

## REQUEST FOR QUOTATION

PROPOSAL: | **Supply and Delivery of Banquet Hall Chairs – 650** |

DATE: | July 8, 2021 |

INITIATOR: | Libby Vant, Senior Administrative Assistant |

### DATE QUOTATION REQUIRED:

YEAR: | **2021** | MONTH: | **July** | DAY: | **27** | 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 and Delivery of Banquet Hall Chairs - 650”

This Request for Quotation document is comprised of:

- RFQ General Instructions
- Schedule A - Evaluation Criteria
- Schedule B - Specifications

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 and delivery of six hundred fifty (650) Banquet Hall Chairs for the Badlands Community Facility banquet halls, located at 80 Veterans Way, Drumheller, Alberta.

The specifications are as follows:

1. Total cost for all units
2. Per unit price
3. Banquet chair
4. Stackable
5. Steel frame
6. Minimum 17" w x 22" d x 36" h
7. Minimum 2" seat, 1.8 lb. padding
8. Fabric covering
9. Grey colour preferred (design patterns may be considered)
10. Warranty
11. Must provide product specifications
12. Must provide product colour brochure
13. Delivery Timeline specified
14. Must deliver to site – 80 Veterans Way, Drumheller, Alberta
15. Must provide own offloading equipment, i.e.: picker truck or forklift

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 bidder, no other work alternatives will be reviewed.

**SECTION #2 - PROPOSAL AMOUNT:**

All Quotations must be in Canadian Funds, excluding GST.

Total Cost \$ \_\_\_\_\_

Cost Per Unit \$ \_\_\_\_\_

Delivery Timeline: \_\_\_\_\_

Quotation 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 Quotation;
2. All issued Addendums;

**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 - 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 #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 supplier hereby provides a Quotation to supply the goods as described herein in its entirety for the cost as described in Section 2.

**COMPANY:** \_\_\_\_\_

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_

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	60%
Specification	20%
Warranty	10%
Delivery Timeline	5%
References	5%

### Section A.2 - Evaluation Criteria Definitions:

#### **Cost:**

Total points awarded for the Cost section - 60%

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.

#### **Specifications:**

Total points awarded for the Specifications section - 20%

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

#### **Warranty:**

Total points awarded for the Warranty section - 10%

1. Warranty Coverage Period

- One-year warranty = 15% of the score;
- Two to Five year warranty = 20% of the score;
- Five+ year warranty = 50% of the score.

**Delivery Time:**

Total points awarded for the Qualifications section - 5%

The Town of Drumheller will evaluate submissions on the basis of delivery time.

**References:**

Total points awarded for the References section - 5%

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 the 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).



## SCHEDULE B - SPECIFICATIONS

Item	Yes	No	Deviation
Total cost for all units			
Per unit price			
Banquet chair			
Stackable			
Steel frame			
Minimum 17"w x 22"d x 36"h			
Minimum 2" seta, 1.8 lb. padding			
Fabric covering			
Grey colour preferred (design patterns may be considered)			
Warranty			
Must provide product specifications			
Must supply product colour brochure			
Delivery timeline specified			
Delivery to site - 80 veterans Way, Drumheller, Alberta			
Must provide own offloading equipment			