



# Request for Quotation (RFQ)

## FOR

# 2023 Irrigation Blow Out and Repairs

**SUMMARY:**

The Town of Canmore (the “Town”) is seeking a vendor (the “Proponent”) to provide Irrigation Blow Out and Repairs services throughout the town of Canmore on sports fields, ball diamonds, parks, playgrounds and gardens around buildings. Damage due that is identified by the Town as part of spring charge up, will be the responsibility of the Proponent to repair as part of this tender.

|                      |                                       |
|----------------------|---------------------------------------|
| <b>CLOSING DATE:</b> | <b>August 8, 2023</b>                 |
| <b>CLOSING TIME:</b> | <b>10:00:00 Mountain Time Zone</b>    |
| <b>DATE ISSUED:</b>  | <b>July 24, 2023</b>                  |
| <b>NOTE:</b>         | RESPONSES WILL NOT BE OPENED PUBLICLY |

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## 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR QUOTATION (RFQ)

**1.1.1 Closing Date and Time: Quotations must be received not later than 10:00:00 hours Mountain Time Zone (Canmore local time) on **Aug 8, 2023**.**

**1.1.2** Proponents shall submit their quotation to the Town of Canmore by email to the attention of Lisa Guest, Supervisor or Parks, at [parks@canmore.ca](mailto:parks@canmore.ca) . The quotation document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.

**1.1.3 RFQ Contact Person:**

For clarification or additional information, Proponents shall **only** contact the person listed below.

Lisa Guest or Bree Campbell

Email – [parks@canmore.ca](mailto:parks@canmore.ca)

See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.

**1.1.4** The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFQ.

**1.1.5** Responses must be in English.

**1.1.6** Quotations shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.

**1.1.7** Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.

**END OF SECTION 1.0**

## **2.0 GENERAL CONDITIONS OF RESPONSE**

### **2.1 PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)**

The Town of Canmore is issuing this Request for Quotation (RFQ) to select a Contractor to provide Irrigation Blow Out and Repair services throughout the Town of Canmore on sports fields, ball diamonds, parks, playgrounds and gardens around buildings. Damage due to ice in the irrigation system, that is identified by the Town as part of spring charge up, will be the responsibility of the Proponent to repair.

The Town of Canmore reserves the right to modify the terms or cancel the RFQ process at any time.

### **2.2 SUBMISSION OF RESPONSE TO THE RFQ**

**2.2.1** By submitting a response to this RFQ, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFQ.

**2.2.2** Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFQ.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent’s response.

**2.2.3** This RFQ and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFQ, and any contracts entered into as a result hereof.

**2.2.4** Quotation documents must be completed in accordance with the requirements of the RFQ documents and no amendment or change to quotations will be accepted after the closing date and time.

**2.2.5** All documents submitted by Proponents in response to this RFQ are to remain the property of the Town of Canmore.

**2.2.6** Quotations shall be irrevocable for ninety (90) days following the closing of the RFQ and the quotations shall be retained by the Town of Canmore.

**2.2.7** Quotations shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the quotation.

Proponents who are sole proprietorships or partners shall sign their RFQ response in such a way as to irrevocably bind the Proponent in an authorized manner.

## 2.3 NO COMMITMENT

- 2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFQ unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

## 2.4 LIMITATION OF LIABILITY

- 2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFQ, the Proponent's participation in this RFQ process or the Town of Canmore's acts or omissions in connection with the conduct of this RFQ process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFQ.

## 2.5 ACCEPTANCE OR REJECTION

- 2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
  - b) has erasures, ambiguities, inconsistency or corrections; or
  - c) fails to complete, or provide any information required by, any provision of this RFQ.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or non-compliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFQ.

In addition to any rights identified elsewhere in this RFQ, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFQ at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;
- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f) cancel the RFQ process without penalty at any time for any reason; and

- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFQ.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFQ process.

All Proponents submitting a response to this RFQ will be advised of the results of the RFQ process by email or regular mail. Please allow at least six weeks for responses to be evaluated by the Town of Canmore.

## 2.6 QUESTIONS AND CLARIFICATIONS

- 2.6.1 Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2 Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3 Amendments to this RFQ will be valid and effective only if confirmed by written addenda. Addenda may be issued during the response period. All addenda become part of the agreement and receipt must be confirmed in the Proponent's submission.
- 2.6.4 Any addenda documents will be issued by the same method that this RFQ was issued.
- 2.6.5 It is the Proponent's responsibility to clarify the interpretation of any item of this RFQ a minimum of **120hrs hours** prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

## 2.7 DISCREPANCIES IN NUMBERS

- 2.7.1 In the event of a numerical discrepancy or error in a quotation, the written number will prevail.
- 2.7.2 In the event of pricing extension errors, the unit price will apply.

## 2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.8.1 All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFQ process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFQ unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFQ process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper

jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.

- 2.8.2** The applicant acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.8.3** The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFQ which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4** Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFQ process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFQ response. Also, such individuals are agreeing to the use of such information as part of the RFQ evaluation process, for any audit of the procurement process and for contract management and performance purposes.
- 2.8.5** Vendors or suppliers having access to or custody of the Town of Canmore records shall be required to comply with the provisions of the *Freedom of Information and Protection of Privacy Act*.

## **2.9 COST OF PREPARATION**

- 2.9.1** Any cost incurred by the Proponent in the preparation of its response to this RFQ shall be borne solely by the Proponent.

## **2.10 OWNERSHIP OF SUBMISSIONS**

- 2.10.1** All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.10.2** Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFQ award.

## **2.11 CLARIFICATION FROM PROPONENTS**

**2.11.1** The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFQ.

## **2.12 PROPONENT PERFORMANCE**

**2.12.1** The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFQ process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

## **2.13 FORM OF CONTRACT**

**2.13.1** The Town of Canmore will be issuing a Letter of Acceptance to the Successful Proponent to deliver the work described within this RFQ.

## **2.14 NON-ASSIGNMENT**

**2.14.1** Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the Successful Proponent without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the Successful Proponent of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.

## **2.15 DEPOSITS**

**2.15.1** The Town of Canmore will not consider the payment of a deposit to the Successful Proponent for the scope of work in this RFQ.

## **2.16 TERMS OF PAYMENT**

**2.16.1** Invoices will be paid within 30 days from the approval date of the invoice.

## **2.17 INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS**

**2.17.1** Mandatory Eligibility Requirements

As a mandatory eligibility requirement for response to this RFQ:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including



death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.

- (b) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.
- (c) The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the commencement of the work.

#### **2.17.2 Responsibilities of Successful Proponent**

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of such insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

### **2.18 INDEMNIFICATION**

- 2.18.1** The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.18.2** At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.18.3** The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFQ or subsequent contract.

**END OF SECTION 2.0**

## 3.0 PROJECT OVERVIEW AND SCOPE

### 3.1 RFQ DEFINITIONS

|                      |   |
|----------------------|---|
| Owner                | The Town of Canmore   |
| Project              | 2023 Irrigation Blow Out and Repairs  |
| Proponent            | A firm, individual or company who or which intends to submit or submits a quotation pursuant to this RFQ.   |
| Quotation            | A submission to the Town of Canmore in response to this RFQ.  |
| Successful Proponent | A firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's quotation. |
| Service Provider     | The Successful Proponent to whom the Town of Canmore issues a Letter of Acceptance for 2023 Irrigation Blow Out and Repairs.  |

### 3.2 PROJECT DESCRIPTION / DESCRIPTION OF NEED

- 3.2.1** To provide Irrigation Blow Out and Repairs services throughout the Town of Canmore on sports fields, ball diamonds, parks, green spaces, playgrounds and gardens around buildings. Damage from improper blow out that is identified by the Town as part of spring charge up, will be the responsibility of the Proponent to repair.

### 3.3 PROJECT SITES

**3.3.1** Sites: Asset Location Map - See Schedule "A"

- Item 1: Three Sisters Sports Complex – Sports field, ball diamond, green spaces, tree and shrub beds.
- Item 2: Millennium Park – Sports field, ball diamond, green spaces tree and shrub beds.
- Item 3: Centennial Park – Sports field, green spaces, tree and shrub beds, event potable water lines.
- Item 4: Riverside Park – Park green space
- Item 5: Civic Center – Green spaces and landscaping tree and shrub beds
- Item 6: Eklof Park – Parks green space
- Item 7: Fire Hall – Landscaping shrub beds
- Item 8: Lions Park – Sports field / ball diamond, green spaces
- Item 9: Recreation Center – Sports Field
- Item 10: Eagle Terrace – Sports Field
- Item 11: Elk Run – Ball Diamonds (3)
- Item 12: Public Works Facility – Green spaces
- Item 13: Cemetery – Green spaces
- Item 14: Elizabeth Rummel School – Sports Field, green spaces and landscaping shrub beds.

### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

#### 3.4.1 GENERAL SCOPE OF WORK

This project calls for the supply of all labour, materials, consumables, tools and equipment, rentals, along with accommodations and expenses to carry out and complete the project scope, duties, responsibilities and deliverables.

The thorough blowing out of all irrigation and potable water lines at identified sites, using the appropriate pressure based on the size of the irrigation system. Ensuring that all lines are blown out by activating the control box/s and/or TBOS to double check that all lines are clear of water.

Using the maps provided to guide all work and asking for clarification if unsure. The Town will provide a large colour set of maps and access to a cloud-based mapping software.

Repair any damage to the irrigation system and associated surrounding turf, associated with damage due to water left in the irrigation system that has caused ice damage to the system. This will be identified by the Town during spring charge up.

#### 3.4.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF CONTRACTOR

- The blowing out of all irrigation lines and valves using an air compressor minimum 375cfm, and pressure for PE = 55psi and for PVC 70psi maximum. A minimum of 2 system cycles per line / head at each location is required, and or until all water must be blown out. If a line / head does not activate from the main control box, the line must be activated from the solenoid, by manually turning it on for the water to be blown out. The Town will ensure that all systems are 100% operational prior to awarding this work, and if not, so the contractor will be advised of any issues.
- After award, but before blowout takes place, a Town designate will perform a walk around of each site, with the contractor's designate, to point out all blowout locations, controller locations and other access points. A full size colour set of maps and a basic system inventory will be provided for each site. Sign off on the tour of each site will be required.
- The Contractor shall work with the Town to come up with a blowout schedule that accommodates sports users, event groups, Civic Center Mountain Market Day (Thursdays) and the schools (Three Sister Sports Complex / Centennial Park / Recreation Centre / Elizabeth Rummel).
- The Contractor is required to check in with the Parks Designate every day to provide an update on the work progress. Subsequent information will be passed along to impacted user groups.
- Use the maps provided to locate valve boxes, heads, lines, zones, quick couplers and control boxes / panels. When in question, the Contractor shall call the Town Designate to further identify lines, heads or valves that cannot be located.
- The Contractor is to identify irrigation system issues that will require work in the spring of the following year. EG: a head blows off during blow out. These items are to be marked and noted on the maps and provided back to the Town at the end of the contract.
- Gate access keys will be required for some sites. The Town Designate will assist with obtaining these keys at no cost to the contractor. Keys must be returned before

invoice payment is made. Lost keys will see a deduction to the payment on the final invoice of \$150 per key.

- No work is to take place on weekends unless prior permission is obtained through the Town's Request for Permission to Work process with 5 working days' notice. Contact the Town Designate to assist with this, no less than 48hrs before the work is to take place.
- Access to all areas must be in a manner which avoids disturbance to the existing vegetation and ground cover and adhere to all regulations of the permits. All damage must be repaired as to existing conditions or to better than before, and be free of ground settling and trip hazards, within 5 days of the blow out work being completed. Work will have to be re-performed if hazards relating to the repair work exist on inspection in the spring the following year of when the repair was performed. This is to allow for settling of the turf.
- The Contractor shall not obstruct private driveways, property, hydrants, valve or control pit covers, valve boxes, curb stop boxes, fire or police call boxes, and all other utility controls, warning systems and appurtenances.
- Access to the Elk Run Ball Diamond blow out point will need to be coordinated at least 3 days in advance with EPCOR as a Confined Space Certification and equipment is required to enter the well. The Town Designate will help with this. EPCOR has this certification.
- The Contractor shall be responsible for any irrigation system components, (pipes, lines, valves, etc.) that are damaged due to ice buildup that can be identified during the Town's annual spring irrigation charge up. The Town will always perform spring charge up. The Contractor must be available to respond and repair any breaks within 72hrs of the Town contacting the awarded Contractor. This includes the turf surrounding the damaged irrigation system that needs to be excavated to expose the damaged system. The Town will partially expose such locations for the Contractor to inspect and repair at the Contractor's full cost, unless other arrangements for system and turf repair are made and agreed upon in writing.
- Irrigation Blow Out must be performed and completed between September 23 - Oct 8 annually, give or take a day or two due to the annual calendar and weekend variations, unless otherwise agreed upon in writing.
- On a successful completion of the 2023 Irrigation Blow Out and an incident free charge up in spring 2024, the 2023 Awarded Contractor may be re-awarded the 2024 and/or 2025 and/or 2026 Contract(s). An annual evaluation will be performed with the Contractor in the spring of each year after Charge Up has been performed by the Town. Factors that will be taken into consideration for re-award will be:
  - The Contractor's expertise, experience, and ability to perform the work.
  - The ability for the Contractor to accept additional work areas at a reasonable price when the Town acquires additional irrigation locations or general irrigation system work is to be performed.
  - How responsive the Contractor is to Town request (Contractor's ability to reprioritize work due to unforeseen circumstances).
  - Ability of the Contractor to perform the work efficiently and safely.
  - The Contractor's ability to work with and liaison respectfully with Town staff, residents, and user groups.
  - The Contractor's ability to perform the work within the allocated timeline, blow out will always be performed between September 23 - October 8.

- All subsequent awards will be subject to a price increase equal to and not greater than the Town's annual budget COLA increase as approved by Town Council for that budget year. This may vary annually between 0% and 6%.
- All subsequent awards will require the Contractor to submit a price for the possible re-award of the Contract, prior to August 1<sup>st</sup>, if the Contract is to be awarded to the same Contractor in a consecutive year. If this is not done by August 1<sup>st</sup>, the Town may retender this Work.

**3.4.3 SERVICES NOT INCLUDED**

- Any locations not listed in this document, unless otherwise in writing and agreed upon.
- Any un-authorized repairs or replacements
- Any un-authorized technical trade support

**3.5 ANTICIPATED SCHEDULE**

- 3.5.1** Start Date: By September 23, 2023.  
Completion Date: October 8, 2023

**END OF SECTION 3.0**

## 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

### 4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFQ responses are to be on 8.5” x 11” size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

Responses to each section shall be marked with the corresponding letter and number (e.g., A1, A2, etc.).

### 4.2 QUOTATION SUBMISSION REQUIREMENTS

Proponents are requested to submit a quotation containing the following:

- A. Mandatory Requirements:
  - A1 Signed signature and waiver sheet.
  - A2 Signed addendum (addenda) if applicable.
  - A3 Completed Pricing Sheet, Work Schedule, and References (Schedule “B”)
  - A3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.17.
  - A4 WCB Requirements: Provide evidence of WCB coverage as described in Section 2.17.
  - A5 Certificates: Certified Irrigation Technician and Certified Irrigation Contractor (Irrigation.org - Prairie Chapter)
- B. Price
  - B1 Complete Pricing Sheet (Schedule “B”)
- C. Workmanship
  - C1 Provide 3 References from organisations you have performed like work for.

#### EVALUATION PROCESS

**4.2.1** Selection of the Successful Proponent pursuant to this RFQ will be made on the basis of the Proponent meeting mandatory requirement, the value of their quotation, additional information requested and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

| Evaluation Criteria                     | Evaluation  |
|---|-------------|
| A. Mandatory Requirements (A1- A5)      | Pass / Fail |
| B. Price (B-1)                          | 50%         |
| C. Workmanship – Reference Checks (C-1) | 50%         |

**4.2.2** A submission will first be reviewed for compliance with the mandatory requirements of this RFQ as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.



### 4.3 PROPONENT SHORTLIST

- 4.3.1 It is expected that Proponents will be shortlisted based on the evaluation of submissions for the criteria outlined in section 4.3 above. The Town of Canmore reserves the right to shortlist any number of Proponents.
- 4.3.2 Proponents are not guaranteed any paid assignment as a result of being shortlisted via this RFQ. Shortlisted Proponents may be required to undergo an interview prior to final selection of the Successful Proponent.

### 4.4 CONFIDENTIALITY OF EVALUATION

- 4.4.1 Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

### 4.5 RFQ SCHEDULE

The following schedule has been established for this RFQ:

- RFQ issued on Town of Canmore website .....July 24, 2023
- Last day to submit questions to Town of Canmore designate..... Aug 3, 2023
- Last day for Town of Canmore to issue final addend..... Aug 3, 2023
- RFQ closing date..... August 8, 2023
- RFQ evaluation period and Letter of award.....August 8-11, 2023
- Work start and end.....Sept – Oct, 2023

**END OF SECTION 4.0**

## 5.0 SIGNATURE AND WAIVER SHEET

1. The Proponent hereby acknowledges that prior to submitting a RFQ response for this project, the Proponent has obtained from the Town of Canmore and thoroughly reviewed in order to be familiar with and certain as to all of the Terms and Conditions set out in the RFQ documents and all amendments thereto which are incorporated by reference into the above-cited RFQ as follows:
  - a) Affidavit of Execution; and
  - b) Affidavit of Corporate Signing Authority.

The referenced documents may be viewed at The Town's website (<https://canmore.ca/business/find-a-form>).

- a) The Proponent acknowledges the documents incorporated by reference as indicated in paragraph 1 above.
  - b) The Proponent further acknowledges that, unless otherwise agreed by both parties and confirmed in writing, it is subject to and bound by each provision included in each document incorporated by reference to the same extent that it would be if each such provision were set out and included with the hard copy of the Contract Documents.
  - c) The Proponent further acknowledges and confirms that either:
    - i. It has read and understood each provision included in each document incorporated by reference; or
    - ii. By signing this Signature and Waiver Sheet it waives any and all rights to claim or argue that it was not aware of any provision of any document incorporated by reference.
2. The terms of this document are severable from one another, and the invalidity of any one or more paragraphs in this document will not affect the validity of the other paragraphs.
  3. The Proponent hereby acknowledges it has thoroughly reviewed and understood all the terms and conditions of the RFQ which include those contained in the Instructions for Submitting a Response to this Request for Quotation, General Conditions of Response, all documents included by reference as set out in Paragraph 1, all drawings and specifications as may be listed in the Table of Contents and Appendix A and B (together the "Terms and Conditions").
  4. By signing this sheet, I confirm I have the full authority to represent the Proponent in all matters relating to the RFQ, and I confirm that the Proponent agrees to be bound by all the Terms and Conditions.



|                         |                                       |
|-------------------------|---------------------------------------|
| Name of Business Entity |                                       |
| Complete Address:       |                                       |
| Phone                   | Mobile Phone                          |
| Fax                     | Email                                 |
| Website                 |                                       |
| Proponent Signature     | Affix Corporate Seal: (if applicable) |
| Title                   |                                       |
| Printed Name            |                                       |
| Date                    |                                       |

**Note:** A seal is a preferred element of the signing of a submission. However, if the corporation or other legal entity making the submission does not have a seal or if it is not available, the corporation or entity should provide reasonable documentation to confirm the printed name and position of the person or persons signing, as well as to confirm that such person or persons signing on behalf of the entity has or have authority to bind the entity. Affidavits of authority and execution will normally constitute reasonable confirming documentation. Forms for each of these affidavits can be found at (<http://canmore.ca/business/find-a-form>). Without limiting the preceding paragraph but for further clarity, if the corporation or other legal entity does not have a seal or if it is not available:

- For a corporation or other business association, the printed name and position of the person or persons signing together with an affidavit of execution and an affidavit of authority should be completed and submitted,
- For an individual or sole proprietorship, the printed name and position of the person signing together with an affidavit of execution should be completed and submitted.

**END OF SECTION 5.0**

## **6.0 SCHEDULE “A” – ASSET LOCATIONS, MAPS AND INVENTORY SHEET**

See the separate PDF SCHEDULE “A” for these locations, maps and inventory sheet which form part of this package.

Lions Park – Is currently under construction. On Award new maps of the site will be provided to the awarded contractor.

## 7.0 SCHEDULE “B” – PRICING SHEET, WORK SCHEDULE AND REFERENCES

| Item Number        | Location Name and Address   | Description   | Price | GST | Total Bid Price |
|--------------------|---|---|-------|-----|-----------------|
| Item 1             | Three Sisters Sports Complex – Stewart Creek Drive  | sports field, ball diamond, green spaces, tree and shrub beds.              |       |     |                 |
| Item 2             | Millennium Park – 1 <sup>st</sup> street and 5 <sup>th</sup> Ave  | Sports field, ball diamond, green spaces tree and shrub beds.               |       |     |                 |
| Item 3             | Centennial Park – 5 <sup>th</sup> Ave and 5 <sup>th</sup> Street  | Sports field, green spaces, tree and shrub beds, event potable water lines. |       |     |                 |
| Item 4             | Riverside Park – River Road   | Park greenspace   |       |     |                 |
| Item 5             | Civic Center – 902, 7th Ave   | Green spaces and landscaping tree and shrub beds                            |       |     |                 |
| Item 6             | Eklöf Park – Corner of Fairholme Drive and Mount Rundle Place   | Parks green space   |       |     |                 |
| Item 7             | Fire Hall – Corner of Railway Ave / 10 <sup>th</sup> Street   | landscaping shrub beds  |       |     |                 |
| Item 8             | Lions Park – 15 <sup>th</sup> Street  | Sports field / ball diamond, green spaces                                   |       |     |                 |
| Item 9             | Recreation Center - 8th Ave   | Sports Field  |       |     |                 |
| Item 10            | Eagle Terrace – Benchlands Trail  | Sports Field  |       |     |                 |
| Item 11            | Elk Run – Sandstone Terrace   | Ball Diamonds (3)   |       |     |                 |
| Item 12            | Public Works Facility – 100 Glacier Drive   | Green spaces  |       |     |                 |
| Item 13            | Cemetery – Palliser Trail / Silvertip Trail   | Green spaces  |       |     |                 |
| Item 14            | Elizabeth Rummel School – Cougar Creek Drive  | Sports Field, green spaces and landscaping shrub beds                       |       |     |                 |
| Additional Pricing | One-person crew with vehicle and supplies – Per hour, to come to Canmore to quote and or perform irrigation repairs and turf reclamation, includes truck, fuel and labour, excluding the cost of irrigation parts and required components.        | Work could be anywhere within the Town of Canmore.                          |       | N/A | N/A             |
| Additional Pricing | Two/ Three-person crew with vehicle and supplies – per hour, to come to Canmore to quote and or perform irrigation repairs and turf reclamation, includes truck, fuel and labour, excluding the cost of irrigation parts and required components. | Work could be anywhere within the Town of Canmore.                          |       | N/A | N/A             |
|                    |   | <b>SUB TOTAL \$</b>   |       |     |                 |
|                    |   | <b>GST \$</b>   |       |     |                 |
|                    |   | <b>TOTAL \$</b>   |       |     |                 |

**Request for Quotation – 2023 Irrigation Blow Out**



**Work Schedule:**

|  |  |
|--|--|
| Start Date:                                      |  |
| End Date:  |  |
| Number of people scheduled to work this project: |  |

**Equipment and Pressures to be used:**

|                                 |  |
|---------------------------------|--|
| Compressor model and type:      |  |
| Anticipated pressure to be used |  |
| Other                           |  |

**References:**

|               | CONTACT DETAILS (name and phone number) | SCOPE OF WORK PERFORMED |
|---------------|---|-------------------------|
| Reference # 1 |   |                         |
| Reference # 2 |   |                         |
| Reference # 3 |   |                         |

## 8.0 OPTION FOR BIDDER: IRRIGATION CHARGE UP

An option that the town is considering that may form part of this award is having the Contractor Charge up all our irrigation systems in the Spring. If this work is something you are interested in, please fill in the Bid Consideration Form below. Award will be pending additional budget approvals.

### 8.1 SCOPE OVERVIEW/SCOPE OF SERVICES

#### 8.1.1 GENERAL SCOPE OF WORK

This project calls for the supply of all labour, materials, consumables, tools and equipment, rentals, along with accommodations and expenses to carry out and complete the project scope, duties, responsibilities, and deliverables.

The thorough charging up of all irrigation and potable water lines at identified sites, using the appropriate methods. Ensuring that all lines are charged by activating the control box/s and/or TBOS to double check that they are holding pressure.

Using the maps provided to guide all work and asking for clarification if unsure. The Town will provide a large colour set of maps and access to a cloud-based mapping software.

Repair any damage to the irrigation system and associated surrounding turf, associated with damage due to water left in the irrigation system that has caused ice damage to the system. This will be identified by the Town during spring charge up.

#### 8.1.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF CONTRACTOR

- The charging up of all irrigation lines and potable water lines. If a line / head does not activate from the main control box or TBOS, the line must be activated from the solenoid, by manually turning it on for charging.
- After award, but before charge up takes place, a Town designate will perform a walk around of each site, with the contractors designate, to point out all blowout locations, controller locations and other access points. A full size colour set of maps and a basic system inventory will be provided for each site. Sign off on the tour of each site will be required.
- The Contractor shall work with the Town to come up with a charge up schedule that accommodates sports users, event groups, Civic Center Mountain Market Day (Thursdays) and the schools (Three Sister Sports Complex / Centennial Park / Recreation Centre / Elizabeth Rummel).
- The Contractor is required to check in with the Parks Designate every day to provide an update on the work progress. Subsequent information will be passed along to impacted user groups.
- Use the maps provided to locate valve boxes, heads, lines, zones, quick couplers and control boxes / panels (Maps for blow out and charge up are the same). When in question, the Contractor shall call the Town Designate to further identify lines, heads or valves that cannot be located.
- The Contractor is to identify irrigation system issues that will require work in the spring of that following year. EG: a head blows off during blow out. These items are to be marked and noted on the maps and provided back to the Town at the end of the contract.

- Gate access keys will be required for some sites. The Town Designate will assist with obtaining these keys at no cost to the contractor. Keys must be returned before invoice payment is made. Lost keys will see a deduction to the payment on the final invoice of \$150 per key.
- No work is to take place on weekends unless prior permission is obtained through the Town's Request for Permission to Work process with 5 working days' notice. Contact the Town Designate to assist with this, no less than 48hrs before the work is to take place.
- Access to all areas must be in a manner which avoids disturbance to the existing vegetation and ground cover and adhere to all regulations of the permits. All damage must be repaired as to existing conditions or to better than before, and be free of ground settling and trip hazards, within 5 days of the blow out work being completed. Work will have to be re-performed if hazards relating to the repair work exist on inspection in the spring the following year of when the repair was performed. This is to allow for settling of the turf.
- The Contractor shall not obstruct private driveways, property, hydrants, valve or control pit covers, valve boxes, curb stop boxes, fire or police call boxes, and all other utility controls, warning systems and appurtenances.
- Access to the Elk Run Ball Diamond charge up point will need to be coordinated at least 3 days in advance with EPCOR as a Confined Space Certification and equipment is required to enter the well. The Town Designate will help with this. EPCOR has this certification.
- The Contractor shall be responsible for any irrigation system components, (pipes, lines, valves, etc.) that are damaged due to ice buildup that can be identified during the Town's annual spring irrigation charge up. The Town will always perform spring charge up. The Contractor must be available to respond and repair any breaks within 72hrs of the Town contacting the awarded Contractor. This includes the turf surrounding the damaged irrigation system that needs to be excavated to expose the damaged system. The Town will partially expose such locations for the Contractor to inspect and repair at the Contractor's full cost, unless other arrangements for system and turf repair are made and agreed upon in writing.
- Irrigation charge up must be performed and completed between May 1 - 12 (weather dependent) annually, give or take a day or two due to the annual calendar and weekend variations, unless otherwise agreed upon in writing.
- On a successful completion of the 2023 Irrigation blow out and an incident free charge up in spring 2024, the 2023 Awarded Contractor may be re-awarded the 2024 and/or 2025 and/or 2026 Contract(s). An annual evaluation will be performed with the Contractor in the spring of each year after Charge Up has been performed by the Town. Factors that will be taken into consideration for re-award will be:
  - The Contractor's expertise, experience, and ability to perform the work.
  - The ability for the Contractor to accept additional work areas at a reasonable price when the Town acquires additional irrigation locations or general irrigation system work is to be performed.
  - How responsive the Contractor is to Town request (Contractor's ability to reprioritize work due to unforeseen circumstances).
  - Ability of the Contractor to perform the work efficiently and safely.
  - The Contractor's ability to work with and liaison respectfully with Town staff, residents, and user groups.

- The Contractor's ability to perform the work within the allocated timeline, charge up will always be performed between May 1-12.
- All subsequent awards will be subject to a price increase equal to and not greater than the Town's annual budget COLA increase as approved by Town Council for that budget year. This may vary annually between 0% and 6%.
- All subsequent awards will require the Contractor to submit a price for the possible re-award of the Contract, prior to August 1<sup>st</sup>, if the Contract is to be awarded to the same Contractor in a consecutive year. If this is not done by August 1<sup>st</sup>, the Town may retender this Work.

**8.1.3 SERVICES NOT INCLUDED**

- Any locations not listed in this document, unless otherwise in writing and agreed upon.
- Any un-authorized repairs or replacements
- Any un-authorized technical trade support

**8.2 ANTICIPATED SCHEDULE**

- 8.2.1** Start Date: By May 1, 2024.  
Completion Date: May 12, 2024.

## 9.0 BID CONSIDERATION FORM: SPRING IRRIGATION CHARGE UP

| Item Number        | Location Name and Address   | Description   | Price | GST | Total Bid Price |
|--------------------|---|---|-------|-----|-----------------|
| Item 1             | Three Sisters Sports Complex – Stewart Creek Drive  | sports field, ball diamond, green spaces, tree and shrub beds.              |       |     |                 |
| Item 2             | Millennium Park – 1 <sup>st</sup> street and 5 <sup>th</sup> Ave  | Sports field, ball diamond, green spaces tree and shrub beds.               |       |     |                 |
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| Item 5             | Civic Center – 902, 7th Ave   | Green spaces and landscaping tree and shrub beds                            |       |     |                 |
| Item 6             | Eklöf Park – Corner of Fairholm Drive and Mount Rundle Place  | Parks green space   |       |     |                 |
| Item 7             | Fire Hall – Corner of Railway Ave / 10 <sup>th</sup> Street   | landscaping shrub beds  |       |     |                 |
| Item 8             | Lions Park – 15 <sup>th</sup> Street  | Sports field / ball diamond, green spaces                                   |       |     |                 |
| Item 9             | Recreation Center - 8th Ave   | Sports Field  |       |     |                 |
| Item 10            | Eagle Terrace – Benchlands Trail  | Sports Field  |       |     |                 |
| Item 11            | Elk Run – Sandstone Terrace   | Ball Diamonds (3)   |       |     |                 |
| Item 12            | Public Works Facility – 100 Glacier Drive   | Green spaces  |       |     |                 |
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| Item 14            | Elizabeth Rummel School – Cougar Creek Drive  | Sports Field, green spaces and landscaping shrub beds                       |       |     |                 |
| Additional Pricing | One-person crew with vehicle and supplies – Per hour, to come to Canmore to quote and or perform irrigation repairs and turf reclamation, includes truck, fuel and labour, excluding the cost of irrigation parts and required components.        | Work could be anywhere within the Town of Canmore.                          |       | N/A | N/A             |
| Additional Pricing | Two/ Three-person crew with vehicle and supplies – per hour, to come to Canmore to quote and or perform irrigation repairs and turf reclamation, includes truck, fuel and labour, excluding the cost of irrigation parts and required components. | Work could be anywhere within the Town of Canmore.                          |       | N/A | N/A             |
|                    |   | <b>SUB TOTAL \$</b>   |       |     |                 |
|                    |   | <b>GST \$</b>   |       |     |                 |
|                    |   | <b>TOTAL \$</b>   |       |     |                 |

**END OF SECTION 8.0**  
**END OF ENTIRE DOCUMENT**