



Request for Quotation

TENDER 2020 – 2022 (Sodium Chloride) Road Salt - Supply & Delivery

DATE: December 5, 2019

FROM: **Kevin** Blanchett, Operations Manager
TOWN OF DRUMHELLER REPRESENTATIVE

DATE TENDER REQUIRED:

YEAR: 2020 **MONTH:** January **DAY:** 9 **TIME:** 2:00pm

SUBMIT QUOTATION IN THE CLEARLY-MARKED AND SEALED ENVELOPE TO THE ATTENTION OF:

SEND TO MAILING ADDRESS: **TOWN OF DRUMHELLER**
224 Centre Street
Drumheller, Alberta T0J 0Y4

ATTENTION: D. Drohomerski C.A.O.

Quote: 2020 - 2022 Road Salt Supply & Delivery

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

SECTION #1

INITIATOR OF REQUEST: Kevin Blanchett, Operations Manager

DATE: YEAR: 2019 MONTH: December DAY: 05

1. SCOPE OF WORK: (INCLUDE LIST OF ATTACHEMENTS)

The Town of Drumheller wishes to pursue the purchase of a 3 (Three) year contract to supply and deliver Sodium Chloride (Road Salt) to Public Works maintenance yard, located at 702 Premier Way, Drumheller Alberta.

Requirements of Contractors:

- 1. Commercial Liability Insurance in the amount of \$2,000,000 with the Town of Drumheller named as additional insurers.
- 2. WCB Coverage.
- 3. Must abide by Occupational Health & Safety Act & Codes.
- 4. Must abide by the Town of Drumheller Bylaws, Safety Policies and Procedures.

Product	Approximate Annual Volume	Price Per Tonne	Truck Type Pneumatic	Fuel Surcharge	Delivery Charge per tonne
Sodium Chloride	120 Tonnes				

SECTION #2 (TO BE COMPLETED BY CONTRACTOR)

1. TOTAL YEARLY COST OF (SODIUM CHLORIDE) ROAD SALT (LESS G.S.T.)

2020 \$ _____

2021 \$ _____

2022 \$ _____

- 2. QUOTATION SUBMISSION PRICE IN EFFECTS FOR _____ DAYS FROM DATE OF ACCEPTANCE FROM TOWN OF DRUMHELLER.

QUOTATION INELIGIBILITY

Quotations that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alteration or irregularities of any kind may be considered invalid.

The lowest or any evaluated quote 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.

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 contractor 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.
- Please note that the delivery time is crucial. Therefore, the proposed delivery time shall not be the subject of negotiation. The successful quotation shall be required to honor the delivery time indicated in the quotation.

CRITERIA	WEIGHTING
Cost	80%
Specifications	20%

INTENT

The undersigned hereby provides a quotation to supply and deliver (sodium Chloride) Road Salt for a 3 (Three) year term as described within its entirety for the cost as described in Section #1

CONTRACTOR: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

TOWN OF DRUMHELLER: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: YEAR [] MONTH [] DAY []

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

Acknowledgement of Receive Of Addenda

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____