

City of Coquitlam

Request for Proposals

RFP No. 25-086

Supply and Install – Rochester Park
Playground Component Replacement

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APPENDIX A - ROCHESTER PARK PLAYGROUND COMPONENT REPLACEMENT

[PROPOSAL SUBMISSION FORM](#)

1 KEY DATES

RFP Issue Date	Wednesday, July 2, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Friday, July 25, 2025
Submission Deadline	2:00 PM (local time) Wednesday, July 30, 2025

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;
- 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.

These items are not required as part of this RFP Proposal but will be required prior to entering into an agreement with the City for Services.

3 DEFINITIONS

“City” “Owner” means City of Coquitlam;

“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;

“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;

“Drawings” means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

“Manufacturer” means the company that manufactures the components and equipment backed by a warranty against defects. Also providing recommendations on the proper application and installation methodology of their products;

“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;

“Site” means the place or places where the Services are to be performed;

“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 hən̓q̓əmi̓n̓əm̓ (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 k̓íçə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The City requests Proposals from qualified, experienced companies to **Supply and Install – Rochester Park Playground Component Replacement** (the ‘Services’) as outlined in this RFP.

4.3 Objectives

The key objective of this project is to replace the existing wooden climbing structures in the 6-12 year old playground with a like-for-like solution that meets current safety and accessibility standards.

4.4 Budget

The budget will not be disclosed at this time to encourage flexibility and innovative solutions. The Scope of Work outlines the project's scale, expectations, and requirements, providing sufficient guidance for Proponents to develop accurate financial Proposal.

4.5 Site Visit

Proponents are encouraged to visit the site on their own.

Location: Rochester Park

Address: 1390 Rochester Ave

4.6 Site Inspection

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.
- b) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of

furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.

- c) It shall be the responsibility of the Proponent, by personal inspection of the site of the works, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the Contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the Contract was signed.
- d) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- e) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- f) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- g) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.
- h) The Proponent must carefully examine the Proposal Documents and worksite. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.
- i) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

4.7 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

4.8 Project Timeline

Estimated timelines for the project are:

Estimated Construction Start: September 15, 2025

Final Completion: October 15, 2025

Upon award, the Work on this project shall progress until fully completed.

4.9 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.

4.10 Evaluation Criteria

- a) The City uses Microsoft Word to streamline the transfer of Proponent information into 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

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

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Sub-contractors
- Manufacturer representing and authorization
- Staff qualifications and experience
- Health and Safety
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Design capabilities:
 - Innovative play components
 - Play components designed for ages 6 to 12 years of age
 - Design input and options
 - Responsivity to the surrounding environment
- Play Value
- Warranty
- Material composition
- Lead time
- Design details
- Methodology, set-up and execution of the work
- Proposed Project Schedule

- Site Safety
- Risk factors
- Quality Assurance and Safety

Financial

- Price

d) 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.

e) 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.

f) 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.

g) 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.

h) 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 PROJECT SPECIFIC TERMS AND CONDITIONS

5.1 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.

5.2 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.

6 SCOPE OF SERVICES

6.1 Background

Rochester Park is an enhanced neighbourhood-level park located in the Maillardville neighbourhood, adjacent to École Maillard Middle School. The parks playground for children ages 6–12 currently features wooden climbing structures that are scheduled for replacement due to age and condition. The park has high community use and serves as an important local recreational space.

6.2 Scope

The Contractor will be responsible for the supply, delivery, and installation of new playground equipment to replace the existing structures. The replacement must:

- Reflect the character of the site and remain appropriate in scale and context
- Meet all applicable CSA safety and accessibility standards
- Provide equivalent play value for ages 6–12, with a focus on physical challenge, coordination, and social engagement
- Be constructed with weather-resistant, low-maintenance materials (natural wood is not acceptable)

The City will remove and recycle the existing playground structures, prepare the site for installation, and provide the border edging and fall surface.

The Work includes, but is not limited to, the following:

- Supply and installation of new playground equipment that matches the size, function, and intent of the original structures
- Design and layout of the playground equipment to reflect the existing configuration, with minor modifications permitted to improve safety, accessibility, or spatial efficiency

- Installation of all necessary footings, anchoring systems, and border containment as required
- Restoration of any disturbed landscaping, including turf and surrounding surfaces
- For further details refer to **Appendix A - Rochester Park Playground Component Replacement**

6.3 Requirements

All playground equipment and installations are to meet the following:

- a) "C.S.A Compliant Children's Play Spaces and Equipment" National Standard of Canada intended for use by children age 6 years to 12 years;
- b) Ability to fit into the footprints stated (see page 2 *Existing Site Plan: 6-12 Age Group Playground* in Appendix A: Supply and Installation - Rochester Park Playground Component Replacement Maps);
- c) Project completion in October 15, 2025.

6.4 ManufacturerAuthorized

The Contractor must be directly authorized by the manufacturer to sell and install equipment, where such authorization is granted. The authorization must be direct and not through a third party.

6.5 Maps

The maps for this project are included in **Appendix A: Supply and Installation - Rochester Park Playground Component Replacement Maps**.

6.6 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

6.7 Warranty

The Contractor is to provide a detailed copy of the warranty, showing inclusions, and exclusions, length of coverage and any other pertinent details of the warranty.

6.8 Delivery, Storage, and Handling

Equipment to be stored at Contractors facility should the installation date change.

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractors expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

6.9 Hours of Work

Unless otherwise specified the Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

6.10 Site Conduct

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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-086

Supply and Install – Rochester Park Playground Component Replacement

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	

2. 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)

1. 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:

<p>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):</p>	
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

f) STATE MANUFACTURE(S) YOU REPRESENT:

--

g) MANUFACTURE AUTHORIZATION

Provide as an attachment a letter from manufacturer that you are an authorized dealer for them:

Yes

No

2. 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:

--

3.

TECHNICAL

<p>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.</p>	
<p>i. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures:</p>	
<p> </p>	
<p>ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed:</p>	
<p> </p>	
<p>iii. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these:</p>	
<p> </p>	
<p>iv. Safety - Proponent is to state how they will address safety on the work site:</p>	
<p> </p>	
<p>b) DESIGN DETAILS - Proponent is to include with their Proposal, detailed design information, in an electronic format as a separate attachment, including but not limited to:</p>	
<p>I. Pictures, drawings etc. of structures proposed.</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>II. Details of designs such as pictures, scale drawings</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>III. Details of overall sizes and the dimensions of the Proposed play structures and how they fit into the footprint of each park</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>IV. Two sets of plan drawings to scale for each park and the respective play structure Proposed. Plan drawings are to show layout within the footprint of each park as per the applicable Appendix Drawings, and to clearly illustrate no-encroachment zones, clearances, and required protective surfacing zone and depth. Physical drawings, models, etc. may be requested from one or more Proponent(s).</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

c) PLAY VALUE for 6-12

Proponent is to provide information as to the play value provided with the Proposed play structures in respect to the categories listed in the table below (use the spaces provided and/or attach additional pages, if necessary):

Category	Feature and Information
Variety - Range of play activities offered	
Creativity & Imagination - Opportunities for open-ended, role-playing, or imaginative interaction	
Physical Challenge & Skill Development – Support for strength, agility, coordination, and risk-taking within safe boundaries	
Social and Cognitive Engagement – Encourages cooperative play, turn-taking, problem-solving, and inclusive interactions	
Repeat Play Potential – Components that engage children over time and offer multiple ways to play	
Overall Fun & Appeal – General excitement, visual appeal, and how likely children are to be drawn to and enjoy the space	

c) MATERIALS/COMPOSITION

State details as to the materials used for the Proposed play structure(s) for each park:

--

d) LEAD TIMES - The lead time for delivery and installation of the playground structures is a consideration with this purchase. Proponent guarantees to complete installation of the playground structures at the locations stated:

Lead time for playground in weeks upon issuance of a Purchase Order:	
--	--

e) STANDARDS AND SAFETY

Proponent is to state all applicable safety standards their design for the park complies with:

--

4. FINANCIAL

<p>a) PRICE - Proposals must include an itemized list of all play components, with pricing provided for each item. 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):</p>			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	6-12 Playground Equipment. List components included: • • • • • •		\$
ii.	Installation:		\$
iii.	Other not Listed:		\$
	TOTAL		\$

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities (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.
6. **I 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.
7. **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.
8. **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.