



REQUEST FOR QUOTATION

SUBJECT:

Scrap Metal Removal

DATE:

November 3, 2020

FROM:

Kevin Blanchett, Operations Manager

Town of Drumheller Representative

DATE REQUIRED:

YEAR: 2020 MONTH: November DAY: 17 TIME: 2:00 PM

SUBMIT INTEREST REQUEST IN A CLEARLY- MARKED AND SEALED ENVELOPE

SEND or DELIVER TO MAILING ADDRESS:

Please send to:

Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4

ATTENTION: Purchasing Department
Scrap Metal Removal

Your firm is invited to submit a Request for Quotation, pursuant to the general conditions for the scope of work as described. The Request for Quotation must include labor, materials, equipment, delivery and overhead. This request shall not be considered authorization to proceed with the work herein described.

SECTION #1

INITIATOR OF REQUEST: Kevin Blanchett, Operations Manager

DATE: YEAR: 2020 MONTH: November DAY: 3

The Town of Drumheller has recently moved their Public Works operation to 702 Premier Way from our previous location at 117-7 Ave S.E. Drumheller. We are now in the process of reclaiming the property, which requires the removal of all scrap metal.

A mandatory site meeting is scheduled for Wednesday November 10, 2020 at 1:00 pm at 117-7 Ave SE. Drumheller, Alberta. If you have any questions contact Kevin Blanchett at 403-820-0675

SCOPE OF WORK:

Removal of all scrap metal identified by the Town of Drumheller
Scrap metal to be removed from site no later than November 30,2020

SERVICES SCOPE, DELIVERABLE, AND CONDITIONS:

- Burial of material onsite is prohibited
- General liability insurance shall not be less than \$2 (two) million dollars.
- Current Town of Drumheller Business License
- Workers Compensation

EVALUATION CRITERIA:

Each quotation received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

By submitting a quotation, each supplier acknowledges and agrees 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.

CRITERIA	WEIGHTING (%)
COST	75%
REFERENCE	15%
TIME LINES	15%

SECTION #2 (TO BE COMPLETED BY CONTRACTOR)

Total Cost paid to the Town of Drumheller for the removal of the scrap metal

\$ _____

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

Project completion date Calendar days from award date.

INELIGIBILITY

The specification herein states the minimum requirements of the Town of Drumheller. All bids must be regular in every respect. Request for Interests that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, late, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may be considered invalid.

Any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the Town of Drumheller to make a reasonable determination of compliance to the specification will be considered "non-responsive" and grounds for rejection.

The lowest, or any evaluated request for interest, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all request for interests or to accept the request for interest evaluated to be in the best interest of the Town of Drumheller.

SECTION #3

INTENT

The undersigned contractor hereby provides a quotation to supply and deliver the equipment as described within its entirety for the cost as described in section #1

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____

Email: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: _____

Signature: _____

DATE: YEAR 2020 MONTH _____ DAY _____

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

Acknowledgement of Receive of Addenda

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

All Procurement processes will be in compliance with the Town of Drumheller purchasing policy.

