



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 15-01-05

Rain Barrel Truckload Sales

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

Friday, February 27, 2015
(Closing date and time)

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: February 5, 2015

DEFINITIONS

“Agreement” “Contract” means the contract for services or 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.

“Rain barrel” means a plastic container with a child proof lid that is suitable for the storage of rain water and which is intended to be used for watering plants, trees, flowers, etc.

“City” “Owner” means City of Coquitlam.

“Supplier” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Proponent” means a 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 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 goods and provision of services described in this RFP.

1. INSTRUCTIONS TO PROPONENTS

1.1 Request for Proposals

The City of Coquitlam (“City”) requests Proposals from Proponents for the supply, delivery and sale (the “Services”) of rain barrels during at least one (1) scheduled rain barrel truckload sales event.

Rain barrel truckload sales are one-day events with direct sales between rain barrel suppliers at City approved, pre-determined public locations. The successful Supplier is responsible for all product handling including providing enough stock of rain barrels for sale, transporting barrels to and from the sale site, provision of replacement parts, and incurring all risks including damage and lost or stolen product.

Refer to: Section 2 – Scope of Services for further information

1.2 Truckload Event

The first Coquitlam rain barrel truckload sales event will be held on:

Date: Sunday, May 3rd, 2015
Time: 11:00 am to 3:00 pm
Location: Coquitlam Town Centre Park (Lot D)
(on Trevor Wingrove Way, near Pipeline Road)

http://www.coquitlam.ca/parks-recreation-and-culture/parks-and-trails/park-finder/Town_Centre_Park.aspx

1.3 Prices

All prices quoted shall be quoted in Canadian dollars and be firm for the event.

1.4 Closing Date & Time

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

Friday, February 27, 2015

1.5 Instructions for Proposal Submission

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website:

<http://qfile.coquitlam.ca/bid>

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send (ensure you receive 2 emails from Qfile to confirm upload is complete)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

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: bid@coquitlam.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

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.

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.

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 anytime. 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, the City will provide formal written notification of award.

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:

- Company information;
- Ongoing availability of rain barrels via a local retailer, partner, or internet;
- After sales support and parts; and
- Corporate sustainability.

Technical:

- Compliance to Specifications, functionality, and durability of the rain barrels proposed;
- Warranty;
- Methodology; and
- Product safety features.

Financial:

- Price; and
- Value added benefits.

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.

2. SCOPE OF SERVICES

2.1 Background

Rain barrel truckload sales are one-day events with direct sales between the successful Supplier and the public at City approved, pre-determined public locations. The City of Coquitlam is collaborating with other partnering municipalities to implement rain barrel truckload sales events in the Metro Vancouver region to increase water conservation efforts through the use of rain barrels.

2.2 Rain Barrel Truckload Sales Event

The Supplier commits to selling and supplying rain barrels at the first Coquitlam rain barrel truckload sales event which will be held on:

Date: **Sunday, May 3, 2015**

Time: 11:00 am to 3:00 pm

Location: Coquitlam Town Centre Park (Lot D)
(on Trevor Wingrove Way, near Pipeline Road)

http://www.coquitlam.ca/parks-recreation-and-culture/parks-and-trails/park-finder/Town_Centre_Park.aspx

Rain barrel truckload sales are one-day events with direct sales between the rain barrel supplier and the public at City approved, pre-determined public locations.

The supplier is responsible for all product handling including providing enough stock for sale, transporting barrels to and from the sale site, provision

of replacement parts and will incur all risks including damage, lost or stolen rain barrels.

This event will run concurrently and adjacent to a Compost Awareness Week event to take advantage of joint promotion and event attendance.

2.3 Services

- a) The City is responsible for the event advertising and promotional material including collaborative design with partnering municipalities. Where possible and practical, any images of the rain barrel shown in collateral, including brochures and/or print ads, will feature any product branding (i.e. if there's a logo or brand name on the barrel itself, it would be shown in the photos). The Supplier will be mentioned by name in any related media materials, such as Information Bulletins.
- b) The Supplier is responsible for the delivery of rain barrels to the event location at least one hour before the start of the event. The City is not responsible for lost, damaged, or stolen property.
- c) The Supplier must ensure that a sufficient number of rain barrels are available for sale at the event(s). It is estimated that the Compost Awareness Week event will receive up to 200 attendees. However the number of actual sales is unknown. In addition, the City can assist the Supplier in compiling a rain barrel pre-registration list where the public can reserve rain barrels in advance (without payment) for payment and pick up at the event.
- d) The Supplier is allowed to sell related rain barrel accessories at the event and may display and distribute their own promotional material, demonstrate rain barrel installation and/or provide a working rain barrel model.
- e) The Supplier is responsible for handling and distribution of rain barrels and the collection of payment from customers during the sales event. The Proponent must accept payment of at least, but not limited to, cash and credit card. The City will not be responsible for lost or stolen money.
- f) The City is responsible for printing and supplying customer information forms in triplicate to customers. The Supplier is responsible for collecting the forms from customers upon purchase of the rain barrel, providing one copy of all completed

participant information forms to the City upon conclusion of the event, providing one copy to the customer, and retaining one copy for their own tracking purposes. The customer information forms will be used by the City for tracking purposes.

- g) The Supplier is responsible for the provision of receipts to customers upon purchase of a rain barrel. The receipt may be included as part of the customer information form if agreed to by both the City and the Proponent.
- h) The Proponent must provide two tables and a tent canopy for handling sales at the event as well as sufficient staff to set-up and staff the sales table, and unload rain barrels to ensure efficient transactions. At least one City staff will be on site for the duration of the event to distribute paperwork, assist with public communications, and ensure the event is carried out in accordance with City policies.
- i) The Supplier is responsible for removing any of their unsold rain barrels, supplies and waste from the event site, at no cost to The City.
- j) The City makes no guarantee of the volume of sales and shall not be held responsible for loss of anticipated profit or costs associated with the Supplier doing business at the sales event.

2.4 Rain Barrel Specifications

All rain barrels must meet the Product Specifications described in this section. Rain barrels offered for sale to the public must:

- a) be childproof to prevent a child from entering and becoming trapped inside the rain barrel;
- b) include an overflow adaptor;
- c) include secure mosquito and debris screen covering area where water enters the rain barrel;
- d) provide approximately 200 litre capacity;
- e) have dimensions that will allow for transport in the back seat of most mid-size personal vehicles;

- f) provide the ability to interconnect to adjacent rain barrels;
- g) have labelling in the form of a stamp or weatherproof sticker clearly marking non-potable water as per the CSA B128.1 standard;
- h) come with a fitting for dispensing water at the lower end of the barrel;
- i) carry a written warranty of at least one (1) year against defects in materials or workmanship under normal use by the original recipient. The warranty must guarantee that the supplier will fully repair or replace defective units sold at the event(s) at no cost to the purchases;
- j) include concise, simple assembly instructions; and
- k) have demonstrated use in residential rainwater capture in BC and able to withstand local outdoor elements. Prototypes or experimental rain barrels will not be accepted.

Proponents must submit an information package on the proposed rain barrel that includes photo documentation of the rain barrel labelled with the company name and product specification/instruction sheets.

2.5 Insurance Requirements

The Supplier shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be as shown in **Appendix A – Certificate of Insurance:** The Supplier shall carry Commercial General Liability Insurance satisfactory to the City in the amount of ONE MILLION DOLLARS (\$1,000,000.) inclusive per occurrence.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

2.6 Business Licence

The Supplier should obtain a valid City of Coquitlam or Tri Cities Intermunicipal Business License. For information, contact the City's License Department (Tel: 604-927-3085) or apply on-line at:
<http://www.coquitlam.ca/city-services/licenses-and-permits/business.aspx>

2.7 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.



CITY OF COQUITLAM

RFP No. 15-01-05

Rain Barrel Truckload Sales

Proposals will be received on or before 2:00 pm local time on
Friday, February 27, 2015
(Closing date and time)

Proposal Submission Instructions

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send
(ensure 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 604-927-3060 or fax 604-927-3035.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(Company name)

1. PRICE

Price shall include all labour, equipment and materials for the supply, sale and distribution of rain barrels as specified in this RFP. Unit prices shall also include freight, custom duties, brokerage fees and any other delivery costs and be stated in Canadian dollars.

Rain Barrel Manufacturer	Model	Unit Price (exclude PST & GST)
		\$
		\$
		\$

Refer to Rain Barrel Specification Requirement in Section 2.4

- A detailed product specification sheet for each rain barrel proposed including pictures and dimensions is attached and submitted with this proposal.

2. MANUFACTURER’S LOCATION OF PRODUCTION OF RAIN BARRELS

Address:	
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3. RETAIL LOCATIONS AND ONLINE SALES

Provide details on retail locations in the Lower Mainland of British Columbia that carry the proposed Rain Barrels for after event sales on an ongoing basis:

Retailer	Address	Online Sales (yes/no)

4. WARRANTY

- Manufacturer warranty information is attached and submitted with this proposal.

5. METHODOLOGY

Describe your approach in displaying and selling rain barrels at the truckload sales event.

i.e. Functional display, demonstrations units, handling of sales, methods of payment, etc.

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6. KEY CONTACTS

Provide contact information of designated representatives for the event.

	Name, Title and Position	Email address and Phone Number
1.		
2.		

7. VALUE ADDED

What is your competitive advantage, and what other additional products and services does your company provide that would assist or be of benefit to the City and to the public.

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8. CORPORATE SUSTAINABLE BENEFITS

Provide information on any initiatives, programs and product choices that could be considered environmental, financial/economic, social/ethically sustainable value:

9. EXPERIENCE AND REFERENCES

Provide references for experience with sales at similar events outlined in this RFP and/or references of other relevant contracts for the supply of rain barrels.

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	

10. 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

11. 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.

12. AUTHORIZATION

Company Name:	
Address:	
Phone:	
Fax:	
Name and Title of Contact <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

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, electronic signatures will be accepted.

Failure to complete all the required information may result in the request being considered incomplete and rejected.

THIS FORM IS TO BE COMPLETED BY THE INSURANCE BROKER

(A fillable form is also available for electronic completion on the City's website):
http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Standard_Form.sflb.ashx

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that **thirty (30) days' notice of cancellation** or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN BRITISH COLUMBIA.

This Certificate is issued to: **City of Coquitlam, 3000 Guildford Way, Coquitlam, BC V3B 7N2**

Insured	Name:		
	Address:	Email:	Phone:
Broker	Name:		Agent's Name:
	Address:	Email:	Phone:

Project to which this Certificate applies:

Contract No.: RFP 15-01-05	Project Name & Description: Rain Barrel Truckload Sales
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COMMERCIAL GENERAL LIABILITY coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term (dd/mm/yy)	Limits of Liability/Amounts
Section 1: Commercial General Liability		From:	Bodily Injury, Death & Property Damage
<input checked="" type="checkbox"/> Occurrence Form		To:	\$ _____ Per Occurrence
<input type="checkbox"/> Claims Made Form			<input checked="" type="checkbox"/> MINIMUM \$1,000,000
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit
Section 2 Other:		From:	\$ _____ Limit
		To:	\$ _____ Deductible

Particulars of General Liability Insurance (Sections 1 & 2): indicates that the coverage is included.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured | <input checked="" type="checkbox"/> Coverage is Primary and not contributory | <input type="checkbox"/> 12 months Completed Operations |
| <input checked="" type="checkbox"/> Premises & Operations | <input checked="" type="checkbox"/> Personal Injury | <input type="checkbox"/> 24 months Completed Operations |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input type="checkbox"/> Use of explosives for blasting | <input type="checkbox"/> Aircraft/Aviation Liability |
| <input checked="" type="checkbox"/> Owners & Contractors Protective | <input type="checkbox"/> Vibration from pile driving or caisson work | <input type="checkbox"/> Non-owned aircraft liability |
| <input checked="" type="checkbox"/> Blanket Contractual | <input type="checkbox"/> Demolition | <input type="checkbox"/> Watercraft liability |
| <input checked="" type="checkbox"/> Unlicensed Automobile Liability | <input type="checkbox"/> Shoring and Underpinning Hazard | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input type="checkbox"/> Water Ingress Coverage | <input type="checkbox"/> Pollution Liability |
| <input checked="" type="checkbox"/> Employees As Additional Insureds | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension) | <input type="checkbox"/> Asbestos |
| <input checked="" type="checkbox"/> Non-Owned Automobile | | |
| <input checked="" type="checkbox"/> Attached Machinery | | |
| <input checked="" type="checkbox"/> Occurrence Property Damage | | |
| <input checked="" type="checkbox"/> Contingent Employer's Liability | | |
| <input checked="" type="checkbox"/> Broad Form Loss of Use | | |

Section 3: Automobile Liability (owned or leased vehicles)	If insured by ICBC, attach a copy of the ICBC form APV-47	From:	Personal Injury & Property Damage
		To:	\$ _____ Limit
			<input checked="" type="checkbox"/> MINIMUM \$2,000,000

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

Broker Authorization (Signature & Stamp) _____ **Date** _____

INTERNAL USE ONLY	
Certificate <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

COMPLETE & SUBMIT TO: CITY OF COQUITLAM
Email: bid@coquitlam.ca