



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 14-2021-08-E

Road Snow Removal Services

RFQ ISSUE DATE: October 6, 2021

SUBMISSION DEADLINE: October 20, 2021

Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the “Town”) is requesting a Quotation from qualified individuals and/or businesses for the delivery of Road Snow Removal Services for the municipality during the 2021/22 winter season.
- 1.2 General information is available from the Department of Infrastructure, Town of Drayton Valley, 5120-52nd Street, Drayton Valley, AB.
- 1.3 **Submissions will be accepted at the Town until 2:00:00 p.m. Alberta time, on October 20, 2021.**
- 1.4 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5120-52nd Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Quotation
Road Snow Removal Services
Town of Drayton Valley**

- 1.5 Submission inquiries are to be directed to:

Owen Olynyk
General Manager of Infrastructure
Town of Drayton Valley
Email Address: oolynyk@draytonvalley.ca

- 1.6 SUBMISSION PROCESS

- 1.6.1 Submission of Quotation

- a. The Proponent shall submit three (3) copies of its Quotation with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent’s name and the RFQ title up to the Submission Deadline set out on the date and at the location shown on the title page of this RFQ.
- b. The Proponent can also submit one (1) copy of its proposal with all accompanying schedules, appendices or addenda in a digital format via email.
- c. Quotations received after the Submission Deadline or in locations other than the address indicated, will not be accepted. The Town may elect to extend the Submission Deadline.
- d. Amendments to a Quotation may be submitted if delivered in writing prior to the Submission Deadline in a sealed envelope or package, marked with the Proponent’s name and the RFP title.
- e. Quotations may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Submission Deadline.
- f. All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Proponent after the Submission Deadline, will be borne solely by the Proponent.

1.6.2 Conflict of Interest

By submitting a Quotation, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

1.6.3 Evaluation of Quotations

- a. Quotations will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein. The evaluation will consist of two stages:
 - i. Stage 1 will consist of evaluating the Mandatory Requirements. If the Submission meets the Mandatory Requirements, the Submission will continue to Stage 2.
 - ii. Stage 2 will consist of evaluating the Submission based on the Evaluation Criteria outlined in Section 1.6.4.
- b. After completion of Stage 2, the Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
- c. The Town may elect to enter into negotiations with the leading Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.
- d. All sub-contractors of the Proponent will be included in the evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

1.6.4 Evaluation Criteria

Quotations will be evaluated for their adherence to, interpretation of and response to the request as set out in this document. The following established criteria will be used:

- a. Mandatory Criteria
 - i. Workers Compensation Board (WCB) clearance letter; and
 - ii. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) and;
 - iii. Proof of Liability Insurance of \$2,000,000 minimum.
- b. Evaluation Criteria
 - i. Access of required equipment as stipulated;
 - ii. Snow management operations related experience;
 - iii. Team expertise: key personnel experience and certifications;
 - iv. Methodology: proposal conveys the Proponent’s intent in a clear and concise manner; and
 - iv. Co-ordination: past performance of work with the Town on previous projects/contracts.

1.6.5 Acceptance and Rejection of Quotations

- a. Notwithstanding any other provision in the Quotations documents, the Town has in its sole discretion, the unfettered right to:
 - i. accept any compliant Quotations;
 - ii. reject any Quotations;
 - iii. reject all Quotations;
 - iv. accept a Quotation which is not the lowest priced Quotation based on compliance or past performance with the Municipality;
 - v. reject a Quotation even if it is the only Quotation received by the Town;
 - vi. split the Services between one or more Proponents.
- b. All Quotations shall be irrevocable and remain open for acceptance for at least sixty (60) days after the Submission Deadline, whether or not another Statement of Qualifications has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFQ at any time.

1.6.6 The Timeline for the RFQ process is as follows:

- a. RFQ issued – October 6, 2021;
- b. RFQ closes – October 20, 2021;
- c. Presentations (if applicable) –
- d. Completion of evaluation process and award – October 22, 2021; and
- e. Signing of Services Agreement– October 25, 2021.



Section 2.0 - REQUIREMENTS

2.1 Description of Work

The Municipality uses their own resources to conduct winter road maintenance activities including, but not limited to snow plowing, hauling snow, snow removal, spreading salt and maintaining the snow dump. As demand fluctuates due to operational and environmental conditions, the Municipality may elect to hire equipment and services to supplement capacity. The purpose of this RFQ is to request quotes for the provision of snow removal and miscellaneous winter maintenance services on an as required basis for the Municipality. Selected contractor will be required to provide approved equipment and qualified operators to perform work, as directed by the Municipality.

There is no guarantee of volume of work under this contract and the Municipality reserves the right to use their own equipment and staff when and where required. The Town also requires the successful proponent to be able to mobilize within twenty-four hours after a snow event if called upon by the Infrastructure or Public Works Departments.

****Please note that this is separate from the independent snow haulers registration****

2.2 Location

Various roads and Town facility parking lots in Drayton Valley, Alberta.

2.3 Available Information:

The Town can supply the following information and materials:

- a. List of relevant equipment required for services and price schedule form

2.4 Minimum Quotation Requirements

Each Quotation shall contain the following information:

- a. a description of the Proponent's services, including related experience with snow management operations;
- b. hourly unit price quotations;
- c. In order to bid on each unit rate, the Proponents must own/lease the piece of equipment, as listed below, at time of bid submission, procuring equipment contingent on award of contract will not be acceptable;
 - Motor Graders with minimum weight of 19,000kg to maximum of 24,000kg
 - Dozer with minimum of 175HP to maximum of 300HP(U-blade with wings preferred)
 - Loader with minimum 2.5 cubic metre bucket capacity to maximum 4.5 cubic metre bucket capacity
 - Loader-mounted Snowblower with minimum operating capacity of 1600 tonnes per hour
- d. WCB clearance letter, COR or SECOR certificate, and proof of liability and automobile insurance coverage of minimum \$2,000,000.

2.5 Terms and Conditions

- a. The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- b. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.
- c. The RFQ and the completed Quotation including the Price Form of the successful Proponent will become Schedules of the Services Agreement.
- d. The Services Agreement will be for a negotiated term with the Town, and, at the Town's discretion, for an additional term.
- e. The Services Agreement will include, but may not be limited to, the following:
 - i. the start-up date identified by the Proponent in the quotation, and accepted by the Town;
 - ii. the Proponent will be expected to perform Road Snow Removal Services for the winter season, subject to the provision that the Town will have the ability to amend the operation of the service for the following purposes:
 - o to revise schedules; and
 - o to operate evening or weekend service; and
 - o to mobilize within twenty four hours of a snow event;
- f. The Proponent shall provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for himself/herself and his/her employees and a copy of his/her liability insurance with respect to his/her vehicle(s).
- g. The successful Proponent is required to have a valid Town of Drayton Valley Business License, as well as any necessary Development and/or Building Permits, prior to Agreement execution.

Section 3.0 - SUBMISSION FORM



**REQUEST FOR QUOTATION SUBMISSION
Road Snow Removal Services
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Proponent's Name: _____

Address _____

Mailing Address (if different from above) _____

Telephone: _____ Fax: _____

Key Contact Person: _____

Telephone (if different from above) _____

Email: _____

The undersigned Proponent, having carefully read and examined the RFQ, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFQ and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Print Name and Title

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REQUIRED DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Quotations, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- _____ 1. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*. The Proponent warrants that it is in good standing as to all WCB assessments and requirements. A copy of the WCB clearance letter is attached.

- _____ 2. Safety certification and evidence of established safety program. Include a copy of the Certificate of Recognition (COR) or SECOR from the *Alberta Construction Safety Association* and a copy of the Table of Contents of the Proponents Safety Manual.

- _____ 3. Proof of Comprehensive or Commercial General Liability and Automobile Liability Insurance with limit not less than \$2,000,000.

- _____ 4. Brief description of Proponent's company, purpose, and history of successes including information on size of organization, number of service providers, and staff employed.

- _____ 5. Information on relevant snow management operations experience performed. Indication of the number and size of other municipalities where like services have or are currently being provided.

- _____ 6. Identification of requested equipment to be assigned to this Agreement, setting out their capacities, makes, models, age, and machine hours.

- _____ 7. Completion of the price list of the fees for all the services, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.

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SCHEDULE OF PRICES

The Contractor must supply actual hourly rates (including operator and all operational costs) for the equipment listed below that the Municipality requires for Road Snow Removal Services. List make, model, year, and amount of hours for equipment to be utilized in the price schedule listed below. Reference to other rate sheets or documents will be considered non-compliant and incomplete.

Type	Make	Model	Year	Operating Hours	Rate per Hour
Snowblower 1600tonne/hour					
Grader 19000-24000kg					
Bulldozer 175HP-300HP					
Loader 2.5m3-4.5m3					

Confidential Information of Respondent

A proponent should identify and indicate any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to the selection committee responsible for the purpose of evaluating and selecting the successful proponent.