



REQUEST FOR QUOTATION

QUOTATION: Supply and Delivery of One (1) New Utility Tractor with Mower

DATE: 17 June 2022

INITIATOR: Patrick Bonneville, Airport Manager

DATE QUOTATION REQUIRED:

YEAR: 2022 MONTH: July DAY: 5 TIME: 2:00 PM Local Time

Submit Quotation via email to: purchasing@drumheller.ca

with the subject line:

“RFQ - Supply and Delivery of One (1) New Utility Tractor with Mower”

This Request for Quotation document is comprised of:

1. RFQ General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Specifications

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

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 the supply and delivery of one (1) New Utility Tractor with 72" rear-mount **OR** 60" mid-mount mower for maintenance of turf runway and taxiway at the Drumheller Municipal Airport.

Please review and complete Schedule B – Specifications. The Items listed are considered to be minimum requirements. Please ensure that you elaborate within the space provided in the schedule.

Vehicle warranty will commence on the date that the equipment is delivered to the Town of Drumheller Public Works Shops located at 702 Premier Way.

Inquiries:

Inquiries will be accepted from 20 June – 5 July 2022.

All questions pertaining to this bid opportunity shall be directed in an e-mail format to:

Patrick Bonneville
Airport Manager
airport@drumheller.ca

prior to 5 July 2022.

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.

Total Cost \$ _____

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

Delivery Timeline: Supply and delivery will take place _____ days after award.

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. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project.

SECTION #4 - INELIGIBILITY:

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

1. 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.
2. Submissions that do not include the items listed in Section #3 Submission Requirements, and;
3. 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 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	50%
References	10%
Warranty	10%
Qualifications	15%
Specification	15%

Section A.2 - Evaluation Criteria Definitions:

Cost:

Total points awarded for the Cost section - 50%

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 - 10%

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

1. 0 references - 0% of score;
2. 1 reference - 15% of the score;
3. 2 references - 20% of the score, and;
4. 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).

Warranty:

Total points awarded for the Warranty section - 10%

1. Warranty Coverage Period

1. One-year warranty = 20% of score
2. Two-year warranty = 40% of score

2. Warranty Maintenance work

1. The contractor requires the Town to take the equipment for repair = 20% of score
2. The contractor will come to our shop and complete the repairs = 40% of score

3. Warranty Timeline

1. Less than 3 days = 20% of score
2. More than 3 Days = 10% of score.

Qualifications:

Total points awarded for the Qualifications section - 15%

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications(tradespersons tickets, proof of certification from manufacturer, etc.),and;
3. Proof of work procedures and quality control and assurance programs.

Specifications:

Total points awarded for the Specifications section - 15%

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.

SCHEDULE B - SPECIFICATIONS

Section B.1 – Specifications:

Schedule B - Specification	Yes	No	Deviation (Attach extra sheets if necessary)
Utility grade tractor suitable for municipal application			
72" rear-mount OR 60" mid-mount mower			
Front-end loader			
Liquid-cooled diesel engine not greater than 30 gross HP (please state exact HP)			
Air restrictor indicator			
12-volt electric start			
40-amp alternator			
Hydrostatic transmission			
Hydrostatic four-wheel drive / On demand 4WD, full time 2WD (specify for your quoted model)			
Differential Lock			
Turf tires (specify size)			
Wet disc brakes			
Hour meter			

Fuel gauge			
Deluxe seat with armrests			
Low oil pressure warning light			
3-pt category one hitch			
Cold Weather Package			
Slow moving vehicle sign (mounted)			
Attached rear weights (c/w 250lbs of weight)			
Warranty (Please state standard warranty)			
Operator Manual			
Shop Manual / Repair Manual (hard copy)			
Filters for fuel / hydraulic / engine oil for two services			