



March 3, 2018

Mayor & Council
Township of Langley
20338 65 Ave
Langley, BC V2Y 3J1

Dear Mayor and Councillors,

On behalf of the League and approximately 3,500 ToL resident players, we are asking the Township to help us relocate the Michael J Smith diamond and backstop.

The movement of this diamond would create a one half wagon wheel design currently used north of the oval at the four diamond McLeod Athletic Park complex.

These diamonds are used extensively from end of March thru beginning of October.

We are looking to move the one diamond, perhaps reconfiguring the Ron Ralph diamond, away from the Langley Education Centre and the long jump pit south of the Grandstand. There have been issues with balls landing in both areas leading to safety concerns and possible damage to property.

Langley Education Centre was located on Fraser Highway when the MJS field was last updated

It is our understanding Langley Blaze have asked the Township's help in installing artificial turf for their infield. They would be willing to ante up +/- \$75K for a +/- \$350K project, a 3.5 bump [\$350 - \$75 = \$275K / \$75K].

We are asking for a similar partnership, in which we would contribute +/- \$55K for the project whose costs would be in the +/- \$200K range. Mr Al Neufeld, Manager Park, recently tendered the MJS diamond relocation with pricing coming in around the \$145K range. The extra monies above the \$145K would go to updating the Ron Ralph diamond. This equates to a 2.6 bump.

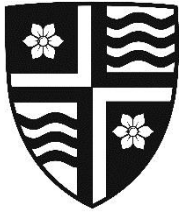
Given these diamonds are the most used within the Township, we hope you seriously consider our request and would partner with us in making this a reality.

I have attached parts of the reconfiguration Tender with this letter.

Sincerely yours,



Peter Zeller



REQUEST FOR QUOTATION - SERVICES, SUPPLY & INSTALL
RFQ 17-360
SOFTBALL FIELD RELOCATION

CLOSING DATE: [December 14, 2017](#) at 10:00am Local Time

The Corporation of the Township of Langley requests Quotations for the relocation of chainlink fence backstop and skinned aggregate infield surface at McLeod Athletic Park, 21405 56 Avenue, Langley, to be completed by April 1, 2018.

INSTRUCTIONS TO BIDDERS

1. The Township of Langley (the "Township") invites Bidders to provide a Quotation on the form attached as Schedule A (the "Quotation") for the supply and install of the goods (if any) and services described in Schedule A (the "Services"). The description of the Goods and Services sets out the minimum requirements of the Township. A person that submits a Quotation (the "Bidder") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.
2. The successful Bidder will provide the Goods and Services set out in Schedule A for the period commencing on approximately upon award and terminating when the project is completed (the "Time Schedule").
3. Quotations should be labelled with the Bidder's name, RFQ title and number. A Quotation should be submitted in the Schedule A form attached to this RFQ as the Quotation Form. The Bidder may submit a Quotation response either by email or in a hard copy, as follows:

(a) Email

If the Bidder chooses to submit by email, the Bidder should submit the Quotation electronically in a single pdf file to bidsinfo@tol.ca.

PDF emailed Quotations are preferred and the Bidder should receive a confirmation receipt of emails from the Township. Note that the maximum file size the Township can receive is 20Mb. If sending large email attachments, the Bidder should phone to confirm receipt. The Bidder bears all risk that the Township's equipment functions properly so that the Township receives the Quotation on time.

(b) Hard Copy

If the Bidder chooses NOT to submit by email, the Bidder should submit one original unbound Quotation and two (2) copies [three (3) in total] which must be delivered in a sealed envelope plainly marked with the Bid Number and Name, to the Township at the following location:

Township of Langley
Purchasing Department
4700 224 Street
Langley, BC V2Z 1N4

on or before the Closing Time. Submissions by fax will not be accepted.

4. All inquiries related to this Request for Quotation ("RFQ") should be directed in writing to;
Jane Houweling, Purchasing Services
Email: bidsinfo@tol.ca
Note: *the reference number and contract title should be stated on the subject line of all emails.*
5. Quotations received after the above mentioned time and date will NOT be accepted.
6. Quotations will NOT be opened in public.
7. Quotations should be submitted on the attached Quotation forms and must be authorized by a signing officer of the Bidder's company, the entire form should be returned.
8. The legal name of the person or firm submitting the Quotation should be inserted in the Quotation Form. The Quotation should be signed by a person authorized to sign on behalf of the Bidder and include the following:
 - (a) If the Bidder is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
 - (b) If the Bidder is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should be included, and each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Township that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
 - (c) If the Bidder is an individual, including a sole proprietorship, the name of the individual should be included.
9. If the Township determines that an amendment is required to this RFQ, the Township will issue a written amendment that will be posted on BC Bid that will form part of this RFQ. No amendment of any kind to the RFQ is effective unless it is contained in a formal written amendment that the Township issues. Any interested party is responsible to monitor BC Bid for such information, including Addenda to this RFQ, if any. Upon submitting a Quotation, Bidders will be deemed to have received notice of all amendments.
10. Quotations may be withdrawn at any time prior to the time and date of closing, but this must be done in writing authorized by the signing officer on the Quotation form.
11. The Township reserves the right in its sole discretion and according to its own judgment of its best interest to;
 1. reject any or all Quotations;
 2. award in whole or part based on separate prices submitted as deemed to be in the best interests of the Township;
 3. waive any irregularities which do not materially affect the Quotation;
 4. accept or reject any Quotation in whole or part; or
 5. cancel the Quotation entirely and in its sole discretion, re-bid, direct award, negotiate or do nothing further;
 6. Evaluate the work based on the base price submitted or the Base + Optional Price submitted.

12. The Township reserves the right, in its sole and absolute discretion, to, if only one Quotation is received, reject it and terminate the process under these Instructions, and proceed with the award as described in these Instructions in some other manner, including entering into negotiations with that Bidder with respect to any matter, including price.
13. In exercising its discretion the Township reserves the right to award to the Bidder who offers the best value to the Township, using criteria for award including the proven experience of the Bidder and any listed subcontractors to the work, the lowest or any bid will not necessarily be accepted.
14. By submitting a Quotation, a Bidder represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
15. All Bidders, either personally or through a representative, are responsible to examine the site of the Work before submitting his Quotation and satisfy himself as to the nature and location of the Work, local conditions, the nature and quality of the materials to be used, the equipment and facilities needed, preliminary to and during the execution of the Work, the means of access of the site, availability of space for on-site accommodation, all risks, contingencies and circumstances which may affect his Quotation, and all other matters which may, in any way, affect the Work to be performed under the contract.
16. The Bidder is fully responsible for obtaining all information required for the preparation of his Quotation and for the execution of the Work. No consideration will be given for extras resulting from conditions that would have been evident during a routine site visit, and no extras will subsequently be allowed to cover errors, omissions or oversights on the part of the Bidder.
17. It is the Bidder's responsibility to determine the existing conditions, critical dimensions and limitations. The Bidder, upon award of a contract, will be responsible for accurate measurements and quantities of required materials prior to installation.
18. The attached Purchase Order Terms and Conditions, special conditions, Quotation form, specifications, drawings and any other documents that are identified as such will form part of the resulting contract.
19. A Bidder may, at the Bidder's election, submit an alternative Quotation which varies the materials, products, designs, or equipment from those approved under the specifications, drawings and scope of work attached. An alternative Quotation must be in addition to, and not in substitution for, a Quotation which conforms to the requirements.
20. The only alternative Quotation that the Township may accept is an alternative Quotation submitted by the Bidder whose conforming Quotation submitted would have been accepted by the Township in preference to other confirming Quotations, if no Alternative Quotations had been invited.
21. If an Optional Work has been included in the schedule or pricing, then Bidders must complete the pricing for such Optional Work. Such prices shall not include any general overhead costs, or other costs, or profit not directly related to the Optional Work.
22. The Township may elect not to proceed with the Optional Work, the prices shall be included in the price for the purpose of any price comparisons between Quotations.
23. The criteria for award of this RFQ may include, but are not limited to;
 - The overall value
 - Quality
 - Service
 - Price
 - Track record and performance characteristics
 - Track record of Bidder
 - Conformance to specifications

- Field testing, if requested
- Warranties offered
- Total cost implications
- References
- Delivery time/schedule/lead time for supply and delivery
- Demonstrated ability to fulfill the requirements of this RFQ

24. All invoice payments will be paid by electronic funds transfer therefore the successful Bidder must supply banking transfer information to Accounts Payable by e-mail to acctspay@tol.ca. Payments are automatically and securely deposited into a designated bank account, with an automated e-mail remittance advice sent to the specified e-mail account as confirmation of payment being deposited.

Payment by the Township will be made within 30 days after acceptance of services or receipt of invoice, whichever is later. Invoices submitted for payment for services should show deduction of 10% if the Builder's lien holdback is applicable, this should be from the base invoiced amount before GST. If billed prior to or during lien period of fifty five (55) day period following substantial completion. The 10% holdback amount will be released upon receipt of statement or invoice, statutory declaration and WorksafeBC letter following the 55 day period.

This would be applicable when an "improvement" as defined in the Builders' Lien Act as "anything made, constructed, erected, built, altered, repaired or added to, in on or under land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunneling, filling, grading or ditching of, in, on or under land takes place".

25. Bidders are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the Township or its representatives and Bidders, relating to or arising from the RFQ. The Township will not be liable to any Bidder for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Bidder in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.
26. Quotations must identify any potential conflict of interest or relationship between the Bidder's employees and the Township's employees.
27. Bidders and their agents are cautioned that solicitations of members of the City Council or any Committee or Commission formed by or associated with the Township during the Quotation period or any time prior to award, may be cause for rejection of the Quotation as this will be viewed as one Bidder seeking an unfair advantage over other Bidders.
28. Bidders are advised quotes are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and the contents may be disclosed if required to do so pursuant to the Act.

