

City of Coquitlam

Request for Proposals  
RFP No. 20-09-05

Supply and Delivery of  
**Bulk Aggregates**

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### **APPENDIX A – PRODUCT INFORMATION AND PRICE WORKSHEET**

### **APPENDIX B – SPORTS FIELD SAND - SPECIFICATIONS**

### **PROPOSAL SUBMISSION FORM**

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 20-09-05</b> <b>Supply and Delivery of Bulk Aggregates</b>
<b>Overview of the Opportunity</b>	The City requests Proposals from qualified, experienced Proponents for the supply and delivery of <b>Bulk Aggregates</b> on an “as needed and when requested” basis.
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday November 24, 2020</b>
<b>Instructions for Proposal Submission</b>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam’s website: <a href="http://www.coquitlam.ca/140/Bid-Opportunities">www.coquitlam.ca/140/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	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: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/140/Bid-Opportunities">www.coquitlam.ca/140/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	<a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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 **Bulk Aggregates** on an “as needed and when requested” basis.

Bulk aggregates may be picked up by City crews at the Supplier’s facility or may require the Supplier to deliver to the City’s Locations as stated within the RFP or to various job sites within the City.

Also refer to:

- **Appendix A – Product Information and Price Worksheet**

### 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 Worksheet** 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 approximately 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 Multiple Award

The City reserves the right to split the award to multiple Proponents or award all Services to one Proponent. In addition, the City may award products listed to multiple Proponents, at the City’s sole discretion.

### 1.5 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.

## 1.6 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)
- Compliance to the specifications stated (MoTI, MMCD)

### **Financial and Value Added – 40 points**

- Prices
- Cartage Rates
- 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.

1.7 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.

1.8 Extension of Offer

The Supplier 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 Proponent for the purchase of the goods and Services described in this RFP based on the terms, conditions, prices and percentages offered by the Supplier 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 Supplier.

## **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.

### **2.2 Non Exclusivity**

The intent of the City is to have multiple Suppliers for the products and the acceptance of any Proposal and upon award, does not entitle any Supplier to exclusive rights for the supply of materials.



### 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 **Bulk Aggregates** on an "as needed and when requested" basis.

Bulk aggregates may be picked up by City crews at the Supplier's facility, may require the Supplier to deliver to the locations stated within this RFP, or to various job sites within the City.

#### 3.2 Products and Specifications

The City is seeking pricing on the following Bulk Aggregates:

Product Description		City's Current Specification
a)	AGGREGATE - RIP RAP WELL GRADED 4" X 9" 100MM x 225MM	MoTI
b)	AGGREGATE - 25MM ROAD BASE GRAVEL	MoTI
c)	AGGREGATE - CLEAR CRUSHED 3/4" 20MM	MMCD
d)	AGGREGATE - CONSTRUCTION SAND	MMCD
e)	AGGREGATE - CRUSH 1"X3" 75MM	n/a
f)	AGGREGATE - CRUSHER DUST 9.5MM	n/a
g)	AGGREGATE - DRAIN GRAVEL 1-1/4"	MMCD
h)	AGGREGATE - DRAIN GRAVEL 3/4"	MMCD
i)	AGGREGATE - GRANULAR BASE ROAD MULCH 25MM 3/4 "	MMCD
j)	AGGREGATE - LIMESTONE 20MM	n/a
k)	AGGREGATE - RIP RAP 24"X60" 600MM X 1500MM	MoTI
l)	AGGREGATE - ROAD BASE 3/4" MINUS	MMCD
m)	AGGREGATE - ROAD BASE GRAVEL RECYCLED 25MM	MoTI
n)	AGGREGATE - ROCK DUST 3MM 1/8"- <b><u>FOR SPORTS FIELDS</u></b>	n/a
o)	AGGREGATE - SCREENED PIT RUN 3"	MMCD
p)	AGGREGATE - WASHED SAND FIELD DRESSING	CSA Concrete Sand
q)	AGGREGATE - WASHED SAND TOP DRESSING – <b><u>FOR SPORTS FIELD</u></b>	Appendix B1
r)	AGGREGATE - RIP RAP WELL GRADED 4"X12" 100MM X 300MM	MoTI
s)	AGGREGATE - RIP RAP WELL GRADED 8"X18" 200MM X450MM	MoTI
t)	AGGREGATE - 3" 75MM CLEAR CRUSHED	n/a

### 3.3 Delivery Locations

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

<b>Facility</b>	<b>Address</b>
Austin Works Yard	500 Mariner Way
Northeast Works Yard	3720 Quarry Road
Works Yard East	1250 Pipeline Road
Various Sites	As provided when ordering

### 3.4 Cartage Rate Schedule

Proponents are to provide a cartage rate schedule which includes environmental fees, road levies, fuel surcharges, and any other fees for delivery of the products stated in Appendix A – Product Information and Price Worksheet.

### 3.5 Technical Data Sheets and Typical Sieve Analysis Reports

Suppliers are to provide the following for each product proposed, as requested anytime during the Contract term:

- Technical Data Sheet
- Typical Sieve Analysis Report

Appendix A - Product Information and Price Sheet

Provide prices for all or any number of products. Fill in Proponent's Name and Plant location address.  
Quantities provided are based on historical usage and are not a commitment by the City. Actual order quantities will vary based on future needs.

\*\*\*PRICES STATED EXCLUDE PST & GST\*\*\*

					Company Name:						Company Name:					
					Location: Plant A:						Location: Plant B:					
Line #	Product Description	City's Specifications	Quantities	UOP (Metric Tonnes)	Supplier Part #	Product Description (if different)	Price per UOP (exclude taxes)	Envir. Fee	Road Levy	Other (State)	Supplier Part #	Product Description (if different)	Price per UOP (exclude taxes)	Envir. Fee	Road Levy	Other (State)
a	AGGREGATE - RIP RAP WELL GRADED 4" X 9" 100MM x 225MM	MoTI	0	TN												
b	AGGREGATE - 25MM ROAD BASE GRAVEL MOTI SPECS	MoTI	0	TN												
c	AGGREGATE - CLEAR CRUSHED 3/4" 20MM	MMCD	725.77	TN												
d	AGGREGATE - CONSTRUCTION SAND	MMCD	233.89	TN												
e	AGGREGATE - CRUSH 1"X3" 75MM	n/a	345.26	TN												
f	AGGREGATE - CRUSHER DUST 9.5MM	n/a	0	TN												
g	AGGREGATE - DRAIN GRAVEL 1-1/4"	MMCD	0	TN												
h	AGGREGATE - DRAIN GRAVEL 3/4"	MMCD	0	TN												
i	AGGREGATE - GRANULAR BASE ROAD MULCH 25MM 3/4 "	MMCD	4,209.26	TN												
j	AGGREGATE - LIMESTONE 20MM	n/a	101.11	TN												
k	AGGREGATE - RIP RAP 24"X60" 600MM X 1500MM	MoTI	0	TN												
l	AGGREGATE - ROAD BASE 3/4" MINUS	MMCD	6,308.85	TN												
m	AGGREGATE - ROAD BASE GRAVEL RECYCLED 25MM	MoTI	5.62	TN												
n	AGGREGATE - ROCK DUST 3MM 1/8"	n/a	310.54	TN												
o	AGGREGATE - SCREENED PIT RUN 3"	MMCD	646.52	TN												
p	AGGREGATE - WASHED SAND FIELD DRESSING	n/a	37.03	TN												
q	AGGREGATE - WASHED SAND TOP DRESSING	Appendix B	213.65	TN												
r	AGGREGATE - RIP RAP WELL GRADED 4"X12" 100MM X 300MM	MoTI	0	TN												
s	AGGREGATE - RIP RAP WELL GRADED 8"X18" 200MM X 450MM	MoTI	170.28	TN												
t	AGGREGATE - 3" 75MM CLEAR CRUSHED	n/a	0	TN												

**APPENDIX B**  
**WASHED SAND TOP DRESSING**  
**SPECIFICATIONS**  
**(FOR SPORTSFIELDS)**

# SPORTS FIELD SAND SPECIFICATION

## 1.0 PRODUCT

- .1 Sand shall be pumped river sand.
- .2 Sand particles to have less than 3% fines complying with the chart below.
- .3 Gradation of particle sizes shall fall within the following range, HOWEVER, the majority of the particle sizes must fall within, and including, the #18 sieve and the #60 sieve. ("percent" to be reported as the mass of the particles whose size is less than the designated sieve opening but greater than the next designated sieve opening):

USBS Sieve Number	Sieve Size (mm)	Percent	Class
4	4.76	0	Fine Gravel
10	2.00	0-10	Very Coarse Sand
18	1.00	0-20	Coarse Sand
35	0.50	60-80	Medium Sand
60	0.25	0-40	Fine Sand
140	0.105	0-4	Very Fine Sand
270	0.053	0-3	Silt & Clay

- .4 Sand shall have saturated hydraulic conductivity between 100mm and 300mm per hour.
- .5 The saturated hydraulic conductivity of the compacted sand shall be greater than  $8 \times 10^{-5}$  meters/sec.
- .6 The salt content shall be less than 0.5mmhos/cm
- .7 The pH shall be between 5.0 and 7.0.
- .8 A partial water retention curve on the sand shall show the following characteristics:  
section saturated zone intrusion value less than 30cm of water retention.
- .9 The porosity shall be greater than 0.25 on a volumetric basis.
- .10 The level of available Copper, Zinc, and Manganese following acid digest in 0.1 N HCl and shaken for ½ hour shall be less than 25 PPM.
- .11 The sand shall be uniform in quality.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-09-05**

Supply and Delivery of  
**Bulk Aggregates**

Proposals will be received on or before 2:00 pm local time on  
**Tuesday November 24, 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](http://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 Proposal Submission Form with:

- **Appendix A – Product Information and Price Worksheet (Excel Spreadsheet)**
- **Cartage Rate Schedule**

Submitted by: \_\_\_\_\_  
(company name)

**1. PRICE**

a) Pricing

All Bulk Aggregates provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam.

Delivery may be required to various locations within the City at the rates specified in the Cartage Rate Schedule.

**\*\*Proponent is to provide Pricing in Appendix A – Product Information and Price Worksheet (Excel spreadsheet) and return the Worksheet along with their Proposal Submission Form\*\***

Quantities provided are based on historical usage and are not a commitment by the City. Actual order quantities will vary based on future needs.

b) Optional - Additional Products and Pricing

Provide information on other products available to the bottom of Appendix A – Product Information and Price Worksheet.

**2. DELIVERY SERVICES**

a) Lead Time

State the lead time in hours from the time of order to the time of delivery.

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b) Capacity

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

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**3. CARTAGE RATE SCHEDULE**

**ATTACH TO YOUR PROPOSAL** - A Cartage Rate Schedule which includes environmental fees, road levies, and any other fees for delivery of the products proposed in Appendix A. Provide the location where each product is delivered from on the cartage rate schedule.

☐ Yes ☐ No

**4. TECHNICAL DATA SHEETS AND TYPICAL SIEVE ANALYSIS REPORTS**

**ATTACH TO YOUR PROPOSAL** - A Technical Data Sheet and a Typical Sieve Analysis Report for each product proposed.

☐ Yes ☐ No

**5. 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.

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**6. 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	

**7. NON-COMPLIANCE**

Fully describe any deviations to the City's specifications and requirements outlined in this RFP that your company is unable to comply with.

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**8. CONFLICT OF INTEREST**

Proponents must disclose information regarding any relationships that may be perceived to be a conflict of interest.

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**9. 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

## 10. 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.

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