



REQUEST FOR QUOTATION

QUOTE: Hydraulic Tree Spade

DATE: September 5, 2019

FROM: Kevin Blanchett, Operations Manager

TOWN OF DRUMHELLER REPRESENTATIVE

DATE QUOTATION REQUIRED:

YEAR: 2019 MONTH: September DAY: 26 TIME: 2:00 P.M.

SUBMIT QUOTATION IN A CLEARLY MARKED AND SEALED ENVELOPE TO THE ATTENTION OF:

SEND TO MAILING ADDRESS: TOWN OF DRUMHELLER
 224 Centre Street
 Drumheller, Alberta T0J 0Y4

ATTENTION: D. Brett, Director of Infrastructure

QUOTATION: Hydraulic Tree Spade

Your firm is invited to submit a quotation, pursuant to the general conditions for the scope of work as described. The quotation must include labor, materials, equipment and overhead. This request shall not be considered authorization to proceed with the work herein described.

All Procurement processes will be in compliance with the Town of Drumheller purchasing policy.

SECTION #1

INITIATOR OF REQUEST: Kevin Blanchett, Operations Manager

DATE: YEAR: 2019 MONTH: September DAY: 5

1. SCOPE OF WORK: (INCLUDE LIST OF ATTACHEMENTS)

With numerous requests to developed more green spaces and incorporating larger trees, the Town of Drumheller wishes to pursue the purchase of a hydraulic tree spade. The town owns several Bobcat skid steers, so it will be necessary for the tree spade to be compatible with our equipment.

Please review and complete Section #2 - Appendix A - Specifications

EVALUATION CRITERIA:

Each quotation received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

By submitting a quotation, the supplier acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

CRITERIA	WEIGHTING
Cost	50
Specifications	20
Warranty	15
Delivery Time	15

SECTION #2 (TO BE COMPLETED BY CONTRACTOR)

Items listed on the following page are considered to be a minimum. If needed, please ensure you elaborate in the space provided.

APPENDIX A - Specification	Yes	No	Deviation (Attach extra sheets if necessary)
Provide all specifications with quotation.			
Compatible for a Bobcat S590 Skid Steer			
Blade angle to be 25%			
Four (4) blade unit			
¼ inch mils steel construction			
Full blade truncation			
Rear stabilizer (mounted to Bobcat)			
Digging depth – thirty one (31) inches			
Root ball no bigger than forty (40) inches			
Able to dig three (3) inch caliper trees			
Warranty			
Delivery time			

1. TOTAL COST LESS G.S.T. \$ _____

Warranty will commence on the date that the equipment is delivered to the Town of Drumheller

Quotation submission price in effect for, days from date of acceptance from the Town of Drumheller.

SECTION #3 QUOTATION INELIGIBILITY

All 4 (four) pages of this quotation must accompany your submission. Quotations that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind, may be considered invalid.

The lowest, or any evaluated quotation, may not necessarily be accepted.

The Town of Drumheller reserves the right to reject any or all quotes or to accept the quotation evaluated to be in the best interest of the Town of Drumheller.

INTENT

The undersigned HEREBY provides a quotation to supply and deliver one (1) Hydraulic Tree Spade described within its entirety for the cost quoted in SECTION #2

CONTRACTOR: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

TOWN OF DRUMHELLER: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: YEAR 2019 MONTH _____ DAY _____

UPON COMPLETION OF SIGNATURES ABOVE, THIS DOCUMENT WILL REPRESENT A CONTRACT AGREEMENT BETWEEN THE SUPPLIER AND TOWN OF DRUMHELLER

Acknowledgement of Receive Of Addenda

- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____