



Notice to Potential Proponents Request for Quotations

RFQ Date: **March 8, 2023**

RFQ Solicitation **#2023-036-003**

RFQ Title: **Supply of 2.5 Yard Electric Sand and Salt Spreader**

Please review the attached document and submit your Quotation to the email address noted below by the closing deadline of 2:00 pm (as recorded by the receiver) on **April 18, 2023**.

Quotations will not be considered unless:

1. Received by the date and time specified above; and
2. Received at the Email address specified below:
 - a. purchasing@drumheller.ca

Submission by hard copy or Facsimile will NOT be accepted.

Site Meeting Details: No Meeting Required

Deadline for Questions: Must be received in writing (email) prior to 4:30 pm (local time) on April 11, 2023.

Town Contact: Kevin Blanchett
Operations Manager
Town of Drumheller
702 Premier Way
Drumheller, Alberta, T0J 0Y4
purchasing@drumheller.ca



Table of Contents

1.0	Overview.....	3
1.1	Project Background.....	3
1.2	Project Schedule.....	3
2.0	Scope of Work and Submission Requirements.....	3
2.1	Scope of Work.....	3
2.2	Terms and Conditions.....	4
2.2.1	General Information.....	4
2.2.2	Communications During RFQ.....	4
2.2.3	Conflict of Interest.....	4
2.3	Submission Requirements.....	4
2.3.1	Quotation Submittal Location.....	5
2.3.2	Quotation Submittal Format.....	5
2.3.3	Amendment of Quotations.....	5
2.3.4	Withdrawal of Quotations.....	5
3.0	Evaluation Process.....	5
3.1	Overview.....	5
3.2	Scoring Template.....	6
3.2.1	Technical Quotation Evaluation.....	6
3.2.2	Cost Quotation Evaluation.....	6
3.3	Review by Committee.....	6
3.4	Clarifications.....	6
3.5	Evaluation Results.....	7
4.0	Town of Drumheller Responsibilities.....	7
4.1	General.....	7
5.0	Contract Details.....	7
5.1	Insurance.....	7
5.2	Payment.....	7
	Appendix A: Submission Details.....	8



1.0 Overview

1.1 Project Background

The Town of Drumheller invites quotations for the supply and delivery of one (1) new 2023 model 2.5 cubic yard Electric Sand and Salt Spreader. Delivery will be made to the Public Works Yard located at 702 Premier Way, Drumheller, Alberta.

Proponents may choose to provide Optional Pricing for mounting the spreader onto the Town vehicle in Appendix A – Cost Submission Form.

1.2 Project Schedule

The schedule for this project is as follows:

Item	Date
RFQ Issuance	March 8, 2023
Deadline for Questions	April 11, 2023 at 4:30 pm
Closing Date	April 18, 2023 at 2:00 pm

2.0 Scope of Work and Submission Requirements

2.1 Scope of Work

The general supply and deliverable for this project is:

- a. Supply and delivery of one (1) new 2023 model 2.5 cubic yard Electric Sand and Salt Spreader

Optional Pricing may be provided for:

- b. Mounting the spreader onto the specified Town vehicle

The scope of work for this Quotation shall include but is not limited to:

1. Spreader – independent Electric Motors
2. 3/4 HP Conveyor Chain Motor
3. 1/2 HP Spinner Motor (state size)
4. 108” Polyethylene Hopper (state thickness)
5. 2.5 cubic yard Capacity
6. Hopper width (state)
7. 18-inch Spinner able to cast materials 2 to 25 feet (state both)
8. Chain Driven Conveyer
9. Top Mounted Screen
10. Stainless Steel Frame
11. Swing up spinner
12. Vibrator Kit
13. Weight of Spreader (state)
14. Fork Pockets on the Spreader Unit
15. Two (2) Wireless Remote Controls for operating the Spreader
16. Tie Down Hooks included



17. Delivery Date (state)
18. Warranty Details (state)

2.2 Terms and Conditions

2.2.1 General Information

Proponents should structure their Quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a Quotation should reference the applicable section numbers of this RFQ.

All Quotations are to be in English only.

Any information provided through the RFQ, and associated Addenda, is for information only and does not guarantee the accuracy of information or quantities. It is the Proponent's responsibility to obtain all the information necessary to prepare a Quotation in response to this RFQ.

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its Quotation, including, if applicable, costs incurred for interviews or demonstrations.

2.2.2 Communications During RFQ

Proponents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing by email to the RFQ Contact on or before the Deadline for Questions. Information sent to any individual other than the RFQ Contact will be deemed as not received and a response will not be provided.

Submitted queries will be answered by Addendum only. Questions may be answered in part, or in whole, at the discretion of the Town and not all queries will be responded to if deemed to not be relevant to the RFQ submission.

If an Addendum is issued following the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

2.2.3 Conflict of Interest

A Proponent may not have a direct or perceived Conflict of Interest with submitting a response to this RFQ. This includes, but is not limited to: having access to confidential information not available to other proponents; communications with any person with a view to influencing preferred treatment in the RFQ process; or engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process.

The Town may disqualify a proponent for any conduct, situation or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

2.3 Submission Requirements

Proponents are expected to submit the following:

1. Cost Submission Form (Appendix A)
2. Professional References
3. Warranty Period
4. Delivery Timeline
5. Town of Drumheller business licence - to be obtained within three (3) business days of award (can be prorated)



For Optional Pricing only:

6. Labour and Equipment rates
7. Workers Compensation Board (WCB) Coverage Letter
8. Proof of Commercial Liability Insurance
9. Provide a copy of COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association. A copy of the safety policy and a copy of the table of contents of the safety manual may be submitted in lieu of COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association

2.3.1 Quotation Submittal Location

Quotations must be submitted by email to:

purchasing@drumheller.ca

2.3.2 Quotation Submittal Format

Proponents should submit one (1) electronic copy, in PDF format. Submissions must be a maximum of 100 MB in total size. Zip files will not be accepted. The body of the email should not indicate the details of the Quotations, specifically the costs submitted. The title of the email and PDFs should be as follows:

RFQ SUBMISSION - [COMPANY NAME] – [PROJECT NAME]

2.3.3 Amendment of Quotations

Proponents may amend their Quotations prior to the submission deadline by submitting the amendment in an email with RFQ title as set out above. Any amendment should clearly indicate which part of the Quotation the amendment is intended to amend or replace.

2.3.4 Withdrawal of Quotations

At any time throughout the RFQ process until the execution of a written agreement, a proponent may withdraw a submitted Quotation. To withdraw a Quotation, a notice of withdrawal must be sent to the RFQ contact and must be signed by an authorized representative of the proponent. The Town is under no obligation to return withdrawn Quotations.

3.0 Evaluation Process

3.1 Overview

The Town of Drumheller reserves the right to accept/reject any or all Quotations in whole or in part. Proponents may be required to provide supplementary information after the closing date to support their Quotation, when requested by the Town. The highest scoring or any Quotation will not necessarily be awarded. The lowest cost or any Quotation will not necessarily be awarded.

No proponent shall have any claim for any compensation of any kind whatsoever (including, without limitation, the cost of preparing and submitting the bid, and any anticipated profits and contributions to overhead) against the Town as a result of participating in this process, and by submitting a bid each Proponent shall be deemed to have agreed that it has no claim. For greater certainty, the Proponent hereby waives any claim for damages or costs of any nature against the Town (including, without limitation, the cost of preparing and submitting the bid, and any anticipated profits and contributions to overhead) arising out of the Town's use of its discretion under the bid documents, and the Project Manager's advice to the Town.



3.2 Scoring Template

Quotations will be evaluated in two (2) parts. The Cost portion of the Quotation will be weighted the highest with the Technical portion having a lesser impact on the scoring.

Details are as follows:

Item	Weighting
Technical Quotation (specifications, warranty, safety, references)	30
Cost Quotation	70

3.2.1 Technical Quotation Evaluation

Technical Evaluation Criteria		
Specifications	10	
Warranty	10	
Safety	5	
Professional References	5	
Technical Evaluation Total		30

3.2.2 Cost Quotation Evaluation

The cost Quotations will be evaluated as follows:

Cost Evaluation		
Cost Calculated Score	Calculation to be adjusted to include only the Companies which pass the technical evaluation. $\text{Score} = (\text{Lowest Cost Submission} / \text{RFQ Cost of Services}) \times 70$	70

3.3 Review by Committee

All Quotations will be evaluated through a comprehensive review and analysis by an evaluation committee.

The Evaluation Committee may, at its sole discretion, retain additional committee members or advisors.

The intention of the Evaluation Committee will be to select one Quotation which in its opinion meets the Town's requirements under this RFQ and provides a satisfactory overall value to the Town.

By responding to this RFQ, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

3.4 Clarifications

As part of the evaluation process the Evaluation Committee may make requests for further information with respect to the content of any Quotation and/or to ascertain the understanding and responsiveness of the Proponent and to any of the project information and requirements.

The Evaluation Committee may request further information from one or more Proponents and not from others.



3.5 Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made for award. Quotation evaluation results should be the property of the Town and will not be shared with any proponents.

Proponents should be aware that Council and individual Councillors have the right to view the responses provided that their requests have been made in accordance with the Town's procedures.

4.0 Town of Drumheller Responsibilities

4.1 General

The Town's staff will provide assistance to the successful Proponent by reviewing all submitted documents within approximately one week of receipt, depending on the magnitude of the submission.

The Town will designate a Project Manager to this project upon completion of the evaluation of the RFQ and award of the project.

Best efforts will be made by the Town to provide relevant and available past documents to assist in the success of the project.

5.0 Contract Details

5.1 Insurance

The Town of Drumheller requires that all Quotations which provide the Optional Pricing for mounting the spreader onto the Town vehicle include proof of \$ 5,000,000.00 Commercial Liability Insurance.

5.2 Payment

Payment for services will be made in a timely manner following receipt of the invoices subject to the invoice being submitted in an acceptable format and without conflicts to the original agreement. Payment will only be made on approved invoices as deemed by the Town of Drumheller.

For labour costs, payment will be on a time basis at approved hourly rates to the Upset Limit for each deliverable to be provided by the successful Proponent.

Payments for disbursements will be pro-rated based on the value of the work performed during a billable period.

For the Unit Price deliverables, payment will be at the unit price for each deliverable provided. The Town will determine how many of the "units" are required, once the project has progressed sufficiently to make the decision.

Prices and staff rates submitted in a Quotation are to be firm for the duration of the RFQ process and the term of any resulting Agreement. Rates shall be inclusive of all burdens or deductions as applicable to the work.

All invoices must clearly show GST as a separate value and GST "registrant" number indicated.

The Town shall not be responsible for any unauthorized additional costs.



Appendix A: Submission Details

The following form must be filled out in its entirety and signed by a representative authorized by the company to do so. Scopes of work which are not being bid on should be indicated so by writing “scope not included” within the price column of the bid form.

Values indicated below consist of all necessary equipment, materials, labour and associated costs to complete the work in their entirety.

Company Name: _____

Addenda #s Received: _____

Project Costs:

Item	Task/Description	Qty	Unit	Unit Price	Total
1.0	Supply of one (1) new 2023 model 2.5 cubic yard Electric Sand and Salt Spreader	1	LS		
	Delivery of one (1) new 2023 model 2.5 cubic yard Electric Sand and Salt Spreader	1	LS		
PROJECT TOTAL					

Item	Optional Pricing	Qty	Unit	Unit Price	Total
2.0	Mounting the spreader onto the Town’s vehicle	1	LS		
PROJECT TOTAL					

The above prices are excluding GST.

NOTE: Each scope of work is mutually exclusive of the other and the Town reserves the right to award some or all of the scopes of work.

Item	Supply & Delivery of one (1) new 2023 model 2.5 cubic yard Electric Sand and Salt Spreader	Specify
1.0	Product Warranty (please specify):	
1.0	Estimated Delivery Date (please specify):	

Item	Mounting the spreader onto the Town’s vehicle	Specify
2.0	Estimated Completion Date (please specify):	



References

List up to three (3) previous projects of similar scope and/or value for reference.

Project	Value	Contact Name	Contact Phone/Email

Company Certification:

The following verifies that the information provided with this submission is accurate and inclusive of all requirements of the Request for Quotation. The document must be signed by an authorized representative of the company in order to be accepted for consideration.

Company Name: _____

Address: _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____