



February 21, 2023

**LETHBRIDGE COUNTY  
Request for Proposal (RFP)  
C-60/23**

Lethbridge County is interested in obtaining quotations for the following:

Herbicides as per specifications:

- 684 LITRES OCCTAIN (1 TOTE and 1 Drum)
- 25 CASES ESPLANADE 4x1 LITRE/CASE
- 20 CASES OVERDRIVE 4.6KG/CASE
- 20 CASES SIGHTLINE
- 320 LITRES LI 700

Quotes must be in accordance with Lethbridge County specifications and will not be accepted unless submitted on Lethbridge County forms. Companies are welcome to photocopy the Specification pages and Quotation Form if they would like to submit more than one chemical type. **Quotes must be e-mailed.**

Total figures quoted must reflect the total cost, in Canadian funds, to Lethbridge County including all items F.O.B. to Lethbridge County, Picture Butte Yard. GST must be listed separately but be included in the total quoted price.

Lethbridge County reserves the right to award this RFP as a whole or in part.

Lethbridge County will award contracts based on the proposal evaluation matrix that meets the required specifications of the RFP. However, the County retains the right to reject any or all quotations and to take into consideration past performance of vendors on similar contracts, both in and out of Lethbridge County and such other factors the County considers relevant including timing of products to be provided. The County shall evaluate all competing quotes in accordance with its own criteria for evaluation applied to the specific item or work being quoted, whether or not such criteria has been expressly related to the vendors. Lethbridge County reserves the right to award the RFP which it deems to be in the best interests of the County. The lowest or any quotation may not be accepted by Lethbridge County.

If a vendor whose quotation is accepted by Lethbridge County refuses or fails within thirty (30) days after a contract is offered to him for acceptance to execute the terms of the accepted quotation, the vendor shall then be liable for a penalty to Lethbridge County, for the amount of not less than ten percent (10%) of the accepted quoted price.

Submissions shall be **emailed** to:

CONFIDENTIAL - Herbicides Item No. C-60/23

[gsecrist@lethcounty.ca](mailto:gsecrist@lethcounty.ca)

Quotations must be in a digital format and received before 2:00 p.m. M.S.T., Wednesday April 12th, 2023, to be accepted. Late submissions will not be considered.

A public opening will be held upon request only.

**Disclaimer:**

Lethbridge County reserves the right to accept or reject any or all request for quotes and to waive irregularities and informalities at its discretion. Lethbridge County reserves the right to accept a request for quote, other than the lowest monetary value. Without limiting the generality of the foregoing, Lethbridge County may consider other factors besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following:

- All chemicals quoted must be registered for application on Municipal and Provincial right-of-ways in the province of Alberta.
- Any past experience with the Bidder, or lack thereof
- The results of any reference check done by Lethbridge County
- Warranties
- Expertise in product/service area
- Quality
- Support and service availability

**You are advised that Lethbridge County further reserves the right to:**

1. Accept a proposal without negotiation
2. Reject any or all proposals without negotiation
3. Negotiate changes in the technical or financial content of the successful proposal, following the acceptance of a proposal

## LETHBRIDGE COUNTY QUOTATION FORM

RFQ#: Item No. C-60/23

SUBJECT: Herbicides

**CLOSING DAY: 2:00 PM local Lethbridge time, Wednesday April 12<sup>th</sup>, 2023**

I \_\_\_\_\_ representing \_\_\_\_\_  
(name) (company name)

of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(mailing address) (city) (province) (postal code)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(phone number) (FAX number) (GST registration number)

do hereby submit this price on the below noted item.

The total amount of my quote, in Canadian Funds, including all duties, fees, insurance and all other charges, F.O.B. to Lethbridge County Picture Butte Yard, Picture Butte, Alberta, Canada is:

Please mark items you would like to quote on.

Herbicide	Price/Litres	Price	Total Price	Total GST
684 LITRES OCCTAIN (1 TOTE and 1 Drum)				
25 CASES ESPLANADE				
20 CASES SIGHTLINE				
20 CASES OVERDRIVE 4.6KG/CASE				
320 LITRES LI 700				

Estimated Delivery/Completion \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(signature) (date) (witnessed by)

# 1. SPECIAL CONDITIONS

## 1. PROPOSAL EVALUATION MATRIX

1.1 Lethbridge County considers the following requirements of the product and supplier to be of primary importance in the evaluation of proposals for herbicides. Weighting points will be allocated based on Lethbridge County assessment of the submissions where exact numerical assessment (such as price) cannot be made. Only those requirements applicable to the proposal and based on the submission will be considered.

1.2 Proposals where the criteria does not meet a minimum score of four (4) may be rejected. Award shall be based on total points resulting from the sum of the scores for each of the criteria multiplied by the weight assigned.

## 2. REQUIREMENTS / CRITERIA

2.1 Total price proposed/required to meet specifications **80%**  
Total price including GST if applicable.

2.2 Conformance to specifications **10%**  
Lethbridge County reserves the right to consider variations from the specifications with due regard to their importance. Incomplete specifications risk obtaining a lower score.

2.3 Past Experience/Delivery **10%**  
Lethbridge County will rate each quote with consideration given to past experience including billing, technical support, and delivery. Expected delivery of product to Lethbridge County is by April 28<sup>th</sup>, 2023.

## 3 EVALUATION TABLE

Rating Criteria					
	10%	10%	80%		
Proponent	Compliance with Specs	Past Experience/Delivery	Price	Bid Price	Total Score

- 10 Excellent: Exceeds the requirements of the criterion in superlative beneficial ways/very desirable.
- 9 Very Good: Exceeds the requirements of the criterion in ways which are beneficial to our needs.
- 8 Good: Exceeds the requirements of the criterion but in a manner which is not particularly beneficial to our needs.
- 7 Fully meets the requirements of the criterion.
- 6 Average: Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
- 5 Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
- 4 Poor: Addresses most, but not all the requirements of the criterion to the minimum acceptable level. Lacking in critical areas.
- 3 Poor to Very Poor
- 2 Very Poor: Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
- 1 Very Poor to Unsatisfactory
- 0 Does not satisfy the requirements of the criterion in any manner.