



# DRUMHELLER

## INFRASTRUCTURE SERVICES



### REQUEST FOR QUOTATION

**QUOTATION:** Snow Removal 2019 - 2021

**DATE:** September 9, 2019

**FROM:** GREG PETERS  
TOWN OF DRUMHELLER REPRESENTATIVE

**DATE QUOTATION REQUIRED:**

YEAR: **2019** MONTH: **SEPTEMBER** DAY: 26 TIME: **2:00 PM** Local Time

**- SUBMIT QUOTATION IN A CLEARLY MARKED & SEALED ENVELOPE -**

**SEND TO MAILING ADDRESS:** TOWN OF DRUMHELLER  
224 Centre Street  
Drumheller, Alberta T0J 0Y4  
Attention: Darryl E. Drohomerski, C.E.T.  
Chief Administrative Officer

**RFQ - SNOW REMOVAL 2019 - 2021**

YOUR FIRM IS INVITED TO SUBMIT A QUOTATION, PURSUANT TO THE GENERAL CONDITIONS FOR THE SCOPE OF WORK AS DESCRIBED THE QUOTATION MUST INCLUDE LABOUR, MATERIALS, EQUIPMENT AND OVERHEAD. THIS REQUEST SHALL NOT BE CONSIDERED AUTHORIZATION TO PROCEED WITH THE WORK HEREIN DESCRIBED.

**SECTION #1**

INITIATOR OF REQUEST: Greg Peters, Director of Emergency/Protective Services

YEAR: 2019            MONTH: September            DAY: 09

**1. SCOPE OF WORK:**

The Town of Drumheller is requesting QUOTATIONS for a two (2) year contract from any firms/individuals interested in providing the services related to Snow and Ice Removal of Municipal Sidewalks in the Town of Drumheller, pursuant to Enforcement Orders.

Snow removal on sidewalks must have snow removed to expose concrete for the entire frontage of property. Snow must be removed to a safe location, i.e. on the boulevard or private property. The use of raw or artificial ice melting agents that damages the concrete is strongly discouraged.

The QUOTATION shall provide for all labour, equipment, machinery, fuel, transportation, travel time and all supplies including salt.

**REQUIREMENTS OF CONTRACTOR:**

- Be able to respond to the Town of Drumheller’s request for service as a priority within twenty four (24) hours of a verbal / written request
- Commercial liability insurance in the amount of \$2,000,000 with Town of Drumheller named as additional insured
- W.C.B. coverage required
- Have a current Town of Drumheller Business Licence
- Must abide by Occupational Health and Safety Act and Codes
- Must abide by the Town of Drumheller Bylaws, Safety Policies and Procedures
- Undergo a Town of Drumheller orientation, including FOIPP Policies and Restrictions
- Complete an RCMP criminal records check, providing the Town with a copy
- Carry photo identification at all times to identify the contractor as a Town of Drumheller “Contracted” employee.

Note: The Town of Drumheller will waive all cost associated with the criminal records check, photo identification and safety training.

**SECTION #2 (TO BE COMPLETED BY CONTRACTOR)**

**1. COST OR PROJECT QUOTATION (including travel).**

Travel time to attend the work site must be factored into your hourly rate. Travel time will not be paid as a separate entity.

**2019/2020 winter season Hourly rate for Snow Removal.**

Please list all rates with pricing for each of your pieces of equipment (if hourly rate will vary, excluding GST)

Note: We will require approximately 100 hours of service per year.

Please quote all pricing based on hours listed below and multiply by unit price to equal total annual value.

<b>Description</b>	<b>Approximate Quantity</b>	<b>Unit Price</b>	<b>Total Seasonal Value</b>
Hand Shoveling	100 hours	\$	\$
Snow Blower	100 hours	\$	\$
<b>A) SUB TOTAL ESTIMATED COST 2019/2020</b>			<b>\$</b>

**2020/2021 winter season Hourly rate for Snow Removal.**

Please list all rates with pricing for each of your pieces of equipment (if hourly rate will vary, excluding GST)

Note: We will require approximately 100 hours of service per year.

Please quote all pricing based on hours listed below and multiply by unit price to equal total annual value.

<b>Description</b>	<b>Approximate Quantity</b>	<b>Unit Price</b>	<b>Total Seasonal Value</b>
Hand Shoveling	100 hours	\$	\$
Snow Blower	100 hours	\$	\$
<b>B) SUB TOTAL ESTIMATED COST 2020/2021</b>			<b>\$</b>
<b>TOTAL COST FOR TWO YEARS (A+B ABOVE)</b>			<b>\$</b>

**QUOTATION SUBMISSION PRICE IN EFFECT FOR \_\_\_\_\_ DAYS FROM DATE OF ACCEPTANCE FROM THE TOWN OF DRUMHELLER.**

**NOTE:**

**ALL PROCUREMENT PROCESSES WILL BE IN COMPLIANCE WITH THE TOWN OF DRUMHELLER PURCHASING POLICY.**

**SECTION #3 (TO BE COMPLETED BY CONTRACTOR)**

**REFERENCES:**

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**QUOTATION INELIGIBILITY**

QUOTATIONS THAT ARE UNSIGNED, INCOMPLETE, IMPROPERLY SIGNED OR SEALED, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO TERMINATE THIS CONTRACT WITHIN FOURTEEN (14) DAYS WRITTEN NOTICE TO THE OTHER PARTY WITHOUT PREJUDICE TO THE TOWN'S RIGHTS HEREUNDER IF THE SUCCESSFUL CONTRACTOR FAILS TO MEET CONTRACT EXPECTATIONS OR REQUIREMENTS OF CONTRACTOR.

**INTENT**

THE UNDERSIGNED CONTRACTOR HEREBY PROVIDES A QUOTATION TO PERFORM THE PROJECT/WORK AS DESCRIBED WITHIN ITS ENTIRETY FOR THE COST AS DESCRIBED IN SECTION #2, ITEM #1.

**CONTRACTOR:** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**TOWN OF DRUMHELLER:** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: YEAR  MONTH  DAY

UPON COMPLETION OF SIGNATURES ABOVE, THIS DOCUMENT WILL REPRESENT A CONTRACT AGREEMENT BETWEEN THE CONTRACTOR AND TOWN OF DRUMHELLER.