



Cypress County

REQUEST FOR QUOTATION

ROAD MAINTENANCE

ONEFOUR AREA

2025-2026, With Option to Renew

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Quotations must be clearly marked **“ROAD MAINTENANCE ONEFOUR AREA”** and received at the front desk of Cypress County’s administration office at
816 - 2nd Avenue, Dunmore, AB T1B 0K3,
no later than **2:00 p.m. on October 10, 2025.**

Inquiries:

Manager of Operations
Phone: (403) 526-2888
Email: publicworks@cypress.ab.ca

INSTRUCTIONS TO BIDDERS

1 TERMS AND CONDITIONS

The purpose of this quotation is an invitation by Cypress County ("the County") to prospective respondents who have the necessary equipment and manpower to provide the service of road maintenance for the Onefour area of Cypress County to submit non-binding quotations for Hourly Gravel Road Maintenance, complete with Operator.

Cypress County's Public Works Department is seeking a Supplier for the hourly rental of a Grader with Operator to perform road maintenance (blading and snow plowing) of local roads within the Onefour Area. Exact roads and locations and the extent of the work required shall be determined by Cypress County.

The Contractor agrees that Cypress County road maintenance shall take precedence over other work in which the Contractor may be involved.

The Contractor shall submit invoices for work performed at the end of each month. The invoice will be accompanied by road maintenance sheets which indicate the date of maintenance, the road maintained and the number of hours the maintenance took. Cypress County will make payment to the Contractor within 30 days of receipt of invoices.

The Contractor shall indemnify and hold harmless Cypress County, its employees and agents, from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Contractor, his employees, or agents in the performance by the Contractor of this Agreement.

2 SUBMISSION OF QUOTATIONS

2.1 Quotations will be accepted by the Public Works Department until:

2:00 p.m. on October 17, 2025:

**Cypress County
816 - 2nd Avenue
Dunmore, AB T1B 0K3
Attention: Manager of Operations**

2.2 One (1) copy of the Quotation must be submitted.

2.3 It is the Bidder's sole responsibility to ensure that the quotations are received at the correct place and time. Any bid received after the stated closing time for receipt of bids will be disqualified.

2.4 Any bidder requesting an extension in the closing date of the quotation must notify the Public Works Department, Cypress County, of the request 48 hours in advance of the closing date shown.

2.5 An extension may be granted only by the Manager of Operations, for a valid reason.

2.6 All inquiries are to be directed to the Manager of Operations, Cypress County, telephone (403) 526-2888.

3 RFQ TIMETABLE

Issue Date of RFQ	October 6, 2025
Submission Deadline	October 17, 2025; 2:00 p.m.
Anticipated Execution of Agreement	October 27, 2025

The RFQ timetable is tentative and may be changed by the County at any time.

4 ACCEPTANCE AND WITHDRAWALS OF QUOTATIONS

- 4.1 Quotations must be signed by the person/persons submitting the quotation.
- 4.2 Quotations may be withdrawn at any time prior to the closing time by a request in writing to the Public Works Department, at publicworks@cypress.ab.ca.
- 4.3 Quotations shall not be withdrawn after the closing time. Negligence or mistake on the part of the Bidder in preparing the quotation confers no right for withdrawal of the bid after closing time.
- 4.4 Modifications in bids will only be considered when submitted in writing in a sealed envelope clearly marked with the quotation name, and providing such changes are received at the office of the Public Works Department, prior to the scheduled closing time for receipt of bids.
- 4.5 Cypress County reserves the right at its sole discretion, to reject any and all Quotations, or any or all portions of a Quotation.
- 4.6 The lowest bid or any other quotation will not necessarily be accepted.
- 4.7 Cypress County reserves the right, in its sole discretion, to waive any irregularities in a quotation.

5 QUOTATION CRITERIA AND EVALUATION AND AWARD

- 5.1 Each quotation will be evaluated on the basis of the criteria listed below and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed below. By submitting a quotation, the bidder acknowledges and agrees that the County has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.2 By submitting its quotation, each bidder acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the County to award points in respect of the criteria noted below. The criteria and the maximum number of points for each criterion are as follows:

1. <i>Price and proximity</i>	60 points
2. <i>Familiarity with the County's gravel road maintenance standards</i>	40 points
<i>Total points</i>	<i>100 points</i>

6 GENERAL INFORMATION AND INSTRUCTIONS

- 6.1 Respondents to follow Instructions - Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.
- 6.2 Quotations in English – All quotations are to be in English only.

- 6.3 No Incorporation by Reference – The entire content of the respondent’s quotation should be submitted in a fixed form and the content of the websites or other external documents referred to in the respondent’s quotation but not attached, will not be considered to form part of its quotation.
- 6.4 Past Performance – In the evaluation process, the County may consider the respondent’s past performance or conduct on previous contracts with the County or other institutions.
- 6.5 Information in RFQ Only an Estimate – the County and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the deliverables. It is the respondent’s responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.
- 6.6 Respondents to Bear Their Own Costs – The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation.
- 6.7 Quotation to be Retained by the County – The County will not return the quotation, or any accompanying documentation submitted by a respondent.
- 6.8 No Guarantee of Volume of Work or Exclusivity of Contract – Cypress County anticipates the contract to consist of 1,500 hours annually, however, the County makes no guarantee of the value or volume or work to be assigned to the successful respondent.

7 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

7.1 Conflict of Interest

For the purposes of this RFQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the County in the preparation of its quotation that is not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent’s other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations; or
- c) is engaged in actual or reasonably apprehended litigation or other dispute against or contrary to the County.

7.2 Disqualification for Conflict of Interest

The County may disqualify a respondent for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

7.3 Disqualification for Prohibited Conduct

The County may disqualify a respondent, rescind notice of selection, or terminate a contract subsequently entered if the County determines that the respondent has engaged in any conduct prohibited by this RFQ.

7.4 Prohibited Respondent Communications

Respondents must not engage in any communication that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

7.5 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

7.6 No Lobbying

Respondents must not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

7.7 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the County; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in the RFQ.

7.8 Past Performance or Past Conduct

The County may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) illegal or unethical conduct as described above;
- b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- c) any conduct, situation or circumstance determined by the County, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or
- d) litigation, criminal, or quasi-criminal history.

8 CONFIDENTIAL INFORMATION

8.1 Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

8.2 The County may disqualify a respondent for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

9 COMMUNICATION AFTER ISSUANCE OF RFQ

- 9.1 Respondents to Review RFQ - Respondents should promptly examine all the documents comprising this RFQ and may direct questions or seek additional information in writing by email to the RFQ Contact. No such communications are to be directed to anyone other than the RFQ Contact. The County is under no obligation to provide additional information, and the County is not responsible for any information provided by or obtained from any source other than the RFQ Contact. It is the responsibility of the respondent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The County is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

10 THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 10.1 All documents submitted to the County will be subject to the protection and disclosure provisions of Alberta's Freedom of Information and Protection of Privacy Act ("FOIP"). FOIP allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the proposer's personal or business information where disclosure would be harmful to the proposer's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proposers are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure proposers that any portion of the proposer's documents can be kept confidential under FOIP.

11 LAW AND FORUM OF TENDER

- 11.1 The law to be applied in respect of the Quotation Documents and the Contract shall be the law of the Province of Alberta and all civil actions commenced in relation to the Quotation Documents or Contract shall be adjudicated by the Courts of the Province of Alberta and by submitting Quotes, proposers are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

12 NOTICE TO BIDDERS

- 12.1 Prior to signing an Agreement (hereinafter referred to as the "Agreement"), the successful bidder will be required to meet with Cypress County or their representative(s) to discuss the bidder's qualifications to perform all phases of the required work. Inability to provide any portion of the required work may result in the rejection of the quotation.
- 12.2 Cypress County shall not be liable nor responsible for any bodily or personal injury or property damage, of any nature, whatsoever that may be suffered or sustained by the successful bidder, his employees or agents in the performance of the Agreement.
- 12.3 The successful bidder shall be responsible for providing insurance against loss or damage to his equipment. Cypress County, in the absence of its negligence, is not responsible for any loss of or damage to equipment. Prior to execution of the Agreement, the successful bidder shall, at his expense and without limiting his obligations herein, supply to Cypress County certified true copies as evidence that he maintains Automobile Liability Insurance in an amount not less than \$1,000,000.00 on all vehicles owned, operated or licensed in the name of the Contractor and General Liability Insurance in an amount not less than \$5,000,000.00. The insurance required herein shall be with an insurer licensed to do business in Alberta and shall be maintained in full force and effect for the duration of the Agreement and any extension thereof. In the event that the Contractor's insurance expires during the duration of this Agreement, the Contractor must supply Cypress County certified true copies of the renewed insurance.

- 12.4 The successful bidder shall be responsible for providing and utilizing all road signage related to the road maintenance in Onefour area.
- 12.5 The bidder shall provide equipment with hydraulic down pressure wing and V-plow.
- 12.6 The successful bidder shall provide road maintenance services as described in Appendix B, Road Blading Procedures.
- 12.7 The successful bidder shall be responsible for providing Cypress County with its Safety Policy/Procedures Manual.
- 12.8 The successful bidder shall be responsible for maintaining, in good standing, a Workers' Compensation account and provide proof of such to Cypress County before starting any work.
- 12.9 The successful bidder shall be required to execute a Prime Contractor Agreement with Cypress County upon the execution of the Agreement.
- 12.10 Cypress County will provide the successful bidder with a portable GPS device(s). The bidder agrees to install the GPS device(s) in the grader(s) that will be used for maintaining County roads. The bidder agrees that his equipment shall not operate on County roads unless the GPS device is installed and operating correctly. The successful bidder shall be responsible for any/all damage to the GPS device(s). The bidder agrees to return to Cypress County the GPS device(s) in good operating condition upon termination of the Agreement.
- 12.11 No work shall be performed until the Agreement has been executed by both parties.
- 12.12 Failure to provide the required service satisfactory to Cypress County will result in termination of the Agreement. Cypress County or their representative(s) will determine an acceptable quality for the work. Should termination of the Agreement be required, the following would be applicable:
- a) Cypress County or their representative shall have the right to terminate the Agreement at any time without penalty upon giving the successful bidder seven (7) days written notice of such termination.
 - b) Upon the termination of the Agreement the successful bidder shall not perform any further work in connection with the Agreement.
 - c) Notwithstanding any termination of the Agreement, in such cases all rights and obligations pursuant to the Agreement of both the successful bidder and Cypress County or their representatives that have accrued to the date of termination shall remain in full force and effect.
- 12.13 The successful bidder will not cede or assign any of his duties, obligations or benefits under the Agreement without the prior written approval of Cypress County. Such approval, however, shall in no way relieve the successful bidder of any responsibilities under the Agreement.
- 12.14 The successful bidder, as a condition of the Agreement, will be required to comply with all legislation and regulations pertaining to Workers Occupational Health and Safety.
- 12.15 The bidder understands and agrees that upon acceptance of his quotation by Cypress County and upon Cypress County's acceptance of the required Certificates of Insurance, an Agreement in accord with the conditions and scope of the work shall be constituted.
- 12.16 The successful bidder shall be liable for and pay all taxes, rates and assessments of any kind and description whatsoever that may be lawfully imposed by any authority by reason of the Quotation Form and shall indemnify and save harmless, Cypress County from and against all such taxes, rates and assessments.
- 12.17 The contract Agreement shall be effective _____, 2025, and the term of this agreement shall be for the duration of the work ending _____, 2026, with an option to renew annually at an agreed upon rate, subject to mutual agreement by both parties.

APPENDIX A – THE DELIVERABLES AND SUBMISSION

CONTRACTOR EQUIPMENT

Please provide a list of machinery and equipment you plan to utilize in the performance of the contract work:

Year	Make	Model	Other

HOURLY RATE *NOT TO INCLUDE GST*

Price Per Hour (includes Operator)	Equipment To Be Supplied

APPENDIX B – GRAVEL ROAD BLADING PROCEDURES

Step 1: Place “Road Grading Ahead” signs on the extreme right edge of the road top, approximately 20 metres before the starting point of your first pass. When starting at an intersection, this may be difficult. It is acceptable to begin the first pass and blade approximately 10 meters and then stop the machine and place your first sign.



Step 2: Make the first cut pass on the right side of the road with the blade hanging a few centimetres over the edge which will prevent a lip from forming on the road that could catch and hold water. Since that part of the road typically has little or no traffic, very little down pressure is needed on the ditch side of the blade. The primary reason for this is to gather any loose gravel which has made its way out to the edge and to cut any grass or vegetation that has started growing on the road top. There should be enough pressure to make a decent cut with the heel side of the blade.



Step 3: At the end of the first cut pass, pull ahead approximately 20 metres and set up the second “Road Grading Ahead” sign.



Step 4: Turn grader around and proceed with 2nd cut, with the grader straddling windrow. Roll windrow over and cut in the same direction as the first pass. Be sure to have enough down pressure to cut out any washboard and ruts. The advantage of carrying one windrow allows for the mixing of all bladed material throughout the entire road maintenance procedure. **At all times you will only have 1 windrow.**



Step 5: At the end of the 2nd cut, turn grader around and proceed with the 3rd cut with the grader straddling the windrow. Roll windrow over and cut in the same direction as the 2nd cut. At this time, the 3rd cut windrow should be placed approximately 1 metre from the far shoulder of the road that has not yet been cut. ***Some roads vary in width, so it may be necessary to continue in the same direction with additional cut pass or side shift the blade to get the windrow close enough to the shoulder for the final cut pass.**



(If an approaching vehicle is unable to go past you on the road top and will not/or cannot traverse the windrow, then you may have to flatten a portion of your windrow and move out of the way.)



Step 6: At the end of the 3rd cut, turn the grader around and proceed with the 4th cut with the grader straddling the windrow. At this time, you will be on the far shoulder of the road, rolling the windrow and cutting the opposite direction of the 3rd cut. You will also be hanging the blade a few centimetres over the edge which will prevent a lip from forming on the road that could catch and hold water. Since that part of the road typically has little or no traffic, very little down pressure is needed on the ditch side of the blade. The primary reason for this is to gather any loose gravel which has made its way out to the edge and to cut any grass or vegetation that has started growing on the road top. There should be enough pressure to make a decent cut with the heel side of the blade.



Step 7: At the end of the 4th cut, turn the grader around and straddle the windrow. This will be your 5th pass and you will begin to spread. As you are spreading, you are to keep the gravel approximately 1 metre away from the shoulder of the road.



Step 8: At the end of the 5th pass turn the grader around and straddle the windrow. You now can pick up one of the signs and start your 6th pass which is the 2nd spreading pass. This is your final pass, so keep the gravel approximately 1 metre away from the other road shoulder. Once you have completed your final pass of spreading, you can pick up your other sign.



It may be necessary to leave the “Road Grading Ahead” signs up to kick off rocks once you have completed grading the road. You may also periodically have to stop the grader when cutting the road and get out to pop out any rocks that the grader has bounced over. Removing these rocks will help reduce washboard.



DECLARATIONS

I/We hereby acknowledge and declare that:

- (a) we agree to perform the Work in compliance with the required schedule stated in the Contract;
- (b) no person, firm, or corporation other than the undersigned has any interest in the proposed Contract for which this quotation is made;
- (c) we hereby acknowledge and confirm that the County has the right to accept any quotations or to reject any or all quotations in accordance with the Instructions;
- (d) This quotation is open to acceptance for a period of ten (10) days from the date of Closing.

Signatures:

Signed, sealed, and submitted for and on behalf of:

Company:

(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Telephone)

(Email)

Signature:

Name & Title:

(Print)

Witness:

(Print and sign)

Dated at _____ this _____ day of _____, 2025.

APPENDIX C – THE AGREEMENT

MEMORANDUM OF AGREEMENT

Made this ____ Day of _____ 2025.

BETWEEN:

CYPRESS COUNTY

(Hereinafter referred to as the "County")

AND:

(Hereinafter referred to as the "Contractor")

GRAVEL ROAD MAINTENANCE HOURLY RATES

WHEREAS the County requires supply and delivery of Contractor to maintain roads in the Onefour area of Cypress County.

AND WHEREAS the Contractor has submitted a quotation to perform the road maintenance in the Onefour area of Cypress County.

NOW THEREFORE the County and the Contractor agree to the considerations, mutual terms, covenants, and conditions as set forth in the attached "Request for Quotation" document submitted by the Contractor to the County.

IN WITNESS WHEREOF the parties hereto have hereunder set their respective hands the day and year written.

Contractor:

(Print and Sign)

Witness:

(Print and Sign)

Cypress County:

Andrew Collins,

(Manager of Operations)

Ken Jacobs,

(General Manager of Operations)

(Witness)

PRIME CONTRACTOR

Cypress County hereby designates:

(Company)

to be the prime contractor. The prime contractor will be responsible to ensure compliance with the Occupational Health & Safety Regulations & Codes while contracted by Cypress County.

Printed Name of Contractor

Contractor Signature

Date

Andrew Collins, Manager of Operations

Date

Ken Jacobs, General Manager of Operations

Date



November 05, 2018

