



REQUEST FOR QUOTATION

QUOTATION: [Supply of Two 2021 Four Door Two-Wheel Drive Half Ton Trucks]

DATE: [June 8, 2021]

INITIATOR: [Kevin Blanchett, Operations Manager]

DATE PROPOSAL REQUIRED:

YEAR: [2021] MONTH: [July] DAY: [6] 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 - [Supply of Two 2021 Four Door Two-Wheel Drive Half Ton Trucks”

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.

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 supply of Two (2) 2021 Four (4) Door Two (2)-Wheel Drive Half Ton Trucks. Both units shall be gasoline powered. Interested parties wishing to submit a quotation are asked to complete the following requirements list detailing any deviations and inserting the exact specification of the units proposed.

Specification	Yes	No	Deviation
Four Doors			
Automatic Transmission – State # of Speeds			
Power Steering			
Power Brakes			
Center Council			
Power Windows			
Block Heater			
8 Cylinder Engine – State Size of Engine, HP and Torque			
Limited Slip Differential – State Ratio			
Air Conditioning			
Truck Box (State Size)			
Full Sized Spare Tire – All tires are to be LT rated			
Complete Shop Manual			
List Additional Options – Comment Column			
Trailer Towing Package C/W Trailer Brakes			
Standard Warranty – Comment Column			
AM/FM radio/blue tooth ready			
White in Color – No Deviation in Color			

Note

- A. Successful supplier will supply:
 1. Parts Manual
 2. Service Manual
 3. Operators Manual

- B. Warranty will commence on the date the machine is delivered to the Town of Drumheller Shops located at 702 Premier Way, and after the dealership has completed an orientation with Town Staff.

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 Proposals must be in Canadian Funds, excluding GST.

- 1. Total Cost for Two (2) 2021 Four (4) Door Two (2)-Wheel Drive Half Ton Gasoline Powered Trucks:

\$ _____

- 2. Specify Delivery Date: _____

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

- 4. Supplier: _____

Print Name of authorized personnel: _____

Signature: _____

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. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;

SECTION #4 - INELIGIBILITY:

The lowest, or any evaluated Quotation, may not necessarily be accepted. 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.

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 #5 - 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.

SECTION #6 – 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 #7 - 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 [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.