



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PRE-QUALIFICATION

NWRFQU-21-07

Supply of Concrete Products

Closing time:
Thursday, October 28th, 2021
3:00 P.M., Local Time

Closing location:
Main Information Desk
New Westminster City Hall
511 Royal Avenue,
New Westminster, BC, V3L 1H9

All requests for further information must be made
on or before Wednesday, October 20th, 2021 in writing and only to

Purchasing Department:
City of New Westminster
Email: nwpurchasing@newwestcity.ca

COMPANY NAME	
Address	
Contact Name	
Telephone	Email
Signature	Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

The City of New Westminster invites submissions to this Request for Pre - Qualification (RFQU) for **Supply of Concrete Products** to bid on a future Quotes.

The City is planning to purchase the following Concrete Products for future projects (attached drawings posted separately).

Item	BC Hydro Stock Number
1. 332 Vault	400-0998
2. 332 Riser	400-0989
3. 332 Square Lid Collar	400-0999
4. 332 Manhole Lid Collar	400-0983
5. 632 Vault	400-0995
6. 632 Riser	400-0988
7. 632 Square Lid Collar	400-0996
8. 832 Riser	400-0992
9. 832 Square Lid Collar	400-0993
10. 1232 Vault	400-0915
11. 1232 Riser	400-0987
12. 1232 Square Lid Collar	400-0916
13. 4212 (C1-01) Manhole Chamber	400-0478
14. 402122 (C1-05) Double Manhole Chamber	96022513
15. C23 Cast Iron Manhole Frame and Cover	400-0401, 400-0411
16. Vista Switchgear Chamber 4-Way	350-8535
17. Single Phase Transformer Pad	400-0852
18. Three Phase Transformer Pad	400-0853

The City is pre-qualifying vendors to obtain quotes as needed for a period of 3 years.

This is a request for Pre-Qualifications and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFQU process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFQU (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

B. Scope - Basic Requirements

The City anticipates that the following would become key components of the pre-Qualification:

These key components and requirements must be met to be pre-qualified:

1. The Supplier must be able to store and hold Concrete Products at their facility if required.
2. Must be the CSA-BC Hydro specifications attached. (posted separately)
3. Must provide a sealed bid/ quote when required that includes:
 - Price per unit
 - Any Material Deposits
 - Any delivery/ freight charges
 - Estimated Lead and delivery times

C. Content of Response

The response to this Request for Pre-Qualification should include:

An Executive Summary with;

1. Qualifications of personnel, and the number of years in business;
2. A corporate profile to include complete corporate organization and ownership;
3. A list of references of comparable clients;
4. Descriptions of the services that can be offered to complete the requested scope.

D. Evaluation

The City intends that an Evaluation Team, consisting of City staff, consultants, and experts selected by the City, will review Responses to determine:

1. If there is an advantage to proceed to an Invitation to Quote, and
2. A list of Bidders to be included in that Invitation to Quote process.

The City intends to have responses evaluated according the following criteria; the supplier must answer able to meet all the Basic requirements:

1. Delivery time estimated for Concrete Products _____ weeks
2. The Supplier must be able to store and hold Concrete Products at their facility if required- Yes No
3. Must be the specifications attached: - Yes No

The City will notify each Respondent of the outcome of the evaluation process.

E. Instructions for Responses

1. Form of Response

- a) Respondents shall submit the following:
 - i) in an envelope clearly marked “**NWRFQU-21-07 Supply of Concrete Products**” one (1) hard copy of the response.
- b) The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.
- c) Responses must be submitted to the Closing Location noted on page 1 of this document on or before the stated Closing Time
- d) The clock at the Main Information Desk is the official clock.
- e) Responses received after the deadline will be returned unopened and will not be considered.

2. Contacts

- a) Except for the contacts stated herein, Respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Pre-Qualification.

3. Addenda

- a) During the course of this Request for Pre-Qualifications process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website. It is the sole responsibility of the Respondent to monitor the website regularly to check for updates.

4. Signatures

- a) All responses should be signed by the Respondent and contain the Respondent's full name and address. All responses should contain the completed cover page to the RFQU document.

F. General**1. Ownership of responses and Freedom of Information**

- a) All documents submitted to the City of New Westminster in response to this RFQU will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

2. Respondent's Expenses

- a) Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Pre-Qualification.

3. Conflict of Interest

- a) Respondents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a Contract. Failure to

disclose, or false or insufficient disclosure of the nature and extent of any relationship the Respondent may have with any employee, officer or director of the City shall be grounds for immediate termination of any agreement or contract with the City, in the City's sole discretion, without further liability of notice.

4. Changes in a Respondent

- a) Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

5. Living Wage Employer

- a) Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility <http://www.livingwageforfamilies.ca/calculator>

The City will include with any future tender calls relating to this project, a Declaration referencing the City's expectations with regards to compliance of the Policy. Completion and submission of the Declaration is required prior to any contract award.

Please review the City's [Living Wage Page](#) for further information.