



Hamiota Municipality

ICIP – Brushing/Mulching

Request for Proposal v1.0

April 2022

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Hamiota Municipality Tree Brushing & Mulching Request for Proposal

Project Overview

This Request for Proposal (RFP) is a request for proposals to complete Brushing/Mulching for the Hamiota Municipality to coincide with the current ICIP Road Rehabilitation Project that is underway.

Requested are submissions of quotes, including technical information and other relevant material. The bidder must be able to demonstrate that they have the resources to complete the project by **October 31, 2022**.

Review of Submission and Next Steps

Hamiota Municipality will be solely responsible for the review of the responses to this RFP and the decision as to the appropriate next step. Hamiota Municipality and its agents will pay particular attention to the following considerations in reviewing the responses to this RFP and in any subsequent round of proposal review:

Criteria	Weight	Methodology
Price	60%	Price will be scored in 5% increments i.e. 60%: lowest price 55%: 2nd, etc.
Availability	20%	20%: 0 – 30 days; 15%: 31 – 60 days; 10%: 60 – 90 days; 0%: over 90 days.
Finishing	10%	Average score out of 10 from 3 random testers based on: - Thickness of Mulch Remains - Stumps to Ground Level - Size of the Mulch Remains
Quality	10%	Score out of 10 based on: - Tidiness of Mulched Sites - Timeliness of Work Completed

The result of the RFP response evaluation will depend on a number of factors, and could result in the issuing of one or more additional formal RFPs or the entering into of formal contracts with one or more proponents. Note that only respondents to this RFP will be eligible to

respond to any subsequent RFP as a result of the evaluation of this RFP's responses. Hamiota Municipality and its partners also reserve the right to select and combine partial solutions from different vendor's submissions.

Objective

Hamiota Municipality is requesting competitive proposals from vendors to supply brushing & mulching at specified locations as marked on the map provided.

Hamiota Municipality requests an on-site demonstration to establish above noted scoring criteria.

Specific Requirements

To include:

- Proof of COR Certification
- Proof of WCB Registration & a letter of good standing
- Proof of Liability Insurance no less than \$2,000,000.00 in the name of the Municipality

Required Proposal Information

- Vendor shall provide list of machinery to be used for the project (Minimum 275 HP, to include Drum Mulcher Head)
- Vendor shall provide maximum tree size that can be mulched (up to 18")
- Vendor shall provide list of past projects and experiences including references.
- Vendor shall include Environment policies, procedures, and practices to complete work.
- Vendor shall include availability of each component and proposed delivery timeline.

Billing

The proponent is asked to provide a complete and final price including taxes in Canadian dollars.

How to Respond

Submissions are invited from companies and organizations with an interest in participating in the proposed project. The formal closing date for this RFP and for the submission of detailed proposals to Hamiota Municipality is May 20, 2022, at 12:00 P.M. CST.

- Electronic submissions, in PDF format only, must be submitted to cao@hamiota.com.
- Hard copies must be submitted in a sealed envelope to the Hamiota Municipal office at 75 Maple Ave E, Hamiota.

Hamiota Municipality is available to meet with individual proponents and discuss the details and requirements of this RFP.

Lowest or any bid not necessarily accepted. Hamiota Municipality reserves the right to adjust the brushing/mulching site specifications at any time.

The official Hamiota Municipality contact for this RFP, to whom all requests and communications should be addressed, is:

Cindy Marzoff, Chief Administrative Officer: cao@hamiota.com