Corporation of the City of Port Coquitlam

Request for Proposals
RFP No. 2020-15

Request for Proposal (RFP)
RFP No. 2020-15 Pool Tile Replacement – Hyde Creek

Issue Date: Friday, July 09, 2020

Enquiries End Date: 14:00:00 Hours (Pacific Time) Thursday, July, 23, 2020

Non-mandatory Site Visit: At the time of issuance of this Request for Proposals (RFP), a non-mandatory Site Visit has been scheduled for Thursday, July, 16, 2020 at 14:00:00 Hours (Pacific Time).

RFP Closing: 14:00:00 Hours (Pacific Time) Tuesday, July, 28, 2020 (the “Closing Date”)
The City’s office hours are 7:30am to 3:30pm Monday to Friday, except statutory holidays.

Regardless of submission method, proposals must be received before Closing Time to be considered.

Submission Locations: Proposals must be submitted using one of the two submission methods below:

1) Online - BC Bid - Online electronic submission at http://www.bcbid.gov.bc.ca/open.dll/welcome

2) Hard physical printed copy: The Proponent should submit only the Proposal (use Schedule C in this RFP) to the City by hard (physical printed) copy at:

Corporation of the City of Port Coquitlam,
Public Works, Purchasing Division
1737 Broadway Street (Cameron Avenue entrance),
Port Coquitlam, BC, V3C 2M9

Hours: Monday – Friday 7:00 am – 3:30 pm

During the COVID19 BC health restriction’s, deliveries can be made during work hours by contacting the delivery phone number as noted on the front door.

RFP Contact Person: Don Striha
Email: purchasing@portcoquitlam.ca
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

1.0 INTRODUCTION .............................................................................................................. 4
1.1 The Owner ..................................................................................................................... 4
1.2 Purpose ....................................................................................................................... 4
1.3 Definitions .................................................................................................................... 4

2. INSTRUCTIONS TO PROPOINETS ............................................................................. 5
2.1 Site Visit....................................................................................................................... 5
2.2 Proposal Form and Content ....................................................................................... 5
2.3 Proposal Language ..................................................................................................... 5

3. SUBMISSION INSTRUCTIONS ..................................................................................... 5
3.1 Proposal Labeling ........................................................................................................ 5
3.2 Number of Copies of Proposal ................................................................................ 6
3.3 Submission Location/Method ................................................................................... 6
3.4 RFP Closing ................................................................................................................ 6
3.5 Late Proposals ............................................................................................................ 7
3.6 Amendments to Proposals ....................................................................................... 7
3.7 Withdrawal of a Proposal .......................................................................................... 7
3.8 No Fax or Email Proposals ...................................................................................... 7
3.9 No Public Opening .................................................................................................... 7
3.10 Enquiries .................................................................................................................. 7
3.11 Discrepancies or Omissions ................................................................................... 8
3.12 Questions and Addenda .......................................................................................... 8
3.13 Examination of Contract Documents and Site .................................................... 8

4. PROPOSAL SUBMISSION FORM AND CONTENT ..................................................... 8
4.1 Form of Proposal ........................................................................................................ 8
4.2 Signature .................................................................................................................... 8

5. EVALUATION AND SELECTION ................................................................................. 8
5.1 Evaluation Process ...................................................................................................... 8
5.2 Evaluation Committee .............................................................................................. 9
5.3 Mandatory Criteria .................................................................................................. 9
5.4 Evaluation Criteria ................................................................................................... 9
5.5 Reference Checks ...................................................................................................... 10
5.6 Clarifications and Additional Information ................................................................ 10
5.7 Interviews, Samples and Demonstrations ................................................................ 10
5.8 Evaluation Criteria and Ranking of Proponents ...................................................... 11

6. RIGHTS OF THE CITY ................................................................................................ 11
6.1 Privilege of the City .................................................................................................. 11
6.2 Discretion of the City .............................................................................................. 11
6.3 Rejection of all Proposals ....................................................................................... 11

7. SELECTION AND AWARD .......................................................................................... 12
7.1 Negotiation of Contract and Award .......................................................................... 12
7.2 Award ....................................................................................................................... 12
7.3 Public Notice of Award ................................................................. 12

8. GENERAL CONDITIONS ........................................................................................................ 12

8.1 No Obligation to Proceed ........................................................................................................ 12
8.2 Proponents’ Representation .................................................................................................... 13
8.3 Proponents’ Release and Waiver of Claims ........................................................................... 13
8.4 No City Representation or Warranty .................................................................................... 13
8.5 Conflict of Interest ................................................................................................................ 13
8.6 No Lobbying .......................................................................................................................... 14
8.7 No Collusion .......................................................................................................................... 14
8.8 Freedom of Information and Protection of Privacy Act ......................................................... 14
8.9 Ownership of Proposals ......................................................................................................... 14
8.10 Indemnification ................................................................................................................... 14
8.11 Governing Law ..................................................................................................................... 15
8.12 Trade Agreements ............................................................................................................... 15

9. LIVING WAGE ..................................................................................................................... 15

SCHEDULE A – SCOPE OF GOODS OR SERVICES ............................................................... 16
SCHEDULE B – DRAFT AGREEMENT ....................................................................................... 24
SCHEDULE C – FORM OF PROPOSAL ..................................................................................... 25
INSTRUCTIONS TO PROPOSITIONS

1.0 INTRODUCTION

1.1 The Owner

The Corporation of the City of Port Coquitlam is hereafter referred to as the “City”. For more general information on the City visit www.portcoquitlam.ca

1.2 Purpose

The City request proposals from experienced Contractors for the provision of re-tiling the main pool basin (25m lap pool), at the Hyde Creek Recreation Centre. It is the intent of the City to use this RFP process to select a single qualified contractor for the provision of the goods and/or services as described herein.

The City seeks to negotiate with a Proponent and enter into an Agreement for the provision of pool re-tiling services generally in the form of contract as referred to in Schedule “B” ‘Draft Agreement’ and can be viewed at the City of Port Coquitlam website Purchasing page as https://www.portcoquitlam.ca/wp-content/uploads/2018/12/GSA-General-Services-Agreement-Master-June-22-2017-for-WEBSITE.pdf.

1.3 Definitions

In this RFP the following definitions shall apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Agreement”</td>
<td>means the written agreement generally in the form of contract as referred to as Schedule “B” ‘Draft Agreement’, resulting from the RFP executed by the City and a successful Proponent arising out of this RFP;</td>
</tr>
<tr>
<td>“BC Bid”</td>
<td>means the electronic online marketplace where public sector organizations including cities advertise opportunities for contracts for a wide range of goods and services. The BC Bid web site is <a href="http://www.bcbid.gov.bc.ca">www.bcbid.gov.bc.ca</a> and is run by the Province of BC</td>
</tr>
<tr>
<td>“City”</td>
<td>means the Corporation of the City of Port Coquitlam.</td>
</tr>
<tr>
<td>“Contact”</td>
<td>means the person as indicated on the title page of this RFP.</td>
</tr>
<tr>
<td>“Contract”</td>
<td>has the same meaning as Agreement.</td>
</tr>
<tr>
<td>“Contractor”</td>
<td>the company/person that is hired to provide the Goods or Services.</td>
</tr>
<tr>
<td>“Evaluation Committee”</td>
<td>means the committee selected by the City.</td>
</tr>
<tr>
<td>“Evaluation Criteria”</td>
<td>means the criteria used by the Evaluation Committee to evaluate Proposals;</td>
</tr>
<tr>
<td>“Goods”</td>
<td>has the meaning set out in Schedule A.</td>
</tr>
<tr>
<td>“Preferred Proponent(s)”</td>
<td>means the Proponent(s) selected by the Evaluation Committee to enter into negotiations for a Contract.</td>
</tr>
<tr>
<td>“Proponent”</td>
<td>means an entity that submits a Proposal.</td>
</tr>
<tr>
<td>“Proposal”</td>
<td>means a proposal submitted in response to this RFP.</td>
</tr>
<tr>
<td>“Purchase Order”</td>
<td>has the same meaning as Agreement.</td>
</tr>
<tr>
<td>“Respondent”</td>
<td>has the same meaning as Proponent.</td>
</tr>
<tr>
<td>“RFP”</td>
<td>means this Request for Proposals</td>
</tr>
<tr>
<td>“Services”</td>
<td>has the meaning set out in Schedule A.</td>
</tr>
</tbody>
</table>
“Site” means the place or places where the Goods are to be delivered or the Services are to be performed.

“Site Visit” has the meaning set out in section 2.1.

2. INSTRUCTIONS TO PROONENTS

2.1 Site Visit

Site Visit - A non-mandatory Site Visit will be hosted by the City to allow potential respondents to this RFP (the “Site Visit”) to view the scope. While attendance is at the discretion of Proponents, Proponents who are late for the Site Visit or do not attend will be deemed to have attended the Site Visit. At the time of issuance of this RFP a Site Visit has been scheduled for:

Date: Thursday, July, 16, 2020 at 14:00:00 Hours (Pacific Time).

Location: Hyde Recreation Centre, 1379 Laurier Ave, Port Coquitlam, BC

Please allow no more than one hour for the Site Visit. Proponents should examine the site prior to submitting a Proposal to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFP and to make allowance for such conditions in the Proposal. By submitting a Proposal, a Proponent represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the work, including but not limited to: location of the work, location of buildings on the site, adjacent properties, Proponent occupancy during the work, access and all other conditions that a competent Proponent experienced in work similar to the work would consider and take into account, and is further deemed to have included in the Proposal price all costs occasioned thereby.

The prospective Proponent assumes full risk for its safety, and the safety of its representatives attending the Site Visit, and the City assumes no liability for injuries or losses incurred by any person attending Site Visit.

No transcript or report of the Site Visit will be provided.

2.2 Proposal Form and Content

Proposals shall be submitted substantially in the form and include the content described in the Proposal Form attached as Schedule “C”.

A detailed, clear and concise response from Respondents is required in order to facilitate the evaluation process. “Yes” or “No” responses will not be acceptable unless the City has requested only a “Yes” or “No” response to the specific item. Any requirement with no response will be presumed to mean it is either not included or not available.

2.3 Proposal Language

The Proposal must be in English.

3. SUBMISSION INSTRUCTIONS

3.1 Proposal Labeling

Online – BC Bid website

Electronic file names should include the following details:
3.3 Printed Hard copy submission – Proposal packaging should be clearly marked with the following information:
   i. RFP number;
   ii. Name of the Proponent; and
   iii. Total number of files included with the Proposal (i.e. 1 of 6, 2 of 6, 3 of 6, etc.).

Printed Hard copy submission – Proposal packaging should be clearly marked with the following information:
   i. RFP number,
   ii. Name of the Proponent; and
   iii. Total number of packages included with the Proposal (i.e. 1 of 6, 2 of 6, 3 of 6 etc.).

3.2 Number of Copies of Proposal

Online BC Bid website – only one (1) copy

Printed Hard copy submission – The Proponent should submit one (1) original unbound Proposal and two (2) unbound copies (three (3) in total) and one (1) electronic copy on USB stick in MS Word or PDF format.

The City reserves the right to make additional copies of Respondents Proposals for the purposes of reviewing.

3.3 Submission Location/Method

Proposals must be submitted using one of the two submission methods identified below:

1) Online – BC Bid website
   i. Proposals must be submitted to the BC Bid web site according to the processes and procedures to submit an "electronic Bid". Proponents wishing to use this method are encouraged to register significantly in advance (days) of the RFP Closing and to familiarize themselves with the electronic bid process and procedures.
   ii. BC Bid requires a paid annual registration for this service. BC Bid service description info, click here.
   iii. Any Proponent requiring assistance with the use of the web site is to contact BC Bid directly for support.
   iv. Email submissions are not acceptable.

2) Printed (Hard physical copy)
   i. The Proposal should be delivered to the City’s purchasing office location substantially in the form and include the content described in the Proposal Form attached as Schedule “C” by hard (physical printed) copy at:

   The Corporation of the City of Port Coquitlam,
   Public Works, Purchasing Division
   1737 Broadway Street, (Cameron Avenue entrance)
   Port Coquitlam, BC V3C 2M9

   It is the sole responsibility of the Proponent to satisfy all delivery and timing requirements.

3.4 RFP Closing

Is the date, day and time noted on the Title Page of this RFP or otherwise amended by the City in an Addendum.

Proponents shall deliver their Proposals to one of the Submission Locations, as noted in the Title Page section of this RFP, no later than the RFP Closing.
The City may, in its sole and absolute discretion, may extend the time for the submission of Proposals for any reason, in which event the City shall issue an addendum to this RFP identifying the new date and time for the RFP Closing on the BC Bid website www.bcbid.gov.bc.ca/ identified on the e-Advertisement page as an “Amendment”.

It is the sole responsibility of the Proponent to satisfy all delivery and timing requirements.

3.5 Late Proposals

Proposals received after the RFP Closing will not be considered and will be returned unopened (in the case of a hard copy submission) to the submitter.

3.6 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out on the front page, at any time up to, but not later than, the RFP Closing. An amendment should be signed by the same individual that signed the original submission or authorized signatory. The amendment should indicate the change(s) only and is not a full resubmission.

3.7 Withdrawal of a Proposal

Withdrawals can be made at any time up to, but not later than, the RFP closing as follows:

Online BC Bid website

May be made in accordance to the process and procedures as required by BC Bid (the service provider) to withdraw a bid submission.

Printed (Hard Copy) Submissions

May be made by notifying the contract person as noted on the Title Page of this RFP by email. The withdrawal notice must be signed or provided by the same individual that signed the original submission or authorized signatory.

3.8 No Fax or Email Proposals

Proposal, including amendments to Proposals, received by facsimile or email will not be considered by the City.

3.9 No Public Opening

There will be no public opening of Proposals.

3.10 Enquiries

All enquiries or requests for an explanation or clarification regarding this RFP should be made in writing only by email to the Contact person named on the title page of this RFP. The email should reference the RFP number and title of this RFP in the subject line of the email. Information obtained from any person or source other than the Contact Person identified on the title page of this RFP, may not be relied upon.

Enquiries should be made no later than three (3) business days prior to the RFP Closing. The City reserves the right not to respond to enquiries made within three (3) working days of the RFP Closing Date. Enquiries and responses will be recorded and may be distributed by addendum to this RFP to all Proponents at the City’s sole and absolute discretion.
Any oral explanation, interpretation, information or clarification that may be communicated to a Proponent by the City elected officials or City employees of the City should not be relied upon by any Proponent and shall not bind the City in this RFP.

All enquiries related to the status of this RFP, including whether or not an Agreement has been awarded, should be directed to the Contact Person identified on the front page of this RFP.

3.11 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP or Agreement, or having doubts as to the meaning or intent of any provision, should immediately notify the Contact Person identified on the title page of this RFP. If the City determines that an amendment is required to this RFP, the City’s Contact Person as identified on the title page of the RFP will issue an addendum in accordance with the front page of this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

3.12 Questions and Addenda

The City may, in its sole discretion, but is not required to, provide a response to a question or request for an explanation or clarification by a prospective Proponent or Proponent. Any such response (including additional information) will be provided in the form of an Addendum to be posted on BC Bid www.bcbid.gov.bc.ca/, identified on the e-Advertisement page as an “Amendment”, which will then form part of the RFP Documents.

3.13 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules, and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

4. PROPOSAL SUBMISSION FORM AND CONTENTS

4.1 Form of Proposal

Proponents should complete the Form of Proposal attached as Schedule “C”; including, but not limited to:

C – Proposal form
C-1 – Questionnaire
C-2 – Financial Proposal

Proponents are encouraged to the use the forms provided and attach additional pages as necessary.

4.2 Signature

Proposals should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal.

5. EVALUATION AND SELECTION

5.1 Evaluation Process

All Proposals received not later than the RFP Closing, in response to this RFP, are subject to review and evaluation by or on behalf of the City.
5.2 Evaluation Committee

The evaluation of Proposals will be undertaken confidentially on behalf of the City by the Evaluation Committee (hereafter defined as the “Evaluation Committee”), which may consist of one (1) or more persons. The Evaluation Committee may be assisted by other persons as the Evaluation Committee, in its sole discretion, may determine, including technical, financial, legal and other advisors to, or employees of the City.

5.3 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process. The mandatory criteria are:

MANDATORY CRITERIA:

a) The proposal must be received at the Closing Location before the Closing Time as set out on the cover page and in accordance with Instructions to Proponents, 3.4

b) Proposal must be submitted in English in accordance with Instructions to Proponents, 2.2.

c) Proposal must be submitted using one of the submission methods set out on the cover page and in accordance with Instructions to Proponents, 3.4

d) Proposals must meet or exceed the following codes and standards

  • The B.C. Guidelines for Pool Design
    https://www2.gov.bc.ca/assets/gov/environment/air-land-water/pool_design_guidelines_jan_2014_final.pdf

  • Terrazzo Tile and Marble Association of Canada (TTMAC)

  • Any other relevant legislature governing tiling of a public pool.

e) Proposals must meet or exceed the following quality requirements:

  • Ceramic tile shall conform to CGSB 75-GP-1A Specification, manufactured by an approved manufacturer.

  • All tiles shall be installed and cleaned in strict accordance with the standards and specifications adopted by the Terrazzo Tile and Marble Association of Canada (TTMAC).

5.4 Evaluation Criteria

The Evaluation Committee may evaluate a Proposal having regard to the evaluation criteria set out below to determine which Proposal provides, in the opinion of the Evaluation Committee, the best overall value to the City (hereafter defined as the “Evaluation Criteria”).

<table>
<thead>
<tr>
<th>Weighted Criteria</th>
<th>Weight</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Experience, Reputation, Resources and Qualifications</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>b) Approach and Methodology</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>c) Environmental Sustainability</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>
Proponents that do not meet a minimum score within a weighted criterion may not be evaluated further.

The points awarded for an Evaluation Criteria shall be a calculation of the Evaluation Committee member’s score, from ‘0’ to ‘4’ or fraction thereof, divided by the maximum score possible (4) and then multiplied by the relevant weighting factor assigned to each Evaluation Criteria.

When evaluating the proposals, the Evaluators will mark using the following legend:

<table>
<thead>
<tr>
<th>SCORE</th>
<th>RELEVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail</td>
<td>Mandatory requirements – proponents must clearly demonstrate that they meet the mandatory requirements set out in this document.</td>
</tr>
<tr>
<td>0</td>
<td>no answer or none of the requirements/expectations met</td>
</tr>
<tr>
<td>1</td>
<td>unsatisfactory or few of the requirements/expectations met</td>
</tr>
<tr>
<td>2</td>
<td>satisfactory or minimum requirements/expectations met</td>
</tr>
<tr>
<td>3</td>
<td>good or requirements/expectations exceeded</td>
</tr>
<tr>
<td>4</td>
<td>excellent or far exceeds requirements/expectation</td>
</tr>
</tbody>
</table>

The sum of the total points awarded for all criteria in one proposal, will be compared to the sum total points achieved by the other proposals. This comparison will produce a ranking order of the Proponent and its Proposal relative to all other proposals evaluated. The higher the total points awarded, the higher the ranking of the Proponent in terms of the City’s preference for accepting a Proposal as submitted or entering into negotiations with the Proponent and, subject to agreement of terms of a Contract, awarding the Contract.

5.5 Reference Checks

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, conduct reference checks with any or all of the references stated in a Proposal, and conduct any background investigations that it considers desirable to seek to verify information provided by, or relating to, a Proponent, whether contained in the Proposal or not, and the Evaluation Committee may consider and rely on any relevant information it considers in its sole and unfettered discretion incidental or relating to the Evaluation Criteria whether obtained from a Proponent’s references or background investigations, or otherwise. By submitting a Proposal, the Proponent authorizes and agrees to the release of information by references to the Evaluation Committee and those persons assisting the Evaluation Committee in respect of this RFP.

5.6 Clarifications and Additional Information

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal, and matters incidental and relating to the Evaluation Criteria, and may consider and rely on such information in an evaluation of a Proposal.

5.7 Interviews, Samples and Demonstrations

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, request an interview and/or sample and/or demonstration, from some or all Proponents to the Evaluation Committee and those assisting the Evaluation Committee and may consider and rely on any clarification or supplementary information received from the interview and/or sample and/or demonstration in the evaluation of Proposals. The City is not required to give any Proponent an opportunity to make an interview and/or sample and/or demonstration or provide any clarification or supplementary information.
Samples, if so requested, are to be provided at no cost to the City and if not destroyed in testing or review, the Proponent may request the samples be returned at their expense. The Evaluation Committee may consider and rely on any review of samples provided in the evaluation of Proposals.

5.8 Evaluation Criteria and Ranking of Proponents

Upon the evaluation of a Proposal, supplementary information and information obtained from References, Interviews, Demonstrations and Samples, the Evaluation Committee may adjust points to the Proponent based upon the application of the Evaluation Criteria seen in 5.4 in order to score and rank the Proponents from highest to lowest in preference.

6. RIGHTS OF THE CITY

6.1 Privilege of the City

The City may reject any or all Proposals and may enter into a Contract with a Proponent whose Proposal is not the lowest in overall cost to the City.

6.2 Discretion of the City

Notwithstanding any other terms and conditions herein and, without restriction, any legal duties or obligations that may be owed by the City to a Proponent arising out of the submission of a Proposal, the City may, but shall not be required to:

a) waive informalities, irregularities, qualifications, additions, omissions, conditions or other deficiencies in a Proposal, and without limitation, any failure by a Proponent to comply with the requirements of the RFP Documents including those relating to the process for submission of a Proposal (individually and collectively “Deficiencies”), enter into negotiations with a Proponent and award a Contract for services, on terms different than those contained in the Proponent’s Proposal to a Proponent whose Proposal contains one or more Deficiencies regardless of whether or not the Deficiency or Deficiencies, taken individually, or collectively, are material or substantial such that they would otherwise render the Proposal non-compliant and incapable of lawful acceptance; and

b) reject or decline to proceed with a full evaluation of, a Proposal and decline to enter into negotiations with a Proponent whose Proposal fails to satisfy the Evaluation Committee as to the Proponent’s qualifications, capacity, experience, resources and expertise for the proper performance of the Services.

c) enter into separate contracts with two Proponents for the provision of some or all of the Supplies.

The City may, in its sole discretion, waive any and all defects in a Proposal and may, in its sole discretion, reject or retain for its consideration Proposals which are materially non-compliant with the terms and the requirements of the RFP Documents, and without restricting the generality of the foregoing, Proposals which are irregular, incomplete, contain qualifications, are conditional or which do not contain the content of, or are not in the form required by, or fail to comply with the process for submission set out in the RFP Documents.

6.3 Rejection of all Proposals

In the event that the City declines to consider or otherwise rejects all Proposals it may, in its absolute discretion, issue a new request for proposals on the same or different terms as contained in the RFP Documents.
7. **SELECTION AND AWARD**

7.1 **Negotiation of Contract and Award**

The selection of a Preferred Proponent or Preferred Proponents may lead to either an Agreement or negotiations that may lead to an Agreement. For the purpose of negotiations that may lead to an Agreement, they will proceed in the following manner.

(a) The Evaluation Committee will complete its evaluation of Proposals. Each Proposal will be ranked according to the points assessed in the evaluation process with the highest ranked Proposal being that with the highest point score.

(b) The City may enter into negotiations with the highest ranked Proponent to finalize the terms of the Contract. If negotiations do not lead to a Contract with that Proponent and the City, then the City may, at its sole and absolute discretion, negotiate with the next highest ranked Proponent and so on, until either the award of the Contract or choose to terminate the RFP.

The City is under no obligation to enter into negotiations with any one or more Proponents. In the case of all negotiations permitted in this RFP, the City retains the sole discretion to determine the duration and timing of any negotiations and reserves the right to enter into a Contract for some or all of the Goods or Services on terms substantially different than those contained in a Proposal and substantially different than those contained in the form set out in Schedule “B” - Draft Agreement.

7.2 **Award**

Where an agreement in principle has been reached as a result of the steps noted in section 7.1 the City will prepare a General Supply Agreement for execution by the party’s containing the mutually acceptable terms of agreement.

Upon fully executing an Agreement the City will provide in writing a notice of Award along with a copy of the executed contract for the Proponents records.

7.3 **Public Notice of Award**

In keeping with the City’s commitment to a process of openness and transparency, details of the notice of the Award may be posted publicly, including the name of the Awarded Contractor as well as the contract value.

If and when the City provides public notice of an Award it will be posted on the BC Bid web-site at www.bcbid.gov.bc.ca

Any objections to a public notice need to be communicated to the City prior to final contract execution.

8. **GENERAL CONDITIONS**

8.1 **No Obligation to Proceed**

Notwithstanding anything in the RFP Documents, this RFP does not commit the City in any way to proceed to select a Proposal or award any contract to a Proponent and the City specifically reserves the right at any time, whether before or after the RFP Closing, to terminate the RFP.
8.2 Proponents’ Representation

Each Proponent, by submitting a Proposal, represents that it has read and fully understood the terms and requirements of the RFP Documents.

8.3 Proponents’ Release and Waiver of Claims

Each Proponent, by submitting a Proposal, agrees that in no event will the City or any of its employees, advisors, agents or representatives be liable, under any circumstances, for any claim or claims by a Proponent, or liable to reimburse or compensate the Proponent in any manner whatsoever, including but not limited to the costs of preparation of a Proposal, cost of participation in the process described in this RFP, loss of anticipated profits, loss of opportunity for any other matter. Without limiting the foregoing, the Proponent specifically agrees that it will have absolutely no claim for damages, losses, expenses or relief of any kind whatsoever and however arising against the City or any of its employees, elected officials, advisors, agents or representatives or members of the Evaluation Committee whether arising directly or indirectly as a result of the breach by the City, or any of its employees, elected officials, agents, consultants or the Evaluation Committee of any duty in law or in equity and, without limitation, a duty of fairness or good faith, any express or implied contractual duty or any equitable duty owed by the City, its employees, advisors, agents or consultants to a Proponent in relation to this RFP, and without limiting the foregoing, arising in circumstances in which the City:

(a) Fails or refuses to evaluate a Proposal, or a part of a Proposal;

(b) Does not apply properly, or at all, any or all evaluation criteria;

(c) Does not select a Proposal, or a part of a Proposal for negotiations or award of a General Supply Contract;

(d) Does not enter into negotiations or enter into an agreement or agreements with a Proponent or Proponents;

(e) Suspends, cancels or in any way modifies the RFP or the RFP Documents;

(f) Accepts a non-compliant Proposal; or

(g) Awards a Supply Contract on terms different than those set out in Schedule “B” – Draft Agreement or on terms different than those in the Proposal of a successful Proponent or Proponents.

8.4 No City Representation or Warranty

By submitting a Proposal, a Proponent acknowledges and agrees that the City makes no representation or warranty regarding the correctness, sufficiency or representativeness of any information furnished or made available to the Proponent, including without limitation, information relating to the current conditions affecting, or which could affect, the provision of goods or services, and that the City shall not be responsible for any interpretation, conclusion or deduction made or drawn by a Proponent from any information furnished or made available by the City to the Proponent.

8.5 Conflict of Interest

The City may, in its sole and absolute discretion, disqualify any Proposal if the Proponent has, in the opinion of the City, an actual conflict of interest or unfair advantage or has a relationship that has the potential for a conflict of interest to occur.
Each Proponent, and in the case of a partnership each partner, must fully disclose all relationships they, including its officers, directors and employees, have or have had with any employees, elected officials or Representatives of the City which creates or has the potential to create a real or perceived conflict of interest with the City or provide an unfair advantage to the Proponent by written notice to the City after becoming aware of any such relationship.

If the Proponent does disclose a relationship or declare a conflict of interest, or if the City becomes aware of a relationship which it reasonably determines creates or has the potential to create a real or perceived conflict of interest, the City may direct the Proponent to resolve the conflict to the satisfaction of the City.

8.6 No Lobbying

Subject to communications and dealings with the City Contact Person and the Evaluation Committee as expressly provided for in this RFP, Proponents must not communicate directly or indirectly with any employee or representative of the City, including the Evaluation Committee and any elected officials of the City or the Province of British Columbia about this RFP other than as expressly directed or permitted by the City.

8.7 No Collusion

Each Proponent, by submitting a Proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

8.8 Freedom of Information and Protection of Privacy Act

The City is subject to the British Columbia Freedom of Information and Protection of Privacy Act and associated Regulations (collectively, “FOIPPA”), a copy of which is available for review at http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information

8.9 Ownership of Proposals

All Proposals, including any documents submitted to the City by a Proponent in accordance with the requirements of the RFP Documents, shall become the property of the City and will not be returned to the Proponents. Documents and information received by the City will be held in confidence by the City, subject to the provisions of FOIPPA and other legal or regulatory requirements, subject to its disclosure and use for purposes relating to this Request for Proposals and competitive procurement process.

8.10 Indemnification

Each Proponent will indemnify and save harmless the City, and their respective officers, directors, consultants, employees and agents (the “Indemnified Parties”), from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the City and, or alternatively, may sustain, incur, suffer or be put at any time either before or after the acceptance, expiration or rejection of this Proposal, arising out of or in any way connected with, directly or indirectly, an act or omission of the Proponent or any of its agents, employees, officers, directors or subcontractors except to the proportionate extent that such losses, claims, damages, actions, causes of action, costs and expenses were caused by the Indemnified Parties, or any of them.
8.11 Governing Law

The laws of the Province of British Columbia shall govern any and all disputes concerning the interpretation, application or implementation of this RFP and any resulting Contract which may be awarded by the City.

8.12 Trade Agreements

This RFP is covered by the following trade agreements:

a) Canadian Free Trade Agreement; and
b) New West Partnership Trade Agreement;

9. LIVING WAGE

Effective January 1, 2017, the City became a “Living Wage Employer”. As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. This requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion and the total annual value of the service contract is greater than $25,000.

In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.

http://www.livingwageforfamilies.ca/employers/living-wage-calculator/

A Declaration referencing the City’s expectations with regards to compliance of the Policy is attached to this document as seen in the draft agreement referred to in Schedule ‘B’ the Draft Agreement. Completion and submission of the Declaration is required prior to Contract award.

The City intends to rely on the Declaration provided by a Contractor and shall have no obligation or duty to investigate the truthfulness of the Declaration.

A sample of the declaration can be seen in this document by viewing Schedule ‘B’ the Draft Agreement.

END OF RFP INSTRUCTIONS
SCHEDULE A – SCOPE OF GOODS OR SERVICES

The Goods and/or Services include without limitation the supply and delivery of material, the provision of skilled labour, and equipment to perform the re-tiling of the main pool basin (25 m lap pool) at the Hyde Creek Recreation Centre and any other related requirements.

1. INTRODUCTION

1.1 The Corporation of the City of Port Coquitlam’s Hyde Creek Recreation Centre located at 1379 Laurier Ave, main pool requires re-tiling. Due to COVID-19, the pool is currently closed and the City would like to take advantage of the down time by replacing the tile.

2. SCOPE OF WORK

2.1. MAIN POOL- The scope of work for the main pool basin (25m lap pool) includes, but is not limited to, the following:

2.1.1. Re-tiling surfaces include the shallow end, deep end, skimming edge lip and skimming channel, all basin walls as well as the recessed steps and connections such as hooks for swim lanes, the surrounding deck edges on all sides with depth markings and wording tiled into them.

2.1.2. Provide all labour, materials, tools, equipment, layout and supervision for the supply and installation of all tiling and grouting, as specified herein.

2.1.3. The Contractor must be able to demonstrate successful previous work experience on aquatic centers.

2.1.4. Contractor to protect all adjacent deck areas before tile work begins, remove all demolished material and garbage from site and ensure that the site is clean at all times. Any damages caused by this work to be the responsibility of this contractor.

2.1.5. Removal of existing tiles for the main pool basin, skimming edge lip, and perimeter deck space. It is the contractor’s responsibility for remove all demolished materials from site and disposed of in compliance with all WorkSafeBC and Occupational Health and Safety Guidelines.

2.1.6. Grind off old thin set from all surfaces to achieve a smooth finish.

2.1.7. Power wash the entire pool basin to remove all residual dust and debris.

2.1.8. Check all of the concrete in and around the pool basin for hollow spots and cracks.

2.1.9. Patch holes and protect all cracks with Laticrete Hydro Ban and 6” fabric tape.

2.1.10. Apply skim coat to entire pool basin with 254 Platinum Laticrete.

2.1.11. Rebuild skimming edge lip.

2.1.12. Apply 2 coats of Hydro Ban Laticrete to waterproof the entire pool basin, skimming edge lip and channel.

2.1.13. Fill up pool basin to perform a leak test prior to tiling (coordinate water supply with the City).


2.1.15. Customize mosaics for boarders to match existing pattern on hot tub and steam room adjacent to the pool basin.

2.1.16. Install Expansion Joints as per TTMAC, Schluter Dilex.

2.1.17. Install Spectra Lock Pro Laticrete, epoxy grout

2.1.18. Remove all the sharp edges.

2.2. OPTIONAL WORK – LEISURE AND CHILDRENS POOL BASINS - to be priced separately

2.2.1. The contractor to grind off existing paint and plaster from the pool basin.

2.2.2. The scope is similar to the scope outlined for the main pool basin.
3. TILE SPECIFICATIONS

3.1. Tile to match existing tile that is currently use at Hyde Creek Recreation Centre on the hot tub and steam room.
3.2. Tile to be keystone Colorbody Porcelain Mosaics.
3.3. Tiles to be delivered stored and handled in a manner to avoid damage.
3.4. MAIN POOL BASIN (25M LAP POOL)
   3.4.1. Floor tile –D037 Pepper White, 2” x 2”
   3.4.2. Wall Tile –D037 Pepper White, 2” x 2”
   3.4.3. Pool Nosing – C701 D209 Navy Speckle, 2” x 1”
   3.4.4. Cove Base –C813 D037 Pepper White
   3.4.5. Bullnose -S862 D209 Navy Speckle, 1” x 1”
   3.4.6. Top of the pool walls / rounded –D037 Pepper White, 1” x 1”
   3.4.7. Red line separating shallow end from deep end – SD017 Red 2”x2”, 1 foot wide
   3.4.8. This line will start on deck, running down the wall, continuing on the pool bottom at the very edge of the “drop-off”, up the opposite wall and finishing on the opposite deck. (see pictures below.)

3.5. POOL DECK BOARDER
   3.5.1. Bullnose S862 D209 Navy Speckle 1” x1”
   3.5.2. One row of D209 Navy Speckle 1” x 1”
   3.5.3.2 rows of D200 Desert Grey Speckle 1” x 1”
   3.5.4. Field color D037 Pepper White 1” x 1”
   3.5.5.2 rows of D200 Desert Grey Speckle 1” x 1”
   3.5.6.2 rows of D209 Navy Speckle 1” x1”

3.6. OPTIONAL WORK - LEISURE POOL AND CHILDRENS POOL - to be priced separately
   3.6.1. Floor tile –D037 Pepper White, 2” x 2”
   3.6.2. Wall Tile –D037 Pepper White, 2” x 2”
   3.6.3. Pool Nosing – C701 D209 Navy Speckle, 2” x 1”
   3.6.4. Cove Base –C813 D037 Pepper White
   3.6.5. Bullnose -S862 D209 Navy Speckle, 1” x 1”
   3.6.6. Top of the pool walls / rounded – D037 Pepper White, 1” x 1”

4. GROUT SPECIFICATIONS

4.1. Grout to be Laticrete SPECTRACOLOR Select epoxy grout.
4.2. Colour: Light Pewter.
4.3. Installation to be as per manufacturer’s recommendations.

5. CODES, STANDARDS, QUALITY OF WORK

5.1. All work must meet or exceed the following codes and standards
   5.1.1. The B.C. Guidelines for Pool Design
   https://www2.gov.bc.ca/assets/gov/environment/air-land-water/pool_design_guidelines_jan_2014_final.pdf
   5.1.2. Terrazzo Tile and Marble Association of Canada (TTMAC)
   5.1.3. Any other relevant legislature governing tiling of a public pool.

5.2. All work must meet or exceed the following quality requirements:
   5.2.1. Ceramic tile shall conform to CGSB 75-GP-1A Specification, manufactured by an approved manufacturer.
5.2.2. All tiles shall be installed and cleaned in strict accordance with the standards and specifications adopted by the Terrazzo Tile and Marble Association of Canada (TTMAC).

6. GENERAL SPECIFICATIONS


6.1.1. A pool basin should:
   6.1.1.1. Have a slip-resistant bottom surface where the water depth is less than 1.5 m (5 ft) including lane
   6.1.1.2. Markers, patterns, and other design features.
   6.1.1.3. Have a smooth bottom surface where the water depth is greater than 1.5 m (5 ft) (same non-resistant tile can be used for this area)
   6.1.1.4. Have a surface made of durable material that:
      6.1.1.4.1. Is imperious to moisture.
      6.1.1.4.2. Allows for easy and thorough cleaning.
      6.1.1.4.3. Causes no discomfort to bare hands and feet.
      6.1.1.4.4. Be free of tripping hazards such as uneven surfaces.
      6.1.1.4.5. Be free of physical hazards that could injure bare feet

6.1.2. Pool basin finish should be:
   6.1.2.1. nontoxic and nonhazardous
   6.1.2.2. does not pose a cutting, pinching or abrasive hazard
   6.1.2.3. easy to clean
   6.1.2.4. durable and watertight
   6.1.2.5. no cracks or open joints
   6.1.2.6. able to withstand design stresses

6.2. Completed work around the edges must provide drainage away from the pool as per Section 3.2, Decks and Drains, of the BC Guidelines for Pool Design (link above). All edge to be smooth and sealed

6.3. Completed work in the basin cannot alter the basin floor slope.

6.4. Deficiencies arising from tiling will be fixed by tiling contractor at no additional cost.

6.5. Application of any treatment to tile surfaces, such as a non-resistant treatment, must be approved by a “City” agent prior to application. (We are advised, by the BC Guidelines, to get approval from our local health office if treatment is applied)

6.6. Markings around the pool
   6.6.1. All markings must be legible and in English.
   6.6.2. No diving in shallow end
   6.6.3. Depth markings
   6.6.4. Must be in meters only
   6.6.5. Must be on deck as well as the side of the deck, above water level, for patrons to see while in water.

7. PROJECT SCHEDULE

7.1. Contract award – approximate date: August 5, 2020
7.2. Project start date for installation to be coordinated with the City.
7.3. Preferable completion, mid-October, 2020

8. WARRANTEE

8.1. Provide a minimum one (1) year warrantee on installation.
9. USE OF BRAND NAMES:

9.1. Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (Proponents) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the City, in its sole and absolute discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Proponent should clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalogue cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation.
Hyde Creek Pool Pictures

- Pool Lip Pepper
- Center Lines
- Pool bottom & walls
- Pool Deck Tile
Edge around the insert of each step should have dark outline.

All markings to be replaced with meters only measurements. Font should be matched to existing markings at facility.

Note: lower case “m” should be used at the bottom of the line next to the number.
All markings to be replaced with meters only measurements. Font should be matched to existing markings at facility.

Inside lip of gutter should be tiled.
Red line should run along the edge of the drop off, on the shallow side.

Red line should run on top of the deck.

END OF SCHEDULE ‘A’
SCHEDULE B – DRAFT AGREEMENT


END OF SCHEDULE B – DRAFT AGREEMENT
Submitted to: Corporation of the City of Port Coquitlam
Public Works, Purchasing Division

RFP No.: 2020-15

RFP Project Title: POOL TILE REPLACEMENT – HYDE CREEK

SUBMISSION CHECKLIST AND FORMAT

This section is intended as a checklist for proponents assembling their proposal. Proponents are to provide a response in the format indicated below. If your response requires more space than provided, enclose a supplementary page(s) and reference the page(s) in the space provided. For all enclosures, please indicate the part and section to which they correspond. Proponents are requested to include an electronic version of any printed submission in a pdf file format (on a storage medium, like a flash drive) including all attachments. The electronic copy should contain the identical content. Submission location/method must be according to the instruction found in the “Instructions to Proponents” under Section 3 (email is not acceptable)

Schedule ‘C’ – Form of Proposal ☐
Schedule ‘C1’ – Questionnaire ☐
Schedule ‘C2’ – Financial Proposal ☐
Other attachments as required ☐

PROPOSENT INFORMATION

Legal Name of Proponent: ______________________________________________________
Business Address: ____________________________________________________________
Phone Number: ______________________________________________________________
Email Address: ________________________________________________________________
Contact Person and Title: ________________________________________________________
Business Website: ____________________________________________________________

Identify Business Structure:
☐ If a Company
Incorporated under the laws of what jurisdiction: _________________________________
Incorporation number: _________________________________________________________

☐ If a Partnership
Partner Name(s): _____________________________________________________________
Partner Address(es): __________________________________________________________

☐ If an Individual
Operating Name: _____________________________________________________________
## CONFLICT OF INTEREST DISCLOSURE

In this Part, the Proponent must declare that neither it, nor any of its officers, directors, principals or employees, have or have had any relationship with any employees or elected officials of the City which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage, except as identified below. Individually, for each such relationship, identify the following:

Name of Party or Individual from the Proponent Involved: ____________________________________________
Nature of the Relationship: ____________________________________________
Measures Implemented to Mitigate the Conflict (if any): ____________________________________________

## PROPOINTER DECLARATION AND SIGNATURE

The Proponent declares the information provided in this Proposal is true and accurate. Submission of a Proposal is a representation that the Proponent has obtained a complete copy of the RFP Documents, including any and all Addenda which may be issued. Submission of a Proposal is a representation that the Proponent has full knowledge of the Site, and have fully informed themselves as to the intent, difficulties, facilities and local conditions attendant to providing the Goods or Services.

### Authorized Signatory(ies) or Partner(s):

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name and Title</th>
<th>Telephone No.</th>
<th>Cell Phone No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed in the presence of (witness):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Name and Title</td>
</tr>
<tr>
<td>Telephone No.</td>
</tr>
<tr>
<td>Cell Phone No.</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

## MANDATORY REQUIREMENTS

Check this box ☐ to confirm that the Proposal submitted meets the requirements as seen in the RFP Instructions; section 5.3 ‘Mandatory Requirements’
**SCHEDULE C-1 – QUESTIONNAIRE**

Proponents should respond to the questions under each heading clearly and concisely. Responses should be limited to ten (10) pages (not including Appendix).

The tables below are expandable.

Through the information provided in your Proposal, the City of Port Coquitlam expects to gain an in-depth understanding of a Proponent’s experience, capabilities, capacity to provide the Goods and/or Services outlined in Schedule A - Scope of Goods or Services.

The Evaluation Committee will evaluate the Form of Proposal based on the Evaluation Criteria outlined in the “Instructions to Proponents”, as seen in Section 5 of this RFP.

A detailed, clear and concise response from Respondents is required in order to facilitate the evaluation process. “Yes” or “No” responses will not be acceptable unless the City has requested only a “Yes” or “No” response to the specific item. Any requirement with no response will be presumed to mean it is either not included or not available.

**INTRODUCTION LETTER**

Provide an introduction letter, which should consist of no more than one (1) page introducing your company, and identifying the company name, corporate history, and general description of the company, customer base and approach to environmental and social sustainability.

Describe any features and benefits that may distinguish your Proposal. Provide detailed information regarding any sub Proponent relationships, partnerships, or associations of any kind that have been or will be made regarding this opportunity and/or any future contract extension periods.

The introduction letter should be, clearly identified and enclosed with the proposal form.

| EXPERIENCE, REPUTATION, RESOURCES AND QUALIFICATIONS (30%): |
| Responses will receive higher marks for this section that identifies; |
| - Experience similar to those services required by the RFP |
| - Stability, strength and capacity of the proponent |
| - References that identify experience similar to those required by the RFP |
| - Personnel whose qualifications and experience with the services required by the RFP |

<p>| Q1. | 8% | Provide an executive summary describing the Proponent’s relevant experience and qualifications in delivering the Goods or Services similar to those required by the RFP. Include any sub-contractors the proponent intends to utilize in the performance of the work. |
| Answer |</p>
<table>
<thead>
<tr>
<th>Q2.</th>
<th>0%</th>
<th>Identify the location of the Proponents office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Answer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q3.</th>
<th>3%</th>
<th>Identify the Proponents years of business under the current legal entity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Answer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q4.</th>
<th>4%</th>
<th>Provide details that outline the stability and structure of the Proponent.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Answer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q5.</th>
<th>9%</th>
<th>References: Describe three (3) specific examples of recent work completed by the Proponent that required the performance of services similar to the Goods or Services described in this RFP (to the extent possible). Identify each contact person who can provide details and feedback regarding the services performed by the Proponent. The City of Port Coquitlam may contact these references.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reference No. 1 (3%)</td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Project and Client name</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Contact Persons name, phone and email</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Scope of services provided</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Project start and completion date</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Names of key personnel involved that will perform services under this resulting agreement</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Project value</td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>Key success factors</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Reference No. 2 (3%) |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Project and Client name</td>
</tr>
<tr>
<td>(b)</td>
<td>Contact Persons name, phone and email</td>
</tr>
<tr>
<td>(c)</td>
<td>Scope of services provided</td>
</tr>
<tr>
<td>(d)</td>
<td>Project start and completion date</td>
</tr>
<tr>
<td>(e)</td>
<td>Names of key personnel involved that will perform services under this resulting agreement</td>
</tr>
<tr>
<td>(f)</td>
<td>Project value</td>
</tr>
<tr>
<td>(g)</td>
<td>Key success factors</td>
</tr>
</tbody>
</table>

**Reference No. 3 (3%)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Project and Client name</td>
</tr>
<tr>
<td>(b)</td>
<td>Contact Persons name, phone and email</td>
</tr>
<tr>
<td>(c)</td>
<td>Scope of services provided</td>
</tr>
<tr>
<td>(d)</td>
<td>Project start and completion date</td>
</tr>
<tr>
<td>(e)</td>
<td>Names of key personnel involved that will perform services under this resulting agreement</td>
</tr>
<tr>
<td>(f)</td>
<td>Project value</td>
</tr>
<tr>
<td>(g)</td>
<td>Key success factors</td>
</tr>
</tbody>
</table>

**Q6. 4%** Provide details on the background, qualifications and experience of all key personnel proposed to undertake the Goods or Services including any subcontractors

**Answer**

**Q7. 2%** Proponent’s financial strength: Provide a letter from the Proponents financial institution stating; years of business together, available line of credit, and Non-sufficient funds reports (if any).

**Answer**

**APPROACH AND METHODOLOGY (30%):**

*Responses will receive higher marks for this section that identifies;*
  - an approach and methodology that meets or exceeds the requirements of the City
  - a schedule that identifies a more rapid completion of the lap pool
  - warranties that identify a longer term and more comprehensive coverage,
## Q8. 5% Provide a description of the general approach and methodology that the Proponent would take in preforming and managing the City’s requirements for providing the Goods or Services.

**Answer**

## Q9. 15% Provide proposed schedule of the work including product delivery, work start, work end date, testing and other major tasks.

Preferred completion of the lap-pool is mid-October 2020. Other schedules will be considered.

## Q10. 5% Provide cleaning and maintenance instructions

**Answer**

## Q11. 5% Detail all manufacturer and Contractor warranties that will be provided

**Answer**

### ENVIRONMENTAL SUSTAINABILITY (5%):

*Responses will receive higher marks for this section that identifies;*
- Practices, reports, policies, or plans related to environmental sustainable business practices
- Practices that minimize impact to the environment and minimize greenhouse gases during the provision of the services

## Q12. 2.5% Provide details the Proponent will take to minimize adverse impact to the environment during the provision of the services outlined in this RFP

**Answer**

## Q13. 2.5% Provide details the Proponent will take to minimize greenhouse gas emissions during the provision of the services outlined in this RFP.

**Answer**

### VALUE ADD (5%):

*Responses will receive higher marks for this section that identifies;*
- Additional value to the City that is not described in this RFP

## Q14. 5% Provide a description of any value added services the Proponent can provide that are not identified in the proponents’ submission that may or may not relate to the service but
<table>
<thead>
<tr>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>provide value to the City of Port Coquitlam. Unless otherwise stated, it is understood that there are no extra costs for these services.</td>
</tr>
</tbody>
</table>

END OF SCHEDULE C-1
**SCHEDULE C-2 – FINANCIAL PROPOSAL**

*Responses will receive higher marks for this section that identifies;*
  - A lower financial cost

**FEE PROPOSAL (30%):**

All pricing provided should be in Canadian funds and exclusive of Taxes and include all associated fees and expenses.

**FEES AND PAYMENTS:**

1. The Respondent offers to supply to the City of Port Coquitlam re-tiling of the Hyde Creek Recreation Centre for the prices as follows:
   Respondents can provide one or more fee proposals based on schedule.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-tiling of the lap pool basin at Hyde Creek Recreation Centre – Completion on or before mid-October 2020</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-tiling of the lap pool basin at Hyde Creek Recreation Centre – Completion after mid-October 2020 as identified in the respondents answer to question #9 (Schedule)</td>
<td>$</td>
</tr>
</tbody>
</table>

2. **OPTIONAL PRICING**

   If the budget allows, the City may also request the Contractor to re-tile the leisure and children’s pool basins at Hyde Creek Recreation Centre.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-tiling of the leisure and children’s pool basins at Hyde Creek Recreation Centre</td>
<td>$</td>
</tr>
</tbody>
</table>

2a) Provide a schedule outline for the optional work.

**END OF SCHEDULE ‘C-3’**