



5212P - Supply, Delivery and Installation of 2 (Two) Tent Structures, 1 (One) Modified Tent Structure and 8 (Eight) Bay Doors on a Snow Shed

1. Introduction

- 1.1 The City of Richmond (the “City”) proposes to engage the services of a qualified firm to Supply, Deliver and Install:
- a) One (1) tent structure at the Public Work Operations Yard at 5599 Lynas Lane.
 - b) One (1) tent structure at Sidaway Operations Yard at 6711 Sidaway Road.
 - c) One (1) modified tent structure at the Public Works Operations Yard at 5599 Lynas Lane.
 - d) Eight (8) bay doors on a snow shed located at the Public Works Operations Yard at 5599 Lynas Lane.
- 1.2 The objective of this Request for Proposal (“RFP”) is to provide the City with qualified Proponents capable of carrying out the work herein defined. The subsequent Proponent Submissions will form the basis for evaluation, potential interview and selection.

2.0 Definitions

- 2.1 Throughout this Request for Proposal the following definitions apply:
- a) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
 - b) “City” means the municipal corporation, generally known as the City of Richmond in British Columbia, Canada;
 - c) “Closing Time” means the closing date, time, and place as set out in subsection 4.1 of this Request For Proposal;

- d) “Contractor” means the individual, partnership, corporation or combination thereof, including joint venturers, who or which is awarded a Contract who enters into a written Contract with the City to perform and to oversee the Work.
- e) “Contract Documents” means the purchase order, the Contractor’s Proposal, the RFP and such other documents as applicable, including the City’s purchase order all amendments or addenda agreed between the parties;
- f) “Contract” or “Agreement” means the agreement formed between the City and the Contractor as resulting from this Request for Proposal, executed by the City and the Contractor and evidenced
- g) “G.S.T.” means the Goods and Services tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefore in force from time-to-time;
- h) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
- i) “Project” means the scope of Work and Requirements described in this Request For Proposal;
- j) “Proponent” means an individual partnership, corporation or combination thereof, including joint venturers or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- k) “Proposal” or “Submission” means a proposal submitted by a Proponent in response to this Request For Proposal;
- l) “Requirements” means all of the specifications, requirements and services set out in the RFP that describes the general requirements that the goods, materials, equipment and services must meet and the Successful Proponent must provide;
- m) “Response” means the same as “Proposal” or “Submission”;
- n) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the City;
- o) “Services” means the same as “Work”;
- p) “Successful Proponent” means the same as “Contractor” and;
- q) “Work” or “Works” means the provision of all labour, services, materials, equipment, and any other necessary items and actions

for the Successful Proponent to complete and perform its obligations in accordance with the Requirements and terms and conditions of the Contract.

3.0 Key Dates

- 3.1 In order to assist Proponents, following are the key target dates and Events with respect to this RFP process. Such dates are not guaranteed and may change based upon circumstances.

1. RFP issued	June 27 th , 2014
2. Site Visit	July 9 th , 2014, 10am
3. Inquiries received up to	July 10 th , 2014
4. Closing Date for submission of Proposals	July 17 th , 2014
5. Evaluation and Award	End of July 2014

4.0 Submission Details

- 4.1 Two (2) hard copies, and 1 (one) additional electronic copy (on a CD ROM or memory stick) of Proposals marked “5212P – Supply, Delivery and Installation of 2 (Two) Tent Structures, 1 (One) Modified Tent Structure and 8 (Eight) Bay Doors on a Snow Shed” and addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, 3:00pm local time July 17th, 2014.
- 4.2 Submissions received after this time may, at the City’s discretion, be returned to the sender unopened.
- 4.3 Hard copy and electronic copy submissions should be identical to each other and in the same file format (i.e. Excel, word).
- 4.4 Proposals should be submitted in a sealed envelope or package, marked with the Proponent’s name and the RFP title and number.
- 4.5 Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent’s name and the RFP title and number.

- 4.6 Proposals already delivered to the City may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to the Closing Time.
- 4.7 Any and all costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.
- 4.8 By submitting a Proposal, the Proponent acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed Contract, or due to the City's acceptance or non-acceptance of their Proposal or any breach by the City of the bid contract between the City and each of the Proponents or arising out of any contract award not made in accordance with the express or implied terms of the Proposal documents.

5.0 Enquiries and Addenda

- 5.1 Clarification of terms and conditions of the RFP document and RFP process and all other inquiries shall be directed to:

Julia Turick
Buyer II
Purchasing Section
City of Richmond

mail: purchasing@richmond.ca

- 5.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.

- 5.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFP process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City. It is the sole responsibility of potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Proposal:

- a) City: <http://www.richmond.ca/busdev/tenders.htm>
- b) BC Bid:
<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

- 5.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.

- 5.5 The deadline for inquiries for this RFP is 5:00 p.m., local time on July 10th, 2014. The City reserves the right not to respond to inquiries received after this deadline.
- 5.6 Each addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the City's Purchasing Section.

6.0 Site Visit

- 6.1 A site visit is scheduled for **Wednesday, July 9 at 10:00 AM Pacific Standard Time**, with sign in attendance forms.
- 6.2 Potential Proponents are asked to meet at the Operations Yard located at 5599 Lynas Lane, Richmond. The site visit will only consist of visiting the Lynas Lane location.
- 6.3 Potential Proponents are strongly encouraged to attend as no other sessions will be organised or arranged for this project.
- 6.4 Please confirm your attendance to the contact person indicated in Section 5.1. Please limit attendees to one representative per company.

7.0 Project Background

- 7.1 The City has 1 (one) bay at the Operations Yard that contains top soil and 1 (one) bay at Sidaway that contains both top soil and salt. In order to protect these bays from all weather conditions, the City would like to have them covered with a tent structure. This will allow the City to use the material stored in the bays all year round.
- 7.2 The City has 1 (one) tent structure at the Operations Yard which requires modification. This structure stores crew equipment. The tent needs to be extended by 14'. Also, the existing tarp on the structure is worn down and needs to be replaced.
- 7.3 The City has a Snow Shed at the Operations Yard that requires 8 (eight) bay doors. The structure is heated and contains salt inserts.

8.0 Scope of Work and Specifications

- 8.1 Tent Structure at Public Works Operations Yard at 5599 Lynas Lane.

GENERAL SPECIFICATIONS

- a) The tent structure will sit on top of 9’10” high lock block bays (width and depth of each bay identified below).
- b) The tent structure must be engineered.
- c) Concrete lock blocks will be supplied by the City (typical lock block dimensions: 59”L x 29.5”W x 29.5”H).
- d) Supporting structure for the cover will be adequately anchored to the lock block walls.
- e) All sides of the unit, excluding the front entrance to the bay, will prevent rain, sleet or snow from entering the bay.

DIMENSIONS

- a) Underside of the cover needs to be a minimum of 21’10” off of the ground across the entire width of the bay.
- b) Depth (length) of the bay is 27’0.5” measured from the outside of the lock blocks on each end.
- c) Width of the bay is 19’8” measured from the outside of the lock blocks on each end.

8.2 Tent Structure at Sidaway Operations Yard at 6711 Sidaway Road.

GENERAL SPECIFICATIONS

- a) The tent structure will sit on top of 9’10” high lock block bays (width and depth of each bay identified below).
- b) The tent structure must be engineered.
- c) Concrete lock blocks will be supplied by the City (typical lock block dimensions: 59”L x 29.5”W x 29.5”H).
- d) Supporting structure for the cover will be adequately anchored to the lock block walls.
- e) All sides of the unit, excluding the front entrance to the bay, will prevent rain, sleet or snow from entering the bay.

DIMENSIONS

- a) Underside of the cover needs to be a minimum of 17’ off of the ground across the entire width of the bay
- b) Depth (length) of the bay is 29’6” measured from the outside of the lock blocks on each end.

- c) Width of the bay is 39’4” measured from the outside of the lock blocks on each end.

8.3 Modified Tent Structure at Public Works Operations Yard at 5599 Lynas Lane.

GENERAL SPECIFICATIONS

- a) Existing tent structure sits on the ground.
- b) The extension of 14’ to the existing structure needs to be engineered.
- c) Existing cover needs to be replaced.
- d) All sides of the unit, excluding the front entrance, will prevent rain, sleet or snow from entering the unit.

DIMENSIONS

- a) Existing tent structure has a length of 19.5’ and a width of 23’2”. The tent needs to be extended by a length of 14’ to accommodate more storage space.

8.4 Installation of Bay Doors on the Snow Shed at the Public Works Operations Yard at 5599 Lynas Lane.

GENERAL SPECIFICATIONS

- a) Doors need to be engineered.
- b) There are 8 (eight) bays in the tent, each bay requires a door with a minimum width of 142”.
- c) Each bay is 40’ long, the tandem truck plus salt insert and plow has a total length of 39.5’. The doors must allow the entire truck to fit in the snow shed and still be able to fully close.

DIMENSIONS

- a) Existing snow shed has a depth of 40’, a length of 130’ and a total height of 36’. There is partial covering on the front of the structure that reduces the entrance height to 20’.

9.0 Timeline

- 9.1 These dates are for planning purposes only and are subject to change based upon circumstances.

1. City installs additional Lock Blocks for Tent Structures at the	August 15, 2014
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Public Works Operations Yard and Sidaway Operations Yard	
2. Supply, deliver and install Tent Structure at the Public Works Operations Yard	August 21, 2014
3. Supply, deliver and install Tent Structure at the Sidaway Operations Yard	August 22, 2014
4. Supply, deliver and install modification to existing tent structure at the Public Works Operations Yard	August 28, 2014
5. Supply, deliver and install bay doors on existing snow shed at the Public Works Operations Yard	August 29, 2014

10.0 City Provided Items

10.1 In order to complete the requirements, the City will provide the Contractor with the following items or services:

- a) Lock blocks for the Tent Structures at both the Public Works Operations Yard and Sidaway Operations Yard

10.2 Any and all expenses, including travel or per diem as and when required by the Successful Proponent to carry out its obligations under the Contract shall be at the Successful Proponent's expense.

11.0 Submission Format

11.1 Responses submitted should be no more than 20 (twenty) pages (ten double sided cumulative) in length, not including appendices, and should adhere to the following structure – including section title and order as indicated below:

SECTION A: Cover Letter and Executive Summary

- a) This covering letter referencing the RFP number and title should clearly state the Proponent's understanding of the services to be provided. The cover letter should be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this RFP.

SECTION B: Table of Contents

- a) The Table of Contents should reference the applicable section, sub-section and page numbers (e.g. Section C pages x-x, Sub-Section Part 1 page x-x). Pages should be consecutively numbered.

SECTION C: Experience, Reputation, Capacity, Team Composition and Resources

- a) Provide sufficient information that demonstrates the Proponent's experience, reputation, capacity, and availability of resources, including the ability to meet Requirements of this RFP, qualifications and competencies, track record, references of current and former clients for types of services described in this RFP.
- b) Provide sufficient information about your company that includes, but is not limited to the following:

Part 1: Should include the following information:

- i. Contact information, including name, title, address, e-mail, telephone number and facsimile numbers.
- ii. A listing of at least 3 (three), with descriptions, of successfully completed projects;
- iii. Information of the Proponent's years of relevant experience in providing the services required by this RFP;
- iv. Provide information related to servicing of repairs to Structures.

Part 2: Additional Information

- i. In this section, Proponents may provide any additional comments about their experience, capacity, and resources which they feel would be informative and beneficial to the City.

Part 3: References

- i. Proponents should provide a list of former and current references for all customers for whom the Proponent has provided the similar services required in this RFP, with an emphasis on local municipalities, for the past five (5) years (list all). The City may, during the evaluation process, contact the references to confirm statements made in response to this RFP.

SECTION D: TECHNICAL INFORMATION

- a) In this section Proponents should provide:

Part 1: Methodology, Work Plan and Schedule

- i. In this section, provide a specific timetable, lead times, and detailed work plan for the Work to be completed by the date indicated in Section 10, including timelines for completion of specific tasks, time requirements and identification of specific deliverables. If the schedule cannot be met, Proponent to identify an alternative schedule and the reasons for not being able to meet the schedule.
- ii. List the City's staff, and time requirements of each that would be required to participate during the performance of the Work.

Part 2: Proposed Structures

- i. Provide detailed information about the Structures proposed including specifications, benefits, warranty and extended warranty.
- ii. Confirm specifications outlined in Section 9 can be met.
- iii. Identify if any modification to Site that may be required

SECTION E: PROPOSED FEES FOR METHOLOGY

- a) Appendix One – Fee Schedule should be submitted in the format included with this RFP and shall represent the total fees.
- b) Additionally, in this section Proponents should provide pricing, payment options and cost saving strategies to the City.
- c) Confirm that all invoices will be in Canadian Funds;
- d) Please include any cost saving strategies that will benefit the City.

SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE

- a) In this section Proponents should provide:
- i. Confirmation of WorkSafe BC coverage. Proponents not already having the WorkSafe appropriate coverage will be required to obtain the appropriate coverage prior to Contract award.
 - ii. Confirmation of Required Insurance. See section 13.5 of:

http://www.richmond.ca/__shared/assets/General_Conditions_for_Construction_Services_on_City_Property28609.pdf

- iii. The Successful Proponent will be required to carry the appropriate insurance coverage amounts prior to Contract award.

12.0 Evaluation of Proposals

- 12.1 All Proposals will be evaluated for their compliance and suitability with respect to the requirements of the City by a committee composed of City staff or designates, which may include 3rd party Contractors.
- 12.2 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.
- 12.3 The City, in its sole discretion, may conduct any inquiries, clarifications or investigations on any or all of the Proposals, without having any duty or obligation to do so for all, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 12.4 Proposals will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:
 - a) the Proponent's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) financial offer including but not limited to prices, operating and maintenance costs, warranty, and any life cycle considerations;
 - c) ability to meet the timelines;
 - d) business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; track record; and references of current and former customers;
 - e) quality, warranty, and configuration;
 - f) the completeness and detail of the Proposal including but not limited to the organization and general appearance of the Proposal, compliance with instructions; and,
 - g) any other criteria set out in the RFP.

- 12.5 Preference may be given to Submissions offering innovative methodology, those that require the least impact to City resources, and environmentally beneficial goods or services.
- 12.6 Proponents may be interviewed by the City. Each Proponent should be prepared to demonstrate or otherwise substantiate any areas of the Response, its own qualifications for services required, and any other area of interest relative to its Response.
- 12.7 Reference checks may also be conducted by the City.
- 12.8 Preference may be given to Proposals offering innovative concepts, those that require least impact to the City resources, and environmentally beneficial products or services.
- 12.9 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Proponent as a result of such negotiations or modifications.

13.0 RFP Process

- 13.1 This RFP is not an agreement to purchase goods or services. The City is not obligated to select a Proponent or to proceed to negotiations for a Contract, or to award any Contract. As such, the City reserves the right to unilaterally take the following actions, and shall not be liable for any such actions:
- a) accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this Proposal;
 - b) accept a Proposal which is not the lowest cost Proposal;
 - c) accept all or any part of a Proposal;
 - d) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
 - e) assess the ability of the Proponent to perform the Contract and reject any Proposal where, in the City's sole estimation, the personnel and/or resources of the Proponent are deemed insufficient;

- f) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements;
 - g) cancel the RFP process at any time and reject all submissions;
 - h) not accept any Proposal in response to this RFP;
 - i) reject a Proposal even if it is the only Proposal received by the City;
 - j) reject any and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP;
 - k) reject or accept any or all Proposals at any time prior to execution of a Contract;
 - l) reject Proposals which are incomplete, conditional or obscure or erasures or alterations of any kind, or
 - m) split the Requirements between one or more Proponents.
- 13.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

14.0 Negotiations

- 14.1 The award of the contract may be subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:
- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
 - b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
 - c) specific contract details as deemed reasonable for negotiation by the City.
 - d) structure of the Contractor team and participants
- 14.2 If a written contract cannot be negotiated within 30 (thirty) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enters into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

15.0 Working Agreement

- 15.1 The Successful Proponent will enter into a contract for services with the City based upon the information contained in this RFP and the Successful Proponent's Submission and any negotiated modifications thereto.

16.0 Award of Contract

- 16.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 16.2 No Contract will be formed, with any Proponent, until the Contract terms have been successfully negotiated between both parties (the City and the Successful Proponent). The City is not obligated to any Proponent in any manner until a purchase order is issued and an agreement has been signed by an authorized person to sign on behalf of the City.
- 16.3 The City's purchase order, the Proposal, the RFP and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City's purchase order including the standard purchase order terms and conditions;
 - b) Or any mutually agreed to amendments between the Proponent and the City;
 - c) The Proposal; and
 - d) The RFP and any subsequent addenda.
- 16.4 Where the head office of the Successful Proponent is located within the City and/or where the Successful Proponent is required to perform the Service at a site located within the City, the Successful Proponent should have a valid City business license prior to Contract execution.
- 16.5 The City is not under any obligation to award a Contract and may elect to terminate this RFP at anytime.

17.0 Publication of the Results of this Request for Proposal

- 17.1 The City will publish the name of the successful Proponent on the websites listed in section 5.3. No other notices will be issued by the City. Proponents shall visit these websites to obtain the results of this Request for Proposal.

18.0 General Terms of this Request for Proposal

- 18.1 All Proposals shall remain open for a minimum of 90 (ninety) days after the Closing Time, whether or not another Proposal has been accepted.
- 18.2 The City reserves the right to cancel this RFP for any reason without any liability to any Proponent or to waive irregularities at its own discretion.
- 18.3 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 18.4 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 18.5 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP, including the Proposal format and content requirements, may be rejected in whole or in part by the City at its sole discretion.
- 18.6 Notwithstanding the foregoing or any other provision of this RFP, the City may in its sole discretion elect to retain for consideration Proposals which deviate either materially from the Proposal Format and Content Requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP.
- 18.7 The City may waive any non-compliance with the RFP, specifications, or any conditions of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 18.8 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 18.9 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

19.0 Ownership of Proposals

- 19.1 All Proposals submitted, other than any Proposal withdrawn prior to the opening of Proposals or any late Proposals, become the property of City and will not be returned to Proponents.

20.0 Conflict of Interest

- 20.1 Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a Proposal from any Proponent that the City judges would be in a conflict of interest if the Proponent is awarded a Contract. Failure to disclose, or provide false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with any employee, officer or director of the City shall be grounds for immediate termination of any Contract with the City, in the City's sole discretion, without further liability of notice.
- 20.2 By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

21.0 Confidentiality

- 21.1 Information about the City obtained by Proponents must not be disclosed unless prior written authorization is obtained from the City.
- 21.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

22.0 No Lobbying

- 22.1 From the date on which this RFP is issued until the RFP process is terminated, Proponents (including any directors, employees, officers, agents, Contractors, or representatives) should not communicate with the City, directly or indirectly, about the RFP or the Project except via the designated Contact Person in Section 5.1.

23.0 Information Disclaimer

- 23.1 The City, including its Designated Representatives and its directors, officers, employees, agents, Contractors and advisors are not liable or responsible for any verbal or written information, or any advice, or any

errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

- 23.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.
- 23.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City, its Designated Representatives and its directors, officers, employees, agents, Contractors and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.
- 23.4 While the City has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions in respect of the matters addressed in the RFP.

24.0 Freedom of Information and Protection of Privacy Act (BC)

- 24.1 Proponents should note that the City is subject to the Freedom of Information and Protection of Privacy Act (*British Columbia*), which imposes significant obligations on the City's Contractors to protect all personal information acquired from the City in the course of providing any service to the City.

Appendix One – Financial Proposal

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

Below price includes supply, delivery and installation and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Proposal.

Tent Structure at the Public Works Operations Yard (21'10"H x 27'0.5"L x 19'8"W)	Total Cost (CDN dollars)
Tent Structure	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Operational Yard Tent Structure)	\$

Tent Structure at Sidaway Operations Yard (17'H x 29'6"L x 39'4"W)	Total Cost (CDN dollars)
Top Soil Cover	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Sidaway Tent Structure)	\$

Modified Tent Structure at Public Works Operations Yard (11'10"H x 19'6"L (needs to be extended to 33'6") x 23'2"W)	Total Cost (CDN dollars)
Modified Tent Structure	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Modified Tent Structure at Public Works Operations Yard)	\$

Eight Bay Doors on a Snow Shed at Public Works Operations Yard (20'H x 40'L x 130'W)	Total Cost (CDN dollars)
Top Soil Cover	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Doors on Snow Shed at Public Works Operations Yard)	\$

Subtotal (Operational Yard and Sidaway Tent Structures, Modified Tent Structure and 8 (Eight) Bay Doors on a Snow Shed)		\$
TOTAL	PST	\$
	GST	\$
	Total	\$

Options

In addition to the requirement, the City would also like information and pricing on optional tent structure WITH DOORS.

Tent Structure at the Public Works Operations Yard (21'10"H x 27'0.5"L x 19'8"W)	Total Cost (CDN dollars)
Tent Structure WITH DOOR	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Operational Yard Tent Structure with Doors)	\$

Tent Structure at Sidaway Operations Yard (17'H x 29'6"L x 39'4"W)	Total Cost (CDN dollars)
Tent Structure WITH DOOR	\$
Engineering Drawings	\$
Delivery	\$
Installation	\$
Subtotal (Sidaway Tent Structure with Doors)	\$

Subtotal (Operational Yard and Sidaway Tent Structures with Doors)		\$
TOTAL	PST	\$
	GST	\$
	Total	\$

Appendix A – Tent Structure Requiring Modification



Appendix B – Bay at Public Work Operations Yard at 5599 Lynas Lane.



Appendix C – Similar Bay at Sidaway Operations Yard - 6711 Sidaway Road. For Informational Purposes Only



Appendix D – Snow Shed Drawings

