

SCHEDULE B – QUOTATION

RFQ Title: Elevator and Lift Preventative Maintenance

RFQ No: 1220-040-2022-089

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

* 1. If this Quotation is accepted by the City, a contract will be created as described in:
1. the Agreement;
2. the RFQ; and
3. other terms, if any, that are agreed to by the parties in writing.
	1. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
	2. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. 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)**

 **Please State Reason for the Departure(s):**

* 1. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
1. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. 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);
2. City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
4. If the Contractor 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 Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

 **Please State Reason for the Departure(s):**

* 1. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

* 1. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

* 1. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

 **Requested Departure(s)**

 **Please State Reason for the Departure(s):**

**Fees and Payments**

* 1. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

**Table A:**

|  |  |
| --- | --- |
| **F.O.B.**DestinationFreight Prepaid | **Payment Terms**:A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Location** | **Unit #** | **Stops** | **Service** | **# of Months (a)** | **Monthly Price ($) (b)** | **Annual Amount ($) (a) x (b)** |
| **Elevators** |
| 1 | Guildford Recreation Centre | 19447 | 2 | Monthly | 12 |  |  |
| 2 | Surrey City Hall Tower | 2699 | 4 | Monthly | 12 |  |  |
| 3 | Surrey City Hall (West Wing) | 22733 | 3 | Monthly | 12 |  |  |
| 4 | Newton Athletic Pavilion | 11828 | 2 | Monthly | 12 |  |  |
| 5 | RCMP HQ (North) | 11899 | 3 | Monthly | 12 |  |  |
| 6 | RCMP HQ (South) | 11890 | 3 | Monthly | 12 |  |  |
| 7 | Beecher Place | 8756 | 2 | Monthly | 12 |  |  |
| 8 | Surrey Archives | 13719 | 2 | Monthly | 12 |  |  |
| 9 | Cloverdale Curling Rink | 8095 | 2 | Monthly | 12 |  |  |
| 10 | Cloverdale Library | 11233 | 2 | Monthly | 12 |  |  |
| 11 | Guildford Library | 7648 | 3 | Monthly | 12 |  |  |
| 12 | Surrey Art Centre | 20207 | 3 | Monthly | 12 |  |  |
| 13 | Semiahmoo Library | 21089 | 4 | Monthly | 12 |  |  |
| 14 | Surrey Museum | 22034 | 2 | Monthly | 12 |  |  |
| 15 | Surrey Museum (Freight) | 22033 | 3 | Monthly | 12 |  |  |
| 16 | Surrey Sports &Leisure Arena | 21905 | 2 | Monthly | 12 |  |  |
| 17 | Surrey Sports & Leisure Pool | 18436 | 2 | Monthly | 12 |  |  |
| 18 | South Surrey Rec Ctr | 22458  | 2 | Monthly | 12 |  |  |
| 19 | RCMP HQ Annex | 26438 | 2 | Monthly | 12 |  |  |
| 20 | Newton Cultural Centre | 26227 | 2 | Monthly | 12 |  |  |
| 21 | Cloverdale Rec Ctr | 26443 | 2 | Monthly | 12 |  |  |
| 22 | Chuck Bailey Rec Centre | 27251 | 2 | Monthly | 12 |  |  |
| 23 | Chuck Bailey Rec Centre | 26180 | 2 | Monthly | 12 |  |  |
| 24 | City Centre Library | 26628 | 6 | Monthly | 12 |  |  |
| 25 | City Centre Library | 26629 | 4 | Monthly | 12 |  |  |
| 26 | City Centre Library | 26630 | 4 | Monthly | 12 |  |  |
| 27 | Fraser Heights Rec Centre | 27289 | 2 | Monthly | 12 |  |  |
| 28 | NCH - East Tower  | 28382 | 10 | Monthly | 12 |  |  |
| 29 | NCH - West Tower Atrium | 28383 | 10 | Monthly | 12 |  |  |
| 30 | NCH - West Tower Atrium | 28384 | 7 | Monthly | 12 |  |  |
| 31 | NCH – West Tower Atrium | 28386 | 7 | Monthly | 12 |  |  |
| 32 | NCH – West Employee  | 28399 | 9 | Monthly | 12 |  |  |
| 33 | NCH – West Employee  | 28400 | 9 | Monthly | 12 |  |  |
| 34 | NCH – Parking lot  | 28401 | 4 | Monthly | 12 |  |  |
| 35 | NCH – Parking lot Elevator | 28402 | 4 | Monthly | 12 |  |  |
| 36 | NCH – Child care | 28976 | 2 | Monthly | 12 |  |  |
| 37 | Guildford Pool Inside | 28952  | 2 | Monthly | 12 |  |  |
| 38 | Guildford Pool Parking lot | 28953 | 2 | Monthly | 12 |  |  |
| 39 | Surrey Operations Centre | 29575 | 4 | Monthly | 12 |  |  |
| 40 | Surrey Operations Centre | 29574 | 5 | Monthly | 12 |  |  |
| 41 | Grandview Aquatic Ctr | 29937 | 3 | Monthly | 12 |  |  |
| 42 | Softball City  | 12556 | 2 | Monthly | 12 |  |  |
| 43 | Guildford Homeless Shelter | 16500 | 2 | Monthly | 12 |  |  |
| 44 | Clayton Community Centre | 43573 | 2 | Monthly | 12 |  |  |
| 45 | Clayton Community Centre | 43572 | 2 | Monthly | 12 |  |  |
| 46 | Newton Wave Pool | 41268 | 2 | Monthly | 12 |  |  |
| 47 | South Surrey Operations Ctr | 41896 | 2 | Monthly | 12 |  |  |
| 48 | North Annex | 28438 | 2 | Monthly | 12 |  |  |
| 49 | Fire Training Centre | 646509 | 2 | Monthly | 12 |  |  |
| **Platform Wheelchair and Lifts** |
| 50 | Museum Archives Building 1912  | 13719 | 2 | Monthly | 12 |  |  |
| 51 | Fleetwood Rec Centre | 15664 | 2 | Monthly | 12 |  |  |
| 52 | Kensington Prairie |  | 1 | Monthly | 12 |  |  |
| 53 | Cloverdale Athletic Park Fieldhouse | 43858 | 2 | Monthly | 12 |  |  |
|  | Subtotal: |  |
| CURRENCY: Canadian | GST (5%): |  |
| **Note: Overheads, General Conditions, Travel, Miscellaneous charges (milage, parking, fuel) and Profit are to be included in the above amounts** | TOTAL: |  |

**Table B:** These rates (excluding GST) are only for unscheduled work and shall be invoiced at the respective rates below.

|  |
| --- |
| F.O.B. Destination, Freight Prepaid |
| Hourly Labour Rates For Work And Repairs Not Included In Monthly Maintenance Work |
| **Item #** | **Description** | **Hourly rate****(excluding GST)** |
| 1 | Regular Business Hours – MONDAY TO FRIDAY, 7:00 A.M. TO 6:00 P.M.(includes emergency service requests)Mechanic and Helper Team | $ \_\_\_\_\_\_\_\_\_/hour |
| 2 | After Hours, WEEKENDS & HOLIDAYS(includes emergency service requests)Mechanic and Helper Team | $ \_\_\_\_\_\_\_\_\_/hour |
| 3 | Minimum Service Call Charge (if any) | $ \_\_\_\_\_\_\_\_\_ |
| Parts & Materials Mark-ups For Work and Repairs Not Included In Monthly Maintenance Work |
| 4 | Contractor should state the mark up, as a percentage, on materials purchased from outside sources:Contractor’s Invoice Plus1. under $ \_\_\_\_\_\_\_\_\_
2. over $ \_\_\_\_\_\_\_\_\_

**Note: Original invoices for all parts and materials shall be made available to the Department Representative or designate upon request.** | \_\_\_\_\_\_\_\_\_ %\_\_\_\_\_\_\_\_\_ % |
| 5 | **Parts & Materials:**Contractor should state any further discount, as a percentage, for parts and materials purchased directly from the Contractor: **\_\_\_\_\_\_\_\_%** |
| Rates shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of contractor owned or rental equipment, hauling of excess and/or scrap material for disposal is not chargeable directly but is overhead and the cost shall be included in the hourly rate.CURRENCY: Canadian**Note: Overheads, General Conditions, Travel, Miscellaneous charges (milage, parking, fuel) and Profit are to be included in the above amounts**  |

**Time Schedule:**

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

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

|  |  |
| --- | --- |
| ACTIVITY | SCHEDULE IN \_\_\_\_\_\_\_\_\_\_\_ |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |  |
| SAMPLE |  |  |  |  |  |  |  |  |  |  |
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**Experience, Reputation and Resources:**

* 1. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

* 1. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

* 1. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

* 1. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
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* 1. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g., carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

* 1. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

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

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