



REQUEST FOR QUOTATION – Sanitary and Storm Sewer Closed-Circuit Television

Project #: RFQ-2025-01

The City of Duncan (the City) is requesting quotations detailing rates for the provision of closed-circuit television (CCTV) for the City's sanitary and storm sewer system on an as- and when-needed basis.

The work will include cleaning, preparation (travel time, root cutting, grease cutting, pedestrian and traffic control, notification of residents if trespass is involved), and installation of CCTV for the sanitary and storm mains and laterals. It is expected that work will generally be scheduled between the hours of 7am - 5pm, but may differ depending on other City scheduled activities.

The contractor is responsible for mobilization, demobilization, site security, waste disposal, and site cleaning. The contractor is also responsible for supplying current insurance documentation, WCB premiums, and all other incidentals. All of these items are to be included in the quote. The contractor will assume prime contractor responsibilities for the site unless indicated otherwise by the City.

The City will provide one week's notice prior to upcoming work as well as the work order number for that specific work and expects the work to be completed within an acceptable timeline. All work must be completed using the City of Duncan Supplementary Specifications (Appendix A).

The City, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any irregularity or insufficiency in the Proposal submitted;
- Not be liable for any misunderstandings or errors in the RFQ;
- Issue addenda to the Request for Quotation;
- Contact references provided by the Quotation;
- Request points of clarification to assist the City in reviewing quotations;
- Negotiate changes with the Proponent; and
- Withdraw the RFQ.



Quotes must be submitted in a sealed envelope, marked on the outside with the project number and description, and received by **3:00 PM, Wednesday, February 26, 2025**, addressed to the project contact as follows:

City of Duncan, City Hall
Attention: Derek Lai, Civil Technologist
200 Craig Street
Duncan, BC V9L 1W3

Instruction To Bidders

Bidders are solely responsible for their own expenses in preparing and submitting quotations, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Bidder for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Bidder in preparing and submitting a quotation, or participating in negotiations for a contract or other activity related to or arising out of this RFQ.

By submitting a quotation, a Bidder represents that it has expertise, qualifications, resources, and relevant experience to supply the goods and services.

A Bidder must disclose in its quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials, or employees.

The successful Bidder is responsible for supplying all materials, equipment, labour, and security, as well as disposal of all excavated material and all other deleterious materials.

The construction site must be kept safe for the public.

The City of Duncan does not require a bid bond for this project; however, a 10% holdback will be retained by the City of Duncan for a minimum of 52 days after final inspection.

A City of Duncan Work on City Property Permit (WOCP) will be required.

The successful Bidder must have a City of Duncan Business Licence or valid Inter-Community Business Licence.

The successful Bidder must provide the City of Duncan with proof of sufficient WCB coverage.



It is the responsibility of all Bidders to ensure that their contact information and receipt of RFQ documents is known to the City of Duncan to ensure that any addendums or revisions to the RFQ are forwarded to all parties that are interested.

Please send contact name, company name, mailing address, email address, and telephone number via email to engineering@duncan.ca to ensure addenda will be received.

Proponents shall carefully examine this RFQ document and shall fully inform themselves as to the intent, existing conditions, and limitations which may affect their quotation submission. No consideration will be given after submission of quotation to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in this RFQ document or having doubts as to the meaning or intent of any provision, should immediately notify the project contact.

This is not a Tender. The City reserves the right to accept any quote that it deems most advantageous to itself and the right to reject any or all quotes, in each case without giving notice. The lowest or any quotes will not necessarily be accepted.

The City reserves the right to negotiate with a selected Bidder.

The City shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed related to an approved agreement. In no event will the City be responsible for the costs of preparation or submission of a quote.

Quotes that contain qualifying conditions or otherwise fail to conform to the Request for Quotations may be disqualified or rejected. The City may, however, in its sole discretion, reject or retain for its consideration quotes that are non-conforming to the Request for Quotations.

By submitting a quote, the bidder acknowledges the City's rights under this Request for Quotations and absolutely waives any right, or cause for action against the City, its officers, directors, employees, or agents by reason of the City's failure to accept the quote submitted by the Bidder, whether such right of cause of action arises in contract, negligence, or otherwise.

Please direct questions to the project contact:

Derek Lai

Email: dlai@duncan.ca

Phone: 250-746-5321