Request for Quotation for Design and Installation - Columbarium

Issued by: Byron Olson
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Purpose

The City of Wetaskiwin is seeking Suppliers to submit a quotation in response to this Request for Quotation (RFQ) in accordance with the specifications, terms and conditions set out in this RFQ document. The successful supplier will be responsible for provision of design and installation.

Background

The City is seeking to expand the Memorial Cemetery with a City owned columbarium. The supplier will need to ensure that the design is expandable and will not only meet the desired outcome but the budget of $45,000.

These pictures are for demonstration only

Terms of Reference

1. General

1.1. The selected supplier will be required to enter into a standard contract agreement with the City of Wetaskiwin for the specified services. An example of the standard contractor agreement is attached in Schedule B.

1.2. The scope of work and methodology required for this project are outlined in the *Scope of Services* section and will form a part of the Agreement.

1.3. The quotation must include a proposed work plan describing the project, schedule of proposed starting date, completion date, and major milestones of the project.

Scope of Services

2. General

Geotechnical Investigation:

2.1 The City will provide and administer a geotechnical investigation by a qualified Geotechnical Engineer to provide subsurface restrictions and structural requirements for the concrete pad that will be installed by the City.

Design services:

2.2 .Design for the centerpiece must be octagon, hexagon or round in shape.

2.3 The design must allow for additional pieces to be installed at a later date.

2.4 Minimum of 60 niches must be available with 3 extra niche covers

2.5 Warranty must be at least 2 years

Installation Services

2.6 Complete the installation of the proposed solution to manufacturer's specifications including any other design modifications that are approved by the City.

2.7 Provide as-built drawings of the project, showing elevations, profiles and any areas of special construction techniques.

2.8 Deliver project as-built package no later than 60 days following CCC inspection. – Package includes (3) CDs containing final contract document package, record drawings in AutoCAD and PDF format at full scale, all construction photos, final test reports, final inspection reports and any other necessary project records received by the contractor.

Instructions to Bidders

The City of Wetaskiwin maintains a high level of expectations of its selected suppliers. As such, the selected supplier must clearly understand these expectations during the preparation of the quotation to undertake this project.

The supplier shall submit one (1) digital copy digital of the quotation that shall include as a minimum the following:

3. Quotation Submission

3.1 Suppliers are required to deliver one (1) digital copy of their quotation to the City no later than **February 23, 2017 11:00:00 am** local time.

3.2 All questions to be forwarded in writing to the project manager at bolson@wetaskiwin.ca by end of day February 20, 2017. *Any questions received after this date will not be responded to.*

Deliver all quotations to:	City of Wetaskiwin, Public Works
	5220 50 Street
	Wetaskiwin, AB T9A 2G9
Attention:	Byron Olson
	Public Works Manager
	Email: bolson@wetaskiwin.ca

Evaluation

All submissions will be evaluated based on the following criteria

Evaluation Criteria	Weight
Cost	40%
Expandability	50%
Warranty Length	10%
Total	**100**

4. Quotation Form

Date: _____

Bidder:_____

Street Address:_____

City/Province/P.C.:_____

Contact Name:_____

Email: _____

Phone Number:_____

TO: LOCATION
City of Wetaskiwin

1. Tender Summary
   1.1. Lump Sum Tender Price (Excluding GST) $_____

2. The Bidder submits the following with the Tender:
   2.1. Completed and Authorized Tender Form
   2.2. The Bidder acknowledges by checking the box below they have a Certificate of Recognition.
   2.3. All tenders submitted without the required documentation as specified in the above items shall be considered non-compliant and will be rejected.
   2.4. ☐ By checking this box the bidder confirms the firm represented has a valid COR.

   Incomplete tenders will not be accepted.
   Bidders that did not attend the mandatory pre bid meeting will not be considered for this work.

   The Bidder hereby acknowledges receipt of the following addenda:

Addendum	No. of	Dated

3. If selected as the successful Bidder, the Bidder shall:
   3.1. Execute the Contract within five (5) days of receipt of the Contract from the City and return the Contract to the City.
   3.2. If the Bidder fails or declines to execute the Contract, the City reserves the right to negotiate with the next lowest bidder.
4. The Bidder understands and agrees that:
   4.1. The City reserves the right to increase, decrease, delete or vary any portion of the Work, and the Bidder agrees to comply with any such change in the Work subject to valuation and adjustment as provided in the Contract.
   4.2. The quantities, if any, listed by the City in the schedule herein are approximate only and are for the purpose of comparing Tenders. In arriving at the Unit Prices/Lump Sums set forth in this Tender form, the Bidder has made its own estimates of the respective quantities involved and has not relied upon the estimates shown in the Schedule of Quantities and Prices.
   4.3. The Bidder shall have no claim for any loss of anticipated profits or other costs, extras or losses resulting from any excess or deficiency in the quantities shown, regardless of the extent of any excess or deficiency.
5. Payment under the Contract will be made on the basis of completed work, or portions thereof, measured and accepted by the City and valued at the applicable unit prices, or applicable lump sum prices or portions thereof.
6. The City may order extra work not covered by the Schedule of Quantities and Prices. Compensation for extra work will be determined in accordance with generally accepted terms.
7. The Bidder declares that with respect to federal commodity tax instructions, the Tender Documents have been duly observed and adhered to; the goods and services tax status of the goods involved has been properly determined; and all rates and entitlements provided for in the relevant tax statutes as affecting the City have been duly considered.
8. That no person, firm or corporation other than the Bidder has any interest in this Tender or in the proposed Contract for which this Tender is made and to which it relates.
9. That this Tender is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same Contract, and is in all respects fair and without collusion or fraud.
10. Unless and until the formal agreement is prepared and executed, it is understood that this Tender together with the Notice of Acceptance shall constitute a binding Contract between the City and the successful Bidder.
11. Schedule of Quantities and Prices

The Bidder agrees that the Tender Price includes all items as outlined in the Technical Specifications or Drawings or otherwise required to complete the Work, but is not necessarily limited to the following items.

The project will be bid on a lump sum basis and shall include the following items all work required to construct and install the columbarium at the stated location. Any other items not noted here but that are considered to be incidental to the proposed solution must be included in the final price. The City will not be responsible for missed items from the bidders design.

Lump Sum Tender Price $_____

Completion Schedule

The Bidder offers the following completion schedule (attach additional sheets as required). Project start date by _____ (dd/mm/yy). A more detailed schedule will be required of the successful Bidder following Contract Award.

Project Component	**Period to Completion in**

Completion of the entire project in _____ calendar days, by **15/08/17** (dd/mm/yy).

Bidder's Experience

The Bidder offers the following list of previous experience with projects of similar size and nature (attach additional sheets as required).

Project Name	**Location**	**Year**	**Consulting Engineer**

Work Plan
The Successful Bidder will be required to submit the following general plan and approach to completing the Work (attach additional sheets as required).

_____

_____

This Tender Form is executed under seal at _____

This ____ day of _____ 20__.

FOR CORPORATION:

The Corporate Seal of:

_____
(Bidder – Print Name) (Affix Seal)

was affixed by the following duly authorized signing authority:

_____ _____
(Print Name) (Signature)

_____
(Print Title)

additional authorized signing authority if required:

_____ _____
(Print Name) (Signature)

_____
(Print Title)

FOR INDIVIDUAL OR PARTNERSHIP:

Signed, sealed and delivered by:

_____ _____
(Bidder – Print Name) (Bidder - Signature)

in the presence of:

_____ _____
(Witness - Print Name) (Witness - Signature)

_____ _____
(Witness - Print Title) (Witness - Print Address)

_____

_____

Schedule "A" - Insurance Requirements

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policies listed below.

Name and Address of Agency	Companies Affording Coverage
	Company Letter A
	Company Letter B
Name and Address of Insured	Company Letter C
	Company Letter D

This is to certify that policies of insurance listed below have been issued to the insured named and are in force at this time.

Type of Insurance	Policy Number	Expiration Date	Limits of Liability in Thousands (000)		
			Type	Each Occurrence	Aggregate
General Liability					
Comprehensive Form			Bodily Injury		
Contractual Liability					
Independent Contractors					
Products and Completed Operations			Property Damage		
Excavation, Collapse, Shoring, and Underpinning					
			Bodily Injury and Property Damage Combined		
Broad Form Property Damage					
Employees as Additional Insureds					
Occurrence Property Damage					
Cross Liability			Fire Damage		
Contingent Employers Liability					
Premises and Operations Liability					
Wrap-Up			Personal Injury		
Fire Damage					
Others (specify):					
Automobile Liability			Bodily Injury		
Comprehensive Form			(each person)		
Owned			Bodily Injury		

Hired			(each accident)		
Non-Owned			Property Damage		
Garage Liability			Bodily Injury and Property Damage Combined		
Others (specify):					
Excess Liability			Bodily Injury and Property Damage Combined		
Umbrella Form					
Other Than Umbrella Form					
Other:					
Course of Construction			All Risk Property Damage		
Environmental Liability					
Professional Liability			$_____ each claim or in the aggregate with a $_____ each claim deductible.		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES
CITY WETASKIWIN PROJECT NAME:
The City of Wetaskiwin is named as Additional Insured. The Named Insured's coverage is primary and other insurance is excess and non-contributory. Waiver of Subrogation is included.
Cancellation: The issuing company represents that these policies are endorsed to provide thirty (30) days prior written notice, to the below named certificate holder, of any cancellation or material change.

CERTIFICATE HOLDER: City of Wetaskiwin c/o Engineering Services Box 6210 Wetaskiwin, AB T9A 2E9	 (Authorized Representative – Signature) (Name of Representative – Please Print) (Date)

Schedule “B” - Contract Agreement

This Agreement, made on the _____ day of _____, 20___ between:

THE CITY OF WETASKIWIN
(hereinafter called the City),
a Municipal Corporation,
PARTY OF THE FIRST PART,

and

_____

(hereinafter called the Contractor),
PARTY OF THE SECOND PART

WITNESSETH that the Contractor and the City, for the considerations hereinafter named, agree as follows:

1.0 Scope of Work

The Contractor shall:

1.1 Furnish all of the materials (except as otherwise specified to be supplied by others) and all of the equipment and labour necessary to perform the Work described in the Contract Documents, all in accordance with the requirements and provisions of the Contract for the project entitled:

PROJECT NAME

1.2 prepared by the City of Wetaskiwin and signed in triplicate by both parties.

1.3 Perform, provide, and fulfill all requirements of the Contract.

1.4 Provide all Bonds and Insurance Certificates in accordance with the Contract.

1.5 Commence and perform the Work within the time provided in the Instructions to Bidders, unless other arrangements have been approved by the City in writing.

1.6 Attain Substantial Performance of the Work by, 20XX. subject to any adjustments in schedule as provided for in the Contract Documents

1.7 Warranty the Work for 2 years.

2.0 Contents of the Contract

Contract Documents include all documents, listed as follows, that form the contents of the Contract:

- Tender Invitation
- Instructions to Bidders
- Tender Form
- Certificate of Insurance
- Certificate of Recognition or Temporary Letter of Certification

- Letter of Account from Workers' Compensation Board, rates, and LTI frequencies
- Contract Agreement
- City of Wetaskiwin Municipal Engineering Standards (where applicable)
- Appendices
- Addenda (where applicable)

3.0 Payment

If the Contractor promptly, faithfully, and properly fulfills the terms and conditions of the Contract in every detail to the satisfaction of the City, the City shall pay to the Contractor in lawful money of Canada the sum of **$**_____(hereinafter called the Contract Price) subject to such adjustments, additions, and deductions as provided in the Contract. The quantities contained in the schedule in the Tender are approximate only and the final payment shall be made for the actual quantities that are incorporated in or made necessary by the work covered by the Contract. Any payment made to the Contractor shall be less all applicable holdbacks, including Builders' Lien Holdbacks.

4.0 Assignment and Transfer

The Contractor shall not, without the prior written consent of the City, assign or transfer in any manner whatsoever the rights, liabilities, obligations and benefits of the Contract.

5.0 Extension of the Contract

Unless the Contractor and the City expressly agree otherwise, all provisions of the Contract shall apply to any extension of the Contract.

6.0 Laws of Alberta

The Contract shall be construed in accordance with the laws of the Province of Alberta, and the Courts of Alberta shall have the exclusive jurisdiction to entertain any action arising under the Contract. If any provision of the Contract in any way contravenes the laws of the Province of Alberta, such provisions shall be severed from the Contract and the remaining provisions shall continue in force and effect. The Contract shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns.

7.0 Remedies

All remedies which the Contract confers upon the City shall be deemed cumulative and no one exclusive of the other, or of any remedy conferred by law.

8.0 Notice

If either party is required to give notice to the other party under or in connection with the Contract, such notice will be effectively given if sent by registered mail or hand delivered to the Contractor at:

Attn: _____

_____

_____

_____

_____

and to the City at:

Attn: Director, Engineering & Development

City of Wetaskiwin – Engineering & Development

2nd Floor, Civic Building

4904 51 Street

Wetaskiwin, AB T9A 1L2

and if sent by registered mail will be considered as having been received by the party to whom it is directed seven (7) days after the mailing of such.

In witness whereof the parties hereto have executed this Agreement by the hands of their duly authorized representatives.

Signed and delivered

in the presence of:

FOR INDIVIDUAL OR PARTNERSHIP:

(Contractor Name – Please Print)	(Witness Name and Position – Please Print)
(Contractor – Signature)	(Witness – Signature)

FOR LIMITED COMPANY:

The Corporate Seal of:

(Contractor Name – Please Print)	
(Name and Position of Authorized Officer – Please Print)	
(Signature of Authorized Officer)	(Contractor's Seal – Affix Seal)
(Name and Position of Authorized Officer – Please Print)	(Witness Name and Position – Please Print)
(Signature of Authorized Officer)	(Witness – Signature)

Note: If the Tender is by a joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

FOR THE CITY:

City of Wetaskiwin

(Name and Position of Authorized Officer – Please Print)	
(Signature of Authorized Officer)	(City's Seal – Affix Seal)
(Name and Position of Authorized Officer – Please Print)	(Witness Name and Position – Please Print)
(Signature of Authorized Officer)	(Witness – Signature)