

Proposal Response Form

Aluminum and Glass Door Replacements

RFP No. 2361308

**Closing Date of
June 28th at 3:00 PM local time**

Requirements

Complete the following requirements, providing the information request in accordance with the requirements in this RFP. If additional space is required please attach separate documents.

Completed proposals should not be more than **10** pages in overall length using no less than 10 pt. exclusive of any URLs and appendices specifically requested; the Regional District may not evaluate any pages that exceed this maximum page count.

1. Executive Summary

Proponents **should** provide an Executive Summary of the key points of this proposal:

2. Capabilities

Proponent's **should** indicate if they or their subcontractors are capable of:

- a) providing the required services ☐ Yes ☐ No

Proponent's **should** indicate if their workforce:

- b) possess the expertise and knowledge to perform the services ☐ Yes ☐ No

- c) has certifications necessary to provide the required services. ☐ Yes ☐ No

If yes, please describe:

Proponent should provide a list of expertise, knowledge, qualifications, and certifications for the personnel who will undertake the work.

3. Relevant Experience

Does your organization or subcontractors have a minimum of **3** years within the past **5** years providing services of a similar scope and complexity.

Similar scope and complexity is defined as:

- a) Providing door and frame replacement services for commercial facilities of a similar size.
- b) Providing installation services for automatic glass slider entrance doors.
- c) Providing large scale project door replacement services.

☐ Yes ☐ No

☐ Yes ☐ No

4. References

Proponents **need to** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

Reference 1**Company Name:** _____**Contact Name:** _____**Contact Phone Number:** _____**Reference 2****Company Name:** _____**Contact Name:** _____**Contact Phone Number:** _____**Reference 3****Company Name:** _____**Contact Name:** _____**Contact Phone Number:** _____**5. Environmental Requirements**

Proponents should describe their methodology for repurposing or recycling and their disposal process.

6. Subcontractors

Proponents need to list any subcontractors that they will utilize to perform the services.

Subcontractor 1	
	Company Name:
	Years of Experience
	Service:
Subcontractor 2	
	Company Name:
	Years of Experience
	Service
Subcontractor 3	
	Company Name:
	Years of Experience
	Service:

7. Sustainable Procurement

Proponent **should** identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

a) Does your organization contribute to a stronger local economy by: <ul style="list-style-type: none"> ➤ promoting a Living Wage? ➤ Using fair employment practices? ➤ Increase training and apprenticeship opportunities? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
b) Local expertise knowledge by <ul style="list-style-type: none"> ➤ Being locally owned; ➤ Utilization of local subcontractors; 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
c) Environmental Cost of Ownership;	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Does your organization utilize or provide energy efficient products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Where possible does your organization use minimal or environmentally friendly packing materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No

f) Does your organization limit / reduce the use of any hazardous materials (toxics and ozone depleting substances)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Other: please describe:	

8. Approach

Proponents **should** describe their methodology, approach and outline the process to complete the services. Proponents **should** describe any suggested revisions to the Glass Door Schedule (Appendix A).

9. Work plan

Proponents **need to** provide a work plan with proposed work schedule for SCA and GDAF. Proponents **should** include start date, and project completion date.

10. Pricing

Proponents **need** to submit all-inclusive prices and optional prices where indicated.

Sunshine Coast Arena	
All-inclusive price	\$
Subtotal	\$
GST	\$
Total	\$

Gibsons & District Aquatic Facility	
All-inclusive price	\$
Subtotal	\$
GST	\$
Total	\$

Gibsons and Area Community Center	
All-inclusive price	\$
Subtotal	\$
GST	\$
Total	\$

Hourly Rates for Additional Services

The Contractor maybe requested to provide additional services, based on the hourly rate noted below:

Electrical Services	\$
Painting and Finish Application Services	\$
Lock Keying Services	\$

11. Intent to be bound

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____