

REQUEST FOR QUOTATION

QUOTATION: **Liquid Calcium Chloride Program 2022 to 2024**

DATE: **July 5, 2022**

INITIATOR: **Kevin Blanchett, Operations Manager**

DATE QUOTATION REQUIRED:

YEAR: **2022** MONTH: **July** DAY: **19** TIME: **2:00 PM Local Time**

Submit Quotation via email to: purchasing@drumheller.ca

With the subject line:

"RFQ - Liquid Calcium Chloride Program 2022 to 2024"

This Request for Quotation document is comprised of:

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

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

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 2022 to 2024 Liquid Calcium Chloride Program** to supply, deliver and apply Liquid Calcium Chloride to approximately 53,500 Square Meters of gravel roads and laneways at a rate of one Liter of Calcium Chloride per square meter of road surface. Please note that this will be a three year program, and prices should reflect this. The volume of Calcium Chloride each year will be approximately 106,000 Liters which will be applied in late spring of each calendar year. The preferred application truck will be a single or tandem axle with a holding tank of 1,300 to 1,500 Imperial gallons, complete with a rear 14' to 16' foot spray bar.

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**.

Information below to be completed as part of Quotation submission:

Year	Approximate Annual Volume	Truck/Load Size	Cost per Litre Supplied, Delivered and Applied - \$/Litre	Total Yearly Cost (excluding GST)
2022				\$
2023				\$
2024				\$
Total Cost for 2022+2023+2024=				\$

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

Delivery Timeline: Supply, delivery and application will commence days after award.

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 Addenda;
3. Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR), or Temporary Letter of Certification (TLC);
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.

Note:

The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. The Temporary Letter of Certification (TLC), upon the expiration date, must be replaced with a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Failure to do any of the above will result in termination of the contract.

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 goods or 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 [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	50%
Qualifications	15%
Specifications	15%
References	10%
Warranty	10%

Section A.2 – Evaluation Criteria Definitions:

Cost: 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.

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: 15%

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

References: 10%

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: 10%

1. Warranty Coverage Period
 - a. One-year warranty = 20% of score
 - b. Two-year warranty = 40% of score
2. Warranty Maintenance Work
 - a. The contractor requires the Town to take the equipment for repair = 20% of score
 - b. The contractor will come to our shop and complete the repairs = 40% of score
3. Warranty Time Line
 - a. Less than 3 days = 20% of score
 - b. More than 3 Days = 10% of score.

SCHEDULE B – TECHNICAL SPECIFICATIONS

Section B.1 – Technical Specification Breakdown:

Location for Calcium Chloride Application	Distance
Elevator Road East	500 metres
1 st Avenue Rosedale	500 metres
Pinter Drive	500 metres
Roper Road	500 metres
S.E. Implement Road – North of Highway #10	500 metres
Shell Service Road off Highway # 575	500 metres
Hy-Grade Crescent	1,000 metres
702 Premier Way (Public Works)	750 metres
McDougall Lane	500 metres
Beech Street	500 metres
16 Street S.W.	500 metres
Monarch Hill	1,000 metres
9 th Street N.W.	500 metres
Back Alley at 9 Avenue S.E.	500 metres
9 Street S.W.	500 metres
Service Road East of Elgin Hill (#575)	500 metres
14 Street N.W.	500 metres