

Request for Quotation (RFQ)

RFQ- 2023-FCEM-001

Foothills Cemetery Flowerbed Edging

Submission Package



Date of Issue: April 24, 2023

Submission Due: **May 15, 2023 at 12pm local time**

April 24, 2023

Reference:

**Request for Quotation (RFQ)
Foothills Cemetery Flowerbed Edging
RFQ- 2023-FCEM-001**

Location: Foothills Cemetery

SE 18-20-2 W5M, 176044 402 Ave W

Foothills County is the managing partner of the Foothills Cemetery is seeking quotations from qualified and experienced contractors who can install concrete Flowerbed Edging in the Foothills Cemetery at the above location.

Firms able to commit the necessary manpower and equipment for this contract must submit their digital quotation by email to Johanna Kortenschyl-Allan, Public Lands Community and Recreation Coordinator Johanna.kortenschyl-allan@FoothillsCountyAB.ca no later than **May 15, 2023 at 12pm local time.**

Submissions to include a title page; letter of introduction; proponent qualifications; and completed submission package. The submission email to include the RFQ number in the subject line. Any addenda to the submission package will be posted on the Foothills County Website www.FoothillsCountyAB.ca and the Alberta Purchasing Connection.

Once submitted, RFQs will be reviewed with a contract and/or contracts being awarded. Successful proponent(s) will be required to enter into contract service agreement(s) with the Foothills County for an anticipated completion of the project by **July 15, 2023.**

ON-SITE MEETING

An on-site meeting will be held on **May 9, 2023 at 10am** in the Highlands of the Foothills Cemetery to review the site. Registration deadline for the on-site review is **May 5, 2023 at 4pm** to cemetery@foothillscountyab.ca . Attendance is required.

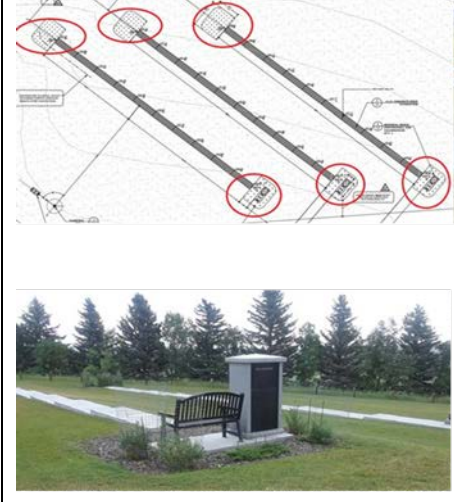


INQUIRIES

Inquiries are to be emailed to Candace Rogers, cemetery@FoothillsCountyAB.ca . All inquiries to be emailed and received by the County before or no later than **May 10, 2023 at 4pm.**

The County may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on www.purchasingconnection.ca and www.foothillscountyab.ca or may choose not to reply to any inquiry.

SCOPE OF WORK

The successful contractor(s) will be the Prime Contractor(s) to install flowerbed edging to add to the aesthetics of the cemetery. Scope of work to include preparation of site; installation of concrete edging material around six flowerbeds (~45 linear feet each) to stop grass encroachment to delineate the beds; top dress disturbed area in work zone with topsoil; reseed the work zone with Dura Green; and work zone cleanup.

		 <p>Mower's Edge Profile Minimizes edging - designed to run the wheel of a push mower along the edge. 6" W x 4" H</p>
Existing site		The edging to be a mower's edge profile 6"W x 4"H as shown above

CONTRACTOR QUALIFICATIONS

- Must hold an active, or be able to obtain a Foothills County Business Licence.
- Must possess a valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). An equivalent OHS safety program may be considered.
- Contractor must be in good standing with WCB. **All employees of contractor's company must have WCB coverage.**
- The contractor will agree that he/she is, and assumes, all of the responsibilities of the Prime Contractor as defined by Occupational Health and Safety Act.
- Hold and maintain **general liability insurance** in an amount not less than **\$5,000,000** inclusive per occurrence with Foothills County identified as additional insured.
- Hold and maintain **automobile liability insurance** on all vehicles owned, operated or licensed in the name of the Contractor (or Sub-Contractor) in an amount not less than **\$2,000,000.**
- Have access to, but not limited to the necessary equipment required for the scope of work.
- Have experienced equipment operators to provide work in the tight space of the work zone.
- Successful proponent(s) are required to enter into contract services agreement(s) and provide current proof of qualifications.

CONDITIONS

The items shown in this RFQ may not be complete and are only being used for the purpose of comparing bids.

The prices quoted shall bear a proper relationship to the value of the work provided. **Costs for the project are to be submitted line by line as per the schedule of project costs.**

Foothills County reserves the right to:

1. Accept or reject any or all quotations and to waive irregularities and informalities at its discretion;
2. Accept a quotation other than the lowest quotation without stating reasons;
3. Enter into negotiations with bidders on any or all aspects of their quotation;
4. Accept any quotation in whole or in part without prior negotiation;
5. Cancel and / or re-issue the RFQ at any time;
6. Cancel or place a hold contract progress or completion based on Provincial approvals.
7. Retain funds in accordance with the "Builder's Lien Act"
8. Award one or more contracts, and;
9. Retain all quotations submitted in response to this RFQ.

By submitting its bid, the Bidder waives any right to contest, in any legal proceeding or action, the right of Foothills County to award the work to whomever it chooses in its sole and unfettered discretion and for whatever Foothills County deems appropriate. Without limiting the generality of the foregoing, Foothills County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the Bidder, or lack thereof;
2. The results of any reference check done by the Municipality;
3. Information relating to the financial state of the Bidder, however obtained;
4. Notification requirement for as needed contract services;
5. Availability to commence as needed contract services.

PROPONENT'S INFORMATION

Company Name: _____

Contact Name: _____

Contact Title with Company: _____

Contact Phone Number: _____

Contact Email Address: _____

Contractor's GST Number: _____ (mandatory)

Contractor's WCB Number: _____ (mandatory) *

Contractor's COR/SECOR Number: _____(mandatory)

***All employees of the contractor must have W.C.B. coverage.**

Special Note: A valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) is a mandatory requirement attribute under this proposal. An equivalent safety program that complies with OHS may be considered. The Contractor shall be recognized as the Prime Contractor and assume all responsibilities of the Prime Contractor as defined in the Alberta's Occupational Health and Safety Act.

Costing for RFQ 2203FCEM001 Flowerbed Edging Project

	Detail	Cost per item	Total
Mobilization/demobilization			
Linear feet of edging			
Extruded or formed concrete			
Depth of and type of base material			
Remediate 3" topsoil to disturbance area in work zone			
Reseeding grass	Dura Green: 40% <i>Creeping Red Fescue</i> 30% <i>Fiesta 3 Perennial Ryegrass</i> 20% <i>Annual Ryegrass</i> 10% <i>Kentucky Bluegrass</i>		
Total Cost			
Anticipated start date			
Anticipated end date <i>(to be completed by July 15/2023)</i>			
Curing time			
Warranty Details			

References:

Work Reference (company)	Contact Name (person)	Phone Number and email address	Work Performed

Subcontractors that may be considered for used in this project:

Subcontractor	Contact Name (person)	Phone Number and email address	Work Performed

Applying Contractor Contact Information:

Contractor Business Name: _____

Contact Name: _____

Contact Position: _____

Contact Phone Number(s): _____

Contact email: _____

Contact Mailing Address: _____

AUTHORIZED COMPANY REPRESENTATIVE SIGNATURE

DATE:

For clarification on the submission package, please contact the undersigned by email at your convenience.

Regards,
Candace Rogers, Cemetery Specialist
Foothills County
cemetery@FoothillsCountyAB.ca

The personal information collected under Section 33c of the FOIP Act will be used in regards to this submission package. If you have any questions please contact Foothills County at 403 652 2341.