



REQUEST FOR QUOTATION

For the Provision of

Mowing for Island 22 Equestrian Areas

RFQ Title	Large Area Mowing – Island 22 Regional Park
RFQ Number	23009
Date Issued	Monday, February 13, 2023
Closing Date	Friday, March 3, 2023 1:00 pm PST

1.0 INTRODUCTION

Island 22 Regional Park located at 44955, Cartmell Road, Chilliwack, BC, is a large park with many different user groups. Horse riders utilize the large equestrian area as well as the jumps, riding rings and trails which requires regular mowing services.

The Fraser Valley Regional District ("FVRD") requests contractors with proven capacity, capabilities and experience to provide quotes for vegetation maintenance commencing in the spring of 2023. Proponents should have experience in lawn maintenance, have performed similar work for other organizations, and must have trained and experienced staff for this work who are professional and demonstrate excellent customer service.

2.0 SCOPE OF WORK

Please see **Appendix A – Location and Details of Vegetation Maintenance** for the location of the park and the areas to be maintained. The work will take place between March and November and cannot occur on Saturdays, Sundays and Statutory Holidays. The services are for vegetation maintenance in the Equestrian Park at Island 22 Regional Park and include the following:

- » The grass (trails and flat areas) will be cut 4 times per year and as scheduled with the FVRD
- » All grass will be cut using a flail mower (excluding dykes)
- » Grass must be cut as close as is safely possible to riding jumps and other structures in the park
- » Grass shall be cut to the standard length (100 mm)
- » All equipment necessary to complete the work is to be provided and maintained by the contractor, and must be transported to and from the site. On-site storage is not available.
- » The areas to be maintained by the Contractor is shown in **Appendix A**

3.0 ONSITE MEETING

A **mandatory onsite meeting** will be held at Island 22 Regional Park 44955 Cartmell Road at the first equestrian gravel parking lot after the entrance on **Wednesday, February 22, 2023, from 10:30-11:00 am and preregistration is required by Tuesday, February 21, 2023 at noon via email at parks@fvrd.ca**. Any questions asked will be summarized in an addendum and available to all interested parties. The meeting time and date is subject to change due to inclement weather.

4.0 SUBMISSION

One (1) completed copy of the Quotation, including a completed Schedule A and Schedule B, marked with the RFQ Title and RFQ Number, should be delivered by hand, regular mail, courier, or email before 1 PM PST Friday, March 3, 2023 to:

Fraser Valley Regional District
Attn: **Charlotte Whaley**
1 - 45950 Cheam Avenue
Chilliwack, British Columbia V2P1N6
Email: cwhaley@fvrld.ca

Quotations received after the time specified above will not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the *Freedom of Information and Protection of Privacy Act*.

5.0 INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Christina Vugteveen
Manager of Parks
Telephone: 604-702-5077
Email: cvugteveen@fvrld.ca

Any enquiries received by the FVRD that affect this RFQ will be issued as an addendum to all contractors that received the original RFQ. By delivery of a Quotation, the contractor is deemed to have received, accepted and understood the entire RFQ, including any addenda.

Any information regarding this RFQ obtained by a party from any source other than the FVRD by way of addenda is not authorized and should not be relied upon.

6.0 NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not

be construed as an intention by the FVRD to enter into contractual relations with any party submitting a quotation. The FVRD will provide written notice of acceptance of a quotation in the event that the FVRD seeks to acquire the Services and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a quotation for the purposes of finalizing a contract.

Should a contract be finalized:

- » This RFQ quote may be used to form a contract.
- » The initial contract will be for one season (March – November 2023), with an option to renew for up to four additional seasons if both parties agree.
- » The contractor is responsible for a minimum of **\$5,000,000** commercial liability insurance naming the Fraser Valley Regional District as additional insured.

If the contractor or any sub-contractors are required by law to be registered with the Worker's Compensation Board (WCB), then the contractor will submit either a WCB clearance letter indicating that the contractor's WCB account is in good standing or a WCB registration number prior to commencement of the Services or at such other times as the Regional District may request.

7.0 LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

8.0 CONFLICT OF INTEREST

Contractors shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

9.0 NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value,

to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any contractor from participation in this RFQ that acts in contravention of this requirement.

10.0 EVALUATION

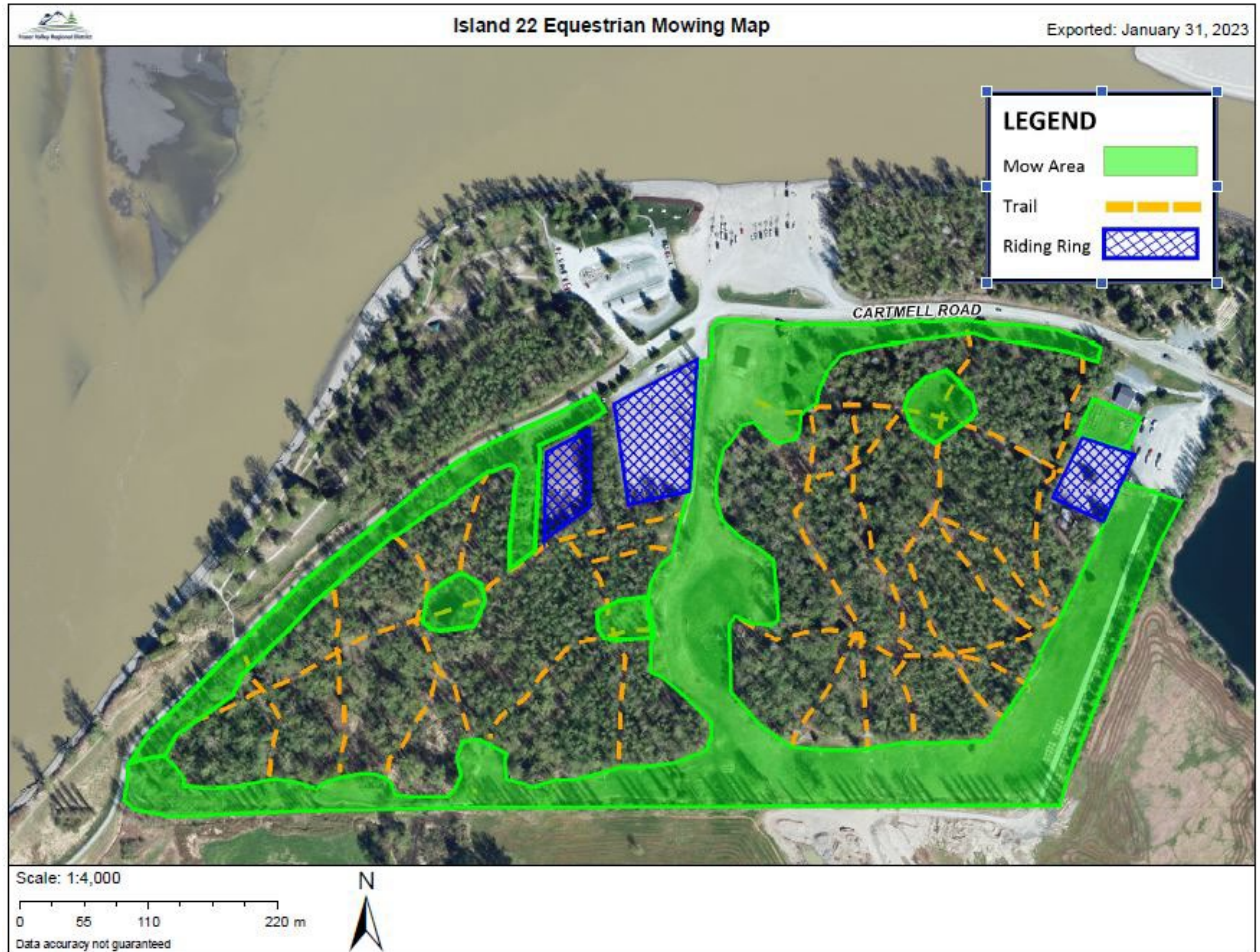
The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Quotations will be evaluated on the basis of the overall best value to the FVRD using the following criteria:

Criteria	Decision Factors	
Mandatory Evaluation Criteria	Received by Closing Date and Time	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule A (Quotation)	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule B (References)	Pass/Fail
Mandatory Evaluation Criteria	Attended Site Meeting	Pass/Fail
Evaluation Selection Criteria	Price	/60
Evaluation Selection Criteria	References	/40

APPENDIX A – Locations and Details of Vegetation Maintenance

Island 22 Regional Park - 44955 Cartmell Road

[Google Maps Link](#)



SCHEDULE A

QUOTATION

RFQ #23009

Large Area Mowing - Island 22 Regional Park

Business Name

Address

Name and Title of Proponent

Telephone

Email

Form of Business Organization

Sole Proprietorship

Partnership

Corporation

Date of Establishment

Date of Incorporation

Business No.

I/We hereby offer to provide to the Fraser Valley Regional District the required services for the prices plus applicable taxes:

Item Name	Rate
Rate per service (CAD) for mowing services of Island 22 equestrian park	\$
CURRENCY: Canadian	Subtotal: \$
	GST (5%) \$
	TOTAL: \$

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the scope of work and general terms and conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ____ day of _____, 2023.

CONTRACTOR

I/We have authority to bind the Contractor

Legal Name of Contractor/Business

Signature of Authorized Signatory

Name & Title/Position:

Signature of Authorized Signatory

Name & Title/Position:

SCHEDULE B

References and Work Experience

RFQ #23009

Large Area Mowing - Island 22 Regional Park

Proponent Name

*Proponents must provide three references relevant to the scope of work outlined in this RFQ

Reference One

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

Reference Two

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

Reference Three

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	