

REQUEST FOR QUOTATION

QUOTATION: [Aquaplex Flooring and Memorial Arena Shower Coating]

DATE: [July 11, 2022]

INITIATOR: [Reg Bennett, Facilities Manager]

DATE QUOTATION REQUIRED:

YEAR: [2022] MONTH: [July] DAY: [26] TIME: [2:00 PM Local Time]

Submit Quotation via email to: purchasing@drumheller.ca

with the subject line:

"RFQ – Aquaplex Flooring and Arena Shower Coating"

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 – Mandatory Site Tour Attendance Submission

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

Note: A **mandatory site visit** will take place at 12:00 pm noon local time on July 19, 2022 at 100 Riverside Drive West, the Drumheller Aquaplex.

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 work to be performed on the Drumheller Aquaplex Flooring and the Memorial Arena Shower Coating. The scope of work includes the replacement of the flooring at the Drumheller Aquaplex, and four (4) shower walls and floors at the Drumheller Memorial Arena. This work must be started between September 19 - 30, 2022. The successful Proponent shall provide the following:

- a. Supply labour, material, freight and installation of product;
- b. Removal of tiles where required;
- c. Disposal of all tiles and construction debris at their cost.

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

SECTION #2 - QUOTATION AMOUNT:

Please quote each job separately with the same specifications. Due to time constraints, The Town may choose to delay the Arena shower walls and floors project. Quote all jobs accordingly.

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

1. Total Cost of replacement and installation of the Aquaplex flooring:

\$ _____

2. Total Cost of replacement and installation of the Arena shower walls and floors, if conducted at the same time as the Aquaplex flooring project:

\$ _____

3. Total Cost of replacement and installation of the Arena shower walls and floors, if conducted before or after the Aquaplex flooring project:

\$ _____

Upon award, date of project start: _____

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:

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 #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 [2022] 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	40%
References	5%
Safety	10%
Qualifications	10%
Specification	15%
Timeline	20%

Section A.2 – Evaluation Criteria Definitions:

Cost: 40%

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: 5%

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: 10%

Submissions including Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or **The Temporary Letter of Certification (TLC)** issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR, SECOR or TLC 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: 10%

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: 15%

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements. Evaluation will be on the method, procedure and preparation from start to finish.

Required Timeline: 20%

The Town of Drumheller shall evaluate the submission to determine if the Proponent is able to proceed and complete the work within the required time line specified on the document.

SCHEDULE B – TECHNICAL SPECIFICATIONS

The Town of Drumheller is requesting quotations for the replacement of the flooring at the Drumheller Aquaplex, and four (4) shower walls and floors at the Drumheller Memorial Arena. This work must be started between September 19 - 30, 2022.

The successful Proponent shall provide the following:

- a. Supply labour, material, freight and installation of product;
- b. Removal of tiles where required;
- c. Disposal of all tiles and construction debris at their cost.

Project 1 - Aquaplex flooring:

Women's Change Room

The area involved is approximately 1,274 square feet of flooring and 400 linear feet of coving.

Men's Change Room

The area involved is approximately 1,388 square feet of flooring and 325 linear feet of coving.

Lobby, 2 Offices and Staff Room

The area involved is approximately 169 square feet of flooring and 26 linear feet of coving.

Project 2 - The Arena Showers:

Shower rooms #1, 2, 3 and Four (4) walls and floors

The area involved is approximately 1,131 square feet.

1. General

- a. All work will be coordinated with the Town of Drumheller Project Manager or his designate.
- b. All workers on the jobsite are required to have completed the TOWN OF DRUMHELLER Contractor Orientation prior to the start of the project.
- c. Provide the Town with Proof of task, scope of work and appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.)
- d. The contractor shall be the prime contractor for the project and shall provide project management and all labour and materials required to replace/coat flooring and walls.
- e. Provide warranty, maintenance manuals and documentation;

2. Delivery Timeline

Supply, replacement and installation must take place **between September 19 - 30, 2022**.

Please note: The Arena project maybe delayed due to a scheduling conflict. Please provide two quotations, one in conjunction with the Aquaplex project and one independent from the Aquaplex project, per the directions in Section #2 Quotation Amount.

3. Contractor's Responsibilities

- a. The area will be cleaned and prepared by the proper grinding method.
- b. The entire shower floor area will be pitched to drain with a slope, if required.
- c. One coat of Standard Primer will be applied.
- d. 100% solids epoxy mortar, will be installed to repair and necessary areas once tiles have been removed.
- e. Cove Base will be installed to form a 6" cove base.
- f. 100% solids epoxy mortar, will be installed at a nominal thickness of 1/8" to follow the present contour of the floor.
- g. An undercoat will be applied over the epoxy mortar.
- h. Aggregate will be broadcast into the undercoat.
- i. A high solids, clear epoxy sealer will be applied to seal the floor, bringing the overall system to a 3/16" thickness.
- j. Supply labour, material, freight and disposal of all construction Debris.

4. Intent

- a. Work shall be in accordance with the specifications and their intent, complete with all designate.
- b. The new installation shall meet the existing building standards in all aspects.

5. Governing Regulations

- a. The work under this Contract shall conform, but not be limited to, the requirements for all codes, regulations and standards:
- b. Comply with the Town of Drumheller's requirements for construction activities in the building.

6. Examination of Site

- a. There is a **mandatory site tour on Tuesday, July 19, 2022 at 12:00 pm sharp, local time**. This tour will commence at the Drumheller Aquaplex, located at 100 Riverside Drive West, in Drumheller, and include the Arena.
- b. Before submitting, examine all local and existing conditions on which the work is dependent. Ask questions at that time.

- c. If this documents does not contain sufficient information for submitting, notify the Town of Drumheller during the quotation period. If clarification is not obtained, allow for the most expensive arrangement. Failure to do this shall not relieve the contractor of responsibility to supply the intended equipment.
- d. Check and survey the site to verify space for the transporting and installation. Co-ordinate the work with all trades and make changes to facilitate a satisfactory installation.
- e. The Contractor must take actual measurements of the base, equipment and piping, before ordering materials. Failure to comply with this requirement will make the Contractor fully responsible for replacing such material or equipment at no extra cost to the contract.

7. Insurance

- a. The Contractor must provide a letter of liability insurance for a minimum of \$5,000,000.00.
- b. The Contractor shall carry full employee's liability insurance for the whole of the work in accordance with the Workers' Compensation Act. Before the start of the project.
- c. The Contractor shall submit a letter to the Town of Drumheller that they are in good standing with WCB.

8. Liability

- a. Assume responsibility for laying out work and for damage caused by improper execution of work.
- b. Protect finished and unfinished work and occupant's equipment from damage.
- c. Take responsibility for condition of materials and equipment supplied and protect until work it is completed and accepted.
- d. The Town of Drumheller shall have recourse in tort for any negligent action by the contractor or his representatives.
- e. Contractor to make good all damage.

9. Award

Upon written contract award, the successful contractor shall provide but not limited to the following:

- a. Contractors appointed responsible supervisor;
- b. Schedule of work.

10. Cleanup

- a. Make good and clean all areas disrupted by this work.
- b. Removal of tiles where applicable.
- c. The contractor is responsible for garbage container and all disposal of all debris.

11. Temporary Fire Protection

- a. Provide and maintain temporary fire protection and fire extinguishers wherever welding, soldering or other open flame equipment is used.
- b. Provisions for temporary fire protection shall be coordinated with the

Contractor and with the Town of Drumheller.

12. Warranty

- a. Provide a written and signed warranty in the name of the Client.
- b. The warranty is to include the necessary materials and labour to cover repair or replacement of specified work, as a result of faulty materials or workmanship.

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.



SCHEDULE C – MANDATORY SITE TOUR ATTENDANCE

MANDATORY SITE TOUR ATTENDANCE

- .1 A site tour will be held at the time and place specified on the cover of this RFQ.
- .2 Purpose is to provide Contractor's an opportunity to familiarize themselves with the required services under the Contract and with existing conditions. Town Representative's representative(s) will be present.
- .3 Attendance at the time and place specified is a mandatory prequalification requirement.
- .4 Each Contractor shall submit, with its prequalification submission, a copy of the attached Confirmation of Mandatory Site Tour Attendance. This form, when signed by the Town Representative's representative at the site tour, will attest to the attendance of the Contractor's representative. If this form is not submitted with the prequalification documents or is submitted improperly signed, and the Town Representative cannot otherwise verify a Contractor's attendance at the site visit, that Contractor will not be prequalified.

FROM:

(Name of Contractor)

(Address)

TO: Reg Bennett
Facilities Manager
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4

Telephone: 1-403-823-1348
e-mail: rbennett@drumheller.ca



RE: RFQ - Drumheller Aquaplex Flooring and Arena Showers Coating

It is understood that attendance at the site tour for the above named RFQ is a mandatory prequalification requirement. The undersigned hereby confirm that a representative of the above named Contractor attended the site tour, held on:

**Tuesday July 19, 2022 at 12:00pm sharp
Drumheller Aquaplex – 100 Riverside Avenue West
located by the World’s Largest Dinosaur**

CONTRACTOR’S
REPRESENTATIVE:

SIGNATURE/STAMP OF
TOWN REPRESENTATIVE

(Signature)

(Please Print Name of person signing)