

# DISTRICT OF CLEARWATER REQUEST FOR QUOTE BIOMASS WOOD CHIP SUPPLY



<b>Request for Quotation #:</b>	Facilities-2026-002
<b>Issue Date:</b>	March 30, 2026
<b>Site Visit:</b>	10:00am April 7, 2026
<b>Enquiries Deadline:</b>	2:00pm April 10, 2026
<b>Closing Date and Time (Pacific Time):</b>	2:00pm April 14, 2026

## Delivery of Submissions

**Submissions must be submitted using the following delivery method:**

**Email Submission:** Submissions by email must be submitted to the email address specified below. Include the Request for Quotation # in the subject line of the email.

*If you do not receive an auto reply from the email below, please contact the District at 250-674-2257 to confirm your submission.*

[admin@docbc.ca](mailto:admin@docbc.ca)

**Hand delivered Submission:** Hand delivered submissions must be delivered to the District office between the hours of 8:30am and 4:00pm Monday to Friday before the date and time specified above. Include the Request for Quotation # on the outside of the submission.

District of Clearwater  
209 Dutch Lake Road  
Clearwater, BC

## Official Contact

**Roger Mayer – Manager of Facilities and Parks**

[Rmayer@docbc.ca](mailto:Rmayer@docbc.ca)  
250-674-8712

Enquiries related to this RFQ may only be directed in writing by email to the individual named above (“**Official Contact**”). Information obtained from any other source is not official and should not be relied upon.

## Services Required

The District of Clearwater is looking for a supplier to provide approximately 700 cubic meters annually of wood chips with 30% or less moisture content for our two biomass heating units.

## Background

The District of Clearwater operates two Biomass burners for heating buildings. Each burner has a storage bin that requires wood chip delivery weekly during the heating season. As well there is a chip storage bunker. These burners require wood chips at 30% or less moisture content. Preferred wood species is fir and pine. Over the last 4 years average chip consumption for both units has been 660 cubic meters per year in total with the highest yearly total being 790 cubic meters.

## Scope of Work

The District requires a dependable supplier of wood chips for a 3-year term with an option for 2 more 2-year terms at a price to be confirmed. Weekly deliveries at both sites are required from mid-September through late April between the hours of 7:00am and 5:00pm Monday through Friday. Specifics to the delivery schedule can be arranged jointly between parties.

### Site Visit

A site visit will be held at 428 Murtle Crescent on April 7, 2026 at 10:00am at the rear of the building. Questions arising from site visit will be answered by email to all Contractors attending site visit. Please ensure you register on the sign in sheet.

### Evaluation Criteria

All quotes will be evaluated based solely on price.

### Sundry

- The accepted bidder will be required to sign a contract with the District of Clearwater.
- Responsibility of supplier to provide proper equipment for deliveries.
- Failure to deliver chips as required may cause this contract to be void.
- Either party can void this contract with 90 days notice.
- The successful proponent will be required to hold valid business licence with the District of Clearwater.
- The successful proponent will be required to provide proof of General Liability Insurance of \$5million, Vehicle insurance and WorkSafe BC Clearance. ***This must be Included with your quote.***
- Work site to be left in a clean and professional manner.
- Proponent staff to conduct themselves in a professional manner when dealing with the District staff and public.
- Invoices to be submitted bi-weekly
- payments to be made within 30 days.

<b>Company Name</b>	
<b>Mailing Address</b>	
<b>City</b>	
<b>Email address</b>	
<b>Phone number</b>	
<b>Contact name</b>	
<b>Title</b>	
<b>Cell number</b>	
<b>Signature</b>	
<b>Date</b>	

The undersigned quote is in response to the Conditions noted above, Addendums (if applicable) have been reviewed.

	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Cubic Meter delivered price</b>			
<b>GST @ 5% if applicable</b>			
<b>PST @ 7% if applicable</b>			
<b>Total price</b>			

This quotation is valid for: \_\_\_\_\_ days

**The Owner has the right, in its sole discretion, not to award a Contract and has the right to reject any or all quotes (including the lowest quote) without giving any reason for doing so.**