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|  | SCHEDULE B – FORM OF QUOTATION |

RFQ Title: **Temporary Flow Monitoring Services**

RFQ No: 1220-040-2018-058

**CONTRACTOR**

Legal Name:

Address:

Phone:

Fax:

Email:

**CITY OF SURREY**

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall

 Finance & Technology Department – Purchasing Section

 Reception Counter – 5th Floor West

 13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

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:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. 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)**

4. 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 [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 Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) 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) / Alternative(s)**

5.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.

SECTION B-1

**Changes and Additions to Specifications:**

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

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. 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) / Alternative(s) / Addition(s)**

SECTION B-2

**Fees and Payments**

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

|  |  |  |
| --- | --- | --- |
| **F.O.B.**Destination,Freight 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. | **Ship Via:** |
| The Contractor will provide all labour, plant, materials, tools and equipment necessary for Temporary Flow Monitoring Services: |
| **Item #** | **Item Name** | **Total Amount** |
| 1 | Project preparation (including traffic management plan and traffic obstruction permits submissions to the City) and site assessment, for all sites | $ |
| 2 | Equipment installation, for all sites | $ |
| 3 | On-going data collection, analysis and quality assurance, for all sites | $ |
| 4 | Decommissioning and Final Reporting, for all sites | $ |
| Note: All costs related to traffic control, confined space entries, overheads, General Conditions and Profit are to be included in the above amounts. |  |
| CURRENCY: Canadian | Subtotal: | $ |
| GST 5%: | $ |
| **TOTAL QUOTATION PRICE:** | **$** |

SECTION B-3

**Time Schedule:**

9. 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 |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |  |
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SECTION B-4

**Technical Details:**

Contractors should provide the following additional technical information which will describe in detail how the Contractor’s systems comply with each specification requirement:

10. The Contractor’s interest in the project and an understanding of the City’s objectives:

11. The Contractor’s proposed methodology and approach for executing the work:

12. The details describing services and products to be utilized in the project, including types of meters, monthly reporting and on-line monitoring programs:

13. Technical summaries explaining graphs, charts, tables and related information deliverables that will be provided at the conclusion of the project:

14. Documentation substantiating certification of data processing and analysis systems used to convert data into reports:

15. Documentation substantiating quality control procedures for equipment installation and maintenance to ensure accuracy:

16. Documentation outlining the methodology for completing the data analysis requirements:

17. Documentation substantiating quality assurance procedures for maintaining accuracy and data uptime:

18. All monitoring and related equipment, analysis tools and software used in the project may be listed giving references of manufacturer, make, model and version. These may utilize industry standards, comparable in techniques and technology, and comply with requirements specified in this project:

19. Details of all software to be used in the analysis and reporting of the work; the Contractor’s experience in using the software for data analysis and reporting purposes:

20. Commitment of time and resources expected from the City:

**Key Personnel & Sub-Contractors:**

21. Contractor should provide information on the background and experience of all key personnel proposed to provide the Goods and Services. An organizational chart of the Contractor’s project team including the Contractor’s project manager who will assume responsibility for managing all project deliverables and act as the Contractor’s main contact with the City (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

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

22. Contractor should provide the following information on 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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SECTION B-5

**Experience and References:**

23. 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):

24. Contractor's relevant 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.

**Metro Vancouver’s Non-Road Diesel Engine Emissions Regulation By-law:**

25. Contractor should confirm they are in compliance with By-law (if applicable):

❒ Applicable as follows ❒ Not applicable to this project

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Equipment Description | Engine Tier Designation | Engine Registration Number as Issued by Metro Vancouver |
| 1 |  | ❒ Tier 0 or ❒ Tier 1 |  |
| 2 |  | ❒ Tier 0 or ❒ Tier 1 |  |
| 3 |  | ❒ Tier 0 or ❒ Tier 1 |  |
| 4 |  | ❒ Tier 0 or ❒ Tier 1 |  |
| 5 |  | ❒ Tier 0 or ❒ Tier 1 |  |

26. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_.

**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) |