



## **REQUEST FOR TENDER No. 26-002**

### **Church Road Transfer Station Block Wall and Trench Drain Construction**

**ISSUED: January 21, 2026**

#### **CLOSING DATE AND TIME:**

Tenders are requested to be received at the Closing Location prior to:  
**3:00 PM (15:00 hrs) Pacific Time on February 12, 2026**

#### **Submissions and questions are to be directed to:**

Kevin Guizzetti  
Superintendent, Solid Waste Operations  
Regional District of Nanaimo  
T: 250-722-2044 Ext:3225  
Email: kguizzetti@rdn.bc.ca

Questions are requested to be received five (5) business days before the closing date.

#### **Mandatory Proponent's Information Meeting:**

A **mandatory** site visit will be held at the Regional District of Nanaimo, Church Rd Transfer Station, located at 860 Church Road, Parksville B.C. The meeting will be at 9:30 am January 29, 2026. Contractors are required to wear safety footwear and high visibility vests.

## Project Introduction

The RDN Church Rd Transfer Station (CRTS) is a waste and recycling transfer station located at 860 Church Rd, Parkville B.C. The facility is open 7 days a week from 7:15am to 5:00pm, closed all statutory holidays. The block wall works will be in the residential transfer building; the wall will be installed to segregate yard and Garden waste from municipal solid waste. The wall will be constructed between bay's two and three. Creating a safety barrier between the two material types and safely guarding pedestrian traffic. The trench drain works will be in our commercial transfer building, effecting only the solid waste bay. The current drain has become compromised and deteriorated, is now due for replacement. The drain spans the length of the entrance to the building, in which all traffic enters and exits the building to tip municipal solid waste. Included is a chart below of the commercial loads that enter the building per month for 2024 and 2025 for planning.

Commercial Loads Per month received at CRTS commercial building

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	580	1231	606	626	687	657	741	727	677	714	618	627
2024	613	575	580	617	676	634	693	628	538	621	586	567

Bidders should be made aware that the CRTS traffic volumes increase with the growing seasons and dryer weather (April-June and September-November).

## Instructions to Bidders

### ARTICLE 1. Closing Date/Time/Method

Bidders are requested to submit their Tender on or before 3:00 PM (15:00 hrs), Pacific Time, February 12, 2026.

Submission Method:

By Email, in PDF format with "26-002 CRTS Block Wall and Trench Drain" as the subject line at this electronic address:

kguizzetti@rdn.bc.ca

Tenders received in any other manner will not be accepted. Tenders will not be opened in public.

### ARTICLE 2. Responsibilities

Contractor's responsibilities:

- Any and all required permits will be the responsibility of the successful contractor unless noted otherwise.
- Contractor to provide leachate/water control for the duration of the project. All liquid on the tipping floor must be directed into the main existing sump drain in the center of the

commercial building. This includes all water produced by contractor and any liquid from material on tipping floor.

- c) Contractor will be designated prime contractor for duration of project and must be qualified and willing to undertake this assignment. All safety equipment and PPE are the sole responsibility of the contractor.
- d) The transfer station residential and commercial buildings MUST remain open and operational during construction
  - Bidders must include with their submission a work plan to ensure operations remain open during the entire length of the project
  - If full closures of the commercial building are required, the closures must be after operating hours or alternate plans must be submitted.

**REGIONAL DISTRICT's responsibilities:**

- a) Will supply power, water and washrooms facilities.
- b) Construction administration including field reviews of construction and a schedule C-B upon completion in accordance with EGBC guidelines
- c) Traffic control staff and spotters for site haulers using the facility.
- d) To provide a staging area for contractors away from the project area. Staging area will be shown during site visit.

**ARTICLE 3. Site Visit**

A mandatory site visit will be held at the Regional District of Nanaimo's Church Rd Transfer Station, located at 860 Church road, Parksville B.C. The meeting will be at 9:30 am on January 29, 2026. It is the responsibility of the potential contractors to be familiar with the site to determine the existing conditions, layouts and limitations and ask any questions. In submitting a tender, the contractor confirms they have viewed the site, and the tender includes any equipment, materials and labour necessary for this project. The contractor will rely entirely upon his/her own judgment in submitting a tender and include a sum sufficient to cover all items required for the contract.

**ARTICLE 4. Examine Documents**

The Tenderer must carefully examine the Contract Documents and the site of the proposed works, judging for and satisfying himself as to the probable conditions to be encountered. Should a Tenderer find discrepancies in, or omissions from the drawings or other documents, or should he be in doubt as to their meaning, he should, prior to submitting his tender, notify the REGIONAL DISTRICT in writing. The Tenderer may not claim, after the submission of a tender, that there was any misunderstanding with respect to the conditions imposed by the documents. No verbal agreement or conversation made or had at any time with any officer, agency or employee of the Owner shall affect or modify any of the terms or obligations herein stated or deemed to be any representation of warranty.

**Article 5. Addenda**

If the REGIONAL DISTRICT determines that an amendment is required to this TENDER, the REGIONAL DISTRICT will post an addendum on the REGIONAL DISTRICT ([www.rdn.bc.ca/current-bid-opportunities](http://www.rdn.bc.ca/current-bid-opportunities)) and BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)) websites. Each addendum will be incorporated into and become part of the TENDER. No amendment of any kind to the TENDER is effective unless it is contained in a written



addendum issued by the REGIONAL DISTRICT. It is the sole responsibility of the Proponent to check and ensure all addendums are included prior to submitting their final Tender submission.

#### **ARTICLE 6. Tender Price**

All pricing is to be in Canadian Dollars. Prices shall be filled as indicated on the Tender Form. In the event of a price extension discrepancy when calculating the total contract value, the REGIONAL DISTRICT reserves the right to correct the totals.

#### **ARTICLE 7. Tender Signing**

The tender must be executed by an authorized signatory in a position to legally bind their Company to the information contained in the Tender Form.

#### **ARTICLE 8. Revisions to Tenders**

Any revision to the tender by the Tenderer must be in writing properly executed and received on or before the posted closing date and time as per the submission instructions outlined in Article 1.

#### **ARTICLE 9. Tender Withdrawal**

A Tenderer may, without prejudice, withdraw their tender upon written request received on or before the posted closing date and time as per the submission instructions outlined in Article 1.

#### **ARTICLE 10. Tender Rejection**

- .1 The REGIONAL DISTRICT reserves the right to reject any or all tenders or accept other than the lowest tender and to accept the tender which it deems most advantageous.
- .2 The REGIONAL DISTRICT may reject a tender if:
  - a) After investigation and consideration, the REGIONAL DISTRICT concludes that the Tenderer is not qualified to do the work and/or cannot do the work and perform the Contract in a manner satisfactory to the REGIONAL DISTRICT.
  - b) A tender contains qualifying conditions or otherwise fails to conform to these Instructions to Tenderers.
  - c) A tender is considered incomplete per the Instructions to Tenderers.
  - d) If the Tenderer, or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the REGIONAL DISTRICT, its elected or appointed officers and employees in relation to:
    - any other contract for works or services; or
    - any matter arising from the REGIONAL DISTRICT's exercise of its powers, duties, or functions under the Local Government Act or another enactment within five years of the date of this Call for Tenders.

In determining whether to reject a tender under this clause, the REGIONAL DISTRICT will consider whether the litigation is likely to affect the Tenderer's ability to work with the REGIONAL DISTRICT, its consultants, and representatives and whether the REGIONAL DISTRICT's experience with the Tenderer indicates that the REGIONAL DISTRICT is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Tenderer.



- .3 The REGIONAL DISTRICT may reject all tenders if for any reason the REGIONAL DISTRICT considers to be in its best interest to do so, including without limitation for any of the following reasons;
- a) the lowest tender that the REGIONAL DISTRICT considers otherwise acceptable is higher than the funds budgeted or otherwise available for the project;
  - b) the REGIONAL DISTRICT decides not to proceed with the project or to defer the project;
  - c) the REGIONAL DISTRICT is delayed in obtaining, or is unable to obtain, all approvals or consents it considers necessary, whether required by law or otherwise.
- .4 In no event will the REGIONAL DISTRICT be responsible for a Tenderer's costs of preparing or submitting a tender.

#### **ARTICLE 11. Award**

Awards shall be made on tenders that will give the greatest value based on quality, service, and price. The Owner will, following receipt of an acceptable tender, issue in writing a Notice of Intent to Award to the successful Tenderer.

#### **ARTICLE 12. Form of Agreement**

The sample Form of Agreement is enclosed at the end of this document. Tenderers should carefully review this form of Contract. Tenderers may request that RDN consider revisions to the form of Contract. Tenderers should submit such requests to the RDN well before the Closing Date and Time. If the RDN agrees to a request received prior to the Closing Date and Time, then RDN will issue an Addendum to modify the Contract. Failure to do so means acceptance of the agreement as presented.

#### **ARTICLE 13. No Claim for Compensation**

Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, by participating in the tender, and by submitting a bid each Tenderer shall be deemed to have agreed that it has no claim.

#### **ARTICLE 14. Solicitation of Board Members**

"If a member of the Board, or a person who was a member of the Board in the previous six months has a direct or indirect interest in the contract, then the Tenderer shall report this to the REGIONAL DISTRICT in accordance with Section 107 of the *Community Charter* upon being notified of the award of the contract.

The Tenderer warrants and represents that it has not received any information or a record from any Board member or former Board member contrary to Section 108 of the *Community Charter*." The successful Tenderer will be required to direct all communications related to their contract through the staff members responsible for the project.

#### **ARTICLE 15. WorkSafe BC Prime Contractor**

The successful Tenderer will be designated as the Prime Contractor. The successful Tenderer must be qualified and willing to take on this responsibility and shall fulfill the Prime Contractor responsibilities.



The Prime Contractor will be required to coordinate the safety of all workers on the work site, including their employees, their subcontractors, REGIONAL DISTRICT work crews and their contractors, and private utilities, (such as BC Hydro, Telus, Shaw and FortisBC).

Prior to commencing work, the successful Tenderer will be required to provide the REGIONAL DISTRICT with its latest WorkSafeBC Clearance Letter demonstrating it is a member in good standing, and its remittance is up to date. Otherwise, no work can commence until the Tenderer is either reinstated in good standing or if the REGIONAL DISTRICT decides to cancel the agreement because this would result in an unacceptable time delay.

**ARTICLE 16. Freedom of Information and Protection of Privacy Act**

All documents submitted to the REGIONAL DISTRICT will be held in confidence by the REGIONAL DISTRICT, subject to the provisions of the Province of British Columbia's *Freedom of Information and Protection of Privacy Act*.

**ARTICLE 17. HOURS OF WORK**

Tenderer is advised that the hours of work will be mutually agreed to by the RDN and the successful contractor. The project can start anytime, but completion date for this project is no later than October 31, 2026. RDN is open to a mutually agreed start date with the successful contractor.

**ARTICLE 18. BUILDER'S LIEN PAYMENT HOLDBACK**

If applicable, payments will be subject to a 10% holdback as per the Province of British Columbia's Builder's Lien Act.

**ARTICLE 19. CONFLICT OF INTEREST**

The Tenderer declares that it has no financial interest, directly or indirectly in the business of any third party that would be or be seen to be a conflict of interest in carrying out the services. It warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Tenderer, has any financial or personal relationship or affiliation with any elected official or employee of the REGIONAL DISTRICT or their immediate families which might in any way be seen to create a conflict.

**ARTICLE 20. COLLUSION**

The Tenderer shall not engage in collusion and must prepare their submission without any knowledge of, comparison of figures with, or arrangement with any other person or firm preparing a Submission for the same work.