

City of Coquitlam

Request for Proposals

RFP No. 25-098

Integrated Pest Management Services

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Appendix A – Type of Service, City Locations, and Pricing Worksheet

[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Friday, November 7, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Tuesday, November 25, 2025
Submission Deadline	2:00 PM (local time) Friday, November 28, 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

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) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- e) 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 hə́hǵəmiḱə́m (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 ǵíćə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City of Coquitlam (“City”) requests Proposals from professional, qualified, experienced and licenced companies for the provision of **Integrated Pest Management Services** for regularly scheduled, seasonal and “as needed and when requested” services as outlined in Scope of Services.

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 Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

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) 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
- 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
- Ability to comply with the stated specifications and requirements
- Response times

Financial

- Labour Rates, Markup & Vehicle Charges

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.

4.7. Term

The initial term of the Contract is one year with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

4.8. 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. SCOPE OF SERVICES

5.1. General Requirements

The City requests proposals from professional qualified experienced and licensed companies for the provision of **Integrated Pest Management Services**. Proponents to provide both demand and preventative services. Proponents are expected to provide innovative services and solutions in order to significantly mitigate the presence of pests. The City is comprised of more than 40 amenities, facilities, and properties that requires regularly scheduled, seasonal and “as needed and when requested” Services.

The Services will range from the treatment of insects, rodents, to small urban wildlife, including wildfowl and small mammals. Although most pest control issues shall involve regular servicing for rodents and insects, the Contractor will also be called upon to provide a range of Integrated Pest Management (IPM).

Pest Management services are expected to reflect a high quality of service delivery and attention to IPM processes with emphasis on best practices with an environmentally responsible goal of reducing the use of pesticides.

Note: The current list of City facilities included for preventative pest management is subject to change during the term of the contract. The City reserves the right to add or remove buildings, sites, or locations from the service list as required, with pricing to be adjusted accordingly.

5.2. Scope of Work

The Contractor shall provide comprehensive pest control services for the City's facilities as outlined in **Appendix A – Type of Service, City Locations, and Pricing Worksheet**.

Services shall include, but are not limited to:

- Supplying, installing, inspecting, and resetting traps, as well as removal and proper disposal of pests from traps on site.
- Routine inspection and monitoring of all facilities for evidence of pest activity (rodents, insects, birds, and other nuisance wildlife).
- Implementing corrective actions to eliminate infestations, including sealing/repairing minor access points where feasible.
- Application of pesticides, chemicals, or bait stations only when necessary, and in accordance with all applicable regulations.
- Maintaining detailed logbooks at each facility to document service dates, findings, chemicals used, and actions taken.
- Providing recommendations to City staff regarding sanitation, structural, or operational practices to reduce pest activity.
- Immediate response to urgent pest control issues reported by the City.

Compliance Requirements:

- Contractor and staff must comply with the Ministry of Environment's **Integrated Pest Management Act and Regulation** for pesticide application and use.
- All pesticides and/or chemicals must be registered and approved by **Health Canada Pest Management Regulatory Agency**.
- All pesticide use must comply with the **Pest Control Products Act** and all other applicable legislation.
- WHMIS Safety Data Sheets (SDS) must be provided for all products used, kept up to date, and made available on request.

Coordination & Approvals:

- The Contractor shall coordinate all services (regular, special, or emergency) with the Project Manager.
- Sites requiring restricted access (e.g., pump stations, secured facilities) must be pre-arranged with the Project Manager.
- Services outside the routine preventative maintenance scope must receive prior approval via a City-issued Work Order. The Contractor shall first conduct an inspection and provide a written assessment, recommended action, and cost estimate.

Additional Requirements:

- Contractor to provide a 24/7 emergency response contact.
- All staff must be clearly identified (uniforms/ID badges) and trained in facility safety and security procedures.
- Contractor shall provide quarterly summary reports of pest activity, treatments, and trends, and meet annually with the Project Manager to review program performance.
- Use of non-chemical and environmentally sustainable methods is preferred wherever possible.
- The Contractor shall remove and properly dispose of any dead pests or contaminated materials off-site in compliance with applicable laws.
- Contractor to supply, maintain, and replace any bait stations, traps, or monitoring devices as part of the contract price.
- Contractor shall maintain liability insurance and ensure all staff have current certifications for pesticide application.

5.3. Integrated Pest Management Plan

The Contractor shall implement an Integrated Pest Management (IPM) program as the primary strategy for pest control in City facilities and sites. The IPM approach emphasizes prevention, monitoring, and the least-hazardous methods to effectively control pests, while protecting human health and the environment.

The IPM Plan shall include, at minimum:

- i. Identification & Prevention
 - Identifying pest species, patterns, and environmental conditions that contribute to infestations.
 - Advising the City on sanitation, waste management, landscaping, and storage practices that minimize pest attraction.
- ii. Monitoring & Recordkeeping
 - Establishing an ongoing monitoring and recordkeeping system, including regular inspections, sampling, surveillance techniques, and documentation of pest activity and control measures.
 - Providing written records of all inspections, findings, and corrective actions to the Project Manager.
- iii. Control Methods
 - Prioritizing non-chemical controls (mechanical, physical, cultural, or biological) such as sealing cracks, eliminating moisture accumulation, or installing physical barriers. Using traps, baits, and other mechanical control devices as the first line of action. Selecting and applying pesticides only when necessary, using products that are effective yet pose the least risk to people, pets, property, and the environment.

iv. Application Standards

- Using only pesticides registered with Health Canada and compliant with the Pest Control Products Act.
- Applying pesticides in strict accordance with label directions, regulations, and applicable safety codes.
- Posting “Pesticide Use Notification” signs, in advance and during treatment, at affected facilities.

v. Evaluation & Continuous Improvement

- Establishing criteria to measure program effectiveness (e.g., pest activity trends, reduced infestations).
- Meeting with the Project Manager at least annually to review outcomes, update strategies, and recommend improvements.

5.4. Reporting

As part of the services provided under this Contract, the collection and transmittal of data collected by the Contractor during the work is crucial to the effectiveness in managing the IPM. Upon completion of a treatment cycle. Contractor must submit by email a general summary report within one week to the PMC. The summary reports shall include, but not be limited to the following:

- Date
- Treatment
- Equipment issues
- Photographs
- Brief narrative discussing the findings as they relate to an increase or new infestations by location, including recommendation for treatment or preventative measures.
- Discuss any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective eradication.
- Additional comments, i.e., additional site visits are warranted, can be reduced, other considerations/recommendations etc.

5.5. Traps and Rodenticide

- All traps and rodenticides, regardless of packaging, shall be placed in locations that are inaccessible to the public, children, pets, wildlife, and domestic animals, or housed within secured, tamper-resistant bait stations.
- Bait stations must be clearly labeled with the Contractor’s name, date of placement, and the product used.
- All devices must be anchored or secured to prevent movement, tampering, or accidental exposure.
- Traps and bait stations must be inspected, serviced, and replenished on a schedule appropriate to the level of activity and as outlined in **Appendix A – Type of Service, City Locations, and Pricing Worksheet**.

- The Contractor shall remove and properly dispose of dead rodents or other pests from the premises after each inspection.
- The use of rodenticides shall follow an Integrated Pest Management (IPM) approach, with preference given to non-chemical methods and rodenticide alternatives.
- When rodenticides are required, preference shall be given to first-generation anticoagulants and products with the least risk of secondary poisoning to non-target species.
- The Contractor must provide the Project Manager with a complete list of all rodenticides used, including concentration, application sites, and frequency, as part of their recordkeeping obligations.

5.6. Pesticide Application

- The Contractor shall prioritize non-pesticide methods of control wherever possible (e.g., trapping devices, exclusion, sanitation, and environmental management) rather than pesticide sprays.
- Pesticides shall only be used when necessary to achieve adequate control and only after pest activity has been confirmed through inspection or monitoring.
- Routine or preventative pesticide applications are strictly prohibited in the absence of confirmed pest activity.
- Prior to use, the Contractor must:
 - Positively identify the pest species.
 - Select a pesticide product that is specifically registered for the target pest.
 - Apply the pesticide in strict accordance with label directions and all applicable regulations.

5.7. Pesticide Standards and Restrictions

- Only products registered and approved by the Health Canada Pest Management Regulatory Agency (PMRA) may be used.
- The least hazardous material and most precise application technique must be employed to minimize exposure risk and environmental impact.
- All pesticides must be supplied, stored, and dispensed in compliance with the Pest Control Products Act, the Integrated Pest Management Act and Regulation, and all other applicable federal/provincial legislation.
- WHMIS Safety Data Sheets (SDS) must be supplied for all products used and kept current and accessible on-site.
- The Contractor shall not apply pesticides in areas where food is prepared, served, or stored unless products and methods are specifically authorized for such use.
- Application methods must prevent drift, runoff, or exposure to staff, the public, pets, or non-target species.

5.8. Contractor Responsibilities

- Contractor staff must hold and maintain all required licenses and certifications for pesticide application in British Columbia.
- The Contractor shall provide advance notice of pesticide applications to the Project Manager and post Pesticide Use Notification signage at treatment sites as required by law.
- All pesticide use, including product type, quantity, location, and date, shall be recorded and reported to the City as part of the Contractor's service documentation.

5.9. Clean Up

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

5.10. Site Conduct

All Contractors' personnel who may be dealing with the public shall conduct themselves in a courteous and polite manner.

5.11. 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.

5.12. 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-098

Integrated Pest Management 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 and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website:

qfile.coquitlam.ca/bid

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

II. 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) HEALTH AND SAFETY

I.	Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
	☐ Yes ☐ No
II.	Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
	☐ Yes ☐ 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. Trapping	- Proponents must provide a detailed methodology for trapping, including the types of traps or devices to be used, placement strategy, inspection frequency, and the humane and environmentally responsible practices that will be followed. The proposal should also outline procedures for safe and ethical removal and disposal of pests, as well as preventative strategies to reduce recurrence.

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. Reporting – Proponents must describe their reporting process, including the frequency and format of progress reports, the use of inspection logs and service records, methods of communication for urgent issues or incidents, and the final report upon completion of the work outlining outcomes achieved and recommendations for future actions.

b) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:

Non-Emergency Call Out:

5. FINANCIAL

a) Confirm Appendix A – Type of Service, City Locations, and Pricing Worksheet is attached.

☐ Yes

☐ No

b) 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.	Technician Hourly Service Rate	Each	\$
ii.	Technician Hourly Service Rate Overtime Rate	Each	\$
iii.	Minimum Call Out Rate (if applicable)	Each	\$
iv.	Other not Listed:		\$
v.	Other not Listed:		\$
vi.	Other not Listed:		\$
vii.	Other not Listed:		\$

c) Unit Treatment Costs - Price for special one-time Pest Control Services in the City pre-approved case by case is to be stated in Canadian currency:

1.	Pest Control Services	Unit of Measure	Price (exclude GST)
a)	Wasps – eradicate		\$
b)	Bees - relocate		\$
c)	Ants		\$
d)	Cockroaches		\$
e)	Silverfish		\$
f)	Rodents		\$
g)	Flies		\$
h)	Birds, e.g, owls, ducks, flickers, swallows		\$
i)	Bats		\$
j)	Raccoons		\$
k)	Skunks		\$
l)	Squirrels		\$
m)	Other wood-boring insects		\$
n)	Bedbugs		\$
o)	Other not listed above:		

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
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.