

City of Coquitlam

Request for Proposals
RFP No. 17-04-03

Bedding and Potted Plants

TABLE OF CONTENTS

	Page
1. REQUEST FOR PROPOSAL	3
2. SCOPE OF SERVICES	3
3. OBTAINING RFP DOCUMENTS	3
4. TERM OF CONTRACT	3
5. INSTRUCTIONS TO PROPONENTS	3
6. PROPOSAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA.....	4
7. RFP CLOSING DATE AND TIME	4
8. INSTRUCTIONS FOR PROPOSAL SUBMISSION.....	4
9. ENQUIRIES.....	5
10. ADDENDA.....	5

[PROPOSAL SUBMISSION FORM](#)

1. REQUEST FOR PROPOSAL

The City of Coquitlam (“City”) requests proposals from professional, experienced, qualified firms to provide **Bedding and Potted Plants** (the “Services”).

2. SCOPE OF SERVICES

The City is seeking to partner with a Supplier to source the supply of bedding and potted plants directly from the floral growers twice per year and on an as required and requested basis.

To be considered, proponents should:

- Prepare orders for delivery to various City of Coquitlam locations;
- Have a full time in-house account manager or order desk to address the City’s orders and requests;
- Demonstrate how they are able to leverage the best pricing while ensuring a wide variety is constantly available at a consistent level of quality;
- Provide annual spending reports as requested.

The City would require approximately 150 varieties of bedding and potted plants with approximately 3,500 flats. Quantities are provided as a guideline of the City’s requirements. Actual quantities may vary. Items with zero for a quantity are provided to establish pricing. The City may order these items as required.

3. OBTAINING RFP DOCUMENTS

RFP Documents are available for download from the City of Coquitlam’s website:
www.coquitlam.ca/BidOpportunities

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

4. TERM OF CONTRACT

The contract will be in effect for one (1) year and may be renewed for additional terms based on mutual agreement.

5. INSTRUCTIONS TO PROPONENTS

Proponents are advised that the rules for participation that will apply to this RFP are located:

[City of Coquitlam - 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.

6. PROPOSAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

Corporate

- Experience and References in successfully providing the services to other clients similar in size, scope and complexity

Technical

- Range of floral products available and access to multiple growers
- Timelines – delivery of floral products at required times in the season
- Quality Assurance – delivery of quoted size and quality at required times in the season

Financial

- Prices and discounts
- Value Added Benefits

7. RFP CLOSING DATE AND TIME

Proposals will be received by the City on or before 2:00 pm local time on

Wednesday, October 25, 2017

8. INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposals are to be consolidated into one .pdf file and uploaded through QFile, the City's file transfer service accessed at 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 two emails from Qfile to confirm upload is complete.)

For assistance, phone 604-927-3060.

Proposals shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals 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 Proposals not received.

The City at their sole discretion reserves the right to accept Proposals that are received after the Closing date and time but is under no obligation to evaluate.

9. ENQUIRIES

Enquiries are to be submitted in writing and sent to email: bid@coquitlam.ca referencing the RFP name and number. Enquiries should be made no later than 3 business days before the closing date.

The City at its sole discretion will determine which enquiries require response, which will be provided to all interested parties by issue of written addenda and posted on the City's website before the closing date.

10. ADDENDA

Proponents are required to check the City's website before the closing date for any updated information and addenda issued at:
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.



**City of Coquitlam
REQUEST FOR INFORMATION AND QUALIFICATIONS
RFP No. 17-04-03**

BEDDING AND POTTED PLANTS

**Responses will be received on or before 2:00 pm local time on
Wednesday, October 25, 2017**

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposals 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

- 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 two emails from Qfile to confirm upload is complete.)

If assistance is required, phone 604-927-3060.

Proposal Submission Form

Complete and return this section

Submitted by: _____
(Company Name)

1.0 PRICES

Proponents are to attach recent market prices for the following bedding and potted plants:

Item	Description	Price (exclude PST & GST)
1.	Abutilon Vesuvius Red (1-606 tray)	\$
2.	Amaranthus Carnival (6-606 trays)	\$
3.	Begonia Whopper Red with Bronze Leaf (39-606 trays)	\$
4.	Bull's Blood Beet (Beta Vulgaris) (2-606 trays)	\$
5.	Celosia Dracula (9-606 trays)	\$
6.	Coleus King Kong Red (17-606 trays)	\$
7.	Colocasia (1 gallon pot; 2.5 - 4 feet in height)	\$
8.	Cyperus Papyrus King Tut (6 trays of 6" pots)	\$
9.	Fuchsia Gartenmeister (43 trays of 6" pots)	\$
10.	Lisianthus Red (4-606 trays)	\$
11.	Lychnis Chalcedonica Maltese Cross Red (4-606 trays)	\$
12.	Mandevilla Sanderi Red (2 trays of 4" pots)	\$
13.	Pennisetum X Advena 'Rubrum' (18 trays of 6" pots)	\$
14.	Perilla Magilla (10-606 trays)	\$
15.	Pumpkin Warty Goblin (2-606 trays)	\$
16.	Strobilanthes (6-606 trays)	\$

Rates and prices should include delivery, freight prepaid FOB to various City of Coquitlam sites.

Lead times for delivery are: _____ days from order.

2.0 METHODOLOGY AND WORKPLAN

Provide details as to how your company can provide the best access to a wide range of bedding and potted plants and ensure best value to the City:

3.0 QUALITY ASSURANCE

Describe how your company will provide customer satisfaction and quality assurance of the bedding and potted plants.

4.0 KEY PERSONNEL /TEAM COMPOSITION

In the table below, indicate the names of key personnel that would be involved in the Contract.

	Name	Role & Responsibilities	Qualifications & Experience
1			
2			
3			

5.0 EXPERIENCE AND REFERENCES

Provide recent client references where your company has provided similar services. Proponents consent that the City may contact the references provided. Information obtained from references is confidential and will not be disclosed to any Proponents.

Client/Company Name	
Contact Name	
Contact Phone Number	
Email	
Description of Services Provided	
Annual Contract Value	

Client/Company Name	
Contact Name	
Contact Phone Number	
Email	
Description of Services Provided	
Annual Contract Value	

6.0 VALUE ADDED BENEFITS AND SERVICES

Confirm what other services are available and any value added benefits that would be provided to the City.

--

7.0 CONFLICT OF INTEREST DECLARATION

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

--

8.0 ADDENDA

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

Addendum No.	Date Issued

9.0 AUTHORIZATION

We hereby submit our response for the supply and services described in this RFP and agree to the terms stated herein. We confirm that information contained in our Proposal is accurate.

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

Proponents confirm they have read and would agree to the [City of Coquitlam Terms and Conditions of Purchase](#) posted on the City's website:

For the purpose of this RFP submission, electronic signatures will be accepted.

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