

City of Coquitlam

Request for Proposals

RFP No. 26-005

Wildfire Fuel Treatment Services

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[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Tuesday, May 5, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	12:00 PM (local time) Thursday, May 21, 2026
Submission Deadline	2:00 PM (local time) Tuesday, May 26, 2026

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

“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 hən̓q̓əmi̓n̓əm (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 ǵícəy̓ (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Wildfire Fuel Treatment Services**. Refer to **Scope of Services** for further details.

4.3. Proposal Submission

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

4.4. 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.

4.5. 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.

4.6. Evaluation Criteria

a) **Mandatory Criteria (Pass/Fail)**

- Proponents must demonstrate that a **Registered Professional Forester (RPF)** licensed in British Columbia is part of their team (either in-house or

as a sub-consultant) and will be responsible for any interpretation or adjustment of fuel management prescriptions.

- Proponents must confirm, in their Proposal Submission Form, that the Work will be completed by March 31, 2027, without exception or qualification

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

b) 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."

c) 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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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.

d) 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	15
Technical	25
Financial	30
Total	100

e) 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
- Project Management
- 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
- Project Delivery and Field Management
- Approach and operationalizing
- Quality Control and Achievement of Treatment Outcomes
- Safety
- Risk factors
- Proposed Project Schedule

Financial

- Price

f) 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.

g) 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.

h) 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.

i) 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.

j) 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.

4.7. Completion Dates

Completion Date - The Work shall be completed not later than **March 31, 2027**.

- The Completion Date is a firm requirement tied to external funding deadlines
- No extensions to the Completion Date will be granted under any circumstances
- Proponents must ensure sufficient resourcing, scheduling and risk mitigation to meet the Completion Date
- Failure to achieve Substantial Completion by the Completion Date may result in termination or non-payment for incomplete Work

4.8. Site Visit

Proponents are encouraged to visit the site on their own.

5. SCOPE OF SERVICES

5.1. Scope

The City requires the Contractor to plan, coordinate, and implement wildfire fuel reduction treatments within the Ridge-1, West-1, and West-2 treatment areas. These areas have been identified in the Community Wildfire Resiliency Plan (which can be found here: <https://www.coquitlam.ca/1157/Community-Wildfire-Resiliency-Plan>)

The Contractor will be responsible for all planning, coordination, subcontractor management, supervision, quality control, safety management, reporting, and delivery associated with the Work.

For further details, refer to:

Appendix A – Map West 1

Appendix B – Map West 2

Appendix C – Prescriptions West 1

Appendix D – Prescriptions West 2

The Scope of Services includes, but is not limited to:

- a) Project Initiation and Site Familiarization
 - review all background materials provided by the City
 - confirm understanding of treatment area limits and constraints
 - conduct site visits as required
 - identify any information gaps, field constraints, or delivery considerations that may affect approach, sequencing, pricing, or execution
- b) Field Assessment and Prescription Adjustment

Operational fuel management prescriptions provided by the City (**Appendix C – Prescriptions West 1 Appendix D – Prescriptions West 2**) represent the baseline definition of the Work and intended treatment outcomes.

The Contractor to:

- review and interpret the prescriptions for field implementation
- translate prescriptions into site-specific, executable field activities
- validate field conditions and identify any constructability considerations

The Registered Professional Forester (RPF) to support:

- interpretation of prescriptions
- validation of field conditions
- review of any proposed refinements

Any proposed refinement to the prescriptions:

- shall not alter the overall treatment intent
- must be clearly documented with supporting rationale
- must be submitted to the City for review and written acceptance prior to implementation

- No field implementation shall proceed until the City has confirmed acceptance of the proposed approach, where applicable

c) Treatment Implementation

The Contractor shall implement fuel treatment activities within the identified treatment areas in accordance with:

- the Community Wildfire Resiliency Plan
- City-provided appendices and technical direction
- the approved prescriptions or implementation approach
- applicable legislation, bylaws, permits, and professional standards

Treatment methods may include:

- selective thinning
- removal of ladder fuels
- pruning
- understory reduction
- surface fuel reduction
- cutting, chipping, hauling, or other approved biomass management methods

Treatment methods shall not include:

- on-site burning for the purposes of fuel removal
- any activity not included in the approved treatment approach

d) Project Management and Coordination

The Contractor will provide full project management services, including:

- project planning and scheduling
- coordination of crews and subcontractors
- quality control
- issue tracking and resolution
- schedule monitoring
- coordination with City staff as required

The City is not seeking to directly manage multiple trades or field crews. The Contractor will be accountable for managing the Work as a single point of responsibility.

e) Reporting

- monthly progress updates
- activities completed
- issues, risks, and mitigation actions
- upcoming work
- schedule impacts, if any
- safety incidents or significant site events

f) Completion Reporting and Verification

At project completion, the Contractor will provide a Fuel Treatment Completion Report that includes:

- treatment areas completed
- methods used
- quantities or areas treated
- photo documentation
- mapping or spatial representation of completed work
- summary of final site conditions (including final fuel load)
- confirmation of alignment with prescription or treatment intent
- identification of any variances, unresolved issues, or recommended follow-up work

g) General

The Work includes, but is not limited to:

- site familiarization and review of existing documentation
- interpretation and implementation of City-provided fuel management prescriptions
- execution of vegetation management treatments
- management and disposal or redistribution of biomass and residual fuels
- full project management, including coordination of subcontractors and field crews
- completion reporting and verification of treatment outcomes

5.2. Project Organization and Management

The Contractor will work with staff from the City, including regular in-person and/or virtual update meetings. It is intended that the Contractor will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

The Contractor will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Contractor will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Contractor will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Lead on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

The Contractor lead must receive written approval from the Project Lead for any task or personnel reassignments on the Contractor team.

5.3. Engagement Support and Technical Participation

While the City will retain responsibility for managing relationships with residents, local First Nation partners, and other community interest holders, the Contractor must be

capable of supporting the City's engagement, if requested by the City, for areas pertaining to this RFP. The Contractor is not, unless directed by the City to engage these relationships or act as the City's representatives.

Proponents, in their submission to this RFP, must demonstrate how their organization and staff assigned to this Contract if awarded, are best positioned to support the City's priority of reconciliation and the high quality of service, Coquitlam residents expect.

This includes:

- developing culturally appropriate progress information suitable for sharing with residents, First Nations and interest holders
- participating in City-led meetings where technical explanation is required
- providing appropriate technical personnel to respond to site, method, safety, or prescription-related questions
- timely responses to City follow-up questions that arise through the City's engagement processes

5.4. 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.

5.5. 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-005

Wildfire Fuel Treatment Services

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: <https://qfile.coquitlam.ca/filedrop/purchasing>

1. In the “From” field enter: your email address
2. In the “Subject” field enter: Bid Name
3. In the “Bid Number” field enter: Bid Number
4. In the “Type” field enter **New** if this is a new submission or **Update** if this is an updated submission
5. Add files and Send (ensure your browser remains open until you receive a files sent message. You will also receive an email from QFile confirming the submission).

Proponents are responsible to allow ample time to complete the Proposal submission process prior to the closing date and time. Late submissions will not be accepted. If assistance is required phone 604-927-3037.

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

1. MANDATORY REQUIREMENTS

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

<p>a) Proponents must demonstrate that a Registered Professional Forester (RPF) licensed in British Columbia is part of their team (either in-house or as a sub-consultant) and will be responsible for any interpretation or adjustment of fuel management prescriptions.</p>
<input type="checkbox"/> Confirmed

<p>b) Completion Date Commitment - The Proponent confirms that the Work will be completed by March 31, 2027 and acknowledges that no extensions will be granted</p>
<input type="checkbox"/> Confirmed

2. DEPARTURES

<p>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 an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):</p>	
Section	Requested Departure(s) / Alternative(s)

<p>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):</p>	
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)	

3. 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) PROJECT MANAGEMENT (INTERNAL AND EXTERNAL) - Describe your company’s experience and capability in managing and delivering projects of similar scope, with a focus on acting as a single point of responsibility. The response should demonstrate: <ul style="list-style-type: none">• experience managing wildfire fuel reduction or similar field-based environmental projects• experience managing subcontractors and field crews, including coordination, quality, and safety oversight• ability to provide appropriate subject matter expertise to support project delivery and stakeholder interface• approach to providing timely project updates, tracking progress, and verifying completion of Work• experience supporting projects in active public environments, including coordination with First Nation partners, residents, park users, or other stakeholders

--

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

d) 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. Proponents may use the spaces provided, add additional rows and/or attach additional pages, if necessary.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

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:
Sub-Contractor No. 2	
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?
	<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

4. 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:

--

5. TECHNICAL

<p>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.</p>
<p>I. Proposals should clearly describe the methodology for delivery of the Work, including planning, coordination, and execution, and shall demonstrate:</p> <ul style="list-style-type: none">• understanding of the project objectives and treatment intent• approach to planning, sequencing, and coordinating the Work• how the Proponent will manage the Work as a single point of responsibility• approach to coordinating with the City and supporting City-led engagement
<p>II. Approach to implementing and operationalizing the fuel management prescriptions in field conditions, including:</p> <ul style="list-style-type: none">• how prescriptions will be interpreted and communicated to field crews• how consistency in treatment application will be maintained across sites• how site-specific conditions will be addressed while maintaining prescription• role of the Registered Professional Forester (RPF) in supporting implementation
<p>III. Project Delivery and Field Management Proponents shall describe how they will manage and deliver the Work in the field. The response should demonstrate:</p> <ul style="list-style-type: none">• approach to managing field crews and subcontractors• internal structure for supervision, communication, and decision-making• approach to maintaining schedule and productivity• how issues and field challenges will be identified and resolved

IV. Quality Control and Achievement of Treatment Outcomes

Proponents shall describe how they will ensure the completed Work aligns with the prescribed treatment intent and achieves the intended outcomes. The response should demonstrate:

- approach to monitoring quality during execution
- how completion will be verified against prescription intent
- process for identifying and addressing deficiencies
- approach to confirming final conditions

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

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

b) COMPLETION DATE

I. The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before **March 31, 2027**. This date will be an important consideration in the evaluation.

Yes

No

II. If Proponent has stated NO, please state date and explanation as to proposed completion date:

6. 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.	Project Management Fees	State:	\$
ii.	Field Assessment & Prescription Adjustments	State:	\$
iii.	Implementation & Treatment Work	State:	\$
iv.	Biomass and/or Waste Handling/Removal	State:	\$
v.	Reporting and Completion Documentation	State:	\$
vi.	Optional Technical Attendance at City-led meetings (where not included in other fees)	State:	\$
vii.	Other not Listed:	State:	\$
viii.	Other not Listed:	State:	\$
Total			\$

Attention Purchasing Manager:

7. **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.
8. **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.
9. **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.
10. **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.