



INVITATION TO QUOTE

Title: Landscaping and Sod Installation

Issue Date: April 6, 2016

Purpose

The District of Sparwood (**Sparwood**) invites interested parties (**Respondents**) to submit price quotations for landscaping services (**The Goods**). The Goods are described in more detail in Schedule A.

Closing Time and Address for Delivery

Interested parties must submit their price quotations by April 21, 2016 at 2:00 pm MST. Quotations received after this time will not be accepted. Quotations may be submitted electronically or in hard copy to dlawrence@sparwood.ca or Box 669, 367 Pine Avenue, Sparwood, BC V0B 2G0.

Submissions Contents

Quotations should include the following:

1. the Respondent's fixed price for the Goods including delivery; and
2. other submission requirements as stated in Schedule A.

Quotation Price

The price quoted in a quotation should represent the full cost to Sparwood for the goods. Prices should be in Canadian dollars and should include all taxes except for GST, which should be clearly set out separately.

Enquiries and Addenda

All enquiries related to this ITQ should be directed in writing to a Sparwood contact person, Duane Lawrence, Director of Community & Facility Services at the following email address: dlawrence@sparwood.ca.

Enquires and any responses will be recorded and may be posted to Sparwood's web site at Sparwood's option. If Sparwood determines that an amendment is required to the ITQ, the Contact Person will issue a written addendum on the Sparwood web page. Written addenda are the only means of amending or clarifying this ITQ, and no other form of communication, whether written or oral, including written responses to enquiries, will be included in, or in any way amend, this ITQ.

Evaluation and Selection

Quotations will be evaluated by an evaluation team made up of one or more representative(s) from Sparwood. The evaluation team will give a recommendation for the selection of a preferred Respondent to Sparwood.

The evaluation team will compare and evaluate quotations in order to determine the quotation which is most advantageous to Sparwood, using the following criteria:

1. Respondent's quoted price;
2. Respondent's ability meet timeline;
3. Warranty of Work

The evaluation team may, at its discretion, request clarifications or additional information from a Respondent with respect to any quotation or invite some or all of the Respondents to appear before the evaluation team to provide clarifications or additional information. The evaluation team will be entitled to consider in its evaluation or quotations any clarifications or additional information received in a Respondent's response or in an interview.

If Sparwood elects to proceed with obtaining the goods and select a preferred Respondent, then Sparwood will enter into discussions with that Respondent to clarify any outstanding issues and negotiate the terms of a final contract, including financial terms. If discussions are successful, Sparwood and the selected Respondent will then enter into a contract. If at any time Sparwood reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time then Sparwood may give the Respondent notice to terminate discussions, in which event Sparwood may then either open discussions with another Respondent or terminate this Invitation to Quote and obtain the goods in some other manner.

Qualifications

By submitting a quotation, the Respondent represents that it has the expertise, qualifications, resources and relevant expertise to provide the Goods.

General Terms

The following general terms apply to this ITQ:

This ITQ is not a tender or does not commit Sparwood in any way to select a preferred Respondent or to award a contract for the Goods, and Sparwood reserves the right to accept any quote, enter into contract negotiations with any Respondent or multiple Respondents, or reject any or all quotes and terminate this ITQ process and proceed with obtaining the Goods in some other manner, including by commencing a new procurement process.

Respondents are solely responsible for ensuring their quotations are received, including the risk that any email and any email attachments will be properly received by the addressee's email system.

Respondents are solely responsible for their own expenses in preparing and submitting quotations, and for any meetings or discussions with Sparwood or its representatives relating to this ITQ. Sparwood and its representatives will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Respondent in preparing and submitting a quotation, or participating in negotiations for a contract, or other activity related to or arising out of this ITQ.

All quotations become the property of Sparwood and will not be returned to the Respondents. All quotations will be held in confidence by Sparwood unless otherwise required by law.

SCHEDULE A – THE GOODS

Sparwood is requesting quotes for the preparation of six (6) areas located in Sparwood for the installation of Sod. The total area is estimated at 2100 sq ft. Five (5) of the six (6) areas have been roughly prepared for sod installation in the fall of 2016 but will require additional preparation work. All areas must be prepared in such a manner as to ensure the successful growth of the grass after sod installation. All areas must be graded according to each areas individual needs. One (1) location will require the proponent to remove and replace hard packed gravel with semi-clean top soil provide by Sparwood.

Ordering, purchase and delivery of Sod shall be complete by Sparwood, delivery date to be determined in consultation with the contractor by Sparwood. All sod must be installed in accordance with suppliers recommended guidelines. Maintenance of the Sod after installation shall be the responsibility of Sparwood.

All equipment, labour and other material not listed within this ITQ, shall be provided by the proponent.