



February 17, 2022

**2022 REQUEST FOR QUOTE– Motor Grader supply  
to the Town of Norman Wells**

**Intent**

It is the intent to describe the rental services for the motor grader necessary to Town of Norman Wells Public Works. The equipment will be used on an as needed basis in locations throughout the Town and surrounding areas.

**Evaluation**

1. Proposals will be reviewed by the Senior Administrative Officer, Public Works Manager and Foreman.

**Scope of Work:**

The Town of Norman Wells maintains roads, ditches, landfill, building parking lots and town owned parks (I.E Bandy, Jackfish), and is responsible for responding to the needs of the public and the upkeep. The purpose of the rental contract as described is to supplement the equipment that the Town already owns.

The Town's demand for rental equipment is unpredictable and dependent on variable needs which may arise. The Town may occasionally require the motor grader for up to one (1) month duration. However, the Town may elect to rent the equipment for as little as one (1) day depending on need.

Supplier shall be capable of delivering the equipment at any hour of any day, if requested, even if the equipment must be procured from an out of area location, or from a different supplier.

**Qualifications**

- a. Supplier shall be regularly and continuously engaged in the business of providing rental services of a Motor Grader.
  - (1) The requested equipment will be made available for pick up by the Town at any one of the Suppliers yard locations within two (2) hours of initial call.
  - (2) The requested heavy equipment will be delivered to any Town location, including remote areas, within four (4) hours of initial call.
  - (3) The Supplier will respond to all equipment malfunctions within four (4) hours of initial call. Supplier may dispatch a technician and parts to repair the unit or provide a replacement unit. If the unit cannot be repaired within two (2) hours of technician arrival, a replacement unit will be provided.
- d. Supplier shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified.

**D. SPECIFIC REQUIREMENTS**

1. Supplier shall provide a pricelist for the Motor grader available for rent to the Town.

**Equipment to be provided:**

Motor grader c/w wing

**Schedule**

2. Here are the current scheduled steps in the RFQ process:
  - Request for Proposal Submission: Feb 28, 2022

**Evaluation Criteria**

3. The following points will be used to evaluate each proposal.
  - Costs
  - Supply

**Proposal Breakdown**

Here is what is being asked for each proposal to be submitted:

- Statement of equipment
- Costs
- Proof of insurance

Please respond by

Electronic copies will be accepted with hard copy to follow. Please ensure both versions are identifying as **CONFIDENTIAL – RFQ – PUBLIC WORKS REVIEW**

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