



REQUEST FOR QUOTATION

QUOTATION: [Utility Cold Storage Building Supply & Construction]

DATE: [March 18, 2022]

INITIATOR: [Kevin Blanchett, Operations Manager]

DATE QUOTATION REQUIRED:

YEAR: [2022] MONTH: [April] DAY: [5] TIME: [2:00 PM Local Time]

Submit Quotation in a clearly marked and sealed envelope to the attention of:

Procurement Department
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J0Y4

"RFQ - Utility Cold Storage Building"

This Request for Quotation document is comprised of:

- RFQ General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications

If you do not have all of these components the RFQ package is incomplete - please contact the Initiator.

The Town of Drumheller will NOT accept electronic submissions.

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:

1. The Town of Drumheller invites Quotations for the supply and construction of a 60' Wide x 100' Long Wooden Post Frame Utility Cold Storage Building, with a ceiling height of 16' to be constructed at the Town of Drumheller, Public Works yard, located at 702 Premier Way.
2. As part of the Scope of Work, plans and engineered stamped drawings are required within five (5) day of project award.
3. The Town will be responsible for:
 - requesting utility locates
 - requesting building permits
 - providing copies of utility locates and building permits to the contractor prior to construction
 - providing a level work site
 - providing ¾' gravel for post hole backfill and interior base.

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.

Total Cost \$ _____

Quotation submission price in effect for _____ days from date of acceptance from the Town of Drumheller.

Delivery Timeline: Supply and delivery will take place _____ days after award.

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 #7 - 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: Kevin Blanchett, Operations Manager

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	50%
References	10%
Safety	15%
Qualifications	15%
Specification	10%

Section A.2 – Evaluation Criteria Definitions:

Cost:

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:

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).

Safety:

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 – Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied

list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

Qualifications:

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.

Specifications:

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

SCHEDULE B – TECHNICAL SPECIFICATIONS

Specifications:

Foundation and Uplift Requirements:

- Concrete post Plugs with 25MPA concrete
- ½" Rebar cross pins
- Concrete dry-mix @ 4 bags per hole

Posts:

- All sections of posts shall be pressure treated when buried
- All Posts shall be set into the ground at least 6' or be determined by the engineered drawings
- End wall posts shall be 4 ply 2x6 at 8' centers.
- Sidewall posts shall be 4 ply 2x6 at 4' centers
- Door posts shall be 6 ply 2x6

Walls:

- Exterior walls shall be strapped with 2x6 at 24" on Centers with a bottom Treated 2x8 Scream board
- An LVL wood beam will be used as a top header for the 16' wide x 14' high Overhead Sectional Metal Roll-up Metal door

Wall Metal Cladding:

- Duraclad by Westform Metals 29-gauge high tensile strength
- Color to be determined by the Town of Drumheller
- Fasteners shall be #14 – 1 1/4 "metal screws
- Contractor to supply and install all metal flashings

Roof System:

- Engineered Truss system @ 48" On Center
- 9 inch Heal
- 4/12 pitch
- bolted to wall framing as per Truss specifications
- 2x6 purlins at 24" on centers
- Truss bracing as per manufactures requirements

Roof Metal Cladding:

- Duraclad by Westform Metals 29-gauge high tensile strength
- All roof fasteners shall be #14 x 1 ¼ inch metal screws
- Contractor shall supply and install all required metal flashing
- Provide Ridge ventilation
- Provide Polycarb light panels on both sidewalls 2" High, 24" down from the Eaves line

Doors and Door Hardware:

- One 14' High x 16' Wide TD 134 Steelcraft Overhead Sectional roll up door, c/w spring and chain assembly for manual opening
- Overhead door shall have windows in one section, placed at a location determined by the Town of Drumheller
- Two - 3/0 Commercial walk-in Steel man doors, c/w steel frames, dead bolts, lever handle and top door stop chain