

Standard Submission Requirements

RFP/RFQU/EOI

Indicated below are the standard Submission Requirements for a RFP, RFQU, and an EOI. Each document that is posted may override what is noted below and Proponents are requested to follow what is noted in the actual posted RFP, RFQU, and EOI document

- 1.1 The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.2 This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.3 The city, at its discretion, reserves the right to;
 - a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.4 Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.5 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.6 The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
 - a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

2.1 In this section follow what is posted in the actual document.

2.2 The City shall receive by email Proposals **prior to** the stated Closing Time. The City may not accept nor consider late submissions.

2.3 It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time.

OR

2.4 One (1) electronic and two (2) hard copies (one to be unbound, electronic to be single PDF) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-20-##

Name of Request for Proposal

Attention: Purchasing Manager

- 2.5 The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 2.6 It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City does not accept facsimile, electronic mail, or other unsealed submissions.
- 2.7 Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

3.0 CONTRACT REQUIREMENTS

3.1 In this section follow what is posted in the actual document.

- 3.2 The City expects that the term of any Agreement negotiated between the City and a Proponent is (enter contract type, requirements etc.)

Examples:

- 3.3 The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant.
- 3.4 The City expects that any Agreement with the selected Proponent will be for an initial term of one (1) year with two (2) optional one (1) year renewal terms at the sole discretion of the City.
- 3.5 The City expects that the term of any Agreement negotiated between the City and a Proponent will be for an initial term of three (3) years with an additional two (2) one (1) year renewal terms at the sole discretion of the City.

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 4.1 All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.0 INSURANCE, PERMITS AND LICENSES

5.1 In this section follow what is posted in the actual document.

- 5.2 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;

b) Professional Liability Insurance of one million dollars (\$1,000,000)

5.3 The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

6.0 **LIVING WAGE EMPLOYER**

6.1 Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

6.2 In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.

http://www.livingwageforfamilies.ca/living_wage_calculator

6.3 The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**

6.4 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.