



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 14-08-04

Concrete Supply & Delivery

Covered Floor Sport Structure **630 Poirier Street, Coquitlam, B.C.**

Proposals will be received on or before 2:00 pm (local time)
Monday, September 8, 2014

Obtaining RFP Documents

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

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

Addenda

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

Proposal Submissions

The lowest price Proposal will not necessarily be accepted. The City reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time.

The City will not be responsible for any costs incurred by Proponents in preparing a response.

D. Trudeau, Purchasing Manager

Issue Date: August 28, 2014

DEFINITIONS

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

“City” means City of Coquitlam.

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

“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.

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

“Vendor” means the successful Proponent awarded the Contract for supply of goods and services.

1. INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The City of Coquitlam ("City") requests Proposals from experienced qualified Vendors to provide Concrete Supply & Delivery as described in **Appendix A – Supplemental Instruction No. 22**

1.2 Timelines

The City is seeking a Vendor to provide supply and delivery of concrete for the construction of a new Covered Floor Sport Structure located at 630 Poirier Street Coquitlam, BC.

The City requires delivery of Concrete no later than Thursday, September 11, 2014.

Time is of the essence and will be an important consideration in the evaluation.

1.3 Price

All prices quoted must be in Canadian funds and include delivery, freight prepaid, FOB: to City of Coquitlam jobsite.

1.4 Closing Date & Time

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

Monday, September 8, 2014

1.5 Instructions for Proposal Submission

Bidders shall submit their Bid on the Proposal Submission Form included with the Bid Documents. Proposal submissions are to be faxed or emailed to the Construction Manager.

E-mailed bids are to be sent to: estimating@yellowridge.ca

Faxed bids are to be sent to: **604-936-2630**

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

1.6 Enquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: estimating@yellowridge.ca

Questions are to be submitted in writing no later than 3 business days prior to the closing date.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

1.7 Addenda

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing date.

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

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided; the City's original file copy shall prevail.

1.8 General Information

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City of Coquitlam reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Proposals may be withdrawn upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

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

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

1.9 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the Closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at any time. The lowest proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the Closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order (PO) will be issued for the provision of these goods and services that will incorporate all related documents and correspondence.

1.10 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.11 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.12 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.13 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

1.14 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

Corporate:

- Sustainability and value added service offers

Technical:

- Compliance to Concrete Specifications, functionality, durability, and City assessment
- Delivery Schedule

Financial:

- Price

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

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

Upon submitting a Proposal, Proponents agree that the City may disclose their company name; however, no prices, scores, weights or totals will be provided to any Proponents.

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

1.15 Negotiation

The City reserves the right, prior to Contract award, to negotiate changes to the scope of the services or to the Contract documents (including pricing) with the proponent or any one or more proponents, proposing the "best value" without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the Contract documents; and the City may enter into a changed or different Contract with the proponent(s) proposing the "best value", without liability to proponents who are not awarded the Contract.

1.16 Award

While it is the City's intention to award a contract to a single Contractor for the Concrete Supply & Delivery, the City may award all, some or none of the goods described in this document to a single Contractor or may split award of supply and services to two separate Contractors.

2. AWARD OF CONTRACT

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the Contract and the following terms and conditions will apply.

2.2 Supply of Concrete Supply & Delivery

The Contractor will supply Concrete Supply & Delivery as described in **Appendix A – Supplemental Instruction No. 22**

2.3 Indemnity

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the supply of the goods and services.

2.4 Substitutions

The substitution of product and/or materials will not be accepted unless it conforms to the City specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

2.5 Advertisement

The Contractor will not advertise its relationship with the City without prior written authorization from the City.

2.6 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

2.7 Invoices and Payment

- a) Invoices are to be sent to email: accounting@yellowridge.ca
- b) Invoices shall indicate the Date, a unique invoice number, the City Purchase Order Number, Work Order or Purchase Contract Number and City contact name;
- c) Invoices shall be submitted on a monthly basis or upon completion of services;
- d) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- e) Taxes are to be shown separately.

2.8 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and purchase goods from any other Contractor, if the successful Contractor:

- Fails to make delivery of the goods;
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- Fails to meet the City's standard of expected and agreed level of service and performance of the products;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.9 Cancellation

The contract may be cancelled by either party, without cause or penalty upon thirty (30) days written notice.

2.10 Law

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.



CITY OF COQUITLAM

RFP No. 14-08-04

Concrete Supply & Delivery

Covered Floor Sport Structure 630 Poirier Street, Coquitlam, B.C.

Proposals will be received on or before 2:00 pm local time on
Monday, September 8, 2014

Proposal Submission Instructions

Bidders shall submit their Bid on the Proposal Submission Form included with the Bid Documents. Proposal submissions are to be faxed or emailed to the Construction Manager.

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Faxed bids are to be sent to: **604-936-2630**

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(Company name)

1. Price

Unit prices shall also include freight, custom duties, brokerage fees and any other delivery costs (excluding GST) and be stated in Canadian dollars.

Prices shall remain firm until December 31, 2014 from the official date of award. Thereafter, prices will be reviewed for subsequent orders and adjusted if agreed to by the City and the Supplier.

Item #	Item Name	Quantity	Unit of Measure	Unit Price	Total Amount
1	Concrete Supply & Delivery	25,000	EA	\$	\$
				Subtotal:	\$
				GST @ 5%	\$
				PST @ 7%	\$
				TOTAL:	\$

All prices quoted be firm for the initial term and include delivery freight prepaid FOB: to the City.

The quantity of Concrete Supply & Delivery stated is an estimate and provided for the purpose of comparing Proposals only. The City does not guarantee that the actual amounts of Concrete Supply & Delivery and reserves the right to increase or decrease the amounts of the goods, that may be deemed necessary by the City. Proponents shall also complete and submit the following appendices with their proposal:

- a) **Appendix A – Supplemental Instruction No. 22**

2. Delivery Timelines

The City requires delivery be no later than Thursday, September 11, 2014 to City jobsite at 630 Poirier Street. Firm delivery date is to be coordinated directly with City's Construction Manager:

Address: 630 Poirier Street Coquitlam BC	
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3. Product Testing

Describe any and all product testing for durability and longevity for the proposed concrete.

4. Value Added

Provide information on what makes the Contractor innovative. What is your competitive advantage, and what other additional services does the Contractor provide that would assist or be of benefit to the City.

5. Sustainable Initiatives and Leadership

Contractor/Corporate – Please provide information on any initiatives, programs and product choices that the Proponent has implemented that could be considered environmental, financial/economic, social/ethically sustainable value:

Concrete Supply & Delivery – Describe all environmental “Green” certifications, innovations in manufacturing, and any other benefits that contribute to overall Best Value of the product proposed:

6. References

Proponents shall be capable of delivering the goods requested. Contracts indicated below should be of similar size and with other municipalities.

Proponents agree that by providing information below, the City has permission to contact references provided.

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

7. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of _____ days.

8. ADDENDA

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

Addendum No.	Date Issued	Date Received

9. AUTHORIZATION

We hereby submit our Proposal for the supply and services specified in accordance with the Terms & Conditions provided in this RFP:

Company Name	
Street Address	
City	
Province	
Postal Code	
Tel No.	
Fax No.	
GST Registration No.	
WorkSafeBC Account No.	
Name and Title: (please print)	
E-mail	
Signature	
Date	

This proposal is submitted and signed by a representative that can bind the company to statements made. For the purpose of the Proposal submission, digital copies of original documents and signatures electronically are accepted.

**City of Coquitlam - No. RFP 14-08-04
CONCRETE SUPPLY & DELIVERY**

APPENDIX A – SUPPLEMENTAL INSTRUCTION NO. 22

(SEE ATTACHED – 3 PAGES)

SI No. 022

Project	Coquitlam Covered Dry Floor Facility	Project No.	2013-062
Issued	August 29, 2014	Revised	
Owner	City of Coquitlam	File No.	7.3
Contractor	Yellowridge Construction	pages	3

Note to the Contractor

The following instructions are furnished only in accordance with the terms of the Contract and on the assumption that the Contract is not materially affected and no extra cost is involved. Notify the Consultant and the Owner prior to the commencement of the work and within ten (10) days of the date hereof if any cost or schedule variations result from these instructions.

Description Slab on Grade Bid Pack Supplement

The Contractor is hereby instructed to PROCEED as follows:

Refer Structural SI #S-002

Provide Concrete slab on grade per Structural Site Instruction S-002 prepared by Bogdonov Pao Associates Ltd. Dated August 28 2014.

Issued by **Wendy James** Reason **Bid Pack Supplement**

Distribution

Owner	Vraj Sudra, Jessica Dadwal City of Coquitlam
Contractor	Les DeMerchant, Yellowridge Construction
Consultant	Will Bodnar, HY Engineering Ltd. Marc Langdon, MCL Engineering Jozef Jakubowski, Kevin DaSilva, Bogdonov Pao Associates Travis Martin, van der Zalm and Associates Carlo Ambito, Harj Randhawa, CADA and Associates



SITE INSTRUCTION / CLARIFICATION

S-002

Attention : Wendy James

Project No. : 14027

Company : CEI ARCHITECTURE

**Project Name : COQUITLAM COVERED
: DRY FLOOR FACILITY**

cc:

From : Jozef Jakubowski, P.Eng.

Date : 28 August 2014

The contractor is hereby instructed to carry out the following work in connection with the above mentioned contract, which may or may not be a variation of the same.

REFERENCE : BID PACK SUPPLEMENT FOR SLAB-ON-GRADE CONCRETE SUPPLY

The following presents supplemental design requirements for the concrete slab on grade work on this project:

Summary

There are three areas that define the on-grade concrete structure for this project:

The perimeter foundation grade beam,

The oval shaped central playing / rink slab and

The border slab surrounding the central playing / rink slab.

With consideration to the perimeter grade beams being placed independently and 200 mm below the main floor slab level, the following supplements the design requirements presented on the project drawings specific to the oval shaped central playing / rink slab and the bordering slab on grade.

All related work shall be performed in accordance with the requirements on S1.1, 2.1, 2.2 and related project specifications.

Qualifications

Work shall be performed by a company regularly engaged in the installation of rink type concrete floors and the application of concrete materials. Provide proof that the contractor has successfully completed at least three projects of a similar size and complexity in the past five years.

Concrete slab work shall be performed by an established concrete floor finishing contractor with a proven track record of satisfactory, consistent quality workmanship for a period of a minimum five years related to rink type floor slabs and other stringent floor tolerance specified concrete floor slabs. The floor finishing contractor must have performed successfully a minimum of ten rink type slabs utilizing specialized mechanical laser-guided power screed equipment.

Slab on Grade

125 mm reinforced concrete slab on grade.

Note: omit thickenings shown on S2.1 and 2.2 under the dasher boards and change room walls.

Reinforcing

Specifications in accordance with the requirements on S1.1.

Playing / rink slab

Top layer: WWF 102x102 MW 25.8 x MW 25.8

Clear cover: 20 mm.

Splices: minimum 204 mm, top mat flipped over bottom in a manner not to exceed 2 layers, stagger at edges and securely tied to chair supports and bottom layer.

Provide lift bars for mesh as required.

Bottom Layer: 10M @ 400oc each way

Clear cover: 25 mm.

Splices: stagger 1200 mm per drawings.

Border slab

Middle: 10M @ 400oc each way

Clear cover: +/- 50 mm.

Splices: 600 mm to suit reinforcing layout

Slip sheet

Minimum 10 mil thick polyethylene with 150 mm lapped and sealed joints.

Subgrade

Prepare per geotechnical specifications.

Concrete

Compressive strength at 28 days: 30MPa.

Exposure Class: N

Maximum size of coarse aggregate:

Playing / rink slab: 14 mm

Bordering slab: 20 mm

Slump range before plasticizing: 70 mm +/- 20 mm

Slump range at discharge: 105 mm +/- 20 mm, 125 mm max

Construction joints

Playing surface/rink slab: Not permitted – to be placed as one monolithic pour

Bordering areas: in accordance with the requirements on S1.1

Surface tolerance

3mm +/- in 3000.

Finishes

Apply finishes per architectural requirements

Curing & Protection

Playing surface slab shall be wet cured for a minimum of 7 days. Wet curing to be accomplished by complete submersion of the slab.

Protect finished concrete surface at all times from abrasion, concentrated construction point loads and impact.

Sequence of placement

Perimeter foundation grade beam,

Oval shaped central playing / rink slab

Border slab surrounding the central playing / rink slab a minimum of 10 days after placing the playing surface slab.