



## REQUEST FOR QUOTATION

QUOTATION: [ Drumheller Municipal Cemetery - Fencing ]

DATE: [ May 27, 2022 ]

INITIATOR: [ Kevin Blanchett, Operations Manager ]

### DATE QUOTATION REQUIRED:

YEAR: [ 2022 ] MONTH: [ June ] DAY: [ 21 ] TIME: [ 2:00 PM Local Time ]

**Submit Quotation via email to:** [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca)

with the subject line: "RFQ - Drumheller Municipal Cemetery – Fencing"

This Request for Quotation document is comprised of:

1. RFQ General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Technical Specifications
4. Schedule C – Wooden Fence Photos

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 development of Phase 3 of the Drumheller Municipal Cemetery. As part of the development, the Town is planning to construct a border fence. The new fence will consist of two sides, North and West. The North side fence will be a wooden privacy fence, and the West side fence will be a galvanized chain link. Please refer to Schedule B – Technical Specifications and Schedule C – Photos for full information.

**MANDATORY SITE MEETING:**

A mandatory site tour will be conducted as part of this Request for Quotation.

Date: June 14, 2022

Time: 1:00 pm local time

Location: Municipal Cemetery – West Entrance Located at the intersection of Highway 10 and 11 Street S.E. Drumheller, Alberta.

**ENQUIRIES:**

All enquiries must be submitted via email to [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca) prior to 4:30 pm local time on June 15, 2022.

The supplier is required to complete all necessary sections of this Request for Quotation.

**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.

**SECTION #3 - SUBMISSION REQUIREMENTS:**

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

1. All pages of this Request for Proposal;
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:

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: Kevin Blanchett, Operations Manager

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 Time line**

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 - TECHNICAL SPECIFICATIONS**

### **Section B.1 - Wooden Fence Specifications:**

#### **WOODEN FENCE**

- Approximately 700' of wooden privacy fence
- Fence to be 5' high, with corner and line post to be 6" higher than the fence
- All posts to be 6" x 6" x 8' pressure treated lumber
- Posts shall be 2' 6" deep cast in concrete and placed 10' O.C
- Bottom and top rails shall be single 2" x 6" treated lumber - Front and Backside
- Vertical fence boards will be 1" x 6" rough cut lumber
- Bottom of Fence to have a 2" clearance of ground elevation
- Fasteners will be galvanized material (nails, screws and other metal components)
- Fence will be offset 1' from property pins and at no time, shall the survey pin be moved or damaged
- Town will set the fence grade/elevation
- Refer to Schedule C – Wooden Fence Photos

### **Section B.2 – Galvanized Chain Link Fence Specifications:**

#### **GALVANIZED CHAIN LINK FENCE**

- Approximately 400' of galvanized chain link fence
- Fence to be 6' high
- 9 - Gauge galvanized wire
- Corner posts to be 2 and 7/8 inches in diameter
- Line posts to be 2 3/8 inches in diameter
- Top rail to be 1 5/8" in diameter
- All corner and line posts to be set in concrete 2' 6" deep
- 16' wide x 6' high rolling galvanized gate to be supplied and installed at a location that will be determined by the operations manager.
- Fence will be offset 1' from property pins and at no times shall the survey pin be moved or damaged
- Town will set the fence grade/elevation

SCHEDULE C - WOODEN FENCE PHOTOS

*Front View*

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Back View

