

**Late Agenda Item**

**Regular Council Agenda  
February 17, 2026**

---

**Recommendation:**

That Council amend the agenda to update the following item, revised after publication of the agenda:

<b>9.3. Artificial Turf Replacement Procurement</b>	<b>Pages</b>
This report updates the version previously provided and includes more detailed financial figures and an updated staff recommendation (below.)	2-4
Original attachments remain unchanged and are attached for reference.	5-25

**Recommendation:**

That Council award the Artificial Turf Replacement project to Tarkett Sports Canada Inc. (FieldTurf) for a total of \$1,111,253.41 (includes taxes and bonding), as sourced through the Canoe Procurement Group of Canada cooperative purchasing program.

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Parks, Recreation & Culture Department  
**Meeting Date:** February 17, 2026  
**File No:** 1220-20  
**Re:** Forrest Field Artificial Turf Replacement RFP Award

**RECOMMENDATION:**

That Council award the Artificial Turf Replacement project to Tarkett Sports Canada Inc. (FieldTurf) for a total of \$1,111,253.41 (includes taxes and bonding), as sourced through the Canoe Procurement Group of Canada cooperative purchasing program.

**EXECUTIVE SUMMARY:**

The 2026 Capital Budget provides for the replacement of the artificial turf at Forrest Field. Staff recommend awarding the project to Tarkett Sports Canada Inc. (FieldTurf) following a completed competitive procurement process as per the Town’s Purchasing Policy.

Based on the evaluation results, prior performance, and the Town’s scheduling and delivery requirements, staff recommend awarding the contract to Tarkett Sports Canada Inc. (FieldTurf) in the amount of **\$1,111,253.41** including taxes and bonding. This award fits within the approved budget of \$1,190,000, leaving a small contingency for any unforeseen costs that may arise once the current turf is removed.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2024-090	2024-05-07	That Council: 1. Authorize staff to maintain membership with Canoe Procurement Group; and 2. Direct staff to consider and use Canoe for all applicable purchases.

**INTRODUCTION/BACKGROUND:**

The 2026 Capital Budget includes funding for the replacement of the artificial turf at Forrest Field, which includes existing turf disposal and fill material. Staff used Canoe Procurement Group of Canada (<https://canoeprocurement.ca>), to source potential proposals.



Canoe provides access to market-competitive pricing through open and competitive procurement processes, with no membership fees, commissions, or obligation for the Town to purchase exclusively through Canoe in the future.

Through Canoe, Sourcewell issued a Request for Proposals for sports field athletic surfaces. The RFP, which was compliant with applicable free trade legislation, received 22 submissions. Tarkett Sports Canada Inc. (FieldTurf) achieved the highest overall score in the formal proposal evaluation process and ranked first in ability to sell and deliver service, key factors for effective project delivery and contract administration (Attachment C).

Staff have met with FieldTurf representatives and reviewed their products and installation methodology. Staff are satisfied that the turf quality meets or exceeds expectations and that Tarkett Sports Canada Inc. (FieldTurf) has provided a thorough and well-defined deconstruction and reinstallation plan. Their proposal includes plans to reuse much of the infill that is currently on the field, an approach that is both cost-effective and environmentally responsible. FieldTurf was also the original installer of the field in 2010, and the existing turf has exceeded its expected lifespan. This experience, combined with strong recent references from the City of Nanaimo, supports staff's confidence in their performance.

To minimize impacts to user groups, the Town's preferred construction window is June through August. FieldTurf has confirmed that they are available to begin in June and that the project can be completed within approximately two months, aligning with the Town's schedule. FieldTurf will provide a complete, turn-key service with no requirement for Town resources during construction.

Tarkett Sports Canada Inc. (FieldTurf) bid for the turf replacement project was \$1,111,253.41. They also included an option to add a shock pad for an additional, \$157,485.55, but there is no clear value or benefit to spending the additional funds for the shock pad other than perceived liability. Playability is not improved, maintenance is not decreased, and FIFA standards are met regardless of choice. It is for these reasons that staff recommend proceeding with the same field configuration currently used that does not include shock pads.

There are no current tariffs on the products that will be installed. Should tariffs be implemented on these products between the approval and the start of the project, the additional costs will be covered by the project contingency. Previous tariffs on these products were approximately \$30,000-\$35,000 per field or approximately 4-5% of the total project cost.

**ALTERNATIVES:**

Council can choose to:

1. Direct staff to re-issue the RFP for the project using a Town led RFP procurement process.

**FINANCIAL IMPLICATIONS:**

This project is within the approved 2026 budget amount of \$1,190,000. The funding for this project was granted early approval by Council.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Based on the proposed schedule, the replacement project will have minimal impacts on the community and sporting groups who use the field.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership                |
| <input type="checkbox"/> Waterfront Area Plan                   | <input checked="" type="checkbox"/> Not Applicable |

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. FieldTurf Proposal
- B. 343- RFP and Addendum Artificial Turf
- C. 343 Evaluation Artificial Turf

# ATTACHMENT A PRICING PROPOSAL



## TOWN OF LADYSMITH



February 5, 2026

Tarkett Sports Canada is pleased to present the following proposal. FieldTurf pricing is based on the Sourcewell contract (formerly NJPA). Sourcewell provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual municipalities do not have to duplicate the bidding process per Sourcewell Contract # 031622-FTU.



**canoe**  
procurement group of canada

Click on the following Sourcewell hyperlink for contract due diligence documentation: [Sourcewell Canoe Procurement](#)

### BASE BID

FIELD NAME	Forrest Field
TURF SYSTEM	Vertex-Core-1 with Infill <b>Re-use*</b> (10 Year 3r Party Warranty)
SQUARE FOOTAGE	99,062 SF
FIELD MARKINGS	Soccer, Partial Football, Mini Soccer (2)
TOTAL PRICE	<b>\$940,734.63 Excluding Taxes and Bonds</b>

### ALTERNATE PRICES: Vertex-Core-2 with infill **Re-use** & Thermagreen 20mm Pad and Sloping of Perimeter areas

ADD Alternate No. 1 to Base Bid	LUMP SUM
Supply and Install of Vertex-Core 2 in lieu of Vertex-Core 1 + Thermagreen 20mm Pad + Sloping of perimeter	<b>\$157,485.55 Excluding Taxes and Bonds</b>

# PRICING PROPOSAL

## PRODUCT DETAILS BASE BID

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf Vertex-Core-1" (FTVTP1-CORE) system, with the following product characteristics:

- ▶ **Pile Height:** 2.5 Inches
- ▶ **Infill Weight:** 6.2lbs sand & 3lbs Cryo Rubber per sq.ft.
- ▶ **Pile Weight:** 47 oz/yd<sup>2</sup>

## PRODUCT DETAILS ALTERNATE 1

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf Vertex-Core 2" (FTVTP2-CORE) over Thermagreen 20mm Pad system, with the following product characteristics:

- ▶ **Pile Height:** 2 Inches
- ▶ **Infill Weight:** 3.65lbs sand & 2.6lbs Cryo per sq.ft.
- ▶ **Pile Weight:** 39 oz/yd<sup>2</sup>

FieldTurf has taken the necessary steps to ensure that your project will run smoothly and that the quality promised will be the quality delivered.

## PRICE INCLUDES:

- a) Removal and responsible disposal of the existing turf carpet
- b) Bag and re-use of existing sand and rubber infill in the new installation. **Infill for ReUse\***
- c) **To be eligible for infill ReUse, FieldTurf will follow the steps below to assure quality and performance is met. If the infill passes all our internal testing, the option of infill reuse is plausible.**
  - a. **Collection:** The first step is to collect some of the infill from the field. Our skilled collection team will remove infill from ~3 square feet using our infill extraction protocol and measure infill depths in several locations;
  - b. **Diagnosis:** The collected infill materials will be sent to our Innovation and Performance Center to be analyzed. The testing protocol includes key considerations for the following categories:
    - i. - Cleanliness
    - ii. - Unwanted material
    - iii. - Shock Attenuation / Gmax
    - iv. - % Fines
    - v. - Infill Mix
    - vi. - Ability to re-install
    - vii. - Moisture Level

# PRICING PROPOSAL

- c. To the extent that any or all of the above measures or standards are not met, existing infill cannot be utilized in the new installation.
- d) Allowance for remediation of the base and planarity
- e) Installation of the artificial in-filled grass surface upon a suitable base.
- f) A 10-year 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface.
- g) Attic stock: Infill Bags
- h) Inlaid Sports Markings: Soccer, Partial Football, Mini Soccer (2)

## PRICE DOES NOT INCLUDE:

- a) The base upon which the FieldTurf artificial turf surface will be placed. FieldTurf shall not be responsible for the stability, porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) FieldTurf is not altering or improving the existing drainage system under the existing artificial turf limits. No removal, milling, ponding, flooding or repairs within the existing base and drainage system are included and shall remain the responsibility of the owner.
- c) The supply, replacement, installation and/or modification of the existing field edging, perimeter nailer board or existing inner concrete curbing within the artificial turf limits.
- d) Any costs associated with necessary changes relating to delineation of the field.
- e) The supply of or adjustment to manholes or clean-outs, grates and supply of the manhole covers.
- f) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- g) Site security.
- h) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.
- i) Site restoration, sodding, landscaping or grow-in.
- j) Permit fees, Inspection fees.
- k) A vehicle to tow FieldTurf maintenance equipment.
- l) All applicable taxes (GST/HST), prevailing wages, union labor and other labor law levies.
- m) Performance and Payment Bond fees. (Bonding may be added at 1.125% of the contract price).
- n) **Newly imposed Tariffs.**
- o) Anything not explicitly noted in the inclusions

*Unless otherwise specified in the price inclusions, the pricing set forth in this proposal excludes all tariffs, duties, taxes, or similar charges imposed by the Government of Canada, whether at the federal or provincial level, including but not limited to (1) newly imposed retaliatory tariffs levied against imported goods from USA commenced on March 3, 2025 and/or (2) any other similar tariffs imposed thereafter. Any applicable tariffs or duties shall be the sole responsibility of the Customer. The amount of such tariffs or duties may vary and will be calculated based on the USD/CAD exchange rate in effect on the date the imported goods cross the Canadian border. Tarkett Sports Canada does not guarantee tariff rates and reserves the right to pass through any such costs directly to the Customer.*

# PRICING PROPOSAL

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

The parties recognize that the effects of global economic instability are currently unpredictable and could lead to limitations in labor availability and delays in the supply and delivery of materials, equipment or products. In addition, as these contingencies have not been factored into this proposal, materials, equipment and/or products to be used in performing the work may become subject to a price increase. Accordingly, it is acknowledged that the seller/FieldTurf shall (a) not be subject to any damages for any delay due to events beyond its control and, (b) be allowed an equitable adjustment of the time and/or of the price of this proposal or any contractual document resulting therefrom. FieldTurf shall endeavor to notify you as soon as possible of any such events and/or contingencies. Please note that the seller/FieldTurf shall use its best efforts to ensure that it fulfills its commitments and will strive to minimize any negative impacts as they may arise. Thank you for your kind understanding

Please feel free to reach out to any member of our project team with questions about our offer:

**Dimitri Lecorps**

Project Administrator

(514) 209-6677

[Dimitri.Lecorps@FieldTurf.com](mailto:Dimitri.Lecorps@FieldTurf.com)

**Chris Edwardson**

Consultant

(604) 809-6391

[Chrise@beyondtheturf.com](mailto:Chrise@beyondtheturf.com)

Thank you again for your interest in FieldTurf, we look forward to working with you.

Per:

  
Marie-Christine Raymond, VP of Customer Operations  
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.

**Tarkett Sports Canada, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to Tarkett Sports Canada, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701**

If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: [Eric.Fisher@smartbuycooperative.com](mailto:Eric.Fisher@smartbuycooperative.com).



Eric Fisher

Director of Sales SmartBuy

503-708-6548

[Eric.fisher@smartbuycooperative.com](mailto:Eric.fisher@smartbuycooperative.com)

<http://www.smartbuycooperative.com>

# PRICING PROPOSAL

## CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) FieldTurf's preferred payment terms are as follows: (i) 50% of the Price upon Customer's execution of contract; (ii) 40% of the Price upon shipment of materials from FieldTurf's manufacturing facility; and (iii) Remaining balance of ten percent (10%) upon substantial completion of the field, which shall be achieved when Customer is able to use the field for its intended purpose, even if punchlist items remain and the Certificate of Completion has not been executed by Customer.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and force majeure
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25-foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

THE TARKETT SPORTS FAMILY - LEADERS IN SPORTS SURFACING



# ATTACHMENT B



**RFP #031622**  
**REQUEST FOR PROPOSALS**  
**for**  
**Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies**

**Proposal Due Date: March 16, 2022, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than March 16, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.

### Solicitation Schedule

Public Notice of RFP Published:	January 27, 2022
Pre-proposal Conference:	February 23, 2022, 10:00 a.m., Central Time
Question Submission Deadline:	March 8, 2022, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>March 16, 2022, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	March 16, 2022, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

## I. ABOUT SOURCEWELL

### A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

### B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;

- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

## **II. SOLICITATION DETAILS**

### **A. SOLUTIONS-BASED SOLICITATION**

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

## B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies including, but not to be limited to:
  - a. Indoor and outdoor athletic and recreational artificial turf and running track surfaces and sub-surfaces;
  - b. Equipment, options, accessories, technology, materials, and supplies complementary or incidental to the purchase of a turnkey or complete solution of the types described in Section 1. a. above;
  - c. Services related to the offering of the solutions described in Sections 1. a. and b. above, including installation, removal, disposal, refurbishment, inspection, repair, maintenance, training, and support.
2. The primary focus of this solicitation is on Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies. This solicitation should NOT be construed to include “services only” solutions.
3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
  - a. Scoreboards, Digital Displays, and Video Boards with Related Design Build Technology Integration, Installation, Supplies, and Services (RFP #050819);
  - b. Sports Lighting with Related Supplies and Services (RFP #071619);
  - c. Athletic and Physical Education Equipment and Supplies with Related Accessories (RFP #071819), except for an incidental offering of solutions identified in subsection 1. a. or b. above;
  - d. Flooring Materials, with Related Supplies and Services (RFP #080819);
  - e. Event Seating and Staging Solutions with Related Accessories and Services (RFP #091719);
  - f. Fitness Equipment with Related Accessories and Services (RFP #081120), except for an incidental offering of solutions identified in subsection 1. a. or b. above;
  - g. Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories and Services (RFP #112420);
  - h. Ice Rink and Arena Equipment with Related Supplies and Services (RFP #120320);
  - i. Playground and Water Play Equipment with Related Accessories and Services (RFP #010521), except for an incidental offering of solutions identified in subsection 1. a. above;
  - j. Outdoor Fitness Equipment with Related Accessories and Services (RFP #010721), except for an incidental offering of solutions identified in subsection 1. a. or b. above.

- k. Athletic Surfaces with Installation, Related Equipment, Materials, and Services (RFP #031022), except for an incidental offering of solutions identified in subsection 1. a. above.

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

### C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.

5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

#### D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

#### E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$150 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

#### F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

#### G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

### **III. PRICING**

#### A. REQUIREMENTS

Rev. 3/2021

Sourcewell RFP #031622  
Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies

Page 6

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
  - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
  - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

#### B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

### IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

## **V. RFP PROCESS**

### **A. PRE-PROPOSAL CONFERENCE**

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

### **B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION**

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

### **C. ADDENDA**

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

#### D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the

proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

#### E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

#### F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

#### G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

### **VI. EVALUATION AND AWARD**

#### A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is

necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
  - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities’ use.
  - A proposer’s sales and service network to assure availability of product supply and coverage to meet Participating Entities’ anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

**B. AWARD(S)**

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
<b>TOTAL POINTS</b>	<b>1000</b>

**C. PROTESTS OF AWARDS**

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days’ following Sourcewell’s notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A

protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

#### D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

#### E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



3/8/2022

Addendum No. 1

Solicitation Number: RFP 031622

Solicitation Name: Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

---

**Question 1:**

What is your willingness to award a contract to a company that does not currently have a national presence?

**Answer 1:**

A proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP.

**Question 2:**

With respect to Table 5, line item 25 of the proposer questionnaire, what is meant by Size of Transaction?

**Answer 2:**

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information that they are willing to include and that is necessary to best demonstrate their marketplace success. Proposals are evaluated based on the criteria stated in the RFP.

**Question 3:**

There is language in the RFP regarding a process to request price changes during the term of an awarded contract. Is there any additional information or insight that can be provided on this process?

**Answer 3:**

Refer to Sourcewell template contract Section 4. – Product and Pricing Change Requests, for a description of the process to request a change in contract pricing during the term.

**Question 4:**

How do we handle state sales and use taxes in our pricing? Each state is different in the applicability of sales and use taxes.

**Answer 4:**

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. – Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Also refer to Sourcewell Template contract Section 3. B. – Sales Tax, “Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.”

---

End of Addendum

Acknowledgement of this Addendum to RFP 031622 posted to the Sourcewell Procurement Portal on 3/8/2022, is required at the time of proposal submittal.

# ATTACHMENT C

DocuSign Envelope ID: 7F427229-D508-4704-9997-42EFDDA22B45



## Proposal Evaluation Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies RFP #031622

Possible Points		AstroTurf Corporation	A-Turf, Inc.	Controlled Products, LLC	Covermaster, Inc.	Crafco, Inc.	FieldTurf USA, Inc. (Tarkett Sports, Beynon, Renner)	Fisher Tracks, Inc.	ForeverLawn, Inc.	H2I Group	Hellas Construction, Inc.	ICP Construction, Inc.
Conformance to RFP Requirements	50	43	43	42	-	43	45	37	43	43	45	37
Pricing	400	332	336	320	-	304	324	295	335	331	328	306
Financial Viability and Marketplace Success	75	63	56	63	-	63	67	55	64	57	64	51
Ability to Sell and Deliver Service	100	82	76	80	-	85	89	69	84	73	83	73
Marketing Plan	50	42	42	41	-	43	46	37	42	41	44	37
Value Added Attributes	75	60	62	60	-	60	67	55	63	60	64	61
Warranty	50	42	44	40	-	41	45	40	42	42	43	39
Depth and Breadth of Offered Equipment, Products, or Services	200	174	164	160	-	156	179	151	158	173	179	142
<b>Total Points</b>	<b>1,000</b>	<b>838</b>	<b>823</b>	<b>806</b>	<b>0</b>	<b>795</b>	<b>862</b>	<b>739</b>	<b>831</b>	<b>820</b>	<b>850</b>	<b>746</b>
<b>Rank Order</b>		<b>4</b>	<b>7</b>	<b>11</b>	<b>22</b>	<b>12</b>	<b>1</b>	<b>20</b>	<b>5.5</b>	<b>9</b>	<b>2</b>	<b>18</b>

Possible Points		KYA Services, LLC	Midwest Sport and Turf Systems, LLC	Mondo USA	Perfect Turf, LLC	Robertson Industries, Inc.	Rubber Flooring Systems, Inc. DBA RFS Sports, DBA Fitness Finishes	Shaw Contract Flooring Services, Inc.	Sprinturf, LLC	STOCKMEIER Urethanes USA, Inc. (Stobitan)	The LandTek Group, Inc.	Turf Nation, Inc.
Conformance to RFP Requirements	50	40	39	44	38	40	38	42	38	38	38	41
Pricing	400	310	326	306	294	309	325	329	335	288	329	321
Financial Viability and Marketplace Success	75	58	56	63	55	54	53	62	63	52	56	59
Ability to Sell and Deliver Service	100	70	66	82	69	76	74	85	81	72	68	81
Marketing Plan	50	39	36	44	38	38	39	43	44	32	40	41
Value Added Attributes	75	56	56	63	59	58	55	63	62	52	58	63
Warranty	50	38	42	41	42	42	41	43	44	37	36	45
Depth and Breadth of Offered Equipment, Products, or Services	200	172	156	166	148	155	162	173	164	146	167	170
<b>Total Points</b>	<b>1,000</b>	<b>783</b>	<b>777</b>	<b>809</b>	<b>743</b>	<b>772</b>	<b>787</b>	<b>840</b>	<b>831</b>	<b>717</b>	<b>792</b>	<b>821</b>
<b>Rank Order</b>		<b>13</b>	<b>16</b>	<b>10</b>	<b>19</b>	<b>17</b>	<b>14</b>	<b>3</b>	<b>5.5</b>	<b>21</b>	<b>13</b>	<b>8</b>

DocuSigned by:

*Kim Austin*

6830543C58384D1...

Kim Austin, MBA, CPPB, Procurement Lead Analyst

DocuSigned by:

*Carol Jackson*

BEE63AEDED5F46E...

Carol Jackson, Procurement Analyst

DocuSigned by:

*Beverly Hoemberg*

36384C13F1E94C7...

Beverly Hoemberg, Procurement Analyst

DocuSigned by:

*Tom Sharbonno*

D12CB58FE9146E...

Tom Sharbonno, Procurement Analyst