

REQUEST FOR QUOTATION

QUOTATION: [Utility Cold Storage Building]

DATE: [May 27, 2021]

INITIATOR: [Kevin Blanchett, Operations Manager]

DATE QUOTATION REQUIRED:

YEAR: [2021] MONTH: [June] DAY: [22] TIME: [2:00 PM Local Time]

Submit Quotation in a clearly marked and sealed envelope to the attention of:

Procurement Department:
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J0Y4

"RFQ - Utility Cold Storage Building"

This Request for Quotation document is comprised of:

- RFQ General Instructions
- Schedule A – Evaluation Criteria

If you do not have all of these components the RFQ package is incomplete - please contact the Initiator. **The Town of Drumheller will NOT accept electronic submissions.**

A **Mandatory Site Visit** will be held at 1:00 pm on June 14, 2021 at 702 Premier Way, Public Works Department.

Your firm is invited to submit a Quotation, pursuant to the general conditions for the scope of work as described. This Quotation 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 Quotations for the design, supply and installation of one (1) Utility Cold Storage Building. This building will be constructed on site at the Public Works yard located at 702 Premier Way, Drumheller, Alberta. This building shall be 62' wide x 96' long x 26' high, Arch Rib in design, and composed of appropriate grade white fabric as detailed below.

Based on the proposed building size, a compacted gravel base will be provided by the Town of Drumheller.

All questions regarding this Request for Quotation shall be sent to Kevin Blanchett, Operations Manager, via email at kblanchett@drumheller.ca.

A **Mandatory Site Visit** will be held at 1:00 pm on June 14, 2021 at 702 Premier Way, Public Works Department.

The supplier will include in their Quotation and be responsible for supplying and installing the following:

1. Utility Storage Building, designed, delivered and installed as defined by drawings and specification that have been pre-approved by the Town of Drumheller.
2. All applicable Permits.
3. Building to be completed within 90 days of building contract being awarded; the contractor will supply an Execution Phase indicating the building completion timeline.
4. Covid protocols must be in place at all times and phases of construction.

Specifications:

Structure Specification: Design - Arch Rib
All structured steel components to be hot dipped galvanized
Two (2) 3' x 7' metal walk-in man doors (one (1) at enclosed end and one (1) on same side as overhead door)
One (1) 14' x 14' non-insulated overhead door with manual chain hoist
One (1) end enclosed (with the exception of one (1) walk-in metal man door)
Two (2) 3' x 3' mesh vents, one at each end of structure
Engineered Foundation – One row of Sulphate resistant concrete block (Supplied by contractor)
Specification – White Fabric
1. Fire Retardant
2. Tear, Puncture and Abrasion Resistant
3. Color Fast
4. UV Protection

Warranty

1. Warranty will commence on the date the fabric building has been completed.
2. Specify Warranty on (A) Steel components and (B) Fabric covering
3. Site visit is required one (1) year after the buildings completion to re-tighten fabric covering.

The supplier is required to complete all necessary sections of this Request for Quotation. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proponent, no other work alternatives will be reviewed.

SECTION #2 - QUOTATION AMOUNT:

All Quotations must be in Canadian Funds, excluding GST.

1. Total Cost \$ _____
2. Specify Commencement Date: _____
3. Quotation submission price in effect for [] 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 Quotation;
2. All issued Addendums;
3. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);
4. List of applicable Safe Work Procedures (SWP),
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;
9. [Sealed, Certified Engineered Designs and Drawings.]

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 #5 - INSURANCE AND BONDING:

Insurance

The Town of Drumheller requires that all Quotations include proof of \$5,000,000.00 Commercial Liability Insurance.

Bid Bond

- a) Each submission must include a *Consent of Surety* and *Bid Bond* in the amount of 10% of the project cost, or in a form containing equivalent obligations on the part of the surety company and the submitter, executed under seal by a surety company satisfactory to *The Town* and authorized by the laws of Alberta to issue bonds in Alberta. In lieu of a *Consent of Surety* or *Bid Bond*, *The Town* may, in its sole discretion, accept from a financial institution acceptable to *The Town*, one of the following:
 - i. a bank draft, certified cheque, irrevocable letter of credit, or guarantee, along with any additional documentation *The Town* may require; or
 - ii. a letter that a bank draft, certified cheque, irrevocable letter of credit, or guarantee, will be provided upon the request of *The Town*.
- b) Failure to include in the submission the required documentation will result in *The Town*, in its sole discretion, electing to discontinue consideration of the submission.

Performance Security

- a) No later than five *Days* following execution of the *Agreement*, the *Contractor* must deliver to *The Town* *Performance Security* as specified in the *Agreement*. The *Performance Security* must be in the form required by *The Town* or in a form that is acceptable to *The Town*, and must be enforceable in the Province of Alberta.

- b) If the *Agreement* is amended or a *Change Order* is issued that increases the *Project Price*, the *Contractor* must also increase the *Performance Security* provided under the *Agreement* to an amount not less than 50% of the increased *Project Price* by obtaining and providing additional *Performance Security*, or a satisfactory rider or extension to the existing *Performance Security*, from the surety company. If the surety company declines consent or coverage for any amendment to the *Agreement* or for a *Change Order*, the *Contractor* must obtain and provide *The Town* with valid *Performance Security*, satisfactory to *The Town*, covering the *Work* specified in the amendment to the *Agreement* or in the *Change Order*. The *Contractor* will be compensated for the additional cost of such *Performance Security*.
- c) If there is a *Labour and Material Payment Bond* required by *The Town*, the *Contractor* must ensure that all *Subcontractors* have notice of the *Labour and Material Payment Bond*. The *Contractor* must post and maintain in a conspicuous location or locations on the *Project Site*, a copy of the *Labour and Material Payment Bond*. The agenda for the meetings held by the *Contractor* will include notice of the *Labour and Material Payment Bond*.

SECTION #6 - EVALUATION CRITERIA:

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.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Quotation, you acknowledge and agree 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.

By submitting a Quotation, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Quotation meets all requirements of *the Town*.

SECTION #7 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Quotation 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 [2021] MONTH [] DAY []

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

SCHEDULE A- EVALUATION CRITERIA

Section A.1 - Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Warranty	10%
Qualifications	15%
Specification	15%

Section A.2 - Evaluation Criteria Definitions:

Cost:

Total points awarded for the Warranty section - 50%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

References:

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references - 0% of score;
- 1 reference - 15% of the score;
- 2 references - 20% of the score, and;
- 3 or more references - 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).

Warranty:

Total points awarded for the Warranty section - 10%

1. Warranty Coverage Period

- One-year warranty = 20% of score
- Two-year warranty = 40% of score

2. Warranty Maintenance work

- The contractor requires the Town to take the equipment for repair = 20% of score
- The contractor will come to our shop and complete the repairs = 40% of score

3. Warranty Time line

- Less than 3 days = 20% of score
- More than 3 Days = 10% of score.

Safety:

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 - Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

Qualifications:

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

Specifications:

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.