



## **Request for Quotation (RFQ)**

### **FOR Tree and Shrub Watering 2025**

**SUMMARY:**

The Town of Canmore is seeking a Service Provider for the watering of trees, shrub beds and the reporting of plant material concerns.

<b>REFERENCE NUMBER:</b>	<b>2025 Watering</b>
<b>CLOSING DATE:</b>	<b>February 4, 2025</b>
<b>CLOSING TIME:</b>	<b>14:00:00 Mountain Time Zone</b>
<b>DATE ISSUED:</b>	<b>January 14, 2025</b>
<b>NOTE:</b>	<b>RESPONSES WILL NOT BE OPENED PUBLICLY</b>



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**Request for Quotation – Tree and Shrub Watering 2025**  
**Reference Number: 2025 Watering**



## 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 14:00:00 hours Mountain Time Zone (Canmore local time) on February 4, 2025.**

1.1.2 Responses are to be delivered to:

Proponents shall submit their quotation to the Town of Canmore by email to the attention of Tiffany Carleton, Public Works Project Coordinator at [tiffany.carleton@canmore.ca](mailto:tiffany.carleton@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.

Tiffany Carleton, Public Works Project Coordinator

Email – [tiffany.carleton@canmore.ca](mailto:tiffany.carleton@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 Service Provider for the watering of trees, shrub beds and the reporting of plant material concerns. Work areas may be added, removed, or revised during the course of this contract.

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 sixty (60) 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 two 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 72 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.

## **2.9 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 Notice of Award and Service Agreement 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 28 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.

## **2.19 INFORMATION SECURITY STANDARDS**

- 2.19.1** Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to comply as part of responding to this request.

**END OF SECTION 2.0**

### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 RFQ DEFINITIONS

Owner	the Town of Canmore
Project	Tree and Shrub Watering 2025
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 Award and Service Agreement for the Tree and Shrub Watering 2025.

#### 3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

- 3.2.1 The Town of Canmore is seeking a Service Provider for the watering of trees, shrub beds and the reporting of plant material concerns.

#### 3.3 PROJECT SITE

- 3.3.1 Various locations within the Town of Canmore. See attached Mapbook in Appendix A.

#### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

##### 3.4.1 GENERAL SCOPE OF WORK

Through the direction of the Town of Canmore Parks team, the Service Provider will be responsible for completing the watering of trees and shrubs including the reporting of any plant material concerns.

The contracted work is from May 12 – September 30, 2025 (with a possible extension until October 31, 2025, pending weather).

The Service Provider and Town of Canmore Parks' staff shall meet in March of each year to discuss the required work for that year based on the past years growth, current plant health and new town assumed tree assets.

Due to possible seasonal water shortages, the Town of Canmore reserves the right to cancel, suspend or amend the watering program at any time.

The Town of Canmore will supply the necessary keys to access the work areas where necessary.

##### 3.4.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF THE SERVICE PROVIDER

- This RFQ calls for the supply of all labour, materials, consumables, tools and equipment, live out allowances and accommodations to carry out and complete the watering of trees and shrubs located throughout the Town of Canmore as per the attached Mapbook in Appendix A.
- The Service Provider shall be responsible for managing daily workplace safety and hazard identification and mitigation. Prior to any work beginning annually, sign-off of the Town of Canmore's Contractor Health and Safety Acknowledgement is required.
- The Service Provider must know and adhere to all relevant Town Policies and Bylaws while conducting the work.
- The Service Provider shall submit monthly invoice for work performed, showing the dates work was performed and the areas where the work was completed.

### **Watering Responsibilities**

- Each shrub shall receive 3-4 gallons of water per watering.
- Each tree shall receive 1 tree gator bag full of water per watering, or in the absence of a tree gator the tree shall receive 10-15 gallons of water per watering.
- Water each tree / shrub by rotating between the plants in the bed or shutting off the hose nozzle to allow water to soak into the ground. Avoid water runoff, dirt or mulch disturbance. No mulch, dirt or debris should be washed onto any asphalt or concrete surfaces. It is recommended that a rain type shower nozzle be used to water all trees and shrubs that do not have a water bag.
- The Service Provider shall report to the town any tree gator water bags that are missing or broken, the Town will replace these bags.
- If a tree gator bag is still full on the next scheduled watering, the contractor is to adjust the bag so it drains efficiently.
- Report to the Parks' designate any plant material that you notice to be damaged and/or in ill health within 48hrs of the observation.
- In the event of a substantial amount of precipitation that has already fallen, the ground at a location being shaded and / or damp, a scheduled watering can be cancelled when an additional watering would negatively impact the health of the plant material.
- The Town of Canmore may cancel a watering based on the weather conditions. If this occurs a Parks' designate will notify the Service Provider the day before the scheduled watering. Any work not performed due to the above cannot be invoiced.
- If additional watering is suggested by the Service Provider, they are to first contact the Parks' designate for approval.
- Watering schedules may be disrupted by street closures and or special events, specifically at Centennial Park on the July, August and September long weekends. Please plan your routes and schedules accordingly during these times.
- Watering on 8<sup>th</sup> Street, 6<sup>th</sup> and 7<sup>th</sup> Ave should be complete by 9:30 AM. Avoid watering during peak pedestrian and vehicle traffic times.
- The Service Provider must park the watering vehicle in appropriate locations as to not obstruct the view of pedestrian and or vehicle traffic.
- The Service Provider is to keep ground disturbance to a minimum. Any area disturbed must be reclaimed at the Service Provider's sole cost using the Town of Canmore Engineering Design and Construction Guidelines, section 10. Pg 127 Landscape Design Guidelines for reference.
- Areas listed in the bid form may be prioritized and some may be removed by the Parks' designate if the entire scope of the project cannot be performed with the allocated yearly operations budget.
- The Service Provider is to provide traffic accommodation plans and drawings where applicable and when required.

- If work must take place on Sundays or holidays a Noise Exemption Permit must be obtained. 72-hour notice is required to obtain this permit.
- Extra waterings may be required with the assumption of new infrastructure from development. The Service Provider and Parks' designate will agree upon a price once a site walk through has taken place and this will be compared to another current watered location.
- Between Sept 15 – 30, 2025 the Service Provider will perform a site inspection with the Parks' designate to evaluate each site for moisture and plant health. This meeting will dictate which areas will be watered as part of any potential contract extension from Sept 30 - Oct 31, 2025.

### **3.4.3 OPTIONS OR EXTENSIONS**

The contract shall be for an initial period of one year (2025) with a consideration made for an additional three year extensions. Consideration for extensions includes but is not limited to:

- All work completed has met Town of Canmore requirements.
- Value for the money.
- Quality of the work performed.
- Ability to perform the work as outlined in the contract.
- Ability to complete the work within the contracted work dates.
- Past performance and experience.
- The Service Provider is satisfied that watering locations may be added or removed from this contract yearly, as new plant material is added or existing plant material establishes and or grows and no longer requires watering.

### **3.4.4 SERVICES NOT INCLUDED**

Any other landscaping services, removal of trees and shrubs or planting of new trees and shrubs.

## **3.5 ANTICIPATED PROJECT SCHEDULE**

### **3.5.1 Watering will be done as per the following:**

- **May 12 to September 30, 2025:** All highlighted areas on each map shall be watered 1 time per week with a minimum of 5 days and a maximum of 7 days between watering.
- **September 30 to October 31, 2025:** During a possible contract extension, watering will be completed 1 time per week with a minimum of 5 days and maximum of 7 days between watering.

**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:

#### 4.2.1 Mandatory Requirements:

- 4.2.1.1 Signed signature and waiver sheet.
- 4.2.1.2 Signed addendum (addenda) if applicable.
- 4.2.1.3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.17.
- 4.2.1.4 WCB Requirements: Provide evidence of WCB coverage as described in Section 2.17.

#### 4.2.2 Quotation: Quotation is to be provided using the Bid Form in Addendix B.

#### 4.2.3 Health and safety program – Include a summary (no longer than 2 pages) of your company’s health and safety practices.

### 4.3 EVALUATION PROCESS

4.3.1 Selection of the Successful Proponent pursuant to this RFQ will be made on the basis of the Proponent meeting mandatory requirements, 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
Mandatory Requirements	Pass / Fail
Quotation	100%

4.3.2 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.

### 4.4 PROPONENT SHORTLIST

4.4.1 It is expected that 1 Proponent 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.

4.4.2 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.

#### **4.5 CONFIDENTIALITY OF EVALUATION**

- 4.5.1** 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.
- 4.5.2** **This procurement is subject to the Canadian Free Trade Agreement (207) Chapter Five – Government Procurement. The name of the Successful Proponent and the value of the award will be posted on the Alberta Purchasing Connection.**

#### **4.6 RFQ SCHEDULE**

The following schedule has been established for this RFQ:

- RFQ issued on Town of Canmore website/Alberta Purchasing Connection JAN 14, 2025
- Last day to submit questions to Town of Canmore designate JAN 29, 2025
- Last day for Town of Canmore to issue final addendum JAN 31, 2025
- RFQ closing FEB 4, 2025
- RFQ evaluation period FEB 5 - 11, 2025
- Notice of Award to be issued to Successful Proponent FEB 13, 2025
- Issue Service Agreement to Successful Proponent FEB 19, 2025

**END OF SECTION 4.0**



**5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET**

By signing below, the Proponent hereby acknowledges and agrees as follows:

- (a) Prior to submitting its response to this RFQ, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFQ including all addendums hereto and documents incorporated by reference into this RFQ.
- (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFQ including those in all addendums hereto and documents incorporated by reference into this RFQ, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFQ.
- (c) The Proponent’s representative signing below has the full authority to represent the Proponent in all matters relating to the RFQ and bind the Proponent to the terms and conditions of this RFQ.

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal:
Title	
Printed Name	
Date	



**Notes to Signatories:**

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not have a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director's resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.

## **6.0 APPENDIX A – REFERENCE DOCUMENTS**

- 2025 Parks\_Watering Contract Mapbook

## 7.0 APPENDIX B – DOCUMENTS FOR COMPLETION BY PROPONENT

Available Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Anticipated time of day watering will take place: \_\_\_\_\_

### Equipment to be used to complete this project:

Vehicle Type: \_\_\_\_\_

Water Tank Size: \_\_\_\_\_

Pump Type: \_\_\_\_\_

Length of hose / size of hose: \_\_\_\_\_

Hose nozzle type: \_\_\_\_\_

Road signage types: \_\_\_\_\_

Other: \_\_\_\_\_

Number of People on water crew: \_\_\_\_\_

**Request for Quotation – Tree and Shrub Watering 2025**  
**Reference Number: 2025 Watering**



- **Areas in Canmore** – 275 trees, 82 Mulch beds (trees in beds must be watered as well).
- If extra watering is required between Sept 30th - Oct 31, 2025, the price on the bid form, 'unit price per watering', will be used for any additional watering that is required to these contracted locations.
- Please provide a bid price for this work to be completed assuming that precipitation may not interfere with your projected amount of watering, on the bid form.

Map #	Location description	Number of trees / beds	Unit price per watering	Projected number of waterings May 12 – September 30, 2025 (with possible extension to Oct. 31, 2025)	Total Price
1	1900, 8 <sup>th</sup> Avenue, Canmore Recreation Centre.	- 29 trees			
2	8 Street (Main Street) - South downtown.	- 24 trees - 14 beds			
3	8 Street (Main Street) - North downtown <u>NOT INCLUDING Centennial Park.</u>	- 36 trees - 23 beds			
4	8st (Main Street) - North Downtown at Spring Creek Drive.	-14 trees			
5	700 Railway Ave - Elevation Place – South facing. Water trees in beds as well.	- 20+beds, including trees			
6	5 <sup>th</sup> Street / Centennial Park.	- 66 trees - 2 beds			
7	Benchlands Trail / Eagle Terrace Park.	- 39 trees			
8	Eagle Terrace roundabout / Cougar Creek between road bridge and middle pedestrian bridge. Water trees in beds as well.	- 2 trees - 16 beds			
9	Cougar Creek Drive (Elizabeth Rummel school) / Cougar Creek between road bridge and middle pedestrian bridge.	- 7 beds			
10	Stewart Creek Drive (OLS sports Complex).	- 56 trees			
11	Cougar Commuter Path (path runs parallel to the #1 HWY, North side. Access is off Grizzly Crescent).	- 9 Trees			
				<b>Sub Total</b>	