



REQUEST FOR QUOTE

RE: 2026, 2027 & 2028 SANITARY MANHOLE RELINING PROGRAM

The Town of Olds is accepting quotes for the provision of sanitary manhole relining at various locations within Town limits.

This document outlines the general principles of this Request for Quote (RFQ).

GENERAL INFORMATION

Invitation to Submit a Quote

RFQ Issued:	April 15, 2026
Site Visit/Pre-Bid Meeting	No site visit planned
Deadline for Questions:	April 22, 2026 at 14:00 MT
Deadline for Issuing Addenda	April 24, 2026
Submission Deadline:	May 1, 2026 at 14:00:00 MT
Anticipated Ranking of Proponents:	May 7, 2026
Anticipated Execution of Agreement	May 13, 2026

ORGANIZATIONAL BACKGROUND

The Town of Olds has a population of 9,577 and provides municipal services including administration, finance, public works, recreation, water, wastewater and waste management services. Centrally located along the busy QEII corridor, Olds is a major service centre and regional market for over 40,000 people in Mountain View County. The proximity to Red Deer and Calgary contributes to our continued growth and economic stability. The quality lifestyle in Olds reflects the values and interests of our residents, which translates into a strong sense of community pride. Olds has safe and friendly neighbourhoods, beautiful parks, a fabulous path and trail system, and all the amenities associated with a big city.

LOCATION

The town is located at the intersection of Highway 27 and Highway 2A, 5 km west of the Queen Elizabeth II Highway, 80 kilometres north of Calgary and 60 km south of Red Deer.

SCOPE OF WORK

The 2026 project is to utilize cementitious, pure aromatic polyurea products, or an approved epoxy liner alternate such as Zebon, for either full or partial barrel relining of 18 manholes, including benching repair of approximately 1 manhole. All nineteen barrels have a diameter of 1,220mm. Depths range from 2.1 meters to 4.16meters. Please refer to Attachment 1 for details.

The 2026 project is provisional and may entail 19 manholes for relining, contingent on Council Budget Approval.

Scope of work as follows:

- Implementation of traffic accommodation plan.
- Plugging upstream collection line and by-pass pumping (if required).
- Clean and remove debris (if required). Contractor is responsible for handling any waste material.
- Seal or plug joints or defects as required.
- Reline existing manhole with a minimum 18mm thick cementitious or epoxy liner.
- Remove hole plugs and return to normal operations.
- All manhole ladder rungs are anticipated to be kept. Should a replacement be required, the contractor will be asked to provide a price at that time.
- Submission of a report with photos.

Warranty for the project must be for a period of a minimum of one year based on the date of completion.

Locations may be added or removed by the Town to fit the approved budget.

2026 work must be completed on or before October 15, 2026.

2027 work (if approved by Council) must be completed on or before October 15, 2027.

2028 work (if approved by Council) must be completed on or before October 15, 2028.

Associated documents:

- Attachment 1 – Photos and Measurements of 2026 Relining Locations

PROPOSAL CONTENT

1. Project Work Plan

A work plan and project schedule for completing the scope of work for this RFQ in accordance with the timelines identified in Scope of Work.

2. Related Experience and References

The proponent shall include a list of three (3) recent and relevant projects (within the last three years) with their RFQ package. Each of the references shall include a contact person complete with title, email address, and phone number. The references will reflect similar work that has been provided. Preference will be given to companies with experience working with municipalities with similar demographics and requirements to the Town of Olds.

3. Alberta Worker's Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the quote as evidence of such coverage and confirmation that the proponent's account is in good standing. If the proponent does not have such

coverage in place, the proponent will be required to obtain it within 10 days upon receiving notice of the intent to award.

4. Proof of Insurability

Proponents shall provide proof of general comprehensive liability insurability, from a licensed insurer, in the amount of a minimum of \$5,000,000 with the municipality as an additional named insured.

5. Costs

Provide a schedule of total fees proposed per the work plan key tasks. The total should include all fees, costs and disbursements (including travel costs), sub-consultant fees, and any other expenses as required under the Scope of Work.

Itemize separately any additional services being recommended to the Town of Olds in addition to the project scope.

REQUEST FOR QUOTES (RFQ) PROCESS

To help ensure an efficient and equitable quotation process, the Town of Olds is requesting that each quote comply with the following general guidelines:

- The closing date for receiving quotes is **May 1, 2026, at 14:00:00 MT**. Your response by email is requested to be sent to:

Sarah Harper, Grants & Procurement Administrator
Email address: sharper@olds.ca

Receipt of your Quote will be confirmed when it is received.

Based on our evaluation of the quotes received it is expected that additional discussions will take place in order to clarify exactly what is contained in each quote before an order, if any, is placed. The Town is free to negotiate with any of the Proponents. As a result of the negotiation process, the Town is not required to treat all Proponents equally. This RFQ is not a tendering process. No legal relations are intended to arise from the RFQ process. The Town is not contractually bound to any matters until such time as the Town has negotiated a separate contract or placed a formal order /requisition to purchase.

- The Town reserves the right to reject the lowest cost quote, or any or all quotes. The total extent of the purchase order, if issued, is dependent on pricing received from this process.
- Upon receipt of proponent's responses, each will be screened to ensure the proponents comply with the requirements of this request. Determination and acceptance of any deviation will be determined by the Town at its sole discretion, and we reserve the right to accept any response deviation from the requirements of the request.
- Modifications or amendments shall be received in writing prior to the time fixed for receiving Quotes. The Town of Olds may by addendum, at its discretion, extend the time for receiving the Quotes.
- Prices must be proposed in CDN funds. The Town of Olds shall not be liable for any costs of preparation or presentation of Proposals. All costs related to the RFQ process are the responsibility of the bidder.
- The quote must clearly identify a base price but may provide pricing for additional options supplementary to a base quote.
- Town of Olds reserves the right to negotiate contract terms with the acceptable bidder.

- Town of Olds reserves the right to reject any and all proposals.

INTERPRETATIONS

Material points of clarification may be requested in writing. Responses to these issues will be provided to all known bidders as requested. It is the proponent’s responsibility to clarify interpretation of any items in the request prior to submitting the quote.

Submit questions about the meaning and intent of the tender to: Sarah Harper, Grants & Procurement Administrator, sharper@olds.ca.

EVALUATION CRITERIA

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFQ.

Following the initial evaluation of the submissions, the second stage will consist of a comprehensive evaluation of the RFQ based on the criteria listed below. The vendor may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the vendor’s quote.

Evaluation Category	Weighting
Price	35%
Previous Relevant Experience and References	20%
Work Plan and Project Schedule	25%
Project Understanding	20%
TOTAL	100%

Submissions will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Town reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

EVALUATION OF PRICING

Each proponent will receive a percentage of the total possible points allocated to price it has bid on by dividing that proponent's price into the lowest bid price. For example, if a proponent bids \$120.00 and that is the lowest bid price, that proponent receives 100% of the possible points ($120/120 \times 100 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points ($120/150 \times 100 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points ($120/240 \times 100 = 50\%$).

$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$

$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$

And so on, for each proposal.