



## REQUEST FOR QUOTATION NO 2411603

### Laboratory Services for Water Sampling

- Issue date:** June 17, 2024
- Closing date and time:** Responses need to be in before **3:00 pm** Pacific Time on **July 8, 2024**. The Sunshine Coast Regional District (Regional District) will commence evaluation of responses after that time and reserves the right at its sole discretion to accept or reject any responses received after that time.
- Submit bid to:** The Sunshine Coast Regional District, 1975 Field Road, Sechelt BC V7Z 0A8. Proponents may submit an electronic proposal by
- email: [submissions@scrd.ca](mailto:submissions@scrd.ca) or
  - BC Bid.
- Proposals submitted using BC Bid must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.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.
- Contact for questions:** Vanessa Schilling, Purchasing & Risk Officer [purchasing@scrd.ca](mailto:purchasing@scrd.ca)
- Any questions should be submitted in writing. Enquiries and responses will be recorded and may be distributed to all bidders at the Regional District's discretion.
- Requirement:** The Regional District is seeking a Contractor to perform laboratory services for our water and wastewater systems, as well as water sampling monitoring services for groundwater and surface water from our landfill sites (active and inactive).
- The Contractor will be expected to provide the equipment and laboratory services, which must meet the approval of Utility Operations Superintendent and Manager, Solid Waste Services and their designate throughout the duration of the agreement.
- Sample Collection Material and Equipment:
- The Contractor will be required to supply all necessary materials and equipment for sample collection and handling at no additional cost to the Regional District. This includes sample containers with pre-affixed labels which identify the sample location and analysis, preservatives, pre-filled in chain of custodies, packaging materials, coolers and ice packs. Additionally, the Contractor will disinfect and return all coolers, and ice packs.
- Sample Collection:
- The Regional District will collect the samples and have them delivered to the Contractor for analysis via courier service.
- Analysis of Sample Services:
- The Contractor will have the samples analysed by qualified laboratory staff using recognized analytical methodology. The Contractor will immediately notify the Regional District contact of any quality assurance / quality control failures during analysis.
- The Regional District reserves the right to revise analysis parameters as needed.
- Report Preparation:
- The Contractor will provide reports detailing the analysis results of the samples, the reports will include:



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- The comprehensive analysis of the water & wastewater, and details on the compliance status with relevant regulations
- The comprehensive analysis of groundwater and surface water samples from the landfills will also include comparisons with relevant regulatory and must be prepared in accordance with the outline provided in Appendix B.

The Contractor will ensure that quality assurance/quality control reports are written and provided concurrently with analytical results.

#### Submittal

All reports will be delivered electronically to the Regional District contact via email on a routine turnaround basis in excel and pdf.

The Contractor will be required to submit reports to designated Regional District Personal. There will be a minimum of two (2) different Regional District personal the reports will have to be submitted to:

- Utilities Divisions Report: this will be all water and wastewater reports.
- Solid Waste Report: this will be for all groundwater and surface water samples.

#### Technical Support

The Contractor may be required to provide timely provision of technical support as and when required, any support requests should be responded to within 24-hours of the request.

#### **Account Manager**

A single consistent Account Manager Contact person shall be provided for Regional District Water/Wastewater Monitoring and Solid Waste Monitoring Programs.

The Contractor will also provide designation of qualified contacts for providing technical support to the Regional District as needed.

#### **Additional Samples**

The Regional District may request additional and one one-time samples for analysis.

#### **Term**

Three (3) year period with the option to extend up to an additional (2) years at the sole discretion of the Regional District

#### **How to respond:**

Please respond by completing this quotation document, Appendix A and the following page 4. Prices quoted are to be exclusive of PST and GST. Quotes are to be FOB destination including all delivery charges. Bids should be submitted on this form and may be sent in hard copy or emailed. Terms and conditions are on page 5.

#### **Addenda:**

Should a correction be necessary, or should additional information become available during the Request for Quotation process, it may be distributed in the form of an addendum posted on BC Bid or emailed directly to the invited Proponents. 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.

#### **Contract Terms:**

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: [www.scrd.ca/bid](http://www.scrd.ca/bid).



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This RFQ and procurement process are intended to identify prospective contractors for the purposes of negotiating a potential contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between a Respondent and the Regional District by this RFQ and procurement process until the successful negotiation and execution of a Contract and is governed by the Contract itself.

**Pricing:**

Firm all-inclusive price to supply and deliver materials as described below, including all taxes except PST and GST.

**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.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- Contribute to a stronger local economy;
- Promote the Living Wage and fair employment practices;
- Increase training and apprenticeship opportunities;
- Environmental Cost of Ownership;
- Energy efficient products;
- Minimal or environmentally friendly use of packing materials; and
- Reducing hazardous materials (toxics and ozone depleting substances).

Weighted Criteria	Weight %
Price	85%
Sustainable Social Procurement	5%
Report Turnaround Time	10%

**Report Turnaround Time (Turnaround Time)**

The fastest average turn around time will receive full points for this section. All other turn around times will be scored using the following formula: fastest average turn around time / turn around time for this proposal \* total points available for turnaround time



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**Price Evaluation:**

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.

<b>Sustainable Social Procurement:</b> Describe any environmental and social factors.

<b>Additional Information:</b>
<ol style="list-style-type: none"> <li>1. Please indicate the location of the closest laboratory to the Regional District and the hours of operation?</li> <li>2. Confirm that your company will provide all sampling containers at no cost. If not, provide the cost to supply containers?</li> <li>3. Confirm courier charges will be included or indicate the courier charge-back for all sample pickup and deliveries?</li> <li>4. Please provide contact information for the proposed account representative</li> </ol>

The undersigned agrees to be bound by the terms and conditions of this Request for Quotation and to supply the items listed at the prices quoted. If a Contract or Purchase Order is issued by the Regional District to the undersigned, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Quotation and the Contract or Purchase Order which will constitute the full and complete agreement between the parties.

BIDDER INFORMATION		
Name & title of individual		
Legal name of company		
Company address		
Phone and fax numbers	ph.	f
Email address		
Addenda acknowledged		
WCB No.		GST No.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Request for Quotation Terms and Conditions

1. Definitions  
Throughout this Request for Quotation, the following definitions apply:
  - (a) "**Addenda**" means all additional information
  - (b) regarding this RFQ, including amendments to the RFQ;
  - (c) "**BC Bid**" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/> ;
  - (d) "**Bidder**" or "**Proponent**" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a response to the RFQ;
  - (e) "**Closing Location**" includes the location or email address for submissions indicated on the cover page of this RFQ, or BC Bid, as applicable;
  - (f) "**Closing Time**" means the closing time and date for this RFQ as set out on the first page of this RFQ;
  - (g) "**Contract**" means the written agreement resulting from the RFQ executed by the Regional District and the successful Proponent;
  - (h) "**Must**", or "**mandatory**" means a requirement that must be met in order for a response to receive consideration;
  - (i) "**Response**" means a written response to the RFQ that is submitted by a Proponent;
  - (j) "**Request for Quotation**" or "**RFQ**" means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and
  - (k) "**Should**", "**may**" or "**weighted**" means a requirement having a significant degree of importance to the objectives of the Request for Quotation.
  - (l) "**SCRD or Regional District**" means Sunshine Coast Regional District.
  - (m) "**Vendor**" means the successful Proponent to the RFQ who enters into a Contract with the Regional District;
2. 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 RFQ does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables.
3. 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.
4. 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.
5. Quotations should be in Canadian funds.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
  13. The Regional District reserves the right to award this order in part or in full, on the basis of quotations received.
  14. In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.
  15. 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.
  16. Bidders should refer to the RFQ number in all correspondence.
  17. 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.
  18. 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. Error & Omissions Insurance – not less than \$2,000,000 per occurrence.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.
19. Bidders' expenses:
    1. 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.
    2. 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.
    3. 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.
  20. 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](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

**Appendix A Price and Requirements List  
(provided separately in excel)**

**Appendix B Landfill Lab Analysis Template  
(provided separately in excel)**