



**REQUEST FOR QUOTATION**

**Runway Crack Sealing & Line Painting**

**RFQ No: 2025-33-001**

**Airport**

<b>RFQ ISSUE DATE:</b>	<b>June 16, 2025, 9:00:59 MST</b>
<b>RFQ CLOSING DATE:</b>	<b>July 3, 2025</b>
<b>RFQ CLOSING TIME:</b>	<b>14:00:59 MST</b>

DATE: May 5, 2025

Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

**Competition No.:** RFQ 2025-33-001

**Published Date:** June 16, 2025

**Town Contact:** Ryan O'Sullivan  
ryano@edson.ca

**Submission Instructions:**

Email Submissions only, No later than **14:00:59 MST. On July 3, 2025**

**Note: Quotations will not be opened publicly.**

## **Runway Crack Sealing & Line Painting**

**When submitting via email, please reference this title in the subject line.**

Quotations must be received by the submission deadline outlined above and by email only.

Respondents are cautioned that the timing of the Quotation submission is based on when the Quotation is **received**, by email, **not** when a Quotation is submitted by a Respondent, as Quotation transmission can be delayed due to file transfer size, transmission speed, etc. For these reasons, it is recommended that Respondents allow sufficient time to upload their Submission and attachment(s) (if applicable) and to resolve any issues that may arise.

The Town will only accept Quotations by email.

This Request for Quotation (the “RFQ”) is issued by The Town of Edson (the “Town”). This RFQ consists of the following sections:

1. Section 1 - Introduction
2. Section 2 – RFQ Process
3. Section 3 – Respondent Acknowledgement
4. Appendix 1 Map of the area needed to be Crack sealed and/or line painted.

## 1. INTRODUCTION

The Town of Edson (the “Town”) invites interested Vendors (respondents) to submit a quotation for Runway Crack Sealing & Line Painting RFQ 2025-33-001, The submission deadline for this RFQ is July 3, 2025, at 14:00:59 MST.

### 1.1. Background

This Request for Quotation is for provisions of all Manpower, Equipment, and Materials associated with the above-noted service to provide the Town of Edson for a three-year term (2025- 2028), Repaint and/or Crack sealing Edson airport runway, taxiway apron, and parking lot.

### 1.2. The Deliverables

No order for supplies and services will be processed without an authorized purchase order number. A copy of these authorizing purchase order numbers will be provided to the Contractor by the Town for each order placed. Deliveries will not be made without quoting an authorized purchase order number.

All invoices will be forwarded to [payables@edson.ca](mailto:payables@edson.ca) and must quote TOWN OF EDSON- RFQ 2025-33-001 Runway Crack sealing and Line Painting and the authorized purchase order number. All products and services are guaranteed for 120 days.

All products are price F.O.B. to Edson

### 1.3. Material Disclosure

Runway Crack sealing and Line Painting at the Edson Airport (YEC) is required to be completed during the 2025 construction season (prior to September 1st, 2025).

### PRICE (provide total)

#### Low Voc Alkyd-Based Paint

27 Runway Centerline Markings White Dashed Lines

\$ \_\_\_\_\_

Runway Number 04, and 25 White numbers

\$ \_\_\_\_\_

4 Directional Arrows Locations

\$ \_\_\_\_\_

12 Directional Dashed Locations White Dashed Lines

\$ \_\_\_\_\_

2 Runway Threshold Markings

\$ \_\_\_\_\_

1120m Taxiway Centerline Markings Yellow Line

\$ \_\_\_\_\_

12 Holding Position Markings Yellow Line

\$ \_\_\_\_\_

Total Price \*\* DO NOT INCLUDE GST \*\*

\$ \_\_\_\_\_

#### Crack Sealing cost

8.65 ha of runway asphalt Crack Sealing \$ \_\_\_\_\_

Total Price \*\* DO NOT INCLUDE GST \*\* \$ \_\_\_\_\_

### 1.4. Trade Agreements

Respondents should note that procurements falling within the scope of Chapter 19 of the *Comprehensive Economic and Trade Agreement*, Chapter 5 of the *Canadian Free Trade Agreement* and the *New West Partnership Trade Agreement* are subject to those trade treaties, but that the rights and obligations of the parties shall be governed by the specific terms of each particular quotation call.

### 1.5. Applicable Laws

During performance of the Deliverables, the selected respondent must comply with all applicable statutes, regulations, bylaws, rules, orders and other requirements enacted or imposed by Federal, Provincial, Municipal or other governmental bodies, agencies, tribunals or other authorities (as may be amended or substituted from time to time), including, without limitation, the *Worker's Compensation Act* (Alberta), *Occupational Health and Safety Act* (Alberta) and the *Labour Relations Code* (Alberta). The selected respondent is responsible for obtaining any permits, licenses, including a Town of Edson Business License, or certifications (and any associated fees or charges) required by such statutes, regulations, bylaws, rules, orders and other

### 1.6. Terms and Conditions

The Terms and Conditions, which shall govern the provision of the Deliverables with the selected Respondent, are listed below.

Upon notification of a contract award, the successful Respondent shall be required to provide the following documentation: The successful Respondent will be required to provide.

- Insurance Policy (Minimum 5,000,000.00 Liability) 30-day cancellation notice, and Town of Edson named as additional insured on the certificate.

- WCB letter indicating good standing (within 30 days current)
- Verification of a valid Certificate of Recognition (COR), or Small Employer Certificate of Recognition (SECOR) or equivalent acceptable Safety program.
- Valid Town of Edson Business License.

### 1.7. Non-Canadian Respondents

Due to restrictions set by the Federal Government of Canada on foreign persons coming to Canada to perform work under a contract with a Canadian company, if a non-Canadian Respondent is selected by the Town, prior to entering into the Contract, the Town will request the Respondent to provide the Town with additional information regarding its personnel. Admission clearance to Canada for Foreign Workers is approved by the Government of Canada. The Respondent is responsible to ensure any personnel entering Canada under this contract meets Immigration Canada requirements.

In order to submit an Offer of Employment the Town requires the following information from each Foreign Worker that will be requesting permission to enter Canada to work:

- Family name (surname) as shown on the passport
- Given name(s) as shown on the passport
- Gender
- Date of Birth
- Country of Birth
- Country of Residence
- Citizenship
- Passport Number
- Education (degrees/diplomas/certifications) and any licenses (state engineering licenses)

## 2. RFQ PROCESS

### 2.1. Schedule

Information relevant to this RFQ process is set out in the following schedule:

RFP posted on APC (Alberta Purchasing Connection)	<b>June 16, 2025, 9:00:59 (MST)</b>
Deadline for Proponent's questions	<b>June 24, 2025, at 16:00:00:59 P.M. (MST)</b>
Deadline for Issuing Addenda	<b>June 27, 2024, 2025, at 16:00:59 P.M. (MST)</b>
Submission Deadline	<b>July 3 at 14:00:59 pm</b>
Anticipated Award Date	<b>July 7 to 9, 2025</b>

The Town may, in its sole discretion, amend any date or time in the schedule, including the Submission Deadline. Any amendment to the Submission Deadline will be communicated to respondents through the issuance of an addendum in accordance with Section 2.3.

### 2.2. Quotations should be submitted in the Prescribed manner

Respondents should submit their bids **by email only**.

### 2.3. Amendments to the RFQ by Way of Addenda

This RFQ may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Town may issue an Addendum in order to amend, clarify, or answer questions to this RFQ. Each Addendum will be issued at the same location and in the same manner as this RFQ document (i.e., on the Town of Edson website at <https://www.edson.ca/town/tenders-rfps> and APC).

Each Addendum will form an integral part of this RFQ. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the Town deems it necessary to issue an Addendum after the Anticipated Last Day to Issue Addenda, as detailed in Section 2.1, then the Town may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

## 2.4. Questions and Clarifications

The point of contact at the Town of Edson for any queries or questions related to this RFQ (RFQ Contact Person) is:

Attention: **Ryan O'Sullivan, Transportation & Parks Manager**

Email: **ryano@edson.ca**

Address: **P.O. Box 6300**

**605 - 50 Street**

**Edson, AB**

**T7E 1T7**

Respondents should contact the RFQ Contact Person with any questions, in writing, by email only, prior to the Deadline for Questions noted in Section 2.1 – Schedule. This will allow the Town, at its discretion, to issue addendum prior to the Anticipated Last Date to Issue Addenda. Questions received after the Deadline for Questions will be addressed if time permits. It is the responsibility of the Respondent to seek clarification on any matter it considers to be unclear. The Town will not be responsible for any misunderstanding on the part of the Respondent concerning this RFQ or its process.

If, in the Town's sole discretion, responses to Respondent questions require an amendment to this RFQ, such amendment will be prepared and posted in accordance with Section 2.3. Only a response to a Respondent question that has been incorporated into or issued as an addendum will modify or amend the RFQ.

## 2.5. Past Performance, References and Misrepresentation/Others

- i. The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Respondent or rescind a contract subsequently entered into if: (a) the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the Respondent to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest.

Municipality	Contact Info.	Description of work	Contract Completion Date	Actual Completion Date

- ii. The Town's policy is to refuse to do business with parties who do not act in good faith towards the Town, whether by failing to live up to the terms of their agreements or by entering into frivolous or

vexatious litigation with the Town. Accordingly, the Town will review submissions based on past performance and any history of litigation in accordance with its policies.

- iii. The Town may prohibit or disqualify a Respondent from participating in a procurement process based on (ii) above.
- iv. A Respondent barred from doing business with the Town will lose bidding privileges for a period of time determined at the Town's discretion, from the date of approval of the decision in accordance with the Town's Procedure 5359-CP.

## 2.6. Vendor Performance

- i. The successful Respondent may be evaluated periodically throughout the course of the work or at the end of the project as the case may be. Any evaluations may be shared with the successful Respondent with the goal of immediate resolution to where problems and concerns occur.
- ii. The Town and the successful Respondent acknowledge that delays in performance may arise due to events beyond their reasonable control. Such delays will be excusable and the relevant obligations suspended, but only for such period of time as the cause for the delay remain beyond the reasonable control of the obligated party.

## 2.7. No Lobbying

A Respondent may not, in relation to this procurement 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).

Without limiting the generality of the above statement, at any time during the RFQ process, Respondents and Respondent Team Members are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the RFQ process, the RFQ documents, or the quotations:

- a) any member of the evaluation committee;
- b) any person employed or engaged by the Town, or any person who was previously employed by the Town and who would have information relating to the procurement of the Deliverables, other than the Town Contact;
- c) any member of the municipal council of the Town or any member of a councillor's staff; or
- d) any other Respondent or Respondent representatives

## 2.8. Respondent Costs

Respondents shall bear their own costs associated with or incurred in the preparation and presentation of its submission, including, if applicable, costs incurred for interviews or demonstrations.

## 2.9. Debriefing

Respondents may request a debriefing after receipt of a notification of award. All requests must be in writing to the Town Contact and must be made within thirty (30) days of notification of award. The intent of the debriefing information session is to aid the Respondent in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

## 2.10. Notification of Award

Respondents will be notified of the outcome of the procurement process by email.

## 2.12. Safety

The respondent shall provide either:

- i. a current copy of an issued COR or SECOR endorsed by the Government of Alberta, or an equivalent certificate or designation under an equivalent program in a jurisdiction other than Alberta;
- ii. a Temporary Letter of Certification endorsed by the Government of Alberta, or an equivalent certificate or designation under an equivalent program in a jurisdiction other than Alberta; or

- iii. a detailed safety program may be submitted as an alternative to the above, however, this will be a discretionary alternative as The Town reserves the right to accept or deny this submission.
- iv. Review and implementation of Appendix 02 Airfield requirements. The Town encourages Respondents who presently do not have COR or an equivalent certificate or designation under an equivalent program, to register into this program. For more information and how to register for this program visit:  
<https://www.alberta.ca/get-certificate-recognition.aspx>.

## 2.13. Stages of Evaluation

The Town will endeavour to complete the evaluation of all compliant quotations received within 30 days of the closing deadline. The evaluation of quotations will be conducted in the following stages:

- i. Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.
- ii. Stage II will consist of a scoring on the basis of the Evaluation Criteria set out below:

### Option 2: Price and Non-Price Factors

Stage II will consist of an evaluation of the quotation to determine the high score based on the following criteria:

Rated Criteria Category	Submission Method	Weighting (Points)
Experience with Airports		15
Safety Protocols		20
Radio licensing		15
[**Price**]		50
Total Points		100

## 2.14. Mandatory Requirements

The mandatory requirements of this RFQ at the time of the Submission Deadline are as follows:

- (a) Bid submission must be **emailed only**.
- (b) **Other Mandatory Criteria**
  - i. The duration of this contract shall be from July 7, 2025, until August 30, 2025. Work to be completed prior to August 30, 2025.
  - ii. All products and services are guaranteed for 120 days.
  - iii. The contract shall be limited to actual supplies ordered and delivered or services performed.
  - iv. All products are priced F.O.B. Edson
  - v. No order for supplies and services will be processed without an authorizing purchase order number. A copy of these authorizing purchase order numbers will be provided to the Contractor by the Town for each order placed. Deliveries will not be made without quoting an authorized purchase order number.
  - vi. All invoices will be forwarded to the payables@edson.ca and must quote TOWN OF EDSON – Crack Sealing & Line Painting RFQ 2025-33-001 and the authorized purchase order number.



- vii. No Changes in the percentage discounts noted in this contract may be made during the term of the contract. Increases or decreases to specific prices detailed herein resulting from fluctuations in prices and/or freight rates shall only be authorized by formal amendment to the contract upon satisfactory proof in writing to the Transportation & Parks Manager that such fluctuations have resulted in increased or decreased cost to supplies to the Contractor named.
- viii. The Town agrees to pay all invoices net 30 (thirty) days or pay interest on the outstanding invoices at 1.5% monthly thereafter on any overdue amounts.
- ix. The Town reserves the right, providing due notice, to terminate this Agreement for unsatisfactory service, supply, related reasons or default under any condition in this agreement. The Contractor shall not have any further claim resulting from such notice of termination.
- x. All prices indicated within this Tender shall not include the Goods and Services Tax (GST).
- xi. The GST will be added on the invoice at time of purchase.

**2.15. Rated Criteria Submission Requirements**

**[\*\*Provide an explanation on each Rated Criteria Category to enable respondents understand exactly what is needed and expected of them \*\*]**

### **PART 3 – RESPONDENT ACKNOWLEDGEMENT**

In responding to this RFQ, and to be eligible for consideration, each respondent must complete the **online Quotation Form** that among other things acknowledges its acceptance of the RFQ provisions set out below:

#### **1. Terms of Reference and Governing Law**

- a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- b) the respondent shall keep this RFQ and any contract that may result from this RFQ process confidential;
- c) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation;
- d) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- e) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Town until the Town accepts the respondent's response in writing;
- f) when evaluating quotations, the Town may request further information from the respondents or third parties in order to verify and clarify the information provided in the respondent's submission, and the Town may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- g) The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions.

The Town may disqualify the Respondent or rescind a contract subsequently entered into if the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information;

- h) the respondent consents to the Town's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- i) the Town may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- j) the Town may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest;
- k) any contract awarded pursuant to this RFQ is subject to budget availability;
- l) the Town may cancel this RFQ process at any time; and
- m) these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

## **2. Ability to provide Deliverables**

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the quoted price and has provided a list of any subcontractors to be used to complete the proposed contract.

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing includes all applicable duties and taxes, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Town, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law, except Goods and Services Tax (GST).

## **3. Tie Score**

In the event of a tie score, the selected respondent will be determined by may request additional information from respondent to make this determination.

## **4. Conflict of Interest**

The respondent acknowledges that it does not have any conflict of interest in respect of submitting a response to this RFQ or in providing the Deliverables.

For the purposes of this section, the term "Conflict of Interest" means:

(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 Town 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, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFQ process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, 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.

**5. Confidential Information of Respondent** A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The respondent acknowledges that the Town is subject to the *Freedom of Information and Protection of Privacy Act*. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to the Town's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the Town contact person.

The respondent representative completing the form must have authority to bind the respondent.

Proposals should include this Submission Form

### 1. Proponent Details:

Full Legal Name of Proponent:	
Other "DBA" Names the Proponent Uses:	
Registered Address:	
Proponent Contact Person Name and Title:	
Contact Person Phone No.:	
Contact Person Email:	

### 2. Confirmation of Addenda Received:

We have checked the Town of Edson website at <https://www.edson.ca/town/tenders-rfps> and/or APC addenda and confirm receipt of the following Addenda, issued by the Town up to the Closing Date and Time:

Addendum #	Issued on Date:







## Appendix 02

### 1.4 Contractors/Visitors:

- Airside Operations
- Contractor must have an Aeronautical Operator Radio License.
- Approval for access to the facility must be obtained from the airport manager.
- All personnel must sign in and out.
- Do not enter until all aircraft have shut down.
- All personnel must wear high-visibility clothing.
- All vehicles must be equipped with a flashing beacon & a UHF two-way radio capable of monitoring frequency 123.2.
- Vehicles not equipped with a radio must be accompanied by a vehicle with a serviceable radio tuned to the appropriate frequency.
- All personnel must monitor 123.2 on a two-way UHF radio.
- Do not leave vehicles unattended.
- All incidents or near-misses must be reported to management. Incident report forms are located on the staff notice board and in the SMS manual
- Move directly to and from your destination.
- Remain stationery whilst any aircraft are operational.
- Beawareofaircraftapproachingfromabove/behind.Notallaircraftusethe runway!
- Beawareofrotatingpropellers/rotorstheyaretransparentwhenoperational.
- Do not touch the aircraft.
- The actions of passengers and crew are the responsibility of the Driver/supervisor.
- Do not enter the Runway
- Do not obstruct the Taxiways

#### **Emergency Response Plan must be reviewed.**

- Red binder located in the terminal building next to the entrance
- Contains contacts list for emergencies
- Contains a map showing locations of First aid kits, fire extinguishers & Spill kits.
- Contains procedures pertaining to specific emergencies.

#### **Safety policy must be reviewed.**

- All work must be conducted in accordance with the OH&S act.
- All contracted companies must have an H&S system in place.

#### **Edson Airport – Standard Operating Guidelines must be reviewed.**

- Contains Safety lockout procedures for the electrical systems.