



Notice to Potential Proponents Request for Tenders

RFQ Date: **February 27, 2023**

RFP Solicitation #: **2023-056**

RFP Title: **SUPPLY of METAL FENCING**

Please review the attached document and submit your Tender to the email address noted below by the closing deadline of **2:00 PM** (as recorded by the receiver) on **March 21, 2023**.

Tenders will not be considered unless:

1. Received by the date and time specified above; and
2. Received at the Email address specified below:
 - a. purchasing@drumheller.ca

Submission by hard copy or Facsimile will NOT be accepted.

Site Meeting Details: No Meeting Required

Deadline for Questions: Must be received in writing (email) prior to 4:30 PM (local time) on March 16, 2023

Town Contact: Kevin Blanchett
Operations Manager
Town of Drumheller
702 Premier Way
Drumheller, Alberta
purchasing@drumheller.ca



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1.0 Overview

1.1 Project Background

The Town of Drumheller is accepting Tenders for the supply of Wrought Iron or Ornamental Metal Fencing that will enhance the look of our feature water fountain and spray park. The water fountain and spray park are visited annually by thousands of residents and visitors. They are located at 60 - 1 Avenue West, Drumheller, Alberta.

1.2 Existing Conditions

The water fountain and spray park are located in a highly visible area adjacent to the main north entrance to Drumheller at 60 - 1 Avenue West. This area is adjacent to the Aquaplex and the World's Largest Dinosaur, which sees high traffic volumes throughout the year. The Town has chosen a Classic Elegance fence design that will showcase the water fountain and spray park areas and provide a beautiful welcome to all visitors. Specifications are identified in Section 2.1 below and the fence design is identified in Appendix B.

1.3 Project Schedule

The supply and delivery of the metal fencing shall take place on or before May 14, 2023. Fence construction will be performed by Town of Drumheller staff. The schedule for this project is as follows:

Item	Date
RFT Issuance	February 27, 2023
Deadline for Questions	March 16, 2023 at 4:30 pm
Closing Date	March 21, 2023 at 2:00 pm
Project Start or Delivery Date	May 14, 2023

2.0 Scope of Work and Submission Requirements

2.1 Scope of Work

The general supply and deliverable for this project is:

- a. Supply and delivery of wrought iron fencing
OR
- b. Supply and delivery of ornamental metal fencing

Please note that all measurements are specified in the Imperial system, except the Decorations that are 12*6mm flat iron. The scope of work for this Tender shall include but is not limited to:

- a. Commercial Grade Fencing
- b. Black in Colour
- c. 300 Lineal feet
- d. Fencing shall have powder coating and be galvanized
- e. Fencing shall be 5' high. 5' height is considered from top rail to bottom rail
- f. Corner/Line posts to be: 7' 6.6" in height and 2" x 2" x 0.100 (0.100 = 3/32 of an inch)
- g. Rail Frame at Channel: 1.5" x 1.5" x 0.125 (0.125 = 1 / 8 of an inch)
- h. Vertical Pickets: 3/4" x 3/4" x .065 (0.065 = 1/16 of an inch)
- i. Dog Pickets 1/2 "x 1/2" x .065 (0.065 = 1/16 of an inch)
- j. Decoration: 12*6mm flat iron
- k. Decorative Tops on corner/line posts
- l. Universal Brackets and associated hardware
- m. Delivery to Town of Drumheller Public Works Yard (702 Premier Way)



2.2 Terms and Conditions

2.2.1 General Information

Proponents should structure their Tenders in accordance with the instructions in this RFT. Where information is requested in this RFT, any response made in a Tender should reference the applicable section numbers of this RFT.

All Tenders are to be submitted in English only.

Any information provided through the RFT, and associated Addenda, is for information only and does not guarantee the accuracy of information or quantities. It is the Proponent's responsibility to obtain all the information necessary to prepare a Tender in response to this RFT.

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its Tender, including, if applicable, costs incurred for interviews or demonstrations.

2.2.2 Communications During RFT

Proponents should promptly examine all of the documents comprising this RFT and may direct questions or seek additional information in writing by email to the RFT Contact on or before the Deadline for Questions. Information sent to any individual other than the RFT Contact will be deemed as not received and a response will not be provided.

Submitted queries will be answered by Addendum only. Questions may be answered in part, or in whole, at the discretion of the Town and not all queries will be responded to if deemed to not be relevant to the RFT submission.

If an Addendum is issued following the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

2.2.3 Conflict of Interest

A Proponent may not have a direct or perceived Conflict of Interest with submitting a response to this RFT. This includes, but is not limited to: having access to confidential information not available to other proponents; communications with any person with a view to influencing preferred treatment in the RFT process; or engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFT process.

The Town may disqualify a proponent for any conduct, situation or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

2.3 Submission Requirements

Contractors are expected to submit the following:

1. Cost Submission Form (Appendix A)
2. Professional References
3. Warranty Period
4. Delivery Timeline
5. Freight Pricing to Town of Drumheller 702 Premier Way (Town may opt to pick up instead of delivery)
6. Payment Plan
7. Town of Drumheller business licence - to be obtained within three (3) business days of award (can be prorated)

It is to be noted that the Town of Drumheller's email receiving limit is 100MB and as such if multiple emails are required, the subject line should note email *part # of #* and the next email to subject line to include *part # of #*. This is to be added onto the subject Line title as identified in Section 2.3.1 Tender Submittal Location.



2.3.1 Tender Submittal Location

Tenders must be submitted by email to:

purchasing@drumheller.ca

2.3.2 Tender Submittal Format

Proponents should submit one (1) electronic copy, in PDF format. Submissions must be a maximum of 100 MZB in total size. Zip files will not be accepted. The body of the email should not indicate the details of the Tenders, specifically the costs submitted.

The title of the email should be as follows:

RFT SUBMISSION – [COMPANY NAME] – [PROJECT NAME]

The title of the PDF's should be as follows:

RFT SUBMISSION - [COMPANY NAME] – [PROJECT NAME]

2.3.3 Amendment of Tenders

Proponents may amend their Tenders prior to the submission deadline by submitting the amendment in an email with RFT title as set out above. Any amendment should clearly indicate which part of the Tender the amendment is intended to amend or replace.

2.3.4 Withdrawal of Tenders

At any time throughout the RFT process until the execution of a written agreement, a proponent may withdrawal a submitted Tender. To withdraw a Tender, a notice of withdrawal must be sent to the RFT contact and must be signed by an authorized representative of the proponent. The Town is under no obligation to return withdrawn Tenders.

3.0 Evaluation Process

3.1 Overview

The Town of Drumheller reserves the right to accept/reject any or all Tenders in whole or in part. Proponents may be required to provide supplementary information after the closing date to support their Tender, when requested by the Town. The highest scoring or any Tender will not necessarily be awarded . The lowest cost or any Tender will not necessarily be awarded.

No proponent shall have any claim for any compensation of any kind whatsoever (including, without limitation, the cost of preparing and submitting the Tender, and any anticipated profits and contributions to overhead) against the Town as a result of participating in this process, and by submitting a Tender each Proponent shall be deemed to have agreed that it has no claim. For greater certainty, the Proponent hereby waives any claim for damages or costs of any nature against the Town (including, without limitation, the cost of preparing and submitting the Tender, and any anticipated profits and contributions to overhead) arising out of the Town's use of its discretion under the Tender documents, and the Project Manager's advice to the Town.

3.2 Scoring Template

Tenders will be evaluated in two (2) parts. The Cost Submission of the Tender will be weighted the highest followed by the proposed schedule weighted the lowest. Details as follows:

Item	Weighting
Cost Submission	60
Technical Evaluation (schedule, warranty, pre-defined specifications)	40



3.2.1 Technical Tender Evaluation

The criteria that will be evaluated within the technical Tender section will be as follows:

Technical Evaluation Criteria	
Specifications	15
Schedule	15
Warranty	10
Technical Evaluation Total	
	40

3.2.2 Cost Tender Evaluation

The cost Tenders will be evaluated as follows:

Cost Proposal Evaluation		60
Cost Tender Calculated Score	Calculation to be adjusted to include only the Companies which pass the technical evaluation. Score = (Lowest Cost Submission/RFP Cost of Services) x 60	

3.3 Review by Committee

All Tenders will be evaluated through a comprehensive review and analysis by an evaluation committee.

The Evaluation Committee may, at its sole discretion, retain additional committee members or advisors.

The intention of the Evaluation Committee will be to select one Tender which in its opinion meets the Town's requirements under this RFT and provides a satisfactory overall value to the Town.

By responding to this RFT, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

3.4 Clarifications

As part of the evaluation process the Evaluation Committee may make requests for further information with respect to the content of any Tender and/or to ascertain the understanding and responsiveness of the Proponent and to any of the project information and requirements.

The Evaluation Committee may request further information from one or more Proponents and not from others.

3.5 Interview

A Proponent whose Tender has received a high ranking may be invited to an interview with the Selection Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, and finalize the score as necessary.

The representatives designated by the Selection Committee in its invitation to the Proponent must attend any interview scheduled as part of this evaluation process.

The representative of a proponent at any interview scheduled is expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFT and the contents of its Tender, and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting agreement



3.6 Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made for award. Tender evaluation results should be the property of the Town and will not be shared with any proponents.

Proponents should be aware that Council and individual Councillors have the right to view the responses provided that their requests have been made in accordance with the Town's procedures.

4.0 Town of Drumheller Responsibilities

4.1 General

The Town's staff will provide assistance to the successful Proponent by reviewing all submitted documents within approximately one week of receipt, depending on the magnitude of the submission.

The Town will designate a Project Manager to this project upon completion of the evaluation of the RFT and award of the project.

Best efforts will be made by the Town to provide relevant and available past documents to assist in the success of the project.

5.0 Contract Details

The successful proponent must obtain a valid Town of Drumheller business licence upon three (3) days of project award. If the proponent does not obtain a valid Town of Drumheller business license, the Town at its sole discretion may terminate the contract.

The Town shall be under no obligation to accept a Tender without amendment, alteration, counter-offer, or any change that may result from negotiations with the Proponent submitting the Tender.

The Town reserves the right to award a contract in whole or in part.

5.1 Payment

Payment for services will be made in a timely manner following receipt of the invoices subject to the invoice being submitted in an acceptable format and without conflicts to the original agreement. Payment will only be made on approved invoices as deemed by the Town of Drumheller.

For labour costs, payment will be on a time basis at approved hourly rates to the Upset Limit for each deliverable to be provided by the successful Proponent.

Payments for disbursements will be pro-rated based on the value of the work performed during a billable period.

For the Unit Price deliverables, payment will be at the unit price for each deliverable provided. The Town will determine how many of the "units" are required once the project has progressed sufficiently to make the decision.

Prices and staff rates submitted in a Tender are to be firm for the duration of the RFT process and the term of any resulting Agreement. Rates shall be inclusive of all burdens or deductions as applicable to the work.

All invoices must clearly show GST as a separate value and GST "registrant" number indicated.

The Town shall not be responsible for any unauthorized additional costs.



Appendix A: SUBMISSION FORM

The following form must be filled out in its entirety and signed by a representative authorized by the company to do so. Scopes of work which are not being bid should be indicated so by writing "scope not included" within the price column of the bid form. All pricing shall be specified in Canadian funds and exclude GST.

Values indicated below consist of all necessary materials, and associated costs to complete the work in its entirety.

Company Name: _____

Addendum Received: _____

Project Costs:

Item	Task/Description	Qty	Unit	Unit Price	Total
1.0	Supply of Wrought Iron Fence	1	LS		
	Delivery of Wrought Iron Fence (provisional)	1	LS		
PROJECT TOTAL					

Item	Task/Description	Qty	Unit	Unit Price	Total
2.0	Supply of Ornamental Metal Fence	1	LS		
	Delivery of Ornamental Metal Fence (provisional)	1	LS		
PROJECT TOTAL					

NOTE: Each scope of work is mutually exclusive of the other and the Town reserves the right to award some or all of the scopes of work.

Item	Task/Description - Wrought Iron Fence	Specify
1.0	Product Warranty (please specify):	
1.0	Estimated Delivery Date (please specify):	

Item	Task/Description - Ornamental Metal Fence	Specify
2.0	Product Warranty (please specify):	
2.0	Estimated Delivery Date (please specify):	



Value Engineering Opportunities – Optional

As experts in the completion of these projects, please use this opportunity to provide any ideas which may improve the value of the project or reduce the project costs. These items are voluntary and will be considered separately from the above noted costs. Value Engineering Item Bid Price (Lump Sum). The contractor shall also provide a drawing showing the alternative item.

Value Engineering Item	Bid Price (Lump Sum)

References

List up to three (3) previous projects of similar scope and/or value for reference.

Project	Value	Contact Name	Contact Phone/Email

Company Certification:

The following verifies that the information provided with this submission is accurate and inclusive of all requirements of the Request for Tender. The document must be signed by an authorized representative of the company in order to be accepted for consideration.

Company Name: _____

Address: _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____

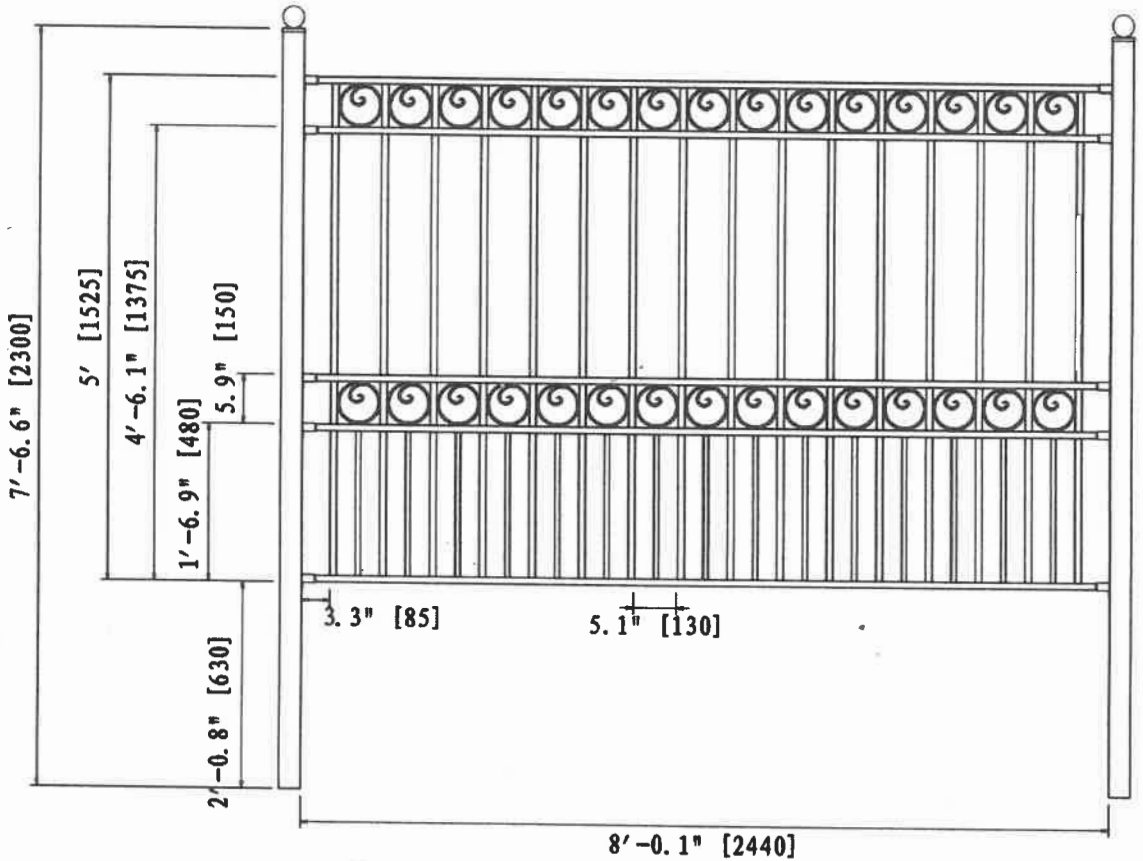


Appendix B: Relative Documents

The following information is attached to the RFT as additional information:

Diagram of fence specifications.

Appendix B



SPECIFICATION:
HORIZONTAL FRAME: 40*20*1.5mm
VERTICAL PICKETS: 20*20*1.2mm S
DOG PICKETS: 15*15*1.2mm SHS
DECORATION: 12*6mm Flat iron
SPEAR HEAD