



City Of Grand Forks
Request For Quotation
Test and Treat Program
RFQ # ELEC2017-04-RFQ

Date of Issue: July 21, 2017

Overview of the Requirements

The intent of this *Request for Quotation* ("RFQ") is to provide quotations for a "test and treat" follow up program for a portion of the City's power poles.

All Quotations marked "City of Grand Forks, ELEC2017-04-RFQ Test and Treat, Confidential – Do Not Open", will be received by 2:00 PM, local time on or before August 4, 2017, at:

City of Grand Forks,
7217 4th Street
Grand Forks, BC
V0H 1H0
Attention: Deputy Corporate Officer

Or emailed to: corporate@grandforks.ca

City of Grand Forks Designated Contact Person:

Attention: Cavan Gates, Deputy Manager of Operations and Sustainability

City of Grand Forks

Phone: 250.442.8266

E-mail: cgates@grandforks.ca

The City reserves the right to accept a Quotation other than that with the lowest price without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

Description

Implementation of a test and treat program for approximately **450-525 poles** using the following procedures **or equivalent**.

Timeline

Please see Appendix A for the RFQ timeline of activities.

Testing

Visual Inspection

All poles will be inspected from groundline to the top of the pole noting:

- woodpecker holes
- breaks or cracks
- evidence of decay
- broken insulators
- rotten/broken crossarms
- slack/broken guy wires
- evidence of insect infestation
- any other physical damage

If the pole is obviously not suitable for continued service it will be reported and marked on the inspection form as such.

Further Inspection

All non-cedar and non-commercially treated poles 10 years or older, butt treated Cedar poles 15 years or older, and full length treated Cedar poles 20 years will be further inspected and treated as below.

Partial excavation / below ground inspection

On one side to a depth of 10-20 inches depending on soil conditions and unless they are in pavement or vegetable gardens.

If evidence of decay is found, poles will be excavated around their entire circumference and bored for inspection.

Pole Sounding

From the exposed ground line to as high as can be reached.

Evidence of interior decay will be further investigated with boring.

Boring

Initially within the partial excavation and eighteen inches above the ground line. If any decay is found, holes will be bored halfway up the excavation, at the ground line, and at five feet above ground line. Holes will be drilled in such a way to allow the evaluation of the pole's soundness and to provide disbursement of treatment. Bored holes will be plugged with tight-fitting treated wood dowels.

Evaluation

Suitability of poles will be evaluated using minimum effective circumference at the point of maximum decay at or below the ground line. Poles below minimum circumference will be rejected, marked in the field and reported. Poles with heart rot with a minimum shell equal to or greater than two inches will be treated.

Treatment

Internal

All non-cedar and non-commercially treated poles 10 years or older, butt treated Cedar poles 15 years or older, and full length treated Cedar poles 20 years or older will receive an internal treatment.

External

If external decay is present, a bandage treatment will be applied from the bottom of the excavation (preferably 18 inches) to at least two inches above the ground line. All poles that will be externally treated will have all loose and decayed wood removed from the treatment area.

Stubbing

Otherwise rejected poles with a minimum average shell thickness of at least two inches at fifteen inches and five feet above the ground will be identified as candidates for stubbing. At the direction of the City, a metal stub will be fastened to a deteriorating pole.

Certification and reporting

Contractor is to provide **all required permitting, public notice and reporting** including copying Grand Forks on the application reporting.

Contractor is to provide Pole Test and Treat reports in Excel spreadsheet format including Pole number, Pole condition, Type of Treatment applied (if any), whether pole is recommended for stubbing, and whether pole is recommended for replacement.

Contractor is to hold WorksafeBC coverage and pesticide applicator permits.

Other methods may be proposed and submitted by the contractor

Submission Requirements

Format And Sequence

Step 1: Read the RFQ to learn the requirements and instructions for completing the appendices.

Step 2: Fill out and submit **all** of the appendices.

General

Sealed submissions, clearly marked on the outside of the envelope with the words "**City of Grand Forks RFQ Number**" **ELEC2017-04-RFQ "Confidential – Do Not Open"**, will be received at the office of the Deputy Corporate Officer on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Quotations **WILL NOT** be accepted.
- Late submissions will not be accepted and will be returned unopened.
- Proponents may submit more than one set of options in a Quotation.
- One (1) bound or stapled copy of the Quotation should be submitted.
- A complete Quotation includes all appendices.

Email Submissions

Proponents must accept the following risks if submitting via email:

- Delays in delivery, as the email travels from server to server between the sender and the recipient;
- Rejection of the email (e.g. for reasons such as executable files, zip files, files over 20 MB, etc.);
- Emails may be erroneously delayed or rejected as suspected spam, virus or malware.

Authorized Signatory

The Quotation must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFQ.

Evaluation

Evaluation Process

Incomplete Quotations will be rejected without further consideration. A complete Quotation means filling out and submitting **all** of the appendices. Complete Quotations will be evaluated and scored as outlined in the Scorecard.

Desirable Criteria

As per the objectives of the City's Contracting Authority and Purchasing policy, the City encourages, as a preference, contracting agreements and purchasing criteria that promote reduction of greenhouse gases (GHG) and considers the life cycle costs of an acquisition rather than just the initial purchase price. The City shall give preference to contracts, equipment, machinery, vehicles and supplies that incorporate green or sustainable business practices or technology.

Contract

This RFQ is not an agreement to purchase goods or services. Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services. Any resultant award will be made by means of a Purchase Order.

The City is not under any obligation to award a “contract” and may elect to terminate this RFQ at anytime.

Scorecard

Meets timeline in Appendix “A”	/10
Previous project history as in Appendix “B”	/10
Fee schedule as in Appendix “C”	/20

Specifications

General

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If a product other than that specified is offered, it is the Bidder’s responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the Specifications describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in their Quotation or, if the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative. Proponents shall clearly indicate any variances from the City’s Specifications or conditions and attach descriptive literature/specifications.

Alternative Quotation

Alternative Quotations will be accepted and evaluated, for example, if a solution demonstrates a cost saving alternative or another desirable criteria.

General Information

Definitions

Throughout this Request for Quotation, terminology is used as follows:

- a) "must", "mandatory", "will" or "required" means a requirement that must be met in order for a Quotation to receive consideration;

b) "should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFQ.

Non-Solicitation

Proponents and their agents will not contact any City staff member, officer or Council member with respect to this RFQ at any time prior to the award of a Contract or the termination of the RFQ, and the City may reject the Quotation of any proponent that makes any such contact.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

Changes To Quotation

No changes to any submitted Quotation will be allowed after the due date except anything requested by the City for purposes of clarification.

Modification Of Terms

The City reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without entering into a Contract.

Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a Quotation and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Quotation, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

Prices And Delivery Point

- All prices submitted shall be in Canadian funds.
- Net Unit price shall be shown with GST and PST shown separately.
- All taxes, duties, levies, insurance in freight, freight and warranty and anything else pertaining to the design, supply & delivery shall be included in the Net Unit price.
- Options will be shown separately where possible.
- Equipment shall be delivered D.D.P. (destination duty paid), Incoterms 2010, to the City of Grand Forks' works yard.

Ownership Of Quotations

All documents, including Quotations, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Confidentiality Of Information

All Proponents and any other person who through this RFQ process gains access to confidential financial information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFQ or subsequent RFQ process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFQ process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

Appendix A: Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFQ	July 21, 2017
RFQ Closing 2pm	August 4, 2017
Select preferred proponent	August 11, 2017
Contract in place with preferred proponent	August 18, 2017
Project complete at the latest:	September 30, 2017

Date able to complete project by: _____

Contractor signature: _____

/10

Appendix B: Evaluation Criteria

Previous installation history on similar projects Provide up to four examples of projects that the Proponent and/or proposed subcontractor(s) have completed within the past three years	/10
Example 1	
Project Name:	
Project duration:	
Reference company name and contact information:	
Scope of project:	
Relevance to current project:	
Proponents or Subcontractors role in project:	

Example 2

Project Name:

Project duration:

Reference company name and contact information:

Scope of project:

Relevance to current project:

Proponents or Subcontractors role in project:

Use the same format as above for any additional examples of past projects.

Appendix C – Fee schedule

Item No.	Quantity	Unit of Measurement	Goods & Services Description as in RFQ body	Unit Price CDN \$	Total Price CDN \$
1			Visual Inspection		
2			Further Inspection		
3			Internal Treatment		
4			External Treatment		
5			Stubbing		
6			Other:		
7					
8					
			Total Amount before Taxes		
			Goods & Services Taxes (G.S.T.)		
			Grand Total including G.S.T.		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

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Appendix D – Proponent Information and Confirmation of Proponent’s Intent to be Bound

This Quotation is submitted in response to the referenced RFQ. By submitting the Quotation, the proponent agrees:

- a) To all of the terms of the RFQ;
- b) That in addition to reviewing the RFQ rules, the proponent has conducted such other investigations as were prudent and reasonable in preparing the Quotation; and
- c) To being bound by the statements and representations made in its Quotation.

Organization name, address, and contact information

I HAVE INCLUDED ALL OF THE APPENDICES

Signature of Authorized Representative: _____

Name of Authorized Representative: _____