



# District of Elkford

## REQUEST FOR PROPOSAL

FOR

### Mosquito Control Program

Request for Proposal No: 2018-07

Issue Date: December 5, 2018

Available for Viewing at: BC Bid, CivicInfo, and [www.elkford.ca](http://www.elkford.ca)

#### **PURPOSE:**

To receive proposals for a comprehensive Mosquito control program that focuses on the timely detection and treatment of mosquitoes for the District of Elkford.

#### **SUBMISSION INFORMATION:**

Closing Date: January 7, 2019  
Time: 2:00 pm Mountain Standard Time  
Location: District of Elkford, Municipal Office  
PO Box 340, 816 Michel Road  
Elkford BC, V0B 1H0  
Fax: 250.865.4001  
Email: [finance@elkford.ca](mailto:finance@elkford.ca)  
Attention: Tanis Haugo  
Copies: One: Faxed or emailed submissions accepted

#### **CONTACT PERSON:**

Name: Duane Allen  
Email: [dallen@elkford.ca](mailto:dallen@elkford.ca)  
Phone: 250.865.4027  
Position: Superintendent, Public Works  
Address: PO Box 340, Elkford BC, V0B 1H0

**Please complete and return the RFP Acknowledgement Form**

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## **B. PROJECT BACKGROUND AND REQUIREMENTS**

### **1. Project Overview**

#### **1.1 Background**

The District of Elkford has been running a Mosquito control program for the last fifteen years to help control the nuisance mosquito population. This program has been provided by a contractor that has been monitoring and treating larval mosquito in their breeding habitat in the District.

#### **1.2 Current Organizational Status / Situation / Structure**

The District was in a multiyear contract for mosquito control services. As this contract will expire, the District of Elkford policy requires that the project must go out to tender to ensure fiscal responsibility.

#### **1.3 Purpose of the Proposal**

The purpose of the RFP is to secure a Firm/Contractor to implement and monitor a multiyear Mosquito Program for the District of Elkford that will provide residents and visitors an environment in which they can enjoy outdoor recreational activities with reduced mosquito annoyance.

### **2. Project Requirements**

#### **2.1 Project Plan**

The District requires a proponent with a history of success to provide a Mosquito Control Program and a Pest Management Plan for a multiyear program to control nuisance mosquito and larva control for the District of Elkford.

#### **2.2 Project Details**

The proponent will provide a program outline for a Mosquito Control Program, Pest Management Plan that will control adult mosquito for the District of Elkford through a control and surveillance program along with a comprehensive public education plan. All government regulations and conditions are to be completed by the contractor as required.

The proponent will identify who will provide the specific tasks and activities needed to deliver and complete the Mosquito Control Program and Pest Management Plan. Included will be the specific expertise and qualification for the project team.

The proponent will specify the chemicals or products used in treatment and supply SDS for these

The proponent will provide the performance measures and quality standards that are to be employed to complete the tasks to achieved outcome desired in the mosquito control program.

The proponent will provide where the treatments are to be performed and the logistics involved in delivery of the program.

The proponent will provide a project management schedule and a reporting system on project performance and project delivery time lines.

## 2.3 Time Frame and Milestones

Event / Activities	Anticipated Date / Timeframes <i>(Proponent is responsible to ensure these meet legislation)</i>
Course design and delivery plan	
Pilot courses - one per program	
Course delivery schedule / evaluations	
Post course final report	

## 3. Evaluation Criteria

### 3.1 Mandatory Criteria

Proposals **must** include the following information:

- Scope of the project and client expectations / objectives – demonstrate understanding of the project, and the District’s requirement;
- Indicate timelines, milestones, products and services to be delivered, and the methodology for the project;
- Project management, including problem identification and resolution;
- Resource management - inputs / resources to be provided by both client and contractor;
- Risk management strategy;
- Performance measurement, quality assurance and testing criteria;
- Reporting procedures including communication strategy / process;
- Demonstrate knowledge and understanding of WorkSafe requirements
- Itemize the components and methodology required for the project;
- Provide information on the company / business, including pertinent experience of key personnel;
- Provide at least three examples of similar projects;
- Provide at least three relevant references;
- Pricing per season

### 3.2 Scored Selection Criteria (Solution, Qualifications, and (optional) - Price)

Scored Evaluation Criteria

<b>a) Suitability of the Proposed Solution</b>	<b>Total 50%, 50 Pts Maximum Score</b>
• Demonstrates understanding of project requirements	10
• Extent to which solution(s) meets goals	10
• Project plan including methodology, operational and support capabilities, implementation plan and delivery schedule	20
• Product design overview including business and functional capabilities	10
	<b>Total 25%, 25 Pts</b>

b) <b>Proponent Qualifications</b>	<b>Maximum Score</b>
<ul style="list-style-type: none"> <li>• Proponent's experience on similar projects and related business capabilities of the proponent and any proposed subcontractors</li> </ul>	10
<ul style="list-style-type: none"> <li>• Technical capability, capacity, skills and qualifications of the proponent and any proposed subcontractor</li> </ul>	10
<ul style="list-style-type: none"> <li>• References based on past performance - similar projects</li> </ul>	5
<b>c) Price and Costing Rationale (short-list only)</b>	<b>Total 25%, 25 Pts Maximum Score</b>
<ul style="list-style-type: none"> <li>• <b>Price</b> - Score = (lowest priced proposal <b>divided by</b> the price on this proposal) <b>x total marks</b> available for price</li> </ul>	25

#### 4. Proposal Format and Response

The following format should be followed when preparing the proposal response.

**Ensure you return the RFP Acknowledgement Form stating your intentions to respond with a proposal.**

- a) Title Page  
Show the RFP name, contract or file number, submission closing date, proponents name, address, telephone number, facsimile number, email address, and the name of the proponent's contact person.
- b) Letter of Introduction  
One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.
- c) Methodology / Solution / Scope / Project Plan  
Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Be sure to include all of the mandatory criteria contained in the RFP - **Failure to do so will result in the proposal receiving no further consideration.**
- d) Proponent Profile / Project Team Qualifications / Skills / Experience  
Indicate the proponent's / project team's qualifications and capabilities for the project, including past projects having similar requirements to the one being proposed. Summarize the qualifications of the key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them.
- e) Price Proposal (total project cost and specific breakdown)  
Price should be a lump sum for the design, construction, delivery and installation of the structure, including all labour, materials and expenses, but excluding taxes. The price proposal shall be made in accordance with the requirements of the RFP.
- f) Proposal Length / Format  
Proposal clarity, including brevity and format, will be evaluated and awarded points accordingly. Your format should match that of the RFP for ease of reading and finding the relevant and important information.
- g) Attachments  
Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.

## C. RFP INSTRUCTIONS

### 5. General

#### 5.1 Terminology

- “must”, “mandatory” or “required” means a specific criterion / criteria or requirement is / are essential to be met for the proposal to receive and continue to receive consideration. These criteria will be rated with a “yes”, having met the mandatory requirement or “no”, not having met the mandatory requirement. Any mandatory criterion receiving a “no” response by the evaluation team will result in the proposal being rejected.
- “should” or “desirable means a requirement having a specific or significant degree of importance to meeting the RFP objectives. These criteria will be evaluated using a point scoring system.
- “proponent” means an individual or company that submits or intends to submit a proposal response to a Request for Proposal.

### 6. RFP Process and Evaluation Procedures

#### 6.1 Project Communications

The District of Elkford **MUST** receive the proposals by the closing date and time. Any proposals received after that date and time will be returned unopened or destroyed. All proposals must be submitted in English, translation is not an option for evaluation. Verification of receipt is the responsibility of the proponent.

#### 6.2 RFP Acknowledgement Form

Proponents are asked to fill out and return this form as soon as possible to the address listed on the “RFP Acknowledgement Form”. **Any changes, new information and answers to proponent’s questions will be sent only to those proponents who return this form.**

Proponents are requested to forward project and RFP clarifications and requests for technical information in writing (i.e. email or fax) to the District of Elkford at [finance@elkford.ca](mailto:finance@elkford.ca) or 250-865-4001. All proponents will be given a copy of the respective questions and responses if deemed significant when answered (anonymity will be respected).

#### 6.3 Mandatory Criteria

Mandatory selection criteria deemed to be essential to the success of this project are listed in Section 3.1. The proposals must provide this information as part of the proposal. A Mandatory Site meeting will not be held.

#### 6.4 Short-list and Presentations / Interviews (optional)

The District of Elkford may require the lead proponent to participate in a conference or interview to present or discuss their proposal. Reasonable notice will be given with more details on the presentation or interview process.

#### 6.5 Evaluation and Selection

Each proposal will be evaluated against the mandatory criteria. Proposals meeting all of the mandatory criteria will then be assessed and scored against selection criteria that have been allocated a specific number of maximum points. References of the highest scoring proposal or

short-listed proposals will then be assessed. The leading or short-listed proposal(s) will then have its / their presentation on its / their proposed solution evaluated and scored (optional). Subject to successful negotiation and signing of a contract, the proponent with the overall “best value” (highest score or best price-per-point for example) proposal may be awarded the contract. Tenders will not be opened in public. Tender Results will not be made public unless a bid is successful; in this case results may be made public after the successful contractor is awarded the contract by the District of Elkford Council. A bid summary may be included in a Council meeting agenda that will be published on the District Website and available to the public. The proponent will not only be evaluated based on price, overall value for the product will be taken into account as well as the bonding capabilities, financial capabilities, previously completed project in value and size, Major projects being undertaken at this time, key personnel assigned to the project, time for completion of work, past experience of the contractor,

### **6.6 Estimated Timetable**

The following timetable outlines the anticipated schedule for specific RFP activities:

<b>Event</b>	<b>Anticipated Date</b>
RFP issued	December 5, 2018
Mandatory Site Meeting	N/A
Proponents to submit questions	January 3, 2019
Closing date for proposal submission	January 7, 2019
Proposal Acceptance	Approximately late January/early February

## **7. Proposal Conditions**

### **7.1 Signed Proposals**

The proposal must be signed by the person(s) authorized on behalf of the proponent or Company and binds the proponent to the statements made in the RFP response.

### **7.2 Irrevocability of Proposals**

At the appointed closing time, all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be selected, the proponent will enter into a contract with the District of Elkford.

### **7.3 Changes to the Proposal Wording and Content**

The proponent will not change the wording or content of its proposal after closing and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested, or agreed to, by the District of Elkford.

### **7.4 Proponent Expenses**

Proponents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

### **7.5 Proposal Pricing**

Proposal prices must be firm for a minimum of 90 days after closing.

## **7.6 Acceptance of Proposals**

The District of Elkford is not bound to accept the lowest priced or any of the submitted proposals. The District may extend the scope of the project or add work to a successful relationship by mutual agreement.

## **7.7 Alternative Solutions**

If alternative solutions or options are proposed, proponents are requested to submit the alternative or option as a separate proposal.

## **7.8 Negotiations**

The District reserves the right to negotiate a contract with the lead proponent. If a written contract cannot be negotiated within thirty (30) days of notification to the lead proponent, the District of Elkford may, at its discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a contract with the next qualified proponent, or cancel the RFP process and not enter into a contract with anyone.

## **7.9 No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the District.

## **8. Additional Terms and Conditions**

### **8.1 Subcontracting**

Subcontracting may / may not be allowed as a condition of the anticipated contract. When allowed, proposed subcontractors must be listed with attached resumes. Joint proposal submission must indicate which proponent has overall responsibility of the project.

### **8.2 Liability for Errors**

The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the District of Elkford, nor is it necessarily comprehensive.

### **8.3 Agreement with Terms**

The proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP.

### **8.4 Modification of Terms**

The District of Elkford reserves the right to modify the terms of the RFP at any time at its sole discretion. Proponents will be advised of any changes or modifications in writing from the District of Elkford.

### **8.5 Confidentiality of Information**

Information pertaining to the District of Elkford obtained by the proponent as a result of participation in this project / contract is confidential and must not be disclosed without written permission from the District of Elkford.

## 9. Specific Contract Clauses

### 9.1 WorkSafe BC

The successful contractor and any subcontractor must be registered and in good standing with Worksafe BC. Workers Compensation coverage must be maintained for the duration of the contract.

### 9.2 Laws of the Jurisdiction

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the Province of British Columbia.

### 9.3 Indemnity (and Hold Harmless)

The Contractor shall use due care in the performance of the obligations under an Agreement with the District to ensure that no person is injured, no property is damaged or lost and no rights are infringed. Without limiting any other rights or remedies of the District of Elkford against the Contractor or any other person, the Contractor shall be solely responsible for:

- a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of this Agreement or the breach of any term or condition of this Agreement by the Contractor, or the officers, employees or agents of the Contractor; and
- b) any omission or wrongful or negligent act of the Contractor, or of the officers, employees or agents of the Contractor;

**and** shall save (or hold) harmless and indemnify the District of Elkford, its officers, employees and agents from and against all claims, liabilities and demands with respect to clauses (a) and (b), together with all costs, expenses and fees associated therewith.

### 9.4 Insurance

Any contract arising out of this Request for Proposal may require that the Contractor, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the term of the contract specific types of insurance with insurers licensed in the particular province where the contract is to be performed. The Contractor may be required to provide the District of Elkford with a Certificate of Insurance.

- **Comprehensive (Commercial) General Liability** - \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The District of Elkford is added as an additional insured.
- **Professional Liability (errors and omissions)** - in an amount of \$5,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services during and after the contract.
- **Automobile Liability** - on all vehicles owned, operated or licensed in the name of the Contractor in an amount of not less than \$5,000,000.

### 9.5 Intellectual Property Rights

The District of Elkford will be the owner of the intellectual property rights, including patent, assignment of copyright, waiver of moral rights, trademark and industrial design in any product, business process, and software or training program developed specifically through this contract. Licensing and marketing rights of the developed product, if appropriate, will be negotiated separately.

### 9.6 BC One Calls and other utilities

The contractor is responsible for initiating a BC One Call to locate any services. Any other utility companies that do not participate in BC One Calls must be notified as well.

**9.7 Emergency Services**

The contractor is responsible for notifying all Emergency Services of any delay made to a road or parking lot. The District of Elkford Representative must also be notified when Emergency Services have been notified.

## D. ATTACHMENTS

**Attachment "A" RFP Acknowledgement Form RFP No. 2018-07**



Please complete this form and return IMMEDIATELY (fax preferred) to:

Contracting Agency Contact: The District of Elkford  
Address: PO Box 340, 816 Michel Rd, Elkford BC, V0B 1H0  
Phone: 250.865.4000  
Fax: 250.865.4001  
Email: finance@elkford.ca

In order to receive any additional information regarding this RFP, please complete this form and return by fax / email (as applicable) to the RFP contact person.

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Check appropriate response below:

- I authorize the District of Elkford to send further correspondence relevant to this RFP that is deemed to be of an urgent nature by the following method:
- FAX:** \_\_\_\_\_
  - Email:** \_\_\_\_\_
  - Courier collect:** courier name and acct no. \_\_\_\_\_
  - Mail:** \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_