



## REQUEST FOR PROPOSALS

### SUPPLY AND DELIVERY OF BAGGED FIREWOOD TO THE COUNTY OF WETASKIWIN WINFIELD SHOP

**CLOSING DATE:** Friday, January 31, 2025 at 10:00 a.m. local time

**CONTACT:**           **GEOFF LYNCH**  
Director of Leisure & Community Services  
Phone: 780-361-6227  
Fax:   780-352-3486  
Email: [glynch@county10.ca](mailto:glynch@county10.ca)

**LOCATION:**           Rural Address: 243019A Hwy 13  
Box 6960  
Wetaskiwin, AB T9A 2G5

You are invited to submit a written Proposal to the County of Wetaskiwin No. 10 for the supply and delivery of bagged firewood to the County of Wetaskiwin Winfield Public Works Shop for the 2025 Camping Season.

Request for Proposals will be received up to 10:00 a.m. local time at the County Administration Office on Friday, January 31, 2025. Proposals received after the closing time and date will be returned unopened.

Proposals are to be delivered to the County Office in sealed envelope and clearly marked with the following:

“Request For Proposal – Supply and Delivery of Bagged Firewood”  
Attention: Geoff Lynch  
Director of Leisure and Community Services

The County reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. The County reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. The County has the right to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. All Proposals become the property of the County of Wetaskiwin. The County reserves the right not to release to the public information about submissions. The Bidder shall bear all costs associated with or incurred with the preparation and presentation of the Proposal, including, if applicable, costs incurred for interviews or demonstrations.

All purchases by the County of Wetaskiwin shall be in accordance with Procurement of Goods, Services, and Construction Policy #12.4.5 and Withdrawal of Patronage Policy #12.4.4. These documents are available on the County Website at [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca).

Any notice, other communication, or instrument required or permitted to this Request for Proposal shall be in writing and shall be delivered personally or may be emailed.

In the case of notice or communication to the County, it shall be sent to:

Geoff Lynch  
Director of Leisure & Community Services  
County of Wetaskiwin No. 10  
Box 6960  
Wetaskiwin, AB T9A 2G5  
Phone: (780) 361-6227  
[glynch@county10.ca](mailto:glynch@county10.ca)

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## SCOPE OF WORK

The successful contractor will:

1. Provide **1.5 cu ft bags of spruce or pine firewood**.
2. Deliver **3,000 bags annually** to the County of Wetaskiwin Winfield Public Works Shop.
  - a. Rural: SW-17-46-3-5, Address: 462019A Hwy 20
3. Alternatively, refill the Wood Storage Container at the County of Wetaskiwin Winfield Shop when requested.
4. Supply additional bags above the requested amount of 3,000 upon request, with authorization from the **Director of Leisure & Community Services**.

## ACCEPTANCE OF PROPOSAL

The County reserves the right to accept or reject any and all Proposals and to waive irregularities and informalities at its discretion. The County reserves the right to accept a proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the Bidder waives any right to contest in any legal proceedings or action the right of the County to award the purchase to any Bidder in its sole and unfettered discretion.

## EVALUATION CRITERIA

Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform that it deems in its sole discretion to be relevant to its decision, including but not limited to, the following criteria:

1. **Price** (50 points)
2. **Type of Firewood** (30 points)
3. **Delivery Capabilities** (15 points)
4. **References** (5 points)

## **TERMS OF AGREEMENT**

1. Commencing May 1, 2025 and ending December 31, 2025. The term of the contract will be a one (1) year period, with the option of a one (1) year extension for 2026.
2. The one (1) year extension for 2026 will be accepted or rejected by both parties no later than November 30, 2025.
3. The one (1) year extension of the contract will include all the terms and conditions of the original contract.

## **TERMS OF PAYMENT**

1. Payments will be based on actual deliveries.
2. Invoices must be submitted monthly and are subject to approval by the Director of Leisure & Community Services.

## **ROAD USE AGREEMENT**

To obtain weights over the fifty percent (50%) ban, the Contractor shall enter into a Local Road Use Agreement with the County of Wetaskiwin No. 10. The Agreement will cover the use of local roads as haul roads and detour roads and will address maintenance and restoration of roads used under this Contract. A permit must then be obtained after a Road Use Agreement has been signed.

## **BID OR PERFORMANCE BOND**

1. No Bonds will be required for this proposal.

## **ADDENDA**

1. Addenda, when issued, form part of the Request for Proposal. The Bidder shall acknowledge receipt of each Addendum in the space provided on the Proposal forms. The individual items included in the Addendum shall be added, deleted, or changed in accordance with the instructions contained in the Addendum letter. A copy of each Addendum will be inserted at the end of the Proposal Document.
2. All Addenda issued during the proposal timeframe will be posted on Alberta Purchasing Connection (APC). Note: If the vendor removes their interest from APC, you will not receive the posted Addendas.

3. If proposal packages were obtained from the County Office, the County will email or fax the Addenda to the parties that have been recorded as receiving the Proposal Document.

## **INSURANCE & HEALTH AND SAFETY**

The contractor must provide:

1. **Comprehensive General Liability Insurance:** Minimum **\$2,000,000 per occurrence**, naming the County of Wetaskiwin No. 10 as insured.
2. Proof of insurance before work commences.
3. Compliance with **Occupational Health and Safety Act** regulations.
4. A valid **Worker's Compensation Account**.

## **INDEMNITY**

1. The Bidder shall indemnify and save harmless the County, its elected officials, officers employees, servants, agents, contractors, and ratepayers, which without limiting the generality of the foregoing, shall include the costs of legal defense, with respect to any suit, proceeding, claim or demand made or brought by a third party, which without restricting the generality of the foregoing shall include any suit, proceeding, or demand founded in contract or in negligence arising out of any occurrence, incident, accident, or event relating to the submission of a Proposal or the subject matter thereof. Such indemnification shall survive after the awarding of a Contract.

## BIDDER INFORMATION

<b>Contractor:</b>	
<b>Company Representative:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Signature:</b>	
<b>Company Seal:</b>	

**BID SHEET PAGE**

<b>BID ITEM</b>		<b>BID AMOUNT (NO GST)</b>
A	Supply and Delivery of 3,000 <b>1.5 cu ft bags</b> of <b>spruce or pine firewood.</b>	\$
	TOTAL PRICE (Not including GST)	\$
<b>BID ITEM</b>		<b>BID AMOUNT (NO GST)</b>
B	Unit cost per additional <b>1.5 cu ft bags</b> of <b>spruce or pine firewood</b> if requested.	\$
	TOTAL PRICE (Not including GST)	\$

The price(s) quoted in this proposal shall be valid for a period of thirty (45) days from the date of submission. By submitting this Proposal, the undersigned agrees to all terms and conditions outlined in the attached specifications for 1 (one) year – for Supply, Delivery of Bagged Firewood to the Public Works Winfield Shop.

The County reserves the right to award the contract based on factors beyond price, including, but not limited to bagging/packaging methods, delivery capabilities, and type of firewood.

**ADDENDA**

The Bidder states that the following Addenda have been received and have been considered and taken into account in determining the bid prices. It is the responsibility of the Bidder to ensure all Addenda's have been received.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_



**CERTIFICATION**

(Failure to complete, sign and submit this certification, with the Request For Proposal Package, may disqualify the submission.)

We, \_\_\_\_\_  
(Legal Company Name)

Of \_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Email)

having examined and read the Request for Proposal, for supply and delivery of firewood to the County of Wetaskiwin Winfield Public Works Shop, as issued by the County of Wetaskiwin No. 10, do hereby bid and agree to provide the services/products in accordance with the Request for Proposal Documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seal

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name and Status of Authorized Representative

The prices quoted in this Request for Proposal shall remain valid for forty-five (45) days from the submission date.

**REFERENCE**

COMPANY	CONTACT INDIVIDUAL	CONTACT PHONE NUMBER

**PROPOSAL SUBMISSION CHECKLIST**

The following items shall be in the proposal submission.

Bid Sheet (Page )

References (Page )

**COUNTY OF WETASKIWIN RATING GUIDE**  
For County of Wetaskiwin Use Only

Price	50 Points	
Type of Firewood	30 Points	
Delivery Capabilities	15 Points	
References	5 Points	
<b>TOTAL</b>	<b>100 Points</b>	