DISTRICT OF METCHOSIN

FIRESMART COMMUNITY CHIPPING PROGRAM

TENDER NO. 2026-002

INVITATION TO TENDER

The District of Metchosin, through the Metchosin Fire Department and its FireSmart Program, invites Tenders from qualified contractors to submit a tender for the provision of vegetation chipping and related material-handling services in support of the District's FireSmart Community Chipping Program.

The objective of the program is to assist residents in reducing combustible vegetation and wildfire fuels around properties and within the community, thereby supporting wildfire risk reduction, community resilience and FireSmart objectives.

The successful Contractor will provide all labour, supervision, equipment, transportation, fuel, maintenance, disposal and other resources necessary to safely, efficiently and professionally complete the work described in this Request for Tender.

The District intends to establish an agreement with one qualified Contractor for the provision of these services during the contract term.

Sealed Tenders clearly marked "Tender for 2026 - 002 "FireSmart Community Chipping Program" must be addressed to Bob Payette, CAO, District of Metchosin, 4450 Happy Valley Road, Victoria, B.C., V9C 3Z3 **or** via email to info@metchosin.ca and received before 3:00 p.m. local time on Friday, November 27, 2026.

Bidders will be notified of the results. Tenders received after 3:00 p.m. local time on the closing date will not be opened and are invalid.

SCOPE / SPECIFICATIONS

PROGRAM OVERVIEW

The FireSmart Community Chipping Program provides residents with opportunities to reduce excess vegetation and combustible materials generated through FireSmart activities.

The Contractor will support scheduled community chipping events and other District-designated chipping activities.

The anticipated frequency of service is approximately one to two chipping events per month from May through August, subject to resident participation, program requirements, weather, wildfire conditions and District scheduling.

The District does not guarantee any minimum quantity of work, hours, material volume or expenditure under this tender.

SCOPE OF SERVICES

The successful Contractor shall provide vegetation chipping services at locations designated by the District.

Services may include, but are not limited to:

1. Chipping of vegetation and woody material placed at:
    - designated roadside locations;
    - community collection points;
    - FireSmart work sites; and
    - other locations identified by the District.

2. Provision of approximately one to two chipping events per month from May through August, based on the District's operational requirements.

3. Provision of appropriately sized and maintained chipping equipment capable of efficiently processing the anticipated material.

4. Provision of all required operators, labour, supervision, transportation, fuel, equipment maintenance and associated resources.

5. Coordination with the District's FireSmart Coordinator or designated representative regarding:
    - scheduling;
    - locations;
    - work priorities;
    - access;
    - resident interaction; and
    - completion of work.

6. Daily cleanup of work areas and removal of excess debris generated through the Contractor's operations.

7. Removal, transportation and/or disposal of all chipping material generated through the program, unless otherwise directed by the District.

8. Compliance with all applicable municipal, Capital Regional District, provincial and federal legislation, regulations, bylaws and safety requirements.

The Contractor shall not commence work outside the approved scope without prior authorization from the District.

MATERIAL AND SITE REQUIREMENTS

The District will identify locations and material eligible for chipping under the program.

The Contractor shall notify the District's representative if material:

- is unsuitable or unsafe for processing;
- contains unacceptable contaminants or foreign objects;
- presents a hazard to personnel or equipment;
- cannot reasonably be processed using the Contractor's equipment; or
- otherwise falls outside the intended scope of the program.

The Contractor shall take reasonable precautions to prevent damage to roads, driveways, landscaping, structures, utilities, vehicles and other property.

No chipping material shall be intentionally left on site for residential use unless specifically authorized by the District.

SCHEDULING AND COORDINATION

The Contractor shall coordinate all work with the District's FireSmart Coordinator or designated representative.

The District will provide reasonable advance notice of scheduled work where practicable.

The Contractor shall:

- maintain sufficient availability to accommodate scheduled events;
- arrive at designated locations at the agreed-upon times;
- promptly advise the District of any scheduling conflicts or delays;
- comply with District direction regarding work priorities; and
- provide confirmation when scheduled work has been completed.

The District may modify, postpone or cancel scheduled chipping activities due to weather, wildfire conditions, operational requirements, public safety concerns or other circumstances.

WILDFIRE AND FIRE-SAFETY CONDITIONS

All work shall be conducted with due consideration for prevailing wildfire risk and local fire restrictions.

The Contractor shall comply with all applicable fire bans, restrictions, permit requirements and directions issued by the Province, District, Fire Department or other competent authority.

The Contractor shall ensure that equipment and operations do not create unnecessary ignition sources.

The Contractor shall immediately cease operations and notify the District if conditions become unsafe or if directed to do so by the District or Fire Department.

RESIDENT INTERACTION

The Contractor may interact directly with Metchosin residents while performing work under this contract.

Contractor personnel shall:

- conduct themselves professionally, respectfully and courteously;
- avoid entering private property unless specifically authorized by the District;
- not perform additional private work for residents while operating under this contract unless separately authorized by the District;
- direct program questions, complaints and eligibility questions to the District's designated FireSmart representative;
- avoid making commitments regarding the FireSmart program that have not been authorized by the District; and
- not solicit private work from residents while performing services under this contract.

EQUIPMENT AND PERSONNEL

The Contractor shall provide all equipment and personnel necessary to complete the work safely and efficiently.

All equipment shall be:

- suitable for the intended work;
- properly maintained;
- operated by appropriately trained and qualified personnel; and
- compliant with applicable legislation and safety requirements.

The Contractor shall be responsible for equipment breakdowns, maintenance, repairs, fuel and transportation.

The Contractor shall provide sufficient personnel to safely manage the equipment, material and work site.

WORKSAFEBC AND OCCUPATIONAL HEALTH AND SAFETY

The Contractor shall comply with all applicable WorkSafeBC requirements, occupational health and safety legislation, regulations and standards.

The Contractor shall be responsible for the health and safety of its employees, subcontractors and personnel.

The Contractor shall:

- maintain good standing with WorkSafeBC for the duration of the contract;
- provide appropriate personal protective equipment;
- ensure workers are properly trained and competent for their assigned duties;
- maintain safe work practices and procedures;
- identify and control hazards associated with chipping operations; and
- immediately report any serious incident, injury or unsafe condition to the District.

The District may request evidence of WorkSafeBC registration, clearance and good standing at any time.

INSURANCE

The successful Contractor shall maintain an insurance policy for Commercial General Liability and errors and omissions that has a minimum coverage of $5,000,00.00 per occurrence, which names both the District and the Contractor as insured parties and which shall apply to acts and omissions that occur during the Contractor's performance of the Services regardless of when the act or omission covered by the policy is discovered. The Contractor shall provide evidence of that insurance policy to the District prior to the date on which the Consultant begins performing the Services.

The Contractor shall maintain Automobile Liability insurance appropriate to all vehicles used in the performance of the contract and meeting all applicable statutory requirements.

ENVIRONMENTAL REQUIREMENTS

The Contractor shall conduct all operations in a manner that minimizes unnecessary environmental impacts.

The Contractor shall:

- prevent unnecessary damage to vegetation, soil, roads and property;
- prevent petroleum products, hydraulic fluids and other contaminants from entering soil or waterways;
- immediately report spills or releases to the District;
- properly manage waste and debris;
- comply with all applicable environmental legislation and regulations; and
- take reasonable measures to prevent the spread of invasive plants or other contaminants through equipment and material handling.

CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for all costs associated with providing the services, including but not limited to:

- labour;
- supervision
- equipment;
- equipment operators;
- transportation;
- fuel;
- maintenance;
- repairs;

- disposal;
- insurance;
- WorkSafeBC costs;
- permits and applicable fees; and
- all other costs necessary to complete the work.

Unless specifically stated otherwise, the District will not provide equipment, labour or materials to the Contractor.

SUBCONTRACTORS

The Tenderer shall identify all proposed subcontractors as part of its submission.

The Contractor shall remain fully responsible for the performance of all subcontractors. No subcontractor may be substituted without prior approval from the District.

TENDER PRICING

Tenderers shall provide clear hourly rates for the equipment and personnel proposed to perform the work.

The District intends to evaluate pricing based on the rates submitted and anticipated program requirements.

All rates shall remain firm for the duration of the contract unless otherwise agreed in writing.

Pricing for the equipment must include delivery to destination.

All vendor responses must be submitted on the attached Schedule A “Tender Form.”

Only complete responses for the FIRESMART COMMUNITY CHIPPING PROGRAM tender will be accepted.

INSTRUCTIONS TO TENDERERS

TENDER SUBMISSION REQUIREMENTS

Tender submissions shall include:

1. Completed Tender Form.
2. Company information and contact details.
3. Business Licence Number
4. Proposed equipment and equipment specifications.
5. Experience providing vegetation chipping or similar services.
6. Proposed staffing and operator qualifications.
7. WorkSafeBC registration information.
8. Proof of required insurance, or confirmation that insurance can be provided prior to contract execution.
9. List of proposed subcontractors, if applicable.
10. Tender pricing.
11. Any proposed exclusions, assumptions or additional charges.

Failure to provide required information may result in the tender being considered non-compliant.

TENDER EVALUATION

The District intends to evaluate submissions based on overall value and suitability for the program.

Evaluation may consider:

Evaluation Criteria	Weight
Pricing	40%
Experience and qualifications	20%
Equipment and operational capacity	20%
Safety and WorkSafeBC record/compliance	10%
Understanding of FireSmart/community chipping requirements	10%
Total	**100%**

The District reserves the right to adjust the evaluation methodology where necessary to address tender compliance or clarification requirements.

The District is not obligated to accept the lowest-priced tender.

TENDER VALIDITY

Tender prices and conditions shall remain open and irrevocable for acceptance by the District until August 31, 2027, unless otherwise agreed in writing.

1.0 PREPARATION OF TENDER:

1.1 Use Schedule A Tender Form provided.
1.2 Any bid not clearly sealed and clearly marked (or clearly marked if sent via email) will be rejected.
1.3 The District of Metchosin will not be liable for a Tenderer's cost of preparing a Tender.

2.0 TENDERING CONTACT:

All technical inquiries are to be made in writing to:

Metchosin Fire Department / FireSmart Program
4440 Happy Valley Road
Victoria, BC V9C 3Z3
Email: firechief@metchosin.ca

Tenderers shall not contact District staff, elected officials or Fire Department personnel regarding this, beyond the contact above.

Duration of Tender:

(a) Offers are irrevocable for sixty (60) days from the closing date.
(b) Tenderers may formally revoke a Tender until the time of closing by providing written notice to the District. Such notice must be received prior to the closing time and date set for close of Tenders.

3.0 CONDITIONS GOVERNING TENDER EVALUATION:

The lowest or any Tender will not necessarily be accepted. The District reserves the right, in its sole discretion, to waive any incompleteness, informality, addition or irregularity in any Tender, to reject any or all Tenders (including where all Tender prices exceed budget), and to accept any Tender the District considers most favourable to the District's interests having regard to the price, the equipment, the delivery, the warranties, the availability of servicing and other matters which the District in its sole discretion may consider.

The Tenderer understands and agrees that it has no rights or claims whatsoever against the District in the event that its Tender is not accepted and the Contract not entered into.

4.0 EXTENSION OF TIME:

The District of Metchosin may, in its sole discretion, extend the Closing Time by an addendum issued not less than five (5) days before the Closing Time.

5.0 TENDERER'S RESPONSIBILITY:

It is the sole responsibility of the Tenderer to obtain a change to or clarification or interpretation of the Tender Documents if:

(a) any information necessary for a full and clear understanding of the Contract is absent from the Tender Documents;
(b) any conflict or error appears in the Tender Documents; or
(c) the Tenderer is aware of any facts or conditions which conflict with the Tender Documents.

6.0 PRICING/AWARD:

Where the District of Metchosin determines there are factors in which the value received warrants the difference in costs, the award may be made to a Proponent whose Tender is not the least cost. Tender submissions will be evaluated for:

(a) pricing.
(b) experience and qualifications.
(c) equipment and operational capacity.
(d) safety and WorkSafeBC record/compliance.

(e) understanding of FireSmart/community chipping requirements.

The District reserves the right, in its sole discretion and subject to applicable procurement requirements, to:

(a) accept any tender;
(b) reject any or all tenders;
(c) reject a tender that is incomplete or non-compliant;
(d) request clarification from a Tenderer;
(e) negotiate with a Tenderer where permitted;
(f) cancel or modify the tender process;
(g) award the contract in whole or in part; and
(h) waive minor irregularities or informalities where considered appropriate.

The issuance of this Request for Tender does not create an obligation on the District to award a contract.

7.0 TENDER ADDENDA (AS REQUIRED):

All Addenda issued will be considered part of the Tender document and will be part of the final contract. Receipt of all Addenda must be acknowledged by the participating Tenderers on the Form of Tender.

8.0 CONTRACT TERMINATION:

The District of Metchosin reserves the right to cancel any contract as a result of this Tender, if in the Municipality's opinion, service and/or materials are unsatisfactory.

9.0 WARRANTY:

Tenderers must clearly show any warranty or guarantee for the materials, supplies or services requested on this form. Any repairs or service in conjunction with the warranty or guarantee shall be at no cost to the District of Metchosin.

10.0 STANDARDS:

All equipment must meet applicable safety standards.

11.0 ACCEPTANCE:

Acceptance of a Tender will be communicated by the District to the successful Tenderer in writing.

12.0 NEGOTIATIONS WITH TENDERER:

The District reserves the right, after communicating its acceptance of a Tender, to negotiate minor amendments of the Contract with the successful Tenderer and despite such negotiations, the offer of the successful Tenderer remains irrevocable in the form submitted.

END OF INSTRUCTIONS TO TENDERERS

SCHEDULE A

TENDER FORM

BIDDER INFORMATION

Company Name:

Address:

Contact Name:

Telephone:

Email:

Business Licence / Registration No.:

WorkSafeBC Account No.:

TENDER PRICE

The Tenderer offers to provide the services described in this Request for Tender at the following rates:

Service / Equipment	Unit	Tender Rate
Chipper and Operator	Hour	$_____
Loader and Operator	Hour	$_____
Additional Labour	Hour	$_____
Additional Equipment	Hour	$_____
Transportation / Mobilization	[Unit]	$_____
Disposal	[Unit]	$_____
Other	[Unit]	$_____

GST: ☐ Included ☐ Excluded

Additional Charges / Notes:

The Tenderer confirms that the rates above include all costs necessary to provide the services, except where specifically identified.

TENDERER DECLARATION

The undersigned confirms that:

- The Tenderer has reviewed and understands the requirements of this Request for Tender.
- The Tenderer has the equipment, personnel, experience and capacity required to perform the work.
- The Tenderer will comply with all applicable legislation, regulations, bylaws and safety requirements.
- The Tenderer will maintain required WorkSafeBC coverage and insurance.
- The Tenderer has disclosed all proposed subcontractors.
- The Tenderer has identified all proposed exclusions or additional charges.
- The pricing submitted shall remain valid until August 31, 2027.
- The Tenderer understands that the District is not obligated to accept the lowest-priced tender.
- The Tenderer understands that the District may reject any or all submissions.
- The information provided in this tender is accurate and complete.