



Request for Quotation

Issued by: District of Invermere

For: Sanitary and Storm Sewer Cleaning Services

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1. INTRODUCTION

1 - Background and Purpose

This RFQ applies to and governs the preparation of Quotations for the Contract listed above. The Contract is generally for the following work:

The District of Invermere (the “District”) invites quotation submissions from qualified companies for Sanitary and Storm Sewer Flushing Services for the District’s underground sanitary and storm sewer systems. This service is for a 3-year period from May 1st, 2026, to April 30th, 2029.

The District’s underground system includes approximately 31km of sanitary sewer mains and 6km of storm sewer mains. Maps or asset information provided by the District are for reference only and do not replace the Proponent’s responsibility to confirm all field conditions.

2 - Enquiries – Contact Person

The following person is the “Contact Person” for this RFQ:

Name: Elliot Jones

Title: Public Works Manager

Address: 914 8th Ave., Box 339, Invermere BC V0A 1K0

Email: pwmanager@invermere.net

3 - Submission of Quotations: Closing Time

Quotations must be received at the Delivery Address (either electronically or by hand as applicable) no later than:

April 30th, 2026, at 2:00 pm local time (the “Closing Time”).

Late Quotations will not be accepted or considered and will be returned unopened.

4 - Eligible Parties

Any interested party (each, a “Proponent”) may submit a quote (a “Quotation”) in response to this RFQ.

5 - Definitions

In this RFQ, unless the context requires otherwise:

“Addendum” has the meaning set out in Section 2.6.

“Closing Time” has the meaning set out in Section 1.3.

“Contact Person” has the meaning set out in Section 1.2.

“Contract” means the contract to be awarded pursuant to this RFQ.

“Contract Documents” means the Agreement as included with this RFQ plus the documents listed in Section 2.2 of the Agreement.

“Delivery Address” has the meaning set out in Section 2.1.

“Evaluation Committee” has the meaning set out in Section 7.1.

“FOIPPA” means the Freedom of Information and Protection of Privacy Act of British Columbia.

“Form of Quotation” has the meaning set out in Section 4.1.

“On-Line Information Address” has the meaning set out in Section 2.5.

“Preferred Proponent” means the Proponent recommended by the Evaluation Committee under Section 7.6.

“Proponent” has the meaning set out in Section 1.4.

“Quotation” has the meaning set out in Section 1.4.

“Quotation Price” has the meaning set out in Section 6.1.

“RFQ” means this Request for Quotation.

“RFQ Documents” has the meaning set out in Section 3.1. and

Any words or phrases defined elsewhere in this RFQ will have the particular meaning assigned to such words or phrases.

6 - Interpretation

In this RFQ:

Words importing the singular include the plural, and vice versa.

The word “including” is deemed to be followed by “without limitation.”

Capitalized terms used but not defined in this RFQ, but are defined in other RFQ Documents, have the meanings assigned to such terms in the applicable RFQ Document, unless the context requires otherwise:
and

Notwithstanding any other provision in the RFQ Documents, no term or condition will be implied into this RFQ based on any practice or custom, including any practice or custom in the construction industry.

2. SUBMISSION INSTRUCTIONS

1 - Delivery of Quotations

Quotations must be delivered to one of the following addresses (the “Delivery Address”):

If delivered electronically

a. BC Bid Portal

<https://www.bcbid.gov.bc.ca>

b. Email Submission

pwmanager@invermere.net

Subject line: “RFQ – Sanitary and Storm Sewer Flushing Services.”

Documents requested in PDF format.

If delivered by hand

c. Hard Copy Submission

Delivered to 914 8th Ave, Box 339, Invermere, BC V0A 1K0

Sealed and clearly marked:

“RFQ Submission for Sanitary and Storm Sewer Flushing Services”

“CONFIDENTIAL – DO NOT OPEN”

Quotations delivered to any other address, or by any other method (such as fax), will not be considered or accepted.

2 - Number of Copies If Delivery by Hand

If the Proponent elects to deliver its Quotation by hand, then the Proponent should submit either:

- a. One hard copy.
- b. One electronic copy (“PDF” on a USB flash drive); or
- c. Both

At the Proponent’s election, of its Quotation in a sealed envelope clearly marked on the outside with the information contained in Section 2.1(b).

If a Proponent submits both a hard and electronic copy of its Quotation, then the Owner may refer to either or both of the electronic and hard copy for the purposes of evaluation, except for any reason, the electronic copy is in whole or in part unreadable, or if for any reason there is conflict between electronic and hard copies, then the hard copy will be deemed to be the correct copy.

3 - Date and Time of Delivery

The Owner will date and time record all Quotations, amendments or withdrawals delivered under this RFQ and the clock used by the Owner for that purpose will be deemed conclusively to be correct as to the date and time of receipt.

4 - Enquiries and Responses

All enquiries regarding this RFQ must be directed in writing to the Contact Person at the address specified in this RFQ, and the following will apply to any enquiry:

- a. The Owner reserves the right to decline response to an enquiry, with consideration given to Proponent fairness and the competitive bid process.
- b. Any reply from the Contact Person to an enquiry will be posted to the Online-Information Address as an Addendum.

No oral conversation will affect or modify the terms of this RFQ or may be relied upon by the Proponent. Information obtained from any source other than the Contact Person will not form part of the RFQ and may not be used or relied upon by the Proponent for the purpose of preparing their Quotation.

5 - Addenda

The Owner may, in its sole discretion, through the Contact Person.

- a. Amend this RFQ at any time, issuing a written addendum (an "Addendum"). Written addenda are the only means of amending or clarifying this RFQ. Only the Contact Person is authorized to amend or clarify this RFQ.

The Addendum will be posted through the "Online Information Address", via BC Bid Website at www.bcbid.gov.bc.ca and on the Owner Website at www.invermere.net. No other employee of the Owner is authorized to amend or clarify this RFQ. Upon submitting a Quotation, it is the responsibility of the Proponent to ensure that they have received all issued Addenda.

6 - Revisions Prior to Closing Time

A Proponent may amend or withdraw a delivered Quotation. The Owner must receive the withdrawal or amendment at the Delivery Address prior to the Closing Time.

7 - Quotation Validity

Quotations submitted in response to this RFQ shall remain valid and irrevocable for a period of sixty (60) days from the Closing Time.

8 - Language

All Quotations should be in English.

3. RFQ DOCUMENTS

1 - RFQ Documents

The “RFQ Documents” are the following:

- a. This Request for Quotation.
- b. The Form of Quotation, including Schedules.
- c. The Contract Quotation.
- d. Issued Addenda

2 - Completeness of RFQ Documents

Participants should notify the Contact Person immediately, in writing, should the RFQ Documents appear incomplete or display any inconsistencies, discrepancies, errors, or important omissions.

4. FORM OF QUOTATION

1 - Form of Quotation

Quotations should be submitted using the Form of Quotation, included with this RFQ (the “Form of Quotation”). These should be completed to provide all the requested information.

2 - Signature

The Proponent’s Form of Quotation must be signed by an individual with the legal authority to bind the Quotation.

- a. Corporations:

Signed by an authorized signing officer. If not signed by all required officers, a corporate resolution confirming signing authority must be provided.

- b. Partnerships or Joint Ventures:

Each partner or an authorized representative of each party must sign, or documentation confirming signing authority must be included.

- c. Individuals / Sole Proprietors:

Signed by the individual using their full legal name.

The Owner may reject any Quotation that does not meet these signature requirements.

3 - Numbers and Figures

If the Form of Quotation calls for numbers to be documented in both words and figures, then in the event of a discrepancy, the words will govern the response.

5. QUOTATION PRICE

1 - Quotation Price

Price(s) set and completed in the Schedule of Quantities and Prices (attached to the Form of Quotation) will, when applied to the terms of the Contract Documents, be representative of the entire cost to the Owner for the complete performance of the work, only excluding GST. The sum of prices (based on unit prices and lump sum prices) (collectively, the “Quotation Price”) will be the total price for the complete performance of the work. This Quotation Price will be deemed to include the following:

- a. All labour, equipment, and material costs required to complete the work, including items not specifically listed but required as inferred from the Contract Documents.
- b. All costs required to perform the work, including travel time and mobilization, with no additional charges payable by the District; and
- c. All overhead costs.

All unit prices submitted in the Schedule of Quantities and Prices shall be firm and irrevocable for the entire Contract term, including all renewal periods, with no escalation, adjustment, or surcharge for increases in labour, fuel, materials, inflation, or any other cost factor whatsoever.

2 - Fees, Disbursements, and Payment

All prices submitted by the Proponent shall be in Canadian dollars and shall represent full compensation for the complete performance of the Work in accordance with the Contract Documents.

Except as expressly provided for in the Schedule of Quantities and Prices, the District will not pay any additional fees, charges, or disbursements, including but not limited to costs for travel time, mileage, mobilization, demobilization, accommodations, meals, equipment standby, or administration.

Payment will be made only for work satisfactorily performed and authorized by the District, based on the applicable unit prices submitted in the Schedule of Quantities and Prices. Invoices should include the Proponent’s legal name, address, phone number, invoice number, District purchase order number, and a description of work performed.

6. QUOTATION EVALUATION

1 - Evaluation Committee

Evaluation of Quotations may be carried out by one or more persons appointed by the Owner (the “Evaluation Committee”).

2 - Evaluation Criteria and Basis of Selection

The Proponents' Quotation will be evaluated based on the lowest evaluated price, Mandatory requirements and total price criteria. Quotations that do not meet the minimum requirements as set forth in Attachment A, at the discretion of the Owner, may be eliminated. Successfully meeting the minimum requirements will have the Proponent Quotations evaluated based on the total price to complete the work.

3 - Evaluation Process

The Evaluation Committee may, at its discretion, assist with the evaluation of Quotations:

- a. Request clarification on Quotations submitted but does not permit Proponents to modify or improve their Quotations following the Closing Time.
- b. Perform reference checks and background investigations of the Proponent and any listed subcontractors using both internal and/or external sources to aid in the evaluation of Quotations.

4 - Reservation of Rights

The Owner need not necessarily consider the Quotation with the lowest Quotation Price, or any Quotation, and reserves the right to reject any or all Quotations, to waive minor informalities, or to accept the Quotation that is deemed most advantageous to the Owner based on the provided information. At the Owner's sole discretion:

- a. Reserves the right to cancel the RFQ process and proceed with work in some other manner, including reissuing the request for quotations or developing a new request for the work.
- b. If only one quotation is received, terminate this RFQ, and proceed with work in some other manner, including entering negotiations with the Proponent with respect to any matter, including price.

5 - Recommendation of Preferred Proponent

Following evaluation of the Quotations by the Evaluation Committee (Section 6.0), the Preferred Proponent will be recommended to the Owner.

6 - Quotations Over Budget

Following review of all received Quotations, and comparing them to the Owner's budgeted funds for the work, if the work exceeds the budget, then the Owner, at its sole discretion, may:

- a. Seek approval for additional funds to complete the work.

Terminate the RFQ and

- i. Enter negotiations with the would have been Preferred Proponent, as per Section 6.5., regarding the scope of work or another potential amendment to Contract Documents to bring the Quotation for work within the budgeted funds. If an agreement is reached, a Contract may be awarded to that Proponent; and
- ii. If an agreement is not reached with the Preferred Proponent as per Section 6.6(b)(a), then begin negotiations with the next most highly evaluated Proponent on the same basis as 6.6(b)(a), continuing this process until a Proponent is identified through scope of work and Contract Document amendments to satisfy the budgeted price.

7. SELECTION AND DEBRIEFING

1 - Notice of Preferred Proponent

If the Owner accepts the recommendation from the Evaluation Committee for the Preferred Proponent, then the Owner will issue a written notice to the Proponent stating it is the Preferred Proponent. The Owner will not select a Proponent that is not recommended by the Evaluation Committee.

2 - Negotiations on Contract and Award

Following completion of the evaluation as set out in Section 6.0 and determination of the Preferred Proponent, Section 7.1, the Owner may enter negotiations with the Preferred Proponent. The Preferred Proponent will use good faith commercial efforts when negotiating with the Owner to help enter a Contract. At any time during negotiations, the Owner may:

- a. Negotiate the Preferred Proponent's Quotation, including price reductions to the Preferred Proponent's Quotation.
- b. Negotiate the incorporation of suggested amendments from the Preferred Proponent's Quotation into the Contract.
- c. Negotiate terms and conditions different than those contained in the RFP Documents and/or the Quotation.
- d. Provide written notice to terminate discussions with the Preferred Proponent should the Owner develop the opinion that mutually agreeable terms are unlikely to be reached in a reasonable time. Should this occur, the Owner may decide to open discussions with another Proponent or terminate this RFQ in whole or in part and continue with work in another manner.

3 - Notification of Unsuccessful Proponents

The Owner will notify unsuccessful Proponents in writing that the Contract has been concluded following the entry into a Contract with the Preferred Proponent.

4 - Debriefing

Following the awarding of the Contract to the Preferred Proponent, should an unsuccessful Proponent request a debriefing, the Owner will make every effort to schedule a debrief meeting. The strengths and weaknesses of the unsuccessful Proponent's submitted Quotation may be discussed, excluding confidential information pertaining to any other Proponent.

8. MISCELLANEOUS CONDITIONS

1 - Ownership and Use of Quotations

Quotations become the property of the Owner following submission, and will not be returned to the Proponent, except at the sole and absolute discretion of the Owner.

2 - No Obligation to Proceed

This RFQ is only an invitation for Quotations, including pricing and terms, and nothing will be interpreted as a commitment to award a Contract.

3 - Proponent's Expenses

Proponents are solely responsible for expenses incurred in the preparation and submission of their Quotation, and for any meetings, negotiations or discussions with the Owner or the Owner's representatives or consultants, relating to or arising from the RFQ. The Owner will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the

Proponent in preparing and submitting a Quotation, or participating in negotiations for a Contract, or other activity related to or arising out of this RFQ.

4 - No Claims

Each Proponent, by submitting a Quotation, irrevocably:

- a. Agrees they will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising out of or in connection with contract, tort (including negligence) or otherwise (a "Claim") against the Owner, or any one of its employees, directors, officers, or advisors or representatives, for any costs, damages or other expenses in excess of the amount equivalent to actual and reasonable costs directly and demonstrably incurred by the Proponent in preparing its Quotation for any matter relating director or indirectly to this RFQ (including in the event that the Owner rejects or disqualifies or for any other reason fails to accept a Quotation, accepts a non-compliant Quotation, or otherwise breaches, or fundamentally breaches, the terms of this RFQ or any duties arising from this RFQ); and
- b. Waives any Claim against the Owner and its employees, directors, officers, advisors or representatives for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect or incidental or consequential damages or losses if no contract between the Proponent and the Owner is entered into for the supply and delivery of the Goods/Service for any reason whatsoever, including in the event that the Owner rejects or disqualifies or for any other reason fails to accept the Quotation, accepts a non-compliant Quotation or otherwise breaches, or fundamentally breaches, the terms of this RFQ or any duties arising from this RFQ.

5 - Conflict of Interest or Unfair Advantage

Proponents should disclose in their Quotation any actual or potential conflicts of interest and existing business relationships they may have with the Owner, its elected or appointed officials or employees. The Owner may rely on such disclosure. At the time of disclosure, the Proponent should provide sufficient information and documentation to demonstrate that appropriate measures will, or have been, implemented to minimize perceived or potential conflicts of interest or unfair competitive advantage. The Owner reserves the right to:

- a. Disqualify any Proponent that, in the Owner's opinion, may pose a conflict of interest or unfair advantage (including access to confidential information not publicly available to all Proponents), whether perceived, actual, or likely to arise in the future; and
- b. May permit a Proponent to continue in the procurement process and impose conditions the Owner considers to be in the public interest with respect to perceived, actual, or potential conflicts of interest.

6 - No Representation or Warranty

Each Proponent, in submitting a Quotation, acknowledges that they have investigated and satisfied themselves with the conditions that affect the preparation of the Quotation. Investigations by the Proponent are based solely on information contained in the RFQ, their own examination, knowledge, information, and judgment, and not on statements, representations, or information made or given by the Owner, the Contact Person, or an advisor to the Owner. Submissions of Quotation acknowledge proof of understanding and acceptance of the terms of this Section 8.6. and the Owner therefore accepts no responsibility for any Proponent lacking any information.

7 - Insurance Requirements

The Proponent shall, at its own expense, obtain and maintain, for the duration of the Contract, insurance coverage with insurers licensed in British Columbia, including:

- a. Commercial General Liability insurance with a limit of not less than \$5,000,000 per occurrence, naming the District as an Additional Insured, and including coverage for bodily injury, personal injury, property damage, cross-liability, and non-owned automobile liability.
- b. Automobile Liability insurance with a limit of not less than \$3,000,000 per occurrence.

The Proponent shall maintain registration in good standing with WorkSafeBC.

Certificates of Insurance shall be provided prior to commencement of work and shall contain a provision requiring **not less than thirty (30) days' written notice** to the District in the event of cancellation or material change.

8 - Indemnification

The Proponent shall indemnify and hold harmless the District, its elected officials, officers, employees, agents, and representatives from and against all claims, demands, losses, damages, costs, expenses, actions, and liabilities whatsoever, including legal fees, arising out of or in connection with the Proponent's performance of the Work, including but not limited to bodily injury, death, property damage, environmental damage, or breach of applicable laws or regulations, except to the extent caused by the sole negligence of the District.

This indemnification obligation shall survive the completion or termination of the Contract.

9 - FOIPPA (Freedom of Information and Protection of Privacy Act)

Proponents should be aware that the District is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. All Quotations become the property of the District and will not be returned to the Proponent. The District will hold all Quotations in confidence unless otherwise required by law.

10 - Compliance with Laws

The Proponent shall comply with all applicable federal, provincial, and municipal laws, statutes, regulations, bylaws, codes, and orders having jurisdiction over the performance of the Work (Invermere, British Columbia), including but not limited to those relating to occupational health and safety, environmental protection, traffic control, and wastewater operations. Any breach of such laws shall be deemed a breach of the Contract.

11 - Business License

The Proponent must obtain and maintain a valid District of Invermere business licence.

12 - Anticipated Quantities

All quantities stated in this RFQ are anticipated quantities only and may or may not increase or decrease according to requirements. The District reserves the right and discretion to place orders on an as per need basis during the duration of the term of the agreement as per the Form of Quotation.

13 - Annual Contract Review

The District may conduct an annual review of the Proponent's performance, including but not limited to quality of work, compliance with the Contract Documents, responsiveness, safety performance, and coordination with District operations. The purpose of the review is to evaluate overall performance and identify any areas for improvement. Completion of an annual review does not constitute a commitment by the District to continue the Contract or to place any minimum quantity of work.

14 - Termination for Convenience

The District may terminate the Contract, in whole or in part, at any time and for any reason upon providing thirty (30) days' written notice to the Proponent. In the event of termination, the Proponent shall be paid only for work satisfactorily performed up to the effective date of termination. No compensation shall be payable for loss of anticipated profits, overhead, or future work.

15 - Termination for Cause

The District may terminate the Contract immediately upon written notice if the Proponent fails to perform the work in accordance with the Contract Documents, fails to maintain required insurance or WorkSafeBC coverage, or otherwise breaches a material term of the Contract.

9. ATTACHMENT A - SCHEDULE OF EVALUATION

	Evaluation Criteria	Weighting	Score
1.	Mandatory Requirements	Pass/Fail	
2.	Total Price	100 %	

It is anticipated that the Proponent with the highest score will be selected as the Preferred Proponent. The Owner reserves the right for the Evaluation Committee to not recommend any Proponent they determine may through their judgement, acting reasonably and fairly, result in greater material risk or overall cost to the Owner when considering all relevant factors, including but not limited to, a Proponent’s safety record, financial resources, past work history, claims and litigation, and environmental record.

Mandatory Requirements Checklist (Pass/Fail)

Proponents must meet all the following mandatory requirements. Failure to satisfy any mandatory requirements may result in disqualification at the sole discretion of the District:

Mandatory Requirements Checklist	Confirm with ✓
1. Submission of a complete Form of Quotation, signed by an authorized representative	
2. Valid and current registration with WorkSafeBC in good standing	
3. Ability to obtain and maintain insurance coverage required under Section 8 Insurance Requirements	
4. Demonstrated availability of equipment specified in Schedule 1 - Products	
5. Ability to meet the emergency response times specified in Schedule 1 - Execution	
6. Submission of three (3) references for similar work completed in the last five (5) years	
7. Possession of, or ability to obtain, a valid District of Invermere business license prior to commencement of work	
8. Addenda acknowledgement	

Notes on Evaluation Criteria:

“Price” refers to the total amount paid by the Owner for the performance of the Contract, including all costs incurred by the Owner and any risks assumed.

11. FORM OF QUOTATION

RFQ - Sanitary and Storm Sewer Cleaning Services

District of Invermere

Definitions for capitalized terms used in this Form of Quotation shall have the same meaning as described in the Request for Quotation, unless otherwise specified.

1 - PROPONENT INFORMATION

This quotation is submitted by:

Legal Name of the Proponent (the “Proponent”):	
Legal Structure of the Proponent (if not incorporated):	
Date and Place of Formation (or incorporation):	
Address:	
Name of Representative:	
Phone Number of Representative:	
Email Address of Representative:	
GST Registration Number:	
WorkSafeBC Registration Number:	

2 - RFP DOCUMENTS

Attached to this Form of Quotation are the following RFQ Documents:

Schedule Title	Schedule Number
RFQ Submission Requirements	1
Schedule of Quantities and Prices	2
Proponent's References	3
Subcontractors	4
Proposed Amendments to Commercial Terms	5
Alternatives	6
Baseline Construction Schedule	7
Relationship Disclosure Statement: Conflict of Interest and Unfair Advantage	8

3 - PROPONENT'S DECLARATIONS

Through completing this Form of Quotation, the Proponent declares and confirms it:

- a. Has received, reviewed, and understands the RFQ Documents, including all issued Addenda,
- b. Agrees to all terms and conditions of the RFQ,
- c. Has a full understanding of the Site and work required to meet the performance outlined in the Contract Documents,
- d. Complied with the RF,
- e. Understands that actual quantities may vary, but the Proposal Price is based on the estimated quantities outlined in the Schedule of Quantities and Prices,
- f. Completed and includes with this Proposal all documents listed in Section 2 of this Form of Quotation.

4 - PROPONENT'S OFFER

The Proponent offers to perform and complete all work, provide all labour, equipment, and materials as outlined in the Contract Documents, in strict compliance with the Contract Documents, and for the Proposal Price, subject to provisions documented in the Proponent's Quotation.

Quotation executed by the undersigned as of the date noted below.

(Authorized Signatory) _____

(Signatory Name and Title) _____

(Date) _____

SCHEDULE 1 – RFQ SUBMISSION REQUIREMENTS

1 - GENERAL CONDITIONS

This section refers to the works that are unique to the requirements for cleaning of new and existing sanitary and storm sewer pipes and pipe culverts. All sanitary and storm cleaning works will be conducted in accordance with the Master Municipal Construction Documents (MMCD) Standard, specifically MMCD Specification 33 01 30.2 Sewer and Storm Cleaning, simultaneously to all other sections pertinent to the works described herein.

All storm and sewer cleaning operations are to comply with WorkSafe BC regulations and discharge requirements specified by the District.

Sewer cleaning shall remove all debris from existing sewers and manholes to:

- Remove blockages and prevent backups, overflows, and property damage;
- Reduce odour;
- Restore hydraulic capacity
- Allow for effective CCTV inspection;
- Permit rehabilitation works to be conducted.

a) RELATED WORK

- i. Traffic Control – The District will provide traffic control for this work.
- ii. CCTV Inspection of Pipelines – Section 33 01 30.1 (MMCD).
- iii. Sanitary Sewers – Section 33 30 01
- iv. Sewage Force mains – Section 33 34 01
- v. Storm Sewers – Section 33 40 01
- vi. Pipe Culverts – Section 33 42 13
- vii. Manholes and Catch basins – Section 33 44 0

b) WORK SAFETY REGULATIONS

Work shall conform to all applicable regulations of WorkSafe BC, with the following completed training topic competency required for all workers:

- i. Confined space entry procedures
- ii. Atmospheric monitoring and ventilation methods
- iii. Personal protective equipment
- iv. Workplace Hazardous Materials Information System (WHMIS)

The Proponent shall provide all safety equipment to ensure compliance with the safety requirements of WorkSafe BC. The Proponent shall be solely and completely responsible for work site conditions, including worker safety, when performing work for the District.

c) SCHEDULING OF WORK

- i. Annually, the District requires the following:
- ii. Five (5) weeks of sanitary sewer cleaning between the months of May and October; and
- iii. One (1) week of storm sewer cleaning between the months of May and October.
- iv. The Proponent shall submit a Baseline Construction Schedule, as outlined in the Schedule
- v. Work should be scheduled to minimize interruptions to existing District operations and services.
- vi. Work shall conform to District outlined work hours, typically from 8 am to 4:30 pm local time, unless otherwise agreed to by the Owner. All efforts should be made to ensure continuity of work operations across the entire duration of the 8hr work shift.
- vii. Maintain existing flow during sewer cleaning and debris removal unless directed otherwise in the contract document.
- viii. Notify the Contact Person, in writing, of the location of cleaning two days before commencing work.
- ix. If required, notices will be delivered to affected customers by District staff prior to the start of work.

d) Measurement for Payment

- i. All units of measurement for payment will be specified herein unless shown in the Form of Quotation.
- ii. Sanitary and storm cleaning will be measured in hours. Payment will be made at the unit price bid in the Form of Quotation.
- iii. Root cutting will be measured in hours, and the payment made at the unit price bid in the Form of Quotation. Measurement will be determined from the difference in time between when the cutting tool is engaged at the face of the manhole to when it exits on completion of the root removal process.
- iv. All travel time, mobilization, demobilization, mileage, accommodations, and related costs associated with performance of the work shall be fully included in the prices submitted by the Proponent. No additional compensation will be paid by the District for travel or related expenses under any circumstances.
- v. For the purposes of payment under this Contract, an “hour” shall mean one (1) hour of elapsed time, measured from the time the Proponent’s equipment and crew are on site and ready to perform the Work as directed by the District representative, until the time the Proponent demobilizes from the site.
- vi. Time shall include normal operational activities such as setup, flushing, cleaning, debris removal, movement between manholes within the work area, and cleanup. Time shall not include delays caused solely by the Proponent’s equipment failure, lack of personnel, or inefficiencies.

2 - PRODUCTS

All equipment must be maintained in good working order and available for all scheduled and emergency operations for the entire duration of the contract. The Proponent must provide all required equipment, including but not limited to the following:

Specification Requirement (MMCD)	Unit #	Minimum Supplementary Requirement	Availability Required	Confirm with ✓
MMCD Reference 33 01 30.2				
High velocity cleaning equipment capable of providing a minimum flow of 4.0 l/s at 13,800 kPa. A 30-degree bullet cleaning nozzle at 4.5 l/s is to be hydraulically or hydrodynamically propelled. Equipment to include water tank, pumps, and hydraulically driven hose reel. Equipment to include wash down gun for cleaning manholes and approved backflow prevention device for water tank filling. Debris cutting equipment to be an accessory or attachment to hydraulic cleaning equipment	1. Jet Rodding Truck (with operator)	<ul style="list-style-type: none"> • Water Tank: Minimum 3785 litres • Tools for root cutting and special cleaning 100 mm to 400 mm diameter pipes • 152 metres of 25 mm diameter Jet Rod line 	<ul style="list-style-type: none"> • Sewer Cleaning • Emergency Response 	
Debris removal equipment consisting of a vacuum pump, complete with positive displacement pumps or fans producing minimum 700 l/s air movement. Capable of removing debris at minimum 4.5 metres vertical head. Debris tank watertight and capable of returning liquid portion of debris to sewer.	2. Tandem Axle Wet Vac Truck (with operator)	<ul style="list-style-type: none"> • Debris Tank: Minimum 12,000 litres 	<ul style="list-style-type: none"> • Sewer Cleaning • Emergency Response 	
	3. Wet Vac Truck (with operator)	<ul style="list-style-type: none"> • Debris Tank: Minimum 10,000 litres • Water Tank 1400 SCFM • Pressure Washer: 2,000 psi. 	<ul style="list-style-type: none"> • Emergency Response 	
	4. Wet/Dry Vac (with operator)	<ul style="list-style-type: none"> • Debris Tank: 12,000 litres • Suction hose diameter of 75 mm. • 5300 SCFM • 4700 SCFM @ 15" Mercury • 3000 SCFM @ 27" Mercury. 	<ul style="list-style-type: none"> • Emergency Response 	

3 - EXECUTION

a) Sewer Cleaning

- i. Sewer cleaning should consist of Unit #1 and Unit #2 as outlined in the above table from Section 2.0 – PRODUCTS.
- ii. Clean or flush all pipelines as specified in the contract documents. Notify the Contact Person if roots, grease, or unusual amounts of debris are observed following jet rodding.
- iii. Sewers to be cleaned in the direction of flow, and cleaning must begin from the upstream contributing sanitary/storm sewer lines prior to moving downstream in the system.
- iv. Debris to be removed by vacuum pumping at each manhole, and debris should not be allowed to pass from manhole to manhole.
- v. Debris to be disposed of at District owned and approved locations, under direct supervision of District staff. Unless otherwise specified, sanitary debris is to be collected and decanted back to the District's wastewater treatment plant (address: 160 Industrial Road #2, Invermere, B.C.) and solids disposed in a designated on-site holding cell. Storm debris is to be collected and disposed of at the District's wastewater treatment plant in a separate, storm only holding cell.

a) Water Supply

- i. Water may be obtained from the District's MNAP Water Treatment Plant (address: 1500 14th St., Invermere, B.C.). Water may also be obtained from District owned fire hydrants, at the discretion of the Contact Person.
- ii. Any water being discharged to natural fish bearing habitats must be dechlorinated.

b) Root Cutting

- i. Should consist of Unit #1 as outlined in the above table from Section 2.0 – PRODUCTS.
- ii. Prior to using cutter attachments for root or grease removal, the Contact Person should be notified of such work.
- iii. The cutter should be run from manhole to manhole, or the entire length of the pipeline, end to end.

c) Emergency Response

- i. Should consist of Units #1-4 as outlined in the above table from Section 2.0 – PRODUCTS.
- ii. Emergency flushing and vacuum services must be available 24 hours per day, 365 days per year.
- iii. Emergency response time requirements from time of call to arrival on-site at the District Public Works Yard (1101 Industrial Road 1, Invermere, BC), for the equipment outlined in the above table from Section 2.0 – PRODUCTS, are as follows:
 - Unit #1 – within four (4) hours
 - Unit #2 – within two (2) hours
 - Unit #3 – within two (2) hours
 - Unit #4 – within two (2) hours

- iv. Each emergency response initiated by the District, whether during regular working hours or after hours, shall be subject to a minimum four (4) hour payable callout. The minimum callout shall apply per response event and shall be compensated at the Emergency Response unit price identified in the Schedule of Quantities and Prices, regardless of actual duration on site.
- v. Emergency response services may only be initiated by authorized District personnel, including the Public Works Manager or their designate. Calls from third parties, including residents or external agencies, shall not constitute an authorized emergency response unless confirmed by the District.
- vi. The Proponent shall ensure that emergency response equipment and personnel are available to respond to District call-outs in accordance with the response times specified in this Contract. District emergency requests shall take priority over any non-emergency or third-party work commitments during the Contract term.
- vii. Emergency response unit prices submitted in the Schedule of Quantities and Prices shall be deemed to be all-inclusive blended rates and shall apply equally during regular working hours, after-hours, weekends, and statutory holidays, unless expressly stated otherwise in the Schedule of Quantities and Prices.

d) Reporting Requirements

- i. The Proponent shall provide the District with daily work reports, submitted electronically, detailing at a minimum:
 - Locations cleaned.
 - Hours worked.
 - Equipment utilized.
 - Quantities of debris removed.
 - Issues observed, including roots, grease, structural concerns, or infiltration.
- ii. A weekly summary report consolidating daily activities shall also be provided upon request by the District.

SCHEDULE 2 – SCHEDULE OF QUANTITIES AND PRICES

- 1 -** All prices, unless expressly stated otherwise:
 - a. Will be deemed to be in Canadian dollars. If submitted in another currency, the Owner will convert the price to Canadian dollars at the exchange rate posted at Closing Time; and
 - b. Will be deemed to include all applicable duties, costs to perform the work, and applicable taxes, except for only GST.
- 2 -** Performance bonds and labour and material payment bonds are not required for this Contract. The District reserves the right, at its sole discretion, to require bonding in the event of a material change in scope, risk, or contract value.
- 3 -** Where no value is entered in a required field of the Schedule of Quantities and Prices table, then that payment will be deemed to be included in other prices submitted by the Proponent in the Schedule of Quantities and Prices. No separate payment will be owing for payment of items not entered in the Schedule of Quantities and Prices.
- 4 -** Discrepancies in the submitted Schedule of Quantities between unit price and extended totals will have the unit price deemed correct, and extended totals and Proposal Price adjusted.

If the unit price is omitted, then the corresponding unit price will be calculated and entered based on the submitted total price and estimated quantity.

If a discrepancy between the Proposal Price and the aggregate of prices in the Schedule of Quantities and Prices is identified, then the Proposal Price will be adjusted accordingly based on the submitted aggregate of prices.

Please provide the following pricing information in the tables below:

Year	Payment Item	Description	Approx. Quantity	Unit	Unit Price	Amount
2026 (Year 1)	1	Sewer Cleaning	200	Hours	\$	\$
	2	Root Cutting	50	Hours	\$	\$
	3	Emergency Response	50	Hours	\$	\$
Subtotal Payments Year 1 (Payment Items 1 – 3)					\$	
GST					\$	
Total Year 1					\$	

Year	Payment Item	Description	Approx. Quantity	Unit	Unit Price	Amount
2027 (Year 2)	4	Sewer Cleaning	200	Hours	\$	\$
	5	Root Cutting	50	Hours	\$	\$
	6	Emergency Response	50	Hours	\$	\$
Subtotal Payments Year 2 (Payment Items 4 – 6)					\$	
GST					\$	
Total Year 2					\$	

Year	Payment Item	Description	Approx. Quantity	Unit	Unit Price	Amount
2028 (Year 3)	7	Sewer Cleaning	200	Hours	\$	\$
	8	Root Cutting	50	Hours	\$	\$
	9	Emergency Response	50	Hours	\$	\$
Subtotal Payments Year 3 (Payment Items 7 – 9)					\$	
GST					\$	
Total Year 3					\$	

SCHEDULE 3 – PROPONENT’S REFERENCES

The Proponent should list three customer references where the Proponent has completed similar work required by the Owner, as described in this RFQ. Please complete the reference tables below. The Proponent agrees that the Owner may contact any of the provided references.

Reference 1	Client Name	
	Address	
	Contact Name	
	Title of Contact	
	Telephone No.	
	Email Address	
	Length of Relationship	
	Type of Work Provided	
	Original Contract Value	
	Final Contract Value	
Reference 2	Client Name	
	Address	
	Contact Name	
	Title of Contact	
	Telephone No.	
	Email Address	
	Length of Relationship	
	Type of Work Provided	
	Original Contract Value	
	Final Contract Value	
Reference 3	Client Name	
	Address	
	Contact Name	
	Title of Contact	
	Telephone No.	
	Email Address	
	Length of Relationship	
	Type of Work Provided	
	Original Contract Value	
	Final Contract Value	

SCHEDULE 4 – SUBCONTRACTORS

Any subcontracted work by the Proponent should be identified using the below table format. The Proponent agrees that the Owner may contact any proposed subcontractor.

Subcontracted Scope			
Subcontractor			
Contact Details (name, title, email, telephone no.)			
Percentage of work to be subcontracted			
Subcontractor's Relevant Experience (minimum three similar projects within the last five (5) years)	1	Project Name:	
		Client:	
		Nature of Work:	
		Value:	
		Client Contact:	
	2	Project Name:	
		Client:	
		Nature of Work:	
		Value:	
		Client Contact:	
	3	Project Name:	
		Client:	
		Nature of Work:	
		Value:	
		Client Contact:	

SCHEDULE 5 – PROPOSED AMENDMENTS TO COMMERCIAL TERMS

Any proposed amendments to the commercial terms for the final Contract of the RFQ, should be listed below by the Proponent (include the applicable section and the rationale and benefit to the Owner as an amount of cost-savings, if any, for each amendment proposed). **Except those amendments specifically listed below, the Proponent will be deemed to fully accept the commercial terms for the final Contract as described in the Contract Documents.**

Section	Proposed Amendment	Rationale and Benefit

SCHEDULE 6 – ALTERNATIVES

Any alternatives to the specifications should be listed by the Proponent in the format of the table listed below, with attention to the rationale and benefit to the Owner (such as amount of cost-savings or superior performance). **Except where specifically listed below, the Proponent is deemed to fully accept and agree to comply with the specifications and project design outlined in the Contract Documents.**

Section	Proposed Alternative	Rationale and Benefit

SCHEDULE 7 – BASELINE CONSTRUCTION SCHEDULE

The Proponent must submit a Baseline Construction Schedule sufficient to support the estimated travel hours included in the Schedule of Quantities and Prices form, Schedule 2, and to demonstrate the Proponent’s planned approach to completing the annual sanitary and storm sewer flushing program. When completing the table below, proponents should reference Schedule 1, Section 1.3, which outlines the Scheduling of Work.

Sanitary Flushing	Month/Week	Approx. Hours	Crew Configuration
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Storm Flushing	Month/Week	Approx. Hours	Crew Configuration
Week 6			

SCHEDULE 8 – RELATIONSHIP DISCLOSURE STATEMENT CONFLICT OF INTEREST AND UNFAIR ADVANTAGE

In accordance with Section 8.5 of the RFQ, the Proponent declares on its behalf and on the behalf of each member of the Proponent’s team that:

- a. The declaration is made to the best of the Proponent and each member of their team’s knowledge
- b. The following is:
 - i) A full disclosure of all members of the Proponent’s team who were employees of the Owner at any time within the past two years, since the date of this disclosure.
 - ii) A full disclosure of all known relationships the Proponent and each member of the Proponent’s team has, or has had, with:
 - The Owner.
 - Any current employees of the Owner.
 - Any other person, on behalf of the Owner, who has been involved with the preparation of this Contract or has confidential information about the Contract or this competitive procurement process; and

- c. A full description of the actions the Proponent has undertaken or offers to undertake to address the perceived, potential, or actual conflict of interest and unfair advantage from the disclosed relationships in accordance with subsections (b)(i) and (b)(ii); and
- i) If no relationships are disclosed by the Proponent, the Proponent is deemed not to be aware of any conflicts of interest which would affect this procurement.

Name of Member of Proponent's Team	Name of Party with Relationship	Details of the Relationship with the Owner

For the purposes of this Schedule 8 – Relationship Disclosure Statement Conflict of Interest and Unfair Advantage:

“Proponent’s team” means:

- a. All persons who have been involved in the preparation of the Proponent’s Proposal; and
- b. All persons who the Proponent proposes for the work or services under any resulting Contract.

The Proponent has or offers to undertake the following actions to address any perceived, potential, or actual conflict of interest or unfair advantage arising from relationships disclosed pursuant to subsections (b)(i) and (b)(ii) above:

ATTACHMENT C – FORM OF AGREEMENT

Sanitary and Storm Sewer Cleaning Services

THIS AGREEMENT is made as of the _____ day of _____, 2026.

1. PARTIES

Owner:

(the “Owner”)

The Corporation of the District of Invermere

914 8th Avenue, Box 339

Invermere, British Columbia V0A 1K0

Proponent:

(the “Contractor”)

(Legal Name of Contractor)

(Address)

2. CONTRACT DOCUMENTS

- a. The following documents form the Contract (the “Contract Documents”) and shall be read together. In the event of any inconsistency or conflict, the order of precedence shall be:
 - i) This Form of Agreement.
 - ii) The Owner’s written Notice of Award.
 - iii) The Request for Quotation – *Sanitary and Storm Cleaning Services*, including all Addenda.
 - iv) The Contractor’s submitted Quotation and completed Schedules; and
 - v) Any written amendments agreed to by the Parties.

3. THE WORK

- a. The Contractor shall furnish all labour, equipment, materials, supervision, and services necessary to perform the sanitary sewer cleaning, storm sewer cleaning, root cutting, and emergency response services described in the Contract Documents (the “Work”).
- b. The Work shall be performed in accordance with with:
 - i) MMCD Specification 33 01 30.2 – Sewer and Storm Cleaning; and
 - ii) All applicable federal, provincial, and municipal laws, regulations, bylaws, and codes.

4. CONTRACT TIME

The Contract Time shall commence on May 9th, 2026, and shall remain in effect until May 8th, 2029, unless terminated earlier in accordance with the Contract Documents.

5. CONTRACT PRICE

- a. The Owner shall pay the Contractor for Work satisfactorily performed and authorized by the Owner at the unit prices set out in the Schedule of Quantities and Prices.
- b. All unit prices are **firm for the full Contract Time** and include all costs necessary to complete the Work, excluding only applicable Goods and Services Tax (GST).

6. PAYMENT

Payment shall be made in accordance with the Contract Documents following submission of invoices and required reports acceptable to the Owner.

7. INSURANCE AND WORKSAFEBC

The Contractor shall provide and maintain insurance coverage and WorkSafeBC registration in accordance with the requirements set out in the Contract Documents for the duration of the Contract.

8. INDEMNIFICATION

- a. The Contractor shall indemnify and hold harmless the Owner, its elected officials, officers, employees, agents, and representatives from and against all claims, demands, losses, damages, costs, expenses, actions, and liabilities arising out of or in connection with the performance of the Work, except to the extent caused by the sole negligence of the Owner.
- b. This obligation shall survive completion or termination of the Contract.

9. TERMINATION

- a. The Owner may terminate the Contract for convenience upon thirty (30) days' written notice.
- b. The Owner may terminate the Contract immediately for cause in accordance with the Contract Documents.
- c. Upon termination, the Contractor shall be paid only for Work satisfactorily performed to the effective date of termination.

10. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the Province of British Columbia.

11. ENTIRE AGREEMENT

The Contract Documents constitute the entire agreement between the Parties and supersede all prior negotiations, representations, or agreements relating to the Work.

12. EXECUTION

IN WITNESS WHEREOF, the Parties have executed this Contract by their authorized representatives.

OWNER

The Corporation of the District of Invermere

(Per) _____)

(Name) _____)

(Title) _____)

(Date) _____)

CONTRACTOR

(Per) _____)

(Name) _____)

(Title) _____)

(Date) _____)