



Request for Quotation

For

**Gravel Pit Development and Reclamation –
TransAlta Pit and Brightwood Pit**

Request for Quotation No.: **Q150609EN**

Issued: **July 17, 2015**

Submission Deadline: **August 7, 2015 at 14:00:00 hrs Alberta Time**

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PART 1 – INTRODUCTION

1.1 Invitation

This Request for Quotations (the “RFQ”) issued by Parkland County (the “County”) is an invitation to submit non-binding offers for the Removal and Placement of Overburden Materials at the TransAlta Gravel Pit, and Gravel Pit Reclamation at the Brightwood Gravel Pit (collectively, the “Work”). The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

For the purposes of this procurement process, the “County Contact” shall be:

Parkland County Contact: **Korrine McKeage, Purchasing Coordinator**

Email: kmckeage@parklandcounty.com

1.2 RFQ Timetable

Issue Date of RFQ	July 17, 2015
Deadline for Questions	July 31, 2015 at 16:30 hrs Alberta Time
Deadline for Issuing Addenda	August 5, 2015
Submission Deadline	August 7, 2015 at 14:00:00 hrs Alberta Time
Rectification Period	One (1) Business Day from Notification of Rectification

The RFQ timetable is tentative only, and may be changed by Parkland County at any time prior to the Submission Deadline.

1.3 Agreement on Internal Trade

Respondents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further reference please see the Internal Trade Secretariat website at http://www.ait-aci.ca/index_en.htm.

1.4 Submission Instructions

Respondents are requested to submit their Quotation Form (Appendix B) in the form prescribed herein by the Submission Deadline to the Parkland County Contact identified below in the manner set out below:

All submissions whether delivered in person, sent by mail, or sent by courier should be directed to:

Parkland County Centre
53109A Hwy 779
Parkland County, Alberta T7Z 1R1

Attention: Purchasing Coordinator

Respondents should submit two (2) hard copies in a sealed package. Submissions sent by fax or email will not be accepted.

Submissions are to be prominently marked with the RFQ title and number (see RFQ cover), with the full legal name and return address of the Respondent, and with the Submission Deadline.

A Respondent may, at its option, email the Parkland County Contact prior to the Submission Deadline with delivery details and anticipated arrival time of its response. In the event a response does not arrive as scheduled, the County may provide those Respondents who have given such prior notice one additional Business Day to effect the delivery of their responses. The Submission Date shall be deemed to be adjusted accordingly for the purpose of accepting those responses. For the purposes of this Section, "Business Day" means any working day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays that the County has elected to be closed for business. Responses received after the Submission Deadline, without prior email notification as detailed above, will be rejected.

1.5 Respondents to Review RFQ

Respondents shall promptly examine all of the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-mail to the Parkland County Contact on or before the Deadline for Questions. Parkland County is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the respondent to seek clarification from the Parkland County Contact on any matter it considers to be unclear. Parkland County shall not be responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

Respondents and their representatives may not contact individuals employed or engaged by any member of Parkland County, other than the Parkland County Contact, concerning matters regarding this RFQ. Only information received by the Parkland County Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

1.6 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by an addendum in accordance with this section. If Parkland County, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by Parkland County.

1.7 Debriefing

Respondents may request a debriefing after receipt of a notification of award. All requests must be made in writing to Parkland County Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the respondent in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

1.8 Litigation

Pursuant to Parkland County **Policy AD-035 – Legal Action Commenced against the County**, suppliers who have initiated legal proceedings against Parkland County are ineligible to submit a proposal in response to this RFQ. For further information, please contact the Parkland County Contact.

PART 2 – EVALUATION OF QUOTATIONS

2.1 Stages of Evaluation

The evaluation of quotations will be conducted in the following stages:

- Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.
- Stage II will consist of a scoring on the basis of the Rated Criteria as set out in Appendix C. Subject to the Terms of Reference and Governing Law, the top-ranked respondent as established under the evaluation will be selected to enter into a contract for the provision of the Deliverables. The selected respondent will be expected to enter into a contract within the timeframe specified in the selection notice. Failure to do so may, among other things, result in the disqualification of the respondent and the selection of another respondent, or the cancellation of the RFQ.

2.2 Mandatory Requirements

2.2.1 Quotation Form

Each quotation must include a Quotation Form (Appendix B) completed and signed by the respondent.

2.2.2 Other Mandatory Criteria

Each quotation must include:

- Completed Appendix D – Reference Form
- Completed Appendix E – Contractor Questionnaire
- Completed Schedule I – Rate Bid Form (attached to this RFQ as a separate electronic document)
- Completed Schedule II – Equipment Disclosure (attached to this RFQ as a separate electronic document)

2.3 Rated Criteria

In addition to submitting the Quotation Form, noted above and if applicable, respondents should respond to the non-price factors described in Appendix C with reference to the applicable rated criteria categories as set out in Section C of Appendix C – RFQ Particulars.

2.4 Tie Score

In the event of a tie score, the selected Respondent will be determined based on the most competitive pricing.

PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, each respondent must submit a completed and signed Quotation Form that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- (a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation;
- (c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- (d) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Parkland County until Parkland County accepts the respondent's offer in writing;
- (e) when evaluating quotations, Parkland County may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and Parkland County may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- (f) Parkland County may consider the respondent's past performance on previous contracts or any other relevant information taken into account by Parkland County when determining the acceptability of a respondent;
- (g) disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by Parkland County. "Conflict of Interest" shall have the meaning ascribed to it in the Quotation Form (Appendix B);
- (h) the respondent consents to Parkland County's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- (i) Parkland County may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- (j) Parkland County may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by Parkland County, that constitutes a Conflict of Interest; and

(k) Parkland County may cancel this RFQ process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

APPENDIX A – FORM OF AGREEMENT

The Form of Agreement for the Work covered in this RFQ, and to be executed between Parkland County and the successful Contractor, is attached hereto as Schedule III to this RFQ, and is subject to change from time to time.

APPENDIX B – QUOTATION FORM

1. Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under Which the Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFQ Contact Person and Title:	
RFQ Contact Phone:	
RFQ Contact Facsimile:	
RFQ Contact E-mail:	

2. Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Parkland County accepts the respondent's offer in writing.

3. Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract.

4. Non-binding Price Estimates

Respondents should provide pricing for the Deliverables described hereunder:

See attached Schedule I – Rate Bid Form

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing includes all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Parkland County, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

5. Addenda

The respondent is deemed to have read and accepted all addenda issued by Parkland County prior to the Deadline for Issuing Addenda. The onus remains on respondents to make any necessary amendments to their quotations based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: . Respondents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

Prior to completing this portion of the Quotation Form, respondents should refer to the following definition of Conflict of Interest:

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where

- (a) in relation to the bidding process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the preparation of its quotation that is confidential and not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

--

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our quotation; **AND** (b) were employees of Parkland County and have ceased that employment within twelve (12) months prior to the submission deadline:

Name of Individual:	
Job Classification:	
Department:	
Last Date of Employment with Parkland County:	
Name of Last Supervisor with Parkland County:	
Brief Description of Individual's Job Functions:	
Brief Description of Nature of Individual's Participation in the Preparation of the Submission:	

(Repeat above for each identified individual)

The respondent agrees that, upon request, the respondent shall provide Parkland County with additional information from each individual identified above in the form prescribed by Parkland County.

7. Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Parkland County. The confidentiality of such information will be maintained by Parkland County, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to Parkland County Contact.

Signature of Witness	Signature of Respondent Representative

Name of Witness	Name and Title
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Date:

I have authority to bind the respondent.

APPENDIX C – RFQ PARTICULARS

A. Deliverables

Parkland County is seeking submissions from contractors for the Work outlined in this RFQ. The Work includes the supply of equipment with operators for the removal and placement of approximately 350,000 m³ of overburden at the TransAlta gravel pit development, and approximately 150,000 m³ of materials at the Brightwood gravel pit. The reclamation work area at TransAlta Pit is approximately 550m wide x 200m long, and the development work area at TransAlta Pit is approximately 350m wide x 550m long. The reclamation work area at Brightwood Pit is approximately 340m wide x 450m long. The Contractor shall move all material in areas designated by the County within the work areas. A map of both sites is included as Schedule V to this RFQ.

The provision of the Deliverables will be governed by the terms and conditions set out in Appendix A.

1. Equipment Requirements

- The successful Contractor will supply a combination of the following equipment:

a) A Minimum of Two (2) Motor Scrapers

The Motor Scrapers shall be Caterpillar 627E or equivalent (larger may be considered) as per the 2015 A.R.H.C.A. Equipment Rental Rates Guide. **(Note: single engine Motor Scrapers will not be accepted under this RFQ).**

- OR -

b) Up to Two (2) Articulated Dump Trucks and One (1) Hydraulic Excavator

The Articulated Dump Trucks shall be Cat 730 or equivalent as per the 2015 A.R.H.C.A. Equipment Rental Rates Guide (Cat 725 or equivalent may be considered). The Hydraulic Excavator shall be a Hitachi ZX350 or equivalent as per the 2015 A.R.H.C.A. Equipment Rental Rates Guide.

c) Other Equipment:

The County shall allow additional equipment for the smoothing and shaping of material to complete the Work. This can include but not be limited to:

- Dozer (CAT D9 or Equivalent)
- Grader (CAT 140M or Equivalent)

Additional equipment rates shall be based on the equipment proposed as per the 2015 A.R.H.C.A. Equipment Rental Rates Guide.

- Respondents shall complete Schedule II Equipment Disclosure, which will require detailed equipment descriptions that include the equipment type, age and availability of back-up units.
- Any additional equipment to complete the Work is subject to the acceptance of Parkland County.

2. Service Requirements

The successful Respondent will provide the following services:

- a) Assign a dedicated Site Supervisor who is the single point of contact, and can respond to the County's inquiries as required.
- b) Notification of changes in Site Supervisor, if required.
- c) Mobilization of the units to the specified Work Site.
- d) Trained and licensed equipment operators to conduct the work, during the hours specified in this RFQ, and under the direction of Parkland County representatives.
- e) Timely completion of all Work according to the Schedule and Duration of Work identified in this RFQ.

B. Material Disclosures

1. Parkland County Business License

The successful Contractor will be required to possess a valid Parkland County Business License (Bylaw 11-2010). The application can be found under the following link:

http://www.parklandcounty.com/Business/Starting_a_Business/Home_Based_Business.htm

2. Insurance Coverage

The successful Contractor will be required to carry Insurance policies in accordance with the minimum requirements and limits set out in APPENDIX A – Schedule III. Proof of insurance should be provided to the County with the Respondent's submission.

3. Worker's Compensation Board (WCB)

The successful Contractor will be required to provide proof of compliance with all the requirements of the Worker's Compensation Act of Alberta. A WCB letter of clearance should be provided with the Respondent's submission as evidence of such compliance.

4. Location of Work (the "Work Sites")

The TransAlta gravel pit is located within SE16-53-04-W5M which is approximately 500m south of Highway 16 on Range Road 44.

The Brightwood gravel pit is located within the east half of NW35-52-7-W5M which is approximately 4.5km South of Highway 16 on Range Road 70 and 3km West on Township Road 530.

5. Responsibilities of Parkland County Staff

Parkland County staff will be responsible for directing and monitoring all Work conducted at the Work Sites identified in this RFQ.

6. Certificate of Recognition

A Certificate of Recognition (COR) is required for this RFQ. Respondents must have and maintain a COR from the Alberta Construction Safety Association or an approved equivalent, such as a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA). Firms are advised that a small employer's Certificate of Recognition (for employers with less than 10 employees) is not considered acceptable. Firms that do not meet the requirements for Safety Certification will not be considered for this RFQ.

7. Schedule and Duration of Work

A pre-construction meeting between the successful Contractor and Parkland County will be arranged prior to Work commencing.

Following is the table showing the estimated Schedule:

Project	Begin Work	Complete Work	Equipment Required
TRANSALTA PIT			
Reclamation			
Movement and Piling of Exposed Pit Run (if Necessary)	On Award	August 21, 2015	Rock Trucks and Excavator or Motor Scrapers
Placement of Existing Overburden Pile into Existing Excavation	August 21, 2015	September 27, 2015	Motor Scrapers
Development			
Removal and Placement of Topsoil and Subsoil into separate piles	September 27, 2015	November 15, 2015 or Ground Freeze Up	Motor Scrapers
Removal and Placement of Overburden into piles	November 15, 2015 or Ground Freeze Up	December 18, 2015	Motor Scrapers
BRIGHTWOOD PIT			
Reclamation at the direction of Parkland County Staff	September 8, 2015	December 18, 2015	Motor Scrapers
Removal and Placement of Topsoil and Subsoil into separate piles	September 8, 2015	November 15, 2015 or Ground Freeze Up	Motor Scrapers

The Contractor must complete all Work by December 18, 2015.

The Contractor shall have no basis for claim if estimated timelines are not met.

8. Hours of Work

The hours of work under RFQ #150609EN will be organized by the Contractor to complete the Work on or before the completion date. Work can be conducted seven (7) days per week from 7:00 am until 10:00 pm on weekdays, and 9:00 am until 10:00 pm on weekends pending weather or unusual circumstances.

9. Equipment Operators

The Contractor shall ensure that all equipment operators are competent and safety orientated. Equipment operators shall be required to comply with all Parkland County Safety Policies pertaining to the duties performed.

The County shall have the right to remove any equipment operator that it deems to be performing work in an unsafe manner or is incompetent in the opinion of the County.

10. Measurement and Payment for Mobilization (Delivery)

The mobilization (delivery) consists of work necessary for the movement of personnel, equipment, supplies and incidentals to the Work Sites and the cost of any other mobilization (delivery) necessary to complete the work.

There shall be no payment for the mobilization or demobilization in the event any of the equipment is moved off the Work Sites or replaced without the approval of the County.

There will be no payment for demobilization.

11. Measurement and Payment for Overburden Removal and Placement

The removal and placement of overburden materials will be paid on a cubic metre basis measured to the nearest cubic metre and based on actual quantities. The quantities provided in this RFQ are estimates only and may be adjusted by the County. Further, the County makes no guarantee of the quantities or volumes provided in this RFQ. Payment for the equipment bid shall be compensation in full for all equipment, fuel, labour, materials, tools, travel time, mileage, repairs and incidentals, and related costs (to include all forms of insurance and WCB) necessary to complete the Work in accordance with this RFQ #Q150609EN.

There shall be no payment for down time caused by equipment breakdowns. Maintenance and repairs to the equipment shall be the responsibility of the Contractor and the Contractor shall have no basis for claim for any costs associated with any maintenance or repairs required.

The Contractor shall have no basis for payment during shut down times associated with inclement weather or unusual circumstances.

12. Payment

Unless otherwise agreed between the County and the Contractor, the County will make monthly progress payments, less 10% holdback upon:

- a) Completion of the Work to our satisfaction, including correction of deficiencies,
- b) Receipt of an invoice in the amount of the Contract Price.
- c) Final Payment and release of holdback monies shall be payable provided that:
 - i. Work has been completed, deficiencies have been corrected, and the County has accepted the Work.
 - ii. Builder's Lien Act (Alberta) statutory period of 45 days from the date of certificate of substantial completion, or the date of completion of the Contract has expired, and no lien claims have been registered which are outstanding.
 - iii. Statutory Declaration, CCDC Document 9A and letter of clearance from Worker's Compensation Board have been submitted. A Statutory Declaration template has been attached as Schedule III to this RFQ.

C. Rated Criteria

An evaluation team will review the submission for completeness, suitability and match to requirements. All compliant submissions will be evaluated and ranked based on the information provided within the submission.

Respondents must demonstrate in their submission that they have a clear understanding of the Deliverables. Respondents need to articulate in their submission how they will fulfil the requirements of the RFQ and what services they will provide.

Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.

Stage II will consist of an evaluation of the submission to determine the high score based on the following criteria:

Rated Criteria Category	Point Scale	Weighting	Total Points Available
STAGE II			
Corporate Profile, Experience and References	0 to 5	x 2	10
Equipment Type	0 to 5	x 4	20
Age of Equipment and Availability of Back-up Units	0 to 5	x 4	20
Pricing	n/a	n/a	50
Total Points			100

Scoring shall be awarded on a scale of 0 to 5. Partial scores or scores not defined below will not be used. The range is defined as follows:

5	Fully exceeds expectations, Respondent clearly understands the requirement, excellent probability of success
4	Somewhat exceeds expectations; high probability of success
3	Fully meets expectations; Respondent has good understanding of requirement, no weakness or deficiencies good probability of success
2	Partially meets expectations; minor weakness or deficiencies, fair probability of success
1	Does not meet expectations or demonstrate understanding of the requirements, major weakness or deficiencies, low probability of success
0	Lack of response or complete misunderstanding of the requirements, no probability of success

Each Respondent should ensure their submission includes the following information:

1. Corporate Profile, Experience and References

- Company contact information (name, address, email, and telephone number) and a brief company history including prior company names.
- Respondents are to complete Appendix E – Contractor Questionnaire. Evaluation of requirements will be based on the following:
 - Qualifications and experience to undertake the work;
 - Number of years the firm has been providing similar services, with emphasis on the experience relevant to the Deliverables; and
 - An overall description of the organization size, structure, location, and number of staff.
- Reference Form in accordance with the instructions set out in the Form attached as Appendix D to the RFQ.

2. Equipment Type

Respondents are to complete Schedule II – Equipment Disclosure (attached as a separate electronic document). Evaluation of requirements will be based on the following:

- Equipment meets specifications as identified in this RFQ
- Preference may be given to wider tires for the Articulated Dump Truck proposed

3. Age of Equipment and Availability of Backup Units

Respondents are to complete Schedule II – Equipment Disclosure (attached as a separate electronic document). Evaluation of requirements will be based on the following:

- Preference may be given to newer equipment proposed
- Equipment identified as Backup Units shall meet equipment specifications as identified in this RFQ
- Respondents are to identify the timeframe for equipment substitution in the event of equipment breakdown. Preference will be given to a shorter timeframe that will eliminate delays

4. Evaluation of Pricing

Respondents shall complete Schedule I – Rate Bid Form.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing sheet.

Each Respondent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that Respondent's price for that category into the lowest bid price in that category. For example, if a Respondent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Respondent receives 100% of the possible points for that category ($120/120 = 100\%$). A Respondent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$) and a Respondent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate
----- x Total available points = Score for proposal with second-
lowest rate
Second-lowest rate

Lowest rate
----- x Total available points = Score for proposal with third-
lowest rate
Third-lowest rate

And so on, for each submission.

APPENDIX D – REFERENCE FORM

Each Respondent is requested to provide three (3) references from clients who have obtained similar goods or services to those requested in the RFQ from the Respondent in the last two (2) years.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX E – CONTRACTOR QUESTIONNAIRE

1.0 Registered Name: Provide the Registered name of the Respondent

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2.0 Date and Location Company Established: Provide the date and location company established

Date:	
Location:	

3.0 Parent Company: Provide the following information for the Respondent's parent company

Name:	
Address:	
Phone Number:	
Fax Number:	
Website Address:	
Subsidiaries:	

4.0 Parent Company Relationship: Provide details of the authoritative and fiscal relationship between the Respondent company, the parent company and affiliated companies

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Is the parent company willing to provide a letter of guarantee of financial responsibility for any Work awarded to the Respondent?

Yes No

5.0 Ownership: Check whether Respondent's company is publicly or privately owned

- Publicly owned
- Privately owned

6.0 Type of Company: Check the appropriate type of company

- Proprietorship
- Limited Company
- Partnership
- Corporation
- Other

If other, provide details:

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7.0 Goods and Services Tax (GST) Registration Number: Provide Company's GST Registration Numbers

GST Registration Number	
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8.0 Business License: Provide Parkland County Business License Number

Parkland County Business License Number	
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Note: Respondents who are successful in the tender stage will be required to obtain this license

9.0 Company Officers: Provide the following information for all company officers

<u>Title</u>	<u>Name</u>	<u>Years with Company</u>

10.0 Core Businesses: If applicable, list the other core businesses that the Respondent is involved in, in descending priority. Attach additional sheets as required

Other Core Business	No. of Years in the Business

11.0 Years of Experience: State the number of years' experience providing similar services

Years of Experience

12.0 Relevant Experience:

List relevant projects that demonstrate the Respondent's experience in the last 3 years. Relevant Experience provided should include the personnel listed in 1.9 above. Attach additional sheets as required.

Project One			
Client / Company Name:	<input style="width: 100%; height: 25px;" type="text"/>		
Representative for the Client:	<input style="width: 100%; height: 25px;" type="text"/>	Phone No.	<input style="width: 100%; height: 25px;" type="text"/>
		Email Address:	<input style="width: 100%; height: 25px;" type="text"/>
Project Location:	<input style="width: 100%; height: 25px;" type="text"/>		
Nature / Scope of Work:	<input style="width: 100%; height: 25px;" type="text"/>		
Contract Dollar Value:	<input style="width: 100%; height: 25px;" type="text"/>		
Date and Length of Project:	<input style="width: 100%; height: 25px;" type="text"/>		
Provide the names of Project Staff:	<input style="width: 100%; height: 25px;" type="text"/>		

Project Two			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Project Location:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Project:			
Provide the names of Project Staff:			

Project Three			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Project Location:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Project:			
Provide the names of Project Staff:			

13.0 Key Personnel or Operators: Identify all key personnel or operators and their alternates and their proposed position for this project.

<u>Personnel</u>	<u>Position Description</u>