



Tree Services – Request for Quotes

Date Issued: April 12th, 2024

Deadline of Submission: Updated - April 29th, 2024, 5pm

Instructions

1. Invitation to Proponents
 - 1.1. The Town of Peace River is requesting proposals for prequalification of prospective proponents for tree maintenance work for the Town of Peace River.
 - 1.2. The Town's Purchasing Policy can be found here: <https://peaceriver.ca/tenders/>
2. Contact
 - 2.1. For the purposes of this RFQ, the Town of Peace River contact will be:
 - 2.1.1. Tanya Bell, Director of Community Services, tbell@peaceriver.ca, 780-624-1000
3. Scope of Work
 - 3.1. The proponent will be considered for tree maintenance services for the Town of Peace River. The work may include but is not limited to tree trimming, tree removal, stump removal, and brush trimming and removal.
 - 3.2. The Request for Quotes is to provide on-call tree maintenance services on an as needed basis.
 - 3.3. The successful proponent will be prime contractor for all work and worksites.
 - 3.4. The successful proponent will be required to sign the attached contract.
4. Term of Service
 - 4.1. The request for quotes is intended to cover the calendar year of 2024, generally April through November.
5. Quote Requirements:
 - 5.1. Submitted quotes must include the following:
 - 5.1.1. Hourly rate by personnel as applicable.
 - 5.1.2. Hourly rate by type of equipment as applicable.
 - 5.1.3. Be signed by a member of the company with the authority to commit to a contract on behalf of the firm.
 - 5.2. References:
 - 5.2.1. Provision of similar services from 2 other municipalities and/or companies.
 - 5.2.1.1. Project information or direct reference.
 - 5.3. Mandatory Criteria:



- 5.3.1. Proponents must provide the following requirements in addition to the quote.
 - 5.3.1.1. Copy of valid certificate of insurance that meets the specifications below:
 - 5.3.1.2. Comprehensive General Liability Insurance in respect to the Services and operations of the Contractor for bodily injury and/or property damage with policy limits of not less than two Million Dollars (\$2,000,000.00) per occurrence. Such insurance shall include the Town as an additional named insured.
 - 5.3.1.3. Comprehensive Automobile liability insurance on all vehicles owned, operated or licensed in the Contractor's name, with limits of not less than \$2,000,000 per occurrence.
- 5.3.2. Copy of current Workers Compensation Board Clearance.
- 5.3.3. Copy of current Town of Peace River Business License.
- 5.3.4. Certificate of CORE, SECORE or equivalency.
- 5.4. Personnel Certifications- listing of all personnel and their qualifications:
 - 5.4.1.1. Preferred:
 - 5.4.1.1.1. ISA Certified Arborist, or equivalent
 - 5.4.1.1.2. Minimum: Utility Tree Worker/Utility Tree Trimmer
- 6. Evaluation Criteria:
 - 6.1.1. Mandatory Criteria: Meets all requirements under 5.3 – pass/fail.
 - 6.2. Following mandatory criteria assessment, submissions will be evaluated against the following criteria:
 - 6.1.1. Pricing – 25%
 - 6.1.2. Experience - references – 25%
 - 6.1.3. Previous experience with Town - 25%
 - 6.1.4. Qualifications of personnel – 25%
- 7. Submissions
 - 7.1. Proponents can provide their submissions via the following options:
 - 7.1.1. Emailed: purchasing@peaceriver.ca or
 - 7.1.2. Dropped off: Town office at 9911-100 St, Peace River, AB.
 - 7.1.3. Mailed: Town of Peace River, RFQ for Tree Maintenance Services, 9911-100 St, Peace River, AB T8S 1S4
 - 7.1.4. Faxed: 780-624-4664
 - 7.1.5. This RFQ is part of a competitive procurement process, which helps serve the best interests of the Town.



7.1.6. The Town reserves the right, at any time of evaluation of any proposal to request additional information that it deems necessary in order to make a decision on any proposed offer.

7.1.7. The Town reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the Town, in its own best interest at this time, has determined not to pursue this issue. The Town may at its own discretion, invite one or more Bidder(s) to participate in a competitive negotiation process.

7.1.8. G.S.T. is applicable but should be quoted separately from the quoted prices. All other taxes and duty, if applicable, should be included.

7.1.9. Facsimile and email replies will be accepted. The Town of Peace River shall not be responsible for late or incomplete responses.

8. Deadline for submissions:

8.1. April 29th, 2024, 5pm