



**LADYSMITH**

*Infrastructure Services*

**Request for Quotation**

**No. 2021-IS-01**

**Ladysmith Water Service Repair and  
Replacement Program**

For further information  
please contact:  
**Kevin Goldfuss**  
Manager of Operations  
250-245-6447  
kgoldfuss@ladysmith.ca

RFQ Issue Date: **February 5, 2021**  
RFQ Closing Date: **February 22, 2:00 pm, 2021**  
RFQ Opening: **February 22, 2:15 pm, 2021**  
Location of Bid Opening: **Ladysmith City Hall**



**LADYSMITH**

## 1. Introduction

The Town of Ladysmith is seeking quotes from multiple qualified, experienced contractors for the repair and or replacement of residential, commercial, and industrial water services. In order to qualify, companies that have experience, manpower and equipment will only be considered. If your company can undertake this type of work the Town of Ladysmith would be pleased to evaluate your proposal. It should be noted that proposal will be evaluated based on the following criteria as part of Appendix A.

## 2. Required Project Deliverables

Under the direction of the Town’s Infrastructure Services Water Department, the contractor will be responsible for the repair and/or replacement of approximately 50 water services. This will require the contractor to be responsible for all safety protocol, including locates, BC ONE CALL, excavation equipment, detection equipment, repair and/or replacement of all components to a water service that may include: water saddle, supply line, fittings, water meter etc., disposal of replaced materials, including excavated materials. All materials required to complete the work will be supplied by the Town of Ladysmith, these materials will be made available to the contractor via the Towns public works yard. The contractor will be required to become the Prime Contractor as part of Worksafe BC Regulations.

## 3. Response Content

All respondents should include the following information in their proposal

- Name of company
- Contact information
- Short summary of company history

As part of the submission review process, contractors may be required to present their proposal and approach to Town staff. Proposals will be reviewed and evaluated by Town staff. During the evaluation process, any or all of the contractors may be asked for clarification by telephone or email.

## 4. Enquiries

All enquiries related to this “Request for Quote” are to be directed to:

Kevin Goldfuss  
[kgoldfuss@ladysmith.ca](mailto:kgoldfuss@ladysmith.ca)  
250-245-6447

## 5. RFQ Addenda

It is the responsibility of the contractor to check periodically for any addenda that may be issued by the town of Ladysmith. Addenda will be posted on the Town of Ladysmith website ([www.ladysmith.ca/city-hall/bid-opportunities](http://www.ladysmith.ca/city-hall/bid-opportunities)) and on BC Bid.

## 6. Quotation Submission

Contractors are requested to submit their proposals **no later than 2:00pm, on Monday, February 22, 2021** to the attention of:

Donna Smith, Manager of Corporate Services  
Town of Ladysmith  
410 Esplanade - P.O. Box 220  
Ladysmith, BC V9G 1A2  
Email: [bid@ladysmith.ca](mailto:bid@ladysmith.ca)

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Quote No. 2021-IS-01”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business license for operating in the Town of Ladysmith;
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC;
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured;
- Federal, provincial and municipal permits when and where applicable.

Submissions in response to this RFQ will be opened **not in public** at the Town of Ladysmith City Hall on **February 22, 2021 at 2:15pm**.

## 7. Quotation Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either completely or in part at any time, or waive formalities in, or accept a proposal completely or in part which is deemed most favorable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFQ will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:
  - *Economy*
    - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
    - Contribute to a stronger local economy (buy local)
    - Increase training and apprenticeship opportunities
    - Provide work experience and employment opportunities for youth aged 15 to 24
    - Ensure that a Living Wage for the local area is paid

- *Public Spaces*
  - Enhance community recreation, arts and/or culture infrastructure
  - Improve and enhance public spaces
  - Improve access to public spaces for people living with disabilities
- *Environment*
  - Demonstrate that work undertaken exceeds requirements for environmental standards

## **8. Ownership of Quotations**

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Quote and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

## APPENDIX A

### Response Content

- Company experience
- List sub trades that contractor will use
- List of Equipment
- Safety plan (protocol)
- Covid 19 company safety plan
- Methodology (approach)
- Pricing (hourly rate)
- Equipment rates

**APPENDIX B**

**Schedule of Prices**

**Description**

1	Labour Rate	\$
2	Equipment Rate	\$