



REQUEST FOR QUOTATION

Solicitation# 2023-036-01

QUOTATION: [Supply of One (1) New 2023 128" Wide Area Mower]

DATE: [January 3, 2023]

INITIATOR: [Kevin Blanchett Operations Manager]

DATE QUOTATION REQUIRED:

YEAR: [2023] MONTH: [January] DAY: [31] TIME: 2:00 PM Local Time

Submit Quotation via email to: purchasing@drumheller.ca

with the subject line: "RFQ - Supply of One (1) New 2023 Wide Area Mower"

All submission must be emailed in PDF format and be no larger than 100MB. Zip files will not be accepted.

This Request for Quotation document is comprised of:

1. RFQ General Instructions
2. Schedule A – Evaluation Criteria
3. 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 supply of one (1) new 2023 commercial grade, 128” Wide Area Mower for the maintenance of the Town’s green spaces. All Quotations must include the trade in value for the Town of Drumheller’s existing 2015 John Deere 1600 Wide Area Mower, which has 1,930.8 service hours. It is anticipated that the value from this unit will form an integral part of the purchasing process. Please refer to Schedule B – Technical Specifications for full specification information.

Site Visit:

Interested parties wishing to view the Town of Drumheller’s existing 2015 John Deere 1600 Wide Area Mower to determine a trade in value are welcome to make an appointment to attend the Public Works Yard located at 702 Premier Way, Drumheller from Monday through Friday between 8:00 am and 4:30 pm.

To schedule an appointment, please call Kevin Blanchett, Operations Manager, at 403-820-0675.

The supplier is required to complete all necessary sections of this Request for Quotation.

SECTION #2 - QUOTATION AMOUNT:

All Quotations must be in Canadian Funds, excluding GST.

A - Cost of Mower \$ _____

B - Trade In Value \$ _____

C - Total Cost including Trade In $A - B = C$

\$ _____

Quotation submission price shall be 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. Town of Drumheller Business Licence – to be obtained within three (3) business days upon award of project.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

1. 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.
2. Submissions that do not include the items listed in Section #3 Submission Requirements, and;
3. 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 - 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 #7 – REFERENCES:

The Town of Drumheller must not be listed as a professional reference.

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 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 [2023] 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%
Specifications	25%
Warranty	15%
References	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.

Specifications: 25%

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

Warranty: 15%

Warranty scoring shall be as follows:

1. Warranty Coverage Period
 - i. One-year warranty = 20% of score
 - ii. Two-year warranty = 40% of score
2. Warranty Maintenance work
 - i. The contractor requires the Town to take the equipment for repair
= 20% of score
 - ii. The contractor will come to our shop and complete the repairs
= 40% of score
3. Warranty Timeline

- i. Less than 3 days = 20% of score
- ii. More than 3 Days = 10% of score.

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).

SCHEDULE B – TECHNICAL SPECIFICATIONS

Section B.1 – Technical Specifications Overview:

GENERAL REQUIREMENTS:

The Town of Drumheller invites Quotations for the supply of one (1) new 2023 commercial grade, 128” Wide Area Mower for the maintenance of the Town’s green spaces.

All Quotations must include the trade in value for the Town of Drumheller’s existing 2015 John Deere 1600 Wide Area Mower, which has 1,930.8 service hours. It is anticipated that the value from this unit will form an integral part of the purchasing process.

The supplier is required to complete all necessary sections of this Request for Quotation.

Section B.2 – Technical Specifications Breakdown:

Turbo Charged Specification	Yes	No	Deviation (Attach extra sheets if necessary)
Commercial grade Wide Area Mower suitable for municipal applications			
128” total mower decks, rear discharge mower decks			
Liquid cooled diesel engine approx. 55 gross hp. At 3,000 RPM (please state exact HP)			
Air restrictor indicator			
12-volt electric start			
Displacement of approx. 1955 cc			
Air filter to be Dual-element dry type			
Four (4) Cylinders			
Fuel Type - Diesel			
Fuel Tank Capacity – approx. 22 US Gallons			

Standard Hour Meter			
Closed Loop Hydrostatic Hydraulic Pump			
55-amp alternator			
Hydrostatic transmission			
Two (2) speed transaxles			
Hydrostatic four-wheel drive / On demand 4WD, full time 2WD (specify for your quoted model)			
Differential Lock			
Drive (Rear) Tires – size 26x12-12			
Wet disc brakes			
Dual hydraulic deck lift cylinders			
Height of Cut – 1.0 to 5.5 Inches			
Number of Blades – Sides Two (2) Center Three (3)			
Fuel gauge			
Tilt steering wheel			
Deluxe seat with armrests			
Low oil pressure warning light / Hydraulic oil temperature light			
Folding two post ROPS with Roof			
Slow moving vehicle sign (mounted)			
Warranty (Please state standard warranty)			
Operator Manual			
Shop Manual / Repair Manual (hard copy)			
Filters for fuel / hydraulic / engine oil for Two (2) services			
One (1) additional set of cutting blades			
One (1) spare rear & One (1) spare driver tire mounted on rim			