

REQUEST FOR QUOTATION

PROPOSAL: **Supply and Delivery of Rectangular Tables – 75
and Vertical Table Carts – 4**

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 Rectangular Tables and Table Carts”

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 seventy-five (75) Rectangular Tables and four (4) vertical table carts for the Badlands Community Facility banquet halls located at 80 Veterans Way, Drumheller, Alberta.

The specifications are as follows:

1. Total cost for seventy-five (75) rectangular table units
2. Per unit price
3. 30"(2.5') x 72"(6')
4. Steel folding legs with gravity lock
5. Wishbone style for stability
6. Minimum 1000 lb. capacity
7. Plastic construction (wooden tables will not be accepted)
8. Scratch resistant
9. Grey color preferred
10. Total cost for four (4) vertical table carts (edge stacking)
11. Per unit price
12. Tubular steel frame
13. Must have cross frame handle
14. Minimum of four (4) casters
15. Supply Product Specifications sheets
16. Supply Product colour brochures
17. Warranty for each product
18. Delivery timeline specified
19. Delivery to site - 80 Veterans Way, Drumheller, Alberta
20. 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 of Tables

\$ _____

Table Cost Per Unit

\$ _____

Total Cost of Carts

\$ _____

Cart 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 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: _____

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 75 rectangular table units			
Per unit price			
Table dimensions: 30" (2.5') x 72" (6')			
Steel folding legs with gravity lock			
Wishbone style for stability			
Minimum 1,000 lb. capacity			
Plastic construction (wooden tables will not be accepted)			
Scratch resistant			
Grey colour preferred			
Total cost for 4 vertical table carts (edge stacking)			
Per unit price			
Tubular steel frame			
Must have cross frame handle			
Minimum of 4 casters			
Must supply product specification sheets			
Must supply product colour brochures			
Warranty for each product			
Delivery timeline specified			
Delivery to site - 80 veterans Way, Drumheller, Alberta			
Must provide own offloading equipment			