

City of Coquitlam

Request for Quotation
RFQ No. 22-095

Purchase of Family Estate Markers

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QUOTATION SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFQ Reference	RFQ No. 22-095 Purchase of Family Estate Markers
Overview of the Opportunity	The purpose of this RFQ is to invite Quotations from qualified firms for the provision of Purchase of Family Estate Markers .
Closing Date and Time	2:00 pm local time Friday, December 09, 2022
Instructions for Quotation Submission	<p>Quotations are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFQ Number and Name 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 604-927-3060 should assistance be required.</p> <p>The City also reserves the right to accept Quotations received after the Closing Date and Time.</p>
Obtaining RFQ Documents	<p>RFQ Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/BidOpportunities</p> <p>Printing of RFQ documents is the sole responsibility of the Respondents.</p>
Instructions to Respondents	The guidelines for participation that will apply to this RFQ are posted on the City's website: Instructions to Respondents
Questions	Questions are to be submitted in writing quoting the RFQ number and name up to 3 business days before the closing date sent to email: bid@coquitlam.ca
Addenda	Respondents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: http://www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Quotations may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the purchase awarded as a result of this RFQ.

DEFINITIONS

In this Request for Quotation, the following terms will have the meaning set out below:

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Respondent through negotiation process with the City based on the Submission submitted and will incorporate by reference the Request for Quotations, Specifications, Drawings, any additional subsequent information, any addenda issued, the Respondent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Quotation and all associated documentation, which also includes mutually agreed revisions and submission of a subsequent Quotation. Both **“Consultant”** and **“Respondent”** are complementary in terms of duties, obligations and responsibilities contemplated at the RFQ stage, through evaluation process, execution and performance of the services and works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services.

“Purchase Order” means the City Purchase Order or City Purchase Contract that will be issued to formalize the purchase with the successful Respondent through negotiation process with the City based on the Quotation submitted and will incorporate by reference the Request for Quotations, the Terms and Conditions of Contract included in this RFQ, any additional subsequent information, any addenda issued, the Respondent’s response and acceptance by the City.

“Quote” “Quotation” means the submission by the Respondent.

“Request for Quotation” “RFQ” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Quotation.

“Respondent” “Proponent” means a company who has submitted a Quotation in response to this Request for Quotation and are complementary in meaning;

“Services” “Work” “Works” means and includes the provision by the successful Respondent of all services, duties, and expectations as further described in this RFQ. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Submission” means information and qualifications submitted for evaluation in response to this RFQ.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INSTRUCTIONS TO RESPONDENTS

1.1. Purpose

The purpose of this RFQ is to invite Submission from qualified, experienced companies for the supply, delivery and installation of **Family Estate Markers** as stated within this RFQ.

1.2. Quotation Submission

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

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

1.3. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

1.4. Requested Departures

The Respondent acknowledges that the departures requested in the Quotation Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Respondent's Quotation Submission.

1.5. Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions – Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Quotation Submission but will be required prior to entering into an agreement with the City for Services.

1.6. Evaluation

The City reserves the right to accept or reject any or all Quotations, based on:

- The overall value that the Quotation represents to the City, based on quality, service and price;

- Track record of the Respondent;
- Conformance to specifications;
- Value added offerings;
- Environmental considerations;
- References

In its sole discretion, the City may reject or retain for its consideration, Quotations which are nonconforming because they do not contain the content or form required by the instructions to Respondents or for failure to comply with the process for submission set out in the [Instructions to Respondents](#).

1.7. Award to Multiple Respondents

The City reserves the right to split the award (demolition and/or abatement) to multiple Respondents or award all of the Work to one Respondent.

1.8. Delivery

Crane delivery is to be made with **minimum 24 hours' notice**, at a scheduled time that is mutually acceptable to the City, freight prepaid, F.O.B to:

**City of Coquitlam
Robinson Memorial Park Cemetery
621 Robinson St
Coquitlam V3J 0A6**

1.9. Cancellation of RFQ

The City reserves the right to cancel any RFQ at any time without recourse by the Respondent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

1.10. Results of RFQ

Quotations will not be opened in public. The unevaluated results will not be posted on City Website.

2. GENERAL CONDITIONS OF PURCHASE

2.1. Terms and Conditions

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFQ, along with the accepted Submission, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. SCOPE OF SERVICES

3.1. Scope

The successful Respondent shall supply, deliver and install twenty eight (28) each of the following:

- 30" x 18" x 6" x 4" - Black granite memorial – Polished one (1) surface only - rock pitched sides
- 36" x 24" x 3" Local grey granite base - Honed

The City will prepare the surface for the successful Respondents installation of markers.



City of Coquitlam
REQUEST FOR QUOTE
RFQ No. 22-095

Purchase of Family Estate Markers

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

Friday, December 09, 2022

(Closing Date and Time)

INSTRUCTIONS FOR QUOTATION SUBMISSION

Quotation submissions 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: 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.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3060.

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 Stand 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 RFQ 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)

c) AWARD - For eligibility of award, the City requires the succesful Respondent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Submission but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

As of the date of this Submission, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2.

CORPORATE

a) 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 pages, if necessary):	
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:

3. Technical

a) Quality Assurance - Provide the measures the Respondent will use to maintain quality control for the items provided and the Installation.

4. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):					
Line	SCOPE OF WORK	Unit of Measure	Unit PRICE (exclude GST)	Quantity	Total Price
i.	30"X18"X6"X4" - Black granite memorial – Polished one (1) surface only - rock pitched sides	Each	\$	28	\$
ii.	36"x24"x3" Local grey granite base - Honed	Each	\$	28	\$
i.	Delivery and Installation	Each	\$	28	\$
ii.	Other not Listed:		\$		\$

b) VALUE ADD

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

c) SUSTAINABLE BENEFITS 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 services that would benefit the City

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

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

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFQ and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Quotation in response to the RFQ.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) 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 RFQ document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Quotations 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.