

Request for Quotation (RFQ)

RFQ-2023FCEM003

**FOOTHILLS CEMETERY HYDROVAC SERVICES
(Contract)**

Submission Package



Date of Issue: August 10, 2023

Submission Due: **September 8, 2023** *2:00pm local time*

Posted August 10, 2023

**Reference: Request for Quotation (RFQ)
RFQ-2023FCEM003 Foothills Cemetery Hydrovac Services (Contract)**

Location: Foothills Cemetery
Location: Plan 741 0743 BLK A 1 SE 18-20-02 W5 Rural Address 176044 402 Ave. W
West of the Town of Diamond Valley.

Foothills County as the operating manager of the of the Foothills Cemetery and under the direction of the Foothills Cemetery Board is seeking quotations for Hydrovac Services.

Firms able to commit the necessary manpower and equipment for this contract must submit a digital copy of their submission to Johanna Kortenschyl-Allan, Community and Recreation Coordinator at Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca no later than **September 8th, 2023 2:00pm local time.**

Submissions by email with the subject line **RFQ-2023FCEM003 – HYDROVAC Submission** to include a title page with the RFQ number; letter of introduction; proponent qualifications; and completed submission package.

Once submitted, RFQs will be reviewed with a contract and/or contracts being awarded. Successful proponent(s) to enter into contract service(s) agreement(s) with Foothills County and availability for as needed services commencing on **October 15, 2023.**

SITE TOUR

*A mandatory tour of the Foothills Cemetery will be held on **August 29, 2023 at 10:00 am** for Hydrovac proponents. Registration is required by sending an email to Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca no later than 9:00 am on August 28, 2023. The email subject line **FCEM – Site Visit Hydrovac and Company Name.** Details in the body of the email to include the proponent's company name and the names of the company representatives who will be attending. Appropriate footwear is required for this tour. Copies of the RFQ package will not be available during the tour.*

INQUIRIES

Email inquiries to Candace Rogers, Cemetery Specialist cemetery@FoothillsCountyAB.ca ,with subject line **FCEM – HYDROVAC QUESTION and Company Name.**

All inquiries to be emailed and received by Foothills County before **August 31, 2023 at 12:00pm.**

Foothills 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 proponent(s) will be among the Prime Contractor(s) for the scope of work for the year round as needed Hydrovac Services for the opening of full-sized graves and cremation plots for interment and disinterment in the Traditional or Highlands Section of the Foothills Cemetery. Successful proponent(s) are required to enter into a contract services agreement.

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).
- Contractor must be in good standing with WCB. All employees of contractor's company must have WCB coverage.
- Hold and maintain **general liability insurance** in an amount not less than **\$5,000,000** inclusive per occurrence with the Foothills Cemetery Board, Foothills County, Town of Diamond Valley, and Royal Canadian Legion Branch #78 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 **\$5,000,000**.
- Access to, but not limited to: experienced equipment operators (5-10 years) and the necessary equipment to provide Hydrovac Services for inground urn plots 20"x20"x24" up to full size burial plots 5'x8'x6'.
- Accommodate hose length up to 250 feet.
- Ability to mobilize with two (2) days notice to provide grave site opening within 24 hours of scheduled interment.
- Provide mindful services with every effort to avoid disturbance and damage to surrounding plots and monuments.

CONDITIONS

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

The prices quoted shall bear a proper relationship to the value of the work provided. **Rates for individual services are to be submitted line by line as per the schedule of rates template (attached).**

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 quote, the proponent 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, the 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 proponent, 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.

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 under this proposal. The Contractor shall be recognized as the Prime Contractor and assume all responsibilities of the Prime Contractor for the work zone as defined in the Alberta's Occupational Health and Safety Act.

Provide cemetery and other project work information that relates to this RFQ:

Schedule of Rates for Hydrovac Services

Two (2) days notice to provide grave site opening by Hydrovac Services within 24 hours of interment.

Foothills Cemetery				
	Monday to Friday	Saturday/Sunday	Statutory Holiday*	24 Hour Short Notice**
Full Size Plot Open - Up to 5'x8'x6'				
Open (Frost Free)				
Open (Frozen Ground)***				
Cremation Open - Up to 20"x20"x24"				
Open (Frost Free)				
Open (Frozen Ground)***				
Children's Section (0-3yrs) – Up to 2.5' x 5'x 6'				
Open (Frost Free)				
Open (Frozen Ground)***				
SPECIFICS				
Charge/foot of hose				
Disinterment				
Providing Backfilling? Yes or No	If yes, refer to: 2023FCEM004 FOOTHILLS CEMETERY EXCAVATION SERVICES			
ADDITION COMMENTS				
Rates +GST				
* Statutory Holiday Rate applies to any contract services provided on a Statutory Holiday or Weekend including Statutory Holiday.				
** Faith based burials may require interment within 24 hours.				
*** Frozen Ground rate is in effect from November 1 st to March 31 st of each year.				

References:

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

Subcontractors that may be used in performing services

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: _____

SIGNATURE

DATE:

The personal information collected under Section 33 of the FOIP Act will be used in regards to this Request for Quotation. If you have any questions please contact Foothills County @ 403 652 2341.