



CORPORATION OF THE VILLAGE OF POUCE COUPE

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REQUEST FOR QUOTE (RFQ)

Fynn Drive Fire Hydrant Replacement

Issued by:

Corporation of the Village of Pouce Coupe

5011 – 49th Avenue, Pouce Coupe, BC

Contact: Chad Deveau, Director of Public Works

Email: cdeveau@poucecoupe.ca | Phone: 250-784-6889

1. Purpose

The Village of Pouce Coupe (the “Village”) invites contractors to provide a quotation for the removal, relocation and installation of one (1) fire hydrant and services described in Scope of Work.

The Village will supply the new fire hydrant assembly (hydrant and barrel). The successful contractor shall supply all remaining materials, fittings, equipment, labour and incidentals necessary to complete the work.

Flush, disinfect and pressure test the new installation in accordance with current provincial standards and requirements.

The description of the Work sets out the minimum requirements of the Village. A person that submits a quotation (the “Contractor”) should prepare a quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

2. RFQ DETAILS

File Number: RFQ 2026-04

Issue Date: August 20, 2026

Closing Date & Time: September 3, 2026 @ 10:00 A.M. Pacific Time

Submission Method:

Quotations must be submitted electronically via email to cdeveau@poucecoupe.ca prior to the closing date & time.

RFQ Contact:

Chad Deveau, Director of Public Works

Village of Pouce Coupe

Email: cdeveau@poucecoupe.ca

3. Inquiries

All inquiries related to this RFQ should be directed in writing to the person named above. Information obtained from any person or source other than the Director of Public Works may not be relied upon.

4. No Contract

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of quotations.

The Village may negotiate changes to any terms of a quotation, including terms in “Scope of work” and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted quotations. The Village may, in its sole discretion, cancel, suspend, amend or reissue this RFQ at any time and may accept or reject any or all quotations without liability to any Contractor.

5. Addenda

If the Village determines that an amendment is required to this RFQ, the Director of Public Works will issue a written addendum by posting it on the BC Bid website at www.bcbid.gov.bc.ca and the Village website at www.poucecoupe.ca (collectively, the “Websites”), and upon posting, any addenda will form a part of this RFQ.

It is the responsibility of Contractors to check the Websites for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation the Contractor is deemed to have received, accepted and understood the entire RFQ, including all addenda.

6. Completion Deadline

All work, including final restoration, must be substantially completed by October 15, 2026, unless otherwise approved in writing by the Village.

7. RFQ Evaluation

The Village intends to evaluate quotations generally in accordance with the following criteria. The Village is not obligated to select the lowest-priced or highest-scoring quotation and may consider other factors it considers relevant to determining the quotation offering the best overall value to the Village.

Category	Weight	Evaluation Method
Financial (Total Cost)	70%	Relative score based on the total quoted cost excluding GST.
Technical Compliance	20%	Demonstrated ability to construct the project in accordance with the engineered drawings and industry standards.
Timeline Schedule	10%	Preference given to contractors demonstrating the ability to complete the work at the earliest practical date while meeting the required completion deadline.

- The Village reserves the right to deem quotes non-compliant where mandatory submission requirements are not met. Non-compliant quotes may not be evaluated.
- All submissions must comply with the specifications as outlined in this RFQ.
- Successful Contractors must be able to complete the scope of work within the identified time outlined in submission package upon execution of a service agreement.
- Confirmation of minimum one-year workmanship warranty

- The Village reserves the right to request clarification from Contractors.
- The Village reserves the right to contact references and verify information contained within any submission.

8. Submission Requirements

- Total Project Price (excluding GST, with GST identified separately).
- Proposed schedule.
- Confirmation of insurance/WCB.
- References (2-3).

Contractors shall include all labour, materials (excluding the fire hydrant and barrel), equipment, trench box, removal and disposal of waste, traffic control, landscaping, and work necessary to complete the repairs. All work shall be completed in accordance with industry standards, the applicable building and safety regulations.

The Village reserves the right to accept or reject any or all quotations. The Village reserves the right to reject non-compliant quotations. Contractors must submit pricing on all scopes of work outlined in this RFQ.

9. Insurance and WCB Requirements

The Contractor shall maintain Commercial General Liability insurance of not less than \$5,000,000 per occurrence and name the Corporation of the Village of Pouce Coupe as an additional insured with respect to the Work.

The Contractor must submit certificates attesting to good standing with WorkSafeBC prior to commencement of work.

10. Warranty

The successful contractor shall warrant all workmanship for a minimum of one (1) year from the date of substantial completion.

11. Project Requirements

The successful Contractor will be designated as Prime Contractor. Prime contractors shall be responsible for all required traffic control, pedestrian safety, drinking water safety, safety plans, hazard assessments, and site supervision.

Where unforeseen conditions are encountered, the Contractor shall stop the affected work, make the site safe, and immediately notify the Village. No work outside the agreed Scope of Work, or work resulting in additional compensation, shall proceed without prior written authorization from the Village, except where immediately necessary to protect persons or property.

Contractor shall provide the Village with at least 72 hours notice of any requested planned water shutdown.

12. Site visit

Contractors interested in submitting a quotation are recommended to complete a site visit prior to submitting their quotation. Site visits can be scheduled by contacting Chad Deveau at cdeveau@poucecoupe.ca to set up a site visit.

SCOPE OF WORK

The scope of work includes, but is not limited to, the following:

- Coordinate pickup of the supplied hydrant assembly from Public Works yard.
- Removal of existing fire hydrant & transporting it to the Public Works yard.
- Installation of the new fire hydrant (supplied by the Village), this will be installed 2 metres further back from the road than the current fire hydrant.
- Note: the contractor must install all pipe, hydrant lead, valves, fittings, restraints, adapters, gaskets, fasteners, thrust restraint and other materials required to complete the installation in accordance with the engineered drawings, excluding only the hydrant and barrel supplied by the Village.
- Coordinate all required water shutdowns with the Village of Pouce Coupe.
- Installation of thrust blocks.
- Supply, install and compact granular backfill to the compaction requirements identified in the engineered drawings.
- Disposal of waste materials. (clean compostable material, can be dumped at the compost yard in Pouce Coupe).
- Protect existing utilities and infrastructure (disinfect and leak test the installation).
- Landscaping and site clean-up.
- Restore all disturbed surfaces to equal or better condition.
- Provide and maintain traffic and pedestrian control to safely complete the work.
- Ensure the Village water system remains protected from contamination throughout the work.
- Conduct BC 1 call prior to excavation work.
- Obtain all permits, inspections, and approvals required to complete the work.

Substantial completion is subject to successful testing and disinfection, completion of surface restoration and cleanup, correction of identified deficiencies, delivery of required testing and as-built information, and Village inspection.

Where a discrepancy exists between the Scope of Work listed in this RFQ and the engineered drawings, the engineered drawings shall govern unless otherwise directed by the Village.

13. Engineered Drawings

Engineered drawings can be found on the BC Bid website. The drawings show utilities in the area, current hydrant location, new hydrant location, backfill and compaction standards, thrust block requirements, and more.