



*Cypress County*

# **REQUEST FOR QUOTATION**

**HEAVY EQUIPMENT HOURLY RATES**  
2026-2027

## CONTENTS

1	Scope of Quotation .....	3
2	Submission of Quotations.....	3
3	Type of contract for deliverables.....	3
4	RFQ Timetable .....	4
5	Acceptance and Withdrawals of Quotations.....	4
6	Quotation Criteria and Evaluation and Award.....	4
7	General Information and Instructions .....	4
8	Conflict of Interest and Prohibited Conduct.....	5
9	Confidential information .....	6
10	Communication after Issuance of RFQ .....	6
11	Access To Information Act And The Protection Of Privacy Act .....	7
12	Law and Forum of Tender.....	7
APPENDIX A - THE DELIVERABLES & SUBMISSION FORM .....		8
DECLARATIONS.....		10
Signatures: .....		10
APPENDIX B – THE AGREEMENT .....		11
PRIME CONTRACTOR.....		12

Quotations must be clearly marked **“HEAVY EQUIPMENT HOURLY RATES QUOTATION”** and received at the front desk of Cypress County’s administration office, 816 - 2<sup>nd</sup> Avenue, Dunmore, AB T1B 0K3, or emailed to [operations@cypress.ab.ca](mailto:operations@cypress.ab.ca) no later than **2:00 p.m. on March 11, 2026.**

---

**Inquiries:**

Manager of Operations  
Telephone: (403) 526-2888  
Email: [operations@cypress.ab.ca](mailto:operations@cypress.ab.ca)

---

# INSTRUCTIONS TO BIDDERS

## 1 SCOPE OF QUOTATION

1.1 The purpose of this quotation is an invitation by Cypress County ("the County") to prospective respondents to submit non-binding quotations for Heavy Equipment Hourly Rates, complete with Operator, as further described in the RFQ Particulars Appendix A (the "Deliverables & Submission Form").

1.2 Cypress County's Operations Department is seeking Suppliers for the hourly rates rental of Heavy Equipment and Operator to aid in the following projects but not limited to:

- Concrete Maintenance
- Drainage Projects
- Road Maintenance
- Road Approach Installation
- Excavation
- Road Shoulder Stabilization
- Brushing Maintenance
- Emergency Activities
- Snow Removal
- Earth Moving
- Fencing
- Asphalt Crack Sealing

## 2 SUBMISSION OF QUOTATIONS

2.1 Quotations will be accepted by the Operations Department until **2:00 p.m. on March 11, 2026.**

Cypress County  
816 - 2<sup>nd</sup> Avenue  
Dunmore, AB T1B 0K3  
Attention: Manager of Operations  
operations@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 Any bidder requesting an extension in the closing date of the quotation must notify the Operations 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 General Manager of Operations, for a valid reason.

2.6 All inquiries are to be directed to the Manager of Operations, at operations@cypress.ab.ca.

## 3 TYPE OF CONTRACT FOR DELIVERABLES

3.1 The selected respondent(s) will be requested to enter a contract for the provision of the Deliverables on the terms and conditions set out in the form of agreement (Appendix B) (the "Agreement"). It is the County's intention to enter contracts with more than one (1) legal entity.

The term of the contract is to be for a period of One (1) year with an option in favour of the county to extend the contract on the same terms and conditions for an additional term of up to two (2) years.

#### 4 RFQ TIMETABLE

Issue Date of RFQ	February 12, 2026
Submission Deadline	March 11, 2026; 2:00 pm
Anticipated Execution of Agreement	March 31, 2026

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

#### 5 ACCEPTANCE AND WITHDRAWALS OF QUOTATIONS

- 5.1 Quotations must be signed by the person/persons submitting the quotation.
- 5.2 Quotations may be withdrawn at any time prior to the closing time by a request in writing to the Operations Department, at operations@cyprss.ab.ca.
- 5.3 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.
- 5.4 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 Operations Department, prior to the scheduled closing time for receipt of bids.
- 5.5 Cypress County reserves the right at its sole discretion, to reject any and all Quotations, or any or all portions of a Quotation.
- 5.6 The lowest bid or any other quotation will not necessarily be accepted.
- 5.7 Cypress County reserves the right, in its sole discretion, to waive any irregularities in a quotation.

#### 6 QUOTATION CRITERIA AND EVALUATION AND AWARD

- 6.1 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.
- 6.2 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>	<i>60 points</i>
2. <i>Familiarity with the County's construction/maintenance standards</i>	<i>40 points</i>
<i>Total points</i>	<i>100 points</i>

#### 7 GENERAL INFORMATION AND INSTRUCTIONS

- 7.1 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.
- 7.2 Quotations in English – All quotations are to be in English only.

- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 Respondents to Bear Their Own Costs – The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation.
- 7.7 Quotation to be Retained by the County – The County will not return the quotation, or any accompanying documentation submitted by a respondent.
- 7.8 No Guarantee of Volume of Work or Exclusivity of Contract – The County makes no guarantee of the value or volume of work to be assigned to the successful respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. The County may contract with others for goods and services the same or similar to the Deliverables or may obtain such goods and services internally.

## 8 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

### 8.1 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:

- 8.1.1 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
- 8.1.2 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
- 8.1.3 is engaged in actual or reasonably apprehended litigation or other dispute against or contrary to the County.

### 8.2 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.

### 8.3 **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.

### 8.4 **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).

### 8.5 **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.

### 8.6 **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).

### 8.7 **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.

### 8.8 **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:

8.8.1 illegal or unethical conduct as described above;

8.8.2 the refusal of the supplier to honour its submitted pricing or other commitments; or

8.8.3 any conduct, situation or circumstance determined by the County, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or

8.8.4 litigation, criminal, or quasi-criminal history.

## 9 **CONFIDENTIAL INFORMATION**

9.1 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 B).

9.2 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.

## 10 **COMMUNICATION AFTER ISSUANCE OF RFQ**

10.1 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.

## **11 ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT**

11.1 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 make up an unreasonable invasion of privacy, as defined under section 13 of the Act.

Proposers are encouraged to clearly show 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*.

## **12 LAW AND FORUM OF TENDER**

12.1 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.

## APPENDIX A - THE DELIVERABLES & SUBMISSION FORM

### HOURLY RATE *NOT TO INCLUDE GST*

Price Per Hour	Equipment Item To Be Supplied
	Grader with rippers; Group 5
	Grader with snow wing / V plow; Group 4
	Grader without snow wing / V plow; Group 4
	Pneumatic roller; Group 4
	Pad foot packer; Group 3
	Smooth drum packer; Group 3
	Cold recycler/reclaimer; Group 5
	Oil distributor; minimum 4,550 litres
	Water truck; minimum 16,000 litres
	Water truck; minimum 12,000 litres
	Backhoe; Group 3
	Track skid steer; Group 1
	Tri-axle belly dump truck with gravel trailer
	Motor scrapers; Group 3
	Motor scrapers; Group 4
	Hydraulic excavators; Group 1
	Hydraulic excavators; Group 2
	Hydraulic excavators; Group 3
	Hydraulic excavators; Group 4
	Hydraulic excavators; Group 6
	Hydraulic excavators; Group 9
	Hydraulic excavators; Group 12
	Hydraulic excavators; Group 14
	Hydraulic excavators; Group 15
	Walk behind trench roller; Bomag Model (BMP 8500); 1.5 T
	Crawler tractor; Group 4
	Crawler tractor; Group 5
	Crawler tractor; Group 6
	Crawler tractor; Group 9
	Articulated dump truck; Group 2
	Articulated dump truck; Group 3
	Hydro-vac
	Truck plow / sander
	Skid steer plus attachments (asphalt cutter, cold planer)
	Aggregate / topsoil screener per hour or per m3, or tonne
	6-inch water pump and pipe
	Street sweeper
	Loader
	Tractor with 10-foot mower
	Spray truck for roadside spraying

**RATE PER METER NOT TO INCLUDE GST**

<b>Price Per Meter</b>	<b>Fencing Material Supply and Install</b>
/m	*Supply and install "Class B" 4-strand barbed wire fencing (wire and posts)
/m	Remove and dispose of existing barbed wire fencing
/m	<b>Asphalt Crack Sealing</b>

\*Reference Alberta Transportation for "Class B" fence:  
<https://www.transportation.alberta.ca>

## 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) 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)*

\_\_\_\_\_

*(Telephone)*

\_\_\_\_\_

*(Email)*

Signature:

\_\_\_\_\_

Name & Title:

\_\_\_\_\_

*(Print)*

Witness:

\_\_\_\_\_

*(Print and sign)*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

# APPENDIX B – THE AGREEMENT

---

## MEMORANDUM OF AGREEMENT

Made this \_\_\_\_ Day of \_\_\_\_\_ 2026.

**BETWEEN:**

**CYPRESS COUNTY**

(Hereinafter referred to as the “County”)

**AND:**

\_\_\_\_\_  
(Hereinafter referred to as the “Contractor”)

### HEAVY EQUIPMENT HOURLY RATES

**WHEREAS** the County requires supply and delivery of heavy equipment hourly rates.

**AND WHEREAS** the Contractor has submitted a quotation to perform the required supply and delivery of heavy equipment hourly rates.

**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:**

\_\_\_\_\_  
*General Manager of Operations*

\_\_\_\_\_  
*Chief Administrative Officer*

\_\_\_\_\_  
(Witness)

**PRIME CONTRACTOR**

Cypress County hereby designates:

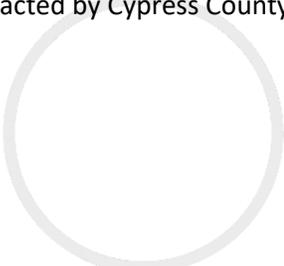
\_\_\_\_\_

*(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*

\_\_\_\_\_

*General Manager of Operations*

\_\_\_\_\_

*Date*