



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO QUOTE

ES-26-18

Solid Waste and Cardboard Recycling Bin Collection Services- 155 George Street Administration Building

Date Issued

August 18, 2026

Closing Location

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Inquiries

Bryan Boyes at bboyes@rdffg.bc.ca
Inquiries deadline: August 27, 2026 at 4:00pm

Closing Date

September 2, 2026 at 2:00 pm PT
No Public Opening

Late submissions are not considered



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Invitation to Quote

ES-26-18 Solid Waste and Cardboard Recycling Bin Collection Services – 155 George Street Administration Building

PART A – INTRODUCTION

The Regional District of Fraser-Fort George ("Regional District") invites written quotations from qualified contractors to provide solid waste and cardboard recycling bin collection services at the Regional District Administration Building located at 155 George Street, Prince George, British Columbia.

The Work includes:

1. supplying and maintaining one 6.6-cubic-yard Solid Waste Bin and one 6.6-cubic-yard Cardboard Bin;
2. collecting the Solid Waste Bin once per week;
3. providing additional Solid Waste collections when requested by the Regional District; and
4. collecting the Cardboard Bin on an on-call basis when requested by the Regional District.

For information purposes, the Cardboard Bin has historically required collection approximately once per month. This historical frequency is provided to assist Bidders in preparing their Quotations and does not represent a guaranteed quantity or a regularly scheduled monthly service.

The Contractor will provide all labour, supervision, Collection Vehicles, Equipment, bins, fuel, transportation and incidental services necessary to complete the Work in accordance with the Contract Documents.

The Contract term will be from September 1, 2026, to August 31, 2029. The Regional District may, at its sole discretion, extend the Contract for up to two additional one-year periods.

QUOTATION DOCUMENTS

The Invitation to Quote (ITQ) documents may be obtained on or after **August 18, 2026**.

- (a) in a PDF (Portable Document Format) file format from the Regional District's website at www.rdffg.ca;
- (b) on the BCBid® website at www.bcbid.gov.bc.ca.

All subsequent information relating to this ITQ, including amendments, addenda and responses to questions, will be posted at the same locations. Bidders are responsible for ensuring that they have received and considered all addenda before submitting a Quotation.

QUOTATION SUBMISSION AND CLOSING LOCATION AND TIME:

The Regional District will accept Quotations submitted either by direct delivery (hand delivery, courier or by post/mail) or electronically to the Closing Location and Time as outlined below.

Quotations will be received until 2:00 p.m. local time on **September 2, 2026** (the "**Closing Date**") by email to purchasing@rdffg.bc.ca or at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC (the "**Closing Location**").

Bidders must complete and submit the following:

1. Appendix A – Schedule of Prices;
2. Appendix B – Goods and Services Tax Information;
3. Appendix C – Conflict of Interest Disclosure Statement;
4. Appendix D – List of Contractor's Personnel; and
5. Appendix E – Contractor's Experience in Similar Work.

Submissions received after the stated Closing Date will be disqualified and not considered by the Regional District.

All applicable taxes will be shown separately. The successful supplier will be required to itemize taxes on all invoices submitted to the Regional District.

Quotations will be evaluated based on the following:

1. total evaluated price;
2. relevant experience and qualifications;
3. ability to meet the operational requirements and collection schedule;
4. completeness of the Quotation; and
5. references provided by the Bidder.

The Regional District reserves the right to reject any or all Quotations. The lowest-priced Quotation will not necessarily be accepted.

The Regional District will accept quotes submitted either by direct delivery or electronically to the Regional District main office. Quoted prices must remain in effect for 60 days after the Closing Date

Quotations must be in English and must be submitted using the submission methods below.

Closing Date for quotes is September 2, 2026, at 2:00 p.m. local Prince George time.

For Quotes to be submitted by hard copy direct delivery:

Two complete copies of your Quotation must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quotation, as well as on the outside of the courier envelope/box (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
2. Invitation to Quote, ES-26-18
Solid Waste and Cardboard Recycling Bin Collection Services – 155 George Street
Administration Building
3. Responding Bidder's name and address

Facsimile Quotations will NOT be accepted.

For Quotations to be submitted Electronically:

“Prince George Time” will be conclusively deemed to be the time indicated in the electronic timestamp the Quotation receives upon delivery to the email address specified herein.

Bidders must submit all portions of their Quotation by email in accordance with the following:

Subject: ES-26-18 – Solid Waste and Cardboard Recycling Bin Collection Services – 155 George Street Administration Building – [Bidder’s Name]

All emailed documents must be in PDF format and should be in one combined file. Bidders should ensure that the files should not collectively exceed 30MB. Zip the files to reduce the size if needed.

Submitting the files via Drop Box, FTP, or similar programs, is not acceptable.

Quotations must be submitted to purchasing@rdffg.bc.ca. Do not deliver a physical copy of the quotation package to the Regional District of Fraser-Fort George.

The Regional District does not assume any risk or responsibility or liability, including in contract or tort (including negligence), whatsoever to any Bidder:

1. for ensuring that any electronic email system being operated by or for the Regional District is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Bidder’s electronic transmission, including the transmission of an electronic copy of its Quotation, cannot be received;
2. for errors, problems or technical difficulties with respect to a Bidder’s electronic transmission, including the transmission of an electronic copy of its Quotation;
3. that a Bidder’s electronic transmission, including the transmission of an electronic copy of its Quotation, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this Quotation.
4. The Regional District will not be responsible for any costs incurred by bidders as a result of the preparation or submission of a quote pertaining to this ITQ. The accuracy and completeness of the quote is the bidder’s responsibility. Should errors in a quote be discovered, the bidder shall be solely responsible for any additional costs incurred by that bidder in the performance of the work and shall be solely responsible for correcting any deficiencies or errors in that quote at their expense.

Regional District’s Right to Reject Quote

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Regional District.

No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the quote.

The Regional District reserves the discretion to reject any quote submitted by a bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder (or in the case of a quote submitted by a bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this quote the bidder further confirms that neither the bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the bidder is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

The Regional District reserves the right to reject any quote submitted by a bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

All inquiries relating to this ITQ must include the subject line “ES-26-18 – Solid Waste and Cardboard Recycling Bin Collection Services – 155 George Street Administration Building” and must be directed to:

Bryan Boyes, Utilities Leader
Phone: 250-960-4400 / Toll-free: 1-800-667-1959
Email: bboyes@rdffg.bc.ca

PART B – GENERAL CONDITIONS

1. DEFINITION OF TERMS

“Authorized Receiving Facility” means a disposal, recycling or processing facility lawfully authorized to receive the applicable material.

“Bidder” means a person or entity that submits a Quotation in response to this ITQ.

“Bylaw” means Regional District of Fraser-Fort George *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020*, as amended or replaced.

“Cardboard” means source-separated, clean and dry corrugated cardboard suitable for recycling. Cardboard does not include wax-coated cardboard, food-contaminated cardboard or material not accepted by the Authorized Receiving Facility.

“Cardboard Bin” means the 6.6-cubic-yard container supplied and maintained by the Contractor at the Site for collecting Cardboard.

“Collection” means emptying the applicable bin, transporting its contents to an Authorized Receiving Facility, returning the bin to its designated location and completing the required service record.

“Collection Vehicle” means a motor vehicle used by the Contractor to perform the Work.

“Contract” or “Contract Documents” means the ITQ, the successful Contractor’s Quotation, the Contract Agreement, all appendices and addenda, and amendments agreed to in writing by the Regional District and the Contractor.

“Contractor” means the successful Bidder that enters into the Contract with the Regional District.

“Controlled Waste” means those waste materials that are listed in Schedule “C” attached to the *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020*, as amended or replaced.

“Equipment” means the bins, Collection Vehicles, tools and other equipment used by the Contractor to perform the Work.

“Hazardous Waste” means Hazardous Waste Regulation No. 63/88 under the *Environmental Management Act*.

“On-Call Collection” means a Collection performed only after an authorized Regional District representative requests the service by telephone or email.

“Project Manager” means the Regional District employee designated to administer the Contract.

“Prohibited Waste” means those waste materials that are listed in Schedule “D” attached to the *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020*, as amended or replaced.

“Quotation” means a submission made by a Bidder in response to this ITQ.

“Recyclable Materials” has the same meaning as defined in the *Environmental Management Act*. Recyclable Material that is accepted is listed under Schedule “E” attached to the *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020*, as amended or replaced.

“Refuse” has the same meaning as defined in the *Environmental Management Act*.

“Regional District” means the Regional District of Fraser-Fort George.

“Site” means the Regional District Administration Building property located at 155 George Street, Prince George, British Columbia.

“Solid Waste” means Refuse generated at the Site that is acceptable for disposal at an Authorized Receiving Facility. Solid Waste excludes Cardboard, Controlled Waste, Hazardous Waste, Prohibited Waste and Recyclable Materials required to be separated under the Bylaw.

“Solid Waste Bin” means the 6.6-cubic-yard container supplied and maintained by the Contractor at the Site for collecting Solid Waste.

“Work” means all labour, supervision, Collection Vehicles, Equipment, bins, fuel, transportation, Collection, delivery to an Authorized Receiving Facility, reporting and incidental services required by the Contract.

2. INTENT OF CONTRACT DOCUMENTS

The Contractor will provide everything necessary to properly and completely perform the Work, whether expressly identified in the Contract Documents or reasonably incidental to the Work.

The Contractor is an independent contractor. Nothing in the Contract creates an employment relationship, partnership, joint venture or agency relationship between the Contractor and the Regional District.

3. LOCAL CONDITIONS

The Bidder is responsible for becoming familiar with the Site, bin locations, access route, overhead clearance, turning requirements and other conditions that may affect the Work.

Bidders are encouraged to inspect the Site before submitting a Quotation. No additional compensation will be paid for conditions that a reasonable Site inspection would have disclosed.

Oral statements made by Regional District employees do not amend the Contract Documents.

4. PROJECT MANAGER'S STATUS

The Project Manager will represent the Regional District in administering the Contract. The Project Manager may inspect the Work, provide instructions consistent with the Contract Documents, authorize On-Call Collections and require the Contractor to correct deficient Work.

The Project Manager may stop the Work where necessary to protect persons, property or the environment or to ensure compliance with the Contract Documents.

5. REPORTS

The Contractor will maintain service records showing:

- a) the date and approximate time of each weekly solid waste collection;
- b) the date and time each cardboard collection was requested;
- c) the date and approximate time each cardboard collection was completed;
- d) missed, delayed or refused collections;
- e) contamination or access issues; and,
- f) spills, property damage or other incidents.

Service records must be provided to the Project Manager upon request. Disposal tickets, recycling receipts or other receiving-facility records must also be provided when requested.

The Contractor will provide sufficient information with each monthly invoice to allow the Regional District to verify the services invoiced.

Fuel Consumption Data: The Contractor will provide the Regional District with a reasonable annual estimate of the fuel consumed in performing the Work, including the fuel type and the basis used to calculate or allocate the estimate.

The information must be provided within 30 days following December 31 of each year and within 30 days following expiration or termination of the Contract.

6. PRICES AND SURCHARGES

Prices quoted in Appendix A will be firm for the applicable Contract year and must include all labour, supervision, Collection Vehicles, Equipment, fuel, transportation, bin supply, delivery, rental, maintenance and removal, disposal fees, recycling or processing fees, permits, administration and incidental costs required to perform the Work.

The Contractor may not add a fuel surcharge, environmental or energy surcharge, administration fee, call-out fee, delivery fee, container fee or other charge that is not expressly identified in Appendix A and accepted by the Regional District.

Bidders must provide separate prices for each year of the initial Contract term and each optional extension year. Prices quoted for each Contract year will remain firm throughout that year.

GST must be shown separately where applicable.

7. SUPERVISOR AND LABOUR

The Contractor will identify a representative who has authority to act on behalf of the Contractor in matters relating to the Contract. The Contractor will provide the representative's name, telephone number and email address before commencing the Work.

The Contractor will employ sufficient qualified and experienced personnel to perform the Work in accordance with the required collection schedule and response times.

The Contractor will comply with all federal and provincial legislation regarding wages and labour

regulations including payment of any and all dues, levies, or charges made under, or in relation to, the Contract. The Contractor will make proof of payment available to the Project Manager when requested.

8. CHARACTER OF WORKERS

The Contractor's personnel must be competent, properly trained and professional while performing the Work. They must interact courteously with Regional District employees, members of the public and other persons at the Site.

The Regional District may require the Contractor to remove from the Work any person who acts unsafely, unlawfully, negligently or in a disorderly or inappropriate manner.

9. PERFORMANCE OF THE WORK

The Contractor must perform all Work using its own employees, officers or principals, and its own leased or rented Collection Vehicles and Equipment.

The Contractor must not subcontract, sublet, delegate or otherwise arrange for any portion of the Work to be performed by another person or entity.

Delivery of collected materials to an Authorized Receiving Facility and the rental or leasing of Collection Vehicles, bins or Equipment will not constitute subcontracting, provided that the Contractor's own employees, officers or principals operate the Collection Vehicles and Equipment and perform all Collection services.

The Contractor must not assign or transfer the Contract or any right or obligation under the Contract without the Regional District's prior written consent. This restriction does not prevent the assignment of payments receivable under the Contract to a financial institution.

Failure to comply with this section constitutes a material breach of the Contract.

10. REGIONAL DISTRICT'S TERMINATION OF CONTRACT

The Regional District may terminate the Contract by written notice if the Contractor:

1. materially breaches the Contract;
2. repeatedly fails to provide the required Collection services;
3. abandons the Work;
4. fails to maintain required insurance or WorkSafeBC coverage;
5. uses subcontractors;
6. engages in unlawful conduct relating to the Work; or
7. fails to correct a default within the time specified by the Regional District.

The Regional District may immediately suspend the Work or terminate the Contract where the Contractor's actions create an imminent risk to people, property or the environment.

Upon termination, the Contractor will be paid only for Work satisfactorily completed up to the effective termination date.

11. CONTRACTOR'S TERMINATION OF CONTRACT

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within 30 days from the specified date of payment, and fails to remedy such default within ten days of the Contractor's written notice to do so.

12. OWNERSHIP

Service records, reports and other documents prepared specifically for the Regional District under the Contract will become the property of the Regional District upon creation.

Any keys, access devices, records, Equipment or other property supplied by the Regional District remain the Regional District's property and must be returned upon request or upon expiration or termination of the Contract.

13. REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

If the Contractor fails to perform the Work in accordance with the Contract Documents, the Regional District may provide written notice requiring the deficiency to be corrected within a specified time.

If the Contractor does not correct the deficiency within the specified time, the Regional District may arrange for the Work to be completed by others. The reasonable cost incurred by the Regional District may be recovered from the Contractor or deducted from amounts otherwise payable to the Contractor.

The Regional District may act without prior notice where immediate action is necessary to protect people, property or the environment or to maintain essential Collection service.

14. INDEMNITY AND RELEASE BY CONTRACTOR

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District, arising from or caused by a negligent act or omission of, or breach of this Agreement on the part of, the Contractor, and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

15. PERMIT AND REGULATIONS

The Contractor will, at their own expense, procure all other permits, certificates, and licenses required by law for the execution of the Work and will comply with all federal, provincial and local laws and regulations affecting the execution of the Work, save in so far as the Contract Documents specifically provide otherwise.

16. FORCE MAJEURE

If either the Contractor or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services, cannot be performed because of: an act of God; an act of a legislative, administrative or judicial entity; fire; flood; labour strike or lock-out; epidemic; pandemic; unusually severe weather; or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the condition constituting Force Majeure continues. For greater certainty, increases in fuel costs, market prices, labour costs, equipment costs or other operating expenses do not, on their own, constitute Force Majeure and do not entitle the Contractor to an adjustment of Contract prices. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of the agreed upon dates for service required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Part B, Section 20. "Dispute Resolution". Whereas a result of Force Majeure there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Part B, Section 6. "Prices and Surcharges" of this ITT, as may be agreed by the Contractor, or as determined under Part B, Section 20. "Dispute Resolution" of the Sample Contract. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Contract. If the Regional District terminates this Contract following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Part B, Section 22 "Notice of Default".

17. INJURY OR DAMAGE TO PERSONS OR PROPERTY

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property on the site and will comply with the *Workers' Compensation Act* of the Province of British Columbia. The Contractor will be liable for any and all injury or damage which may occur to person or to property on the site due to any act, omissions, neglect or default of the Contractor, or their workers, or agents and indemnify and save harmless the Regional District in this regard.

The Contractor will immediately report any on-site injury or damage to the Regional District's property to the Regional District.

18. OCCUPATIONAL HEALTH AND SAFETY

The Contractor must comply with the Workers Compensation Act, the Occupational Health and Safety Regulation and applicable Regional District safety requirements.

The Contractor must provide its personnel with appropriate training, supervision and personal protective equipment.

The Regional District may stop Work that it reasonably considers unsafe. Work may resume only after the unsafe condition has been corrected.

19. CHANGES IN THE WORK

The Regional District may change the Work by adding to, deleting from or altering the required services.

The Contractor must not undertake a change that will result in an additional charge without prior written authorization from the Project Manager.

Where a change affects the Contract price, the adjustment must be agreed to in writing before the changed Work is performed, except in an emergency involving an immediate risk to people, property or the environment.

20. DISPUTE RESOLUTION

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of services under this agreement, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.

21. NOTICE OF DEFAULT

If the Contractor defaults on a material obligation, the Regional District may provide written notice describing the default and specifying the time allowed to correct it.

If the Contractor does not correct the default or take corrective steps satisfactory to the Regional District within the specified time, the Regional District may terminate the Contract without limiting its other rights or remedies.

No correction period is required where the default creates an imminent danger, involves unlawful conduct, constitutes abandonment of the Work or involves the unauthorized use of subcontractors.

22. PAYMENT

The Contractor may submit an invoice monthly for Work completed during the preceding month.

Each invoice must identify:

1. the Contract number;
2. the invoicing period;
3. the monthly Solid Waste service charge;
4. the date and price of each On-Call Cardboard Collection;
5. the date and price of each additional Solid Waste Collection;
6. any other charge authorized in writing; and
7. GST shown separately.

Subject to satisfactory performance and receipt of a complete and accurate invoice, the Regional District will pay the Contractor within 30 days.

The Regional District will not pay a fuel surcharge or other charge not included in the accepted Schedule of Prices or authorized in writing before the Work was performed.

23. GOODS AND SERVICES TAX (GST)

Federal law states that a 5% tax be paid on all goods and services. If the Contractor does not qualify as a small supplier, then the Contractor is required to identify the tax (GST/PST, as applicable) on all invoices, and the Regional District is liable to pay this amount to the Contractor.

24. PAYMENT WITHHELD OR DEDUCTED

The Regional District may withhold or deduct an amount reasonably necessary to protect it from loss resulting from:

1. Work that has not been satisfactorily performed;
2. a deficiency that has not been corrected;
3. damage caused by the Contractor;
4. an incomplete or inaccurate invoice;
5. an unauthorized charge; or
6. costs incurred by the Regional District to correct a deficiency.

The Regional District will provide the Contractor with an explanation of an amount withheld or deducted.

25. INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty days' advance written notice of cancellation or material change.

The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$3,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less than \$3,000,000 per occurrence.
- iv. Equipment insurance on all Equipment owned or rented by the Contractor to its full insurable value.

26. DURATION OF CONTRACT

The Contract will commence at 12:01 a.m. on September 1, 2026, and expire at midnight on August 31, 2029.

The Regional District may, at its sole discretion, extend the Contract for up to two additional one-year periods. Each extension must be confirmed in writing. The total Contract duration, including extensions, will not exceed five years.

Prices during an extension period will be the applicable prices quoted in Appendix A.

27. WORKSAFEBC

Prior to undertaking any of the work, the Contractor will provide its WorkSafeBC number and will keep current all assessments required by WorkSafeBC in relation to, and for, the duration of the work. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the work.

Where the Contractor may not be eligible for WorkSafeBC coverage, the Contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

28. CONFIDENTIALITY

In accordance with the *Freedom of Information and Protection of Privacy Act*, Bidders will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of a Bidder as a result of this ITQ except insofar as such publication, release or disclosure is required by the laws of British Columbia.

29. RIGHTS OF WAIVER

A waiver of any breach of or provision of this Contract will not constitute or operate as a waiver or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

30. SEVERABILITY

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void or unenforceable, the validity of the remaining paragraphs hereof will not be affected.

31. NOTICE OF PROTEST

TO: General Manager of Environmental Services
Regional District of Fraser-Fort George
FROM: (Contractor)
DATE:
SUBJECT: THE CONTRACT

Date of Direction:

You have required me to perform the following work that is beyond the scope of the Contract.
(Set out details of work).
(Include dates where applicable)

The additional costs and claim for this work is as follows:
(Set out details of cost)

All supporting documentation and invoices are attached.

I understand that I am required to keep accurate and detailed cost records, which will indicate the cost of the work done under protest, and failure to keep such records will be a bar to any recovery by me.

Signature of Contractor

PART C - OPERATIONAL SPECIFICATIONS

1. General

These specifications describe the requirements for collecting, transporting, disposing of and recycling Solid Waste and Cardboard generated at the Site.

The Contractor must provide all labour, supervision, Collection Vehicles, Equipment, bins, materials and incidental services necessary to perform the Work.

The Contractor must provide:

Waste stream	Bin	Collection frequency
Solid Waste	One 6.6-cubic-yard front-end bin	Once per week
Cardboard	One 6.6-cubic-yard front-end bin	On-call when requested

The Contractor must supply both bins. Delivery, rental, maintenance, repair and removal costs must be included in the prices quoted in Appendix A.

The Cardboard Bin has historically required Collection approximately once per month. This is provided for information only and is not a guaranteed quantity or a monthly Collection schedule.

2. Site Conditions and Access

- 2.1 The bins will be located in the exterior service area at the Site. The Contractor is responsible for becoming familiar with the bin location, access route, overhead clearance, turning requirements and other conditions affecting the Work.
- 2.2 The Regional District will make reasonable efforts to keep the Collection area accessible and clear of parked vehicles, accumulated snow and other obstructions.
- 2.3 The Contractor must promptly notify the Project Manager if Site conditions prevent safe Collection. The notice must identify the obstruction or unsafe condition and include a photograph where practicable.
- 2.4 The Contractor must not relocate either bin without the Project Manager's prior written approval.
- 2.5 Keys, access codes and locking arrangements provided for the Work must be kept secure and used only to perform the Work.

3. Bin Requirements

- 3.1 Each bin must:
 - a) have a capacity of 6.6 cubic yards;
 - b) be compatible with commercial front-end Collection equipment;
 - c) be structurally sound and free from sharp edges, holes, leaks and other hazardous conditions;
 - d) have a properly functioning water-shedding lid;
 - e) be capable of being securely closed;
 - f) display clear labels identifying the permitted waste stream; and,
 - g) comply with applicable legislation and City of Prince George bylaws.
- 3.2 The Solid Waste Bin must be lockable or otherwise designed to prevent access by bears and other wildlife. Following each Collection, the Contractor must close the lid and restore the locking or wildlife-resistant mechanism.
- 3.3 The Contractor is responsible for maintaining and repairing the bins. A bin that becomes unsafe or unserviceable must be repaired or replaced within two business days after the Contractor becomes aware of the condition.
- 3.4 The Contractor must report damage to a bin or surrounding property discovered during Collection.

4. Weekly Solid Waste Collection

- 4.1 The Contractor must empty the Solid Waste Bin once per week throughout the year without the Regional District having to request each Collection.
- 4.2 Collection must occur on a consistent weekday agreed to by the Contractor and the Project Manager.
- 4.3 Collection will normally occur Monday through Friday between 7:00 a.m. and 4:30 p.m., unless another time is approved by the Project Manager.
- 4.4 If the regular Collection Day falls on a statutory holiday, the Contractor must complete the Collection within one business day before or after the regular Collection Day at no additional cost.
- 4.5 The Contractor must obtain the Project Manager's prior approval before changing the regular Collection Day.

5. On-Call Cardboard and Additional Solid Waste Collections

- 5.1 The Cardboard Bin must be collected only when requested by an authorized Regional District representative.
- 5.2 The Regional District will request Cardboard Collection by telephone or email. The Contractor must confirm receipt of the request.

- 5.3 The Contractor must complete the requested Cardboard Collection within 48 hours, excluding weekends and statutory holidays, unless another time is agreed to by the Project Manager.
- 5.4 The Regional District does not guarantee a minimum number of Cardboard Collections. The Contractor will be paid only for Collections requested, authorized and completed.
- 5.5 The Regional District may request an additional Solid Waste Collection when operationally required. The Contractor must complete it within 24 hours, excluding weekends and statutory holidays, unless another time is agreed to.
- 5.6 Only the Project Manager or another person designated in writing may request an On-Call Collection.
- 5.7 Cardboard and additional Solid Waste Collections will be invoiced at the applicable unit price in Appendix A.

6. Collection Standards

- 6.1 During each Collection, the Contractor must:
 - a) completely empty the applicable bin;
 - b) return it to its designated location;
 - c) close and secure the lid;
 - d) avoid damaging buildings, pavement, fencing, curbs, landscaping and other property;
 - e) collect material spilled as a direct result of its activities; and
 - f) leave the Collection area clean and safe.
- 6.2 The Contractor must not leave Solid Waste, Cardboard, hydraulic fluid, fuel, oil or other material at the Site.
- 6.3 The Contractor must minimize unnecessary idling, noise and disruption.
- 6.4 A missed Collection attributable to the Contractor must be completed by the end of the following business day at no additional cost.
- 6.5 If Collection cannot be completed because a bin is blocked, overloaded, improperly secured or contains unacceptable material, the Contractor must notify the Project Manager on the same day and provide a photograph where practicable.

7. Acceptable and Prohibited Materials

- 7.1 The Solid Waste Bin is intended for ordinary non-hazardous waste generated through office operations, including bagged lunchroom and washroom waste.
- 7.2 Controlled Waste, Hazardous Waste, Prohibited Waste, Cardboard and Recyclable Materials required to be separated under the Bylaw must not be collected as Solid Waste.
- 7.3 The Cardboard Bin is intended for clean, dry, flattened corrugated cardboard. Garbage, food waste, food-soiled or wax-coated cardboard, plastic bags, plastic wrap, Styrofoam, liquids and other unacceptable materials must not be collected as Cardboard.

- 7.4 The Contractor must not dispose of source-separated Cardboard as Solid Waste without the Project Manager's prior written authorization.
- 7.5 If contamination is observed, the Contractor must notify the Project Manager before refusing Collection or treating the material as Solid Waste.
- 7.6 A contamination or special-handling charge will not be paid unless the Project Manager authorizes it in writing before the additional service is performed.

8. Transportation and Authorized Receiving Facilities

- 8.1 Solid Waste must be delivered to the Foothills Boulevard Regional Landfill or another Authorized Receiving Facility approved in writing by the Regional District.
- 8.2 Cardboard must be delivered to an Authorized Receiving Facility that processes Cardboard for recycling.
- 8.3 The Contractor must comply with the requirements and material restrictions of the applicable Authorized Receiving Facility.
- 8.4 Loads must be contained and secured to prevent material from leaking, blowing, falling or otherwise escaping during transportation.
- 8.5 The Contractor must provide disposal tickets, recycling receipts or other destination records when requested.

9. Collection Vehicles, Equipment and Operators

- 9.1 Collection Vehicles and Equipment must be suitable for the Work, properly licensed and insured, and maintained in safe operating condition.
- 9.2 Collection Vehicles must have functioning safety equipment and carry an appropriate commercial spill kit.
- 9.3 The Contractor must maintain access to replacement Collection Vehicles and Equipment so that a breakdown does not interrupt service for more than one (1) business day.
- 9.4 Operators must:
 - a) hold the licences and qualifications required to operate the Collection Vehicle and Equipment;
 - b) be trained in the safe Collection and transportation of Solid Waste and Cardboard;
 - c) comply with WorkSafeBC requirements;
 - d) wear appropriate personal protective equipment; and
 - e) conduct themselves professionally at the Site.

10. Spills, Incidents and Property Damage

- 10.1 The Contractor must immediately report a spill, collision, injury, property damage or other significant incident occurring while performing the Work.

- 10.2 The Contractor is responsible for immediately containing and cleaning any spill or release caused by its Collection Vehicles, Equipment or personnel.
- 10.3 The Contractor must submit a written incident report within 24 hours describing the incident, cause, response and corrective action.
- 10.4 Damage caused by the Contractor must be repaired to the Regional District's satisfaction at the Contractor's expense.

11. Communication and Records

11.1 Before commencing the Work, the Contractor must provide:

- a) the name and contact information of its authorized contract representative;
- b) a telephone number and email address for service requests; and
- c) an after-hours contact for urgent disruptions or incidents.

11.2 The Contractor must maintain the service records required under Part B.

11.3 Records must be provided to the Regional District upon request.

12. Changes to Service

12.1 The Regional District may increase or decrease Collection frequency, change the size or number of bins or temporarily suspend service by written notice.

12.2 No change resulting in an additional charge may be undertaken without the Project Manager's prior written authorization.

12.3 If a bin is regularly overfilled, the Contractor may recommend increased Collection frequency. Any change remains subject to Regional District approval and written agreement on the applicable price.

APPENDIX A – SCHEDULE OF PRICES

All prices must be all-inclusive except for GST. Prices must include all labour, supervision, Collection Vehicles, Equipment, fuel, transportation, bin delivery, rental, maintenance and removal, disposal fees, recycling or processing fees, permits, administration and incidental costs required to perform the Work.

The price quoted for On-Call Cardboard Collection must include the ongoing supply, rental and maintenance of the Cardboard Bin, regardless of the number of Collections requested.

No separate fuel surcharge, environmental or energy surcharge, call-out fee, administration fee or other unquoted charge will be paid.

Each price must remain firm for the applicable Contract year.

	Weekly Solid Waste service, including Solid Waste Bin (\$/month)	On-Call Cardboard Service, including Cardboard Bin (\$/Collection)	Additional Solid Waste Collection (\$/Collection)
Year 1: Sept. 1, 2026–Aug. 31, 2027	\$	\$	\$
Year 2: Sept. 1, 2027–Aug. 31, 2028	\$	\$	\$
Year 3: Sept. 1, 2028–Aug. 31, 2029	\$	\$	\$
Optional Year 4: Sept. 1, 2029–Aug. 31, 2030	\$	\$	\$
Optional Year 5: Sept. 1, 2030–Aug. 31, 2031	\$	\$	\$

For evaluation, the Regional District will assume twelve (12) months of weekly Solid Waste service and twelve (12) On-Call Cardboard Collections.

The Total Evaluated Price will be calculated using the quoted prices for all five Contract years. Including the optional extension years in the evaluation does not obligate the Regional District to exercise either extension.

Additional Solid Waste Collections are not guaranteed and will not be included in the arithmetical evaluation. The quoted additional-Collection rate may be reviewed for reasonableness as part of the overall evaluation.

Total evaluated price, excluding GST:	\$ _____
GST:	\$ _____
Total including GST:	\$ _____

APPENDIX B – GOODS AND SERVICES TAX INFORMATION

Supplier: _____

Name

Address

City

Province

Postal Code

Phone Number

Email address

Are you a GST Registrant? ☐ Yes ☐ No

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under Section 148 of the legislation

☐ Other: Specify _____

WorkSafeBC Registration Number: _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX C – CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-26-18 – Solid Waste and Cardboard Recycling Bin Collection Services
155 George Street Administration Building

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed

APPENDIX D – CONTRACTOR’S PERSONNEL

The Bidder must identify the personnel proposed to perform the Work. All persons performing Collection services must be employees, officers or principals of the Contractor.

The Contractor must notify the Regional District in writing of changes to the listed personnel before the new personnel perform Work at the Site.

<u>Name and Role of Employee</u>	Relevant Experience/ Qualifications

APPENDIX E - CONTRACTOR'S EXPERIENCE IN SIMILAR WORK

<u>Client and Year</u>	<u>Services Performed</u>	<u>Reference Contact (name, email and phone number)</u>	<u>Approximate Annual Value</u>

APPENDIX F – CONTRACT AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE

a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

LEGAL NAME OF CONTRACTOR

a company duly incorporated under the laws of British Columbia
and having an address at:
Street Address
City, Province, Postal Code

(hereinafter called the “Contractor”)

OF THE SECOND PART

WITNESSETH: that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:

The Contractor will provide all labour, supervision, Collection Vehicles, Equipment, bins, fuel, transportation and incidental services and perform the Work in accordance with the Contract Documents for: **ES-26-18 – Solid Waste and Cardboard Recycling Bin Collection Services– 155 George Street Administration Building.**

The Contract will commence on September 1, 2026, and expire on August 31, 2029, unless extended or terminated in accordance with the Contract Documents.

2. The Regional District will pay to the Contractor, as full compensation, for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Schedule of Prices, List of Contractor’s Personnel, Contractor’s Experience in Similar Work, General Conditions of Contract, Contract Agreement, and other Securities, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied Contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express Contracts, covenants and agreements made herein by the parties hereto are and will be the only Contract, covenants and agreements on which any rights against the Regional District may be founded.

5. Subject to Clause 4, the Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to the Contract prior to the execution and delivery hereof.
6. The Contractor must keep confidential all non-public information received or obtained through the Contract and must not publish, release or disclose that information without the Regional District's prior written consent, except where disclosure is required by law.

Service records, reports and other documents prepared specifically for the Regional District under the Contract will become the property of the Regional District upon creation.

Keys, access devices, records, Equipment and other property supplied by the Regional District remain the Regional District's property and must be returned upon request or upon expiration or termination of the Contract.

7. The Regional District shall have and retain full authority to inspect the Work of the Contractor to ensure that the requirements of the Contract are being fulfilled. Upon failure of the Contractor to perform the work in accordance with the Contract Documents, and after five days written notice to the Contractor, or without notice if any emergency or danger to the work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.
8. If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Contract, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.
9. In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, the Regional District reserves the right to terminate this Contract without notice. The Regional District may also deduct from the payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.
10. The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within 30 days from the specified date of payment and fails to remedy such default within ten days of the Contractor's written notice to do so.
11. All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void or unenforceable, the validity of the remaining paragraphs hereof will not be affected.
12. This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture, or agency and neither party will be responsible for the debts or obligations of the other.

13. The Contractor must perform all Work using its own employees, officers or principals and must not subcontract, sublet, delegate or otherwise arrange for another person or entity to perform any portion of the Work.

The Contractor must not assign or transfer the Contract or any right or obligation under it without the Regional District's prior written consent. This restriction does not prevent the assignment of payments receivable under the Contract to a financial institution.

14. Written notices under the Contract will be considered received:

- a) when delivered personally to the recipient;
- b) on the date shown in a delivery confirmation, if sent by courier or registered mail; or
- c) on the date of transmission, if sent by email before 4:00 p.m. on a business day, and otherwise on the next business day.

Notices will be sent to:

Contractor: _____

[Address]

[Email]

Regional District of Fraser-Fort George:

155 George Street, Prince George, BC V2L 1P8

environment@rdffg.bc.ca

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE)

Chief Administrative Officer

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF
CONTRACTOR)

Authorized Signature Signatory

Date

(Name and Title) (Please print)

APPENDIX G – INCIDENT REPORT FORM



REGIONAL DISTRICT
of Fraser-Fort George

INCIDENT REPORT

This report must be completed immediately and filed within 24 hours of the incident. Please print in ink. Originals will be forwarded to Main Office.

LOCATION: 155 GEORGE STREET

DATE: _____

TIME: _____ AM/PM

A. Person Reporting Incident:

NAME: _____

POSITION: _____

B. Details of Incident:

(Include descriptions of person or persons involved, description of all vehicles involved, license plate numbers, what was observed and any additional relevant information - use back of page if more space required)

SIGNATURE: _____

DATE: _____

C. Witnesses:

1. NAME: _____

2. NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE #: _____

PHONE #: _____

SIGNATURE: _____

SIGNATURE: _____

D. Action Taken:

RCMP CONTACTED: YES _____ NO _____ OFFICER'S NAME: _____ FILE #: _____

INVESTIGATED: YES _____ NO _____

E. Reported to Regional District:

DATE: _____

TIME: _____ AM/PM

EMPLOYEE: _____

SUPERVISOR: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

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APPENDIX H – CONTRACTOR’S FUEL CONSUMPTION

The Contractor will provide the Regional District with a reasonable annual estimate of the fuel consumed in performing the Work, including the fuel type and the basis used to calculate or allocate the estimate.

The information must be provided within 30 days following December 31 of each year and within 30 days following expiration or termination of the Contract.

<u>Service Period</u>	<u>Litres of Fuel</u>	<u>Diesel / Gasoline</u>
September 1, 2026, to December 31, 2026		
January 1, 2027, to December 31, 2027		
January 1, 2028, to December 31, 2028		
January 1, 2029, to August 31, 2029 (or December 31, 2029, if granted extension)		
January 1, 2030, to August 31, 2030 (or December 31, 2030, if granted extension)		
January 1, 2031, to August 31, 2031 (if granted extension)		

At the end of each reporting period indicated above, please attach to monthly invoice or email fuel consumption estimate to financialservices@rdffg.bc.ca (include contract number).