

SUPPLY & DELIVERY OF FIREWOOD RFQ

Intent:

The Town of Vermilion (Town) is seeking Quotations from qualified suppliers for the supply and delivery of firewood to the Vermilion Provincial Park Campground.

Scope of Work:

The Scope of Work required will include supply and delivery of firewood bundles for the Town's use and resale at the campground. Delivery must be provided to the Vermilion Provincial Park, located at Beckie Scott Trail in Vermilion Alberta no later than May 29, 2026. The Town requires 1,050 bundles of wood to be provided under this RFQ. The Town will not accept any other types of wood for this project.

If the Town requires additional bundles throughout the camping season, the successful vendor must provide additional bundles at the same unit rate as the original purchase. The Vendor shall be capable of providing any additional order deliveries within 3-5 business days of the order being placed.

Deliverables:

The Vendor is responsible for providing the following to the Town at the end of the project:

- 1,050 bundles of firewood, cut and bundled for sale at the campground;
- All firewood supplied must be one of the following species: spruce, tamarack or birch. No other wood types will be accepted;
- Bundles must be consistent in size and approximately 1.0-1.3 cubic feet;
- Firewood must be seasoned suitable for immediate burning, free of mold and excessive dirt or pests;
- Bundles must be securely wrapped in netting, plastic or twine, sufficient to maintain bundle integrity during handling and storage; and
- Delivery of firewood bundles to the campground in Vermilion Provincial Park, with Vendor completing all unloading and placement of bundles where the Town requires. Delivery shall be during regular business hours Monday-Friday between 7:30am-4:00pm.

Project Timelines:

DATE	MILESTONE
May 11, 2026	Award to Vendor
May 29, 2026	Deadline for Final Delivery of Firewood

Evaluation Criteria:

ITEM	EVALUATION CRITERIA	WEIGHT
1	Product Type/Bundle Details	25
2	Financial Summary	75
	TOTAL	100

Financial Summary:

Vendors shall submit pricing in the format of price per bundle, inclusive of all costs associated, such as cutting, wrapping and delivery.

Submission Requirements:

The quotation submission shall be provided in the prescribed submission form attached to this RFQ.

Vendors are to ensure they have read this RFQ and include all other requirements outlined herein.

Proposal Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure of the Protection of Privacy and Access to Information legislation. Vendors should note that some financial and technical scoring may be disclosed if brought forward to Council Meetings. The awarded Contract amount may be posted to the tendering website in accordance with legislation.

Quotation Closing:

The Town of Vermilion will ONLY accept ELECTRONIC QUOTATION SUBMISSIONS submitted via email to the Project Owner no later than 2:00:00PM MDT, on May 8, 2026, unless the Town has instructed otherwise by an issued Addendum. The Project Owner for this project will be Rex Smith, Parks Foreman, Community Services and can be contacted at 780-853-0983 or by email at rsmith@vermilion.ca

The Town reserves the right to: accept or reject any Quotation, to award a Quotation in whole or in part (for example, due to budgetary constraints), to award the Quotation that is in the Town's best interest and not necessarily the lowest cost, and the right to cancel this Quotation at any time without obligation. The Town also reserves the right to award to one or multiple suppliers, and adjust the base quantity if it is deemed in the best interest of the Town to have multiple supplies with smaller quantities each. The Town reserves the right to reject any delivery that does not meet the specifications outlined in this RFQ.

The Town also reserves the right to enter into discussions with one or any Vendor for clarifications.

Any questions or items that require clarification with respect to the above please submit questions to the Project Manager. Any addenda will be posted to the Town's website, if necessary.

BID SUBMISSION FORM

VENDOR NAME:		
ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
REPRESENTATIVE:		
E-MAIL:	PHONE NUMBER:	
GST REGISTRATION NUMBER:		

Bundles – Vendors must include detail of the type of wood provided, as well as size of bundles, and how bundles will be wrapped.

Type of Wood: _____

Size of Bundles: _____

Bundle Wrapping: _____

Additional Content - Vendors may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation.

Price Proposal: Vendors to provide a price per bundle, all inclusive of cutting, wrapping and delivery.

DESCRIPTION	COST
Price Per Bundle (excluding GST)	

I acknowledge and understand that if the above stated contract is awarded to the undersigned, the Town's standard contractor agreement shall have to be entered into with the Town of Vermilion.

Signed on this date: _____.

Print Name

Signature