



REQUEST FOR QUOTATION

QUOTATION: **Sewer Main Flushing Program 2022-2024**

DATE: **July 26, 2022**

INITIATOR: **Bill Adams, Utilities Manager**

DATE QUOTATION REQUIRED:

YEAR: **2022** MONTH: **August** DAY: **16** TIME: **2:00 PM Local Time**

Submit Quotation via email to: purchasing@drumheller.ca

With the subject line:

"RFQ - Sewer Main Flushing Program 2022-2024"

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.

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 Sewer Main Flushing Program for 2022 - 2024. To manage our sewer line system efficiently, the Town of Drumheller has developed a three year plan for 2022, 2023 and 2024 to remove grit, solids and debris from sewer manholes. The line size is 6” to 18” in diameter, which will take approximately twelve (12) days to complete. The successful contractor will also be required to complete all of the Town of Drumheller’s flushing forms, and finalize video reports. All work must be completed prior to the second weekend in October.

NOTE: Only a Hydro Vac – Sewer Flushing Unit will be accepted for this project.

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**.

The information below is to be completed by the Quotation submitter:

Item	2022	2023	2024
Hourly Rate – Hydro-Vac Flush Truck			
Hourly Rate - Line camera work			
Hourly Rate - Root cutting and/or grease removal			
Travel & Subsistence rate (Per day/Person)			
Availability Dates			

Quotation submission price in effect for _____ 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 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 #8 - 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	60%
References	20%
Qualifications	20%

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.

References:

Total points awarded for the References section - 20%

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:

Total points awarded for the Qualifications section - 20%

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.