



Request for Proposal (RFP)

Project Name: [Wood Waste Sorting & Grinding Services](#)

Closing Date and Time: [December 12, 2025](#)

PROJECT CONTACT

Name: [Alessio Tomassetti](#)

Title: [Landfill Manager/Public Works Supervisor](#)

Email: atomassetti@quesnel.ca

SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format via email to atomassetti@quesnel.ca

The total file size must not exceed 30MB.

Late submissions will not be accepted.

Enquiries regarding this Request for Proposal are to be directed to Project Contact.

KEY DATES

ACTIVITY	DATE
Issue Request for Proposal (RFP)	Monday, November 17, 2025, 1000 hrs PST
Deadline for Inquiries	Friday, December 5, 2025, 1600 hrs PST
Receive Proposals by	Friday, December 12, 2025, 1600 hrs PST
Award of Contract	Monday, January 5, 2026, 1000 hrs PST

Dates are not guaranteed and may change based upon circumstances. Amendments & cancellations to a Proposal may be submitted prior to the Closing.

By submitting the RFP, the Contractor acknowledges that the City of Quesnel will not be responsible for any costs, losses, or damages resulting from the submission, acceptance, or rejection of the Proposal, or from any contract award decisions made outside the terms of the Proposal documents.

Any changes & inquiries related to the RFP will be issued in the form of a written addendum. Each addendum will be incorporated into and become part of the RFP document. The decision to issue or not issue an addendum is entirely at the sole discretion of the City of Quesnel.

All applicants will be notified of the Request for Proposal outcome via email from the City of Quesnel.



INTRODUCTION

The City of Quesnel invites proposals from qualified Contractors to provide wood waste sorting and grinding services at the City's landfill site. The work will include the provision of all labor and equipment, along with equipment maintenance, repairs, and mobilization. The initial term of the contract will be for one (1) year, with the option to extend for up to one (1) additional one-year term at the City's sole discretion, subject to satisfactory performance, mutual agreement on pricing, and budget availability. The scope of work, proposal requirements, and evaluation criteria are outlined below.

BACKGROUND

The City of Quesnel owns and operates the Quesnel Landfill, serving both the community and the surrounding region. As part of its responsibility for solid waste management, the City is committed to safe, cost-effective, and environmentally responsible practices that support waste diversion and long-term sustainability. Wood waste, including construction debris, yard waste, and other organic materials, is regularly received at the landfill and must be managed efficiently to reduce pressure on landfill capacity and ensure compliance with environmental standards. This initiative aligns with the City's Solid Waste Management Plan, broader environmental policies, and regional and provincial priorities to increase diversion of organic materials and reduce overall landfill volumes.

SCOPE OF WORK

Wood Waste Sorting & Grinding – Mobilize and operate equipment to sort wood waste, ensuring removal of all contaminants prior to grinding. Produce clean wood chips suitable for use in pulp production.

Equipment Requirements - The Contractor shall provide equipment with sufficient capacity and performance to complete the work within the required timelines. At a minimum, the following equipment (or approved equivalent) is required:

- * 1000+ HP mobile horizontal grinder
- * 300-size excavator or a comparable butt'n'top log loader

Volume, Frequency, and Scheduling - The Contractor shall coordinate with the City's Landfill Manager to establish a work schedule. All services required under this contract are to be completed by Thursday, December 31, 2026.

Health, Safety, and Environmental Controls

The Contractor shall maintain appropriate health, safety, and environmental controls throughout grinding operations. This includes ensuring fire suppression equipment is on site with staff trained in emergency response; implementing dust and noise suppression measures to minimize impacts on landfill operations, staff, and nearby residents; and providing adequate signage, barriers, and traffic control to maintain a safe work environment

Contamination Management

The Contractor is responsible for sorting and inspecting all wood waste prior to grinding to ensure the material is free of contaminants, including but not limited to metal, rocks, soil,



garbage, or other non-combustible materials. Any contamination that results in equipment damage, downtime, or additional processing costs shall be the sole responsibility of the Contractor

PROPOSAL CONTENT

Contractors must include:

- Company background and relevant experience
- References (preferably municipalities)
- Proof of insurance and WCB
- Appendix A - Contractor Acceptance Form
- Appendix B - Non-Acceptance of Conditions Summary Sheet (if applicable)
- Appendix C - Pricing Form



EVALUATION CRITERIA

Criteria	Weight (%)
Relevant Experience	25%
Work Plan and Methodology (Grinding Approach, Contamination Management, Health & Safety, Staffing)	25%
Pricing	25%
References and Past Performance	25%

TERMS AND CONDITIONS

A City of Quesnel business license is required upon signing a contract.

Indemnification

By accepting the contract and purchase order, the successful Contractor agrees to indemnify and hold harmless the City of Quesnel, including its elected officials, employees, and agents, from any losses or expenses resulting from bodily injury (including death) or property damage (including loss of use) arising from the performance of the work outlined in the RFP and any resulting agreement.

Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub- Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.

Submission format

The City of Quesnel is requesting proposals from Contractors who are both interested and capable of undertaking The Project. The onus is on the Contractor to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of Quesnel of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

Evaluation of Proposals

The City of Quesnel may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Contractors without having any duty or obligation to advise any other Contractors or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City of Quesnel shall have no liability to any other Contractor as a result of such negotiations or modifications.



Request for Proposal Process

This RFP does not commit the City of Quesnel to purchase any goods or services, award a contract, or begin negotiations. The City of Quesnel reserves full discretion and may:

- Accept non-compliant or higher-cost proposals.
- Accept part or all of any proposal.
- Change the scope or required qualifications.
- Assess and reject proposals based on perceived contractor capacity.
- Cancel or restart the RFP process at any time.
- Reject any or all proposals, even the lowest-priced or sole submission.
- Disregard incomplete or altered proposals.
- Split the requirements & award the contract to multiple contractors if desired.

Opening of Proposals

All proposals received by the closing date and time will be opened in a non-public setting by City staff. No pricing or Contractor information will be disclosed at the time of opening. The City reserves the right to verify any information submitted and may contact Contractors for clarification or additional details as needed.

Contract Award and Formation Process

The selected contractor will enter into a Contract Agreement with the City of Quesnel based on this RFP, their proposal, and any negotiated changes. If a contract cannot be finalized within 30 days of notifying the contractor, the City of Quesnel may end negotiations and either approach the next qualified contractor or cancel the RFP altogether.

A contract award depends on approved funding and authorization by the City of Quesnel. No contract exists until both parties have agreed on terms, a purchase order is issued, and the contract agreement is signed by an authorized City of Quesnel representative.

In case of conflict, the order of precedence is:

- a) The executed Contract Agreement
- b) Purchase Order
- c) The Contractor's proposal

Workers' Compensation

The successful Contractor shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City of Quesnel, supply proof that all assessments have been paid.

Insurance and Indemnification Requirements

The successful Contractor shall, at its own cost, obtain and maintain the following insurance coverage for the duration of the Contract, and must provide satisfactory evidence of such coverage to the City of Quesnel:



Type of Insurance	Minimum Coverage	Requirements
Commercial General Liability	\$5,000,000 per occurrence	- Name the City as an additional Insured - Include cross liability clause
Automobile Liability	\$5,000,000 per accident	Applicable to owned, leased, or hired vehicles used in connection with the work
Workers' Compensation (WCB)	As required by law (WorkSafeBC)	Provide proof of WorkSafe BC registration and compliance

The City of Quesnel is to be provided with 30 days' written notice of cancellation or material change resulting in reduction of coverage. The Contractor's insurance shall respond first for all work performed under this contract. Any insurance or self-insurance held by the City of Quesnel will apply only in excess of, and without contribution to, the vendor's coverage.

Conflict of Interest

Contractors shall disclose any potential conflicts of interest and existing business relationships they may have with the City of Quesnel, its elected or appointed officials or employees. The City of Quesnel may rely on such disclosure. The City of Quesnel may reject a Proposal from any Contractor that the City of Quesnel judges would be in a conflict of interest if the Contractor is awarded a Contract. Failure to disclose or provide false or insufficient disclosure of the nature and extent of any relationship the Contractor may have with any employee, officer or director of the City of Quesnel shall be grounds for immediate termination of any Contract with the City of Quesnel, in the City of Quesnel's sole discretion, without further liability of notice.

Confidentiality

Information about the City of Quesnel obtained by Contractors must not be disclosed unless prior written authorization is obtained from the City of Quesnel. The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City of Quesnel.

Relationship of the Parties

The Contractor and the City of Quesnel expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.

Information Disclaimer Summary

The City of Quesnel is not responsible for any errors, omissions, or inaccuracies in this RFP or any related information provided. Contractors must rely on their own assessments and cannot



hold the City of Quesnel or its representatives liable for any information or advice, whether written or verbal, given during the RFP process.

Freedom of Information and Protection of Privacy Act (BC)

Contractors should note that the City of Quesnel is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City of Quesnel's Contractors to protect all personal information acquired from the City of Quesnel in the course of providing any service to the City of Quesnel.

Procurement Protest Procedure

If a contractor wishes to challenge the RFP process, it must provide written notice to the RFP. Contact within ten (5) days of notification of the final outcome of the procurement process, and the City of Quesnel will respond accordingly.

Ownership of Proposals and Deliverables

All proposals, reports, documents, data, and materials submitted to or prepared for the City of Quesnel in connection with this RFP and any resulting Contract shall become the property of the City. The City of Quesnel reserves the right to use such materials for its purposes without restriction or further compensation to the Contractor.

APPENDICES

- Appendix A: Contractor Acceptance Form
- Appendix B: Non-Acceptance of Conditions Summary Sheet
- Appendix C: Pricing Form



APPENDIX A: CONTRACTOR ACCEPTANCE FORM

Contractors must complete this form and include it with the Proposal Submission. Failure to sign Appendix A will result in rejection of the submission.

Vendor Legal Name	
Contractor's Main Contact Individual	
Full Address	
Office Phone:	
Cellular:	
Email:	
GST Account # (if applicable)	

Contractor

Signature

Date

Note: All forms that require a signature must be signed by a person authorized to legally bind the Contractor to statements made in response to this RFP.

The Contractor hereby acknowledges that:

1. It understands and agrees with the RFP process as described in this RFP; and
2. The information provided in this Proposal is accurate, has been thoroughly reviewed, and complies with the requirements of the RFP, including all applicable addenda and posted questions and answers.



APPENDIX B: NON-ACCEPTANCE OF CONDITIONS SUMMARY SHEET

If a Contractor is unable to comply with one or more of the conditions set out in this RFP, but still wishes to submit a proposal, they must complete Appendix B – Non-Acceptance of Conditions Summary Sheet. This appendix provides an opportunity to clearly identify any conditions the Contractor does not accept, along with explanations and, where possible, proposed alternatives. Submission of Appendix B does not guarantee acceptance of any exceptions by the City of Quesnel. The City reserves the right to reject any proposal that includes material deviations from mandatory conditions, or to negotiate terms with the successful Contractor at its sole discretion. Failure to disclose non-acceptance of any condition at the time of submission may result in disqualification. Bidders are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your Tender.

CONDITION:

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EXPLANATION OF NON-ACCEPTANCE:

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APPENDIX C: PRICING FORM

Contractor invoices shall be calculated using the scaled tonnage weight as recorded at the Cariboo Pulp & Paper scales. The scale tickets will constitute the official record for payment purposes.

The City of Quesnel makes no guarantee of the volume of work to be assigned to the successful proponent.

Table 1 – Annual Sorting & Grinding Fees

Estimated Annual Tonnes (A)	Total \$ Per Tonne (B)	Annual Grinding Costs (A*B)
1500 (based on 2025 volume)		