



Request for Quotation

Portable Washroom Rental

Date Issued: February 23, 2021

The Town of Drumheller invites your company to provide a quotation to Rent a Portable Washroom Unit.

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

Purchasing Department: Portable Washroom Rentals

Quotes will be accepted until 2:00 pm on Tuesday, March 30, 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: February 23, 2021

The Town of Drumheller wishes to acquire pricing to rent one All Season, Barrier Free, Portable Washroom Unit containing two separate rooms, one for Male and one for Female.

1. SCOPE OF WORK

Washroom will be designed to regulate or conserve water in both the toilets, sinks and urinals and delivered to the Town of Drumheller on or about May 10, 2021.

The Town of Drumheller will be responsible for providing water, wastewater and electrical connections to the building.

Items listed below are considered to be a <u>minimum.</u> please ensure you elaborate in the space provided.	Yes	No	Describe
Barrier Free Building with Handicap Accessibility			
Supplier must be able to provide maintenance work within 24 hours			
Building to be utilized in the winter months so must be insulated and equipped with electric heaters.			
Both sides (Male & Female) to contain one flushable toilet, (Urinal for males) one change table, sink with water-controlled faucet and one paper towel and toilet paper dispensers.			
Each room will be completely finished with a washable material.			
Each room will have one electric light fixture, one light switch, one ceiling fan and an electric panel			
Each room will have an Exterior Metal door measuring 36 inches wide and lockable from the inside.			

SAFETY

- Contractor to follow the Town of Drumheller's Health & Safety Manual
- 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 quotation, 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.drumheller.ca 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

State all costs associated with rental agreement

1. Total monthly rental including maintenance\$_____ Yearly
\$_____
2. Total delivery and return charge_____

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

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 _____

Return Name:

Name: _____

Address: _____

Telephone: _____

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

Description: Portable Washroom Rentals

Closing Time & Date: 2:00:00 p.m., Friday March 30, 2021