



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

Issue date:

October 4, 2024

Closing date and time:

Responses **must** be in before **3:00 pm** Pacific Time on **October 17, 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 proposals by:

- email address: submissions@scrd.ca or
- Physical hardcopy to the address noted above or
- BC Bid e-submissions.

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

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 Sunshine Coast Regional District (SCRD) is requesting quotes for one (1) Pressure Reducing Valve (PRV) station to address fire flow deficiencies on Geddes Road. The Station will be fully assembled and operational PRV station, equipped with dual pressure reducing valve installed in parallel. The one (1) above-ground kiosk housing the PRV station will be designed for easy access, feature lighting, heating, ventilation fans inside and outside the doors. The below ground parts will be shipped for installation with spacer spools. The above ground parts will be shipped in the largest possible assemblies. Kiosk will be bolted down to contract housekeeping pad.

PRV Requirements

This PRV station will have two (2) pressure-reducing valves in parallel. The Regional District will connect the unit to an existing 250mm ductile iron distribution main along Geddes Road. This water main is located about 2.7m below grade, with an inlet pressure of approximately 120 psi and an outlet pressure set at around 50 psi, the PRV will need to be compatible with the existing infrastructure.

All fittings and appurtenances required for the installation of Geddes Road PRV station will be provided, including but not limited to:

- 200 mm (8") 90-01 Cal-Val pressure reducing valve and independent pilot-operated surge relief valve.
- 100 mm (4") 90-01 Cal-Val pressure reducing valve and independent pilot-operated surge relief valve.
- Opening and closing speed controls (CV Flow Control) for the



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

- CRD pilot controls on both PRVs.
- 200 mm and 100 mm lug-style butterfly valves with hand wheels.
- Two (2) inlet pressure gauges and two (2) outlet pressure gauges.
- 200 mm and 100 mm X43 inline strainers with wash-down drain systems.
- Air release valves on both inlet and outlet.
- Inlet and outlet buried sweep pipe spools and required straight pool pieces with two braces for sweeps.
- Victaulic couplings (equivalent or better) for above ground components (no threading pipe components).
- Stainless steel piping for above ground components.
- Stainless steel tubing and fittings.
- Any pipe supports required will be stainless steel.
- 200 mm bolt sets to be a minimum Grade 5 plated.
- 100 mm bolt sets to be stainless steel.
- Fabricated 3" of closed cell spray foam insulation (typical R value is 6.5 - 7 per inch) aluminum enclosure with two (2) lockable doors and powder coated dark green finish.
- Baseboard heater mounter, LED lighting, ventilation fan and any required electrical including labels.

Warranty

The Supplier will provide a minimum of one (1) year from the date of delivery. The Supplier warrants that the goods are fit for the particular purpose or use for which they were purchased, and will perform in accordance with specifications, and the Supplier also warrants the goods, material and equipment against any defects in material, workmanship or design.

If within a period of one (1) year from the date of acceptance of the goods by the Regional District, such goods or any portion thereof are found by the Regional District to be defective or faulty due to imperfect or bad construction or material, the Supplier agrees to replace such defective goods forthwith without expense to the Regional District. The Supplier warrants that its employees have the qualifications, experience, knowledge skills and abilities necessary for the fulfilment of the order.

Inspection

Equipment will operate to the complete satisfaction of the Regional District in order for the final acceptance to be executed.

All goods, material, equipment and services are subject to inspection and approval upon delivery. The Regional District has the right to refuse acceptance of such goods, materials, equipment or services that are not in accordance with the specifications, requirements or the Supplier's warranty (expressed or implied).

How to respond:

Please respond by completing this quotation page and the following pages 4 through 6. Prices quoted are to be exclusive of PST and GST. Quotes must be FOB destination including all delivery charges. Bids



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

should be submitted on this form and may be sent in hard copy or emailed. Terms and conditions are on page 7.

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 Appendix 1 Purchase Order Terms and Conditions.

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;



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

- 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% |
| Delivery / Schedule | 10% |

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.

Delivery Time (DT) Evaluation:

The shortest DT will receive full points for DT. All other DT will be scored using the following formula: fastest DT/DT of this proposal* total points available for DT.

| DESCRIPTION | | QUANTITY | UNIT PRICE | EXTENDED PRICE, |
|----------------------------|-----|----------|------------|-----------------|
| 1 | PRV | 1 | | |
| SUBTOTAL | | | | |
| GST (5%) | | | | |
| PST (7%) | | | | |
| TOTAL ALL INCLUSIVE PRICE: | | | \$ | |

| | |
|--|------|
| It is anticipated that a purchase order will be sent to the successful bidder on or around November 4, 2024. Materials will be delivered to 5920 Mason Road, Sechelt BC and need to be received before December 31, 2024. State your guaranteed delivery time from receipt of purchase order. | days |
|--|------|

Specifications: Please provide the equipment specifications, attach separate sheet if more space is required



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

Warranty: Please provide details regarding the equipment warranty, attach separate sheet if more space is required.

Return Policy: Describe your firm's return policy



REQUEST FOR QUOTATION NO 2437023

Pressure Reducing Valve Station

Sustainable Social Procurement: Describe any environmental and social factors.

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 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) **"Supplier"** or **"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. Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$1,000,000 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.

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.

Appendix 1 Purchase Order Terms and Conditions

1. AGREEMENT

This Purchase Order is a Contract between the Sunshine Coast Regional District and the Seller and shall be null and void and of no effect whatsoever unless all the terms and conditions on the reverse hereof and printed hereunder are accepted and acknowledged in writing by the Seller within 10 days after receipt; provided however that if no such acknowledgement is received by the Sunshine Coast Regional District, the Sunshine Coast Regional District may at its option, waive this requirement and in that case, without prejudice to the other rights of the Sunshine Coast Regional District hereunder, shipment of the goods ordered by the Sunshine Coast Regional District shall constitute acceptance by the Seller of all such terms and conditions. The Sunshine Coast Regional District does not accept any conditions or reservations, customary or otherwise, subject to which the Seller may purport to sell, ship or deliver the goods, unless such conditions or reservations have been specifically accepted in writing, or verbally by the Sunshine Coast Regional District and no modification of the terms and conditions of this Order shall have any effect unless made in writing and signed by the Sunshine Coast Regional District and the Seller.

2. INVOICES & PAYMENTS

Supplier will issue invoices to accounts.payable@scrd.ca in a timely manner. Payments will be made in Canadian funds. Payments and cash discounts are to be calculated from the date of acceptance of the items received by the Sunshine Coast Regional District. Payments will be made within 30 days of receipt of approved invoice.

3. PRICES

Unless otherwise specified, the price inserted on the face of this Purchase Order represents the complete cost to the Sunshine Coast Regional District as at the point of delivery specified herein and includes every license fee, patent royalty, Government and Municipal tax levy and charge of every description and charges for crating, boxing and cartage.

4. TIME

Time shall be of the essence. The goods or services must be delivered strictly in accordance with the quantities and specifications shown and on delivery dates specified, otherwise the Sunshine Coast Regional District shall be at liberty to cancel this Contract in whole or in part and to purchase other goods or services of the same or similar description from other sources to supply such deficiency.

5. INSPECTION

Articles are subject to inspection by the Sunshine Coast Regional District notwithstanding prior payment. All or any goods received by the Sunshine Coast Regional District hereunder will be subject to inspection and rejection by the Sunshine Coast Regional District and if rejected may be held at the Seller's risk and expense or returned at the Seller's expense. The Sunshine Coast Regional District reserves the right to retain any portion or all of any shipment not strictly in accordance with the specifications and in such case, will pay a reasonable price therefore, which retention shall not preclude the Sunshine Coast Regional District from rejecting the remainder of the shipment or any part hereof and retaining any part thereof which is in accordance with the specifications.

6. WARRANTY

In supplement of and not by way of substitution for any term of the specifications or any warranty stipulated by the parties or either of them or any warranty stipulated or implied by law and notwithstanding prior acceptance of the goods, Seller shall of his own expense replace any goods, or any part or parts thereof, which at any time within one year from date of acceptance thereof become defective as a result of faulty or inefficient manufacture, materials or workmanship.

7. PATENTS, ETC.

The Seller will indemnify the Sunshine Coast Regional District against all actions, claims or proceedings for infringement of any patent rights or industrial design rights and for royalties or other payments which may be payable in connection with any such patent rights in carrying out the contract.

8. DIES, PLATES, ETC.

All items manufactured to the Sunshine Coast Regional District's specifications and without intending to restrict the generality of the foregoing, including dies, tools, jigs, patterns, gauges, colour separations, printing plates paid for by the Sunshine Coast Regional District, are to be delivered upon request by the Sunshine Coast Regional District.

9. ASSIGNMENT

This Purchase Order shall not be assigned or sublet in whole or in part without prior written approval of the Sunshine Coast Regional District.

10. ELECTRICAL APPROVAL

All electrical equipment supplied must be approved and shall bear the appropriate approval mark or label as listed by the certifying agencies in the Electrical Safety Regulation.

11. GOVERNING CONDITIONS

The laws of the Province of British Columbia shall govern this Purchase Order, unless otherwise specified.