



VILLAGE OF VALEMOUNT

Let the mountains move you

REQUEST FOR PROPOSAL - RFP #2480-97-26

**VILLAGE OF VALEMOUNT
1133 6TH AVE FENCING**

Responses are to be submitted on or before

4:00 PM, October 4, 2026,

to the attention of:

Lori McNee, Director of Finance

Village of Valemount

Box 168, Valemount, BC V0E 2Z0

dof@valemount.ca

1. Submission Details

- a. Electronic copies of the proposals are to be emailed to dof@valemount.ca and include the Respondent's Name, Title and marked
"VILLAGE OF VALEMOUNT 1133 6TH AVE FENCING"
A delivery receipt request should accompany the email
- b. The Village reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The Village reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the Village.
- d. The Village will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e. The Village is NOT contractually bound to any matters until such time as the Village has negotiated a **separate contract** that is totally independent of the RFP process.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:

Village of Valemount

Attention:

Lori McNee, Director of Finance

E-Mail:

dof@valemount.ca

2. Introduction

The Village of Valemount is seeking proposals from qualified contractors to provide for the supply, delivery, and installation of new fencing that is approx. **36.5 meters** in length at a residential property located in Valemount, BC.

The successful contractor shall provide all labor, equipment, materials, supervision, permits (if required), and related services necessary to complete the project in accordance with industry standards and applicable regulations.

3. Background

The Village currently requires the fencing to be replaced at their staff housing located at 1133 6th Avenue, Valemount, BC.

The existing fencing has been removed.

4. Scope of Services

The successful contractor shall provide the following services:

A. Site Visit

- Conduct a site visit to verify property conditions and measurements.
- Confirm fence alignment and layout with the Owner prior to installation.
- Identify any potential conflicts with utilities, drainage, landscaping, or structures.

B. Material Supply

- Supply all fencing materials including posts, panels, rails, hardware, concrete, and fasteners.
- All materials shall be new and free from defects.
- Materials shall meet applicable building codes and manufacturer specifications.

C. Fence Installation

- Install fence along the agreed property lines.
- Set fence posts at appropriate depths and spacing suitable for local soil and weather conditions.
- Ensure fence sections are level, plumb, and securely fastened.
- Install gates, latches, and associated hardware as specified.
- Protect existing landscaping and property improvements during construction.

D. Site Restoration

- Remove all construction debris and surplus materials from the site.
- Restore disturbed areas to original condition or better.
- Ensure the site is left clean and safe upon completion.

E. Contractor Responsibilities

The contractor shall:

- Provide all labor, equipment, tools, and transportation necessary for the work.
- Verify all measurements prior to ordering materials.
- Obtain and comply with applicable permits and inspections.
- Coordinate utility locates prior to excavation.
- Maintain a safe worksite and comply with all occupational health and safety requirements.
- Carry appropriate insurance coverage and Workers' Compensation registration.
- Minimum one-year workmanship warranty.
- Manufacturer's warranty on all materials supplied.

F. Site Visit

A non mandatory site visit will be scheduled for **11:00 AM, September 23, 2026**

5. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the email address, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

The proposal may include one or more quotations, must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

6. Proposal Project Deadline

The proposal must be completed in full by **4:00 PM, October 4, 2026**.

7. Fees

A fee schedule for the work is to be submitted along with the work program. The rates and total fees must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the Village, and any expenditures beyond that amount will require approval by the Village and will only be considered for increases in the scope of work proposed by or agreed to in advance by the Village.

8. Payment

Payment for the work will be made upon completion of the work, satisfactory to the Village.

9. Evaluation and Selection Criteria

Proposals may be evaluated using the following criteria:

Criteria	Weight
Experience and Qualifications	25%
Timeline	25%
Qualifications	20%
References	10%
Cost Proposal	20%
Total	100%

10. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract “A” (bid contract). The Village is free to negotiate with any of the proponents and that as a result of the negotiation process, the Village is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The Village is NOT contractually bound to any matters until such time as the Village has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the Village’s Representative at the contact address set out below, before **12:00 PM, September 27, 2026**. The Village’s Representative will answer all questions in writing, and will issue a copy of all questions and answers as addenda to each proponent. The RFP process forms complex legal obligations. Any information obtained from any source other than the Village Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the Village Representative.

11. Village Representative

The Village’s Representative on this project is Lori McNee, and all inquiries related to this ‘Request for Proposal’ are to be directed to:

Lori McNee Director of Finance
 Village of Valemount
 PO Box 168
 Valemount, BC V0E 2Z0
 Email: dof@valemount.ca

12. Notice to Proponents

A. Liability

The proponents shall ensure that the Village, its officers, employees, and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

B. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the Village nor its officials, employees, committee members, or Proponents (including the Village's Representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the Village, each Proponent represents and warrants to the Village that the information in its proposal is accurate and complete. This RFP does not impose on the Village any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Village is expressly permitted or required by this RFP to "act reasonably", the Village is entitled to act in its sole, absolute, and unfettered discretion.

C. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the Village become the property of the Village, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the Village, subject to the specific exceptions in that right set out in the Act. The Village will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the Village does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the Act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the Village.

D. Waiver and Allocations of Risk

The Village accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the Village (including through the Village's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the Village with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other

advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Village is deemed to have released the Village from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost, or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

E. Closing Date for Proposals

The closing date for proposals will be **4:00 PM, October 4, 2026**. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital (email) delivery occurs within the deadline. Late proposals may not be accepted.

13. Schedule

Activity	Date
RFP Issued	September 16, 2026
Non-Mandatory Site Visit	September 23, 2026
Questions Deadline	September 27, 2026
Response to Questions	September 29, 2026
Proposal Closing	October 4, 2026
Evaluation Period	October 5-6, 2026
Award Notification	October 16, 2026
Project Start	October 2026
Project Completion Date	November 2026

PHOTOS / DIMENSIONS











