



REQUEST FOR PRE-QUALIFICATION (RFPQ)

RFQ NUMBER: 2026-04-E

Prequalification for Electrical Services

RFPQ ISSUE DATE: February 10, 2026

SUBMISSION DEADLINE: March 5, 2026

Section 1.0 – REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the “Town”) is requesting submissions from qualified vendors with the objective of establishing a qualified contractor list for a variety of Electrical Services, as outlined in Section 2.0, for the 2026 calendar year. Interested proponents are invited to submit an Application for all or their select choice of their offered services.
- 1.2 This RFPQ is not a competitive bidding process nor is it an invitation to bid. By this document, the Town intends to reserve to itself, absolute and unfettered discretion to invite, consider and analyze the submissions, select qualified contractors and issue a competitive bidding document or negotiate directly with one or more pre-qualified contractors as the Town deems desirable.
- 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 Center Building, 5120-52nd Street, Drayton Valley, AB. Hard-copy submissions must be in a sealed envelope and clearly marked as:

**Request for Pre-Qualification
Electrical Services
Town of Drayton Valley**

- 1.5 Submission inquiries are to be directed to:

Colin Loose
Public Works Manager
Town of Drayton Valley
Email Address: cloose@draytonvalley.ca

1.6 SUBMISSION PROCESS

1.6.1 Submission of Application

- a. Proponents may submit two (2) copies of its Submission with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent’s name and the RFPQ title up to the Submission Deadline set out on the date and at the location shown on the title page of this RFPQ with all accompanying schedules, appendices or addenda.
- b. Alternatively, Proponents may submit one (1) digital format .pdf file of its submission prior to the Submission Deadline set with all accompanying schedules, appendices or addenda via email to the procurement contact identified in Section 1.5. Proponents opting to submit their applications digitally will be responsible for confirming receipt with the procurement contact. The Town will not be held liable for undelivered applications.
- c. Submissions 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 Submission 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 RFPQ title.

- e. Submissions may be withdrawn by written notice only, provided such notice is received at the delivery location as indicated in Section 1.4 prior to Submission Deadline.
- e. All costs associated with the preparation of the submission, including any costs incurred by the Proponent after the Submission Deadline, will be borne solely by the Proponent.

1.6.2 Confidentiality of Responses

All information and records submitted in response to this RPFQ may be disclosed to the public in accordance with Alberta's Access to Information Act (ATIA). The Issuer may release all or part of a Proponent's submission, including in response to an access-to-information request, unless disclosure is prohibited under the ATIA or any other applicable legislation. The ATIA establishes a right of access to records held by public bodies, subject to specific and limited exceptions as set out in the Act.

Proponents are advised that the Issuer cannot guarantee confidentiality of any portion of a submission. Proponents who believe specific sections contain confidential, proprietary, or commercially sensitive information should clearly mark those sections and provide a brief explanation. Marking information as confidential does not, on its own, prevent disclosure; decisions will be made according to the ATIA.

1.6.3 Conflict of Interest

By submitting an Application, 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.

1.6.4 Evaluation of Qualifications

- a. Submissions will be subject to meet minimum requirements in order to be accepted as a qualified vendor for Electrical Services with the Town of Drayton Valley. These mandatory requirements are:
 - i. Workers Compensation Board (WCB) clearance letter;
 - ii. Clear breakdown of offered services with declared cost of services for the 2026 calendar year;
 - iii. Copies of current, valid certifications/qualifications/professional designations of all key personnel;
 - iv. Certificate of Recognition (COR) / Small Employer Certificate of Recognition (SECOR) or alternatively provide the vendor's safety program documentation;
 - v. Proof of Commercial General Liability and Automobile Liability Insurance in the amount of \$5,000,000.00 minimum;
 - vi. An overview of the applicant's experience and references; and
 - vii. Resumes and list of credentials for the key personnel of the organization.
- b. Upon meeting the minimum requirements, vendors will be added to a qualified vendor list for Electrical Services with the Town of Drayton Valley. Additional

evaluations of the accepted applications for consideration during the 2026 calendar year will include:

- i. Vendor's experience, qualifications/certifications/professional designations;
- ii. The quality of the Vendor's safety program;
- iii. Price of individual services; and
- iv. The Town's previous experience with the vendor.

1.6.6 Acceptance and Rejection of Submissions

- a. Notwithstanding any other provision in the Submission documents, the Town has in its sole discretion, the unfettered right to:
 - i. accept any Submissions;
 - ii. reject any Submissions;
 - iii. reject all Submissions;
 - iv. accept a Submission which is not the lowest priced Submission;
 - v. reject a Submission even if it is the only Submission received by the Town; and
 - vi. split the Services between one or more Proponents.
- b. The Town is not under any obligation to award a Contract and may elect to terminate this RFQ at any time.

1.6.7 The Timeline for the RFQ process is as follows:

- a. RFQ issued – February 10, 2026;
- b. RFQ closes – March 5, 2026; and
- c. Notification of Results – March 13, 2026

Section 2.0 – REQUIREMENTS

2.1 Description of Work

The nature of work consists of arborist services including but not limited to:

- a. Building/facility electrical repair/service
- b. Outdoor/commercial electrical repair/service
- c. Electrical pump and/or motor repair/service
- d. Aerial platform services
- e. Traffic light electrical minor repair/service
- f. Fire alarm services/testing

The preceding list of electrical services are not guaranteed to be procured in 2026 but rather are intended to provide reference to the types of services the Town may require. The Town cannot guarantee the volume of work required. Regardless of whether a proponent is successful in the pre-qualification as a qualified vendor, the Town makes no warranties that any work will be awarded.

2.2 Pre-Qualified Vendor Expectations, Terms and Conditions

- a. Pre-qualified vendors and all of their staff must participate in Prime Contractor training with a Town representative for a 30 minute duration. This designation is valid for a period of 1 year.
- b. Pre-qualified vendors must accept the Prime Contractor designation for the duration of any and all work performed for the Town.
- c. Pre-qualified vendors may not misrepresent themselves as being a representative of the Town except in the manner expressly granted to them during active work with the Town.
- d. Pre-qualified vendors must display a professional image at all times when working on behalf of the Town of Drayton Valley.
- e. Pre-qualified vendors are not automatically precluded from being requested to enter a service agreement for work offered by the Town.
- f. Pre-qualified vendors will be required to maintain their declared fees with the Town for the 2026 calendar year.
- g. Pre-qualified vendors will be required to adhere to all applicable codes, legislation, laws and regulations. These include but are not limited to the *Canadian Electrical Code*, the *Alberta Electrical Utility Code* and the *Occupational Health and Safety Act*.
- h. Pre-qualified vendors are required to report safety reports, near misses, damage and incidents to the department manager and the Health and Safety Manager while engaged in work with the Town.
- i. Pre-qualification status may be revoked by the Town at any time due to circumstances including but not limited to unsatisfactory performance, breach of terms or conditions as outlined in this RFPQ, significant change to the vendor's experience or safety qualifications, or due to incidents reflecting poorly on the Town's public image. The Town reserves the right to revoke pre-qualification status for any reason whatsoever.

Section 3.0 - SUBMISSION FORM



REQUEST FOR PRE-QUALIFICATION SUBMISSION
Prequalification for Electrical 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 RFPQ, 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 RFPQ and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Print Name and Title

REQUEST FOR QUALIFICATION SUBMISSION
Prequalification for Electrical Services
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REQUIRED DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Submission, 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 \$5,000,000.
- _____ 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 experience performed during the last ten (10) years. Indication of the number and size of other municipalities where like services have or are currently being provided if applicable.
- _____ 6. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibilities, qualifications, and relevant experience.
- _____ 7. Submission of a detailed price list of the fees for all the services offered during the 2026 calendar year.