The Corporation of the Village of Salmo

423 Davies Ave, PO Box 1000, Salmo, BC V0G 1Z0
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Email: cao@salmo.ca | www.salmo.ca

November 4, 2026

REQUEST FOR QUOTATION

VILLAGE OF SALMO GARBAGE

COLLECTION AND TRANSFER 2027-2028

Quotation Closing Date and Time

Monday, November 30, 2026, 4:00 p.m.

Location

The Corporation of the Village of Salmo
423 Davies Ave, Box 1000, Salmo, BC V0G 1Z0
Attn: Chief Administrative Officer

Derek Kwiatkowski
Chief Administrative Officer
Village of Salmo

1.0 DESCRIPTION OF THE REQUIREMENT

1.1 The Village is seeking quotations to provide comprehensive Garbage Collection and Transfer services to the Village for 2027 & 2028. The scope of work is to:

(a) provide weekly garbage removal service on a regular day, schedule and route, for all single family and duplex residential properties within the Service Area on a per-dwelling fee basis, to a limit of two garbage bags not exceeding 66 cm x 91 cm and two garbage cans not exceeding a capacity of 100 litres, per week per dwelling unit;

(b) provide weekly garbage removal service to the same standard and for garbage more than that set out in 1.1(a) on a per-bag fee basis;

(c) provide all necessary materials, labour, equipment and supervision to perform the scope of work; and

(d) to deposit all garbage collected to the landfill site specified by the Regional District of Central Kootenay.

1.2 The following terms and conditions will apply to this RFQ. Submission of a quotation indicates acceptance of all the terms that follow and that are included in any addenda issued by the Village. Provisions in submitted quotations that contradict any of the terms of this RFQ will be as if not written and do not exist.

1.3 Proponents are cautioned to carefully read and follow the procedures, terms and conditions required by this RFQ as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. A quotation may be rejected based on the Proponent's past performance, financial capabilities, completion schedule and compliance with federal, provincial, and/or municipal legislation.

1.4 It is the purpose of the Village to obtain a quotation that provides the best value for the Village based on a two-year contract with a Contractor.

2.0 TERMINOLOGY

2.1 Throughout this RFQ, the following terminology shall be used:

(a) "**contract**" means the written form of agreement between the Village and the successful Proponent of the RFQ process;

(b) "**Contractor**" means the successful Proponent to this RFQ process who enters into a written form of agreement with the Village.

(c) "**must**", "**mandatory**", "**require**", or "**shall**" means a requirement that must be met for the quotation to be considered;

(d) "**Proponent**" means the individual or company that submits, or intends to submit, a quotation for consideration;

(e) "**Quotation Documents**" means all documents provided to the interested bidders to facilitate preparation of their quotations in uniform manner;

(f) "**Quotation Form**" means the form attached to this RFQ as Schedule B;

(g) "**RFQ**" means this Request for Quotations;

(h) "**Service Area**" means the boundaries of the Village as outlined in red in Schedule A;

(i) "**should**" or "**desirable**" means a requirement having a significant degree of importance to the objectives of the RFQ; and

(j) "**Village**" means The Corporation of the Village of Salmo.

3.0 RFQ PROCESS

3.1 This RFQ is not a tender call and the submission of any response to this RFQ does not create a tender process. This RFQ is not an invitation for an offer to contract, and it is not an offer to contract made by the Village.

3.2 Quotation packages must include a completed Quotation Form.

3.3 By this RFQ, the Village reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select short-listed Proponents or attempt to negotiate a contract with the successful Proponent as the Village considers desirable.

3.4 Without limiting the generality of the foregoing, the Village reserves the right to:

(a) terminate this RFQ process at any time;

(b) to waive any informality, deflect, irregularity, mistake or insufficiency in a quotation and proceed with that Proponent;

(c) reject any or all quotations, or any part thereof, and may proceed to purchase the goods or contract the work under any terms or in such other manner as it may elect, or to postpone or forego such purchase, award or agreement altogether without cost or penalty to the Village;

(d) to accept any quotation or alternative quotation, in whole or in part, if the quotation is deemed to be in the best interest of the Village;

(e) to select one or more preferred Proponents to negotiate with one or more of those Proponents and ultimately enter into a contract upon the same or different terms and conditions as contemplated by this RFQ;

(f) reject, consider or short-list any submission whether it contains all information required by this RFQ;

(g) require clarification where a submission is unclear prior to award;

(h) reject any or all submissions without any obligation, or any compensation or reimbursement, to any Proponent, or any other person associated with this RFQ process; or

(i) disqualify or reject any submission that does not comply with the terms or meet the requirements of the RFQ.

3.5 Submission of a quotation by a Proponent and its subsequent receipt by the Village does not represent a commitment on the part of the Village to proceed further with any Proponent. Though the Village fully intends currently to proceed through the RFQ process, the Village is under no obligation to award a contract as a result of this RFQ.

3.6 If the event that only one quotation is received, the Village reserves the right to:

(a) return the quotation unopened;

(b) open the quotation privately without reference to the Proponent. If the quotation is opened and it is more than the Village's budget, the Village reserves the right to re-issue the Quotation Documents for new public re-quotation without revisions being made to the Quotation Documents and without disclosing the single quotation price; or

(c) accept or reject a single quotation.

3.7 An acceptance provided to the successful Proponent within the time for acceptance specified in the RFQ results in a binding contract without further action by either party.

3.8 Award of this contract is subject to budget approval.

3.9 Evaluation of quotations will be conducted by the Chief Administrative Officer. Quotations will be checked against the mandatory criteria and those quotations not meeting all mandatory criteria will be rejected without further consideration. Quotations that meet all mandatory criteria will be assessed and scored against the applicable scored criteria. The Village's intent is to enter into a contract with the Proponent who has the highest overall ranking based on the following criteria:

(a) Quality of Quotation – 15%

(b) Timeliness (Response Time) – 20%

(c) Proponents History – 20%

(d) Cost – 45%

3.10 After a selection of a Proponent the Village may request negotiations which could include discussion of the terms and conditions in the contract and minor modifications of scope and price. Following which a signing of contract documents and the awarding of a contract will be made by the Chief Administrative Officer.

3.11 If the preferred Proponent and the Chief Administrative Officer cannot agree on contract language in the document, the process will be terminated, no purchase order shall be issued, and the Village will begin negotiations with the next preferred Proponent.

3.12 The Village has no obligation to award a contract because of this RFQ and reserves the right to terminate this RFQ process for any reason at any time. The Village may then do nothing, retender, sole source or complete the work with the Village's own forces, if possible.

3.13 Instructions to Proponents:

(a) The sealed quotation should be addressed to:

The Village of Salmo
423 Davies St, PO Box 1000, Salmo, BC V0G 1Z0
Attention: Derek Kwiatkowski, Chief Administrative Officer

(b) The quotation envelope should be clearly marked:

Request for Quotation – **GARBAGE COLLECTION AND TRANSFER**

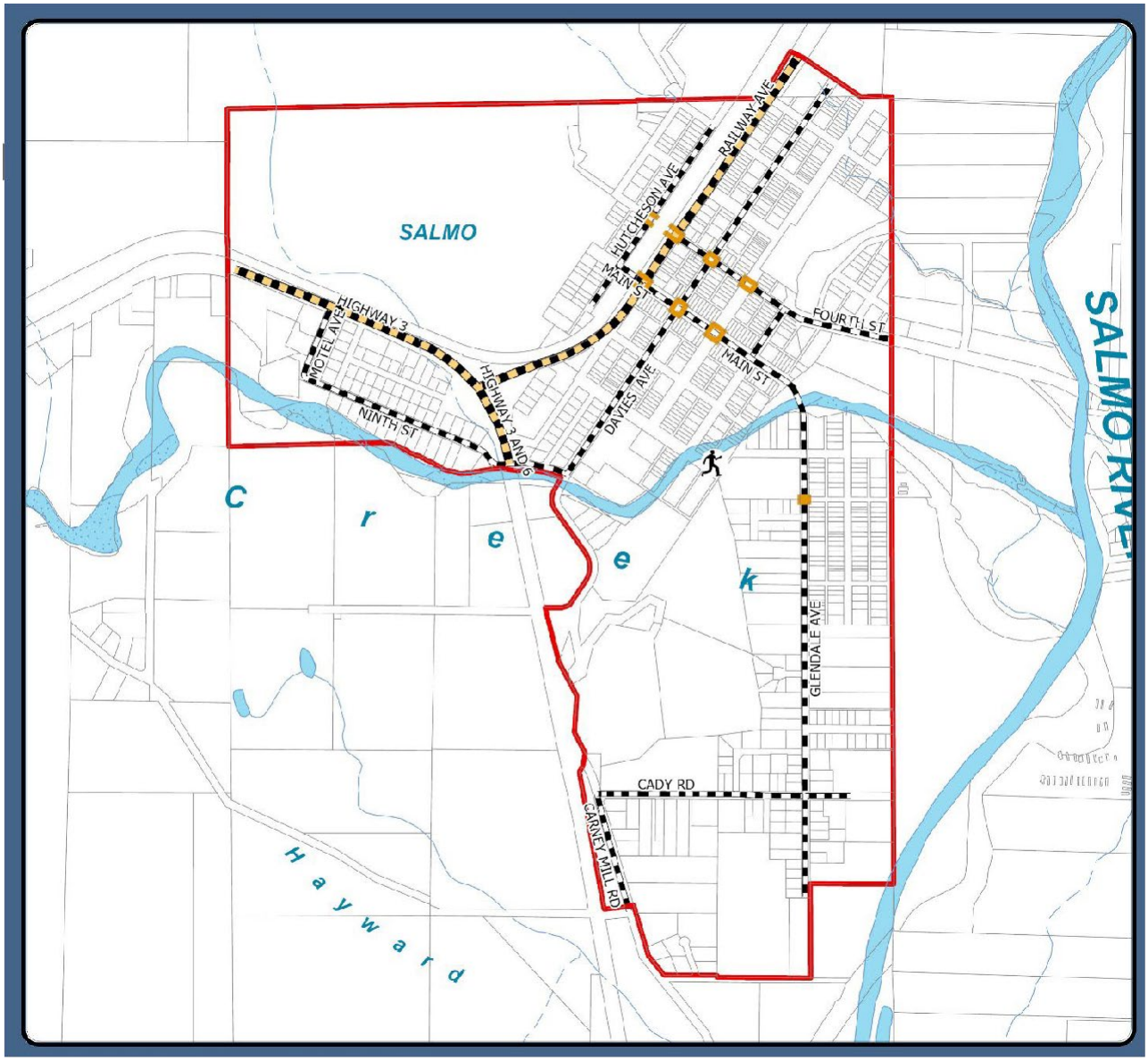
(c) If submitting the quotation via courier, please ensure that the quotation is inside a sealed, marked envelope inside the courier package. The outside of the envelope holding the quotation should also include the return address of the Proponent to be used in the event the quotation needs to be returned unopened.

(d) Interested parties are encouraged to notify the Village on receipt of this RFQ.

(e) Closing Date: Quotations will be accepted up to 4:00 p.m., local time Monday, November 30, 2026.

Schedule A

Service Area



Schedule B

Quotation Form

1. Due Date: November 30, 2026, 4:00 p.m.

2. Location: 423 Davies Ave, PO Box 1000, Salmo, BC V0G 1Z0, Attn: CAO

3. Proponent:

Name:		
dba:		
Address:		
Telephone:		
Email address:		
Signature:		
	Name:	
	Position:	

4. Proposed Service: Please provide an overview of how you intend to provide the service with a service schedule, including adjustments for statutory holidays (if not enough room below, please attach a separate sheet).

5. Company history:

6. Bid for scope of work:

	Current no. of dwelling units	**Rate (excluding GST)**	**Total Per Year (based on current no. of dwelling units, excluding GST)**
Garbage Collection and Transfer Service	492	$_____ per dwelling unit	$_____
		$_____ per excess garbage bag tag	