

REQUEST FOR QUOTATION

QUOTATION: [Snow Removal 2022 - 2024]

DATE: [November 30, 2021]

INITIATOR: [Greg Peters, Director of Emergency and Protective Services]

DATE QUOTATION REQUIRED:

YEAR: [2021] MONTH: [December] DAY: [14] TIME: [2:00 PM Local Time]

Submit Quotation in a clearly marked and sealed envelope to the attention of:

Procurement Department:
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J0Y4

"RFQ - [Snow Removal 2022 – 2024]"

This Request for Quotation document is comprised of:

- RFQ General Instructions
- Schedule A – Evaluation Criteria

If you do not have all of these components the RFQ package is incomplete - please contact the Initiator.

The Town of Drumheller will NOT accept electronic submissions.

Your firm is invited to submit a Quotation, pursuant to the general conditions for the scope of work as described. This Quotation shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Quotations for a two (2) year contract from any firms/individuals interested in providing the services related to Snow and Ice Removal from Municipal Sidewalks within the Town of Drumheller, pursuant to Enforcement Orders. Snow removal on sidewalks must have all snow removed to expose concrete for the entire frontage of the property. Snow must be removed to a safe location, i.e.: on the boulevard or on private property. The use of raw or artificial ice melting agents that damage the concrete is strongly discouraged.

All quotations must include costs for all labour, equipment, machinery, fuel, transportation, travel time and all supplies including salt. The supplier is required to complete all necessary sections of this Request for Quotation. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proponent, no other work alternatives will be reviewed.

SECTION #2 - QUOTATION AMOUNT:

All Quotations must be in Canadian Funds, **excluding GST**.

1. Cost or Project Quotation (including travel).

Travel time to attend the worksite must be factored in to the hourly rate provide. Travel time will not be paid as a separate entity. Please list all rates with pricing for each of your pieces of equipment. Note: We will require approximately 100 hours of service per year.

A) 2022 - 2023 Winter Season Hourly Rate for Snow Removal – excluding GST

Please quote all pricing on hours listed below and multiply by unit price to equal total annual value.

Description	Approximate Quantity	Unit Price	Total Seasonal Value
Hand Shoveling	100 hours	\$	\$
Snow Blower	100 hours	\$	\$
A) Sub Total Estimated Cost 2022 - 2023			\$

B) 2023 - 2024 Winter Season Hourly Rate for Snow Removal – excluding GST

Please quote all pricing on hours listed below and multiply by unit price to equal total annual value.

Description	Approximate Quantity	Unit Price	Total Seasonal Value
Hand Shoveling	100 hours	\$	\$
Snow Blower	100 hours	\$	\$
B) Sub Total Estimated Cost 2023 - 2024			\$
Total Cost for two years (A + B)			\$

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

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Quotation;
2. All issued Addenda;
3. List of applicable Safe Work Procedures (SWP),
4. Workers Compensation Board (WCB) Coverage Letter;
5. Proof of Commercial Liability Insurance in the amount of \$2,000,000 with Town of Drumheller named as additional insured;
6. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;
7. Be able to respond to the Town of Drumheller’s request for service as a priority within twenty four (24) hours of a verbal / written request;
8. Must abide by Occupational Health and Safety Act and Codes;
9. Must abide by the Town of Drumheller Bylaws, Safety Policies and Procedures;

10. Undergo a Town of Drumheller orientation, including FOIPP Policies and Restrictions;
11. Complete an RCMP Criminal Records Check, providing the Town with a copy
12. Carry photo identification at all times to identify the contractor as a Town of Drumheller "Contracted" employee.

Note: The Town of Drumheller will waive all costs associated with the Criminal Records Check, photo identifications, and safety training.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - EVALUATION CRITERIA:

The lowest, or any evaluated Quotation, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Quotations or to accept the Quotation evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Quotation, you acknowledge and agree 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.

By submitting a Quotation, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Quotation meets all requirements of *the Town*.

SECTION #6 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Quotation to supply the goods or services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | _____ |

Signature: | _____ |

DATE: YEAR [2021] MONTH [_____] DAY [_____]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A - EVALUATION CRITERIA

Section A.1 - Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	70%
References	30%

Section A.2 - Evaluation Criteria Definitions:

Cost:

Total points awarded for the Cost section - 70%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

References:

Total points awarded for the References section - 30%

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references - 0% of score;
- 1 reference - 15% of the score;
- 2 references - 20% of the score, and;
- 3 or more references - 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).