

REQUEST FOR QUOTATION

QUOTATION: **Raw Water Reservoirs Fencing Project**

DATE: **September 2, 2022**

INITIATOR: **Kevin Blanchett, Operations Manager**

DATE QUOTATION REQUIRED:

YEAR: **2022** MONTH: **September** DAY: **27** TIME: **2:00 PM Local Time**

Submit Quotation via email to: purchasing@drumheller.ca

with the subject line: **RFQ - Raw Water Reservoirs Fencing Project**

This Request for Quotation document is comprised of:

- RFQ General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications
- Schedule C – Site Access Information

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 Raw Water Reservoirs Fencing Project. The scope of work includes, but is not limited to:

- the supply and installation of 4,368 linear feet (1331.37 linear metres) of four-wire barbed wire fencing.

All Quotations are to include:

- Labour
- Equipment
- All materials required to construct a four-wire barbed wire fence.

Please refer to Schedule B – Technical Specifications for full information.

Site Meeting:

A mandatory site meeting will be held on September 16, 2022, at 1:00 pm local time. See attached map for directions to the Raw Water Reservoirs location, where the Site Meeting will take place. |

Questions:

All questions are to be submitted via email to:

Kevin Blanchett
Operations Manager
702 Premier Way
Drumheller, Alberta
purchasing@drumheller.ca

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 \$ _____

Per Hour Rate for additional work as deemed required by Town: \$ _____

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. Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR), or Temporary Letter of Certification (TLC);
4. List of applicable Safe Work Procedures (SWP),
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project.

Note:

The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. The Temporary Letter of Certification (TLC), upon the expiration date, must be replaced with a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Failure to do any of the above will result in termination of the contract.

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 #7 - 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%
Safety	15%
Qualifications	15%
Specification	10%

Section A.2 – Evaluation Criteria Definitions:

Cost:

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:

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).

Safety:

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 – Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

Qualifications:

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:

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 – TECHNICAL SPECIFICATIONS

Section B.1 – Technical Specifications:

1. Posts

- a. Corner fence posts shall be pressure treated posts 7 feet long x 6 inches in diameter.
- b. Line fence posts shall be pressure treated posts 7 feet long x 4 inches in diameter and placed 12 feet on centre.

2. Corners

- a. All corners will have additional bracing and consist of an additional corner post placed 6 feet from the main corner post.
- b. A wooden 5 inch diameter post will be used as a top rail.
- c. A double diagonal wire will be installed as additional bracing from corner post to bracing post.

3. Wire Type and Row Spacing

- a. Fencing wire will consist of four (4) rows of Barbed Wire.
- b. Bottom wire to be 16 inches from the ground level.
- c. Second, third and fourth row from bottom wire row will be 10 inches on centre spacing.

4. Post Setting

- a. All fence posts will be set by the means of using a fence pounder.
- b. It is intended that all posts shall be set to a depth of 2 feet into the ground.

5. Gates

- a. Three (3) Barbed Wire gates will be installed at Town desired locations.
- b. Each gate will measure 12 feet wide with four (4) rows of Barbed Wire fencing.

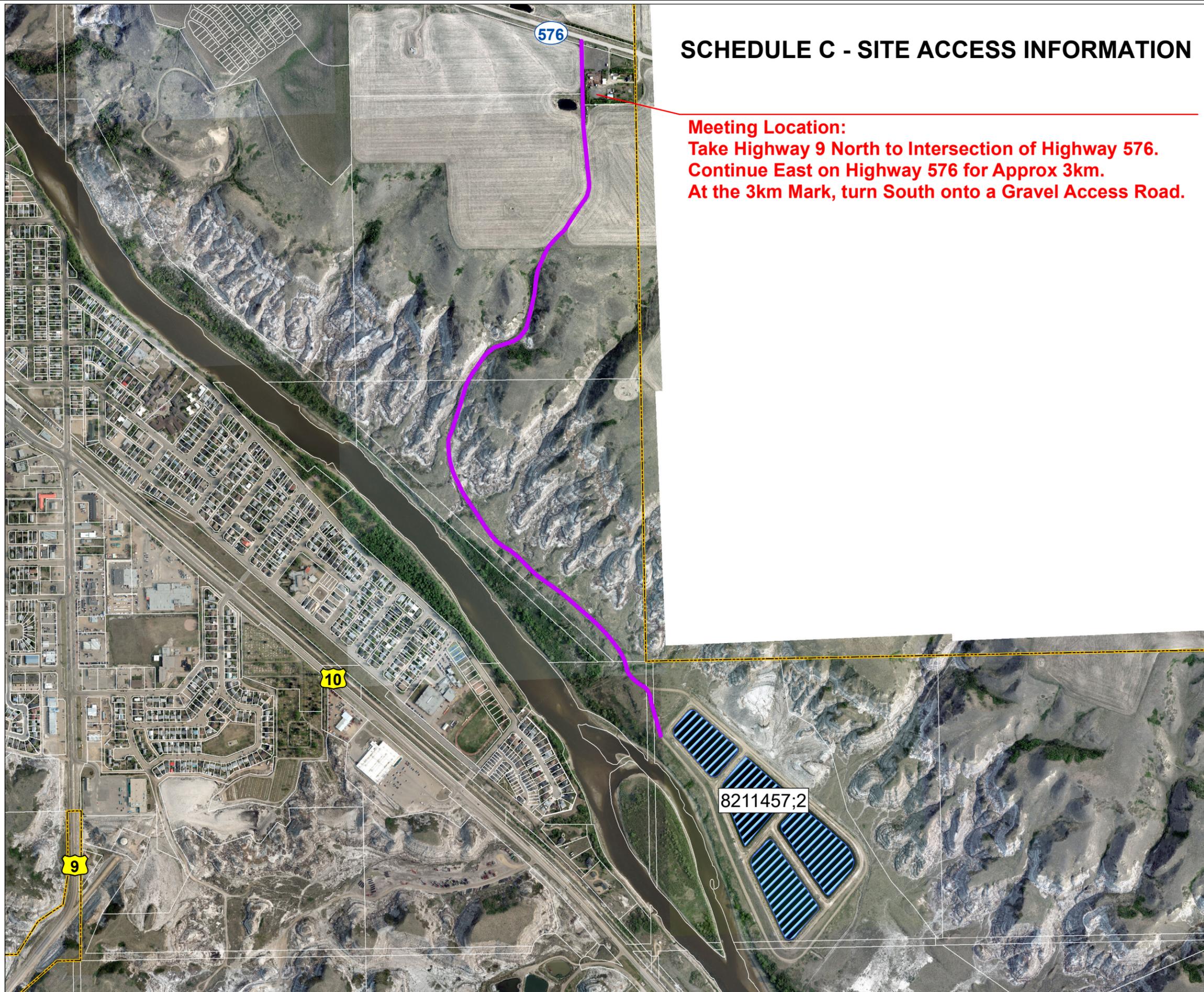
6. Wire Fastener Type

- a. All Barbed Wire shall be fastened to each wooden post with one (1) 2 inch metal staple.

7. Extra Work

- a. If deemed required by the Town, all low sections of the fence will be reinforced with a weight (rocks) to prevent the posts from lifting.
- b. If deemed to be required, the Town shall pay extra for this work.
- c. State Per Hour rate for extra work if required in Section 2 – Quotation Amount.

SCHEDULE C – SITE ACCESS INFORMATION



SCHEDULE C - SITE ACCESS INFORMATION

Meeting Location:
 Take Highway 9 North to Intersection of Highway 576.
 Continue East on Highway 576 for Approx 3km.
 At the 3km Mark, turn South onto a Gravel Access Road.



Raw Water Reservoir Access

- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

Intended Print Size:
 LEDGER ANSI D

This Document is To Be Used For Illustrative Purposes Only

- Reservoir Access
- Raw Water Reservoir