



Municipal District of Opportunity No. 17

Request for Proposal – 17-2026

Wabasca Forcemain Mulching

Issued by: Utilities Department

Proposal Detail

PROPOSAL INFORMATION

Release Date	September 21, 2026
Closing Date and Time	October 6, 2026 at 11:00 am MT
Anticipated Award Date	October 13, 2026

Interested contractors must have a minimum of \$2 million liability insurance, WCB account in good standing (date of clearance letter no more than 30 days old), a valid COR or SECOR and a current MD Business License to be considered.

Project Description:

The Municipal District of Opportunity (MD) requests written proposals from qualified vendors to provide service for mulching along the right of way for the sanitary forcemain from the Main Lift Station to the Lagoon in Wabasca.

Scope of Work:

- Mulching shall consist of the breakdown of all timber, brush, shrubs, waste wood and woody debris by rotary cutting and grinding.
- All mulched material shall lay flat to the soil. No single piece of mulched material shall be longer than 0.5m and shall not exceed 0.07m in diameter.
- The clearing by mulching area is approximately 10 Ha along the forcemain right of way at a width of 10 m.

Unless otherwise specified, the Contractor shall supply all materials necessary to complete the Work. A complete job is called for, therefore any labour, material, equipment, tool or incidental item not specifically mentioned, but necessary for completeness will be considered incidental to the Work and no separate or additional payment will be made.

Underground Utilities:

The bidder shall be responsible for locating underground utilities by contacting Utility Safety Partners (formerly Alberta One-Call).

Consultant:

Milestone Engineering Services Ltd. (MESL) will be the consultant for this work. MESL will carry out all surveying for this work. MESL will clearly mark the valves and manholes along the alignment for avoidance.

Contact Person:

MD17 - Earl Gullion at 780-891-3778, earl.gullion@mdopportunity.ab.ca

MESL – Julie Kitz, P.Eng. (technical inquiries) at 780-260-0349, jkitz@mesl.ca



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Tender Submission Instructions:

Submit Tender via email to tenders@mdopportunity.ab.ca or in a sealed envelope marked with “MD of Opportunity - Request for Proposal 17-2026 – Wabasca Forcemain Mulching”. Please drop off proposals at the main office located at 2077 Mistassiniy Road, Wabasca Alberta before the closing date and time. ***Bidders must submit the Bidder Information Form, copies of all requested information, the Bid Sheet and document checklist to qualify as a complete tender submission.***

Project Start Date	October 14, 2026
Project Completion Date	March 31, 2027

Scoring Matrix to be used for evaluation (Not necessary the lowest price will be accepted)

Item	Weight (maximum)	Comment
Bid Cost	60	Lowest score is baseline 60, rest a portion thereof.
Timeframe	10	Shortest timeframe is the baseline, others a portion thereof
Previous Experience	10	Most experience is the baseline, others portion thereof.
Local Content	20	Most local guaranteed content is the baseline, others portion thereof.
Total	100	



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Bidder Information

GENERAL INFORMATION			
Date:		Compulsory GST No.:	
Company Name:		Phone:	
		Fax:	
		E-mail:	
Street Address:		Mailing Address:	
Province:	Postal Code:	Province:	Postal Code:
Business Licence Information (Compulsory)			
Copy of Business Licence Attached? Y N If No, explanation:			
Safety Information (Compulsory)			
At the discretion of Administration, Contractors with less than Ten (10) employees who do not possess a SECOR may be hired but MUST adhere to the MD's Health and Safety Program. Copy of COR/SECOR Certificate Attached? Y N If No, explanation:			
Workers' Compensation Information (Compulsory)			
Clearance Letter Attached? Y N If No, explanation:			
WCB Number:		Industry Code:	
Insurance (Compulsory)			
	Coverage Limit	Policy Number	Insurance Company
Commercial Comprehensive General Liability			



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Work History – Previous Jobs (Compulsory)

Customer:

Description of Project:

Value of Project:

Contact:

Phone:

Customer:

Description of Project:

Value of Project:

Contact:

Phone:

Customer:

Description of Project:

Value of Project:

Contact:

Phone:

Bidder Contact

Name:

Title:

Telephone Number:

Email:

MUST SUBMIT FORM WITH TENDER



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Wabasca Forcemain Mulching BID SHEET

COMPANY INFORMATION

Company Name:

BID PRICE (WITHOUT GST)

I/We, the undersigned, having examined the tender package documents for the above-named project, hereby offer to perform the work in accordance with the tender documents, for a fixed price of:

Lump Sum: \$ _____

ADDITIONAL INFORMATION & TIMELINE

DECLARATION

I/we, the undersigned, declare that:

1. **we understand and acknowledge burning is not allowed and will use mechanical disposal options (i.e. chipper and/or mulcher);**
2. We are qualified to perform the work, and our bid price covers all our obligations and things necessary for the performance of the work;
3. We agree to complete the project within the timelines specified,
4. We have arrived at this fixed bid price without any collusion with any competitor;
5. All documents in the tender package form an integral part of this bid; and
6. The MD reserves the right to award the project to one or more contractors.

SIGNATURE(S)

I acknowledge all information provided by the Municipal District of Opportunity No. 17 related to this tender and hereby submit the above pricing for the project named on this sheet.

Authorized Representative

Name:

Signature:

Title:

Date:

MUST SUBMIT FORM WITH TENDER



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Document Submittal Checklist

Company Name: _____

Please ensure you submit the following documents with your bid. Failure to do so may disqualify your submission (*see General Tender Information for more details*).

Document Type Submitted	Checkmark
WCB Clearance Letter	
Copy of Insurance	
Copy of COR/SECOR	
Copy of MD Business License	
Bidder Information Sheet (Page 3 & 4)	
Bid Sheet (Page 5)	
Document Submittal Checklist (Page 6)	

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

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General Tender Information

The MD, in exercising its discretion to waive a minor or non-substantial irregularity in a Bid, shall follow the guidelines provided below:

	IRREGULARITY	RESPONSE
1	Late Bids (submitted after the 11:00 am local time on the tender closing day)	MD discretion to accept/reject bid.
2	Unsealed Bids	Automatic rejection, do not open the Bid
3	Bid not completed in non-erasable medium and not signed in ink	Automatic rejection
4	Incomplete Bids / partial Bids / all items not bid upon	Automatic rejection except where the Tender Form clearly states that an award may be made for individual items or where, in the opinion of the Senior Management Team and the Department Manager, the irregularity is trivial or insignificant
5	Qualified Bids (condition or restriction on the Bid)	Automatic rejection except where the change is requested by the MD, or the MD deems the change to be trivial or insignificant.
6	Bid not properly executed (signature or seal)	Automatic rejection
7	Mathematical errors	May be accepted if corrected in the checking/review procedure. Unit prices shall be used to correct extensions.
8	Bids received on documents other than those provided in the Tender	Automatic rejection unless, in the opinion of the Senior Management Team and the Department Manager, the matter is trivial or insignificant.
9	Erasures, overwriting, corrections, or strikeouts not initialed:	
a	Changes which are minor (i.e. address, clerical error)	May be accepted, time limit given to initial change
b	Unit prices have been changed but not initialed and the Bid totals are consistent with the price as amended	May be accepted, time limit given to initial change
c	Unit prices have been changed but not initialed and the Bid totals are <u>not consistent</u> with the prices as amended	Automatic rejection
10	Minor clerical errors	May be accepted, time limit given to correct and initial
11	Other minor irregularities	The MD shall have the authority to waive irregularities deemed to be minor and immaterial, using a consistent approach to fair practices.



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Memorandum of Agreement Contracting/Consulting

BETWEEN:

**MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17
BOX 60 WABASCA, ALBERTA T0G 2K0**

(Called the Municipality in this Agreement)

**And
"Contractor"**

(Name)

(Address)

(Called the "Contractor" in this Agreement)

THE MUNICIPALITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. The contractor undertakes to perform the following work:

The MD will supply the hydrant assembly, valve assembly, valve box, and 150 mm watermain pipe. The contractor will be responsible for all equipment, tools, and personnel required to excavate, install and properly backfill the hydrants and valve assembly.

Scope of Work:

- Mulching shall consist of the breakdown of all timber, brush, shrubs, waste wood and woody debris by rotary cutting and grinding.
- All mulched material shall lay flat to the soil. No single piece of mulched material shall be longer than 0.5m and shall not exceed 0.07m in diameter.
- The contractor shall be responsible for all equipment, labour and materials to complete the work in its entirety. No additional payment will be made.
- The clearing by mulching area is approximately 10 Ha along the forcemain right of way at a width of 10 m.



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a) Scope of Work:

- i. Mulching shall consist of the breakdown of all timber, brush, shrubs, waste wood and woody debris by rotary cutting and grinding.
- ii. All mulched material shall lay flat to the soil. No single piece of mulched material shall be longer than 0.5m and shall not exceed 0.07m in diameter.
- iii. The clearing by mulching area is approximately 10 Ha along the forcemain right of way at a width of 10 m.

Unless otherwise specified, the Contractor shall supply all materials necessary to complete the Work. A complete job is called for, therefore any labour, material, equipment, tool or incidental item not specifically mentioned, but necessary for completeness will be considered incidental to the Work and no separate or additional payment will be made.

b) Duties & expectations to include:

- i. Compliant with applicable regulations.
- ii. Must have COR or SECOR
- iii. Must provide WCB clearance letter.
- iv. Must provide proof of insurance.
- v. Contractor must meet with site manager to do site orientation and complete hazard assessments.
- vi. Contractor must provide advanced notice before proceeding to designated locations.

2. The contractor will be paid by the municipality for the work under this Agreement as calculated as detailed on the Bid Sheet. The contractor must submit an invoice monthly to the M.D. of Opportunity for payment.
3. The contractor shall supply all equipment/resources needed for the work.
4. The contractor will commence services on October 14, 2026, and will complete the work by March 31, 2027.
5. The representatives of the parties for this agreement are:

a) For the municipality:

M.D. of Opportunity No. 17

Box 60 Wabasca, Alberta T0G 2K0

Earl Gullion

Director of Utilities

780-891-3778

earl.gullion@mdopportunity.ab.ca



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b) For the Contractor:

Name: _____

Address: _____

Contact Name: _____

Title: _____

Phone: _____

Email: _____

6. Any notice required to be given by one party to the other can be given to the parties' representatives at the addresses set out above (by mail delivery, or if specified, fax).
7. This Agreement incorporates the terms and conditions set out below:
 - a) The services of the Contractor shall be performed to the specifications and satisfaction of the municipality.
 - b) This Agreement shall not come into effect until signed by both parties.
 - c) Failure to complete the contract within the specific time shall entitle the municipality to terminate this Agreement and contract with other persons to complete the work at the Contractor's expense.
 - d) The Municipality may terminate this Agreement at any time upon five (5) days written notice to the Contractor. Following receipt of such notice, the Contractor shall submit payment to the Municipality for services completed up to the date of termination.
 - e) The parties by mutual agreement in writing may terminate this Agreement in full or in part at any time.
 - f) The Contractor is an independent contractor and shall not for any purpose be a servant, employee or agent of the municipality.
 - g) This Agreement may only be amended by an agreement in writing signed by both parties.
 - h) The Municipality in its sole discretion may delegate any duties, powers and functions relating to the provisions of this Agreement to any employee or employees of the municipality.
 - i) This Agreement shall not be subcontracted by the Contractor, without first obtaining the written consent of the Municipality, which consent may be withheld for any reason and need not be a reasonable withholding.
 - j) The Contractor shall indemnify and hold harmless the municipality, its employees and agents from any and all claims, demands, actions and costs that may arise, directly or indirectly, out of any negligent or wrongful acts or any omission of the Contractor, its employees or agents in the performance of this Agreement.



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Such indemnification shall survive termination of this Agreement.

8. The Municipality shall not be liable or responsible for any bodily injury or property damage of any nature that may be suffered or sustained by the contractor, its employees or agents in the performance of this Agreement.
9. The Contractor shall recognize that, as a private contractor, all responsibilities towards Canada Customs and Revenue Agency (CCRA) for the payment of Income Tax, Canada Pension Plan and Unemployment Insurance belong to the Contractor.
10. The Contractor acknowledges that it is an employer as defined in The Occupational Health and Safety Act of Alberta and that it will, as a condition of this Agreement, comply with the provisions of the said Act, and the regulations made under the said Act.
11. The Contractor acknowledges that it is an employer as defined in The Workers Compensation Act of Alberta and that it will, as a condition of this Agreement, comply with the provisions of the said Act, and the regulations made under the said Act.
12. The Contractor shall comply with:
 - a) Any Act of the Legislature of the Province and of the Parliament of Canada now in force or enacted after this time and regulations enforced from time to time under any such Acts, and
 - b) Any bylaw or resolution of any Municipal Government in the Province which the Contractor is lawfully subject to,
13. That applies to the contractor in respect of this Agreement.
 - a) It is agreed that this written document contains the entire agreement of the parties in regard to the matters dealt with, and that no understandings or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
 - b) The validity and interpretation of this Agreement and of each clause or part is to be governed by the laws of the Province of Alberta.
 - c) Confidentiality and non-disclosure:
 - i. Unless required by law, the Contractor agrees that it will not disclose to any third parties any confidential information contained by the Contractor in performance of this Agreement. This term shall survive the expiry or termination of this Agreement.
 - d) Ownership of Information:
 - i. Any data, information, summaries, processes or programs obtained, created or developed by the Contractor of the municipality during the term of this Agreement shall become or remain the exclusive property of the municipality. Upon expiry or termination of this Agreement, the contractor shall return to the municipality any property, documentation or confidential information which is the property of the municipality.
 - e) Freedom of Information and Protection of Privacy Act (FOIP)



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i. In addition to the provisions above, Contractor acknowledges it is responsible to ensure it and its employees and agents comply at all times with the terms and conditions of the FOIP Act and the following provisions namely:

ii. Definitions:

In this Schedule:

- a) "Record" means record as that term is defined in the FOIP Act as amended from time to time, and
- b) "Personal Information" means personal information as that term is defined in the FOIP Act as amended from time to time.

iii. Maintenance of Records

Subject to FOIP Act, the contractor will maintain all Records in a usable, organized form in accordance with all reasonable conditions or standards established from time to time by the Municipality.

The Contractor shall keep separate from all other Records in its custody and control all Personal Information transferred to it by the municipality or collected or compiled by the Contractor pursuant to this Agreement.

iv. Access to Records

The Contractor will provide to the municipality at the Contractor's expense, any and all Records within (15) calendar days or notification by the municipality.

The parties have signed this Agreement on this _____ day of _____, 2025.

Municipal District of Opportunity No. 17

Per:

Signature

Print Name

Title

Date

Contractor

Per:

Signature

Print Name

Title

Date

