

City of Coquitlam

Request for Proposals

RFP No. 23-003

Overhead Door Inspection and
Maintenance

TABLE OF CONTENTS

DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS	5
1.1 Purpose	5
1.2 Proposal Submission.....	5
1.3 Instructions to Proponents	5
1.4 Prices.....	5
1.5 Requested Departures.....	5
1.6 Evaluation Criteria	5
1.7 Eligibility	7
1.8 Term.....	7
1.9 RCMP Security Check.....	7
2 GENERAL CONDITIONS OF CONTRACT	8
2.1 Terms and Conditions of Contract.....	8
2.2 On-Site Hazards	8
2.3 Operations and Coordination of the Services	8
3 SCOPE OF SERVICES.....	9
3.1 Purpose	9
3.2 Scope.....	9
3.3 Preventative Maintenance.....	9
3.4 Locations and door types.....	10
3.5 Clean Up.....	10
3.6 Damage and Defects	10
3.7 Regulatory and Compliance Requirements	10
3.8 Protection of Public.....	10
3.9 Service Requests	11

[Appendix A – Sample Maintenance Inspection Report](#)

Appendix B – Equipment List and Site Locations

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-003 Overhead Door Inspection and Maintenance
Overview of the Opportunity	The City requests Proposals from experienced, qualified firms to provide Overhead Door Inspection and Maintenance .
Closing Date and Time	2:00 pm local time Thursday, February 09, 2023
Instructions for Proposal Submission	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 <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3060 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	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
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	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

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

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

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

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

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

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

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

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

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide the services for **Overhead Door Inspection and Maintenance** as further described in **Section 3 - Scope of Work** and appendices.

1.2 Proposal Submission

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

1.3 Instructions to Proponents

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

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

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party’s network or email program, and the City will not be liable for any damages associated with submissions not received.

1.4 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

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

1.5 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. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.6 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	45
Technical	30
Financial and Value Added	25
Total	100

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

Corporate Experience, Capacity and Resources

- Proponent’s qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Established local business presence
- References
- Staff qualifications and experience
- Hours
- Sub-contractors
- Health and Safety Program

Technical

- Methodology, set-up and execution of the work
- Risk factors
- Site Safety
- Response time
- Minimum hours

Financial and Value Added

- Rates & Prices for Scheduled Preventative Maintenance Inspections
- Hourly Rate
- Mark-up 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.

1.7 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) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.8 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.9 RCMP Security Check

RCMP Security Check will be required on all Contractors once the project is awarded. All of the Contractors personnel working on site must obtain a security check in order to perform the Work. Contractor will provide a list of all employees who will be working on site along with a copy of their drivers' license. No personnel shall perform the Work at the Public Safety Buildings without obtaining a RCMP security check. Any approved subcontractors must meet these requirements as well.

Throughout construction, RCMP security will be present at all times for the duration of Work within their building. No photographs will be allowed to be taken inside the building.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

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

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 On-Site Hazards

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.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3 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. Operations will continue and the facilities will be in full use by staff and public.

3 SCOPE OF SERVICES

3.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide the Services for **Overhead Door Inspection and Maintenance** for schedule maintenance and on an “as needed and when requested” basis.

3.2 Scope

Services shall include but are not limited to the following:

- a) Preventative and Corrective maintenance, including inspections, servicing and general repairs of overhead doors and related system equipment including manual and automatic operated.
- b) Is responsible for maintaining the assets to a high standard of performance.
- c) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- d) An inspection report is to be filled out for each location and submitted with each invoice. See [Appendix A – Sample Maintenance Inspection Report](#)
- e) Contractor is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- f) The assigned technician must report to designated City staff, keeping the City apprised of status of work in progress. (e.g. date/time/and delays.)
- g) Test all safety devices when and where applicable.
- h) Assist the City in maintaining the Overhead Door asset list.

3.3 Preventative Maintenance

The Contractor is required to inspect and test each overhead door and report on condition of all the components including those specified in:

Regular maintenance inspections and service are to be performed on all designated equipment quarterly (every 3 months).

Maintenance Services shall include but are not limited to the following:

- Inspect and tighten hinges & hardware
- Inspect Cables for wear & damage
- Lubricate & inspect rollers and hinges
- Inspect & adjust door alignment
- Inspect track fasteners & hangers
- Inspect safety photocells
- Inspect and test safety edge & relight
- Inspect sections
- Inspect weather seal for wear / damage
- Test disconnect for manual operation
- Lubricate and inspect chain hoist
- Check door balance
- Warning tags installed on spring & door
- Inspect springs for secure mounting
- Adjust & lubricate springs

- Inspect drums & shaft for wear / damage
- Check operator / chain hoist mounting
- Inspect & adjust all belts, chains & sprockets
- Inspect & adjust brake clutches
- Inspect & adjust limit switches
- Check radio controls & record frequencies
- Inspect locks for proper operation
- Inspect Door panels
- Inspect Glass panels

3.4 Locations and door types

See – **Appendix B – Equipment List and Site Locations**

3.5 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

3.6 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

3.7 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building Code, and Canadian Electrical Code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act;

3.8 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.

3.9 Service Requests

a) **Emergency Service Requests**

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified technicians available for after hour emergencies

The Contractor shall respond on-site within one (1) hour to emergency requests. The Contractor must phone the City representative within fifteen (15) minutes to confirm that a timely on-site response will be made.

b) **Non-Emergency Service Requests**

The Contractor shall respond to non-emergency request within 24 hours.

APPENDIX A
SAMPLE REPORT

Submit Report with Invoice (apinvoices@coquitlam.ca)

Contractor Information

Contractors Name:	
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Facility Information

Facility Name:	
Work order number:	

Overhead Door Information

Overhead Door Marking:	
Powered or Manual:	

Inspection Information

Date of Inspection:	
Inspector Name:	
Inspector Signature:	
Facility Contact Name:	
Facility Contact Signature:	

Door Number (e.g. 1, 2, 3, etc.)									
Door Location (e.g. NW, SW, etc.)									
1	Inspect & Tighten Hinges/Hardware								
2	Inspect & Lubricate Rollers and Bearings								
3	Inspect Cables for Wear/Damage								
4	Inspect Locks for Proper Operation								
5	Inspect Track Fasteners/Mounts/Back Hang								
6	Inspect, Test Safety Photocells								
7	Inspect, Test Safety Edge/Switch/Reelight								
8	Inspect, Sections								
9	Inspect & Adjust Door Alignment								
10	Inspect, Perimeter Weather Seal								
11	Test, Adjust Manual Disconnect								
12	Door Balance								
13	Warning Tags on Spring/Doors/Walls								
14	Inspect, Lube, Adjust Springs								
15	Inspect Head Shaft/Drums/Bearings								
16	Inspect Operator/Chain Hoist Mounting								
17	Inspect, Adjust Drive Belt/Chains/Sprockets								
18	Inspect, Adjust Brake/Clutch/Lockout								
19	Inspect , Adjust Limit Switches/Shaft/Chain								
20	Inspect Radio Controls, Record Frequencies								
21	Inspect, Lube Locks								
22	Instruct Contact of Serious Deficiencies								
23	Misc.								
24	Misc.								
25	SANITIZE Work Space								

DOOR	Notes, Recommendations	

COMPLETE: X URGENT: * RECOMMENDED: R QUOTE: Q

DOOR	Parts Required



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-003

Overhead Door Inspection and Maintenance

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

Thursday, February 09, 2023

(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 in 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

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. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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 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.				
ii.				
iii.				

d) HOURS

State regular working hours and overtime working hours:

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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 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:

f) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes

No

II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

Yes

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.

b) RESPONSE TIME:	
Indicate Response time in hours for Emergency & non-Emergency Call outs:	
Emergency Call Out, can Proponent be onsite in an hour:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, state why:	
Non-Emergency Call Out, state response time:	

c) MINIMUM HOURS
Minimum number of hours billed for non-scheduled Work (emergency and non-emergency call outs):

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):					
	Facility Name	Facility Address	Number of Overhead Doors at Site	Price per each Quarterly Inspection (excluding GST)	1 Annual Inspection
1.	Poirier Sport & Leisure Complex (PSLC) 2 buildings				
1.a	PSLC – POOL	633 Poirier Street	5	N/A	\$
1.b	PSLC – ARENA	633 Poirier Street	6	\$	N/A
2.	CCAC-City Centre Aquatic Complex	1210 Pinetree Way	1	\$	N/A
3.	Poirier Forum	618 Poirier Street	1	\$	N/A
4.	Coquitlam City Hall	3000 Guildford Way	2	\$	N/A
5.	Public Safety Building (RCMP)	2986 Guildford Way	11	\$	N/A
6.	Robinson Memorial Park - Admin Building	621 Robinson Street	1	\$	N/A
7.	Service Centre (2 buildings)				
7.a	Water/Sewer Building	500 Mariner Way	6	\$	N/A
7.b	Vehicle Service Building	500 Mariner Way	13	\$	N/A
8.	Coquitlam City Centre Library	1169 Pinetree Way	1	\$	N/A
9.	Evergreen Cultural Centre	1205 Pinetree Way	4	\$	N/A
10.	Place des Arts/Heritage Square Complex	1200 Brunette Avenue	1	\$	N/A
11.	Austin Heights Fire Station	428 Nelson Street	6	\$	N/A
12.	Mariner Fire Station	775 Mariner Way	8	\$	N/A
13.	Burke Mountain Fire Station	3501 David Avenue	6	\$	N/A
14.	Town Center Fire Station	1300 Pinetree Way	8	\$	N/A
15.	Maillardville Community Centre	1220 Cartier Ave	1	\$	N/A

	Total Quarterly Inspection Cost for all Facilities (items 1b-14)	\$	
	Total Annual Cost (Quarterly Inspection Cost x4 plus 1a)		\$

b) ADDITIONAL LABOUR RATES
The following are rates for qualified trades personnel that would be used for non scheduled work and services beyond the scope of this RFP on an “as needed and when requested” basis.
These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	Hourly rate (exclude GST)
i.	Technician type (state):	Regular	\$
ii.	Technician type (state):	Overtime	\$
iii.	Technician type (state):::	Regular	\$
iv.	Technician type (state):	Overtime	\$
v.	Vehicle charges (if any):	Each	\$
vi.	Other not listed above (specify):		\$
vii.	Other not listed above (specify):		

c) Material Markup Rates

Mark-up rate on materials	%
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d) 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

e) 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 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.