

City of Coquitlam

Request for Proposals

RFP No. 25-092

Town Centre Park - Tree and Brush
Removal

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[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Tuesday, December 23, 2025
Non-Mandatory Site Visit: Date Time and Location	Tuesday, January 6, 2026 3:00 PM (local time) Town Centre Recycling Depot, 1299 Pinetree Way, Coquitlam, BC
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Wednesday, January 14, 2026
Submission Deadline	2:00 PM (local time) Tuesday, January 20, 2026

Please Note: The Procurement Department at City Hall will be closed at 12:00PM on Wednesday, December 24, 2025 and reopen at 08:00AM on Friday, January 02, 2026. Inquiries will not be reviewed until January 02, 2026. City Service Operations will remain in full service.

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, 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.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́nqəmíhə́m (HUN-kuh-MEE-num) word kʷikʷə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́ləm traditional and ancestral lands, including those parts that were historically shared with the qíćáý (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The purpose of this Work is to clear a designated area of trees and vegetation and lower the grade to match the surrounding land. This will prepare the site for future use, eliminate elevation inconsistencies, and improve site accessibility and drainage.

4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.4. Project Timelines

The successful Proponent will commence Work approximately **February 2, 2026**, and substantially complete all tree felling, brush clearing, and removals of all vegetative and woody debris from the site on or before **February 27, 2026**.

Final acceptance is to be completed by **March 13, 2026**.

4.5. Prices

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

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.

4.6. 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.

4.7. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources

- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Disposal and Recycling
- Ability to comply with the stated specifications and requirements

Financial

- Price
- Labour Rates and Equipment Rates

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

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

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.

i) Disclosure of Information

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.

5. SCOPE OF SERVICES

5.1. Scope

The Work includes, but is not limited to supply of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for **Town Centre Park - Tree and Brush Removal**, located at 1299 Pinetree Way, Coquitlam, BC.

The Work includes but not limited to:

- Cut down, remove and dispose of all trees, brush, and vegetation within the defined area in accordance with the VDZ+A Tree Management Plan, arborist report and specifications dated December 19, 2025.
- Wildlife existing dead tree as shown on VDZ+A Tree Management Plan and arborist report.
- Grub site and grind tree stumps in accordance with the VDZ+A Tree Management Plan, arborist report and specifications, and DHC Knotweed Management Plan dated December 8, 2025.
- Remove and legally dispose of all resulting debris and organic material off-site.
- Perform the Work in a safe, efficient and environmentally responsible manner that minimizes disruption to surrounding areas and infrastructure and is consistent with City and Provincial safety standards and applicable regulations.
- Implement traffic control, signage and barriers as necessary to protect park users during operations.
- Supply, install and maintain Erosion and Sedimentation Control measures to comply with all environmental regulations until July 31, 2026, or when Tennis Court Construction phase begins.

- Supply, install and maintain Tree Protection Barrier as shown on the VDZ+A Tree Management Plan drawing until July 31, 2026, or when Tennis Court Construction phase begins.
- Install and maintain temporary construction fencing around the perimeter of cleared sites on both sides of the paved path as shown on Modular Construction Fence Layout drawing (APPENDIX E) until July 31, 2026, or when Tennis Court Construction phase begins.
- Smooth and level cleared and grubbed areas.
- Diamond Head Consulting, retained directly by the City, will provide environmental consulting and monitoring services for knotweed management.
- Grubbing within knotweed areas to be completed by Others in Summer 2026 in accordance with the Knotweed Management Plan and under the direction of DHC.

Background and supporting documents refer to:

- **APPENDIX A – VDZ+A Tree Management Plan**
- **APPENDIX B – VDZ+A Arborist Report**
- **APPENDIX C – VDZ+A Specification**
- **APPENDIX D – Modular Construction Fence Layout**
- **APPENDIX E – DHC Knotweed Management Plan**

5.2. Certified Personnel – Tree Clearing and Equipment Operation

All tree clearing and removal activities shall be performed by qualified and certified personnel. This includes, but is not limited to:

- **ISA Certified Arborists** or **Certified Utility Arborists (CUA)** for tree-related Work
- **WorkSafeBC-certified fallers** where manual tree felling is required
- **Qualified equipment operators** with appropriate training and licensing for the use of chainsaws, excavators, grading, and related equipment

The Contractor shall provide, upon request, proof of certification, training, or qualifications prior to the commencement of Work. The City reserves the right to reject any personnel lacking the required credentials or demonstrated competency.

5.3. Wildlife and Nest Inspection

The Contractor shall strictly comply with applicable federal, provincial and local regulations and policies concerning the protection of wildlife including birds, eggs and nest trees. In compliance with both the BC Wildlife Act and the federal Migratory Bird Convention Act any tree removal must be preceded by a visual survey for the presence of wildlife and nests. If any evidence of active use by wildlife is found, or the presence of a nest of a species whose nest is protected year round under section 34 of the BC Wildlife Act is suspected, all Work must cease and the City must be immediately contacted. At that point no further Work can proceed until directed by the City.

5.4. Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

5.5. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

5.6. 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.

5.7. Rectify Damages

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

Damage to landscape and infrastructure shall be reported promptly.

5.8. 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.

5.9. Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

5.10. Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

5.11. Traffic and Pedestrian Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic and pedestrian control services, either in-house or through a sub-contractor. The Contractor shall take full responsibility to ensure that all traffic and pedestrian control is carried out in accordance with the most recent edition of the Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways and any applicable WorkSafeBC Regulations for services performed on City roads and sidewalks.

5.12. Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

5.13. Invoicing

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

The Contractor is not permitted to request or require deposits for any portion of the Work.

5.14. Dust Control

The Contractor shall take all necessary measures to minimize the generation of dust resulting from tree clearing, stump grinding, debris handling, and hauling activities. Dust control methods may include the use of water spray, dust suppressants, or other approved means.

The Contractor is responsible for monitoring dust levels and responding promptly to any concerns raised by the City or the public. Dust shall not be permitted to impact adjacent properties, roadways.

5.15. 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-092

Town Centre Park - Tree and Brush Removal

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

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.

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

1.

DEPARTURES

a) 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)

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)

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.	Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	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:

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	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 3	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

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.				
iv.				

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. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I. 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
II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III. 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:
IV. 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 outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.	
I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work.	
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 and recycling including location.	

b) COMPLETION DATE	
I. The Proponent states that they are available and ready to start this Work and confirms the Work of all tree felling, brush clearing, and removals of all vegetative and woody debris from the site shall be completed on or before February 27, 2026 . This date is a critical date to comply with the bird nesting window and will be an important consideration in the evaluation. Final acceptance is to be completed by March 13, 2026 .	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

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):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Mobilization and Demobilization (if applicable)	Each	\$
ii.	Tree Felling and Removal	Each	\$
iii.	Brush and Vegetation Clearing	Each	\$
iv.	Grubbing and Stump Grinding	Each	\$
v.	Haulage and Disposal	Each	\$
vi.	Erosion and Sediment Control (supply, installation and maintenance until July 31, 2026)	Each	\$
vii.	Tree Protection Barrier	Each	\$
viii.	Smooth and Level Finished Surface	Each	\$
ix.	Modular Construction Fence (supply, installation and maintenance until July 31, 2026, removal)	Each	\$
x.	Permit Fees (if applicable):	Each	\$
xi.	Other not Listed:		\$
Total			\$

b) OPTIONAL PRICE ITEMS – The following optional rates are to be provided for Work or that the City may request in addition to the defined scope of this RFP. These items are not guaranteed to be used and will only be authorized at the City's discretion. All rates must be fully inclusive, covering labour, equipment, materials, mobilization and demobilization, supervision, administration, applicable taxes and assessments, small tools and equipment, overhead, and profit.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Erosion and Sedimentation Control	Monthly	\$
ii.	Modular Construction Fence	Monthly	\$

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, 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** (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.
- 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.

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