

City of Coquitlam

Request for Proposals

RFP No. 22-001

City Wayfinding

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Appendix A - Sample City Sign Numbers and Placement

Appendix B – Shop Drawings

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-001 City Wayfinding
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms for the fabrication, supply and installation of City Wayfinding signs and kiosks within the City of Coquitlam
Closing Date and Time	2:00 pm local time Wednesday, February 02, 2022
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, 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.

“City” “Owner” means City of Coquitlam;

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

“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.

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this RFP is to invite proposals from qualified firms for the fabrication, supply and installation of City Wayfinding signs and kiosks within the City of Coquitlam.

1.2 Project Description

The successful Proponent is to provide complete fabrication, supply and installation of wayfinding signs and kiosks within the City of Coquitlam neighbourhood streets, parks and trails. Examples of signage placement and location maps are shown in **Appendix A - Sample City Sign Numbers and Placement**.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted. In addition, Proponents agree to the following rules:

- 1.4.1 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.
- 1.4.2 Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- 1.4.3 It shall be the responsibility of the Proponent, by personal inspection of the site(s) 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.
- 1.4.4 A complete set of RFP and Contract documents will include:
 - a) Request for Proposals Documents

- b) Appendix A - Sample City Sign Numbers and Placement
- c) Appendix B – Shop Drawings
- d) Proposal Submission Form
- e) Addenda as issued

- 1.4.5 Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- 1.4.6 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.
- 1.4.7 Complete sub-contracting of Works will not be approved; however, segments of Work involving special skills may be sub-contracted. A list of preferred subcontractors must be provided for City approval as part of this proposal.
- 1.4.8 The Proponent must carefully examine the Proposal Documents and worksite(s). 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 of Coquitlam.
- 1.4.9 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.

All information in this RFP Document, Drawings, Specifications, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.5 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, transportation, 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.

1.6 Term of Agreement

The initial term of the Contract is one (1) year with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.7 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

1.8 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	40
Technical	30
Financial and Value Added	30
Total	100

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

Experience, Capacity and Resources

- Experience, and demonstrated successful performance on projects of similar size, scope and complexity
- Key Personnel & Sub-contractors
- References (on-time completion, performance, within budget, etc.)

Technical

- Equipment and Resources
- Methodology, set-up and execution of the Work, including expected lead-time
- Quality Assurance program
- Site Safety
- Compliance to Specifications

Financial

- Prices Offered
- Value Added Benefits
- Sustainable Benefits and Social Procurement

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.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

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.

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.

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

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.

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.

1.9 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.10 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. 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.

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.

All information in this RFP Document, Site Visit and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Inspection of Services

- a) 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.
- b) 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.
- c) The City will not be deemed to have accepted the Services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all Services and its decisions of all questions in dispute will be final.

2.3 Warranty

The Contractor shall guarantee the Work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within two (2) years from the date of acceptance of the Work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification. This shall be at no cost to the City.

2.4 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.

3 SCOPE OF SERVICES

3.1 Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for the supply, delivery and installation of **City Wayfinding** on an “as needed and when requested” basis. As per this RFP document and:

- **Appendix A - Sample City Sign Numbers and Placement**
- **Appendix B – Shop Drawings**

3.2 Scope

The Contractor’s Work must include all labour, materials and equipment necessary for the proper execution and completion of wayfinding signs and kiosks as described in this RFP and the Appendices. The Contractor is responsible for the fabrication and installation of the signs and kiosks which includes, but is not necessarily limited to, construction of the foundations, the kiosk structures, and associated poles as needed. It must also include all Work not specifically included in this RFP which is properly inferable and necessary for the completion of this Work. In addition:

- Destination names must be abbreviated to fit each sign blade. The Contractor must submit proofs which include representative graphics, a complete list of destination names, symbols and distances for each sign panel for City’s review and approval prior to fabrication for each sign.
- Contractor’s scope of Work does not include kiosk map graphics– the City will supply the Contractor with digital files as part of the fabrication of map kiosks. The files will be available in PDF or Ai format for the Contractor.

The Work will generally include, but will not be limited to:

- Fabrication, supply, delivery, construction and installation of the signs and kiosks. All wayfinding signage to meet the minimum approved design in Appendix B. Including, but not limited to footings and reinforced support. Any deviations from the drawings must be discussed prior to construction and approved by the City prior to proceeding. This is to include the production of graphic proofs for City approval prior to printing.
- Any additional engineering drawings, and dimensional drawings for the structure, foundation, and all other components if needed shall be (e.g. electrical), signed and sealed by the applicable licensed Professional Engineer;
- Letter of Assurance and Schedules as required by the Authorities;
- Coordinate installation as approved by the City;
- Remediation to all disturbed areas;
- Maintain adjacent sidewalk access during construction/installation of the wayfinding kiosks and signs;
- Maintain a safe and secured construction site; and
- Daily, complete site clean-up.

3.3 Chance Find Training

General earthworks, including clearing and grubbing and digging. **CONTRACTOR AND SUBCONTRACTORS TO COMPLETE A ONE TIME, ONE HOUR ARCHAEOLOGICAL CHANCE FIND PROCEDURE TRAINING SESSION PROVIDED BY THE CITY PRIOR TO PROJECT COMMENCING.**

3.4 Utilities and Services

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

The Contractor is responsible to contact BC One-Call to determine exact locations of utilities and services on- site(s) and to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

3.5 Rectify Damages

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

Damage to landscape and infrastructure shall be reported promptly.

3.6 Protection of the 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 operations and related activities.

The Work will take place in an active precinct, and adjacent facilities and operations shall not be affected or minimally affected.

3.7 Hours of Work

The Contractor shall carry out the Work during normal working hours, and in compliance with the City's Noise Bylaw.

3.8 Approval

In all cases where approval or direction is required, it shall be provided in writing by the City's Project Manager and/or their designated Representative.

3.9 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage.

Where sidewalk or lane closures are necessary, the Contractor shall obtain a lane closure and/or sidewalk closure permit.

The Contractor shall provide Signage at the Work zone. Signage must be located at the top and bottom and at egress points along the trail.

The Contractor is to use barriers and signage on the trail, to create safe detours around the construction zone, as required. (i.e. after normal work hours, if trail is accessible) When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage at the top and bottom egress points, to close the trail to the public. (i.e. during work hours while Work zone is not safe to pass)

3.10 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials, replace removable infrastructure and leave the site of the Work in a clean and tidy condition.

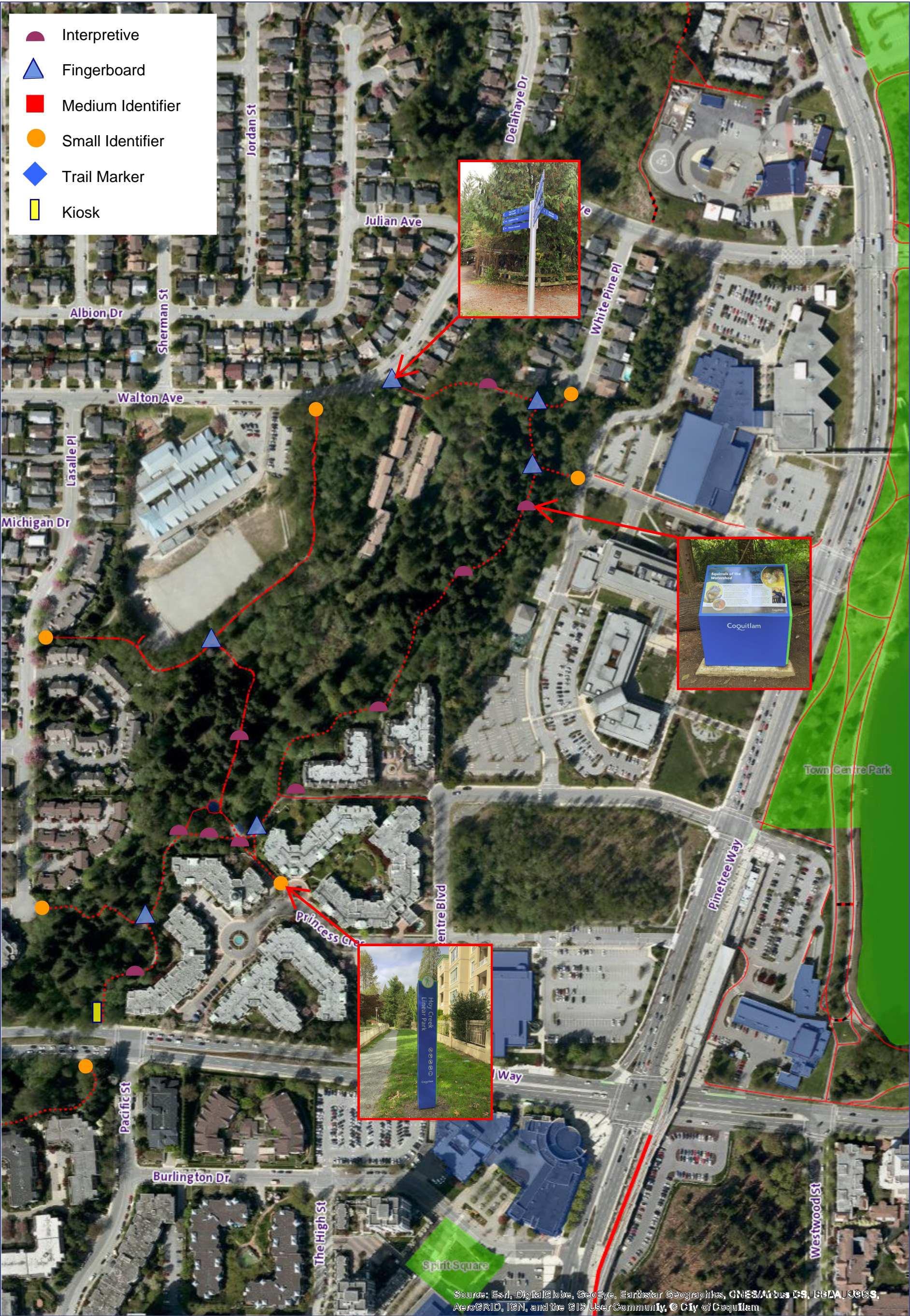
3.11 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the Work including any amendments as they may occur during the execution of the Work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure
- d) BC Ministry of Environment
- e) Workplace Hazardous Material Information System (WHMIS)
- f) Department of Fisheries and Oceans (DFO)

Appendix A - Sample City Sign Numbers and Placement

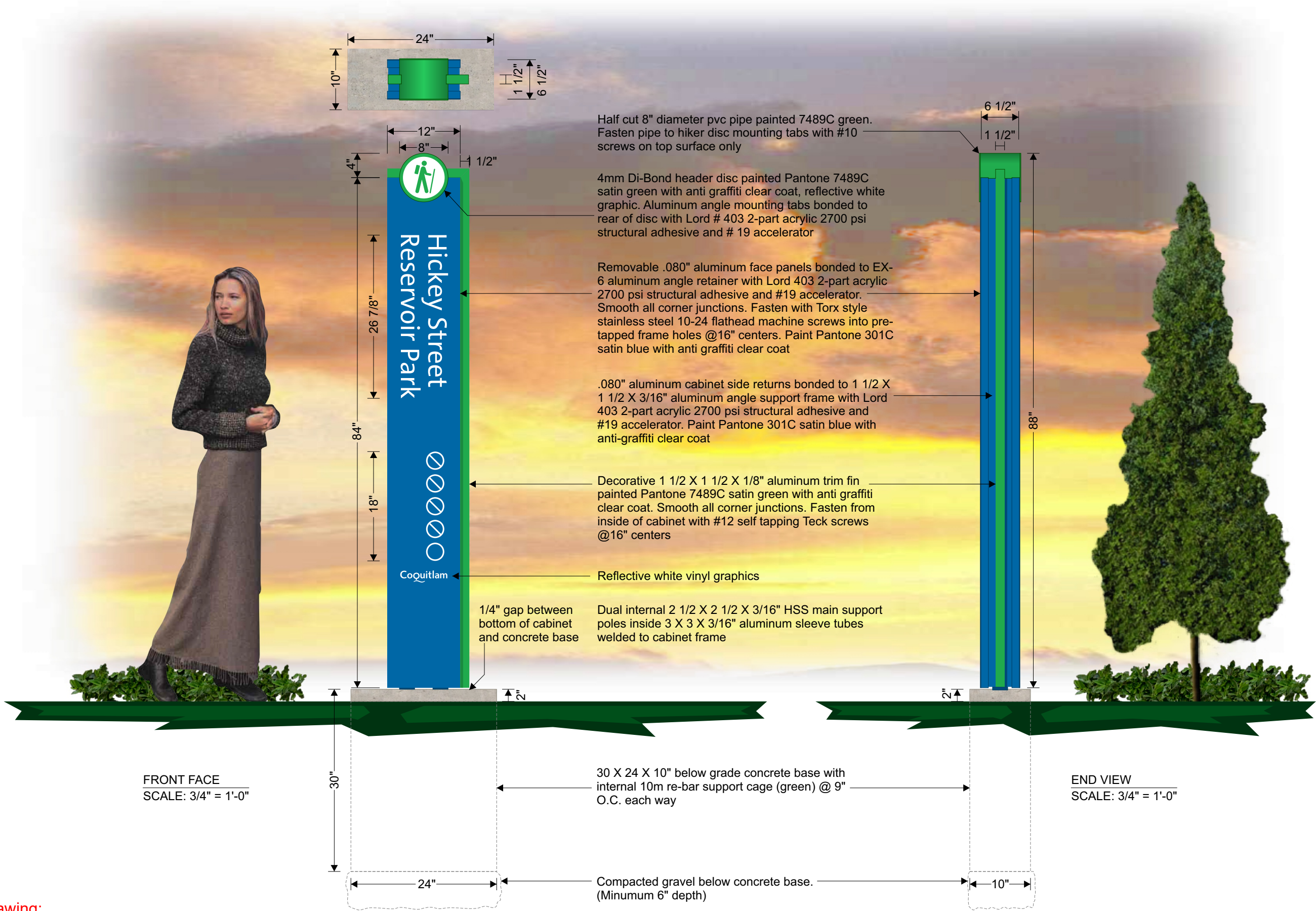


-  Interpretive
-  Fingerboard
-  Medium Identifier
-  Small Identifier
-  Trail Marker
-  Kiosk



Appendix B – Shop Drawings

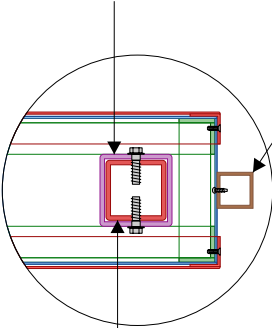
DOUBLE SIDED ALUMINUM "HIKER" PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH



Drawing:
Small Park Identifier with Hiker Icon

DOUBLE SIDED ALUMINUM "HIKER" PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH

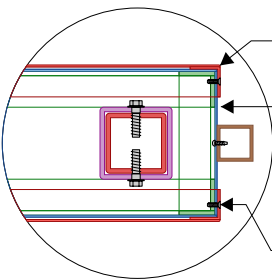
3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)



Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown). Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @16" centers

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support pole (red) embedded 24" into reinforced concrete plinth. (81" total length)

FRAMING DETAIL
SCALE: 1 1/2" = 1'-0"

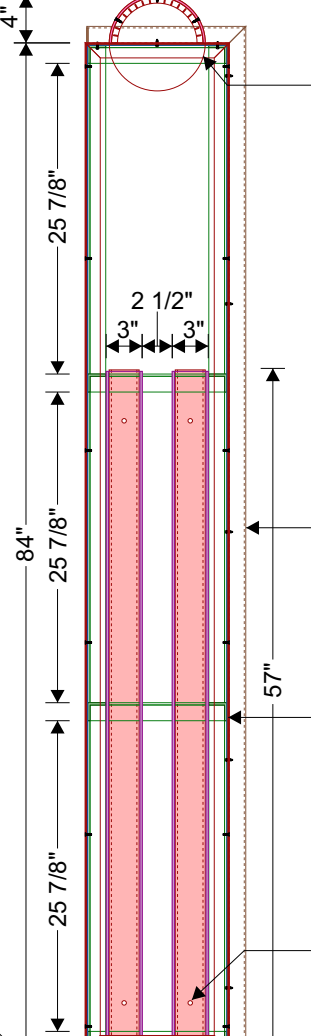
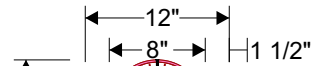
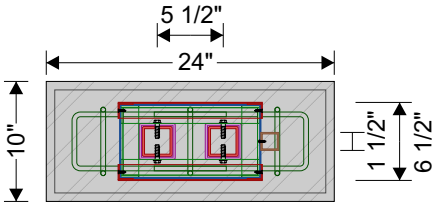


.080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord #403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions

1 1/2 X 1 1/2 X 3/16" aluminum angle internal cladding frame

Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @16" centers. Paint blue to match panel retainers

1/4" gap between bottom of cabinet and concrete base



FRONT FACE
SCALE: 3/4" = 1'-0"

Half cut 8" diameter pvc pipe painted 7489C green. Fasten pipe to hiker disc mounting tabs with #10 screws on top surface only

4mm Di-Bond header disc painted Pantone 7489C satin green with anti graffiti clear coat, reflective white graphic. Aluminum angle mounting tabs bonded to rear of disc with Lord # 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator

Removable .080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Fasten with Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @16" centers. Paint blue to match panel retainers

Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown) painted Pantone 7489C satin green with anti graffiti clear coat. Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @16" centers

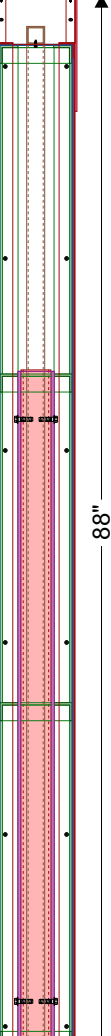
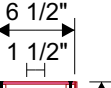
.080" aluminum cabinet side returns (blue) bonded to 1 1/2 X 1 1/2 X 3/16" aluminum angle support frame (green) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Paint Pantone 301C satin blue with anti-graffiti clear coat

3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support poles (red) embedded 24" into reinforced concrete plinth. (81" total length)

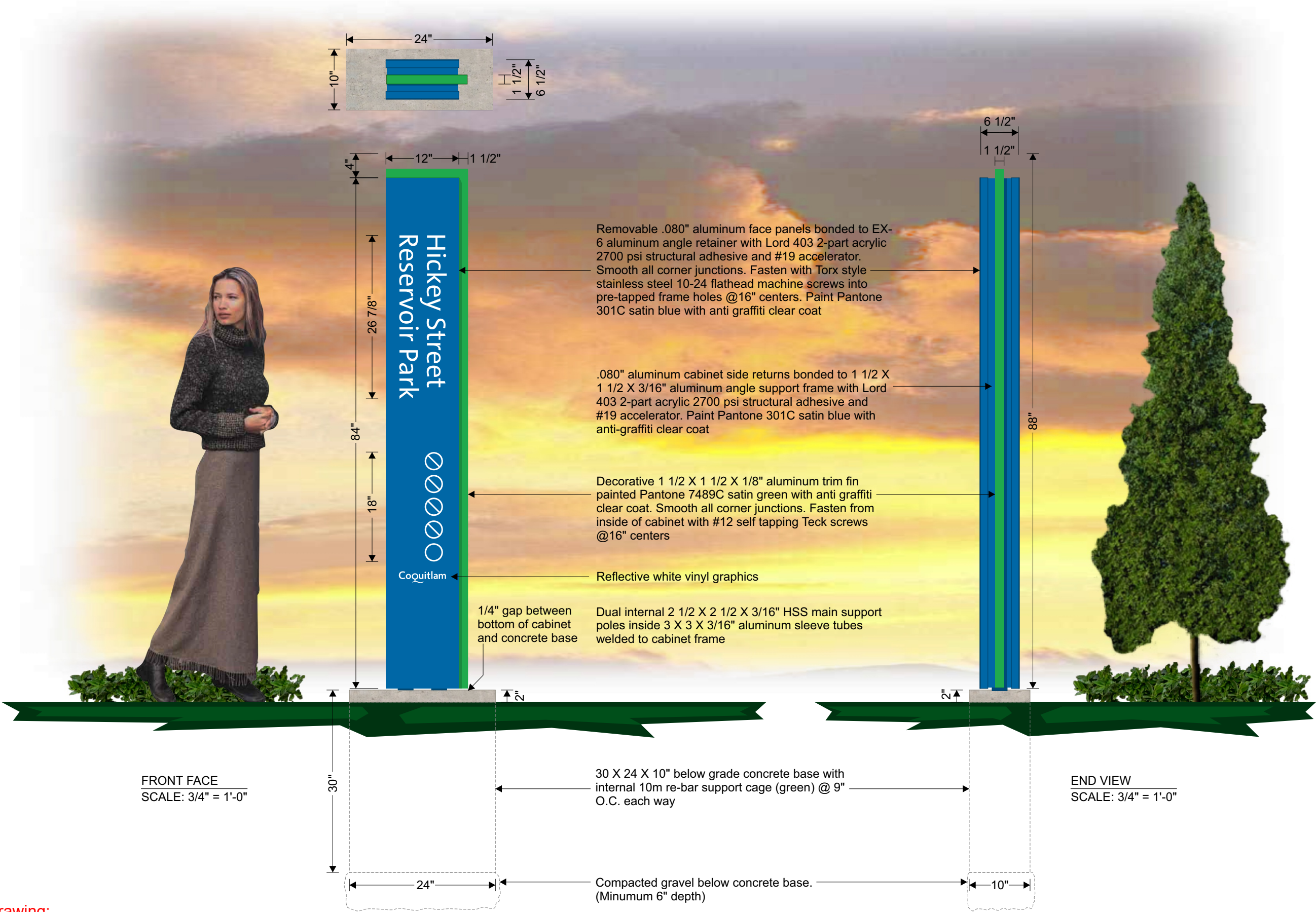
30 X 24 X 10" below grade concrete base with internal 10m re-bar support cage (green) @ 9" O.C. each way (wire tie all connections). Maintain a minimum of 3" clearance between support cage and concrete surface

Compacted gravel below concrete base. (Minumum 6" depth)



END VIEW

DOUBLE SIDED ALUMINUM "PARK" PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH



Drawing:
Small Park Identifier



City of Coquitlam
Parks and Recreation
3000 Guildford Way
Coquitlam, BC

PROJECT:
Freestanding pole sign

DATE: January 02, 2020

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☒ NO

NOTES:

☐ 3M 5100-10 White
Reflective vinyl

☒ 3M 7725-12 Black
Opaque vinyl

☒ Pantone 301C blue
C:100 M:0, Y:43, K:18

☒ Pantone 7489C green
C:60 M:80, Y:0, K:7

☒ Matthews MP 41-3425P
Satin Silver

THIS DESIGN IS, AND SHALL REMAIN, THE PROPERTY OF
City of Coquitlam
AND THE USE OF THIS DESIGN OR ANY FACSIMILE
THERE OF IS PROHIBITED WITHOUT THE WRITTEN
CONSENT OF THE OWNER.

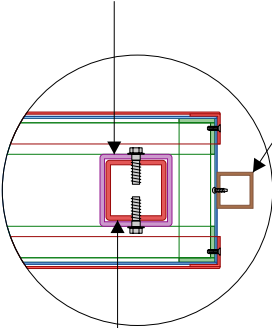
DUE TO THE TRANSLUCENCY OF ACRYLIC PAINTS &
VINYL THE COLOURS SHOWN ON THIS PRESENTATION
MAY VARY FROM THOSE ACTUALLY USED IN THE
PRODUCTION OF YOUR SIGN.

Customer Approval:

Date:

DOUBLE SIDED ALUMINUM "PARK" PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH

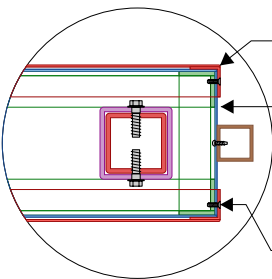
3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)



Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown). Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @16" centers

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support pole (red) embedded 33" into reinforced concrete plinth. (81" total length)

FRAMING DETAIL
SCALE: 1 1/2" = 1'-0"

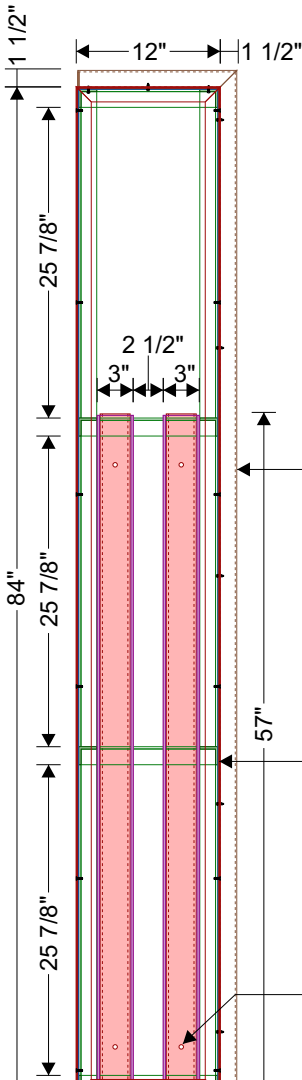
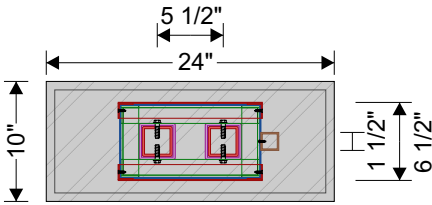


.080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord #403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions

1 1/2 X 1 1/2 X 3/16" aluminum angle internal cladding frame

Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @16" centers. Paint blue to match panel retainers

1/4" gap between bottom of cabinet and concrete base



FRONT FACE
SCALE: 3/4" = 1'-0"

Removable .080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Fasten with Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @16" centers. Paint blue to match panel retainers

Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown) painted Pantone 7489C satin green with anti graffiti clear coat. Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @16" centers

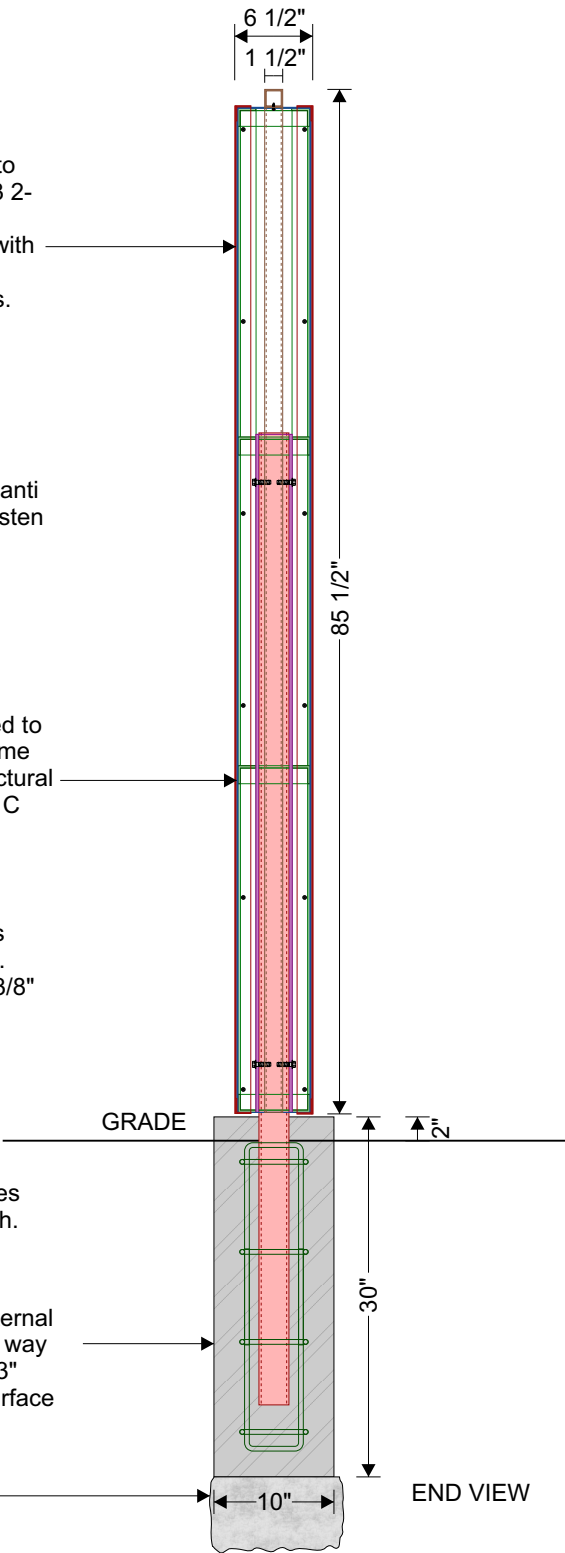
.080" aluminum cabinet side returns (blue) bonded to 1 1/2 X 1 1/2 X 3/16" aluminum angle support frame (green) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Paint Pantone 301C satin blue with anti-graffiti clear coat

3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support poles (red) embedded 24" into reinforced concrete plinth. (81" total length)

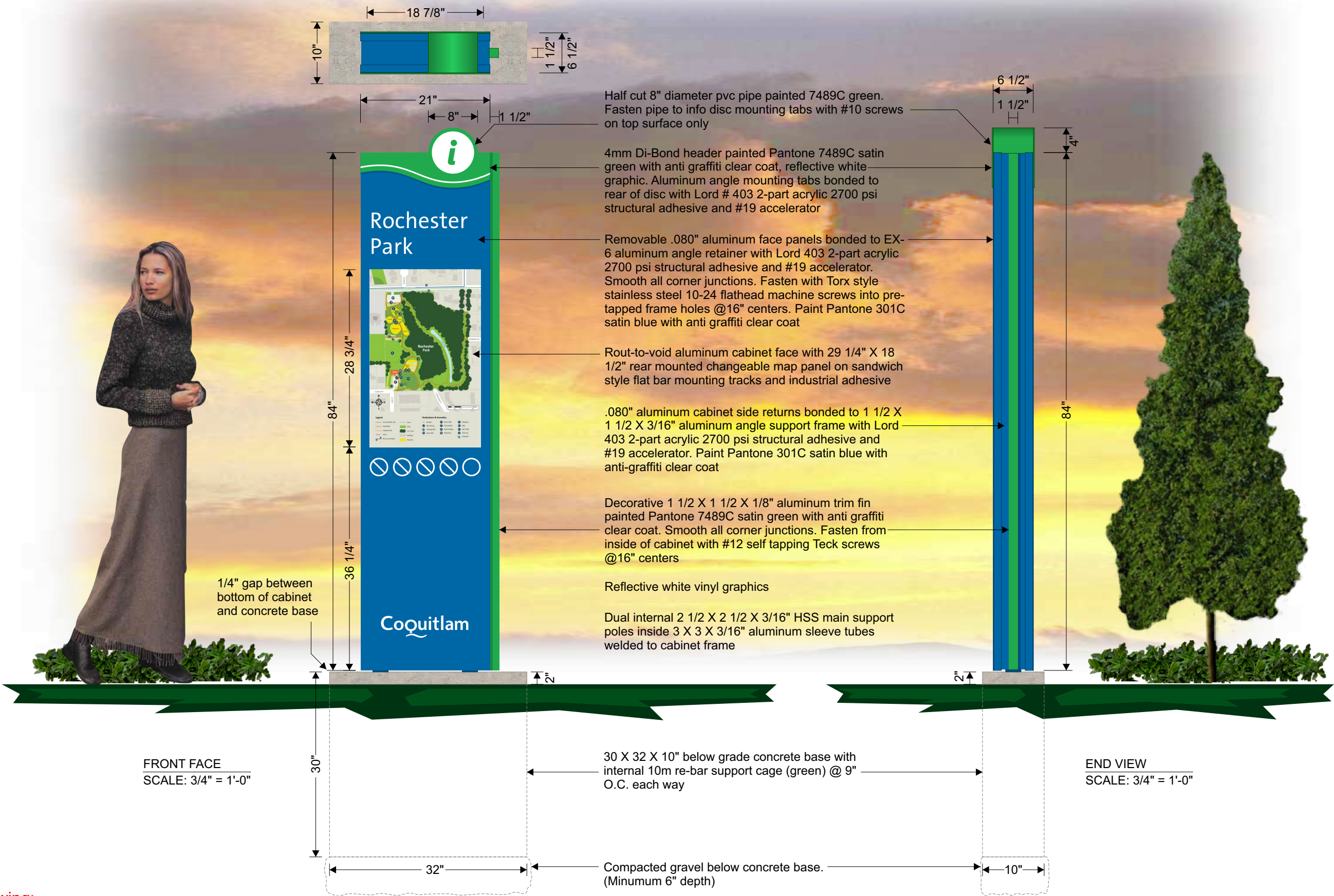
30 X 24 X 10" below grade concrete base with internal 10m re-bar support cage (green) @ 9" O.C. each way (wire tie all connections). Maintain a minimum of 3" clearance between support cage and concrete surface

Compacted gravel below concrete base. (Minumum 6" depth)



END VIEW

DOUBLE SIDED ALUMINUM PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH



Drawing:
Map Kiosk



City of Coquitlam
Parks and Recreation
3000 Guildford Way
Coquitlam, BC

PROJECT:
Park Wayfinding

DATE: Jan 04, 2022

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☒ NO

NOTES:

☐ 3M 5100-10 White
Reflective vinyl

☐ 3M 7725-12 Black
Opaque vinyl

☐ Pantone 301C blue
C:100 M:0, Y:43, K:18

☐ Pantone 7489C green
C:60 M:80, Y:0, K:7

☐ Matthews MP 41-3425P
Satin Silver

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Customer Approval:

Date:

DOUBLE SIDED ALUMINUM PYLON STRUCTURE WITH NON ILLUMINATED GRAPHICS AND MAP ON REINFORCED CONCRETE PLINTH

City of Coquitlam
Parks and Recreation
3000 Guildford Way
Coquitlam, BC

PROJECT:
Park Wayfinding

DATE: Jan 04, 2022

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☒ NO

NOTES:

☐ 3M 5100-10 White
Reflective vinyl

☐ 3M 7725-12 Black
Opaque vinyl

☐ Pantone 301C blue
C:100 M:0, Y:43, K:18

☐ Pantone 7489C green
C:60 M:80, Y:0, K:7

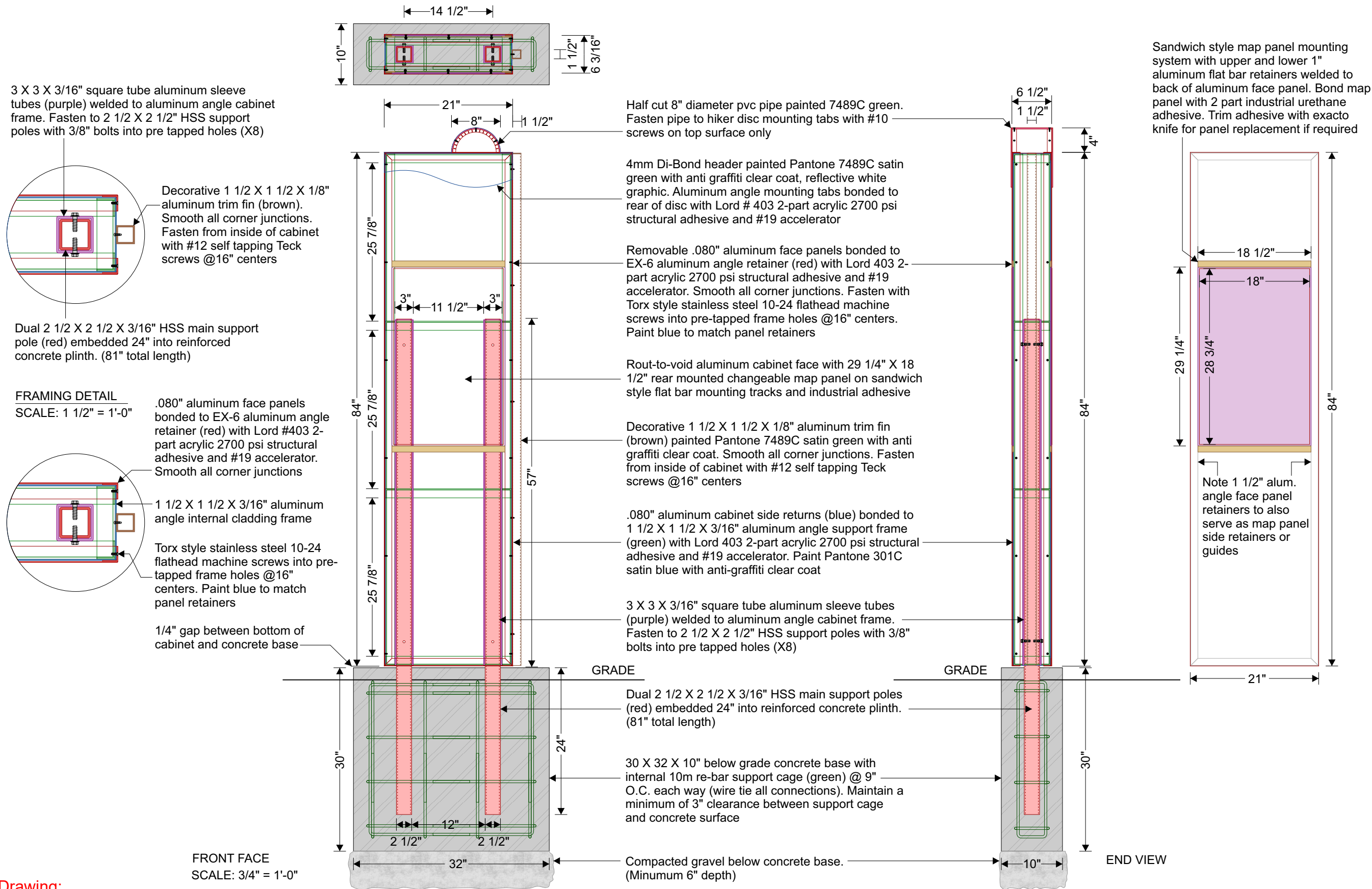
☐ Matthews MP 41-3425P
Satin Silver

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Customer Approval:

Date:



Drawing:

Map Kiosk

SINGLE SIDED ALUMINUM PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH



Drawing:
Medium Park Identifier



City of Coquitlam
Parks and Recreation
3000 Guildford Way
Coquitlam, BC

PROJECT:
Park Wayfinding

DATE: January 02, 2020

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☒ NO

NOTES:

☐ 3M 5100-10 White
Reflective vinyl

☐ 3M 7725-12 Black
Opaque vinyl

☐ Pantone 301C blue
C:100 M:0, Y:43, K:18

☐ Pantone 7489C green
C:60 M:80, Y:0, K:7

☐ Matthews MP 41-3425P
Satin Silver

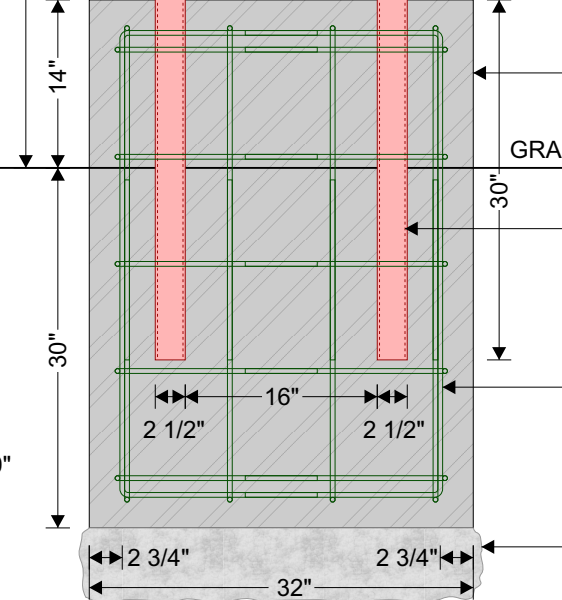
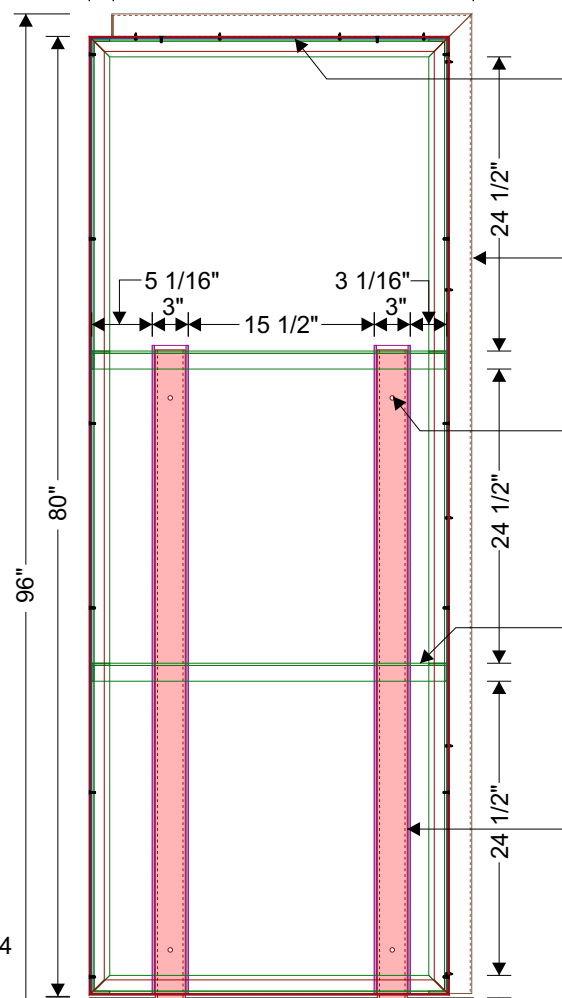
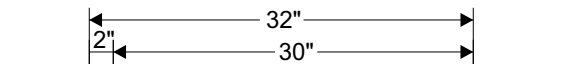
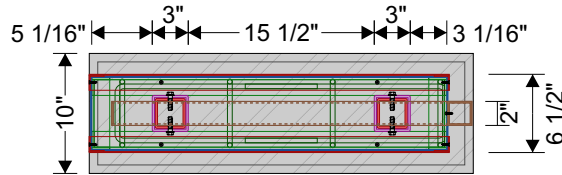
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PRODUCTION OF YOUR SIGN.

Customer Approval:

Date:

SINGLE SIDED ALUMINUM PYLON STRUCTURE WITH REMOVABLE FACES ON REINFORCED CONCRETE PLINTH



Removable .080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Fasten with Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @14" centers. Paint blue to match panel retainers

Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown). Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @14" centers

3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)

.080" aluminum cabinet side returns (blue) bonded to 1 1/2 X 1 1/2 X 3/16" aluminum angle support frame (green) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Paint Pantone 301C satin blue with anti-graffiti clear coat

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support poles (red) embedded 30" into reinforced concrete plinth. (84" total length)

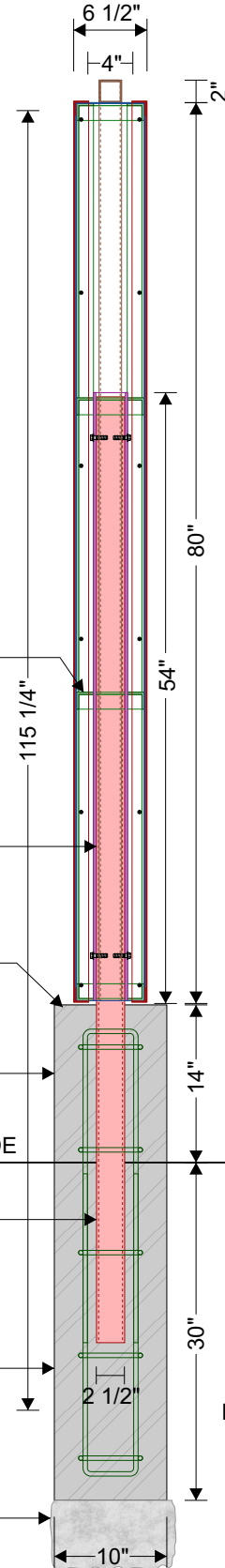
1/4" gap between bottom of cabinet and concrete base

Reinforced concrete plinth exposed 14" above grade

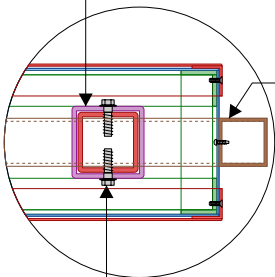
Dual 2 1/2 X 2 1/2 X 3/16" HSS main support pole (red) embedded 30" into reinforced concrete plinth. (84" total length)

50 X 32 X 10" above and below grade concrete base with internal 10m re-bar support cage (green) @ 9" O.C. each way (wire tie all connections). Maintain a minimum of 3" clearance between support cage and concrete surface

Compacted gravel below concrete base. (Minimum 6" depth)



3 X 3 X 3/16" square tube aluminum sleeve tubes (purple) welded to aluminum angle cabinet frame. Fasten to 2 1/2 X 2 1/2" HSS support poles with 3/8" bolts into pre tapped holes (X8)

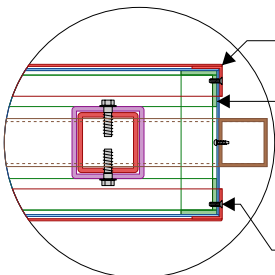


Decorative 1 1/2 X 1 1/2 X 1/8" aluminum trim fin (brown). Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @14" centers

Dual 2 1/2 X 2 1/2 X 3/16" HSS main support pole (red) embedded 30" into reinforced concrete plinth. (84" total length)

FRAMING DETAIL
SCALE: 1 1/2" = 1'-0"

.080" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord #403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions



1 1/2 X 1 1/2 X 3/16" aluminum angle internal cladding frame

Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @14" centers. Paint blue to match panel retainers

FRONT FACE
SCALE: 3/4" = 1'-0"

Drawing:
Medium Park Identifier

Coquitlam

PROJECT:
Park Wayfinding

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☐ NO

NOTES:

	3M 5100-10 White Reflective vinyl
--	--------------------------------------

3M 7725-12 Black
Opaque vinyl

Pantone 301C blue
C:100 M:0, Y:43, K:18

Pantone 7489C green
C:60 M:80, Y:0, K:7

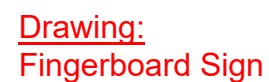
Matthews MP 41-3425P
Satin Silver

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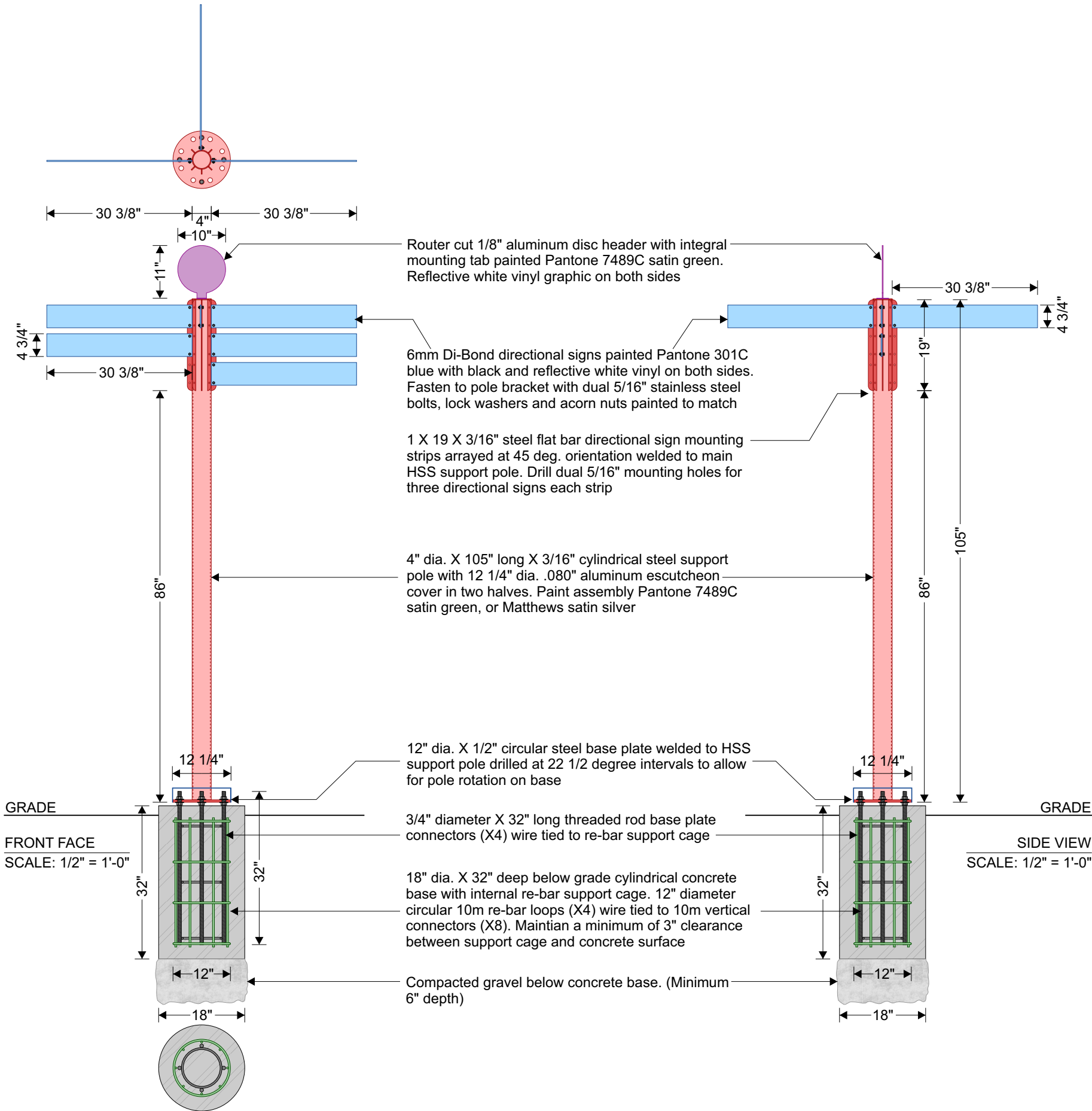
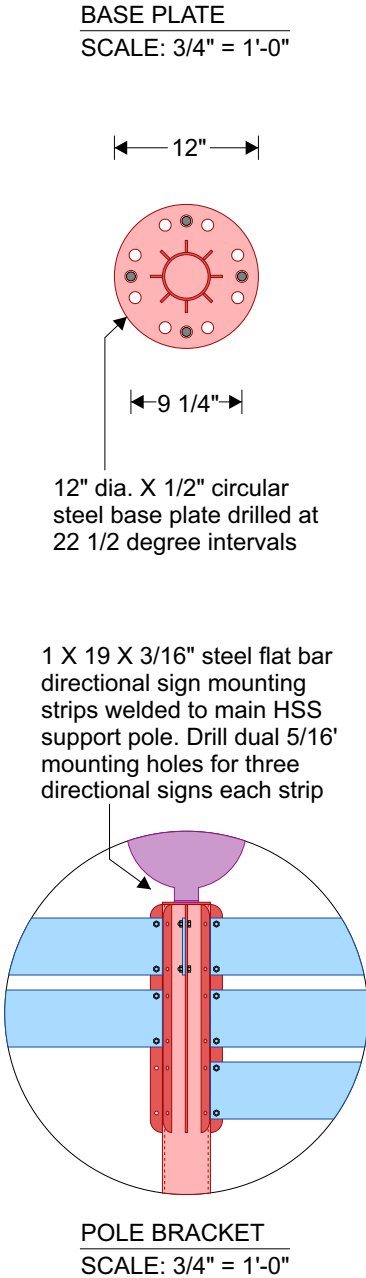
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Customer Approval:

Date:



FREESTANDING POLE STRUCTURE PAINTED GREEN WITH INTEGRAL VERTICAL FLAT BAR DIRECTIONAL SIGN MOUNTING STRIPS @45 DEGREES



Coquitlam

PROJECT:
Park Wayfinding

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☐ NO

NOTES:

3M 5100-10 White
Reflective vinyl

3M 7725-12 Black
Opaque vinyl

Pantone 301C blue
C:100 M:0, Y:43, K:18

Pantone 7489C green
C:60 M:80, Y:0, K:7

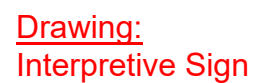
Matthews MP 41-3425P
Satin Silver

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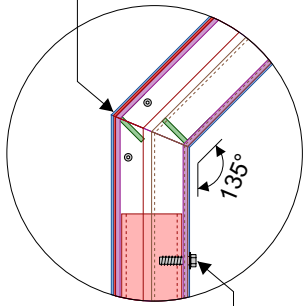
Customer Approval:

Date:

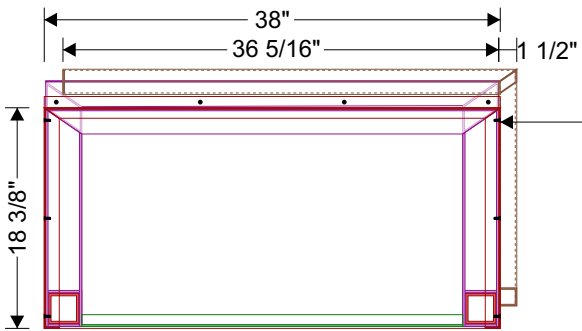


ANGLED ALUMINUM PYLON STRUCTURE WITH REMOVABLE FACE PANELS ON REINFORCED CONCRETE PLINTH

Removable .125" aluminum face panels (blue) bonded to EX-6 aluminum angle retainer. (red)
Smooth all corner junctions

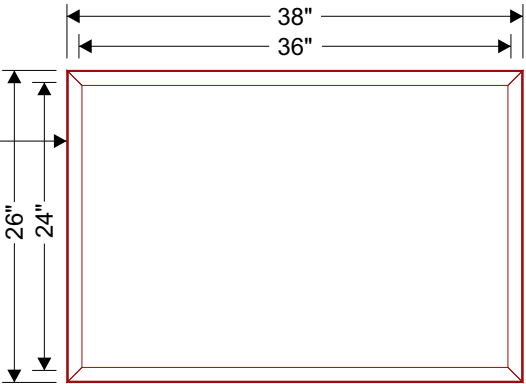


2 1/2 X 2 1/2 X 3/16"HSS main support poles (red) drilled and tapped for dual 3/8" connection bolts at rear of each pole

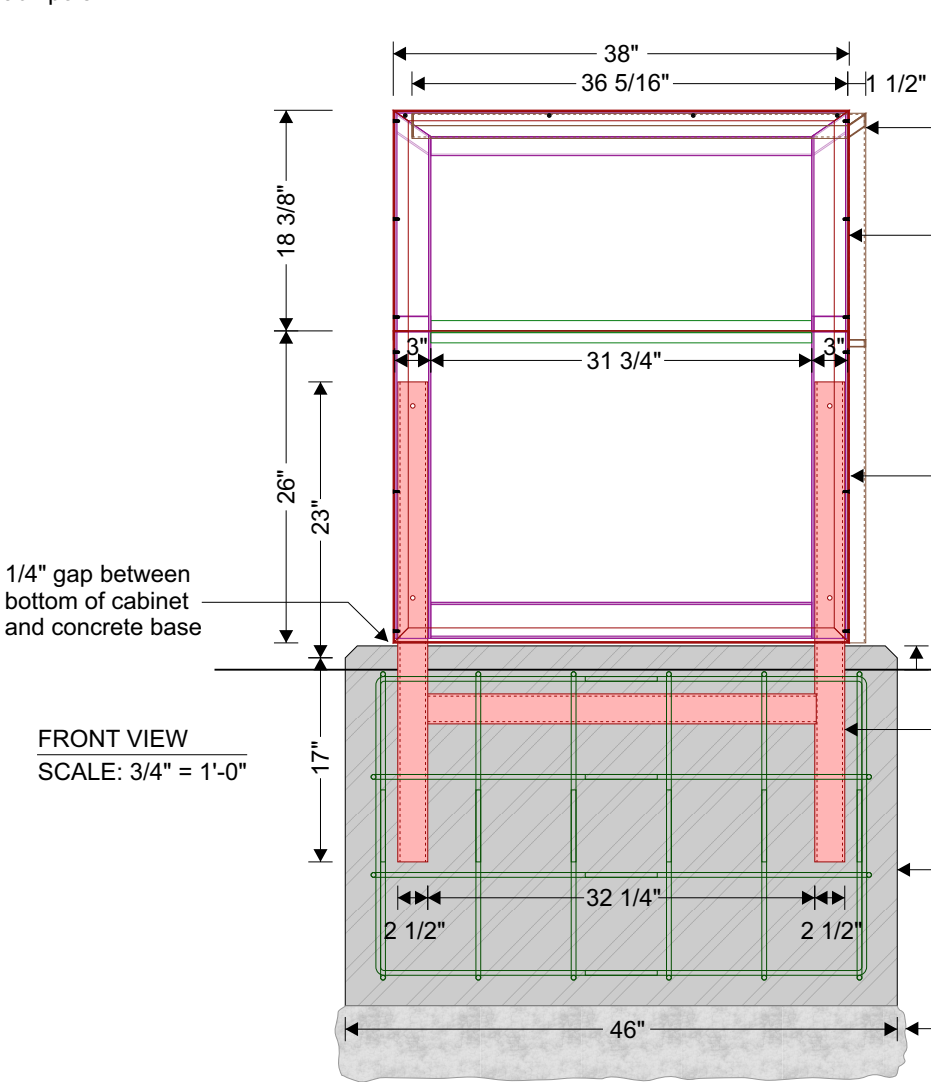


TOP VIEW
SCALE: 3/4" = 1'-0"

Removable .125" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Fasten with Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @12" centers. Paint blue to match panel retainers



MAP FACE VIEW
SCALE: 3/4" = 1'-0"



FRONT VIEW
SCALE: 3/4" = 1'-0"

Decorative 1 1/2 X 1 1/2 X 1/8" L shaped aluminum trim fin (brown) along right side and top painted Pantone 7489C satin green with anti graffiti clear coat. Smooth all corner junctions. Fasten from inside of cabinet with #12 self tapping Teck screws @12" centers

Removable .125" aluminum face panels bonded to EX-6 aluminum angle retainer (red) with Lord 403 2-part acrylic 2700 psi structural adhesive and #19 accelerator. Smooth all corner junctions. Fasten with Torx style stainless steel 10-24 flathead machine screws into pre-tapped frame holes @12" centers. Paint blue to match panel retainers. Digital print 24 X 36" map graphic with anti graffiti clear coat

Mitre cut each frame tube at 22 1/2 degrees

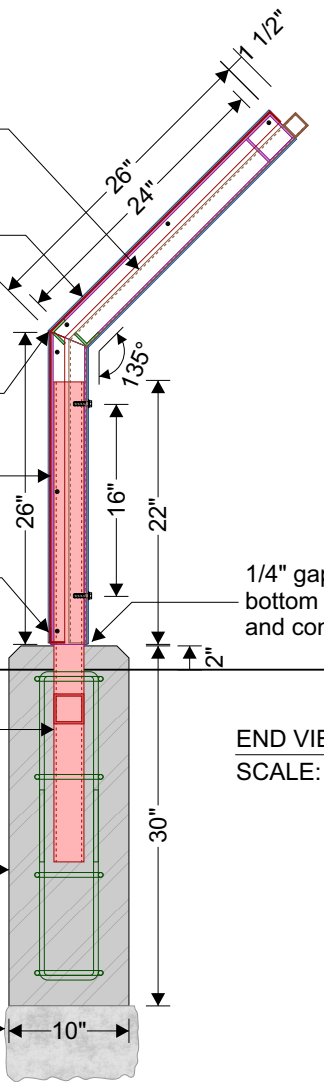
Integral 3 X 3 X 3/16" X square tube aluminum perimeter frame and HSS pole sleeve tubes (purple) with .125" aluminum rear panels (blue) bonded with Lord 403 adhesive. Paint Pantone 301C satin blue with anti graffiti clear coat

Notch EX-6 retainer at front to clear HSS poles and sleeve tubes

Internal 2 1/2 X 2 1/2 X 3/16" X 40" long HSS main support poles with welded horizontal connector (red). Drill and tap for dual 3/8" connection bolts at rear of each pole

30 X 44 X 10" below grade concrete base with internal 10m re-bar support cage @ 9" O.C. each way. 1" chamfer on top edge of base

Compacted gravel below concrete base. (Minumum 6" depth)



END VIEW
SCALE: 3/4" = 1'-0"

☐ 3M 5100-10 White
Reflective vinyl

☐ 3M 7725-12 Black
Opaque vinyl

☐ Pantone 301C blue
C:100 M:0, Y:43, K:18

☐ Pantone 7489C green
C:60 M:80, Y:0, K:7

☐ Matthews MP 41-3425P
Satin Silver

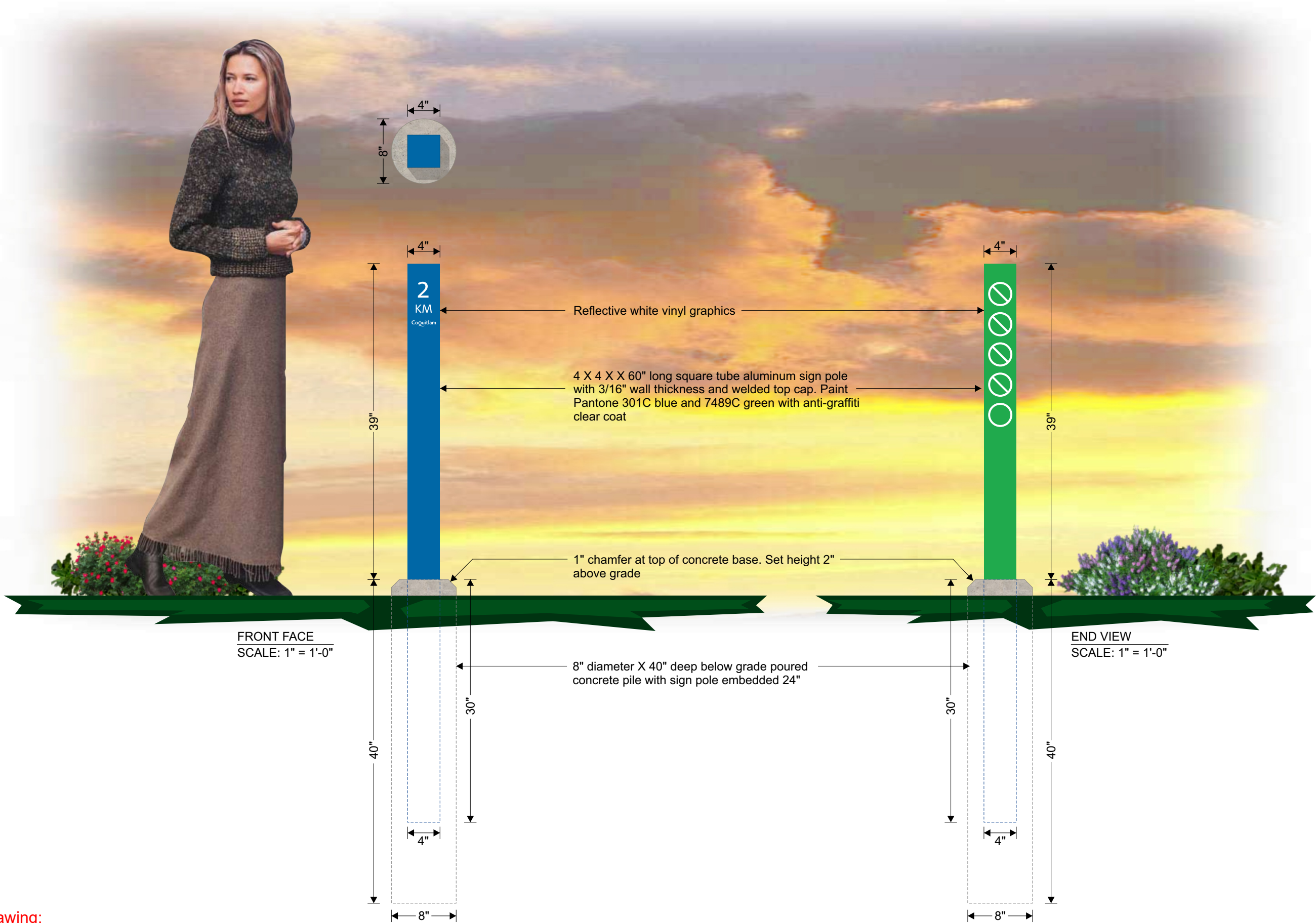
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Customer Approval:

Date:

4" SQUARE ALUMINUM SIGN POLE WITH NON ILLUMINATED GRAPHICS



City of Coquitlam
Parks and Recreation
3000 Guildford Way
Coquitlam, BC

PROJECT:
Park Wayfinding

DATE: January 02, 2020

JOB NO:

LOCATION:

SCALE: 1/4"=1'-0"

DWG #:

DESIGNER: GM

REVISION:

FILE NAME:

PRODUCTION
READY: ☒ NO

NOTES:

☐ 3M 5100-10 White
Reflective vinyl

☐ 3M 7725-12 Black
Opaque vinyl

☐ Pantone 301C blue
C:100 M:0, Y:43, K:18

☐ Pantone 7489C green
C:60 M:80, Y:0, K:7

☐ Matthews MP 41-3425P
Satin Silver

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Customer Approval:

Date:

Drawing:
Trail Marker



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 22-001

City Wayfinding

Proposals will be received on or before 2:00 pm local time on

Wednesday, February 02, 2022

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions 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

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

2. Add files in .pdf format and "Send"

(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 Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) 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):

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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

--

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.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

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	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
	Company

Reference Information	Name:
	Phone Number:
	Email Address:

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

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

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 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:

Sub-Contractor No. 3

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
III. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:	

3. TECHNICAL

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.	
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.	
II.	Quality Assurance	Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
III.	Risk Factors	Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
IV.	Safety	Proponent is to state how they will address safety on the Work site.	

b)	Expected Lead-time	Proponent to state average lead-time from time of order to installation:

c)	EQUIPMENT AND VEHICLES	Equipment, vehicles and power tools used at the Work site must be clearly identified. Please list Proponent's vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.	
	Equipment	Make / Model	Year
	(including power tools to be used)		

4. 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 PST and GST):			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude PST & GST)
i.	Map Kiosk	Each	\$
ii.	Replacement of Map Kiosk Aluminum Sign Panel only	Each	\$
iii.	Replacement of Map Kiosk Aluminum Sign Cabinet only	Each	\$
iv.	Fingerboard Sign - Inclusive of Galvanized steel pole and 4 sign blades. (Minimum of 4 will be ordered)	Each	\$
v.	Blade only - cost per piece (if exceeding minimum quantity of 4 as per iv) inclusive of graphics and installation	Each	\$
vi.	Small Park Identifier	Each	\$
vii.	Replacement of Small Park ID Aluminum Sign Panel only	Each	\$
viii.	Replacement of Small Park ID Aluminum Sign Cabinet only	Each	\$
ix.	Small Park Identifier with Hiker Icon	Each	\$
x.	Replacement of Small Park ID with Hiker Icon Aluminum Sign Panel only	Each	\$
xi.	Replacement of Small Park ID with Hiker Icon Aluminum Sign Cabinet only	Each	\$
xii.	Medium Park Identifier	Each	\$
xiii.	Replacement of Medium Park ID Aluminum Sign Panel only	Each	\$
xiv.	Replacement of Medium Park ID Aluminum Sign Cabinet only	Each	\$
xv.	Interpretive Sign	Each	\$
xvi.	Replacement of vinyl fingerboard decal only	Each	\$
xvii.	Replacement of vinyl map decal only	Each	\$
xviii.	Replacement of vinyl letter decal	Each	\$
xix.	Replacement of vinyl word decal	Each	\$
xx.	Replacement of vinyl symbol decal only (this includes informative "i", hiker symbol, parking symbol, park bylaw symbols etc.)	Each	\$
xxi.	Other not Listed:		\$
xxii.	Other not Listed:		\$

b) VALUE ADD

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City

c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) 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

b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

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, 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/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) 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.

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