



Cypress County

REQUEST FOR PROPOSAL

As Required Sewer Service

July 29, 2026

TABLE OF CONTENTS

1. Invitation and Overview	3
2. Background	3
3. Objectives	3
4. Submission of Tenders	3
5. Procurement Schedule/Key Dates	4
6. Acceptance and Withdrawals of Quotations	5
7. Guarantee	5
8. Access to Information	5
9. Evaluation and Selection	6
10. Law and Forum of Proposal	6
11. Scope of Work	7
12. Trade Agreement Compliance	7
13. Contract Term	7
14. Deliverables	7
15. Roles and Responsibilities	9
County Responsibilities	9
Proponent Responsibilities	9
16. Existing Conditions	10
Pricing	11
Declarations and Signatures	12
Memorandum of Agreement	13
1. Services	13
2. Term and Schedule	13
3. Compensation	13
4. Contractor Obligations	13
5. County Obligations	13
6. Ownership and Confidentiality	13
7. Termination	13
8. Governing Law	13
9. General Terms	13
10. Indemnification	13

INSTRUCTIONS TO BIDDERS

1. INVITATION AND OVERVIEW

Cypress County invites qualified contractors to submit quotations for the provision of as-required sewer cleaning and related services. The intent of this RFQ is to establish one or more standing offer agreements with qualified vendors for scheduled, preventative, and emergency sewer maintenance services.

The County will receive sealed tenders until 2:00pm MST on August 12, 2026. Faxed tenders will not be accepted.

2. BACKGROUND

Cypress County owns, operates, and maintains sanitary sewer, storm sewer, catch basin, and related wastewater infrastructure serving multiple hamlets throughout the County. These systems require routine, preventative, and as-needed maintenance services to support reliable operation, protect public infrastructure, respond to service issues, and maintain safe and effective sewer service levels for residents, businesses, and County operations. This RFQ is intended to establish qualified service providers capable of delivering sewer cleaning, flushing, inspection, vacuum truck, emergency response, and related services across the County's required service locations.

3. OBJECTIVES

The objectives of this RFQ are to establish one or more qualified service providers to deliver reliable, responsive, and cost-effective sewer cleaning and related services for Cypress County. Services are intended to support sanitary sewer, storm sewer, catch basin, lift station, and related wastewater infrastructure across multiple hamlets. The County's objectives include maintaining system performance, reducing the risk of backups and service interruptions, supporting preventative maintenance activities, enabling timely emergency response, ensuring safe and compliant work practices, and obtaining clear pricing for scheduled, as-required, and after-hours services.

4. SUBMISSION OF TENDERS

- 4.1 Each tender shall be addressed to the County in a sealed envelope clearly marked with the Proponent's name and address, and titled Sewer Services. The sealed envelope containing the Tender shall be delivered before the Tender Closing to the County at:

Cypress County
816 2nd Avenue
Dunmore AB, T1B 0K1
Attention: Purchasing

OR

Email to: Bids@cypress.ab.ca

INSTRUCTIONS TO BIDDERS

4.2 Proponents are responsible for ensuring their submission is received before the deadline. Late submissions may be rejected at the County's sole discretion.

4.3 All inquiries are to be directed to the County Purchasing Coordinator at purchasing@cypress.ab.ca Enquiries and responses will be recorded and will be distributed to all Proponents.

4.4 Submission Checklist

- Completed Lump Sum Price Table
- Rate sheet for found or change ordered work
- Commercial General Liability Insurance Certificate, \$2,000,000
- Auto Insurance Certificate, \$2,000,000 liability
- WCB Clearance Letter
- COR Certificate or Equivalent
- Copy of Table of Contents of Safety Program

4.5 Proposal Costs

All costs associated with the preparation and submission of a Proposal, including attendance at meetings, site visits, interviews, presentations, or negotiations, shall be borne solely by the Proponent.

The County shall not be responsible for any costs, expenses, losses, damages, or liabilities incurred by any Proponent in connection with the preparation or submission of a proposal or participation in this RFP process, regardless of the outcome of the procurement process

5. PROCUREMENT SCHEDULE/KEY DATES

ACTIVITY	DATE	TIME	NOTES
RFP Issued	July 29, 2026,2026		RFP Publicly Posted
Deadline For Proponent Questions	Aug 5, 2026	4:00pm	Questions Submitted in Writing to County Representative
Final Addendum Issued to all Proponents (If Required)	August 7, 2026	4:00pm	
RFP Closing Deadline	August 12, 2026	4:00pm	Proposal Submissions Due
Proposal Evaluation Period	August 13-15, 2026	2:00PM	
Notice of Intended Award	August 17, 2026	TBD	At County Discretion

INSTRUCTIONS TO BIDDERS

Contract Award	August 21, 2026		Preferred Proponent Notified
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The county reserves the right to modify the procurement schedule at its sole discretion through issuance of an addendum.

6. ACCEPTANCE AND WITHDRAWALS OF QUOTATIONS

The County reserves the right, in its sole discretion, to accept or reject any proposal in whole or in part, to waive informalities and irregularities, and to cancel, amend, or re-issue this RFP at any time. A Proponent may withdraw its proposal at any time before the Submittal Deadline by providing written notice to the County. After the Submittal Deadline, proposals may not be withdrawn or amended except with the County's written consent. Negligence or mistake on the part of the Proponent in preparing the proposal confers no right for withdrawal of the proposal after closing.

7. GUARANTEE

Prices are to be valid for a period of 30 days after the quotation closing time to allow for evaluation of bids and award of contract.

8. ACCESS TO INFORMATION

Proponents are advised that Cypress County is a public body subject to Alberta's **Access to Information Act (ATIA)** and **Protection of Privacy Act (POPA)**. Information submitted to the County may be subject to access requests and disclosure in accordance with ATIA, subject to any applicable exceptions. The County will protect personal information in its custody or control, and will collect, use, and disclose personal information in accordance with POPA. Proponents should clearly identify any information in their proposal that they believe is confidential or proprietary; however, the County does not guarantee that such information will be withheld from disclosure if required by law.

9. EVALUATION AND SELECTION

Proposals will be evaluated by a County evaluation committee. The County may, at its discretion, request clarifications, conduct interviews, and/or negotiate scope and fees with the Proponents. The County is not obligated to accept the lowest-priced proposal.

Criterion	Weight
Pricing, Rates, and Fee Structure, including scheduled, as-required, after-hours, mobilization, disposal, standby, and mileage charges	40%

INSTRUCTIONS TO BIDDERS

Relevant Experience and Qualifications, including municipal sewer cleaning, flushing, vacuum truck services, CCTV inspection, catch basin cleaning, lift station support, and work in multiple hamlets or service locations	25%
Equipment, Availability, and Emergency Response Capability, including suitable combination sewer trucks, vacuum trucks, CCTV equipment, qualified operators, and ability to respond to urgent service calls	15%
Safety Program	10%
Response Time and Availability	10%
Total	100%

10.LAW AND FORUM OF PROPOSAL

This Request for Proposal and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. By submitting a quotation, the Proponent irrevocably attorns to the exclusive jurisdiction of the courts of Alberta for the resolution of any disputes arising out of or relating to this Request for Proposal or any resulting contract.

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11. SCOPE OF WORK

Services may include, but are not limited to:

- Sanitary sewer flushing and cleaning
- Storm sewer cleaning
- Catch basin cleaning
- Vacuum truck services
- CCTV inspection services
- Emergency response services
- Debris hauling and disposal
- Traffic accommodation and site safety

Required service locations include:

- Irvine
- Hilda
- Schuler
- Veinerville
- Desert Blume
- Seven Persons
- Suffield
- Dunmore

Lift station service locations:

- Irvine
- Schuler
- Seven Persons

12. TRADE AGREEMENT COMPLIANCE

This procurement process shall be conducted in accordance with the principles of the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA), and applicable municipal procurement legislation and policies.

13. CONTRACT TERM

The agreement term shall be three (3) years with the option for two (2) additional one-year renewals at the sole discretion of the County.

14. DELIVERABLES

The Proponent shall provide deliverables appropriate to as-required sewer cleaning and related services. Deliverables must be clear, complete, accurate, and submitted in a timely manner as requested by the County.

SCOPE OF WORK

Service Work Plan and Methodology

The Proponent shall provide a service approach outlining how as-required sewer services will be delivered, including scheduling, dispatch, communication with the County, staffing, equipment deployment, emergency response, traffic accommodation, and coordination across multiple hamlets.

- Sewer cleaning, flushing, vacuum truck, CCTV inspection, catch basin, and lift station service methodology
- Emergency and after-hours response process, including contact information and expected response times
- Traffic accommodation, confined space, hazard assessment, and site safety procedures
- Equipment list identifying available trucks, inspection equipment, operators, and support resources

Service Records and Reporting

For each service call or scheduled service assignment, the Contractor shall provide service records documenting the work completed, location, date and time, personnel and equipment used, materials removed, issues observed, recommendations, and any follow-up work required.

- Daily work tickets or service reports signed or acknowledged by the County representative where applicable
- CCTV inspection videos, photos, logs, and condition notes where CCTV inspection is requested
- Location-specific records identifying hamlet, infrastructure type, asset location, and nature of service provided
- Recommendations for repairs, follow-up cleaning, inspections, or preventative maintenance where issues are identified

Health, Safety, Environmental, Insurance, and WCB Documentation

- COR Certificate or equivalent safety certification, if applicable
- Commercial General Liability insurance certificate in the amount of \$2,000,000 CDN.
- Automobile liability insurance certificate for \$2,000,000 CDN for vehicles and equipment used in service delivery
- Workers' Compensation Board clearance letter and account in good standing
- Applicable safety procedures, including confined space entry, traffic accommodation, personal protective equipment, hazard assessments, and emergency response procedures
- Debris, wastewater, and waste disposal records confirming disposal at approved facilities in accordance with applicable legislation and environmental requirements

SCOPE OF WORK

The Contractor is responsible for the removal, hauling, and proper disposal of debris, wastewater, sediment, and other materials generated through the services. Disposal shall be completed at approved facilities and in accordance with all applicable regulations, environmental requirements, and accepted industry practices.

All service records, inspection media, reports, disposal documentation, and other deliverables prepared specifically for the County become the property of the County upon payment, subject to any pre-existing Proponent intellectual property in standard templates, tools, or methodologies.

15. ROLES AND RESPONSIBILITIES

COUNTY RESPONSIBILITIES

Project Administration

- Designate a County representative to administer the contract and coordinate internal stakeholders.

Site Access

- Provide reasonable access to the facility and coordinate operational requirements and restricted areas.

Information Provided

- Provide available drawings, reports, and known site condition information.

Approvals

- Review contractor submissions, invoicing, and payment applications within a reasonable timeframe.

Utilities

- Provide reasonable access to existing utility services unless otherwise specified.

Occupancy and Operations

- Coordinate facility schedules and communicate operational requirements to minimize disruptions.

Payments

- Process payments in accordance with contract requirements and legislation.

PROPONENT RESPONSIBILITIES

Project Management and Communication

- Provide a designated primary contact responsible for dispatch, scheduling, service coordination, reporting, and issue escalation.
- Coordinate all labour, operators, equipment, materials, subcontractors, and support resources required to complete the services.
- Maintain clear communication with the County before, during, and after each service call, including notification of delays, access issues, observed defects, or conditions requiring follow-up.

SCOPE OF WORK

- Perform work only as authorized by the County, except where immediate action is required to protect public safety, infrastructure, or the environment.

Scheduling, Availability, and Response

- Provide routine, preventative, as-required, and emergency sewer cleaning services across required hamlet locations as requested by the County.
- Confirm availability, estimated arrival time, and anticipated duration for each scheduled or emergency assignment.
- Maintain after-hours contact information and emergency response capability for urgent service needs, including sewer backups, blockages, flooding, or other operational concerns.
- Coordinate work to minimize service disruptions to residents, businesses, County operations, and public road users.

Health, Safety, and Traffic Accommodation

Permits, Compliance, and Utility Coordination

- Comply with all applicable federal, provincial, municipal, environmental, transportation, occupational health and safety, and wastewater requirements.
- Obtain, maintain, and pay for permits, licences, certifications, and approvals required to perform the work, unless otherwise specified by the County.
- Coordinate utility locates, access requirements, road use requirements, and work restrictions where required for safe completion of services.
- Ensure personnel entering manholes, lift stations, vaults, or other restricted or confined spaces follow applicable confined space procedures, permits, atmospheric testing, standby, retrieval, and rescue requirements.

Equipment, Operators, and Service Delivery

- Provide suitable, well-maintained equipment for the services, including combination sewer trucks, vacuum trucks, CCTV inspection equipment, pumps, hoses, nozzles, traffic control devices, and related support equipment as required.
- Provide trained and competent operators familiar with municipal sewer cleaning, flushing, vacuum services, CCTV inspection, catch basin cleaning, lift station support, and safe work practices.
- Perform cleaning, flushing, inspection, and debris removal in a manner that avoids damage to County infrastructure and private property.
- Immediately notify the County of collapsed pipe, surcharging, obstructions, damaged manholes, missing covers, infiltration, illicit discharge indicators, or other abnormal conditions observed during the work.

Environmental Protection and Disposal

- Contain, remove, haul, and dispose of debris, sediment, wastewater, grease, grit, contaminated material, and other waste generated by the services at approved facilities.

SCOPE OF WORK

- Prevent spills, releases, cross-contamination, tracking of debris, or discharge of materials to storm systems, roadways, ditches, watercourses, or private property.
- Immediately report spills, environmental incidents, unsafe conditions, or suspected contamination to the County and complete cleanup, reporting, and corrective actions as required.

Property Protection and Restoration

- Protect County infrastructure, roads, sidewalks, landscaped areas, adjacent utilities, private property, and public users during service delivery.
- Use appropriate cones, barricades, signage, spotters, access control, and work zone practices to maintain safe access around work areas.
- Repair, restore, or pay for damage caused by the Proponent's operations, equipment, employees, or subcontractors to the satisfaction of the County.

Quality Control and Deficiency Correction

- Complete work in a professional manner consistent with municipal sewer maintenance standards, accepted industry practices, and the requirements of the RFQ and resulting agreement.
- Verify that assigned services are completed before demobilizing and advise the County of any work that could not be completed, including the reason and recommended next steps.
- Correct deficiencies, incomplete work, documentation errors, or service issues caused by the Proponent at no additional cost to the County.

Documentation and Reporting

- Submit service tickets, daily work records, CCTV videos, inspection logs, photos, disposal records, recommendations, and other required documentation in the format and timeframe requested by the County.
- Identify each service location, asset type, date, time, crew, equipment, work completed, material removed, issues observed, and follow-up actions recommended.
- Provide invoices that clearly reference the work order, service location, date of service, equipment and labour hours, disposal charges, mobilization, mileage, after-hours charges, and applicable taxes.

Subcontractors, Insurance, and WCB

- Remain responsible for the acts, omissions, safety performance, work quality, and compliance of all employees, subcontractors, suppliers, and agents engaged by the Proponent.
- Maintain required insurance, WCB coverage, safety certifications, licences, and clearances throughout the agreement term and provide updated documentation upon request.

SCOPE OF WORK

- Do not subcontract any material portion of the services without prior written approval from the County.

16. EXISTING CONDITIONS

Proponents acknowledge that the sewer, storm, catch basin, lift station, and related wastewater infrastructure within the County's hamlets is existing municipal infrastructure that may vary in age, condition, accessibility, material, diameter, depth, alignment, capacity, and operational history. The County will provide available information in its possession where practical; however, such information is provided for general reference only and shall not relieve the Proponent from independently assessing the work requirements, site conditions, access constraints, safety requirements, traffic accommodation needs, disposal requirements, and equipment suitability necessary to perform the services.

The Proponent shall be responsible for making reasonable allowance in its pricing, methodology, scheduling, staffing, and equipment deployment for normal existing conditions associated with municipal sewer cleaning and related services, including debris, sediment, grease, root intrusion, infiltration, surcharging, restricted access, buried or obstructed infrastructure, confined or restricted spaces, traffic exposure, and variable weather or ground conditions. The Proponent shall immediately notify the County of any abnormal, unsafe, concealed, or materially different condition encountered during the work and shall not proceed with additional work outside the authorized scope without direction from the County, except where immediate action is required to protect public safety, infrastructure, or the environment.

No claim for additional compensation, schedule adjustment, or relief from performance obligations shall be considered solely on the basis that the Proponent failed to review available information, attend applicable site meetings, ask questions during the procurement process, or make reasonable allowance for existing municipal infrastructure conditions. Where a condition is confirmed by the County to be materially different from what could reasonably have been anticipated, any adjustment to scope, schedule, or compensation shall be addressed through the County's written direction, work order, or change approval process.

PRICING TABLE

PRICING

Proponents shall provide fixed hourly and unit pricing including:

- Combination sewer truck hourly rates
- Vacuum truck hourly rates
- Camera inspection rates
- Operator rates
- After-hours emergency rates
- Mobilization charges
- Disposal fees
- Standby rates
- Mileage charge per km

Provide rates for 2026, 2027, 2028.

DECLARATIONS

The undersigned Contractor declares and confirms to Cypress County that:

- 1. the Contractor agrees to perform the work in compliance with the schedule required by the Request for Proposal and any schedule submitted with its quotation;
- 2. no person, firm, or corporation other than the undersigned has any interest in the proposed contract, except as expressly disclosed in the quotation;
- 3. the Contractor acknowledges that Cypress County has the right, in its sole discretion, to accept any quotation or to reject any or all quotations;
- 4. this quotation is signed, sealed, and submitted on behalf of the Contractor by a duly authorized representative of the Contractor; and
- 5. the undersigned has the authority to bind the Contractor to the statements and commitments contained in the quotation.

SIGNATURES

Company: _____
(Name)

(Street Address or Postal Box)

(City, Province & Postal Code)

(Phone Number)

(email)

Signature: _____

Name and title: _____

Witness: _____

Dated this _____ day of _____, 2026

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is made effective as of the _____ day of _____, 2026, by and between Cypress County, a municipal corporation in the Province of Alberta (the "County"), and _____ (the "Contractor"). The County and the Contractor may be referred to individually as a "Party" and collectively as the "Parties."

The Parties agree that this Agreement sets out the terms under which the Contractor will provide preventative maintenance program development and related consulting services for Cypress County buildings, as more particularly described in the Request for Proposal, the Contractor's submission, and any mutually agreed written amendments, all of which are incorporated into this Agreement to the extent they are consistent with this Agreement.

1. SERVICES

The Contractor shall perform the services described in the Request for Proposal, the Contractor's proposal, and any written scope refinements approved by the County. The Contractor shall provide the services diligently, professionally, and in accordance with the standard of care, skill, and diligence ordinarily exercised by qualified contractor performing similar services in Alberta.

2. TERM AND SCHEDULE

This Agreement shall commence on the _____ and shall continue until _____, unless terminated earlier in accordance with this Agreement. The Contractor shall perform the services in compliance with the schedule required by the Request for Proposal and any schedule accepted by the County in writing.

3. COMPENSATION

In consideration of the Contractor's performance of the services, the County shall pay the Contractor the fees set out in the accepted invoices, plus applicable taxes, subject to satisfactory performance and receipt of invoices acceptable to the County, 30 days from Invoice date. Unless otherwise agreed in writing, the Contractor is responsible for all costs and expenses incurred in performing the services.

4. CONTRACTOR OBLIGATIONS

- The Contractor shall provide qualified personnel and adequate supervision for the services.
- The Contractor shall comply with all applicable laws, regulations, bylaws, safety requirements, and professional standards.
- The Contractor shall promptly advise the County of any issue that may affect scope, schedule, cost, or deliverables.
- The Contractor shall not assign or subcontract the Agreement, in whole or in part, without the County's prior written consent.

MEMORANDUM OF AGREEMENT

5. COUNTY OBLIGATIONS

The County shall provide reasonable access to available information, records, and facilities necessary for the Contractor to perform the services, and shall review and respond to submitted deliverables within a reasonable time.

6. OWNERSHIP AND CONFIDENTIALITY

All reports, working papers, spreadsheets, maintenance libraries, and other deliverables prepared specifically for the County under this Agreement shall become the property of the County upon payment of the fees properly due for them, subject to the Contractor's ownership of any pre-existing proprietary tools, templates, methodologies, or intellectual property. Each Party shall keep confidential any non-public information received from the other Party in connection with this Agreement and shall use such information only for the purposes of performing or administering this Agreement, except as disclosure may be required by law.

7. TERMINATION

The County may terminate this Agreement, in whole or in part, at any time upon written notice to the Contractor. In such event, the Contractor shall be paid for services properly performed up to the effective date of termination. Either Party may terminate this Agreement for a material breach by the other Party if the breach is not remedied within a reasonable time after written notice specifying the breach.

8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. The Parties attorn to the exclusive jurisdiction of the courts of Alberta in respect of any dispute arising out of or relating to this Agreement.

9. GENERAL TERMS

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, representations, and understandings relating to that subject matter. No amendment to this Agreement shall be effective unless made in writing and signed by both Parties. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

10. INDEMNIFICATION

The Contractor shall indemnify and hold harmless Cypress County, its elected officials, officers, employees, agents, representatives, successors, and assigns from and against any and all claims, demands, actions, causes of action, losses, damages, liabilities, penalties, fines, costs, and expenses, including reasonable legal fees, arising out of or relating to the Contractor's performance or non-performance of the services, except to the extent caused by the negligent act or omission of the County.

Without limiting the generality of the foregoing, this indemnity applies to claims or losses arising from bodily injury, death, property damage, environmental contamination or release,

MEMORANDUM OF AGREEMENT

regulatory non-compliance, damage to infrastructure, failure to properly dispose of waste or wastewater, infringement of third-party rights, breach of confidentiality, breach of applicable laws, or the acts, errors, omissions, negligence, willful misconduct, or default of the Contractor, its employees, subcontractors, suppliers, agents, or anyone for whom the Contractor is responsible at law.

The Contractor's indemnification obligations shall survive completion, expiry, or termination of the Agreement and shall not be limited by any insurance coverage, policy limits, WCB coverage, payment made under the Agreement, or acceptance of the services by the County.

MEMORANDUM OF AGREEMENT

IN WITNESS WHEREOF the Parties have executed this Memorandum of Agreement by their duly authorized representatives.

CYPRESS COUNTY

Name

Signature

Title

Date

Witness

Witness Signature

CONTRACTOR

Legal Name

Name

Signature

Title

Date

Witness

Witness Signature