



Cypress County

REQUEST FOR QUOTE

RFQEXT-0001

**Fire Extinguisher/Fixed Gas Maintenance, Recertification and
Supply
2026/2027**

CONTENTS

Instructions To Bidders	3
1 Scope of Quotation	3
2 Submission of Proposals.....	3
3 Acceptance and Withdrawals of Quotations	3
4 Guarantee.....	4
5 The Freedom of Information and Protection of Privacy Act.....	Error! Bookmark not defined.
6 Proposal Evaluation Criteria	4
7 Law and Forum of Tender	5
Scope of Work:	6
Declarations	8
Signatures:	8

Proposals must be clearly marked as to the content and received at the office of Operations Department,
Cypress County, no later than **2 p.m. MST on July 28, 2026**. e-mailed quotations will be accepted to
bids@cypress.ab.ca

Inquiries:

Facilities

Phone: (402) 526-2888

Email: facilities@cypress.ab.ca

INSTRUCTIONS TO BIDDERS

1 SCOPE OF QUOTATION

The purpose of this quotation is to inspect, certify and supply Cypress County fire extinguishers and fixed gas for 2026/2027, with the possibility of extension for up to 2 more years.

2 SUBMISSION OF PROPOSALS

- 2.1 Quotations will be accepted at the Cypress County office until **2:00 p.m. MST Time on July 28, 2026.**

Cypress County
816 2nd Ave
Dunmore, AB T1B 0K3
Attention: Facilities Coordinator

Or

Emailed to:
bids@cypress.ab.ca

- 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 All inquiries are to be directed to Facilities Coordinator, Cypress County, phone (403) 526-2888, email: facilities@cypress.ab.ca.

3 ACCEPTANCE AND WITHDRAWALS OF QUOTATIONS

- 3.1 Quotations must be signed by the person/persons submitting the quotation.
- 3.2 Quotations may be withdrawn at any time prior to the closing time by a request in writing to the Operations Department.
- 3.3 Quotations shall not be withdrawn after the closing time.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.
- 3.4 Modifications in bids will only be considered when submitted in writing in a sealed envelope clearly marked with the request number, and providing such changes are received at the office of the Operations Department, prior to the scheduled closing time for receipt of bids.
- 3.5 Cypress County reserves the right at its sole option, to reject any and all quotations, or any or all portions of a quotation.
- 3.6 The lowest bid or any other quotation will not necessarily be accepted.
- 3.7 Cypress County reserves the right, in its sole discretion, to waive any irregularities in a quotation.
- 3.8 Successful Offerors will be required to make available to County field hazard assessments upon requests.

- 3.9 All workers attending Cypress County facilities must attend a Safety Orientation session up to one hour in length.

4 GUARANTEE

- 4.1 Prices are to be valid for a period of 30 days after the Quotation closing time to allow for evaluation of bids and award of the contract.
- 4.2 Prices should include mileage and remote locations should be scheduled together to maximize mileage efficiency.

5 ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT

- 5.1 All documents submitted to Cypress County are subject to the provisions to the *Access to Information Act* and the *Protection of Privacy Act*. These Acts provide every person with a right of access to records under the control of Cypress County, subject to limited and specific exemptions.

The Access to Information Act prohibits the disclosure of certain third-party information, including trade secrets, confidential financial, commercial, scientific or technical information, where disclosure could reasonably be expected to result in material financial loss or gain, or prejudice the competitive position of a third party, as set out in section 19 of the Act. The Protection of Privacy Act protects personal information from disclosure where such release would constitute an unreasonable invasion of privacy, as defined under section 13 of the Act.

Proposers are encouraged to clearly identify any portions of their submissions that contain confidential business information or personal information, and to describe the potential harm that could reasonably be expected to result from disclosure. However, Cypress County cannot guarantee that any portion of a submission will be withheld if disclosure is required under the *Access to Information Act*.

6 PROPOSAL EVALUATION CRITERIA

- 6.1 Each proposal will be evaluated based on 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 criteria criterion as listed below. By submitting a proposal, the proposer 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.
- 6.2 By submitting its proposal, each proposer 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. New Unit Purchase Price	25 points
2. Recertification Costs	25 points
3. Mileage Costs	25 points
4. Proposed Timeframe for Completion	25 points
<u>Total Points</u>	<u>100 points</u>

7 LAW AND FORUM OF TENDER

- 7.1 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.

Scope of Work:

CYPRESS COUNTY FIRE EXTINGUISHER LOCATIONS

****VENDOR TO CONTACT SITES TO SCHEDULE SERVICE****

Complete addresses, land locations and contacts will be provided upon award of Proposal.

ONLY those units identified in the location are to be included as part of the on-site certifications.

The remainder of the fleet extinguishers will be brought into the offices of the awarded vendor for recertification by Cypress County personnel.

Project to include the following:

- Project Start Date
- Proposed Schedule
- Cost of NEW fire extinguishers (5lb, 10lb, 20lb)
- Costs of RECERTIFICATION of fire extinguishers (5lb, 10lb, 20lb)
- Costs of RECERTIFICATION of fixed gas (Calibration of fixed system CO/NO2)
- Tech Hourly Rate
- Mileage Costs
- All other associated costs
- Final report for fixed gas: Calibration report and certification certificate
- Final report for fire extinguishers to include the following information:

Facility	Ext. Location	Brand	Serial Number	Date of Manufacture	Type	Ext. Size	Service Date	5 Yr Due Date	6 Yr Due Date	12 Yr Due Date
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1. Administration office and ancillary buildings – Dunmore, AB
 - Main building, 5 shops/buildings and fuel pumps (BLDG A (main), B, C, D, E and N)
2. Fire Halls and Fleet
 - Box Springs: Building plus 3 vehicles
 - Dunmore: Building plus 10 vehicles.
 - Elkwater: 6 vehicles and building
 - Hilda: Building plus 2 vehicles.
 - Irvine: Building plus 2 vehicles.
 - Jenner: 1 vehicle *BUILDING NOT INCLUDED*.
 - Schuler: Building plus 2 vehicles.
 - Seven Persons: Building plus 3 vehicles.
 - Walsh: Building plus 2 vehicles and Fuel Pump
3. Satellite Grader Camps
 - Black & White Fuel Pump
 - Elkwater (shop) plus Fuel Pumps
 - Hilda (shop) plus Fuel Pumps
 - Irvine Fuel Pumps
 - Schuler Fuel Pumps
 - Seven Persons (shop) plus Fuel Pumps
 - Suffield Fuel Pump
 - Box Springs Grader (Shop) plus Fuel Pump
4. County Transfer Sites
 - Dunmore
 - Elkwater
 - Hilda
 - Irvine

- Schuler
 - Seven Persons
 - Walsh
5. Cypress County Water/Sewer Plants
 - Desert Blume Water Plant
 - Dunmore Booster Station
 - Dunmore Pumphouse
 - Eagle Ridge Pumphouse
 - Hilda Water Treatment Plant
 - Irvine Pumphouse
 - Schuler Lift Station
 - Schuler Water Plant
 - Seven Persons Booster Station (Holsom Road)
 - Seven Persons Lift Station
 - Seven Persons Water Plant
 - Suffield Water Plant
 - Veinerville Water Plant
 - Walsh Water Plant
 6. Cypress County Community Buildings
 - Clearwater Hall
 - Elkwater Community Hall
 - Hilda Community Hall
 - Irvine Sports Complex
 - Irvine Resource Centre
 - Irvine Museum
 - Schuler Skating Rink
 - Seven Persons Community Hall
 - Suffield Community Hall
 - Walsh Community Hall
 7. Cypress County Owner Buildings
 - Seven Persons Old Fire Hall Building
 8. Fixed Gas Buildings
 - Building N
 - Building E
 - Seven Persons Fire Station
 - Seven Persons Grader Shop

DECLARATIONS

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) ~~T~~this quotation is open to acceptance for a period of sixty (60) 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)

Signature: _____

Name & Title: _____
(Please Print or Type)

Witness: _____

Dated at _____ **this** _____ **day of** _____, 20 _____