



Request for Quotation
2021/2022 Tree Maintenance Program

Date Issued: December 31, 2020

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

Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4
Purchasing Department: 2021/2022 Tree Maintenance Program

Quotes will be accepted until 2:00 pm on Thursday, February 23, 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: YEAR: 2020 MONTH: December DAY: 31

1. SCOPE OF WORK:

To contract a professional tree service contractor to provide arborist services to carry out tree pruning and or tree removal for the 2021/2022 seasons, under the direction of the Town of Drumheller Operations Manager.

1. The contractor is to supply a bucket truck, tree branch mulcher and operators, at an hourly rate, to carry out tree pruning and removal of trimming; large tree branches will be cut into movable blocks and transported to the Town of Drumheller PW yard located at 702 Premier Way. All other material is to be taken to the Drumheller and District Regional Landfill.
2. Arborists adhering to the ANSI A300 pruning standard will not:
 - leave branch stubs
 - make unnecessary heading cuts
 - cut off the branch collar (not make a flush cut)
 - top or lion's tail trees (stripping a branch from the inside leaving foliage just at the ends)
 - remove more than 25 percent of the foliage of a single branch
 - remove more than 25 percent of the total tree foliage in a single year
 - damage other parts of the tree during pruning
 - use wound paint
 - climb the tree with climbing spikes
3. The contractor will be responsible for repairing any damage to infrastructure that they have incurred on the job site, such as but not limited to the damage of other trees, fences, sheds, sidewalks, curbing, utilities and so forth. The town will be responsible for its own damage which occurs through Town work. The contractor agrees to notify the Town of Drumheller within twenty-four (24) hours of any and all damage to property that may result from tree work described in this quotation.
4. Owners and residents of private property will be notified by the town staff that a tree will be removed adjacent to their property. The contractor is responsible for not commencing removal work before notifications have taken place.

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

Note:

All Procurement processes will be following the Town of Drumheller purchasing policy.

SECTION #2

Item Description	<u>Total Cost (excluding GST)</u>
<u>Quotes to also include travel costs</u>	
1. Stump Removal – Hourly Rate	\$ _____
2. Equipment with operator-Hourly Rate (For pruning and tree removal activities)	\$ _____

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

REFERENCES:

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

SECTION #3

QUOTATION INELIGIBILITY

All four (4) pages of this quote must accompany your quotation. Quotation that are unsigned, incomplete, improperly signed or sealed, conditional. Illegible, obscure, contains arithmetical errors, erasures, alterations or irregularities of any kind may be 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 quotations or to accept the quotation evaluated to be in the best interest of the Town of Drumheller.

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 & 2

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.