**SCHEDULE C – FORM OF PROPOSAL**

**RFP Project Title: Management of City Off-Street Parking Lots**

**RFP Reference No.: 1220-030-2023-049**

**Legal Name of Proponent:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

TO:

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Dear Sir:

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website and BC Bid Website, and having full knowledge of the Goods and Services required, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Goods and Services, submit this Proposal in response to the RFP.
2. **I/We confirm** having full knowledge that the City reserves the right to divide up the Goods and Services by type of work, or other basis as the City may decide, and to select one or more Preferred Proponents to enter into discussions with the City for one or more agreements to perform a portion or portions of the Goods and Services.

**3.0 I/We confirm** that the following schedules are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;

Schedule C-2 – Proponent’s Experience, Reputation and Resources;

Schedule C-3 –Proponent’s Technical Proposal (Services);

Schedule C-4 – Proponent's Technical Proposal (Time Schedule); and

Schedule C-5 – Proponent’s Financial Proposal.

**4.0 I/We confirm** that this proposal is accurate and true to best of my/our knowledge.

**5.0** I/We confirm that, if I/we am/are awarded the Agreement, I/we will at all times be the “prime contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Goods and Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Goods and Services has been designated as the “prime contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

**This Proposal** is submitted by this **[day]** day of **[month],** **[year].**

**I/We have the authority to bind the Proponent.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Proponent)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |

***SCHEDULE C-1 - STATEMENT OF DEPARTURES***

**1.** I/We have reviewed the proposed Agreement attached to the RFP as Schedule “B”. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** The City of Surrey requires that the successful Proponent have the following in place **before commencing the Services**:

(a) Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal business license Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Proponent's Goods and Services are subject to GST, the Proponent's GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Proponent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** I/We offer the following alternates to improve the Services described in the RFP (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** The Proponent acknowledges that the departures it has requested in Sections 1, 2 and 3 of this Schedule C‑1 will not form part of the Agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

***SCHEDULE C-2 - PROPONENT’S EXPERIENCE, REPUTATION AND RESOURCES***

Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

(i) Location of primary business, branch locations, background, stability, structure of the Proponent and number of years business has been operational;

(ii) Proponent’s relevant experience and qualifications in delivering Goods and Services similar to those required by the RFP;

(iii) Proponent’s demonstrated ability to provide the Goods and Services;

(iv) Proponent’s equipment resources, capability and capacity, as relevant (including equipment resources under the Proponent’s control, equipment resources to be rented, and equipment resources to be purchased);

(v) Proponent’s references (name and telephone number). The City's preference is to have a minimum of three references;

(vi) Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

Name:

Experience:

Dates:

Project Name:

Responsibility:

Dates:

Project Name:

Responsibility:

Dates:

Project Name:

Responsibility:

**Sub-Contractors**

(vii) Proponents should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF SERVICES** | **SUB-CONTRACTORS NAME** | **YEARS OF WORKING WITH PROPONENT** | **TELEPHONE NUMBER AND EMAIL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***SCHEDULE C-3 - PROPONENT’S TECHNICAL PROPOSAL (SERVICES)***

Proponents should provide the following (use the spaces provided and/or attach additional pages, if necessary):

1. a narrative that illustrates an understanding of the City’s requirements for Goods and Services;
2. each Proponent should provide a description of the general approach and methodology that the Proponent would take in providing the Goods and Services including specifications and requirements as outlined in the RFP;
3. a narrative that illustrates how the Proponent will provide the Goods and perform the Services, and accomplish required objectives within the City’s schedule;
4. a description of the standards to be met by the Proponent in providing the Goods and Services;

(v) a list of reports that you would anticipate providing the City’s management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other);

(vi) Equipment: Please identify the type of equipment and a brief description of the equipment to be used to perform the Services within this RFP:

|  |  |
| --- | --- |
| **Type of Equipment** | **Description of Usage** |
|  |  |
|  |  |
|  |  |
|  |  |

(vii) a description of the standards to be met by the Proponent in providing the Goods and Services; and

(viii) describe your capability and capacity in providing emergency service during normal business hours and/or non-business hours;

***SCHEDULE C-4 - PROPONENT’S TECHNICAL PROPOSAL (TIME SCHEDULE)***

Proponents should provide an estimated schedule, with major item descriptions and time indicating a commitment to perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **SCHEDULE** | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| SAMPLE |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

***SCHEDULE C-5 - PROPONENT’S FINANCIAL PROPOSAL***

Indicate the Proponent’s proposed fee (excluding GST), (use the spaces provided and/or attach additional pages, if necessary) as follows (as applicable):

**1. FEES**

**Table 1 – Schedule of Quantities and Prices:**

To provide all labour, materials, plant and equipment and all other services necessary for the provision of the management of City off-street parking lots as stated in this RFP.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site** | **Address** | **Frequency** | | **Monthly Rate $** | **Estimated Annual Amount**  **(Monthly Rate x 12)** |
| **Weekday** | **Weekend** |
| City Centre West | 10262 133A Street & 13381/13387 102A Avenue | 3 | 1 |  |  |
| Central City SkyTrain | 10275 City Parkway | 3 | 1 |  |  |
| Holland Park | 9987 King George Boulevard | 3 | 1 |  |  |
| Green Timbers (Lots 1, 2 & 3) | 9800 Green Timbers Way (at 140 Street) | 3 | 1 |  |  |
| Surrey Nature Centre | 14225 Green Timbers Way | 3 | 1 |  |  |
| Surrey Eye Care Centre | 13450 104 Avenue | 3 | 1 |  |  |
| Armtec Lot | 5353 192 Street | 3 | 1 |  |  |
| Chuck Bailey Recreation Centre | 13458  107A Avenue | 3 | 1 |  |  |
| Guildford Recreation Centre | 15105 105 Avenue | 3 | 1 |  |  |
| **CURRENCY: Canadian** | | Subtotal: | | |  |
| GST (5%): | | |  |
| **Estimated Total Annual Proposal Price:** | | |  |
| Note #1: Overheads, General Conditions and Profit are to be included in the above amounts. | | | | |  |
| Note #2: B.C. Provincial Sales Tax is included where applicable. | | | | |  |

**Table 2 – Schedule of Labour Rates:**

|  |  |  |
| --- | --- | --- |
| **Labour Category (Example)** | **Straight Time/hr**  **(Plus GST)** | **Overtime Rate/hr**  **(Plus GST)** |
| .1 Superintendent | $ | $ |
| .2 Foreman | $ | $ |
| 3. Skilled Labourer | $ | $ |

**Table 3 – Schedule of Equipment Rates:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Description** | **Hourly Rate** |
|  |  | $ |
|  |  | $ |

**Table 4: Cost Plus Markup for Payment for Goods:**

If the need arises for the purchase of Goods by the Contractor, for the purpose of repairs, replacement or modification of any of the components of the City paystation equipment and the City approves the Contractor to complete these repairs, replacement or modifications, the Contractor will invoice the City for the cost of the Goods plus the markup percentage provided below. The Contractor must include the invoice for any Goods invoiced to the Contractor.

The Contractor shall invoice for the actual costs incurred by the Contractor for Goods supplied in the performance of the applicable item of work (which includes all freight and express charges, and all other costs incurred by the Contractor to supply the Goods delivered and used to perform the applicable item of work, at the Site, including all taxes) or the market price for the Goods purchased by the Contractor as evidenced by 3 quotes.

The costs for Goods shall not include pricing for Goods incurred by the Contractor in connection with or under subcontracts.

|  |  |
| --- | --- |
| Contractor should state the markup, as a percentage, on Goods purchased from outside sources:   1. under $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. over $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Note: Copies of invoices to be included with Contractor’s invoice. | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % markup**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % markup** |

**2. PAYMENT TERMS:**

A cash discount of \_\_\_\_\_\_% will be allowed if account is paid within \_\_\_\_\_\_\_ days, or the \_\_\_\_\_\_\_\_\_ day of the month following, or net 30 days, on a best effort basis.