



City of Coquitlam
REQUEST FOR QUOTATIONS
RFQ No. 15-02-07

Supply and Delivery of
Tree Watering Bags

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

Thursday, March 5, 2015

(Closing date and time)

Obtaining RFO Documents

RFQ Documents and Drawings are available for downloading from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities

Printing of RFQ documents is the sole responsibility of the Bidders.

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

Quotations Submissions

The City reserves the right to accept or reject any or all Quotations or accept a Quotation deemed to be in the best interest of the City and will not be responsible for any costs incurred by Bidders in preparing a response.

D. Trudeau, Purchasing Manager

Issue Date: February 26, 2015

The City of Coquitlam (the “City”) requests Quotations for the supply and delivery of Tree Watering Bags. Delivery shall be FOB Freight prepaid to City of Coquitlam Works Yard, 500 Mariner Way, Coquitlam BC, V3K 7B6.

A. INSTRUCTIONS TO BIDDERS

- 1.0** Proprietary names, unless otherwise stated are used solely to establish standards of materials and finish. Items of other manufacturers may be accepted as equal to those specified, at the discretion of the City.
- 2.0** The City pursues an environmentally responsible purchasing policy. Wherever possible, we seek to purchase goods and services which represent minimal negative impact to the environment. Please include information that would be relevant to this acquisition.
- 3.0** The City reserves the right to accept all or any part of a quotation and to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted, rather will be analyzed to determine best overall value to the City.
- 4.0** Award and issue of a Purchase Order is contingent upon sufficient funds being available in the City’s budget.
- 5.0** The criteria for award may include, but is not limited to, the prices quoted, total cost implication, delivery lead time, product quality, warranties, references, past performances, compliance to specifications, bidder’s organization and capability of the bidder to fulfill the requirements, and best overall value to the City.
- 6.0** The City of Coquitlam reserves the right to cancel any order, if not filled within a reasonable time and in accordance with the terms and conditions specified. Time shall be of the essence.
- 7.0** Quotations may be withdrawn upon request by an authorized representative of the company sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Quotations.
- 8.0** Bidders are advised that submissions of quotes are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and contents of their submission may be disclosed, if required to do so pursuant to the Act.
- 9.0** The City will not assume any responsibility or liability for any costs incurred by the Bidder in the preparation of his/her Quotation.
- 10.0** Except as expressly and specifically permitted in these instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFQ including accepting a non-compliant bid, and by submitting a quotation each Bidder shall be deemed to have agreed that it has no claim.

11.0 Unless otherwise stated, prices are to:

- include delivery and unloading of goods at destination
- be firm for 60 calendar days from quotation closing date
- consumable goods pricing should be firm for a minimum one year term unless otherwise stated
- be in Canadian dollars
- include all other duties, insurance in freight, delivery charges and levies
- exclude all taxes which are to be shown separately.

11.1 The Bidder is responsible to check its quotation submission for accuracy. Any changes must be initialled at the point of change.

12.0 DEFAULT

12.1 The City reserves the right at its sole discretion, to immediately terminate, in whole or in part, the Purchase Order contract if the Vendor:

- fails to make delivery of the item(s)
- be adjudged bankrupt or makes general assignment for the benefit of creditors

13.0 BRAND NAMES

13.1 The substitution of product and/or materials will not be allowed unless it conforms to all specifications within this document and is equal or better in performance, durability, availability and value. Substitutions must have the written acceptance/approval of the City before shipping.

14.0 PAYMENT

14.1 Payment by the City shall be made within thirty (30) days after receipt of the invoice and acceptance by the City of the goods.

14.2 Invoices are to be in .pdf format sent to: apinvoices@coquitlam.ca

15.0 LAW

15.1 Any resultant award shall be governed by and construed in accordance the laws of the Province of British Columbia, Canada which shall be deemed the proper law thereof.



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Quotation Submission Instructions

Quotation 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: RFQ 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)

Bidders are responsible to allow ample time to complete the submission process.

For assistance, phone 604-927-3060 or Fax 604-927-3035.

QUOTATION SUBMISSION FORM

Complete and return this Quotation Form

Submitted by:

(Company Name)

1. PRICE AND SPECIFICATIONS

Quantities provided are estimates only and actual quantities may vary. The quantities stated are not commitments, and are based on an estimate, and may not accurately reflect future needs.

	PRODUCT MODEL / NAME	QUANTITY	UNIT PRICE	AMOUNT
.1	TreeGator Original	2800	\$	\$
.2	Alternate (State Product & Attach Manufacturer's Specifications & Warranty):		\$	\$

Tree watering bags must meet the following specifications:

- Minimum capacity of 50 litres
- Slow release over at least 4 hours to empty the bag
- Single bag must be compatible with trees of 8cm caliper or less
- Made of heavy duty materials (bag, zippers, and straps) that will last in year round in all environments (sun, rain, wind, and snow).

All goods quoted must be of a quality that is generally accepted to be equivalent or better than the current product used by the City. The quality must be suitable for Industrial type applications.

Vendors are also encouraged to quote multiple options if various Grades or Quality Levels are readily available. If an alternate is proposed, attach a copy of the manufacturer's specifications with your proposal submission.

Does your firm have exclusive local distributorship rights with any Manufacturers referenced in this RFQ? If yes, please indicate which one(s)?

2. LEAD TIME FROM DATE OF ORDER

Provide the lead time from the date of order for the tree watering bags:

3. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

4. 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

5. Authorization

We hereby submit our Quotation for the goods as specified in strict accordance with all referenced Terms & Conditions, Specifications, and information provided in this RFQ.

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

The signature above is an authorized representative that can bind the company to statements made in this Quotation. For the purpose of this RFQ, electronic signatures will be accepted.

–End of Quotation Form–