

City of Coquitlam

Request for Proposals

RFP No. 23-046

## Graffiti Removal and Power Washing Services

Issue Date: March 17, 2023

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## [PROPOSAL SUBMISSION FORM](#)

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<p align="center"><b>RFP No. 23-046</b></p> <p align="center"><b>Graffiti Removal and Power Washing Services</b></p>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified companies to provide Graffiti Removal and Power Washing Services at various City facilities.
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Wednesday, April 05, 2023</b></p>
<b>Instructions for Proposal Submission</b>	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a></p> <p>Questions received after that time may not receive a response.</p>
<b>Addenda</b>	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

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

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

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

**“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 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hənq̓əminəm' word kwikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt təməxw (Katzie), and other Coast Salish Peoples.

### 1.2 Purpose

The City of Coquitlam (“City”) requests proposals from qualified companies to provide **Graffiti Removal & Power Washing Services** at various City facilities.

The City intends to select one or more companies to provide the Services on an "as needed and when requested basis".

Refer to **Section 3 – Scope of Services** for further details.

### 1.3 Proposal Submission

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

### 1.4 Instructions to Proponents

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

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

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.

### 1.5 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, 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.

## 1.6 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. The City may not consider any departures not stated in the Proponent's Proposal Submission.

## 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
<a href="#">Corporate</a>	30
<a href="#">Social Responsibility and Sustainable Benefits</a>	10
<a href="#">Technical</a>	35
<a href="#">Financial</a>	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
- Capabilities, capacity and resources
- Value Add
- References
- Sub-contractors
- Key Personnel
- Health and Safety

### **Social Responsibility and Sustainable Benefits**

- Sustainable Benefits
- Reconciliation
- Social responsibility

### **Technical**

- Methodology, set-up and execution of the Work
- Service Call Response Time
- Quality Assurance program
- Risk factors
- Site Safety
- Equipment and Resources
- Products
- Reports
- Crew size

### **Financial and Value Added**

- Rates and Prices
- Materials Mark-up Rates

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.

### **1.8 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](#)

### **1.9 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.

1.10 Extension of Offer

The successful Proponent agrees to allow other local public agencies with similar needs in adjoining municipalities to participate in this Contract.

Additional public agencies may opt to enter into a contract with the Contractor for the purchase of the services described in this RFP based on the terms, conditions, prices, and percentages offered by the Contractor to the City of Coquitlam with possibly only minor changes negotiated.

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and provide additional value to the Contractor.

Any additional contract would be subject to mutual agreement between the Contractor and other public agencies.



## **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 Identification of Employees**

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on City premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.

Only employees of the Contractor (or Contractor's approved sub-Contractor(s) specifically assigned to carry out the work will be allowed to enter the City facilities. While the Contractors employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

Contractor shall report in and out to the City Site Contact Person when attending sites.

### 3 SCOPE OF SERVICES

#### 3.1 Scope

The Contractor to provide **Graffiti Removal & Power Washing Services** on an “as, if and when required” basis at various City facilities when requested. The Contractor shall furnish all labour, equipment and materials to perform the work and is responsible for setting up safe work zones including the use of barricades, caution tape, etc. so as to ensure the members of the public do not enter work zones.

The Services shall include but are not limited to the following;

##### a. Graffiti Removal:

- The Contractor shall supply initial setup/clean-up for graffiti removal application including the removal of spray paint, coatings, stickers, tape, posters etc., from surfaces to complete application or coatings as necessary.
- Perform painting and/or graffiti removals from structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, shelves and other facility items.
- All traces of graffiti are to be eliminated either by removing the graffiti with cleaning equipment/pressure washing or chemical removal.
- Initial setup/clean-up for graffiti removal application is to be included such as the removal of stickers, tape, posters etc., from surfaces to complete application or coatings as necessary
- Products used shall be green seal certified or equivalent - **a list of chemicals used with corresponding SDS is to be provided as part of the Proposal submission**

##### b. Pressure Washing:

- The range of pressure washing shall consist of horizontal and vertical washing, and shall include but not be limited to walls, doors, windows, soffits, fascia, awnings, gutters, trim, concrete, exterior masonry etc. Pressure washing shall remove all foreign material from the exterior finish. All apparatus for safe operation at heights is to be provided by the Contractor including ladders, scaffolds, man-lifts etc.
- The Contractor shall perform all work in accordance with the manufacturer’s recommended cleaning procedures for the specific surface being washed, applicable codes, local ordinances and requirements.
- The Contractor shall have technical knowledge to support the correct application of pressure and any chemicals used in the pressure washing process. Care is to be taken to ensure there is no damage to the exterior and/or interior surfaces being washed.
- Products used shall be green seal certified or equivalent - **a list of chemicals used with corresponding SDS is to be provided as part of the Proposal submission.**

#### 3.2 Regular Working Hours

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

### 3.3 Emergency Services

Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

Emergency responses shall be attended within two (2) hour of responding to the call.

Note: If the Contractor does not respond within the expected timeframe, the City reserves the right to utilize the services of other Contractors.

### 3.4 Scheduled After Hours Services Requests

Contractors must have personnel available to work on weekends and outside of normal working hours, when requested by the City.

### 3.5 Worksite Security Procedures

The Contractor will be required to report to the City designated staff upon arrival, before starting any work and prior to departure from the work site. An identity badge, parking pass and/or keys for equipment room access may be required.

Contractor's personnel required to perform work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this Contract. The Contractor must have on call, at least one security cleared employee for afterhours callouts to the Public Safety Building or other security designated sites. Any employees denied security clearance shall be restricted from entering the designated worksites, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

### 3.6 Work Requests

The City Maintenance Management System will issue work orders "as needed and when requested" for any service or repairs required at any City facility.

### 3.7 Service Report

A service report must be completed by the Contractor for any work performed at a work site. The report shall specify the labour type, number of hours, materials and any other charges. Reports may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

A copy of the report must be attached to the invoice upon submission.

### 3.8 Facility Contact Sheet

The City shall provide to the successful Contractor(s), a staff contact list for all buildings.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 23-046

### Graffiti Removal and Power Washing Services

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

**Wednesday, April 05, 2023**

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the "Subject Field" enter:** RFP Number and Name

**2. Add files in .pdf format and "Send"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

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

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

## 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. <b>WCB</b> - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. <b>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Qualified Coordinator: Contact Number:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
v. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	

**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, etc.):

- ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:

- iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

- iv. 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) 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.				
iv.				

**c) 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	
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<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

**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	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>



**3. SOCIAL RESPONSIBILITY AND SUSTAINABLE BENEFITS**

- 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, social enterprises or indigenous-owned businesses:

- d) What policies does your organization have to support reconciliation with indigenous peoples?

#### 4. 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. Scenario** - The contractor has been called to the City of Coquitlam City Hall, for a report of obscene graffiti on the exterior brick of the building during normal work hours. The contractor is on site for 2 hours and completed an initial removal of the graffiti, however it is noted by City staff that there are “ghost” traces of the graffiti remaining and thus the contractor must return for additional removal.

Based on the above scenario, describe your typical work plan or project methodology, hours of work, size of crew, and risk considerations and mitigation procedures:

- ii. Safety** - Proponent is to state how they will address safety on the Work site.

- iii. Quality Assurance** – Describe how quality assurance is accomplished

- iv. Reports** – Based on the scenario above and the rates and charges provided in your Proposal, attach to your Proposal the following documents based on the successful completion of the call out:

Document	Attached
Field Report	<input type="checkbox"/> Yes <input type="checkbox"/> No – Reason:
Quote	<input type="checkbox"/> Yes <input type="checkbox"/> No – Reason:
Invoice	<input type="checkbox"/> Yes <input type="checkbox"/> No – Reason:

Attach any other examples and describe the reporting and invoices that will be provided.

**v. Response - Service and After Hour Calls** - In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

	Type of Service	Response Time – in Hours
1.	Regular Service Response Time :	
2.	Emergency Service Response Time during regular and outside regular hours will be within 1 hour:	

**vi. Contact Phone Numbers** – Proponent is to provide one or more telephone numbers for contacting a company representative at any time, regular time, after daytime working hours and for emergency repair services:

	Description	Name and Phone Number
1.	During Regular Hours:	
2.	Outside Regular Hours:	
3.	Emergency:	

**vii. Crew Size** – State the number and type of workers used in a normal crew for service calls/work requests:

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**viii. Equipment and Vehicles** - Equipment used at the work site must be clearly identified. Please list Contractor's vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment offered may be required and must comply in all respects with the standards, requirements and governing regulations of the BC Motor Vehicle Act.

Equipment	Make/Model	Year

ix. <b>Products</b> - Provide list of products currently utilized and confirm SDS is attached. The City may request verification of product specifications and certification		
Product Name	Green Seal Certified (Y/N)	SDS Attached (Y/N)
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N
	___Y ___N	___Y ___N

## 5. 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):

	Tradesperson Labour Rates	Price per Hour (exclude tax)
<b>1.</b>	<b>State Worker Type:</b>	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	
<b>2.</b>	<b>State Worker Type:</b>	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	
<b>3.</b>	<b>State Worker Type:</b>	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

**b) Vehicle Rates** - Provide vehicle expense rates for any additional charges not included in the Tradesperson Labour rates:

	Truck/Vehicle Rate	Per Hour
a)		
b)		

c) <b>Materials</b> – Mark-up Rates		
(a)	Mark-up rate on materials, rental equipment and Sub-Contractor costs	%
Provide examples of commonly required material costs:		

**Attention Purchasing Manager:**

6. **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](http://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.
7. **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.
8. **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.
9. **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.**

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