

REQUEST FOR TENDER

TENDER: [Supply of Signage for Town of Drumheller Rebranding]

DATE: [March 29, 2022]

INITIATOR: [Kevin Blanchett, Operations Manager]

DATE TENDER REQUIRED:

YEAR: [2022] MONTH: [April] DAY: [26] TIME: [2:00 PM Local Time]

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

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

“RFT - [Supply of Signage for Town of Drumheller Rebranding]”

This Request for Tender document is comprised of:

- RFT General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Price Sheet
- Schedule C – Specifications

If you do not have all of these components the RFT package is incomplete - please contact the Initiator.

The Town of Drumheller will NOT accept electronic submissions.

Your firm is invited to submit a Tender, pursuant to the general conditions for the scope of work as described. This Tender 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 Tenders for the supply of signage the Town of Drumheller Rebranding. The Town of Drumheller is proceeding with their re-branding program which involves the installation of fifty (50) new informational signs and one hundred eighty (180) decals.

To ensure that the Town of Drumheller's Branding Guidelines are met, the Town will provide the successful bidder with an electronic file in a "vector" format. All artwork shall remain the property of the Town of Drumheller for exclusive use by the Town of Drumheller, and it shall be used by the successful bidder for the purposes of this project only.

Interested companies are asked to review the specifications of the signage that will be used in this project in Section C - Specifications.

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

SECTION #2 - TENDER AMOUNT:

All Bids must be in Canadian Funds, excluding GST.

Total Cost \$ _____

Tender submission price in effect for _____ days from date of acceptance from the Town of Drumheller.

Delivery Timeline: Goods to be provided within _____ days of award.

SECTION #3 - SUBMISSION REQUIREMENTS:

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

1. All pages of this Request for Tender;
2. All issued Addenda;
3. Workers Compensation Board (WCB) Coverage Letter;
4. Proof of Commercial Liability Insurance;

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 Tenders include proof of \$5,000,000.00 Commercial Liability Insurance.

SECTION #6 - EVALUATION CRITERIA:

The lowest, or any evaluated Tender, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Tenders or to accept the Tender 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 Tender, 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 Tender, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Tender 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 Tender 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: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | Kevin Blanchett, Operations Manager |

Signature: | _____ |

DATE: YEAR [2022] 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%
References	15%
Qualifications	15%
Specification	10%

Section A.2 – Evaluation Criteria Definitions:

Cost: 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.

References: 15%

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).

Qualifications: 15%

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: 10%

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

SCHEDULE B – PRICE SHEET

Item	Title	Description	Quantity	Unit	Unit Price	Total
			A	B	C	= A * C
1.0	Downtown Direction Sign – Right	Supply 48inchesx48inches sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
2.0	Downtown Direction Sign – Left	Supply 48inchesx48inches sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
3.0	Downtown Direction Sign					
3.01	Downtown Direction Sign 22 inchesx22inches	Supply sign, as per example sheet, high intensity retro-reflective sheeting	5	EACH		
3.02	Downtown Direction Sign 24 inches x24 inches	Supply sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
3.03	Downtown Direction Sign 26 inches x 26 inches”	Supply sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
3.04	Downtown Direction Sign 32 inches x 32 Inches	Supply sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
3.05	Downtown Direction Sign 34 inches x 34 inches	Supply sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
4.00	Town Brand – Black and White					
4.01	Town Brand – Black and white	Supply over laminate, 16 inch diameter, with reflective lettering	60	EACH		
5.00	Parking – Double Sided					
5.01	Parking – Double Sided 35 inch x 82 inch	Supply double sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
5.02	Parking – Double Sided 36 inch x 82 inch	Supply double sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
5.03	Parking – Double Sided 35 inch x 84 inch	Supply double sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
6.00	Parking – Single Sided					

Item	Title	Description	Quantity	Unit	Unit Price	Total
			A	B	C	= A * C
6.01	Parking – Single Sided	Supply single sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
6.02	Parking – Single Sided	Supply single sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
6.03	Parking – Single Sided	Supply single sided sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
7.00	Town Brand -					
7.01	Town Brand -	Supply over laminate, 11 7/8 inch diameter, with reflective lettering	110	EACH		
8.00	Direction Arrows					
8.01	Side	Supply arrow sign, as per example sheet, high intensity retro-reflective sheeting	4	EACH		
8.02	Up	Supply arrow sign, as per example sheet, high intensity retro-reflective sheeting	8	EACH		
9.00	Information Centre					
9.01	Information Centre	Supply single sided “?” sign, 24 inch x 24 inch, as per example sheet, high intensity retro-reflective sheeting	3	EACH		
10.00	Downtown Highway Sign					
10.01	Downtown Highway Sign – Next Right	Supply 36inchesx96inches sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
10.02	Downtown Highway Sign – Next Left	Supply 36inchesx96inches sign, as per example sheet, high intensity retro-reflective sheeting	1	EACH		
					Subtotal A:	
					Contingency	10%
					Subtotal B:	
					GST	5%
					Total:	

SCHEDULE C – SPECIFICATIONS






- All signs shall be produced on an aluminum substrate (panel) with a minimum of 2 mm flat tension leveled, sign grade aluminum.
- All signs shall conform to the requirements of ASTM B209M “Specifications for Aluminum and Aluminum/alloy Extruded Bars, Rods, Wire Shape and Tubes”, Alloys 6061-T6 or 6063-&5.
- All signs shall be produced using reflective sheeting that meets or exceeds the minimum requirements as specified in ASTM D 4956.
- Performance requirements Type 111 or Type 1V High Intensity Retroreflective sheeting.
- Ultimate strength of 39,000 PSI (minimum)
- Yield strength of 32,000 PSI (minimum)

Section #1 (A) – Sign Inventory Specifications

- The graphics are to be sized and inserted according to the sign’s dimension. For reference purposes, graphics of the proposed signage has been illustrated in Section B - Price Sheet. Included are the measurements, base and text colour, placement of the new branding logo, and material of the substrate (metal).
- Signage and Decals are to be laminated for longevity to ensure that the image remains vibrant and clear.
- Before production begins, proofs of the proposed artwork will be sent to Kevin Blanchett, Operations Manager, for approval. Any revisions are to be included in the proposed amount and will not be subject to any additional charges per proof.
- The Town of Drumheller will not be responsible for accepting any signage or decals that they did not order.
- All prices are to be based on supply to “Town of Drumheller, Public Works” located at 702 Premier Way, Drumheller, Alberta.

Section #1 (B) – Sign Inventory Examples and Schedule of Quantities

EXAMPLE	QUANTITY	SIZE	NOTES
	1	48" x 48"	
	1	48" x 48"	
	5 13 1 3 1	22" x 22" 24" x 24" 26" x 26" 32" x 32" 34" x 34"	
	60	16" Diameter	Reflective lettering Over Laminate
	1 1 1	35" x 82" 36" x 82" 36" x 84"	Double Sided Double Sided Double Sided
	3 1 1	24" x 24" 36" x 96" 48" x 96"	Single Sided Single Sided Single Sided
	110	11 7/8"	Reflective Diamond Cut Over Laminate

	4	12" w x 24"h	
	8	12" w x 24"h	
	3	24" x 24"	
	1	36" x 96"	Hangs over Highway
	1	36" x 96"	Hangs over Highway