

## **2023 Fence Repairs**

The Town of Canmore is requesting quotations to select a service provider to provide repairs, supply and install fencing and components to fix fences for 2023 Fence Repairs.

### **1.0 SCOPE OF WORK**

- 1.1 The Work is the removal and disposal of old fence parts (off site), and supply and install of new fence parts and components. All parts and components must match existing at each individual site.
- 1.2 All Work is within the Town of Canmore, at individual sites around town. Location pictures and maps can be found in Appendix A: Locations and Maps, as a separate document.
- 1.3 Work can start after Award and must be completed by November 30, 2023.
- 1.4 Work can not take place on a Sunday unless 72hrs notice is given and permission granted by the Town in writing.
- 1.5 Any signed removed from fencing must be reattached.
- 1.6 Work will be awarded and prioritized pending sufficient funding. Items may be removed or added to the Scope of Work.

### **2.0 INSTRUCTIONS FOR SUBMITTING A QUOTE:**

- 2.1 Service providers shall submit their quote to the Town of Canmore by email to the attention of **Lisa Guest** at [parks@canmore.ca](mailto:parks@canmore.ca).
- 2.2 Quote shall be received by **10:00:00 hours** (Canmore local time) on **August 28, 2023**.
- 2.3 The quote (including all supplemental information) is to be in PDF format only (.pdf).
- 2.4 Responses by facsimile will not be accepted.
- 2.5 RFQ Contact Person:  
  
For clarification or additional information, service providers shall only contact the person listed below.  
  
[parks@canmore.ca](mailto:parks@canmore.ca)
- 2.6 Responses must be in English.
- 2.7 Quotes shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 2.8 Quotes shall include all materials, labour, equipment, living expenses, food, and services necessary for the manufacturing, shipping, interim storage, delivery, and installation and

shall include all costs for administration, insurance, duties, coordination, and supervision at all phases of the contract.

- 2.9 Quotes shall be irrevocable for sixty (60) days following the submission date and all quotes shall be retained by the Town of Canmore.
- 2.10 No commitment on the part of the Town of Canmore shall exist under this request unless and until the service provider receives official written confirmation from the Town of Canmore that it has been selected to complete the work.
- 2.11 All service providers submitting a quote in response to this request will be advised of the results by email. Please allow at least 3 days for quotes to be reviewed and a decision made by the Town of Canmore.
- 2.12 Procedural or technical questions shall be submitted in writing and should include references to a specific item number.
- 2.13 It is the service provider's responsibility to clarify the interpretation of any item of this request a minimum of 96 hours prior to the stated submission date and time by contacting the Town of Canmore's designate (as above).
- 2.14 In the event of a numerical discrepancy or error in a quote, the written number will prevail.
- 2.15 In the event of pricing extension errors, the unit price will apply.
- 2.16 The service provider 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.
- 2.17 Service providers 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.
- 2.18 Any cost incurred by the service provider in the preparation of its response to this request for a quote shall be borne solely by the service provider.
- 2.19 The Town of Canmore will be issuing the award on the submitted Bid Form to the service provider to deliver the work described within this request.
- 2.20 Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the service provider without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the service provider 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.
- 2.21 The Town of Canmore will not consider the payment of a deposit to the service provider for the scope of work in this request.
- 2.22 Invoices will be paid within 30 days from the approval date of the invoice.

- 2.23 The successful vendor/service provider 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 successful vendor/service provider 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.
- 2.24 The successful vendor/service provider 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 FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence.
- 2.25 The successful vendor/service provider 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.
- 2.26 The successful vendor/service provider 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 vendor/service provider to the Town of Canmore.
- 2.27 The successful vendor/service provider 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.
- 2.28 [If services are being provided, include the following item; if no services, delete this requirement along with the submittal requirement in Section 4.0] The successful vendor/service provider 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. Service providers 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 service provider's account to the Town of Canmore prior to the commencement of the work.

END OF SECTION

**3.0 INSTRUCTIONS FOR SUBMITTING A BID:****BID FORM – Use this form and section to submit your bid.**

	<b>Location</b>	<b>Details of items required</b>	<b>Price</b>	<b>Total</b>
#1	Millenium Park. 101 5 <sup>th</sup> Ave / 1 <sup>st</sup> Street			
#2	Veterans Tennis Court next to 921, 9 <sup>th</sup> street			
#3	Elk Run Ball Diamonds, Sandstone Place			
#4	Eagle Terrace Parking Lot 900 benchlands Trails			
#5	Lions Park Ball Diamond, 1100, 15 <sup>th</sup> Street			
#6	Lions Park Trail, 1100, 15 <sup>th</sup> Street			
#7	Municipal Reserve Parcel at NW corner Bow Valley Trail and Montane Road roundabout			
#8	Silvertip Playground, 101 Silvertip Road			
#9	Elizabeth Rummel School Playground, 1033 Cougar Creek Drive			
#10	3000 Spring Creek Drive, access via pump house parking lot			
#11	Railway Ave to 17 <sup>th</sup> St, fencing along paved trail parallel to railroad tracks starting at Railway Ave crossing to 17 <sup>th</sup> Street crossing, to Railway Ave, Benchlands crossing. Work areas are marked on the pavement in orange spray paint.			
			<b>Sub Total</b>	
			<b>GST</b>	
			<b>TOTAL</b>	

**Proposed Work Schedule:**

Proposed work schedule	Start Date	End Date	Total # of workdays to complete:

**Service Provider Bid Details**

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Vendor Signature	
Title	
Printed Name	
Date	

**Award Details – Town of Canmore**

Awarded By:		
Name:	Signature:	Date:

Additions / Deletions to Award:

**Appendix A:** Locations and Map. See separate document.

END OF DOCUMENT