

City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 17-03-01

**Assessment, Inventory and Cataloguing of
the Riverview Hospital Artifact Collection**

The City of Coquitlam ('City') requests proposals from professional qualified firms to provide **Assessment, Inventory and Cataloguing of the Riverview Hospital Artifact Collection** (the "Services").

To be considered, Proponents must have experience and expertise in completing an inventory, assessment and cataloguing of historical artifacts.

The successful proponent ("Consultant") will be responsible for providing the following services, including but not limited to:

- a) Assessment of the collection with respect to its historical value and identification of any hazardous materials.
- b) Inventory and cataloguing of the collection.
- c) Identify conservation requirements for ongoing care and management of the collection.

OBTAINING RFP DOCUMENTS

RFP documents are available for downloading from the City's website:
www.coquitlam.ca/BidOpportunities

Printing of RFP documents is the sole responsibility of the proponents.

Proposals will be received on or before 2:00 pm local time on
Wednesday, April 26, 2017
(Closing date and time)

NON-MANDATORY STORAGE SITE VISIT

The City will provide an opportunity for Proponents to view the collection in storage on:

Tuesday, April 13, 2017

Proponents are to meet at the front entrance of the Poirier Community Centre - 630 Poirier Street, Coquitlam V3J 6B1

Proponents **must register** to attend the site visit in advance by email request sent to:
bid@coquitlam.ca

INQUIRIES

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: bid@coquitlam.ca

ADDENDA

Proponents are required to check the City's website for any updated information and addenda issued before the closing date at the following website address:
www.coquitlam.ca/BidOpportunities

The City reserves the right to accept or reject any or all Proposals and will not be responsible for any costs incurred by the Proponents in preparing a response.

Proposals will not be opened in public.

D. Trudeau

Purchasing Manager

Date of Issue: April 4, 2017