



DRUMHELLER

INFRASTRUCTURE SERVICES



Request for Quotation

Town of Drumheller Self-watering Planters

Date Issued: January 31, 2020

The Town of Drumheller invites your company to provide a price quotation to:

Supply & Deliver Self-watering Planters

Quotes will be accepted no later than 2:00 pm on Thursday, February 20, 2020.

Quotes must be clearly marked with the RFQ title and submitted by hand, mail or via courier. Emailed quotations are not accepted.

To:

Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4
Purchasing Department
RFQ " Self-watering Planters"

Any questions regarding this RFQ, must be submitted in writing via email
kblanchett@drumheller.ca

Sincerely,

Kevin Blanchett
Operations Manager

SECTION #1

Initiator of Request: Kevin Blanchett, Operations Manager

Date: January 31, 2020

Any questions regarding this RFQ, must be submitted in writing via email to:
kblanchett@drumheller.ca

1. SCOPE OF WORK

The Town of Drumheller is in the process of transitioning from classic precast planters to self – watering polyethylene planters.

The successful supplier shall supply and deliver an estimated 30 planters as outline below.

The quantity stated herein is the Town of Drumheller's best estimate of our requirements. Actual quantities may vary. The Town of Drumheller makes no guarantee that the quantities set forth represent the actual quantities of materials that the town will be purchasing.

2. SPECIFICATIONS:

All quotes must include detailed specification including but not limited to:

Product Information

- Polyethylene
- Self-Watering
- 36" (L) x 36" (W) x 30" (H)
- Reservoir capacity
- Reservoir access
- Soil capacity
- Product weight (filled and unfilled)
- Warranty

Submission Information

- Completed product submission sheet
- Complete quote sheet
- Supplemental product information including photos
- Any other relevant information

All quoted prices shall include delivery to the Town of Drumhellers, Public Works building located at 702 Premier Way Drumheller, Alberta. The successful bidder, hereafter named the Supplier shall bear all risk of loss or damage.

The supplier will guarantee that its quotation will meet the needs of the Town of Drumheller. The Supplier will also guarantee that any goods supplied will be correct. If the goods supplied by the supplier are in anyway incorrect or unsuitable all correction costs shall be borne solely by the supplier.

All Procurement processes will be in compliance with the Town of Drumheller Purchasing Policy.

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 tender, each bidder 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 Per Planter	80%
Product Appearance	10%
Warranty	5%
Delivery Time	5%

QUOTATION INELIGIBILITY

All pages of the quotation must accompany submission. Quotations that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, late, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind and maybe considered invalid.

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

SECTION #2

To be completed by the contractor

Total cost of Product Less GST \$ _____

Quotation submission price in effect for 90 days from date of acceptance from the Town of Drumheller.

SECTION #3

INTENT

The undersigned contractor hereby provides a quotation to supply the product as described within its entirety for the cost as described in section 2, item 1

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____

Email Address _____

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.