

**City of Coquitlam**

**PRO****POSAL SUBMISSION FORM**

**RFP No. 25-096**

**General Contractor Services - Small Projects**

**Proposals will be received as per the date and time specified in the Key Dates Section of the RFP**

**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 and “Send Files”**

(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.

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| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES**

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| 1. **CONTRACT -** I/We have reviewed the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed 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)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary): |
| 1. Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business: |
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| 1. Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. Describe the Proponent’s current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads: |
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| 1. **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 and Email: |

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| **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 and Email: |
| **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 and Email: |

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| 1. **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** |
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| 1. **SUB-CONTRACTORS –** Proponent proposes the following sub-contractors for the Services stated in the RFP. The Contractor is permitted to propose alternate sub-contractors from the below on a per project basis, however the City reserves the right to reject a sub-contractor at any given point during the contract period. | | |
| **SCOPE OF WORK** | **COMPANY NAME** | **CONTACT** |
| **CARPENTRY** | | |
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| **DRYWALL** | | |
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| **PAINT/WALL COVERING** | | |
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| **FLOORING** | | |
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| **DOORS/HARDWARE** | | |
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| **GLAZING** | | |
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| **MILLWORK** | | |
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| **PLUMBING** | | |
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| **SPRINKLERS** | | |
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| **HVAC** | | |
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| **ELECTRICAL** | | |
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| **DATA** | | |
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| 1. **HEALTH AND SAFETY** | |
| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC? | |
| **Yes** | **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC? | |
| **Yes** | **No** |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. 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: |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups: |
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses: |
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| 1. What policies does your organization have to support reconciliation with indigenous peoples: |
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1. **TECHNICAL**

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| 1. **APPROACH and METHODOLOGY -** Summarize the below scenario and provide Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work. Address items such as:    * Methodology, set-up and execution of the Work    * Quality Assurance and Safety    * Risk factors    * Disposal and reuse    * Ability to comply with the stated specifications and requirements |
| **Scenario – Community Centre M/F Washroom Renovations**  The City has contacted the Contractor to complete a renovation of the washroom facilities at a Senior’s Community Center. Each existing washroom is 300 sq.ft. and must be fully upgraded/modernized. In order to provide patrons with access to washroom facilities during the renovations, this work must be phased and one washroom must be 100% complete and reopened prior to the second washroom closure commencing. An adjacent single stall washroom will be utilized to accommodate the overflow of patrons.  **Scope of Work:**  **Hoarding:**  Supply and install (S&I) temporary hoardingto protect the work space  **Demolition**:  Removal and disposal of the following:   * Existing toilet partitions * Existing ceramic tile (approx. 600 sq.ft.) * Countertop * Washroom accessories * Plumbing fixtures * Existing fluorescent light fixtures   **Carpentry/Millwork**:  Frame new countertop in each washroom. S&I two (2) quartz countertops c/w cut-outs for four (4) sinks and four (4) single-hole faucets in each counter (16 linear feet each)  **Flooring**:  Install new sheet vinyl safety flooring throughout (approx. 600 sq. ft.)  **Drywall**:  Repair ceiling where old light fixtures were removed and new recessed light fixtures were installed  **Painting**:  Paint all walls and ceiling with low-VOC paint 25’ x 12’ and 8’ high ceiling per washroom  **Plumbing**:   * S&I eight (8) low-flow eco toilets c/w recessed automatic flush valves to be cut into existing concrete block wall * S&I four (4) eco urinals c/w recessed automatic flush valves to be cut into existing concrete block wall * S&I eight (8) drop-in sinks to be installed in new quartz countertops * S&I eight (8) automatic faucets   **Electrical**:  S&I two (2) new receptacles per washroom, and replace existing lighting with six (6) new LED recessed pot light fixtures per washroom  **Toilet Partitions & Washroom Accessories:**   * S&I eight (8) toilet partitions, six partitions for the women’s washroom, two partitions for the men’s washroom * S&I four (4) urinal partitions * S&I four (4) wall-mounted soap dispensers, two per washroom * S&I two (2) Dyson Air-Blade hand dryers, one per washroom   **Constraints:**   * Work must be phased, one washroom is to be completed at a time * Laydown space outside of the active construction area is not available * Waste and debris must be removed daily. On-site disposal bin is not permitted * Noise and dust control measures must be in place * Material/Equipment deliveries must be completed after-hours * Regular hours at 8:00 – 5:00 * Project completion deadline: 8 weeks |
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1. **FINANCIAL**

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| * 1. **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** | **ITEM** | **PERCENTAGE** |
|  | Project Management Fee % |  |
|  | Labour & Materials Mark-up % |  |
|  | Other not Listed: |  |

**Attention Purchasing Manager:**

1. **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/140/Bid-Opportunities) , (or having received directly) 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.
2. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
3. **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.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |