



## INVITATION TO TENDER

**TENDER NO.:** Bylaw # 662

**DATE:** April 5, 2011

**TO:**

**FROM:** Keith C. Russell  
*TOWN OF DRUMHELLER REPRESENTATIVE*

**DATE TENDER REQUIRED:**

**YEAR:** 2011    **MONTH:** April    **DAY:** 29<sup>th</sup>    **TIME:** 2:00pm

**- SUBMIT TENDER IN A CLEARLY-MARKED ENVELOPE-**

***SEND TO MAILING ADDRESS:***

***TOWN OF DRUMHELLER,  
703 2 Avenue West  
Drumheller, Alberta T0J 0Y3***

***ATTENTION:*** Ray Romanetz C.A.O.

**Re: Tender – Bylaw Truck #662**

YOUR FIRM IS INVITED TO SUBMIT A TENDER, PURSUANT TO THE GENERAL CONDITIONS FOR THE SCOPE OF WORK AS DESCRIBED IN SECTION 1 OF THIS DOCUMENT. THE TENDER MUST INCLUDE LABOUR, MATERIALS, EQUIPMENT AND OVERHEAD. THIS REQUEST SHALL NOT BE CONSIDERED AUTHORIZATION TO PROCEED WITH THE WORK HEREIN DESCRIBED.

**SECTION #1** *(TO BE COMPLETED BY TOWN OF DRUMHELLER)*

INITIATOR OF REQUEST: Keith C. Russell

DATE: YEAR: 2011 MONTH: March DAY: 4<sup>th</sup>

**1. SCOPE OF WORK: (INCLUDE LIST OF ATTACHEMENTS):**

The Town of Drumheller wishes to purchase one new pickup for service in Bylaw Enforcement. Due to the varied uses for the truck and a fixed purchasing budget, we are requesting that your firm provide separate quotations for various vehicle possibilities. Note that vehicle fuel economy will be an important part of the evaluation criteria. Bidders are encouraged to submit alternate choices they deem suitable for the work outlined above.

Vehicle Option #1:

1. State vehicle make, model, and year: \_\_\_\_\_
2. Full sized quad cab 1/2 ton
3. 4x4
4. Automatic
5. Radio-Blue tooth ready
6. White in color
7. Engine - Configuration (4 cyl / 6 cyl / 8 cyl): \_\_\_\_\_  
- HP Rating: \_\_\_\_\_  
- Torque Rating: \_\_\_\_\_  
- Fuel Economy (Mfg specifications): \_\_\_\_\_
8. Air conditioning
9. Power windows and locks
10. Warranty (please state exact warranty and coverage): \_\_\_\_\_

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Vehicle Option #2:

1. State vehicle make, model, and year: \_\_\_\_\_
2. Full sized extended cab ½ ton
3. 4x4
4. Automatic
5. Radio-Blue tooth ready
6. White in color
7. Engine - Configuration (4 cyl / 6 cyl / 8 cyl): \_\_\_\_\_  
- HP Rating: \_\_\_\_\_  
- Torque Rating: \_\_\_\_\_  
- Fuel Economy (Mfg specifications): \_\_\_\_\_
8. Air conditioning
9. Power windows and locks
10. Warranty (please state exact warranty and coverage): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle Option #3:

1. State vehicle make, model, and year: \_\_\_\_\_
2. Full sized extended cab ½ ton
3. 2 WD
4. Automatic
5. Radio-Blue tooth ready
6. White in color
7. Engine - Configuration (4 cyl / 6 cyl / 8 cyl): \_\_\_\_\_  
- HP Rating: \_\_\_\_\_  
- Torque Rating: \_\_\_\_\_  
- Fuel Economy (Mfg specifications): \_\_\_\_\_
8. Air conditioning
9. Power windows and locks
10. Warranty (please state exact warranty and coverage): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle Option #4 (NOTE: This option of for those manufacturers/dealers able to supply a "Hybrid" vehicle either in a truck or SUV design):

1. State vehicle make, model, and year: \_\_\_\_\_
2. Please state: 2 WD or 4 WD: \_\_\_\_\_
3. Automatic
4. Radio-Blue tooth ready
5. White in color
6. Air conditioning
7. Power windows and locks
8. Warranty (please state exact warranty and coverage): \_\_\_\_\_

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Upon review the Town will award the purchase based on the following evaluation criteria:

<b>Criteria</b>	<b>Weighting (%)</b>
Cost	30%
Warranty	25%
Availability (Delivery Time)	20%
Fuel Economy	25%

- The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed.
- By submitting a tender, each bidder acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the above mentioned criteria will be at the sole discretion of the Town of Drumheller.

**SECTION #2 (TO BE COMPLETED BY CONTRACTOR)**

**1. TOTAL COST OF VEHICLE OPTION #1, EXCLUDING GST:**

\$ \_\_\_\_\_

**TOTAL COST OF VEHICLE OPTION #2, EXCLUDING GST:**

\$ \_\_\_\_\_

**TOTAL COST OF VEHICLE OPTION #3, EXCLUDING GST:**

\$ \_\_\_\_\_

**TOTAL COST OF VEHICLE OPTION #4, EXCLUDING GST:**

\$ \_\_\_\_\_

**2. TENDER SUBMISSION PRICE IN EFFECTS FOR  60  DAYS  
FROM DATE OF ACCEPTANCE FROM TOWN OF DRUMHELLER.**

**SECTION #3**

**TENDER INELIGIBILITY**

TENDERS THAT ARE UNSIGNED, INCOMPLETE, IMPROPERLY SIGNED OR SEALED, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED TENDER, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS, OR TO ACCEPT THE TENDER EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER.

**INTENT**

THE UNDERSIGNED CONTRACTOR HEREBY PROVIDES A TENDER TO PERFORM THE PROJECT/WORK AS DESCRIBED WITHIN ITS ENTIRETY FOR THE COST AS DESCRIBED IN SECTION #1 & #2.

**CONTRACTOR:** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**TOWN OF DRUMHELLER:** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: YEAR  MONTH  DAY

UPON COMPLETION OF SIGNATURES ABOVE, THIS DOCUMENT WILL REPRESENT A CONTRACT AGREEMENT BETWEEN THE CONTRACTOR AND TOWN OF DRUMHELLER.