damage resulting from his work, particularly during the removal of any existing roofs. All damages caused by this contractor shall be made good by the contractor at no cost to the owner.
2. This contractor shall assess the existing roof condition and document by photograph any existing deficiencies that may be misconstrued as re-roofing related deficiencies.

Clean Up

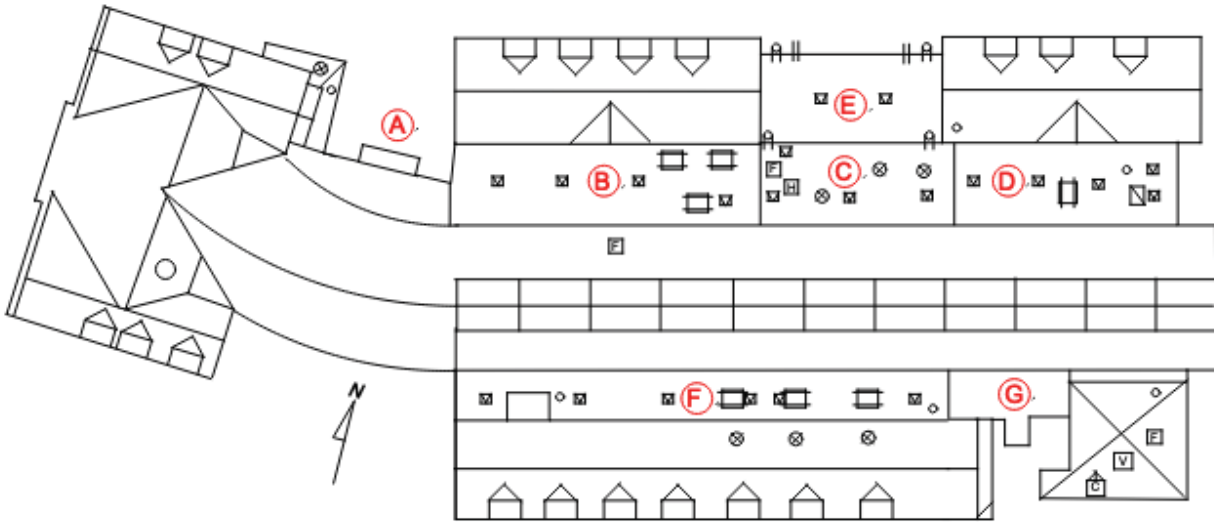
1. This contractor shall maintain the site in as clean a condition as possible daily to the satisfaction of the owner and the roof observer during his work and shall remove from this and the surrounding properties any debris from his work on the completion of the job. Failure to do this will result in this cleaning and removal being instituted by the owner and the cost deducted from the amount owing this contractor.

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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Application Instructions

General Scope

1. This project involves the removal and replacement of SBS roof systems on this building.
2. The roof areas will be designated as per the following drawing:



Demolition

1. It is intended that all existing roofing be removed with exceptions only as noted in the specification or detail.
2. All demolished material is to be carefully contained and removed by approved means from roof surfaces in order of procedure listed generally.
3. Chutes or roof hoists are to be used. Demolished material to be deposited in dust tight containers and removed from site as soon as possible.
4. Container locations are to be in pre-approved areas only.
5. Keep general areas clean of loose debris and sweep clean at frequent intervals.

Preparation

1. On roof area A:
 - a. Remove perimeter flashings.
 - b. If possible, remove lower window trim flashing.
 - c. Remove downpipe as needed and save.
 - d. Loosen and remove wall paneling as needed to install the new roofing.
 - e. Remove and dispose of the roof membrane.
2. On roof area B, C, D & F:
 - a. Cut cedar shingles two rows up from the bottom and dispose of lower shingles. Neatly cut valley flashings at the same height.
 - b. Remove and save all wall flashings in triangle dormer areas for reuse.

 <p>Inter-Provincial Roof Consultants Ltd. Job #: 08-072-2</p>	<p>Roof Replacement Specification</p>	<p>Place des Arts, 1120 Brunette Avenue, Coquitlam, BC</p>
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- c. Cut metal panels in a straight line at the same height as the cedar cut line. Remove and dispose of the lower portion of the panels.
 - d. Coordinate with City forces in regard to disconnection of gas and electrical lines to all units and the removal of all ducting. Lift, remove, and store units as needed to allow for the performance of this work.
 - e. Remove mechanical line exit flashings on roof area F cedar roofing and dispose. Co-ordinate the re-routing of these lines through new flat roof flashings.
 - f. Save all sleepers for reuse.
 - g. Save the existing roof hatch for reuse.
 - h. Remove and dispose of gravel stop flashings and gutters.
 - i. Cut barge boards that intersect with scuppers to provide suitable clearance for the new scupper.
3. On roof area E:
 - a. Cut cedar wall shingles to allow for the removal of three course of shingles from the bottom of the wall.
 - b. Cut or remove wall flashings and paneling as needed to allow for the installation of the new roofing.
 - c. Remove and dispose of all roof membrane assembly components. Leave exterior fascia cover in place.
4. On roof area G:
 - a. Remove and save all paving stones. Paving stones are to be pressure washed clean. Save all pedestals for reuse.
 - b. Remove metal flashings at railings and remove all sealants from railing posts.
 - c. Remove and save the door sill components.
 - d. Loosen window wall flashing but do not disturb the caulking seals that are currently in place. Loosen just enough to allow for PMMA to be installed up under the lowest flashing.
 - e. Thoroughly clean the existing roof membrane of all debris and loose material.
 - f. At outflow end of trough along the window wall/cedar area, remove sealants at corners and prepare for PMMA application.

Carpentry

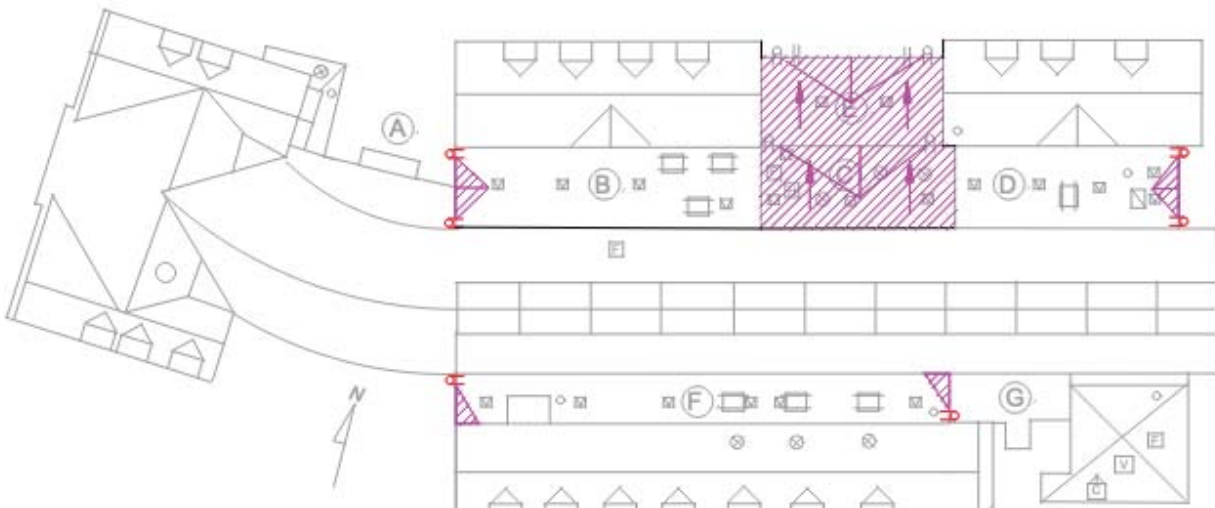
1. Curbs and Sleepers
 - a. Add dimensional lumber to curbs & sleepers as needed to raise the final height to 200mm above the new roof assembly. Blocking may be added to the top of existing wood curbs, or under metal curbs.
2. Perimeters
 - a. Add blocking to all perimeter edges on roof areas B, C, D, E & F to raise the final height of the perimeters to 125mm above the finished roof assembly. This included existing gravel stop edges. Cut scupper openings as per scupper section. Blocking is to be a minimum of 88mm in width.

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- b. All blocking is to be installed with minimum 300mm offset end laps and staggered corners.
 - c. Secure blocking every 400mm with 75mm spiral shank nails.
 - d. Top surface of blocking is to have a minimum 2% sloped to the interior. Use beveled siding or shimmed blocking to achieve this.
3. Sheathing
 - a. Check all sheathing for any damage or loose boards. Renail any loose sheathing with minimum 50mm spiral shank nails.
 - b. Replace any damaged sheathing with new sheathing of matching size, type, and thickness.
 - c. Secure sheathing with minimum 50mm spiral shank nails every 150mm.

Insulation

1. Materials
 - a. Pre-sloped type 2 expanded polystyrene – minimum 2% slope.
2. Application
 - a. Sloped insulation on full roof areas is to be minimum 2%. Sloped insulation clickets are to be minimum twice the existing slope.
 - b. Install sloped insulation as per manufacturer's layout instructions to areas as shown in the following drawing (red scuppers are new):




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Cover Board

1. Materials
 - a. 12.5mm SopralSo HD
 - b. 75mm hexagonal galvanized stress plates and epoxy coated screws.
2. Application
 - a. Over sloped installed insulation and prepared sheathing, install cover board to the horizontal roof surface – do not install on sloped roof areas.
 - b. Cover board is to be installed with joints offset from insulation 300mm.
 - c. Tightly fit all board together.
 - d. Secure cover board with screws and plates at a minimum rate of 12 per full sheet.

Base Ply

1. Materials
 - a. Colvent 840 base
 - b. Sopraply Stick
 - c. Elastocol stick adhesive
2. Field Application
 - a. Apply an even covering of primer over fastened cover board.
 - b. Ensure primer's installed dry time does not exceed the manufacturer's written recommendations.
 - c. Over primed cover board install Colvent base ply membrane.
 - d. Apply pressure to membrane to ensure 100% adhesion to the substrate.
 - e. All side laps are to be minimum 100mm and all end laps 25mm.
 - f. All seams in this ply are to be offset a minimum of 300mm from seams in the underlying substrate board.
 - g. Once rolls are set in place, roll the top surface of the seam to firmly bond the inner portion of the selvedge.
 - h. Lift and heat the remaining portion of the selvedge lap and trowel down to create a firm bond. Achieve a minimum 2mm bleedout at seam edge.
3. Stripping Application
 - a. At perimeters and curbs, Install stripping membrane.
 - b. Install stripping onto field membrane 150mm.
 - c. Extend up and over parapets, extending down the outside face to 75mm below perimeter blocking.
 - d. Extend up and over curb tops.
 - e. At sloped areas, extend base up to just below the cut cedar/metal panels.
 - f. Fully encase all sleepers.

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Cap Ply

1. Materials
 - a. Sopraply traffic Cap.
2. Field Application
 - a. Over completed base membrane and stripping plies, install 1 ply of heat weldable membrane cap sheet.
 - b. All cap sheet membrane is to be 100% adhered using the heat welding method of application.
 - c. All seams in cap sheet are to be offset a minimum of 300mm from seams in underlying base membrane.
 - d. All end seams are to be overlapped a minimum of 150mm and granules in underlying membrane are to be heated and depressed to provide for secure bonding.
 - e. All end joints are to be staggered a minimum of 1 metre.
 - f. Maintain a consistent 3mm to 6mm bleed out of bitumen at all seams and end laps.
 - g. All field cap sheet membrane is to terminate at base of slopes/walls.
 - h. Upon completion of all cap sheet applications, this contractor shall provide a close inspection of all seams, laps, "T" joints, etc., to ensure that proper bonding has been attained throughout.
 - i. Short runs of cap sheet at high points in roof are to be covered by a minimum half width run of cap sheet centred over the shortfall area.
 - j. Liquid flashing and granules will not be acceptable as a repair for blemishes, footprints, overheating, etc.
 - k. All repairs are to be completed with cap sheet membrane installed in metre wide pieces (i.e. cut off the selvedge and install the sheet in between seams to cover the damaged area).
 - l. Excessive bleedout is to be corrected as the roll is being installed by adding granules to the bleed out while hot and embedding.
3. Cap Stripping
 - a. At all vertical surfaces, i.e. parapets, building walls, curbs, etc., install 1 ply of heat weldable cap sheet membrane.
 - b. All cap sheet stripping is to be fully adhered using the heat welding method of application.
 - c. Granules on underlying cap sheet are to be heated and depressed to provide for secure bonding.
 - d. This cap sheet stripping is to be applied in maximum 1-meter (1m or 1 roll width) lengths and all side laps shall be a minimum 75mm and staggered a minimum of 100mm from laps in the field and underlying stripping membrane.
 - e. Chalk lines are to be used to ensure continuity of stripping plies on the roof surface.

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- f. Maintain a consistent 3mm to 6mm bleed out of bitumen at all seams and end laps.
- g. Upon completion of all cap sheet and cap sheet stripping applications, this contractor shall provide a close inspection of all seams, laps, "T" joints, etc., to ensure that proper bonding has been attained throughout.
- h. Stripping terminations:
 - i. Terminate 25mm from top of base ply membrane at vertical/sloped surfaces.
 - ii. Terminate 200mm onto completed field membrane.

PMMA & Reinforcement

4. On roof area G and along the cedar roof trough, apply a full covering of PMMA & reinforcement.
 - a. Fully clean the membrane.
 - i. Check all existing membrane laps and reseal as required.
 - ii. Check all existing PMMA materials for any loose sections and remove as found.
 - iii. Remove any sealants in the areas where PMMA is to be applied.
 - b. Fully coat the prepared membrane with properly mixed PMMA. Ensure PMMA liquid is pressed into granule layer and into seams, joints, etc. to fill all voids.
 - c. Apply PMMA liquid liberally so reinforcement scrim can be laid into it and becomes saturated.
 - d. Roll or brush reinforcement to ensure embedment.
 - e. Over embedded scrim, apply a secondary layer of PMMA until the reinforcement scrim is fully covered.
 - f. Extend liquid and scrim up under window wall flashings as high as possible without disturbing the existing seals.
 - g. At the door sill area, seal the entire sill areas and up the sides if the door jamb 100mm or as high as possible given the existing conditions.
 - h. Seal 50mm up all railing posts.
 - i. Extend up as high as possible below cedar roofing in trough area.
 - j. Extend down the trough outflow end to the extent of the existing SBS.

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Hardware

1. Materials

- a. Menzies Spun copper drains with aluminum strainers.
- b. Menzies Hot welded, fully flanged 75mm copper scuppers.
- c. Menzies Hot welded aluminum plumbing breather flashings with settlement caps.
- d. Menzies Hot welded Galvanized BUR vents – sized to match existing.
- e. Menzies Retro-box.
- f. Menzies hot welded galvanized tall cone flashings.

2. Drains

- a. At drains, install new spun copper drains into existing plumbing.
- b. Secure drain to plumbing pipe using internal mechanical connectors.
- c. Ensure drains sit flat on insulation and secure to the substrate with screws every 75mm around the perimeter of the flange.
- d. Drain is to be installed over field base membrane and stripped in. Provide a minimum of 150mm of membrane bond onto field on sides of drain flange.
- e. Bond membrane fully to cover the entire drain flange.
- f. Seal the edge of the drain membrane with Alsan liquid.

3. Scuppers


- a. Install new hot welded, fully flanged copper scuppers to existing locations and to new locations where gravel stop used to be.
- b. Scuppers are to have 75mm outlets.
- c. Scuppers are to be sealed into the base ply layer with one ply of base stripping membrane.
- d. Install new 2x3 aluminum downpipes for each new scupper to carry water to the gutters below.
- e. Scuppers are to have overflow cutouts on the exterior face.

4. Aluminum Flashings

- a. Install aluminum flashings to all plumbing pipes.
- b. Install settlement caps at plumbing pipes. Ensure settlement cap fits into the plumbing pipe. Extend plumbing pipes if needed.
- c. Secure all flashings to the deck through factory holes.
- d. Install flashings over field base membrane and strip in with a target patch.
- e. Extend target patch 150mm minimum beyond the flange of the flashing.
- f. Install weatherhead tops to aluminum flashings where being used to run electrical lines.

5. Tall Cone Flashings

- a. Install new tall cone flashings to replace all existing.
- b. Round the corners of the flashing flange to eliminate sharp corners.
- c. Install over the field membrane.
- d. Secure flashings to the substrate every 75mm.

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- e. Install flashings over field base membrane and strip in with a target patch.
- f. Once cap sheet is complete, apply Alsan liquid flashing to the lower 100mm of the tall cone flashing.
- g. Install two storm collars, each with polyurethane sealant (use silicone sealant if pipe is a “hot” pipe). Set the second collar just above the sealant of the first.
6. Retro Box
 - a. At gas & electrical lines, install a galvanized metal Retro box flashing.
 - b. Coordinate with owners’ mechanical forces in regards to relocating the mechanical feed lines through the flat roof on roof area F.
 - c. Install flashings over field base membrane and strip in with a target patch.
 - d. Once cap sheet has been applied around the flashing, apply Alsan RS230 & reinforcement to the sides of the gum box, extending from the top to 75mm onto the field membrane. Embed granules in the horizontal portion.
 - e. Ensure retro Box is assembled as per manufacturer’s instructions.

Sheet Metal Flashings

1. Materials
 - a. 24-gauge baked enamel coated iron sheet metal
2. General Application
 - a. All flashing is to be installed to RCABC minimum standards or better.
 - b. All exposed edges are to be hemmed to form a drip edge.
 - c. All metal is to have proper allowance for expansion and contraction.
 - d. All fastenings are to be concealed (except where cladding screws are used).
 - e. All inside and outside corners are to be standing seam regardless of size.
 - f. All standing seam corners and any other openings are to be caulk sealed with polyurethane sealant. Sealant colour is to compliment flashing colour.
 - g. Top surface of flashings are to slope to the interior, regardless of girth.
 - h. Colour of flashing is to be as provided by the manufacturer and colour is to be pre-approved by the owners.
3. Base Wall flashings
 - a. Install base wall flashings to all walls, curbs and perimeters.
 - b. Keep the lower edge of the flashing 25mm off the surface of the roof membrane.
 - c. Extend up parapets to the top of the parapet.
 - d. Secure the top edge of all base wall flashings every 400mm.
 - e. On any wall flashing larger than 200mm tall, add cladding screws midway up the flashing spaced every 450mm.
4. Cap Flashing
 - a. Install new cap flashing to all parapets and the railing wall on area G.
 - b. Cap flashing on parapets is to extend down to 75mm below perimeter blocking on the outside edge and 75mm down the inside face. Extend further down the outside face as required to match original flashing extension if more than 75mm.

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- c. Fully clip the outside edge of flashings.
 - d. Clips are to be fastened every 300mm minimum.
 - e. Ensure the drip edge is fully closed over the clip.
 - f. Secure the inside face with cladding screws, spaced every 450mm o.c.
5. Sloped Roof Flashings
- a. At cedar and metal panel roofs, install metal flashings that extend from 25mm above the roof surface to just below the cedar/panel cut.
 - b. Install a “shim” flashing that tucks up under the cedar shingles and metal panels a minimum of 75mm (note that cutting the cedar slightly higher to remove nails lines may be required) and laps over the lower flashing 75mm.
 - c. Overlap ends of shim flashings a minimum of 150mm.
 - d. Secure all flashings with cladding screws spaced 400mm apart. Lower flashing should have one screw line midway up its width and the shim flashing should have one screw line centred through the exposed width.
 - e. Add cladding screws to panels, as needed to ensure they are secured along the lower edge. Paint the cut edge of the panels with matching colour rust paint (as close as possible).

Mechanical Units

- 1. Reinstall all mechanical units, fans, etc. back to their original curbs/sleepers. Seal all through bolt applications with PMMA.
- 2. Coordinate all work with the City’s mechanical forces in regard to duct reinstallation and flashing work.

Paving Stones

- 1. Reinstall all saved paving stones to roof area G.
- 2. Ensure paving stones are clean and properly supported.
- 3. Paving stones are to be level to each other.
- 4. Replace any damaged paving stones with similar style and size paving stones.

-----End of Document-----

**Appendix B - City of Coquitlam's
Supplementary General Conditions to the
CCDC2-2008**

SUPPLEMENTARY GENERAL CONDITIONS

STIPULATED PRICE CONTRACT CCDC 2 2008

These Supplementary General Conditions modify and amend Standard Construction Document CCDC-2 – 2008 and form a part of this *Contract*.

In the event of any conflict between the provisions of the Standard Construction Documents and any provision of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

Standard Construction Document CCDC-2—2008 is amended as follows:

AGREEMENT BETWEEN OWNER AND CONTRACTOR

ARTICLE A-3 CONTRACT DOCUMENTS

1. The Agreement is amended by including “Part C – Schedule 1 - City of Coquitlam Certificate of Insurance Form – Construction”.

ARTICLE A-5 PAYMENT

2. The Agreement is amended by deleting Article A-5.3, including all of 5.3.1 and 5.3.2, in its entirety.

NEW ARTICLE

3. The Agreement is amended by adding the following new Article after Article A-8:

ARTICLE A-9 TIME OF THE ESSENCE

- 9.1 All time limits stated in this *Contract* are of the essence of the *Contract*.

GENERAL CONDITIONS OF THE STIPULATED PRICE CONTRACT

PART 1 GENERAL PROVISION

GC 1.1 CONTRACT DOCUMENTS

4. Section 1.1.8 is amended by replacing the term “sufficient copies” with “a pdf copy”.
5. Section 1.1 is amended by adding the following new subsection:
 - 1.1.11 The *Contractor* is responsible for the installation and the coordination of metric and imperial dimensioned products and materials as may be applicable.

PART 2 ADMINISTRATION OF THE CONTRACT

GC 2.1 AUTHORITY OF THE CONSULTANT

6. Section 2.1 is amended by adding a new subsection after subsection 2.1.3 as follows:

2.1.4 If a Consultant is not engaged on the Project, the Owner will fulfill the requirements of a Consultant.

GC 2.3 REVIEW AND INSPECTION OF THE WORK

7. Section 2.3 is amended by adding a new subsection after subsection 2.3.7 as follows:

2.3.8 Should the *Consultant* be required to make more than one review of rejected work or should the *Consultant* perform additional reviews due to failure of the *Work* to comply with the contract documents, the *Contractor* is required to compensate the *Owner* for such additional *Consultant* services, including expenses incurred. Adjustments for such compensation should be made as outlined under Part 6 CHANGES IN THE WORK.

PART 3 EXECUTION OF THE WORK

G.C. 3.5 CONSTRUCTION SCHEDULE

8. Section 3.5 is amended by adding the following new subsection after subsection 3.5.1.3:

3.5.1.4 The *Contractor* will perform the *Work* in compliance with the construction schedule. If, for any reason, the *Work* falls behind the schedule for the *Work* set forth in the construction schedule the *Contractor* shall as part of the *Work* either:

- (a) if in accordance with the *Contract Documents* the delay entitles the *Contractor* to a time extension the *Contractor* shall forthwith prepare and deliver to the *Consultant* a revised construction schedule to the reasonable satisfaction of the *Consultant* indicating the revised dates for the remaining activities of the *Work*; or
- (b) if in accordance with the *Contract Documents* the delay does not entitle the *Contractor* to a time extension then the *Contractor* shall take such steps as required to bring the *Work* back into conformity with the construction schedule.

Failure to comply with the requirements of this section shall be deemed to be a default under the *Contract* to which the provisions of GC 7.1.2 apply.

GC 3.6 SUPERVISION

9. Subsection 3.6.1 is amended by adding the following sentence at the end of the subsection:
“The appointed *Contractor* representative shall not change without consultation with and written acceptance of the *Owner*, which acceptance will not be unreasonably withheld.”

GC 3.7 SUBCONTRACTORS AND SUPPLIERS

10. Subsection 3.7.2 is amended by adding the following sentence at the end of the subsection:
“The *Contractor* shall not employ any *Subcontractor*, or change *Subcontractor*, without the written approval of the *Owner*, which approval will not be unreasonably withheld.”
11. Subsection 3.7.3 is deleted in its entirety and replaced with the following:

3.7.3 If the *Owner* reasonably objects to the performance, qualifications, experience or suitability of any of the *Contractor's* personnel, *Subcontractors* or *Suppliers*, then the *Contractor* will, on written request from the *Owner*, replace such personnel, *Subcontractor* or *Supplier* immediately.
12. Section 3.7 is amended by adding the following new subsections after subsection 3.7.6:

3.7.7 The *Contractor* will provide only personnel who have qualifications, experience and capabilities to perform the *Work*.

3.7.8 The *Contractor* shall coordinate the *Work* of all of its *Subcontractors* and *Suppliers* and determine to what extent *Work* specified in each section of the specifications is effected by *Work* indicated elsewhere and make all necessary allowances for their integration. All additional *Work* resulting from the failure to make such determination shall be done at no cost to the *Owner*.

3.7.12 The *Contractor* shall indemnify and hold harmless the *Owner*, its agents, servants and employees, from and against all costs, claims, damages, debts, sums, actions and causes of action whatsoever and whensoever arising out of any claim of lien or action by a *Subcontractor*, *Supplier* or labourer with whom the *Contractor* or any of its *Subcontractors* or *Suppliers* has contracted in relation to the *Work*.

GC 3.8 LABOUR AND PRODUCTS

13. Subsection 3.8.2 is amended by adding the following after “consultant”: “Products which are not specified shall conform to current applicable specifications and regulations of the Canadian Standards Association, Technical Builders' Bulletin, Canadian Government Specifications Board, National Building Code, British Columbia Building Code, American Society for Testing and Materials, Trade Association Specifications and all authorities having jurisdiction at the Place of the Work.”
14. Section 3.8 is amended by adding the following new subsections after subsection 3.8.3:
 - 3.8.4 Immediately upon receiving from the *Consultant* or the *Owner* a written notice stating the *Consultant's* or the *Owner's* reasonable objection to the work conduct of any superintendent, foreman or worker on the Project site, the Contractor will remove such persons from the Project site.
 - 3.8.5 No person shall with relation to his employment or eligibility for employment be discriminated against by reason of his or her race, colour, ancestry, place of original, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age, or because he or she has been convicted of a criminal or summary conviction offence that is unrelated to the employment.
 - 3.8.6 The *Contractor* shall supply labour that is compatible with other labour employed on the Work. In the event of labour disputes arising from the provision of skilled or unskilled labour by the *Contractor* or its *Subcontractors*, the *Contractor* shall, to the satisfaction of the *Owner* or *Consultant*, as applicable, make such arrangements as are necessary to preclude delay to the Work or to the work of others at the Project Site.

GC 3.9 DOCUMENTS AT THE SITE

15. Subsection 3.9.1 is amended by inserting the words “reviewed shop drawings” immediately after “*Contract Documents*”.
16. Section 3.9 is amended by adding the following as a new subsection after subsection 3.9.1:
 - 3.9.2 Record drawings to be maintained and available to view by *Consultant* and *Owner*.

GC 3.10 SHOP DRAWINGS

17. Section 3.10 is amended by adding the following new subsections after subsection 3.10.12:

3.10.13 Upon *Substantial Performance of the Work*, the *Contractor* will submit all reviewed and revised *Shop Drawings* to the *Owner* as a permanent record of the *Work*. As of the date of issuance of a final certificate for payment, the *Shop Drawings* will be retained by the *Owner* as the *Owner's* property.

3.10.14 Electronic submissions and electronic review stamp by the *Consultant* are acceptable.

GC 4.1 CASH ALLOWANCES

18. Subsection 4.1.4 is amended by:

- a) in all instances deleting the words “any cash allowance”, and replacing them with “all cash allowances”.
- b) at the end of the last sentence, adding the following new sentence: “The *Contractor's* overhead and profit on costs exceeding the amount of the allowance shall be ten (10%) percent on *Work* performed directly by the *Contractor*, and five (5%) percent on *Work* performed by *Subcontractors*.”

19. Section 4.1 is amended by add the following new subsection after subsection 4.1.7:

4.1.8 Expenditures of the cash allowance are to be directed as per GC 6.2 CHANGE ORDER or GC 6.3 CHANGE DIRECTIVE, at the *Owner's* directive. All *Work* under cash allowance is to be competitively bid unless directed by the *Owner*. The *Contractor* shall keep records and submit a monthly update on expenditures of a cash allowance, including all unallocated amounts.

PART 5 PAYMENTS

GC 5.1 FINANCING INFORMATION REQUIRED OF THE OWNER

20. Section 5.1 is deleted in its entirety.

GC 5.2 APPLICATIONS FOR PROGRESS PAYMENT

21. Subsection 5.2.3 is amended by:

- a) deleting “and Products delivered to the Place of the Work”; and

- b) adding the following at the end of the subsection: “The *Contractor* will identify separately, with reference to the applicable *Change Order*, any application for payment for *Work* performed pursuant to a *Change Order*. No payment for extras or changes will be made before the issuance of the applicable *Change Order*.”
- 22. Subsection 5.2.7 is deleted in its entirety and replaced with:
 - 5.2.7 No claim shall be made for any *Product* which is delivered to the *Place of the Work* until it is incorporated into the *Work* and any claim for *Products* which are incorporated into the *Work* shall be supported by such evidence as the *Consultant* may reasonably require to estimate the value of such *Products*.
- 23. Section 5.2 is amended by adding the following new subsections after subsection 5.2.7:
 - 5.2.8 A draft application for payment is to be submitted to the *Owner* on the 25th of the month.
 - 5.2.9 An application for payment shall be deemed received only if submitted complete with required supporting documentations as determined by the *Owner*.

GC 5.3 PROGRESS PAYMENT

- 24. Subsection 5.3.1.3 is deleted in its entirety and replaced with:
 - 5.3.1.3 The *Owner* shall use its best efforts to make payment to the *Contractor* on account as provided in Article A-5 of the agreement, such payment to be net 30 days from the date on which the invoice is delivered to the *Owner*.
- 25. Section 5.3 is amended by adding the following new subsections after subsection 5.3.1:
 - 5.3.2 The *Owner* may set off from payments owing to the *Contractor* costs, expenses and damages the *Owner* incurs or suffers as a result of the *Contractor's* wrongful or negligent act or omission, or which the *Owner* incurs on the *Contractor's* behalf.
 - 5.3.3 The *Owner* may, in addition to other holdbacks as provided by the *Contract Documents*, hold back an amount equal to any lien which has been filed with respect to the *Work*, plus 10% as security for costs. The *Owner* may, at its option, after five days written notice to the *Contractor*, pay such amount into court to discharge the lien. If the lien is discharged without payment of the holdback into court, then the *Owner* shall pay such holdback to the *Contractor*, without interest.
 - 5.3.4 In addition to builders lien holdbacks, the *Owner* may retain holdbacks to cover deficiencies in the *Work*, in an amount equal to twice the amount the *Consultant* or *Owner* estimates as the total cost to complete the deficiencies and three times the amount if less than \$10,000.

GC 5.4 SUBSTANTIAL PERFORMANCE OF THE WORK

26. Section 5.4 is amended by:

- a) adding the words “or Owner” after the word “Consultant” in subsection 5.4.2 and 5.4.3; and
- b) adding the following new subsection after subsection 5.4.3:

5.4.4 Should the *Consultant* or *Owner* find significantly more incomplete or deficient *Work* than those listed by the *Contractor* with its application, the *Consultant* or *Owner* may elect to terminate its inspection and to not issue a certificate of *Substantial Performance*. If the *Consultant* or *Owner* terminates its inspection, the *Contractor* shall compensate the *Owner* for the additional time and expenses incurred by the construction manager, *Consultant*, *Subconsultants* and *Owner* in relation to multiple inspections.

GC 5.5 PAYMENT OF HOLDBACK UPON SUBSTANTIAL PERFORMANCE OF THE WORK

27. Subsection 5.5.3 is deleted in its entirety.

GC 5.7 FINAL PAYMENT

28. In subsection 5.7.4, the words “no later than 5 days after the issuance of a final certificate for payment” are deleted and replaced with “net 30 days from invoice date, on a best effort basis”.

29. Section 5.7 is amended by adding the following new subsection after subsection 5.7.4:

5.7.5 The issuance of a final certificate for payment in no way relieves the *Contractor* from correcting defects or deficiencies not apparent at the time the certificate is issued.

PART 6 CHANGES IN THE WORK

GC 6.1 OWNER'S RIGHT TO MAKE CHANGES

30. Subsection 6.1.2 is amended by adding the following to the end of the sentence: “[...] or written approval to proceed.”

GC 6.2 CHANGE ORDER

31. Subsection 6.2.1 is amended by adding the following at the end of the subsection: “A *Change Order* shall be a final determination of adjustments in the *Contract Price*, *Contract Time* or both, as applicable. There shall be no adjustment to the *Contract Price* or *Contract Time* should the *Contractor* fail to present a request for a specific adjustment in response to a notice describing a proposed change in the *Work*.”
32. Subsection 6.2.2 is amended by adding “[...] and be noted on the Change Order schedule of values” at the end of the sentence.
33. Section 6.2 is amended by adding the following new subsection after subsection 6.2.2:
 - 6.2.3 The value of a change in the *Work* shall be determined in one or more of the following methods as selected by the *Consultant* in consultation with the *Owner*:
 - (a) by estimate and acceptance in a lump sum;
 - (b) where unit prices are set out in the *Contract Documents* or subsequently agreed upon, in accordance with such unit prices;
 - (c) by costs and a percentage fee for overhead and profit as calculated below:
 - (i) for *Change Orders* not covered by allowances, the *Contractor's* overhead and profit and supervision shall be 10% on *Work* performed directly by the *Contractor*, and 5% on work performed by *Subcontractors*;
 - (ii) the *Subcontractor's* allowance for overhead and profit and supervision shall be 10% of the actual cost of all Change Orders attributed to the *Subcontractor's Work*, as determined by this paragraph;
 - (iii) where the *Change Order* involves the substitution of one type of *Product* for another the “actual cost” of the *Change Order*, whether credit or extra, shall be the net difference in the “actual cost” defined above.

GC 6.3 CHANGE DIRECTIVE

34. Subsection 6.3.7.1 is amended by adding the word “construction” before “personnel”, and after “personnel” adding: “[...] excluding administrative, clerical and supervisory personnel, and for only the portion of their time required for the Work attributable to the change.”
35. Section 6.3. is amended by adding the following new subsection after subsection 6.3.13:
- 6.3.14 all other costs attributable to the change in the *Work* including the costs of all administrative or supervisory personnel are included in overhead and profit calculated in accordance with the provisions of section 6.2.3 of GC6.2 CHANGE ORDER.

GC 6.4 CONCEALED OR UNKNOWN CONDITIONS

36. Section 6.4 is amended by adding the following new subsection after subsection 6.4.4:
- 6.4.5 The *Contractor* acknowledges that it has inspected the *Place of the Work* for the physical conditions described in GC 6.4.1 and has disclosed its findings to the *Owner*. The *Contractor* agrees not to seek any increases in the *Contractor's* cost or time to perform the *Work* in respect of any conditions that were or ought to have been discovered upon reasonable inspection by the *Contractor* prior to the date of the *Contract*.

GC 6.5 DELAYS

37. Subsection 6.5.4 is amended by adding the following at the end of the subsection: “[...]. No claim for additional time arising from a delay will be applicable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

GC 6.6 CLAIMS FOR A CHANGE IN CONTRACT PRICE

38. Subsection 6.6.5 is amended by adding the following at the end of the subsection: “[...]. No claim for additional payment arising from a delay will be payable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

PART 7 DEFAULT NOTICE

GC 7.1 OWNER'S RIGHT TO PERFORM THE WORK, TERMINATE THE CONTRACTOR'S RIGHT TO CONTINUE WITH THE WORK OR TERMINATE THE CONTRACT

39. Subsection 7.2.3.1. is deleted in its entirety.

PART 8 DISPUTE RESOLUTIONS

GC 8.2 NEGOTIATION, MEDIATION AND ARBITRATION

40. Section 8.2 is deleted in its entirety and replaced with the following:

8.2.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this *Contract* or related to this *Contract* ("Dispute") using the dispute resolution procedures set out in this section.

Negotiation

The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

Mediation

If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may, by delivery of written notice to the other party, refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

Litigation

If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation in the metro Vancouver area.

PART 9 - PROTECTION OF PERSONS AND PROPERTY

G.C. 9.1 PROTECTION OF WORK AND PROPERTY

41. Section 9.1 is amended by adding the following new subsection after subsection 9.1.4:

9.1.5 In the event of a delay or shut down which results in a stoppage of the Work, the Contractor shall take all reasonable steps to protect the Work for the entire period of the delay or shut down. The cost of such protection shall be paid as follows:

(a) if under 6.5.1, or 6.5.2, the Owner will pay,

(b) if under 6.5.3, the Contractor will pay.

PART 11 – INSURANCE AND CONTRACT SECURITY

G.C. 11.1 INSURANCE

42. Section 11.1 is deleted in its entirety and replaced with the following:

11.1.1 The *Contractor* shall, without limiting its obligations or liabilities under this *Contract* or otherwise, and at its own expense, provide and maintain for the duration of the *Contract Time* and the applicable warranty period, insurance policies in the following forms and amounts:

(a) **commercial general liability** insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the *Work* or operations of the *Contractor*, its employees and agents;

(b) **automobile liability** insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and

(c) **all risk contractors equipment or property** insurance covering all equipment owned or operated by the Contractor or its agents or employees for the performance of the Work, for all risks of loss or damage with coverage in such amounts and on such terms as to allow for immediate replacement.

(d) **builders risk and wrap up** liability for the value of the project for 24 months completed operations. The Contractor is responsible to pay for the premiums and

deductible amounts to cover all risks of loss or damage with coverage in such amounts and on such terms as to allow for immediate replacement.

11.1.2 All insurance policies required under this *Contract* must:

- (a) name the Owner and School District #43 Coquitlam as an additional insured;
- (b) be primary and not require the sharing of any loss by the Owner or any insurer of the Owner;
- (c) include cross liability and severability of interests clauses such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured;
- (d) include, but not be limited to: premises and operators liability, broad form products and completed operations, Owner's and Contractor's protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice;
- (e) be endorsed to provide the Owner with at least 30 days advanced written notice of cancellation or material change restricting coverage;
- (f) be issued by insurers licensed to conduct business in British Columbia.

11.1.3 In the event the insurance requirements specified in the City of Coquitlam Insurance Certificate Form—Construction, attached to the *Contract* differs from the requirements in section 11.1.1 above, then the provisions of the City of Coquitlam Insurance Certificate Form shall prevail.

11.1.4 The *Contractor* shall provide the *Owner* with evidence of the required insurance prior to commencement of the *Work* and as requested by the *Owner* from time to time.

PART 12 – INDEMNIFICATION, WAIVER OF CLAIMS, AND WARRANTIES

G.C. 12.1 INDEMNIFICATIONS

Section 12.1 is deleted in its entirety and replaced with the following:

- 12.1.1 The Contractor will indemnify and save harmless the *Owner*, its employees and agents, including the *Consultants*, from and against any and all losses, claims, damages, action, causes of action cost and expenses that the owner may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this *Contract*, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the *Contractor* pursuant to this *Contract*, excepting always liability arising out of the independent negligent acts of the *Owner*.
- 12.1.2 At the *Owner's* option, the *Contractor* shall, at his own expense, promptly assume the defense of any claim, suit or any other proceeding and promptly pay any and all costs that may be incurred by or against the *Owner*. The *Owner* may, as a condition precedent to any payment hereunder, require the *Contractor* to submit waivers or releases extinguishing all claims of any person, firm or corporation.
- 12.1.3 If any encumbrance be placed upon or obtained against the property comprising the site of the *Work*, or as a result of any such suit or proceeding, the *Contractor* shall forthwith cause the same to be discharged. In the event that the *Contractor* fails to remove the said encumbrance(s), the *Owner* may pay whatever monies are necessary to fully discharge these encumbrances and all of its cost in that regard may be deducted from monies otherwise payable to the *Contractor*.

GC 12.2 WAIVER OF CLAIMS

- 43. Subsections 12.2.3, 12.2.4, 12.2.5, 12.2.9 and 12.2.10 are deleted in their entirety and subsections 12.2.6, 12.2.7 and 12.2.8 renumbered accordingly.

GC 12.3 WARRANTY

- 44. Subsections 12.3.1 and 12.3.6 are deleted in their entirety. Subsection 12.3.1 is replaced with the following:
 - 12.3.1 The warranty period under the *Contract* is one year from the date on which final certificate of payment is issued by the *Owner* under subsection 5.7.3.
- 45. Subsection 12.3.3 is deleted and replaced with the following:
 - 12.3.3 The Owner, through the Consultant, shall promptly give the Contractor Notice in Writing of observed defects and deficiencies which occur during the one year warranty period, which Notice in Writing may specify the time within which the defects or deficiencies must be rectified. Defects or deficiencies shall include, but not be limited to, shrinkage, expansion and movement.

46. Subsection 12.3.4 is amended by adding the following at the end of the subsection:
“The *Contractor* shall make good all deficiencies within such time period as specified in the *Notice of Writing* provided under subsection 12.3.3 or, if no time period is specified, then within thirty (30) days from the end of the warranty period. It shall be understood that in effecting the replacement, the *Contractor* shall also bear all costs involved in removing or replacing adjacent affected materials that may be disturbed and which shall be required in the complete restoration of the original finish.”
47. Subsection 12.3 is amended by adding the following new subsection after subsection 12.3.6:
- 12.3.7 Acceptance of the *Work* by the *Owner* does not relieve the *Contractor* from correcting deficiencies which are missed at the time of drawing up the list of deficiencies or from correcting hidden deficiencies which become apparent during the warranty period.

ADD THE FOLLOWING:

48. Standard Construction Document CCDC-2-2008 is further amended by adding the following new sections after Section 12:

PART 13 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

13.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 13.1.1 All documents submitted to the *Owner* will be in the custody or control of, or become the property of, the *Owner* and as such are subject to the *Freedom of Information and Protection of Privacy Act* (B.C.) and may be disclosed pursuant to that Act or otherwise required by law.

PART 14 CONFIDENTIALITY

14.1 CONFIDENTIALITY

- 14.1.1 Except as provided for by law or otherwise permitted or required pursuant to this *Contract* (including, without limitation, section 13.1), the *Owner* and the *Contractor* will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the *Owner* and the *Contractor* as a result of the provision of the goods or performance of the services under this *Contract*, and will not, without the prior express written consent of the *Owner*, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this *Contract*, except as reasonably required to provide the goods or complete the services.

- 14.1.2 The *Contractor* shall return to the *Owner* all of the *Owner's* property at the completion of the *Contract*, including any and all copies or originals of reports provided by the *Owner*.
- 14.1.3 The *Contractor* shall not publish any statement, paper, photograph or document, or hold any ceremony with respect to the *Contract* or the *Work* performed under the *Contract* without the prior written approval of the *Owner*, which approval shall not be withheld unreasonably.

PART 15 SEVERABILITY

15.1 SEVERABILITY

- 15.1 Any provision of this *Contract* which is found to be illegal, invalid, void, prohibited or unenforceable will be:
- (a) separate and severable from this *Contract*; and
- (b) ineffective to the extent of such illegality, invalidity, avoidance, prohibition or unenforceability without affecting any of the remaining provisions of this *Contract*, which will remain in force, be binding upon the parties and be enforceable to the fullest extent of the law.

**END OF Appendix B - City of Coquitlam's Supplementary General Conditions to the
CCDC2-2008**



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 22-092

Roof Replacement - Place des Arts

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

Thursday, December 08, 2022

(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 604-927-3060.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) 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)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP 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)

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

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
vi. Contract – Acceptance of the City Contract using the CCDC 2-2008 documents supplemented by the City's Supplementary Conditions to CCDC 2 - 2008	
vii. Consent of Surety - Performance Bond in the amount of 50% of the Contract Price	
viii. Consent of Surety - Labour & Materials Bond in the amount of 50% of the Contract Price	

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

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

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2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. 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 provided and/or attach additional pages, if necessary):	
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:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.	State:			
ii.	State:			
iii.	State:			
iv.	State:			
v.	Safety Officer			

d) 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 RFP. 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:

e) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. TECHNICAL

a) APPROACH and METHODOLOGY

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.

- i. **Delivery, Set-Up and Execution** - 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.

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

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

- iv. **Safety** - Proponent 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) Proponent is to state if it is a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association	
Member in Good Standing	Yes/No
Roofing Contractors Association of BC	
National Roofing Contractors Association	

c) Completion Date	
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before June 2, 2023 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

d) WARRANTY	
Proponent is to state:	
I. Response time for non-warranty calls:	
II. Response time for warranty calls:	
III. Warranty duration:	
IV. State warranty terms (use space below and/or attach additional information to your Proposal):	
V. We are prepared to provide if successful the five (5) year corporate guarantee on company letterhead covering workmanship, leakage, and materials. In addition, the Contractor will provide a Soprema Platinum guarantee on all roofing for this project.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
VI. We are prepared to provide if successful the Soprema Platinum guarantee on all roofing for this project.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Removal and disposal		\$
ii.	New Roof and Flashing Installation		\$
iii.	Other not Listed:		\$
iv.	Other not Listed:		\$
	TOTAL		\$

b) 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

c) 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 Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal 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 RFP document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/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 Issued

This Proposal is submitted this ____ day of _____, 20____.

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

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.