



Sunshine Coast Regional District

Request for Quotation

Number: 19 374

for

Supply of Turf Care Products and Testing Services

Issue Date:

February 5, 2019

Closing Date:

February 21, 2019 at 3:00 pm local time.

Bid Conditions:

Delivery of Quotations: Quotations must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Bidder or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFQ.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic Proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.11 of the General Terms and Conditions of this RFQ.

OR

Hard Copy Submission: Bidders must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of its quotation. Quotations submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1**

Regardless of submission method, quotations must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFQ including the following:

- a) The Proponent has carefully read and examined the entire Request for Quotation;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

1. General Terms and Conditions

1.1. Bid Revisions / Withdrawal

Any revision/amendments to the Bid made before the Competitive Bid closing time and date must be in writing and submitted in the same manner as the bid, stating Competitive Bid Number and Title. The Bidder shall initial any revision/amendment. Telephone communication will NOT BE ACCEPTED. Bids may be withdrawn, if written notice is received prior to closing time and date.

1.2 Bid Inquiries

All inquiries must be in writing and directed to purchasing@scrd.ca

Inquiries are required to be submitted in writing by 3:00 pm five (5) business days prior to the closing date. Any inquiries submitted past the deadline may be responded to at the Regional Districts discretion. Addenda to the Competitive Bid will be issued if, in the Regional District sole opinion, it is necessary to clarify or change any of the information in this Competitive Bid.

1.3 Specifications:

Where a specific make is called for, Bids will be received on an equivalent unless stated as no substitutes (NO SUBS). Specified weights, sizes, packages, colours, etc., as noted cover our requirements. If no change is made to the description column showing deviations from our specifications, we will expect to receive the items as specified in our description. The items Bid must be new, the most current model of the manufacturer, and comply with all conditions of the specifications.

1.4 Evaluation & Award

Evaluation and award will be based on a weighted criteria system on the following factors which will be evaluated and scored:

Weighted Criteria

Price	100
TOTAL:	100%

1.5 Warranty:

Please provide the following information:

- Warranty Term:
- What does the warranty cover

1.6 Delivery:

Deliveries are to be FOB to 5920 Mason Rd. Sechelt, B.C., and must include all freight and delivery charges.

1.7 Pricing:

Prices bid in this Competitive Bid shall not include applicable taxes. Contracts resulting from award of this Competitive Bid will note any applicable taxes. All Bids shall be submitted in Canadian Funds only. No authorization to pay in any foreign currency will be permitted.

This Competitive Bid submission will be irrevocable and remain open for acceptance for ninety (90) days from the closing date whether or not another Competitive Bid has been accepted.

The lowest or any bid may not necessarily be accepted and will depend on meeting the Regional District financial, operating and technical needs.

No payments for "extras" shall be made unless authorized in writing by the Regional District.

1.8 Confidentiality

Information pertaining to the Regional District obtained by the bidder as a result of participation in this Competitive Bid is confidential and must not be disclosed without written authorization from the Regional District.

All Competitive Bids submitted become property of the Regional District and as such are subject to the Freedom of Information Act. To request documentation or bid confidentiality under the Act, Bidders must submit a covering letter with their Bid detailing the specifics of the request.

1.9 Laws of British Columbia

Any Contract resulting from this Competitive Bid will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

- It does so without collusion with any other Supplier; and
- has no conflict of interest with any party in the Regional Districts regarding their submission; and
- the Supplier confirms agreement with the Regional Districts' terms and conditions of the form of contract noted above (Section: Pricing).

1.10 Mandatory Criteria

- The Quotations must be received at the Closing Location before the closing time.
- The Quotations must be in English
- The Quotations must be submitted using one of the submission methods set out on page 1 of the RFQ.
- Quotations must either (1) be signed by an authorized representative of the bidder or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFQ.
- The Quotations are to include pricing for both products and testing services.

1.11 Submission of Quotations

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFQ. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20Mb or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.12, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.12 Withdrawal or Revisions

Proposals may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

2. INTRODUCTION

The Region District is seeking a supplier for turf care products including but not limited to seed, fertilizer, and pH adjustment product. The supplier will also be responsible for annual soil testing of samples provided by the Regional District and for providing a turf care recommendation.

3. SITUATION/OVERVIEW

3.1. Background

The Sunshine Coast Regional District requires turf care products and turf testing for five sports fields located on the Sunshine Coast

4. CONTRACT

4.1. General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the Contract Terms and Conditions, included in Schedule B attachment.

The term applicable to the Contract shall be a one year period (with the option to extend for four additional one year periods to a maximum total term of five years). The option to extend the term is subject to agreement between the Regional District and the Contractor.

4.2. Service Requirements

The Vendor is to provide, directly or through a third party, a soil testing analysis report using Mehlich 3 extractant test method for each field (five reports total) using samples provided by the Regional District. The contractor shall be responsible for providing the sample containers for providing the sample. The contractor is required to have the tests performed at the same laboratory for the duration of the contract to maintain consistency of results.

4.2.1 Testing should include, at a minimum:

- Phosphorus
- Potassium base saturation
- Magnesium base saturation
- Calcium base saturation
- Zinc base saturation
- Manganese base saturation
- Copper base saturation
- Iron base saturation
- pH
- CEC/texture
- Soluble salt
- Organic matter
- Boron
- Sulfur
- Nitrate

- 4.2.2 Develop and supply a written turf care product recommendation for each field (five recommendations total) that specifies the amount and timing of products recommended including seed, fertilizer or other amendments to be applied, indicating options where appropriate. The turf care recommendation and product should respond to local conditions including potential summer/early fall drought.
- 4.2.3 Meet with Regional District staff annually after soil analysis is received by the Regional District (may be virtual) to review, discuss and confirm turf care recommendation.
- 4.2.4 Based on confirmed orders from the Regional District, supply and arrange delivery of required turf care products in three seasonal shipments (typically April, June, and September). Loads must be palletized, rain capped and labelled.
- 4.2.5 Provide WHMIS SDS sheets for all products.
- 4.2.6 Be available for telephone/virtual consultation on the use of products.
- 4.2.7 Receive feedback from the Regional District on product performance prior to each product order.

4.3 Timelines The Regional District at any time may request additional testing outside the scheduled timelines to meet operational requirements.

- 4.3.1 SCRD's responsibility Timeline (typical year) The Regional District at any time may request additional testing outside the scheduled timelines to meet operational requirements:
 - Annually, between Jan, 2nd to approximately Feb. 15th the SCRD will - , supply and deliver to the Vendor soil samples meeting the Vendor's/testing facility's requirements.
 - Provide feedback to the Vendor on product performance prior to each product order.
 - Regional District confirms turf product orders after turf recommendations received, majority of products to be stored at vendors warehouse: and delivered as and when required approximately March, May, August, and September of each year.

- 4.3.2 Vendors responsibility Timeline (typical year):
 - Conduct soil testing, based on samples received: approximately Feb. 15th
 - Supply recommendations for seed and amendments (turf recommendation) no later than Feb. 28th
 - Deliver of turf products required :on site within 15 days of date products ordered

5. REQUIREMENTS

In order for quotation to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in the General terms 1.10 (Mandatory Criteria) of the RFQ.

Vendor to provide discount rate for all other products available or listed in the vendors' catalogue.

5.1. Capabilities

The successful proponent will have the capacity to supply and warehouse turf care products including but not limited to seed, fertilizer, and pH adjustment product. The proponent will also be responsible for annual soil testing as required of samples provided by the Regional District and producing a turf care recommendation for optimum lawn conditions year round.

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years of continuous relevant experience leading up to the proposal.

5.1.2 References

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.2 Price

Proponents need to submit a fee proposal that sets out the individual;

- Pricing for each product listed in Schedule A
- Discount rate applicable to products not listed that will be required by the Regional district on an as and when required basis to meet operational needs
- Any additional cost and freight charges if applicable
- Pricing for annual testing and formulating of a turf recommendation for 5 sports fields if applicable

Prices quoted will be deemed to be:

- in Canadian dollars ;
- inclusive of duty, FOB destination, and where applicable; and
- exclusive of any applicable taxes.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFQ in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 1.10 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the products and services offered brief company history.
- d) The body of the proposal, including pricing, i.e. the "Schedule A".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7 EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFQ, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

Schedule A Pricing List

Pricing to remain firm for the first year, thereafter the Vendor will be required to confirm annual Product pricing in January of each year. Vendor to provide a catalogue for other products available with pricing.

LINE	Estimat ed Yearly Usage	Quantity	UNIT	PRODUCT SPECIFICATIONS	UNIT PRICE
1	150	1 bag	22.5 kg	pH Adjuster Dolopril or equivalent	\$
2	150	1 bag	25 kg	23-3-23 + micros (70% PCSCU) (25kg bag, if other indicate size) or equivalent	\$
3	100	1 bag	25 kg	18-18-18 +0.7% Fe70 PCSCU slow release nitrogen methylene urea or equivalent	\$
4	20	1 bag	22.5 kg	Ryegrass Seed Mixture (custom blended, drought tolerant) (22.68kg) – if multiple SKUs indicate price for each product List proposed seed blend with percentage breakdown	\$

	Product Discount rate	PERCENTAGE
1	Discount rate percentage applicable for all other products available	

Yearly testing per test	TESTING SERVICES	UNIT PRICE
1	Price per test including preparing a turf care recommendation cost of containers shipping and any other fees to perform the work	\$
2	Any fees not included(specify)	

Submitted on behalf of:

Company Name: _____

Phone Number: _____

Address: _____

Fax Number: _____

City & Postal Code: _____

Email Address: _____

Signature: _____

Name & Title: _____

Request for Quotation Terms and Condition

1. This Request for Quotation (RFQ) should not be interpreted as an agreement to purchase goods or services. The Sunshine Coast Regional District's (the "Regional District") intent is to select the bid(s) representing, in its sole discretion, best value to the Regional District. It will not be bound to accept the lowest or any bid and reserves the right in its sole and absolute discretion to reject, in whole or in part, any bid, or to cancel the RFQ in its entirety. The Regional District will not be obligated in any manner to any bidder submitting a quotation whatsoever until the bid has been accepted by the Regional District, in which case the Purchase Order Terms and Conditions, the terms of this RFQ and the terms of the quotation shall constitute the contract between the Regional District and the successful bidder.
2. It is the responsibility of the bidder to ensure that the quotation arrives prior to the date and time and at the place indicated. The Regional District reserves the right at its sole discretion to accept or reject any responses received after this time. From time to time the Regional District's spam filters block legitimate email. The Regional District cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.
3. Quotations shall be based on the specifications. Equivalent alternatives to products specified may be considered if full descriptive data on proposed alternatives is submitted with the Quotation. The Regional District reserves the right to determine, at its sole discretion, whether the alternatives are equal to products specified.
4. Quotations should be in Canadian funds.
5. Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.
6. The Regional District and its employees and agents shall not be held liable or accountable for any error or omission in any part of this RFQ or response to bidder questions. While the Regional District and/or its employees and agents have made efforts to ensure an accurate representation of information in this RFQ, the information contained in or provided with the RFQ, is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Regional District and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Bidders should not rely exclusively on any information provided in or with this RFQ and should independently verify all such information. Nothing in this RFQ is intended to relieve bidders from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFQ. Proponents will be solely responsible to ensure their quotation meets all requirements of the RFQ, to advise the Regional District immediately of any apparent discrepancies or errors in the RFQ, and to request clarification if in doubt concerning the meaning or intent of anything in the RFQ.
7. Any questions should be submitted in writing to the contact identified herein. Enquiries and responses will be recorded and may be distributed to all bidders at the Regional District's discretion. Information obtained from any other source is not official and should not be relied upon. Should a correction be necessary or should additional information become available during the RFQ process, it may be distributed in the form of an addendum posted on BC Bid. The Regional District assumes no responsibility for notifying individual bidders of the existence of addenda. It is the sole responsibility of the bidder to ensure it has obtained, prior to the closing, any addenda issued by The Regional District.
8. If a bidder discovers that it has made an error in its quotation, the bidder may forward a correction notice to the Regional District, but it must be received prior to the closing date and time for the RFQ. Unless otherwise specified, quotations will be open for acceptance for 90 days after the closing date.
9. Quotations that contain qualifying conditions or otherwise fail to conform to the RFQ terms may be rejected. The Regional District retains the right to waive irregularities in the quotation if it deems such irregularities to be of a minor or technical nature. The Regional District retains the sole right to determine which quotation, if any, best meets its needs. The Regional District reserves the right to issue multiple Purchase Orders, i.e., to more than one bidder, should it deem this to be in the best interest of the Regional District.
10. When quotations have been received and an award made, the successful supplier will be held to its quotation as of the closing of the RFQ irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
11. Notwithstanding the previous paragraphs, if it appears an error has been made in a quotation, the Regional District may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if it will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw its quotation, the potential supplier will not be considered on this RFQ.
12. The Regional District reserves the right to award this order in part or in full, on the basis of quotations received.
13. In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.
14. Bidders should use the unit of measure shown in the RFQ. Where conversions are required, these should be done by the bidder prior to submitting quotation.
15. Bidders should refer to the RFQ number in all correspondence.
16. Bidders must comply with applicable laws. This RFQ will be governed exclusively by and construed and enforced in accordance with the laws of the Province of British Columbia. The courts of the Province of British Columbia will have exclusive jurisdiction in the event of any dispute concerning this RFQ or any matters arising out of this RFQ.

Request for Quotation No 19 374: Supply of Turf Care Products and Testing Services

17. Whenever the Contract or Purchase Order calls for any service to be performed, the Vendor shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.

A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Vendor must comply with all applicable laws and bylaws within the jurisdiction of the work. The Vendor must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

18. Bidders' expenses:

- (a) It is a fundamental condition of this RFQ and the receipt and consideration of quotations by the Regional District that the Regional District, and its respective employees, consultants and agents, will not and shall not under any circumstances including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually all of the foregoing referred to as "Claims") incurred or suffered by any bidder as a result of or related to any one or more of: the RFQ; the preparation, negotiation, acceptance or rejection of any conforming or non-conforming quotation; the rejection of any bidder; or the cancellation, suspension or termination of the RFQ process. By submitting a quotation each bidder shall be conclusively deemed to waive and release the Regional District and its employees, contractors, consultant and agents, from and against any and all such Claims.
- (b) By submitting a quotation the bidder agrees that it shall not claim damages for any matter arising out of this RFQ process or in preparing and submitting a quotation. The bidder further agrees to and hereby waives any claim for damages for loss of profit if the bidder is not selected by the Regional District.
- (c) In consideration of the Regional District considering a bidder's quotation, the bidder waives any right it may have to question or challenge the evaluation of its quotation or any other quotation and releases the Regional District from any Claims arising from the evaluation process or the failure of the Regional District to select that bidder's quotation.

All documents submitted in response to this RFQ shall become the property of the Regional District and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page