

City of Coquitlam

Request for Proposals

RFP No. 26-025

Landscape Maintenance Services

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[PROPOSAL SUBMISSION FORM](#)

Attachment 1 – Northeast Coquitlam Properties

Attachment 2 – City Centre Properties

Attachment 3 – Southwest Coquitlam Properties

Attachment 4 – Scope of Work, Schedule and Price Sheet

1. KEY DATES

RFP Issue Date	Wednesday, April 1, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	12:00 PM (local time) Monday, April 20, 2026
Submission Deadline	2:00 PM (local time) Friday, April 24, 2026

2. RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence 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 and for 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 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 ʔíćə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of **Landscape Maintenance 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 References

The City uses Microsoft Word to streamline the transfer of Proponent information into an internal 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

- 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.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
<u>Corporate</u>	30
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	30
<u>Financial</u>	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
- Key Personnel
- Sub-Contractors
- 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

- Price

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 two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. SCOPE OF SERVICES

5.1. Scope of Work

The City is seeking qualified companies for **Landscape Maintenance Services** for multiple properties in “Northeast Coquitlam”, “City Centre”, and “Southwest Coquitlam” on an “as and when required” basis. All equipment necessary to perform the Work is the responsibility of the Contractor.

For further details, refer to:

Attachment 1 – Northeast Coquitlam Properties

Attachment 2 – City Centre Properties

Attachment 3 – Southwest Coquitlam Properties

Attachment 4 – Scope of Work, Schedule and Price Sheet

The Scope of Work may include, but not limited to:

a) Spring Cut:

Bird Nesting Season Window is March 1 to August 31. The window for initial spring cut is the beginning of the season in February and must be completed prior to bird nesting season.

I. Brush Cutting

- Spring Cut (cut along two (2) meter strip) means only one initial cut in the beginning of the season.
- Brush Cutting includes cutting and removal of woody vegetation (living or dead), shrubs, tree growth under one (1) inch in diameter such as black berry, salmonberry, alders etc.

II. Tree Limbing

- Limbing Mature Trees up to two and a half (2.5) meters above the ground which shall be cut and removed as directed by Project Manager.

b) Summer Landscape Maintenance:

I. Mowing

- All turf to be mowed, to ensure height of grass does not exceed eighty (80) mm.
- All turf to be mowed around posts, fences, lamp posts, trees, curbs, sidewalks and other obstructions are to be trimmed at each visit taking care not to damage structures or contact bark of trees. Any established shrubs, overgrown and/or forested areas are to be left intact (Spring Cut only).
- Mowing to be performed in a manner which ensures that grass clippings are not directed and deposited into planting beds, tree circles, or roads. Grass clippings to be removed from the site at the end of each day.
- One (1) meter perimeter mows to include cutting and removal of all overgrown vegetation approximately one (1) meter from edge of sidewalk in the event that it obstructs the sidewalk.
- Entire site mow to include full site mowing, and cutting and removal of all overgrown vegetation across all grassy sections within the Work area (site boundaries).

II. Weeding

- Control and removal of visible weeds in tree-wells during growing season.
- Hard surfaces and lawns to be kept free of shrub bed debris i.e., (weeds, pruning's, sod, mulch, rocks, etc.).
- The use of power blowers for debris removal is acceptable, however, debris accumulation must be removed from site and cannot be blown onto adjacent property or street surfaces.

c) Miscellaneous:

I. Knotweed Control

- If at any point Knotweed is discovered, please avoid disturbing it and notify the Project Manager immediately.

II. Water Bag Installation

- The supply and installation of 15-gallon tree bags on new street-trees on City-owned property as directed by the City. New tree watering bags are installed with new tree planting.

III. Water Bag Watering

- The fill of 15-gallon tree bags. Watering to be on a regularly adjusted basis to ensure all new trees are in top condition and appearance with additional watering required in the event of extreme drought conditions. Frequency to be set by the City.

IV. Potted Plants

- Refreshing patio planters and removing dead vegetation.

The City may add or remove Work sites during the term of this Agreement.

5.2. Regular Working Hours

The regular working hours shall be 8:00am to 5:00pm, Monday through Friday. No Work to be performed outside of regular working hours without the prior approval of the City.

5.3. Schedule

a) **Northeast Coquitlam Properties**

- Per Visit fee for each property
- Refer to **Attachment 4 – Scope of Work, Schedule and Price Sheet**

b) **City Centre Properties**

- Per Visit fee for each property
- Refer to **Attachment 4 – Scope of Work, Schedule and Price Sheet**

c) **Southwest Coquitlam properties**

- Per Visit fee for each property
- Refer to **Attachment 4 – Scope of Work, Schedule and Price Sheet**

5.4. Site Visit Tracking

The Contractor is responsible for implementing and maintaining a reliable means of tracking all site visits (including date, time, purpose, and attendees). The Contractor shall provide the City with access to this record in a format acceptable to the City. Site visit records must be kept current and may be subject to review as a condition of payment.

Photographs that include date and timestamps for quality assurance and documentation purposes are required for each site visit.

5.5. Inspection of Services

All Services provided shall be subject to inspection and shall meet the approval of the City. If they are not approved, the City shall have the right to reject them or to require correction.

Acceptance or rejection of the Work shall be made as promptly as practical, but failure to accept or reject the Work shall not relieve the Contractor from responsibility for Services provided not in accordance with the contract.

The City will not be deemed to have accepted the Services by virtue of a partial or full payment for it.

The City shall be the final judge of all Services and its decisions of all questions in dispute will be final.

5.6. Frequency of Invoicing

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

5.7. 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.

5.8. Work Hazards

It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any site and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.

It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

5.9. Cleaning

The Contractor shall ensure that all limbs and clippings are cleaned up, removed and disposed of in a manner approved by the City. All chipped material shall be disposed of at the Contractor's expense at a location satisfactory to the City. All trip hazards must be removed from City property.

Debris from trees removed in forested areas may be left on site if instructed by the City; however, the debris must be either chipped on site and/or slashed to the satisfaction of the City to mitigate fire risk. Salvageable logs as deemed appropriate for sales by the City are to be removed and delivered to a location specified.

5.10. 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-025

Landscape Maintenance 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: <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. 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.				

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 Sub-Contractors without the City’s written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY	
I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. **SUSTAINABLE BENEFITS & SOCIAL RESPONSIBILITY**

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City:
II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
IV. What policies does your organization have to support reconciliation with indigenous peoples:

4. **TECHNICAL**

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.
I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work:
II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed:

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

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

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b) RESPONSE TIME:
Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:	
Non-Emergency Call Out:	

5. FINANCIAL

a) PRICE –Confirm **Attachment 4 – Scope of Work, Schedule and Price Sheet** is attached:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker’s Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

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