

# TOWN OF THREE HILLS



## REQUEST FOR QUOTE FOR Replacement of Brine Pumps and Filters

<b>RFQ Issue Date:</b>	<b>May 7, 2026</b>
<b>RFQ Closing:</b>	<b>June 5, 2026, at 4:00 PM local time</b>
<b>RFQ Contact:</b>	<b>Kristy Sidock</b> 232 Main Street, PO Box 610 Three Hills, Alberta T0M 2A0
<b>Telephone:</b>	(403) 443-5822
<b>Email:</b>	<a href="mailto:communityservices@threehills.ca">communityservices@threehills.ca</a>

# 1 General

## 1.1 Introduction

The Town of Three Hills is a supportive and inclusive community known for its exceptional quality of life. The community provides residents of all ages with a range of housing options with access to recreation, amenities, education, services, and retail. Economic activities, including development, business, and industry, are balanced with respect for the natural environment and existing character.

With a current population of 3,212 residents, the Town has the security and quality of life of a small town with numerous “big city” amenities. The Downtown sector features numerous shopping and dining conveniences as well as a number of financial institutions and service necessities.

Three Hills’ central location provides residents and businesses with an optimal position for convenient commuting and transportation. The community is bordered to the East by arterial Highway 21, to the North by Highway 27 and West by Canadian National Railway.

The Town of Three Hills (the “Town”) has prepared this Request for Quote (“**RFQ**”) to solicit Quotes for the replacement of brine pumps and brine filter housings located in the Ice Plant room at Centennial Place Arena. The scope of work includes: replacement of three (3) existing brine pumps with direct-coupled versions of the existing pumps; piping modifications required to accommodate the new pumps; replacement of two (2) brine filter housings and stands; and supply of 25-micron and 10-micron filters.

## 2 RFQ Process

### 2.1 Definitions

“**Contractor**” means the successful Proponent awarded the Contract.

“**Consortium**” means two or more Proponents who submit a Quote.

“**Contract**” means the formal written and binding agreement entered into pursuant to this Request for Quote between the Town and the successful Proponent(s) in the form agreed to by the Town in its sole discretion.

“**Evaluation Team**” means individuals who will evaluate the Quotes on behalf of the Town.

“**must**”, “**mandatory**”, “**required**”, “**shall**” means a requirement that must be met in a substantially unaltered form in order from the Quote to receive consideration.

“**optional**” means a requirement not considered essential, but for which preference may be given.

“**Prime Proponent**” means the Proponent in a Consortium that is responsible for the provision of Services as outlined in this RFQ and is accountable for all terms and conditions of the contract.

“**Proponent**” means the organization or a Consortium responding to this RFQ with a Quote.

“Quote” means the Contractor’s response to this RFQ and includes all the Contractor’s attachments and presentation materials.

“Request for Quote or RFQ” means the solicitation for the Services as outlined in this RFQ.

“RFQ Closing” means the final date and time for acceptance of Quotes.

“Services” means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFQ.

“should”, “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

“Town” means the Town of Three Hills.

## 2.2 RFQ Schedule of Events

RFQ Issue Date:	<b>May 7, 2026</b>
On Site/Proponents’ Meeting Date:	<b>May 22, 2026, at 10:00 AM local time</b>
	Mandatory <input checked="" type="checkbox"/>
RFQ Closing:	<b>June 5, 2026 at 4:00 PM local time</b>
Selection of Preferred Vendor:	<b>ASAP</b>
Contract Commencement Date:	<b>ASAP</b>

## 2.3 On Site/Proponents’ Meeting Date

2.3.1 A Proponents’ Meeting has been scheduled to provide an opportunity for clarification regarding the RFQ’s requirements, and to address any other issues with this RFQ:

Date: May 22, 2026  
Time: 10:00 AM local time  
Location: Centennial Place Arena (North Entrance by the Aquatic Centre)

2.3.2 To facilitate comprehensive responses at the Proponents’ Meeting it is recommended that written questions be submitted to the RFQ Contact in advance of the Proponents’ Meeting as outlined in Section 2.4.

2.3.3 Attendance at the Proponents’ Meeting is:

MANDATORY

## **2.4 Proponent Questions**

- 2.4.1 All questions regarding this RFQ must be directed to the RFQ Contact in writing at by May 28, 2026 @ 4:00 pm. Enquiries and responses will be recorded and may, at the Town's discretion, be distributed to all Proponents. Answers to Questions will be provided by June 2, 2026.
- 2.4.2 The Proponent has a responsibility to notify the RFQ Contact in writing, of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFQ, as it is discovered, and to request any instruction, decision, or direction required to prepare the Quote.
- 2.4.3 Verbal responses to enquiries are not binding on any party.

## **2.5 Amendments to the RFQ**

- 2.5.1 The Town of Three Hills reserves the right to issue addenda or amendments or change the schedule of events to this RFQ.
- 2.5.2 Amendments to this RFQ, if any, will be issued in writing and will form part of this RFQ.

## **2.6 Proponent Expenses**

- 2.6.1 Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its Quote, including, if applicable, costs incurred for meetings, interviews or demonstrations related to this RFQ prior to the issuance of a contract.

## **2.7 Multiple Quotes**

- 2.7.1 If multiple Quotes are offered, the Proponent must submit each Quote separately in the same format as outlined in this RFQ. Quotes must meet the fundamental intent of this RFQ.

## **2.8 Submission of Quotes**

- 2.8.1 The Town will receive Quotes until the RFQ Closing.
- 2.8.2 Quotes are to be prepared in such a way as to provide a straightforward and concise description of capabilities to satisfy the requirements of this RFQ.
- 2.8.3 Emphasis should be concentrated on the conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content. Quotes must be complete in all aspects. A Quote shall not be considered if it is conditional or incomplete.
- 2.8.4 Quotes must be submitted in the format described in *Schedule A - Quote Requirements*.
- 2.8.5 Quotes must be sealed and clearly marked with:
  - RFQ's name
  - RFQ Closing
  - and addressed to the attention of the RFQ Contact
- 2.8.6 Quotes may be delivered by hand, courier, mail or email.
- 2.8.7 Proponents mailing quotes should allow for sufficient mail delivery time to ensure timely receipt of their quotes. Postmarks will not be accepted in lieu of actual receipt.

- 2.8.8 Delivery service disruptions will not be acceptable conditions for late Quote submissions.
- 2.8.9 For RFQ closing purposes the official time and receipt of Quotes shall be as determined by the time recorder used to date and stamp Quotes upon submission to the Town of Three Hills Office. Quotes that are dated and time stamped after the Closing Date and Time will be deemed late.
- 2.8.10 Late or incomplete Quotes will not be considered. No exceptions will be made.
- 2.8.11 There is no public opening of Quotes.

## **2.9 Offer and Acceptance of Quotes**

- 2.9.1 At any time prior to the RFQ Closing Date and Time, a Proponent may withdraw its Quote by submitting written notice to the RFQ Contact.
- 2.9.2 The Town reserves the right, in its sole discretion to cancel this RFQ without award or compensation to any Proponent, their officers, directors, employees or agents in the event that:
  - i. financial circumstances of the Town change;
  - ii. political, economic or technical conditions change; or
  - iii. any other event which was unforeseen occurs and in the opinion of the Evaluation Team is beyond the control of the Town.
- 2.9.3 The Town reserves the right, in its sole discretion, to accept or reject any quotes; to waive minor informalities of quotes; or to cancel, revise or extend solicitation.
- 2.9.4 The RFQ process is intended to identify prospective Proponents for the purpose of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Town by the RFQ process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.
- 2.9.5 Quotes shall be irrevocable and open for acceptance by the Town anytime within ninety (90) days following the end of day of the RFQ Closing Date and may not be altered by subsequent offerings, discussions, or commitments unless the Contractor is requested to do so by the Town.
- 2.9.6 Quotes will be retained by the Town and will not be returned to proponents.
- 2.9.7 The Town reserves the right, in its sole discretion, to administer a 10% hold back.

## **3 Confidentiality**

- 3.1.1 The Proponent shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.
- 3.1.2 A proponent may not at any time directly or indirectly communicate with the media in relation to the RFQ or any contract awarded pursuant to the RFQ without first obtaining the written permission of the RFQ Contact.
- 3.1.3 All information provided by or obtained from the Town in any form in connection with the RFQ either before or after the issuance of the RFQ is the sole property of the Town and must be

treated as confidential; is not to be used for any purpose other than replying to the RFQ and the performance of any subsequent Contract; must not be disclosed without prior written authorization from the Town; and shall be returned by the Proponents to the Town immediately upon the request of the Town.

## 4 Access to Information and Protection of Privacy

- 4.1.1 A Proponent should identify any information in its Quote or any accompanying documentation that is supplied in confidence and for which confidentiality is to be maintained by the Town. The Town will manage and protect information in accordance with applicable law, including *Alberta's Access to Information Act* and *Protection of Privacy Act*, and any other legal requirements. Proponents are advised that, as required by law, information in Quotes may be disclosed to the public (including through access to information requests) and may be shared, on a confidential basis, with the Town's employees and advisers retained for the purpose of evaluating Quotes. If a Proponent has any questions about the collection, use, or disclosure of personal information in connection with this RFQ, questions are to be submitted to the RFQ Contact.

## 5 Conflict of Interest

- 5.1.1 For the purpose of this section, Conflict of Interest shall mean:
- i. in relation to the RFQ process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (a) having, or having access to, confidential information of the Town in the preparation of its quote that is not available to other proponents, (b) 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 (c) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFQ process; or
  - ii. in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (a) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or (b) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.
- 5.1.2 Proponents must fully disclose, in writing to the RFQ Contact on or before the Closing Date and Time of this RFQ, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFQ.
- 5.1.3 The Evaluation Team shall review any submissions by Proponents under this provision and may reject any Quotes where, in the sole opinion of the Evaluation Team, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFQ.

- 5.1.4 If no written disclosure is provided, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quote; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

## **6 Governing Law**

### **6.1.1 Procedural terms of the RFQ Process:**

- i. 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);
- ii. are non-exhaustive (and shall not be construed as intending to limit the preexisting rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- iii. are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

## **7 Disclaimer of Liability and Indemnity**

### **7.1.1 By submitting a Quote, the Proponent agrees:**

- i. to be responsible for conducting its own due diligence on data and information upon which its Quote is based;
- ii. to abide by all Federal and Provincial safety standards and laws that are in effect on the date of the bid for the item(s) that are being specified and the particular use for which they are meant;
- iii. that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- iv. that it has gathered all information necessary to perform all its obligations under its Quote;
- iv. that it is solely responsible for ensuring that it has all information necessary to prepare its Quote and for independently verifying and informing itself with respect to any terms or conditions that may affect its Quote;
- v. to hold harmless the Town, its elected officials, officers, employees, insurers, agents or advisors and all their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFQ process;
- vi. that it shall not be entitled to claim against the Town, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner of form in which the information is provided) is incorrect or insufficient;
- vii. that the Town will not be responsible for any costs, expenses, losses, damage or liability incurred by the proponent as a result of or arising out of submitting a Quote or due to the Town's acceptance or non-acceptance of its Quote; and

- viii. to waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the contract whomever the Town deems, in their sole and unfettered discretion, to have submitted the Quote most beneficial to the Town.

## 8 Selection Process

### 8.1 Evaluation Process

- 8.1.1 Proponents should carefully note the mandatory requirements listed in Section 2.8.4. Quotes that do not meet the mandatory requirements at the submission deadline will be disqualified.
- 8.1.2 All Quotes will be subject to a standard review process by the Town.
- 8.1.3 During the evaluation process, Proponents may be required to provide additional information to clarify statements made in their Quotes.

### 8.2 Evaluation Criteria

- 8.2.1 The intent of the evaluation process is to procure the goods and services indicated, in accordance with the minimum specifications outlined herein.
- 8.2.2 Each Quote shall be evaluated separately against the criteria listed below:

#### Evaluation Criteria:

1. **Relevant Experience – 30%**  
Proposals will be evaluated based on the Proponent’s relevant experience with similar projects, and a demonstrated ability to translate those experiences into successful project delivery for the Town.
2. **Staff Resources – 25%**  
Ability to meet service and operation expectations
3. **Cost and Fees – 35%**  
Proposal costs including rates, disbursements and materials, as well as fee structures and payment schedules are complete and clear. The Town realizes that conditions other than a price are important and will award contract(s) based on the proposal that best meets the needs of the Town and therefore the lowest priced Proposal need not be accepted.
4. **Clarity and Presentation – 10%**  
Proposals will be evaluated based on the Quality of the submission, completeness of the submission and the ease of navigation to adequately and fully understand and review the material.

## 9 Notification to Proponents

- 9.1.1 All Proponents will be notified as soon as possible after acceptance of a Quote.

9.1.2 Selection of a successful Proponent does not obligate the Town to negotiate or execute a Contract in the event that:

- i. financial circumstances of the Town change;
- ii. political, economic or technical conditions change; or
- iii. any other event which was unforeseen occurs and in the opinion of the Town is beyond its control.

9.1.3 The successful Proponent should note that if the parties cannot execute a Contract within thirty (30) days, the Town may invite the next-best-ranked Proponent to enter into a Contract.

9.1.4 In the event a dispute arises, from any Proponent, concerning the quote process and prior to the execution of a Contract, the thirty (30) days referenced in Section 9.1.3 shall commence upon the date the dispute was resolved as per Section 10.

# Schedule A - Quote Requirements

## Introduction

The Town of Three Hills is requesting qualified contractors to supply all labour, materials, equipment, and supervision necessary to replace brine pumps and brine filter housings in the Ice Plant room at Centennial Place Arena, complete associated piping modifications, and supply replacement filter cartridges. The intent is to provide a complete, operational installation that matches the duty points of the existing equipment and is suitable for brine service.

## Objectives

The objectives of this work are to:

- Replace three (3) existing brine pumps with direct-coupled units that meet the existing duty points.
- Complete all piping modifications required for a safe, leak-free, maintainable installation.
- Replace two (2) brine filter housings and stands and return the filtration system to full service.
- Supply 25-micron and 10-micron filter cartridges compatible with the new housings.
- Minimize downtime and provide commissioning/start-up support and documentation.

## Requirements

### Project Requirements (Minimum):

- **Brine Pumps**
  - Replace three (3) pumps with direct-coupled versions of the existing pumps.
  - Two (2) pumps: 300 GPM @ 70 ft TDH; impeller diameter 9.22 in; motor: 10 HP, 575 V.
  - One (1) pump: 185 GPM @ 60 ft TDH; impeller diameter 4.72 in; motor: 5 HP, 575 V.
  - Provide new pump/motor assemblies (and any bases/adapters as required), suitable for brine service.
- **Piping Modifications**
  - Modify piping as required to accommodate the new direct-coupled pumps, including any changes to suction/discharge alignment, supports, isolation valves, and unions/couplings as required for maintainability.
  - All work to be completed leak-free and ready for operation.
- **Brine Filter Housings**
  - Replace two (2) brine filter housings and stands.
  - Supply compatible replacement filter cartridges: 25-micron and 10-micron.
- **Installation, Testing, and Commissioning**
  - Include removal and disposal of existing equipment (unless otherwise directed by the Town).

- Confirm rotation, alignments, and operational checks; start-up and commissioning support.
- Provide basic closeout documentation (equipment data sheets, warranty information, and as-built markups of piping changes).
- Provide maintenance schedules.

**Important:**

Due to the ice installation at the Arena, this project must be completed by the end of July 2026.

**Pictures**









