

PART D – QUOTATION FORM

Quotation Form

Purchasing Section
 City of Richmond
 6911 No. 3 Road
 Richmond, BC, V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Undertaking of Liability Insurance, Quotation Form, General Conditions of Contract and Requirements/Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary labour, materials, and equipment in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the following:

A) JOURNEY MAN

Labour charge: Regular Time: 7:00 am to 5:00pm Monday – Friday	@	\$	/hr
Labour charge: Overtime - First hours	@	\$	/hr
Labour charge: Overtime - After hours	@	\$	/hr

The above hourly rate **INCLUDES** and covers duties, shipping, handling and transportation charges (vehicle and travel), and all other charges incidental to and forming part of this Quotation except for HST.

Hourly rates are to commence when the successful contractor arrives on-site at a City of Richmond facility.

B) 3rd YEAR APPRENTICE

Labour charge: Regular Time: 7:00 am to 5:00pm Monday – Friday	@	\$	/hr
Labour charge: Overtime - First hours	@	\$	/hr
Labour charge: Overtime - After hours	@	\$	/hr

The above hourly rate **INCLUDES** and covers duties, shipping, handling and transportation charges (vehicle and travel), and all other charges incidental to and forming part of this Quotation except for HST.

Hourly rates will commence when the successful contractor arrives on-site at a City of Richmond facility.

Payment Terms: Net 30	Early Payment Terms:
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Contract Renewal Options

Term	Labour Rates (+/-) %
One Year Renewal	
Two Year Renewal	
Three Year Renewal	
Four Year Renewal	

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Bidder's Information Summary

COMPLETE / DESCRIBE IN DETAIL - ATTACH ADDITIONAL SHEETS IF REQUIRED

NAME OF COMPANY:	
TYPE OF BUSINESS:(LIMITED COMPANY, LIMITED PARTNERSHIP, SOLE PROPRIETORSHIP)	
YEARS IN BUSINESS:	
NUMBER OF JOURNEYMAN AND 3 rd YEAR APPRENTICES:	
NUMBER OF EMPLOYEES	
MANDATORY RESPONSE TIME: (FROM TIME OF SERVICE CALL PLACED BY CITY STAFF TO BEING ON-SITE) <u>Mandatory</u> response time limit: Forty-eight (48) hours – weekdays, weekends and evenings	
DESCRIBE YOUR COMPANY'S TRAINING PROGRAMS	
DESCRIBE YOUR COMPANY'S WHMIS TRAINING PROGRAMS	
DESCRIBE YOUR COMPANY'S SAFETY TRAINING PROGRAMS	

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Undertaking of Liability Insurance

City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) _____ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2011.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY IS APPLICABLE.

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List of Previous and Current Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

Company Name Address	Phone number Contact Person	Provide Contract Details (length, details, type)