

City of Coquitlam

Request for Information and Qualification

RFIQ No. 23-100

Supply and Delivery of Aquatic Supplies

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[SUBMISSION SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 23-100 Supply and Delivery of Aquatic Supplies
Overview of the Opportunity	The City is seeking Submissions from qualified Respondents for “as, if and when required,” for the Supply and Delivery of Aquatic Supplies as stated within this RFP.
Closing Date and Time	2:00 pm local time Tuesday, December 19, 2023
Instructions for Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFIQ 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 receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Submissions received after the Closing Date and Time.</p>
Obtaining RFIQ Documents	<p>RFIQ Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFIQ documents is the sole responsibility of the Respondents.</p>
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City’s website: Instructions to Respondents
Questions	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca</p> <p>Questions received after that time may not receive a response.</p>
Addenda	<p>Respondents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake Services.

“Contractor” 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 “Contractor” 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.

“Preferred Respondent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Submission” means a response submitted for evaluation in response to this RFIQ.

1 INSTRUCTIONS TO RESPONDENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiŋə́h word kʷikʷə́lə̌m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́lə̌m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḡə́ciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Introduction

The City is seeking Submissions from qualified Respondents for “as, if and when required,” for the **Supply and Delivery of Aquatic Supplies** as stated within this RFP.

1.3 Purpose

The City intends to create a short list of professional Respondents for a term of three years or until the City releases a new RFIQ.

The City may request quotes from those companies at any time. Typically, as assignments arise, Respondents on the shortlist will be asked to provide a quote for supplies and the City will evaluate the cost effectiveness of the Quotes.

The City will monitor and evaluate the performance of the Contractors. In the event that one or more of the shortlisted companies in a category have either not performed well or do not have resources available that are suited to an assignment may be removed from the shortlist.

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to request quotes, at its discretion, to select Respondents for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will send our Request for Quotation or carry out future projects, or as to the volume of projects that would be available to any Respondent.

1.4 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located: [Instructions to Respondents](#).

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

By submission of a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

1.5 Eligibility

For eligibility, and as a condition for award, the successful Respondent(s) would be required to meet or provide the equivalent:

- a) Accept the City's standard Terms and Conditions posted on the City's website:
[Standard Terms and Conditions - Purchase of Goods and Services](#)

1.6 Background

The City operates five pools and ten seasonal spray parks. Three pools are seasonal and two pools are open year round.

- a) Indoor Pools
 - I. [City Centre Aquatic Complex](#)
 - II. [Poirier Sport & Leisure Complex](#)
- b) Outdoor Pools
 - I. [Blue Mountain Wading Pool](#)
 - II. [Eagle Ridge Outdoor Pool](#)
 - III. [Spani Outdoor Pool](#)
- c) Spray Parks
 - I. Blue Mtn. Water Park
 - II. Burns Spray Park
 - III. Cottonwood Spray Park
 - IV. Mackin Spray Park
 - V. Town Center Water Park
 - VI. Galloway Spray Park
 - VII. Norm Staff Spray Park
 - VIII. Panorama Spray Park
 - IX. Rochester Spray Park
 - X. Sheffield Spray Park

1.7 Opportunity

Supply and Delivery of Aquatic Supplies will be on an “as, if and when required” basis.

The Respondent to provide a price list of items offered and the discount off catalogue list prices.

The aquatic supplies include, but are not limited to:

- Test Kits and Reagents
- Filters
- Deck equipment
- Storage, Ladders and Covers
- Accessible Equipment and Products
- Program Supplies
- Safety Supplies
- Competition Equipment and Products

- Mechanical Equipment
- Pumps, Filters and Accessories
- Below Deck Fittings and Products
- Maintenance and Cleaning
- In Water Vacuums
- Resale Items (Caps, Goggles, Etc.) for Pro Shops:

Items listed are provided as a guideline of the City's requirements. The City does not guarantee any Item or quantities.

1.8 Delivery

The Contractor to deliver to the City pools, City Works Yard, or as directed by the City within the boundaries of the City.

Delivery locations may or may not have loading docks or pallet jacks.

If applicable all MSDS sheets to be included in shipments.

1.9 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2 SELECTION PROCESS

2.1 Process

It is the intent of the City to utilize this RFIQ to invite qualified respondents who are interested in, and who have the expertise, experience and inventory to provide the material as described in this RFIQ.

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. The City may, at its discretion, interview one or more Respondent, or request clarifications or additional information from a Respondent with respect to any Submission.

The evaluation of the Submissions will be based solely on the contents of the Submissions, reference checks, Respondent presentations, the City's past experience with the Respondent, and any clarifications provided in writing in response to the questions asked by the City. The City reserves the right to directly negotiate with one or more Respondents.

The City reserves the right to compare Submissions to other Submissions and consider other criteria that may become evident during the evaluation process to obtain best value.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

2.2 Evaluation Criteria

The evaluation criteria are as follows:

Criteria	Points
Compliance with the requirements of this RFIQ.	5
Capabilities, capacity and resources	5
Value add	5
References	10
Inventory	15
Discount offered	20
Minimum order quantities	5
Product returns	5
Customer service	5
Lead-time	15
Quality Assurance	5
Sustainable and social responsibility	5

The Submission Form provides Respondents with the opportunity to demonstrate their strength in the above criteria. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Respondents.

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 City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.



City of Coquitlam

SUBMISSION FORM

RFIQ No. 23-100

Supply and Delivery of Aquatic Supplies

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

Tuesday, December 19, 2023

(Closing Date and Time)

INSTRUCTIONS FOR SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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: RFIQ 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.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

Legal Name of Respondent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. **DEPARTURES AND AWARD**

a) CONTRACT - I/We have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):	
Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFIQ and are prepared to meet those requirements, amended by the following departures and additions (list, if any):	
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)	

a) CAPABILITIES, CAPACITY AND RESOURCES - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

- i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

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- ii. Respondent is to state relevant experience and qualifications as to the materialservices requested in the RFIQ:

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- iii. Respondent is to state any value added benefits and activities they can provide in delivering the material Provide details:

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b) REFERENCES – Respondent shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional

Reference No. 1

Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) INVENTORY LIST - Attached a list of products of companies you represent and sell	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

d) DISCOUNT RATES - provide discount rate applied to list price	
Discount	%

e) MINIMUM ORDER QUANTITIES - State any minimum order quantities the City should be aware of. Minimum order quantities could include a minimum order value, minimum weight of order, or minimum pieces per order.

f) PRODUCT RETURNS - Specify any products return policies and indicate if a restocking fee would apply.

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g) CUSTOMER SERVICE - Please provide a response to the following questions:

Question	Response
Responsiveness of your company to incoming customers questions and issues:	
Ratio of answered calls to unanswered calls:	
Complaints/issues have you received in a given period:	
Resolution process for complaints/issues:	
Response time to inquires:	

h) DELIVERY LEAD TIMES

i. State the lead times from the time of order to the time of delivery for in stock items.

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ii. State the lead times from the time of order to the time of delivery for non-stock items.

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i) QUALITY ASSURANCE

i. Inspection of incoming goods – Provide a brief narrative how the Proponent examines products that they have received to determine conformance to the purchase specifications:

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ii. Accuracy of outgoing orders - Provide a brief narrative how the Proponent ensures the accuracy of orders placed from time of order placement through to delivery to the City:

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j) SUSTAINABLE AND SOCIAL RESPONSIBILITY

- a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the material that would benefit the City

- b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

- c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

- d) What policies does your organization have to support reconciliation with indigenous peoples:

Attention Purchasing Manager:

2. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the services; submit this Submission in response to the RFIQ.
3. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFIQ document.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

This Submission is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Respondent and have duly read all documents.

Name of Respondent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.