

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 25-011**

**Charles Best Artificial Turf Field Replacement**

**Proposals will be received as per date and time in** [**Key Dates Section**](#kdates)

**INSTRUCTIONS FOR PROPOSAL 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](http://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 2 emails from QFile to confirm upload is complete.)

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

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| **Legal Name of Proponent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

**The Proposal Submission Form consists of 3 parts:**

**PART A - PROPOSAL SUBMISSION DOCUMENTS**

**Proponents are to submit the following documents and product samples:**

**Part A.1 – Corporate Performance Proposal**

The corporate performance Proposal shall apply to all/any of the different synthetic turf Products for which the Proponent submits financial and technical Proposals. Refer to A.1 for the requirements of the corporate performance Proposal.

**Part A.2 – Financial Proposal including Proposal Form**

Separate financial Proposals are required for each different Product for which the Proponent is submitting a Proposal. Refer to A.2 for the requirements of the financial Proposal.

**Part A.3 – Product Technical Proposal**

Separate product technical Proposals are required for each different Product for which the Proponent is submitting a Proposal. The product technical Proposal shall also include one sample of each synthetic turf product proposed. Refer to A.3 for the requirements of the product technical Proposal.

**PART A.4 – Sustainable Benefits and Social Responsibility**

**PART B - PROPOSAL & PROPONENT COMMITMENT FORM**

**Part B. 1 – Pricing**

**Part B.2 – Technical Product Data Sheet**

**Part B.3 – Authorization & Commitment Form**

**Proponents are to submit one** **(1) representative sample of each synthetic turf product** being proposed. All shipping materials are to clearly identify the Proponent name, complete contact information and their contents.

One (1) representative sample of each synthetic turf product being proposed to be sent before the RFP Closing Date and Time to:

**Office of the Manager Procurement**

**Coquitlam City Hall**

**3000 Guilford Way**

**Coquitlam, BC, V3B 7N2**

Proponents are responsible to clearly label all sample items as “**25-011** **– RFP Samples”** and to arrange for and pay all shipping costs to the City and upon request, for return to the Proponent.

**PART A1 CORPORATE PERFORMANCE PROPOSAL**

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| Proponents are required to provide the following information with respect to their corporate performance relating to the supply and installation of synthetic turf fields. This information will be used to evaluate the Proponent’s past performance and ability to deliver the work included in this RFP.**\*\* For all questions, provide the information requested in the space provided and/or attach additional pages, if necessary\*\*** |

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| **A.1.1 Proponent’s Ability to Back the Warranty**Describe the manner in which the Proponent proposes to back the Warranty to be provided under the terms of this RFP. Indicate the approximate value of work (or sales, as applicable) completed by the Proponent for each of the past three (3) years. |
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| **A.1.2 Proponent’s History Relating to Synthetic Fields**Provide the Proponent’s history with particular reference to experience with the supply and installation of synthetic turf fields, including the total number of fields installed. A list of fields installed over the past ten (10) years should also be provided. Provide details of elastic layer installations with total number of installations and list for the past 10 years |
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| **A.1.3 Proponent’s Installation Crew Qualifications**Provide a resume describing the qualifications for each installation crew member that will be assigned to the Project. |
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| **A.1.4 Proponent’s Installation Crew’s Superintendent’s Qualifications**Provide a resume for the proposed superintendent of the installation crew giving details on qualifications and experience relating to the installation of synthetic turf fields including descriptions of synthetic turfs installed. Provide names and telephone numbers of references for the proposed superintendent. |
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| **A.1.5 Proponent’s Installation Performance Record**1. Provide the following information for the Proponent’s past five (5) installations (minimum):
2. Location
3. Type and size of installation (turf product)
4. Date of installation
5. Owner
6. Purpose / use of fields
7. Contact name for owner / operator with telephone number
 |
| **Location**  |  |
| **Type and size of installation** |  |
| **Date of installation** |  |
| **Owner** |  |
| **Purpose / use of fields** |  |
| **Contact name for Owner/ Operator** |  |
| **Telephone number of Owner / Operator** |  |

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| **Location**  |  |
| **Type and size of installation** |  |
| **Date of installation** |  |
| **Owner** |  |
| **Purpose / use of fields** |  |
| **Contact name for Owner/ Operator** |  |
| **Telephone number of Owner / Operator** |  |

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| **Location**  |  |
| **Type and size of installation** |  |
| **Date of installation** |  |
| **Owner** |  |
| **Purpose / use of fields** |  |
| **Contact name for Owner/ Operator** |  |
| **Telephone number of Owner / Operator** |  |

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| --- | --- |
| **Location**  |  |
| **Type and size of installation** |  |
| **Date of installation** |  |
| **Owner** |  |
| **Purpose / use of fields** |  |
| **Contact name for Owner/ Operator** |  |
| **Telephone number of Owner / Operator** |  |

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| **A.1.6** **Project References** - Proponents should provide at least three (3) project references for each different turf product for which a Proposal is submitted. Provide the details of any outstanding unresolved construction claims or any active legal action(s) filed against the Proponent related to past or current synthetic field installations. |
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| **A.1.7 Number of Installation Crews**Provide the Proponent’s number of installation crews and identify their availability for this Project. Describe the resources the Proponent will apply to allow turf installation to meet the Project schedule. |
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| **A.1.8 Proponent’s Post-Installation Support**1. Describe the post-installation support which will be provided. Provide the details of any permanent local post-installation support personnel.
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| 1. Provide details of the company’s typical response time for follow-up service calls including the location of the nearest service center to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.
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| **A.1.9 Proponent’s Production Capabilities**1. Describe the Proponent’s production capacity and their ability to meet the Project schedule.
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
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**PART A.2 – FINANCIAL INFORMATION**

**A.2.1 Departures and Award**

**A.2.2 Bid Bond**

A Bid Bond will not be required.

**A.2.3 Consent of Surety**

The financial information is to be accompanied by a completed Consent of Surety for both a Performance Bond and a Labour and Material Payment Bond, both completed in accordance with the requirements of the RFP Appendices. The Consent of Surety must be issued by an approved bonding company licensed to do business in the province of British Columbia, Canada.

**A.2.4 Undertaking to Insure**

The financial information is to be accompanied by a letter of Undertaking of Insurance Company from the Proponent’s insurance company certifying that they will provide the required insurance in accordance with the requirements of the RFP.

**A.2.5** **Signed Proposal & Proponent Commitment Form**

A signed Proposal Form exactly in the format provided in Part B is to be included in the Proposal.

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) 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)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP 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)** |
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| 1. **AWARD -** For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.
 |
| **WCB** - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:  |
| **Prime Contractor** - Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](https://www.coquitlam.ca/DocumentCenter/View/1483/Prime-Contractor-Designation-Form-PDF?bidId=) |
| **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](https://www.coquitlam.ca/DocumentCenter/View/1458/Certificate-of-Insurance---Contractor-Form-PDF) |
| **Vendor Info** - Complete and return the City’s [Vendor Profile and Electronic Funds Transfer Application (PDF)](https://www.coquitlam.ca/DocumentCenter/View/4196/VendorProfile-and-EFT-Application-2021?bidId=) |
| **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/602/Business-Licences) |
| **Contract** – Acceptance of the City’s Terms and Conditions: [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) |
| **Contract** – Acceptance of the City Contract using the CCDC 2-2020 document and the City’s Supplementary Conditions to CCDC 2 - 2020 |
| **Consent of Surety** - Performance Bond in the amount of 50% of the Contract Price |
| **Consent of Surety** - Labour & Materials Bond in the amount of 50% of the Contract Price |
| **\*\*Section c items are not required at time of submission but may be required upon award\*\*** |
| **As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):** |
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| 1. **HEALTH AND SAFETY**
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| 1. Proponent to attach current [Work Safe BC Employer Report](https://www.worksafebc.com/en/resources/about-us/shared-data/employer-report?lang=en)
 |
| [ ]  **Yes** | [ ]  **No** |
| **If no, explain:** |
|  |
| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |

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| We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify: |
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**PART A.3 – TECHNICAL PROPOSAL**

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| **A.3.1 Technical Product Data** For each synthetic turf product for which a price is provided in the Proposal form, the Proponent is to complete a technical product data sheet. A blank copy of the technical product data sheet is attached in Part B. |
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| **A.3.2 Seam and Inlaid Line Details** Describe the seaming and inlaid line joining and construction details including:1. Turf roll joining method (seams sewn, cemented, etc.)
2. Width of seam overlap
3. Inlaid line joining method
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| **A.3.3 Operation and Maintenance Procedures**1. Describe the general operations and maintenance procedures for each turf type included in the Proposal.
2. Identify any special operations and maintenance equipment required.
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| **A.3.4 Sport Association Accreditation & References**Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (*FIFA Quality Pro*).  |
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| **A.3.5 Patent Infringement Concerns**Proponents are to submit documentation confirming that their turf product does not infringe any existing or pending Canadian patent. Provide the details of any outstanding unresolved patent infringement claims or any active legal action(s) filed against the Proponent or against the owner of a past or current synthetic field installation supplied or installed by the Proponent. Provide the details (where legally permitted to do so) of the outcome of any resolved past patent infringement claims. |
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| **A.3.6 Warranty**1. Confirm that the eight (8) year Warranty with the terms and conditions exactly as specified in the RFP will be provided.
2. Indicate if the Proponent has any outstanding warranty claims that have not been resolved to the satisfaction of the field owner.
3. Provide details of any additional Warranty benefits offered (ie. extended Warranty duration, etc.).
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| **A.3.7 Acceptance of Base Design**Proponents must provide confirmation that they will accept the existing base (E-Layer and granular sub-base) for the synthetic turf(s) for which a Proposal is being submitted and that they will be prepared to certify the turf(s) installation providing the base has been constructed in accordance with good industry standards. The base is considered to be all base materials and drainage under the synthetic turf surfacing. Refer to Appendix C - Performance Specifications for summary of certification details. |
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| **A.3.8 Schedule**Indicate the proposed schedule (in weeks) for the new synthetic turf installation including the proposed sequencing and duration of the turf system manufacture and delivery. Confirm whether the key dates indicated in the RFP can be achieved. |
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| **A.3.9 Turf Product Samples**Provide the following samples for each synthetic turf product for which a price is proposed in the Proposal & Proponent Commitment Form(s). 1. Synthetic Turf - 150 mm by 150 mm unfilled square of each type of synthetic turf proposed.
2. Supply an equivalent amount of material if an alternate infill is proposed.
3. Prior to construction, please note that additional samples may be required as specified in **Appendix C – Performance Specifications**.
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| **A3.10 Environmental Concerns and Opportunities**Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.Provide details of any environmentally sustainable or ‘green’ features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information. |
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| **A.3.11 Value-Added Elements**Describe in detail any value-added elements that will provide additional benefits or value to the City. Proponents should also describe in this section any potential cost saving measures that might be possible through alternative design standards or Specification modifications. |
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**PART A.4 –** **Sustainable Benefits and Social Responsibility**

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| A.4.1 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 |
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| A.4.2 What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups: |
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| A.4.3 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: |
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| A.4.4 What policies does your organization have to support reconciliation with indigenous peoples: |
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**PART B - PROPOSAL & PROPONENT COMMITMENT FORM**

**PART B.****1 - PRICING**

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| 1. **SCHEDULE OF PRICES**

We hereby declare that we have carefully examined the site of the Project, have read and examined the RFP package including the supporting Specifications and Project Drawings, and hereby offer to furnish all plant, labour, materials, technical and professional services necessary to supply and install the synthetic turf surface, in accordance with all the provisions stated in the RFP documents, for the following stipulated price: |
| Existing Shock Padto be retained(name):  | Schmitz Pro Play 23D |
| **A – BASIC LUMP SUM WORK** |
| **Item** | **Description** | **Qty** | **Total Lump Sum PRICE**(exclude GST) |
| 1 | Removal and Recycling of Existing Turf | 1 l.s. | $ |
| 2 | Remove and Re-use of Existing Crumb Rubber and Sand Infill (incl. top-up of sand infill as required) | 1 l.s. | $ |
| 3 | Supply & Install new Synthetic Turf (includes all lines and markings as per specifications) | 1 l.s. | $ |
| 4 | Post Construction FIFA Quality Pro Testing  | 1 l.s. | $ |
| 5 | 50% Labour & Material Payment Bond | 1 l.s. | $ |
| 6 | 50% Performance Bond | 1 l.s. | $ |
| 7 | Mobilization | 1 l.s. | $ |
| 8 | **Sub-Total** |  | $ |
| 9 | GST |  | $ |
| 10 | **Total** |  | $ |

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| **B – OPTIONAL UNIT PRICE WORK** |
|  | **Description** | **Unit Price** | **Est.****Qty** | **Total OPTIONAL UNIT PRICE WORK (exclude GST)** |
| C-1 | Remove existing damaged shock pad sections, dispose offsite, replace with new | $Per sq.m |  | $ |
| **Note:** A separate executed Proposal form, Product Data Sheet, Product Installation/Reference Sheet and Turf Samples are to be completed for each synthetic turf product for which the Proponent submits a Proposal. |

**PART B.2 - TECHNICAL PRODUCT DATA SHEET**

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| Provide the following information for each Synthetic turf system proposed in the RFP. |
| Product Name |  |
| Product Construction (Check all as applicable): |
| Hybrid Monofilament and Slit Film | [ ]  **Yes** [ ]  **No** |
| Secondary Thatch Layer | [ ]  **Yes** [ ]  **No** |
| Tufted | [ ]  **Yes** [ ]  **No** |
| Knitted | [ ]  **Yes** [ ]  **No** |

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| **Property** | **Minimum Spec** | **Units** | **ASTM** |
| Pile Yarn Composition |  | Product identification |
| Minimum Yarn Denier |  |  | D1577 |
| Maximum Yarn Denier |  |  | D1577 |
| Yarn Breaking Strength |  | gms./denier | D2256 |
| Yarn Melting Point |  | ° C | D789 |
| Pile Height |  | millimeters | D5823 |
| Yard Ends per Stitch |  |  |  |
| Pile Weight |  | oz./sq.yd | D5848 |
| Primary Backing Wt |  | oz./sq.yd | D5848 |
| Secondary Backing Wt |  | oz./sq.yd | D5848 |
| Total Weight |  | oz./sq.yd | D5848 |
| Tuft or Stitch Spacing |  | per inch | D5793 |
| Stitch Gauge |  | Inch | D5793 |
| Tuft Bind (without infill) |  | lbs. | D1335 |
| Grab Tear Strength |  | lbs | D5034 |
| Roll Width (15) |  | feet |  |
| Impact Attenuation (max) |
| * completion
 |  | Gmax | F355 |
| * 12 months
 |  | Gmax | F355 |
| * 36 months
 |  | Gmax | F355 |
| * 60 months
 |  | Gmax | F355 |
| * 96 months
 |  | Gmax | F355 |
| Pill Burn Test  |  | (Pass/Fail) | D2859 |
| Drainage Rate (including infill) |  | mm/hr | F2898 |
| Heavy Metals and Total Organic Fluorine | (attach safety data sheets and lab test results) |

 **PART B.3-TECHNICAL PRODUCT DATA SHEET**

Supplier to provide results for FIFA Quality Pro Performance Standards for FIFA Quality Pro designation in accordance with the FIFA Quality Programme for Football Turf October 2015 Edition of the Handbook of Test Methods.

**PART B.3 – AUTHORIZATION & COMMITMENT FORM**

The Proponent hereby declares that it has carefully examined the site of the Project, read and examined the RFP package and reference documents and conducted such other field investigations and additional design development, which are prudent and reasonable in preparing such a Proposal, and hereby offers to furnish all labor, technical and professional services, supervision, materials, supplies and equipment, and to discharge all duties and obligations necessary to complete the Project in accordance with the provisions stated in the RFP documents, for the prices shown in the Schedule of Prices attached hereto and incorporated by reference herein.

The Proponent agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted or negotiated, under the terms and conditions set forth in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and this RFP document, the Proponent’s Proposal, any and all addendum, which shall together form the Agreement. In accordance with the terms, conditions, instructions, and Specifications the undersigned agrees to supply Products and services at the prices quoted.

The Proponent understands that if its Proposal is accepted, it will execute the Agreement and deliver it to the City within ten (10) business days after receipt of the Agreement in executable form from the City. The Proponent will proceed with the work upon receipt of the fully executed Agreement/Contract from the City.

Enclosed herewith is evidence of good standing of the Proponent's corporation, joint venture or partnership and evidence that the person(s) signing this form is/are authorized to bind the Proponent (and each member of any joint venture or partnership forming the Proponent) to this Proposal and to the Agreement, if any, resulting from this Proposal.

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the RFP;

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| **Addendum No.** | **Date Issued** |
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The Proponent certifies that it has examined and is fully familiar with all of the provisions of the Agreement and is satisfied that such provisions are accurate; that it has carefully checked all the works and figures and all statements made in this Proposal; that it has conducted such other field investigations and additional design development which are prudent and reasonable in preparing this Proposal, including a thorough review of the reference documents; that it has satisfied itself with respect to the actual site conditions and the location of the Project, the general and local conditions to be encountered in the performance of the Project, and other matters which in any way affect the Project or the cost thereof; and that it has notified the City of any deficiencies in or omissions from any RFP or other documents provided by the City and of any unusual site conditions observed prior to the date hereof. The Proponent represents that all statements made in response to the RFP delivered to the City (as amended in this submission) and in this Proposal are true and correct as of the date hereof. The Proponent agrees that the City will not be responsible for any errors of omissions in this Proposal. If the Proponent is a partnership or joint venture, give full names of all partners or joint ventures. Evidence of the authority of the person(s) signing on behalf of the corporation, partnership or joint venture to do so should be attached to the Proposal form. Additionally, each partner or joint venture will furnish a letter signed by an officer of the respective company stating that the respective company agrees to be held jointly and severally liable for any and all the duties and obligations of the Proponent under any agreement arising therefrom.

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

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

**- End of Proposal Submission Form -**