

City of Coquitlam

Request for Proposals

RFP No. 20-09-03

Supply and Delivery of
Fertilizers, Field Markings, Grass Seed,
Soil Amendments and Fungicides

TABLE OF CONTENTS

	Page
SUMMARY OF KEY INFORMATION.....	3
DEFINITIONS	4
1. INSTRUCTIONS TO PROPONENTS.....	5
1.1. Purpose.....	5
1.2. Instructions to Proponents.....	5
1.3. Term of Contract.....	5
1.4. Specifications and Alternatives.....	5
1.5. Evaluation Criteria.....	5
1.6. Prices	7
1.7. Multiple Award.....	7
1.8. Extension of Offer.....	7
2. GENERAL CONDITIONS OF CONTRACT.....	8
2.1. Terms and Conditions of Contract	8
3. SCOPE OF SERVICES	9
3.1. General Requirements.....	9
3.2. Delivery Locations.....	9
3.3. Quantities	9

PROPOSAL SUBMISSION FORM

APPENDIX A – APPENDIX A - PRODUCT INFORMATION AND PRICE SHEET

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 20-09-03 Supply and Delivery of Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides
Overview of the Opportunity	The City requests Proposals from qualified, experienced Proponents for the supply and delivery of Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides on an “as needed and when requested” basis.
Closing Date and Time	2:00 pm local time Monday, November 23, 2020
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3060 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: http://www.coquitlam.ca/Bids.aspx Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 5 business days before the Closing Date 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: http://www.coquitlam.ca/Bids.aspx
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Contract” means the City Purchase Order or City Purchase Contract that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam.

“Price” means the amount that will be paid by the City to the Supplier for delivery and acceptance of goods and Services.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

“Services” means and includes the provision by the successful Proponent of all goods, Services, duties, and expectations as further described in this RFP.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Supplier” means the successful Proponent awarded the Contract for supply of vehicles, equipment and Services described in this RFP. The Supplier agrees to carry out all duties, obligations, work and Services outlined in this RFP, and include all associated documentation, addenda, and mutually agreed revisions subsequent to submission of a Proposal. “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INSTRUCTIONS TO PROPONENTS

1.1. Purpose

The City of Coquitlam ("City") requests Proposals from qualified, experienced Proponents for the supply and delivery of **Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides** on an "as needed and when requested" basis.

Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides may be picked up by City crews at the Supplier's facility or may require the Supplier to deliver to the City's Works Yards or to various job sites within the City.

Also refer to: Appendix A - Product Information and Price Sheet

1.2. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website at: [Instructions to Proponents](#)

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** and **Appendix A - Product Information and Price Sheet** or in a format that has been approved and is acceptable to the City.

1.3. Term of Contract

The successful Proponent will provide the Goods and Services for a one (1) year term commencing on January 1, 2021 and ending December 31, 2021.

The Contract may be extended for additional terms, subject to mutual agreement of Price and service.

1.4. Specifications and Alternatives

Wherever the Specifications state a brand name, make, name or manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If goods other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

1.5. Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources – 30 points

- Ability to provide most or all products specified in Appendix A
- References
- Past performance
- Subcontractors

Technical – 30 points

- Delivery Lead times
- Proximity (Crew pick up of products at Suppliers location)
- Methodology, delivery
- Ability to comply with the stated specifications and requirements
- Qualifications and experience of the Proponent and key personnel
- Equipment and resources

Financial and Value Added – 40 points

- Prices
- Minimum order quantities
- Restocking fees
- Social Responsibility, Sustainability and Value Added Services

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The criteria listed above will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

The City reserves the right to check references even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a proposal.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

1.6. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the term of the Contract. Taxes are to be shown separately at time of invoicing. The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.7. Multiple Award

The City reserves the right to split the award to multiple Proponents or award all work to one Proponent.

1.8. Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the goods and services described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order or Purchase Contract incorporating the information contained in this RFP.

The City's : [Standard Terms and Conditions - Purchase of Goods and Services](#) will apply to this Contract as a result of this RFP and are published on the City's website. The City's : [Standard Terms and Conditions - Purchase of Goods and Services](#) the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. SCOPE OF SERVICES

3.1. General Requirements

The City of Coquitlam (“City”) requests Proposals from qualified, experienced Proponents for the supply and delivery of Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides on an “as needed and when requested” basis as per **Appendix A - Product Information and Price Sheet**.

Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides may be picked up by City crews at the Supplier’s facility or may require the Supplier to deliver as per section 3.2

Proponent to attach specification sheets for each product offered.

3.2. Delivery Locations

The City may request deliveries of materials to the following locations:

- Austin Works Yard – 500 Mariner Way, Coquitlam BC V3K 7B6
- Northeast Works Yard – 3720 Quarry Road, Coquitlam BC V3E 3H5
- Various work sites within Coquitlam

3.3. Quantities

The estimated quantities as shown in Appendix A are a projected annual usage based on historical data. This is not a commitment to purchase. The information is included to provide the Proponent with historical contract activity.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 20-09-03

Supply and Delivery of Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides

Proposals will be received on or before 2:00 pm local time on

Monday, November 23, 2020

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Proposal Submission Form

Complete and return this section with:

Appendix A - Product Information and Price Sheet

Specification sheets for proposed products

Submitted by:

(company name)

1. PRICE

1.1. Price

Supply and Delivery of Fertilizers, Field Markings, Grass Seed, Soil Amendments and Fungicides in accordance with **Appendix A - Product Information and Price Sheet**. The Prices proposed are to be firm for the initial term and be F.O.B. destination to either of the City's Works Yard or various job sites within the City.

1.2. Minimum Order Quantities

State any minimum order quantities the City should be aware of. Minimum order quantities could include a minimum order value, minimum weight of order, or minimum pieces per order.

2. DELIVERY SERVICES

Provide details on how many delivery drivers are available in the area on any given weekday:

3. PRODUCT RETURNS

Specify any product return policies and indicate if a restocking fee would apply.

4. SOCIAL RESPONSIBILITY, SUSTAINABILITY AND VALUE ADDED SERVICES

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and social responsibility in providing the services that would benefit the City. These may include hiring practices and supporting small and medium sized businesses or enterprises.

5. REFERENCES

Provide current references that the City may contact to verify successful performance of the Services.

Annual Contract Value	
Company	
Reference Contact	
Telephone and Email	

Annual Contract Value	
Company	
Reference Contact	
Telephone and Email	

6. PRODUCT LABELS AND MSDS

The Proponent acknowledges that if a product requires special handling or has an MSDS sheet they will send to the City upon order placement.

☐ Yes ☐ No

7. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

--

8. ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

9. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City's contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	