



NOTICE OF REQUEST FOR PROPOSALS

2026-06 SURPLUS EQUIPMENT SALE

Closing Time:	August 20, 2026, at 4:30:00 PM PST
Closing Location:	Via email to bids@vanderhoof.ca

REQUEST FOR PROPOSALS

SURPLUS EQUIPMENT SALE

1 Introduction

The District of Vanderhoof invites qualified buyers to submit proposals for the purchase of surplus equipment listed in this RFP. The equipment is being sold on an "as-is, where-is" basis, with no warranties expressed or implied.

The objective of this RFP is to obtain the highest-value proposal from a responsible purchaser.

The District will provide the minimum bid price as in a reverse auction.

2 Definitions

2.1. Throughout this Request for Proposal the following definitions apply:

District means the municipal corporation, generally known as the District of Vanderhoof in British Columbia, Canada.

Closing Time means the date and time as defined in Section 3.1.

Closing Location means the District Hall for the District of Vanderhoof.

Contract means the agreement formed between the District and the Proponent as resulting from this Request for Proposal, executed by the District and the Proponent.

Proponent means an individual partnership, corporation or combination thereof, including joint ventures or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal.

Proposal means a proposal submitted by a Proponent in response to this Request for Proposal.

Requirements means all of the specifications, requirements and services set out in the RFP that describes the general requirements that the goods, materials, equipment and services must meet and the successful Proponent must provide.

RFP or Request for Proposals means this request for proposals, inclusive of all appendices and any addenda that may be issued by the district.

3 Proposal Details

3.1. Proposals will be accepted until Closing Time, which is **August 20, 2026, at 4:30:00 PM PST**. Proposals received later than the specified closing time will not be accepted.

3.2. The Closing Location: **Send the Proposal to the following email address:** bids@vanderhoof.ca

PDF format is required. There will be a three week or less blackout period to review and score the bids.

Emails must have the text "**Surplus Equipment Sale**" in the subject line. Proponents are suggested to request a "Delivery Receipt" as part of the email for verification of receipt of the Proposal.

Late submissions will not be accepted or considered. The district takes no responsibility for submissions that are not properly received. A "read receipt" is recommended to confirm delivery.

3.3. Amendments to a Proposal may be submitted if delivered via email prior to the Closing Time to the Closing Location via email.

- 3.4. Proposals already delivered to the district may be withdrawn by written notice only, provided such notice is received at the Closing Location prior to the Closing Time.
- 3.5. Proponents must fill out and submit Schedule A in full as part of the Proposals to confirm that the Surplus Equipment Sale meets the requirements preferred by the district or, if different, state what the matching and different requirements are.
- 3.6. Any and all costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.
- 3.7. Submission of a proposal indicates acceptance by the Proponent of all the conditions contained in this Request for Proposal. The district reserves the right to negotiate with any Proponent.
- 3.8. The successful Proponent will be required to sign a contract within 15 calendar days of award. This contract is provided in Schedule C for reference.

4 Enquiries and Addenda

- 4.1. Enquiries regarding this Request for Proposal are to be directed to:
- Kelly Miller, Director Public Works
Phone: 250-567-7598
kmiller@vanderhoof.ca
- 4.2. The district, its agents and employees shall not be responsible for any information, instructions or suggestions given by way of oral or verbal communication.
- 4.3. Any and all changes to the RFP required before the proposal closing will be issued in the form of a written addendum and emailed to potential Proponents. It is the sole responsibility of potential Proponents to check email to ensure that all available information has been received prior to submitting a Proposal. If addenda are issued, their receipt must be acknowledged by the Proponents in the appropriate section of the Form of Proposal.
- 4.4. The deadline for enquiries for this RFP is 48 hours before the Closing Time. The district reserves the right not to respond to inquiries received after this deadline.

5 Scope of Requirements

- 5.1. The following equipment are scope of work includes but is not limited to:

SN	Description	Manufacturer	Year	Minimum Bid Amount (\$)
001	Snowblower	Vohl	1979	4,000
002	Trailermounted generator U Built	Home Built	1984	500
003	M2 106	Freightliner	2012	10,000
004	Loader 445	John Deere	2007	30,000
005	4x4 F150	Ford	2003	1,300
006	Truck with sewer flusher body	International	2005	5,000

6 Evaluation of Proposals

- 6.1. An evaluation team will evaluate proposals. By responding to this RFP Proponents agree to accept the recommendation of the evaluation team as to the successful Proponent and acknowledge and agree that the district makes the final decision.
- 6.2. The District may, prior to Contract award, negotiate bid prices, the Requirements or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes, the Requirements, or any conditions, and the District shall have no liability to any other Proponent as a result of such negotiations or modifications.
- 6.3. The highest priced proposal may not necessarily be accepted.
- 6.4. Proposals will be evaluated with the following weights:
- | | |
|----------------------|-----------|
| General Requirements | Pass/Fail |
| Price | 50 points |
| Scope of Work | 30 points |
| Schedule | 10 points |
| Options | 10 points |

- 6.5. Price will be scored using the following equation:

$$\text{Score} = \text{points available} \times \left(1 - \frac{\text{bid price} - \text{highest price}}{\text{highest price}}\right)$$

7 Award of Contract

- 7.1 No Contract will be formed, with any Proponent, until a purchase order is issued and a Contract has been signed by a person authorized to sign on behalf of the district.

8 General Terms of this Request for Proposal

- 8.1. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the district for a period of forty-five (45) calendar days from date of closing whether or not another Proposal has been accepted.
- 8.2. The district reserves the right to cancel this RFP for any reason without any liability to any Proponent or to waive irregularities at its own discretion.
- 8.3. The district is not liable for any costs incurred by interested parties in the preparation of their response to this request. Furthermore, the District shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the District of any Proposal, or by reason of any delay in the acceptance of the Proposal.
- 8.4. Proponents are advised that the district will not necessarily accept any Proposal and the District reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the district. The District may also withdraw any equipment from the sale process or award all or part of the equipment lots.
- 8.5. While the District has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions in respect of the matters addressed in the RFP.
- 8.6. All Proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

9.0 Payment Requirements

9.1 Successful bidder shall Pay 100% of the purchase price within 10 business days.

9.2 Successful bidder shall Provide proof of insurance prior to equipment removal.

9.3 Successful bidder shall Remove equipment within 30 days of payment.

10. Equipment Inspection

Location: District of Vanderhoof Public Works Yard

Inspection Date: August 5, 2026 between 8 and 11am.

Inspection is strongly recommended before bidding.

No adjustment in price will be permitted after award based on equipment condition.

Schedule A: Bid Sheet

Proponents must complete this form and include with the Proposal. Please ensure all information is in ink and legible.

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

All Prices to be stated in Canadian Currency.

Vanderhoof Paving Works	\$
PST	\$
GST	\$
Total (CAD)	\$
Schedule time to complete works:	
Combined Award (including taxes) Total (CAD) \$	
Verification of Addenda reviewed (insert number issued) _____	

Authorized Signature

Printed Name

Note: Schedule A must be signed by a person authorized to legally bind the Proponent to statements made in response to this RFP.

The Proponent hereby acknowledges that:

It understands and agrees with the RFP process as described in this RFP; and

The information included in this Proposal is correct and it has been thoroughly reviewed and has complied with the documents making up this Proposal, and any addenda as posted.

Schedule B: Equipment

001



002



003



004



005



006



Schedule C: Reference Contract that will be entered with the successful Proponent.**AGREEMENT FOR SERVICES**

THIS AGREEMENT dated for reference this _____ day of _____, 20____.

BETWEEN:

THE DISTRICT OF VANDERHOOF

160 Connaught Street, PO Box 900,
Vanderhoof, British Columbia V0J 3A0
(the "**District**")

OF THE FIRST PART

AND:

[NAME OF BUYER]

[address]

[address]

(the "**Contractor**")

OF THE SECOND PART

WHEREAS:

- A. The district wishes to engage the Contractor to provide certain Services, and the Contractor has agreed to provide the District with the Services described in this Agreement.

NOW THEREFORE the District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the District to the Contractor agree as follows:

1.0 DEFINITIONS

- 1.1 In this Agreement:

"**Services**" means the services to be provided by the Contractor, as described in Schedule "A" to this Agreement.

2.0 TERM

- 2.1 The term of this Agreement is for the period commencing * and terminating on * (the "**Term**"), subject to earlier termination as provided in section 7 of this Agreement.

3.0 CONTRACTOR'S DUTIES AND RESPONSIBILITIES

- 3.1 The Contractor must:

- (a) provide the District with the Services throughout the Term, in accordance with the specifications and requirements set out in Schedule "A" to this Agreement, and to the satisfaction of the district.
- (b) supply all labour, equipment and material, and do all things necessary for the provision of the Services;
- (c) perform the Services for the District with that degree of care, skill and diligence normally utilized by contractor having similar qualifications and performing duties similar to the Services;
- (d) charge only the fees which the Contractor is entitled to under this Agreement for the provision of the Services;
- (e) obtain and maintain in force throughout the Term the insurance required under Schedule "B" to this Agreement;
- (f) be registered as an employer with WorkSafe BC, and maintain workers compensation coverage with WorkSafe BC for the Contractor and its employees;
- (g) provide satisfactory proof of the Contractor's WorkSafeBC coverage to the district upon request;
- (h) not subcontract any of its obligations under this Agreement without the District's prior written consent;
- (i) not commit or purport to commit the district to the payment of any money to any person, firm or corporation, without the district's prior written consent;

- (j) keep proper and accurate books of account and records of any and all monies received and disbursed in the provision of the Services and make the books of account and records available for inspection and audit by the district or its authorized representatives upon request;
- (k) provide the Services in compliance with all applicable health and safety standards, rules, regulations, requirements and codes of practice prescribed under any federal, provincial or local government statute, regulation, bylaw or permit relating in any respect to the Consultant's provision of the Services; and
- (l) during the Term, not perform a service for or provide advice to any person, firm or corporation which gives rise to a conflict of interest with the duties and obligations of the Consultant to the District under this Agreement.

4.0 CONTRACTOR REPRESENTATIONS AND WARRANTIES

4.1 The Contractor represents and warrants to the district that:

- (a) if the Contractor is a corporation, it is duly organized, validly existing and legally entitled to carry on business in British Columbia and is in good standing with respect to filings of annual reports according to the records of the Registrar of Companies of British Columbia; and
- (b) the Contractor has sufficient trained staff, facilities, materials, and appropriate equipment in place and available to enable it to fully perform the Services.

5.0 FEES AND EXPENSES

5.1 In consideration for the provision of the Services, the District shall pay to the Contractor the fee for all Services rendered under this Agreement according to the amounts and times of payment set out in Schedule "A" to this Agreement, plus any Goods and Services Tax applicable.

5.2 The district shall pay the disbursements listed in Schedule "A" if incurred by the Contractor in providing the Services, provided the total disbursements payable shall not exceed the estimate set out in Schedule "A".

6.0 INDEMNIFICATION

6.1 The Contractor shall release, indemnify and keep indemnified the District, its elected officials, officers, and employees of and from all claims, costs, losses, damages, actions, causes of action, expenses and costs arising from any error, omission or negligent act of the Consultant, or its officers, employees, agents or contractors, in the performance of the Services.

7.0 TERMINATION

7.1 If the Contractor is in default in the performance of any of its obligations under this Agreement, or if the Contractor becomes insolvent or is assigned into bankruptcy, then the district may terminate this Agreement by written notice to the Contractor.

7.2 The district may terminate this Agreement, without cause, at any time by giving not less than forty-five (45) days written notice to the Contractor.

7.3 In the event that this Agreement is terminated, the Contractor shall be paid by the District for Services performed to the date of termination and remaining unpaid, less any amounts necessary to compensate the District for damages or costs incurred by the District or any person employed by or on behalf of the District arising from the Contractor's default.

8.0 CONFIDENTIALITY

8.1 The Contractor shall not disclose any information, data or confidential information of the District to any person,

other than representatives of the District duly designated for that purpose in writing by the District, and shall not use for its own purposes or for any purpose other than for the purpose of providing the Services any such information, data or confidential information it may acquire as a result of its engagement under this Agreement.

9.0 NOTICE

9.1 Any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (a) if delivered at the time of delivery;
- (b) if delivered by email or fax to the email or fax numbers set out below, upon acknowledgement of receipt by the recipient; and
- (c) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the district: 160 Connaught Street,
P.O. Box 900
Vanderhoof, B.C. V0J 3A0
Attention: Kelly Miller
Email: kmiller@vanderhoof.ca

if to the Contractor: **[Insert the Consultant's address for delivery here as well as email and fax contact information]**

10.0 TIME

10.1 Time is of the essence of this Agreement. Project should be completed in 1month

11.0 BINDING EFFECT

11.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

12.0 SURVIVAL OF CERTAIN COVENANTS

12.1 The covenants and agreements contained in sections 3.1(l), 6.1, and 8.1 shall survive the expiry or earlier termination of this Agreement and those sections are severable for that purpose.

13.0 RELATIONSHIP

13.1 The legal relationship between the Contractor and the District is that of an independent contractor and purchaser of services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Consultant and the District to be that of employee and employer.

14.0 NO ASSIGNMENT

14.1 The Contractor shall not assign its interest in this Agreement or any right, benefit or obligation conferred or imposed hereunder, in whole or in part, whether by operation of law or otherwise, except with the prior written consent of the district, which may be withheld for any reason.

15.0 WAIVER

15.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the

terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

16.0 ENTIRE AGREEMENT

16.1 This Agreement constitutes the entire agreement between the parties with respect to the matters herein and may not be modified except by subsequent agreement in writing.

17.0 LAW APPLICABLE

17.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

18.0 AMENDMENT

18.1 This Agreement may not be modified or amended except by the written agreement of the parties.

19.0 COUNTERPART

19.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS HEREOF the District and the Contractor have executed this Agreement as of the day, month and year first above written.

THE DISTRICT OF VANDERHOOF, by its
authorized signatory(ies):

Name:

Name:

[NAME OF CONTRACTOR (corporation)], by
its authorized signatory(ies):

Name:

Name:

SCHEDULE "A"

A.1 SERVICES

- The equipment list is below

A.2 FEES

- [Insert details of fees and payment schedule]

A.3 REIMBURSABLE EXPENSES

- [List all reimbursable expenses, if any.]

SCHEDULE "B"**INSURANCE**

1. The Contractor shall, at its own expense, provide and maintain throughout the Term the following insurance in a form acceptable to the District, with an insurer licensed in British Columbia:

(a)	Commercial General Liability and Property Damage	\$2,000,000.00
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(c)	Automobile Insurance (owned and non-owned)	\$2,000,000.00
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In all policies of insurance required under this Agreement (except automobile insurance on vehicles owned by the Contractor) the District shall be named as an additional insured and all such policies shall contain a provision that the insurance shall apply as though a separate policy had been issued to each named insured. All such policies shall provide that no cancellation or lapse of or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, lapse or alteration has been given to the District.

Any deductible amounts in the foregoing insurance which are payable by the policyholder shall be in an amount acceptable to the District.

2. The Contractor shall provide to the District at the commencement of the Term, and at any time during the Term upon request, a certificate or certificates of insurance as evidence that the insurance required under this Agreement is in force.
3. Maintenance of such insurance and the performance by the Contractor of its obligation under this clause shall not relieve the Contractor of liability under the indemnity provisions under the Agreement.