



Request for Proposals

For

Wood Waste Grinding and Hauling Services

Request for Proposals No.: **RFP 26 – 004**

Issued: **February 26, 2026**

Submission Deadline: **March 26, 2026**

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ATTACHMENTS: NONE

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Cariboo Regional District (“the Region”) to prospective proponents to submit proposals for the provision of **wood waste grinding and hauling services from 13 to 15 Region refuse sites**, as further described in the RFP Particulars (Appendix D) (the “Deliverables”).

Services will include supply of all labour and equipment; equipment maintenance and repairs; equipment mobilization; varying levels of wood waste sorting; grinding to 4 inches or less; loading; hauling; and delivery of ground wood waste to the Atlantic Power co-gen plant in Williams Lake.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” shall be:

Larry Loveng email: lloveng@cariboord.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Region, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Region for the provision of the Deliverables. It is the Region’s intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be for a period of **three years** with an option in favour of the Region to extend the agreement on the same terms and conditions for an additional term of up to **two years**.

1.4 RFP Timetable

Issue Date of RFP	February 26, 2026
Deadline for Questions	March 10, 2026
Deadline for Issuing Addenda	March 13, 2026
Submission Deadline	March 26, 2026 @ 2 p.m.
Rectification Period	Three days: March 31, 2026
Anticipated Ranking of Proponents	March 31, 2026
Contract Negotiation Period	Three days: April 2, 2026
Anticipated Execution of Agreement	April 8, 2026

The RFP timetable is **tentative only and** may be changed by the Region at any time.

1.5 Submission of Proposals

1.5.1 Proposals to be Submitted at the Prescribed Location

Proposals must be submitted at:

**Cariboo Regional District Office
Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4**

Or by email to the RFP Contact: Larry Loveng: lloveng@cariboord.ca

One (1) electronic copy (thumb drive) or one (1) hard copy of the proposal must be delivered by the Submission Deadline to the above physical address. Alternatively, an electronic copy must be emailed and received by the RFP Contact by the Submission Deadline. **It is the responsibility of the proponent to ensure emailed documents are received by the RFP contact on time.**

1.5.2 Proposals to be Submitted on Time

Proposals must be submitted at the location, or to the email address set out above, on or before the Submission Deadline. Subject to the process described below, proposals submitted after the Submission Deadline will be rejected.

A proponent may, at its option and with a valid reason, request an extension of the Proposal Submission via email to the RFP Contact no less than Forty-Eight (48) hours prior to the Submission Deadline. The RFP Contact may (at his/her discretion) grant an extension. Should the Proposal Submission extension be granted, the RFP Contact will communicate the extension to all proponents in the form of an addenda. If the Proposal Extension is not granted, proposals must be submitted according to the original Submission Deadline. **Under no circumstances will an extension to the Proposal Submission be granted if any Proposal Submissions' have been received prior to the request for extension.**

1.5.3 Proposals to be Submitted in Prescribed Format

If proponents are using the office location to submit proposals (not email), they should submit one (1) electronic copy (thumb drive) or one (1) hard copy of their proposal in a sealed package. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

If proponents are submitting their proposals via email, the subject line of the email should state the RFP number. **It is the responsibility of the proponent to ensure emailed documents are received by the RFP contact on time.**

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full

legal name and return address of the proponent to the location set out above, or by email to the RFP Contact. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The Region is under no obligation to return withdrawn proposals.

PART 2 – EVALUATION AND NEGOTIATION

2.1 Stages of Evaluation and Negotiation

The Region will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all the mandatory submission requirements. If a proposal fails to satisfy all the mandatory submission requirements, the Region will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the Region issues a rectification notice to the proponent. The mandatory submission requirements are as follows:

2.2.1 Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2.2.2 Pricing Form (Appendix C)

Each proposal must include a Pricing Form (Appendix C) completed according to the instructions contained in the form.

2.2.3 Other Mandatory Submission Requirements

None.

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Region will review the proposals to determine whether the mandatory technical requirements as set out in Section C of the RFP (Appendix D) have been met. Questions or queries on the part of the Region as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The Region will evaluate each qualified proposal on the basis of the rated criteria as set out in Section D of the RFP Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing in accordance with the price evaluation method set out in the Pricing Form (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Region.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Region or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Region and the selected proponent. Negotiations may include requests by the Region for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Region for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The Region intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Region invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Region may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process shall continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Region elects to cancel the RFP process.

2.5.5 Notification to Other Proponents

Other proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process with the top-ranked proponent. Once an agreement is finalized and executed by the Region and a proponent, the other proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 References and Past Performance

In the evaluation process, the Region may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the Region or other institutions.

3.1.5 Information in RFP Only an Estimate

The Region and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Region

The Region will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 Trade Agreements

Proponents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade and/or the New West Partnership Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this RFP.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

The Region makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Region may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Region is under no obligation to provide additional information, and the Region is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Region is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Region, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum issued in the same manner that this RFP was originally issued. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Region. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Region determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Region may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the Region may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section C of the RFP Particulars (Appendix D). The Region may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Region and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the final outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided **is not** for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it must provide written notice to the RFP Contact within thirty (30) days of notification of the final outcome of the procurement process, and the Region will respond in accordingly.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

The Region may disqualify a proponent for any conduct, situation or circumstances, determined by the Region, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the Submission Form (Appendix B).

3.4.2 Disqualification for Prohibited Conduct

The Region may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Region, in its sole and absolute discretion, determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.3 Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.4 Proponent Not to Communicate with Media

A proponent shall not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.5 No Lobbying

A proponent shall not, in relation to this RFP 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 proponent(s).

3.4.6 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Region; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.7 Past Performance or Past Conduct

The Region may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Region, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the Region

All information provided by or obtained from the Region in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Region and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Region; and
- (d) must be returned by the proponent to the Region immediately upon the request of the Region.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Region. The confidentiality of such information will be maintained by the Region, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Region to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and shall not create a formal, legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP shall not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Region shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes 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 Region by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Region to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Region may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (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 construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

APPENDIX A – FORM OF AGREEMENT

After receipt of the formal Letter of Notification, the successful proponent will receive and will be required to enter into a Contracting Services Agreement with the Cariboo Regional District. A draft contract can be supplied upon request.

It should be noted that the Region will require annual fuel usage data related to the execution of the contract.

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service shall be created between the Region and the proponent unless and until the Region and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in the completed Pricing Form (Appendix C).

4. Non-binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in the Pricing Form (Appendix C). The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the Region prior to the Deadline for Issuing Addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line:_____ . If this section is not completed, the proponent will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP 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 (i) having, or having access to, confidential information of the Region in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent'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.

For the purposes of section (a)(i) above, proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Region within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Region to the advisers retained by the Region to advise or assist with the RFP process, including with respect to the evaluation this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date
I have the authority to bind the proponent.

APPENDIX C – PRICING FORM

1. Instructions on How to Complete Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for **applicable sales taxes**.
- (b) Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, and all other overhead, including any fees or other charges required by law.
- (c) Rates listed in Table 1 through Table 3 will be used in the calculation for the **Evaluation of Pricing**.

2. Evaluation of Pricing

Pricing is worth **60** points of the total score.

Pricing will be scored based on a relative pricing formula. Each proponent will receive a percentage of the total possible points allocated to price relative to the lowest bid price, based on the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{total available points} = \text{proponent's score}$$

3. Pricing Form

Table 1: Annual Grinding Costs – All Sites

Sites	Per Tonne Cost (less fuel) (A)	Fuel Costs per Tonne (B)	Estimated Annual Tonnes (C)	Annual Grinding Cost based on Estimated Tonnes (A+B) * C
All Sites	\$	\$	9,520	\$

Per tonne payments will be based on the scaled weights generated by the co-gen plant.

Table 2: Annual Hauling Costs – By Site

Sites	Cost per Trip (less fuel) (A)	Fuel Costs per Trip (B)	*Estimated Annual Trips (C)	Annual Costs based on Estimated Trips (A+B) * C
150 Mile TS	\$	\$	15	\$
Central Cariboo TS	\$	\$	73	\$
Chimney TS	\$	\$	11	\$
Frost Creek TS	\$	\$	14	\$
Forest Grove TS	\$	\$	26	\$
Horsefly TS	\$	\$	12	\$
Interlakes LF	\$	\$	80	\$
Lac La Hache TS	\$	\$	48	\$
South Cariboo LF	\$	\$	35	\$
Watch Lake LF	\$	\$	19	\$
Wildwood TS	\$	\$	14	\$
Big Lake LF	\$	\$	10	\$
McLeese Lake TS	\$	\$	10	\$
			Total	\$

**"Estimated Annual Trips" for evaluation purposes only.
Each trip based on an average of 26 tonnes per load.*

Table 3: Mobilization Costs

All Sites	Rates (less fuel if applicable) (A)	Fuel Cost (B)	Total (A+B)
Mobilization Costs - Per Hour	\$	\$	\$
Pilot Cars - Per Hour (if required)	\$	\$	\$
Permit Costs - Each (if required)	\$	\$ 0.00	\$

Table 4: Optional “Approved Extra Work” Equipment Rates

Description of Equipment	Per Hour Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Table 4 will not be used in the Evaluation of Pricing.

If the successful proponent wishes to use a fuel surcharge calculation to adjust the fuel portion of operating costs the calculation below will be incorporated into the Contract.

$$\text{Fuel Surcharge} = \frac{(\text{NRCAN Reference Price}) - (\text{Fuel Price set in Contract})}{\text{Fuel Price set in Contract}} \times \text{Contract Fuel Costs}$$

Fuel Surcharge Example:

Given:

- Contract Fuel Cost for hauling from Site ABC = \$50.00/trip
- Fuel Price Set in Contract = \$1.581/Litre
- NRCAN Reference Price on April 7, 2026 = \$1.723/Litre
- 10 trips from Site ABC in April 2026

$$\text{April Fuel Surcharge for Site ABC} = \frac{(\$1.723) - (\$1.581)}{(\$1.581)} \times \$500 = \$44.91$$

The total fuel payment for Site ABC for April 2026 would be \$544.91.

APPENDIX D – RFP PARTICULARS

BACKGROUND:

The Region operates 11 refuse sites in which wood waste has regularly been ground and hauled to Atlantic Power Preferred Equity Ltd. (Power Plant); see Table D.1 below for the last five years of data. Table D.2 provides data from four additional refuse sites that have had grinding completed in the last five years. Table D.3 provides the approximate distance between each site and the Power Plant.

As shown in Table D.1, annual totals have not been consistent but there have been consecutive years of increases since 2022. Most wood waste has been “fire smart” material from private property, of which the Region does not charge tipping fees. This practice will continue for the foreseeable future and total annual tonnes are expected to range between 8,000 and 11,000.

Table D.1: 2021 to 2025 ground wood waste tonnes from regularly serviced sites.

Sites	Tonnes- Scaled at Power Plant					Average per Year
	2021	2022	2023	2024	2025	
150 Mile TS	342.54	0.00	479.99	509.14	644.90	395.31
Central Cariboo TS	1,802.01	1,768.42	1,612.64	1,797.13	2,495.10	1,895.06
Chimney TS	282.78	344.61	329.16	178.10	290.49	285.03
Frost Creek TS	385.93	369.67	342.76	358.75	361.21	363.66
Forest Grove TS	967.60	457.80	564.60	622.87	739.30	670.43
Horsefly TS	204.41	0.00	485.30	407.58	440.91	307.64
Interlakes LF	2,725.28	1,565.58	940.30	1,786.53	3,343.46	2,072.23
Lac La Hache TS	1,684.15	773.76	1,196.25	914.32	1,713.37	1,256.37
South Cariboo LF	1,386.66	1,017.86	440.14	703.06	946.61	898.87
Watch Lake TS	400.92	422.39	460.43	689.44	536.79	501.99
Wildwood TS	258.10	0.00	667.07	344.30	528.00	359.49
Annual Totals	10,440.38	6,720.09	7,518.64	8,311.22	12,040.14	9,006.09

Due to limited storage space and concerns about fuel stockpiles and fires, each site in Table D.1 will be ground annually. Sites generating close to or more than 1,000 tonnes per year will be serviced at least twice per year.

Except for Chimney and Horsefly Transfer Stations, the sites in Table D.1 are attended. The Chimney site is scheduled for controlled access in 2026, and Horsefly is scheduled for 2027.

Table D.2: 2021 to 2025 ground wood waste tonnes from sites serviced inconsistently.

Sites	Tonnes- Scaled at power plant					
	2021	2022	2023	2024	2025	Total
Big Lake LF	0.00	0.00	365.13	0.00	0.00	365.13
Wells TS	311.10	0.00	0.00	0.00	0.00	311.10
Baker Creek TS	393.88	232.41	0.00	0.00	0.00	626.29
McLeese Lake TS	0.00	0.00	321.01	407.64	0.00	728.65

The McLeese and Big Lake sites are scheduled for controlled access in 2027, and it is planned that the wood waste will be ground annually after they are controlled.

The Wells and Baker Creek Transfer Stations have permits for open burning of clean wood waste and should not require grinding going forward. If they do, they can be done at a per hour rate for both grinding and hauling.

Table D.3: Approximate One-Way Distance to Power Plant.

SITES	DISTANCE
150 Mile TS	22 km
Big Lake LF	55 km
Central Cariboo TS	1.5 km
Chimney TS	33 km
Frost Creek TS	20 km
Forest Grove TS	117 km
Horsefly TS	67 km
Interlakes LF	132 km
Lac La Hache TS	75 km
South Cariboo LF	100 km
Watch Lake LF	130 km
Wildwood TS	15 km
McLeese Lake TS	48 km
Baker Creek TS	153 km
Wells TS	193 km

Contractors and Region staff work to inspect wood waste and remove contaminants, but not everything is found. The successful proponent should expect some level of contamination at all sites.

At both the Central Cariboo TS and South Cariboo Landfill, waxed tree planting boxes and boxes of old books are collected with wood waste for grinding. This program diverts materials from the landfill, and the Power Plant is aware of this practice. At all sites wood waste is generally piled

into three categories: 1) dimensional lumber; 2) trees, branches and brush; and 3) stumps. Yard and garden waste is kept separate from wood waste and is not included in the grinding.

Grinding specifications for the Power Plant are listed below and will need to be met by the successful proponent for all material shipped.

Grinding Specifications

- A. Moisture content shall not exceed 55% by weight.
- B. 95% of each load shall not exceed 4" in any dimension after sorting; 5% of the material may exceed 4" but shall not exceed 18".
- C. All material shall be free of:
 - Rocks,
 - Soil,
 - Sand,
 - Metal,
 - Municipal solid waste (garbage),
 - Heavy metal derived preservatives,
 - Hazardous substances, and
 - Other non-combustible material

A. THE DELIVERABLES

The successful proponent will provide the Region with a detailed **Work Plan** that at a minimum, addresses the numbered items listed below. The **Work Plan** is weighted with 15 points in the rated criteria and an essential piece of the proponent's proposal.

The **Work Plan** should include all details of the proposed work and clearly identify all the proponent's proposed responsibilities. An organizational chart indicating how the proponent intends to structure its working relationship with the Region should also be included.

- 1. Grinding Schedule**
- 2. Equipment Details**
- 3. Sorting Methods & Ferrous Metal Removal/Collection**
- 4. Grinding Specifications**
- 5. Safety & Signage**
- 6. Dust & Noise Suppression**
- 7. Fire Suppression**
- 8. Hauling**

B. MATERIAL DISCLOSURES

B.1 WorksafeBC Coverage

The Region will ascertain from time to time that the successful proponent continues to remain in good standing with WorksafeBC.

B.2 Insurance and Indemnification Requirements

The successful proponent shall at its own expense obtain and maintain until the termination of the Contract and provide the Region with evidence of:

- (a) Comprehensive General Liability insurance on an occurrence basis for an amount not less than five million dollars (\$5,000,000) and shall include the Region as additional insured with respect to the successful proponent's operations, acts and omissions relating to its obligations under the Contract. Such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;
- (b) Automobile liability insurance for an amount not less than five million dollars (\$5,000,000) on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of the Contract; and
- (c) The Contractor will obtain any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Region in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The successful proponent, by its acceptance of a negotiated Contract, agrees to indemnify and hold harmless the Region, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the Region, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

C. MANDATORY TECHNICAL REQUIREMENTS

None.

D. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP.

Rated Criteria Category	Weighting (Points)
D.1 Experience Qualifications & References	25
D.2 Work Plan	15
Pricing	60
Total Points	100

Suggested Proposal Content for the Evaluation of Rated Criteria

D.1 Experience Qualifications & References – Total Points = 25 points

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of the services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise; and
- (d) each proponent is requested to provide three (3) references from clients who have obtained services, preferably similar to those requested in this RFP, from the proponent in the last five years.

D.2 Work Plan – Total Points = 15 points

The Work Plan should address in detail how the **A. THE DELIVERABLES** above shall be accomplished.