



Request for Proposal

Seasonal Vegetation Control 2021, 2022, 2023

Date Issued: March 5, 2021

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

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

Purchasing Department: Seasonal Vegetation Control 2021, 2022, 2023

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

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

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

Yours truly,

Greg Peters,
Director of Emergency & Protective Services

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Proposals for Seasonal Vegetation Control related to enforcement orders for 2021,2022 and 2023. The contractor will be responsible for cutting, control and removal of weeds, grass, trees and vegetation on property that has had an enforcement order issued against it by the Town Drumheller Municipal Enforcement Officers. The enforcement order is issued to bring the property into compliance with municipal bylaws.

1. The term of this contract will be May 1, 2021 to October 31, 2023.
2. The Town of Drumheller reserves the right to terminate the contract with fourteen (14) days written notice to the successful Bidder.

The supplier is required to complete all necessary sections of this Request for Proposal.

Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds, excluding GST.

1. Travel time to attend the work site must be factored into your hourly rate.
 - Travel time will not be paid as a separate entity.
2. Hourly rate for Weed, Grass, Tree & Vegetation Removal.
 - List all rates with pricing for each of your pieces of equipment excluding GST

Note: We will require approximately 75 – 110 hours of service per year, however hours may fluctuate according to several factor beyond our control.

Please quote all pricing based on unit hours listed below and multiply by \$ per unit to equal total amount.

Description	Unit	\$ per unit (hour)	Total for 2021	Total for 2022	Total for 2023
Push Mower with Operator	50 hours	\$	\$	\$	\$
Riding Mower with Operator	25 hours	\$	\$	\$	\$
Motorized Weed Trimmer with operator	25 hours	\$	\$	\$	\$
Tree Trimming with Operator	10 hours	\$	\$	\$	\$

Proposal submission price in effect for **60** days from date of acceptance from the Town of Drumheller.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addendums;
3. Supply their own equipment and provide list of equipment with hourly rates.
4. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);
5. List of applicable Safe Work Procedures (SWP),
6. Table of Contents of the Corporate Safety Manual;
7. Workers Compensation Board (WCB) Coverage Letter;
8. Proof of Commercial Liability Insurance;
9. Town of Drumheller Business License;
10. Must pass security clearance through the RCMP and supply copy to the Town.
11. All employees or agents to have a photo ID taken of them so that they may be identified as a Town of Drumheller "Contracted" employee.
12. Undergo the Contractors Orientation and signoff on the Town of Drumheller FOIP Policies and Restrictions.
13. Must abide by Occupational Health & Safety Act & Codes.
14. Must abide by Town of Drumheller Bylaws, Safety Policies and Procedures.
15. Must be available to respond to the Town's request for service as a priority within 24 hours of a verbal request.
16. All completions of files will be in writing or by email directed to Bylaw Enforcement Services.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #6 - EVALUATION CRITERIA:

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

By submitting a proposal, 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%
Response Time	10%
Experience	10%

All Procurement processes will follow the Town of Drumheller purchasing policy.

Supplier/Contractor Performance Evaluation

Yearly, the Town of Drumheller will complete a Performance Evaluation Form, providing feedback related to the Company's performance of the Contract.

Suppliers/Contractors will be evaluated based on, but not limited to the following:

- Quality of goods/services provided;
- Compliance with Contract specifications, terms and conditions;
- Communication (responsiveness);
- Billing accuracy.

The results of the Performance Evaluation shall be used to determine whether or not the Company is:

- Considered a renewal of a Contract with the Municipality;
- Considered for award of any subsequent Contract opportunities.

Throughout the life of the Contract, the Town of Drumheller shall communicate any performance issues/concerns, to the Company.

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

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 the Town of Drumheller.

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

SECTION #7 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

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 Greg Peter at 403-823-1363

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: _____

Address: _____

Telephone: _____

Town of Drumheller
Purchasing Department
224 Centre Street
Drumheller, Alberta TOJ-OY4

Description: Seasonal Vegetation Control 2021,2022,2023
Closing Time & Date: 2:00:00 p.m., Tuesday, March 30, 2021

_____ Cut here _____