



City of Coquitlam  
**REQUEST FOR QUOTATIONS**  
**RFQ No. 15-04-11**

**Terraseeding Existing Park Sites**

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

**Thursday, May 7, 2015**

(Closing date and time)

**Obtaining Documents**

RFQ Documents are available for downloading from the City of Coquitlam's website:

[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

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

**OPTIONAL SITE MEETING**

**An OPTIONAL site meeting will be held on Monday, May 4 at 10:00 am, local time.**

Bidders are to meet at Mundy Park Playground Area, Hillcrest Street south of Winslow Avenue, Coquitlam.

**Addenda**

Bidders 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](http://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 Quotation.

D. Trudeau, Purchasing Manager

Issue Date: April 29, 2015

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### APPENDIX A – Photos: Work Locations (3)

## 1. **INSTRUCTIONS TO BIDDERS**

### 1.1 Project Description

The City of Coquitlam (“City”) request Quotations from qualified, experienced Contractors for Terra Seeding at three (3) locations in City of Coquitlam Parks. The three (3) locations are as follows:

1. Como Lake Park – Smith Ave. to Milford Ave.
2. Mundy Park – Playground Area
3. Mundy Park – Spani Pool Entrance

The work consists of the application of soil, seed and fertilizer mix by blower truck to existing park sites. Depth required is variable with a desired outcome of repairing worn areas and leveling uneven ground.

Refer to **Appendix A – Photos: Work Locations**

### 1.2 Closing Date & Time

**Quotations should be received on or before 2:00 pm local time:**

**Thursday, May 7, 2015**

### 1.3 Instructions for Quotation Submission

**Quotations 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 completed)

Quotations submitted shall be deemed to be received when displayed as a new email in the in-box of the City’s email address. The City will not be responsible for any delay or for any Quotations not received 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 Quotations not received.

Late Quotations will not be accepted. Quotations will not be opened in public. Unevaluated bid results will not be provided.

Quotations may be withdrawn upon request by an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Quotations.

#### 1.4 Inquiries

All inquiries are to be directed in writing by email quoting the RFQ name and number to: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Questions are to be submitted in writing 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 Bidders by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFQ.

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

#### 1.5 Addenda

If a change, or additional information related to the original version of the RFQ is warranted, the City's response will issue a written Addenda directly to Bidders by email prior to the closing date.

Bidders should acknowledge receipt of such Addenda on the Quotation Submission Form.

Upon submitting a quotation, Bidders 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 quotation submitted.

#### 1.6 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 for service(s), if not fulfilled within a reasonable time and in accordance with the terms and conditions specified. Time shall be of the essence.

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

#### 1.7 Privacy

Bidders are advised that quotes are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and the contents may be disclosed if required to do so pursuant to the Act.

1.8 Price

All Prices shall be all-inclusive stated in Canadian funds and shall remain **FIRM** for the duration of the Work.

1.9 Evaluation Criteria

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

- Price
- References
- Experience, and demonstrated performance;

The lowest or any quotation will not necessarily be accepted, rather will be analyzed to determine best overall value.

1.10 Examination of Quotation Documents and Work Sites

Bidders must carefully examine the quotation documents and the work sites. The Bidder may not claim, after submission of a quotation that there was any misunderstanding with respect to the condition imposed by the quotation.

1.11 Irrevocability & Acceptance of Quotations

Quotations shall be irrevocable, valid and remain open for acceptance for a period of not less than thirty (30) days from the closing date and time. The successful Bidder will be notified in writing of the acceptance of his/her quotation within thirty (30) days from the closing date and time.

The City of Coquitlam reserves the right to waive formalities in, or reject any or all quotations or accept the quotation deemed most favourable in the interest of the City.

1.12 Non-Solicitation

Bidders and their agents are cautioned that solicitations of members of the City Council or any Committee or Commission formed by or associated with the City of Coquitlam during the Quotation period or anytime prior to award, may be cause for rejection of the Quotation as this will be viewed as one Bidder seeking an unfair advantage over other Bidders.

1.13 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this Quotation, the information contained this Quotation is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve the Bidders from forming their own opinions and conclusions with respect to the work in this RFQ.

1.14 No Claim

Except as expressly and specifically permitted in these Instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever and 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.

## 2. GENERAL CONDITIONS

### 2.1 Award

Award and issue of a Purchase Order is contingent upon sufficient funds being available in the City's budget.

The City will notify the successful Bidder (herein referred to as the "**Contractor**") in writing of its decision to award the project which is subject to provision of the required documentation. A City Purchase Order (PO) will be issued to the Contractor and the following terms and conditions will apply to this contract:

### 2.2 Health and Safety Requirements

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City of Coquitlam. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

### 2.3 Prime Contractor

The Contractor shall be deemed to be the "Prime Contractor" as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations. The Contractor is to ensure that no danger shall befall the public or personnel at any time during the progress of the work until completion.

### 2.4 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 execution of the work.

### 2.5 Business Licence Requirement

The Contractor will be required to provide a valid Coquitlam Business License and upon request a list of all sub-trades to verify that sub-trades are properly licensed. For more information contact the City's License Department (Tel: 604-927-3085).

## 2.6 Insurance Requirements

The successful Bidder shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company (not a Manager or Broker) certifying that the required insurance policies are in force and that:

- a) The City of Coquitlam is 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.

A fillable insurance form is available for electronic completion on the City’s website: [Certificate of Insurance - Contractor Form](#)

- c) The successful bidder shall carry Public Liability and Property Damage Insurance satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence.

Evidence of these insurances shall be provided to the City prior to commencement of any work.

## 2.7 Equipment, Materials and Workmanship

Contractors shall ensure that they are qualified and experienced and have the resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour offered and utilized and all workmanship shall comply with all standards, regulations and statutes pertaining to works of this nature, including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act

All necessary federal, provincial and local permits and licenses required for safe completion of the work shall be obtained and kept available at the work site for inspection.

Equipment offered and utilized must be in good mechanical repair and not require excessive maintenance, repair or create excessive down time that jeopardizes the Contractors ability to complete the work by the completion date.



## 2.8 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, which consent is within the sole discretion of the City, assign, sublet or transfer this contract or any part thereof.

## 2.9 Completion

The City reserves the right:

a) To cancel the remainder of the contract and award to an alternate Contractor on failure of the Contractor to initiate the work in time to complete or on failure to complete by agreed date;

Or;

b) In the eventuality that extenuating circumstances, such as weather conditions, delay the completion by the deadline, to defer the completion of the work.

Time is of the essence.

## 2.10 Cancellation

The contract may be cancelled by either party without cause or penalty with 30 days written notice. The Contractor would be paid for goods provided and services completed at date of cancellation.

## 2.11 Law

The contract 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  
REQUEST FOR QUOTATIONS  
RFQ No. 15-04-11**

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(Closing date and time)**

**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 Submission Form:**

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

**1. PRICES**

1.1 Terraseeding

The Bidder has considered the information provided by the City as relates to this project, and agrees to provide all labour, materials, products, equipment, and services and perform all sections of work shown & described in these documents. The lump sum price for each area is:

	<b>Work Area</b>	<b>Lump Sum Amount</b>
.1	Como Lake Park – Smith Ave. to Milford Ave.	\$
.2	Mundy Park – Playground Area	\$
.3	Mundy Park – Spani Pool Entrance	\$
	<b>Total for all three areas</b>	\$
	<b>GST (Goods and Services Tax)</b>	\$

**2. SUB-CONTRACTORS**

List any sub-Contractors that would be involved in performing the Work. Include their roles and responsibilities for this project:

<b>Company Name</b>	<b>Role/Responsibility</b>

**3. Experience and References**

Please provide the following information for similar size & scope projects the Bidder has recently completed. By submitting a quotation, the Bidder agrees the City may contact references for verification of successful performance.

<b>Project Title</b>	
<b>Approximate Value</b>	
<b>Owner of Project</b>	
<b>Reference Contact</b>	
<b>Telephone</b>	

<b>Project Title</b>	
<b>Approximate Value</b>	
<b>Owner of Project</b>	
<b>Reference Contact</b>	
<b>Telephone</b>	

<b>Project Title</b>	
<b>Approximate Value</b>	
<b>Owner of Project</b>	
<b>Reference Contact</b>	
<b>Telephone</b>	

**4. Addenda**

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

<b>Addendum No.</b>	<b>Date Issued</b>	<b>Date Received</b>

**5. Acceptance**

The City requests that Quotations remain open for acceptance for a period of not less than thirty (30) days from the closing date.

We, the undersigned, confirm that this quotation is open for acceptance by the City for a period of: \_\_\_\_\_ days.

**6. Authorization**

We hereby submit our Quotation for the work as specified and undertake to carry out the work in strict accordance with the Request for Quotation documentation including, General Conditions, Addenda, Appendices etc.

The undersigned agrees that this bid will remain open for acceptance by the City for a period of thirty (30) days.

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

**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 Submission Form -

## **Appendix A – Photos: Work Locations**

### **Consists of:**

1. Como Lake Park – Smith Ave. to Milford Ave.
2. Mundy Park – Playground Area
3. Mundy Park – Spani Pool Entrance

City of Coquitlam RFQ No. 15-04-11 - Terracing Existing Park Sites  
Appendix A - Photos: Work Locations

Como Lake Park – Smith Ave. to Milford Ave.



**City of Coquitlam RFQ No. 15-04-11 - Terraseding Existing Park Sites  
Appendix A - Photos: Work Locations**

**Mundy Park - Playground Area**





City of Coquitlam RFQ No. 15-04-11 - Terraseding Existing Park Sites  
Appendix A - Photos: Work Locations

Mundy Park - Spani Pool Entrance

