



Request for Quotation

SUPPLY, REMOVE AND APPLICATION OF DECALS AND BRANDING

Date Issued: January 27, 2021

The Town of Drumheller invites your company to provide a quotation to Supply, Remove and Application of Decals and Branding.

To: Town of Drumheller
224 Centre Street Drumheller,
Alberta TOJ OY4
Purchasing Department: Supply and Application of Decals, Logos and Graphics

Quotes will be accepted until 2:00 pm on Thursday, March 2, 2021.

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

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

Sincerely,

Kevin Blanchett
Operations Manager

SECTION #1

Initiator of Request: Kevin Blanchett, Operations Manager

Date: January 27, 2021

The Town of Drumheller is seeking a qualified company for supply and application of decals, logos and graphics in accordance with the terms, conditions and specifications contained herein.

Provide your best competitive price to meet the requirements of this document. Pricing submitted must include all labour, materials and equipment to complete the work in accordance to all terms, conditions and specifications contained within this document.

The award for this project will be based on pricing submitted, satisfactory check of references supplied, past performance, if applicable, and the vendor's ability to satisfy the Town of Drumheller of its understanding of the scope of the work.

1. SCOPE OF WORK

To cover the supply and installation of Graphic and Logos on Town vehicles "as required" by the Town of Drumheller, in accordance with specifications, term and conditions outlined herein. The bidder must have the ability to create and produce graphics as required by the Town of Drumheller.

The Town of Drumheller shall provide the successful bidder with an electronic file in "vector" format at the time of award of contract. All artwork shall remain the property of the Town of Drumheller for exclusive use by the Town of Drumheller and it shall be used by the successful bidder for purposes of this quotation only.

SPECIFICATIONS:

General Decal Requirements

The graphic film must be capable to perform as warranted on various types of surfaces including vertical or horizontal, flat or irregular, painted metal, painted plastic and glass surfaces.

The Vendor shall ensure consistency and quality of product design and colour to ensure that the Town of Drumheller vehicles are readily identifiable.

Vehicles will be operated in extreme weather and diverse geographic conditions including temperatures ranging from minus 40 degrees Celsius to plus 35 degrees Celsius, sleet, rain, snow, hail, sand, high winds and water.

Samples

As part of award process, the successful Bidder may be requested to provide pre-award samples of decals for review. Failure by the successful Bidder to submit the pre-award samples within one (1) week of being requested may result in disqualification of the successful Bidder's quotation. Pre-award samples will be review to ensure they meet requirements outlined in this Quotation.

In addition, once the Contract has been awarded, pre-production samples will be requested. The pre-production samples will be reviewed for physical decal appearance, printing, clean cuts, colour matching.

Quantities

The quantities specified in this Quotation are estimated requirements only. Should actual quantities during the duration of the Contract increase or decrease, the unit prices shall remain the same. The Town of Drumheller will not be responsible for accepting any decals that they did not order.

Workmanship

The quality of all materials and service provided shall be first class in every respect and will be subject to the approval of the Operations Manager or designate. The Town of Drumheller reserves the right to call in an alternate contractor, at any time throughout the duration of this contract, should the materials and/or service not be satisfactory.

In the event of a disagreement between the Town of Drumheller's representative and the Contractor as to the required work or level of work to be performed, the Town of Drumheller's representative's decision will be deemed to be final.

Location of Applications

Application of the logos and graphics will be completed at the Public Works Building located at 702 Premier Way.

Application of decals is to be completed within thirty (30) days once the order has been placed and production completed

Warranty

The Vendor shall fully warrant all goods and services against all default(s) arising from design, material, workmanship and/or non-compliance to the specification and all relevant standards that may appear within a minimum of five (5) years.

Warranty shall cover non-conforming, non-performing, damaged or defective items, such as, but not limited to physical defects, manufacturing defects and ink performance, printing defects and ink performance, cutting defects, graphic appearance, warranted durability, and pressure activated adhesive.

SAFETY

- Contractor to follow the Town of Drumheller's Health & Safety Manual
- Complete the Contractors Orientation
- Personal Protective Equipment to be worn at all times

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	80%
Meets required specifications	10%
References	10%

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

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.

- Before the contract can be awarded, the contractor must produce the following: Current 2021 Town of Drumheller Business License
- WCB Coverage
- Commercial Liability Insurance in the amount of \$2,000,000.00

Addenda

- Addenda, if required, issued by the Purchasing Office and related to this Contract shall hereby form part of the Contract. Acknowledgement of addenda on the Form of Quotation shall indicate that the Bidder has received the addenda in its entirety, has read and understood the content, and all addenda were considered when the bid was prepared. Submissions which do not provide evidence of receipt of addenda as required in each document may be rejected by the Town of Drumheller as non-compliant.
- The Town of Drumheller will attempt to email any addendum to the registered bidders for a particular bid, all bidders are to note that any addendum(s) to the Request for Quotation will be posted on the Town of Drumheller website www.dinosaurvalley and the Alberta Purchasing Connection www.purchasingconnection.ca It is the bidder's responsibility to check the website for any addenda. To find the addendum for any particular bid, access the website, locate the applicable Tender/RFP/Quote and click on the addendum to download for your records and for submission with your bid.

SECTION #2

TO BE COMPLETED BY THE BIDDER

SUPPLY, REMOVE AND APPLICATION OF DECALS AND BRANDING

1. Total cost to supply, remove old branding and apply new branding (Less GST)

\$ _____

2. Total costs to supply and apply website Bumper Stickers (Less GST)

\$ _____

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

Budget Approval

Award of this Quotation is subject to budget restraints

EXAMPLES ONLY
COLORS NOT EXACTLY AS SHOWN

Branding
Quantity 80
size 14" x 10"



BUMPER STICKERS – Web Site
Quantity 80

14" x 2" www.drumheller.ca Black Lettering

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 2021 Month _____ Day _____

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

Bidders are to complete Reference Form below and to attach to their bid submission. Any Quotation received that does not include three satisfactory references may be rejected by the Town of Drumheller. References should be for work/services similar in size and nature which has been provided within the past five (5) years. The Town of Drumheller reserves the right to contact any or all of a Company's references.

Reference #1	Reference Details
Description of Work:	
Contact Person:	
Phone Number:	
Email Address:	

Reference #2	Reference Details
Description of Work:	
Contact Person:	
Phone Number:	
Email Address:	

Reference #2	Reference Details
Description of Work:	
Contact Person:	
Phone Number:	
Email Address:	

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

This label should be affixed to the front of your submission envelope. Should you decide to use your own return envelope label in lieu of the label provided, then ALL of the information shown on the above label must be on the envelope submitted.

The Town of Drumheller cannot be held responsible for documents submitted in envelopes that are not labelled in accordance with the above instructions. If you have any questions, feel free to contact Operations Manager at 403-820-2253

Address Envelope

Please firmly affix this address label to the envelope containing your submission for submitting by mail or courier.

_____ Cut here _____

Quotation Envelope

Return Name:

Name: _____

Address: _____

Telephone: _____

Town of Drumheller Purchasing Office
224 Centre Street
Drumheller, Alberta
T0J0Y4

Sealed Bid

Description: Supply, Remove and Application of Decals and Branding
Closing Time & Date: 2:00:00 p.m., Friday March 2, 2021

_____ Cut Here _____

