



REQUEST FOR PROPOSAL

FOR

Supply and Delivery of Bagged Firewood 2026

RFP REC2026-02

Contact Information:

Whitney Chernish
Recreation & Airport Foreman

Athabasca County
3602 – 48 Avenue
Athabasca, AB T9S 2A3

recreation@athabascacounty.com
Tel: 780-675-2273 Fax: 780-675-5512
www.athabascacounty.com

Closing Date:

February 17, 2026

1:00 p.m. (Mountain Standard Time)

NOTE: RESPONSES WILL NOT BE OPENED PUBLICLY

REQUEST FOR PROPOSAL (“RFP”) WITH RESPECT TO THE:

SUPPLY AND DELIVERY OF BAGGED FIREWOOD 2026

1. PROJECT OVERVIEW

Athabasca County (the County) by means of this RFP invites interested parties to submit Proposals according to the County's requirements, hereinafter referred to as “services”, which are described and detailed in “Appendix A - Service Parameters”.

2. PROPOSAL DELIVERY & SUBMISSION

Proponents shall submit their Proposal electronically in one single Adobe PDF format with the subject to include “RFP for Supply and Delivery of Bagged Firewood 2026” (the “Proposal”) before **1:00 p.m.** (Mountain Standard Time) on **February 17, 2026** (the “RFP Closing Time”) to:

recreation@athabascacounty.com

- No Proposal(s) submitted after 1:00 p.m. on February 17, 2026, will be accepted.
- It is the proponent’s responsibility to ensure proposals are delivered prior to the deadline date. Proponents are cautioned that the RFP Closing Time is based on when the Proposal is RECEIVED by the County, and NOT when a Proposal is submitted by the Proponent. It is the sole responsibility of the Proponent to be mindful of the length of time for the Proposal to be transmitted due to file transfer size, transmission speed, etc., and the County shall not be responsible for any delivery issues whether or not caused by the County server.
- Received Proposals that do not conform to these requirements may be rejected.
- Inquiries relating to this RFP must be submitted to the noted contact prior to 1:00 p.m. on February 6, 2026. Inquiries received after this time may be rejected. Any inquiries respecting this RFP should be directed to:

Whitney Chernish
Athabasca County Recreation & Airport Foreman
recreation@athabascacounty.com

- Any inquiries are to be made in writing to the email address above with the subject line: “RFP Supply and Delivery of Bagged Firewood 2026”. No verbal responses or responses from any other County employee or representative will be binding upon the County.

3. PROPOSAL SUBMISSION EXTENSION REQUEST

Any request for an extension to the closing time will only be considered if received, in writing, 48 hours before the established closing time. Extension requests may not be granted.

4. ELEMENTS TO BE INCLUDED IN THE PROPOSAL

- Proposals shall include:
 - The legal name, address, email address and telephone numbers for the Proponent.
 - A list of qualifications and experience of the Proponent, including any previous work of a similar nature, if applicable.
 - At least three (3) professional references of the Proponent.
 - A firm proposal of rates and fees and financial compensation remitted to the County as outlined in “Appendix A - Service Parameters”.

- A signed copy of the RFP, Proponent’s Proposal and any addenda issued.
- A completed “Appendix C - Health & Safety Requirements / Vendor Pre-Qualification” and “Appendix D – Certification.”
- Describe OH&S practices/program.
- All interested Proponents must be made available for tentative interviews on February 26 & 27, 2026. Please note that only Proposals selected to be shortlisted will be contacted to schedule interviews.

5. ADDENDA

The County reserves the right to respond to questions, make clarifications and changes, in its sole discretion, to the RFP at any time prior to the closing time through the issuance of addenda. Proponents are cautioned to ensure they have received and reviewed all addenda (if any) prior to submitting a Proposal. All addenda issued by the County form part of the RFP. Addenda to the RFP will be issued directly through the Alberta Purchasing Connection’s and the County’s websites only; the respondent is responsible for ensuring that addenda are received. The County is not responsible for ensuring Proponents’ receipt of addenda.

6. FEES & REMUNERATION

The RFP is for the contract of services as described in “Appendix A - Service Parameters”.

- All financial information must be quoted in Canadian funds, inclusive of GST.
- Provide complete fee and financial compensation information as requested in “Appendix A - Service Parameters”.

7. NEGOTIATION AND SELECTION

By submitting a Proposal, Proponents accept that a contract may be negotiated between the County and the Proponent whose Proposal is evaluated as the best value for service. The County reserves the right to negotiate with any Proponent, or more than one Proponent. If the parties, after having negotiated in good faith, are unable to conclude a formal agreement, the County and the Proponent will be released without further obligations other than any surviving obligations regarding confidentiality and the County may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude an agreement with it, and so on until an agreement is reached.

The County may at its discretion:

- Negotiate with a Proponent to award a contract for all or a portion of the work.
- Cancel the RFP and issue a new RFP with a new scope of work.
- Cancel the RFP in its entirety.

8. COMMITMENT

Proponents are advised that the County makes no commitment under the RFP. No contract shall be formed as a result of submitting a Proposal in response to the RFP until and unless the County enters into a formal written contract with the successful Proponent to provide the services.

The County is under no obligation to award a contract as a result of the RFP and reserves the right to terminate the RFP process for any reason, at any time. The County may then do nothing, retender, sole source or complete the work with the County’s own forces.

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to the RFP including accepting a non-compliant Proposal, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

9. CONTRACT

The successful Proponent will be required to enter into the County’s Service Agreement.

10. CONTRACT TERM

Any contract resulting from this RFP will cover the term specified in the “Appendix A - Service Parameters”. The contract term may be extended to subsequent years, to a maximum of three (3) years, upon agreement of both parties. Agreement to extend contract services must be in place by February 1 of the year following the most current contract year. Payment may be adjusted year to year based on the average Alberta Consumer Price Index of the previous calendar year (December to December). If there is a failure to reach an agreement for extension, or if one of the parties does not agree to extend, then the contract will be re-tendered for the current year.

11. PROPOSAL VALIDITY PERIOD

All Proposals will be valid and open for acceptance by the County for a period of ninety (90) days from the closing time.

12. CLARIFICATION

The County reserves the right to seek clarification from any respondent to assist in the evaluation of its Proposal.

13. PROPOSAL EVALUATION

Proposals will be opened on February 17, 2026, at the County Office, 3602 – 48 Avenue, Athabasca, Alberta. Proposals will be evaluated as soon as possible after Proposal opening. The County will use the following guideline to assist in evaluating Proposals:

Remuneration	60%
WCB, Insurance, OH&S Practices	10%
References	30%

14. ACCEPTANCE OR REJECTION

The County may, in its sole discretion, accept or reject for its consideration any and all Proposals. The lowest or any Proposal may not necessarily be accepted. Without limiting the generality of the foregoing, the County may reject Proposals which are:

- Incomplete, obscure, irregular or unrealistic.
- Have one (1) or more errors.
- Omit a fee or remuneration of any one (1) or more items in a schedule.
- Fail to complete the information required in any appendix, tabulation or addendum.
- Have not complied with applicable laws and legislations.

16. AMEND OR REVOKE PROPOSAL

A respondent may amend or revoke its Proposal prior to the closing time by submitting a clear and detailed written notice to the County.

17. COST OF PREPARATION

The respondent is responsible for all costs of preparing and presenting its Proposal and, if applicable, any negotiation and finalization of any agreement with the County.

18. PROTECTION OF PRIVACY ACT AND ACCESS TO INFORMATION ACT

Protection of Privacy Act (POPA) and Access to Information Act (ATIA) are defined collectively here as “Privacy Legislation”.

All documents submitted to the County will be subject to the protection and disclosure provisions of the Privacy Legislation. Privacy Legislation allows persons a right of access to records in the County's custody or control. Privacy Legislation also prohibits the County from disclosing the Proponent's personal or business information

where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 19 and 20 of the ATIA. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under the Privacy Legislation.

All information in the possession or control of the County, including any information provided, obtained or under the custody or control of the County as a result of this competitive process, is subject to the Privacy Legislation. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County. Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Privacy Legislation.

19. RECAPITULATION OF PROPOSALS

The County reserves the right to internally publish the names of Proponents, and any summary cost information deemed appropriate by the County.

20. PROPOSAL RETURN

Proposals and accompanying documentation, upon receipt by the County, will become the property of the County and shall not be returned to the respondent.

21. LITIGATION

The County will not consider Proposals received from individuals or legal entities engaged in litigation with the County as a party adverse in interest at the time of the RFP.

22. CONTRACT TERMS AND CONDITIONS

The County intends to issue an executed Service Agreement resulting from the RFP.

23. RFP INCORPORATED INTO PROPOSAL

All of the provisions of the RFP and addenda are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.



APPENDIX A

Service Parameters

A.1. BACKGROUND / INTRODUCTION

Athabasca County is seeking Proposals from interested Proponents for supply and delivery of bagged firewood for both Forfar Recreation Park and Hope Lake Campground for the 2026 season.

- Forfar Recreation Park is a 73-stall site (plus a group site), un-serviced campground located at Long Lake, 43km southwest of the town of Athabasca.
- Hope Lake Campground is a 53-stall site (plus a group site), un-serviced campground located at Hope Lake, approximately 20km northeast of the Village of Boyle.
- The campground(s) typically operate from the beginning of May until the end of September, weather dependant.
- More information on the campgrounds and Athabasca County itself may be found on the County's website at www.athabascacounty.com.

A.2. OPERATION MINIMUM STANDARDS

Athabasca County requires supply and delivery of bagged firewood to the following specs:

- Provide 1.5 cubic feet bags of dry spruce or pine firewood.
- Deliver within 72 hour notice to Forfar Recreation Park and/or Hope Lake Campground.
- No pine wood from out of province, must be free of mountain pine beetles.
- Wood must be seasoned and dry.
- Pieces of wood shall be between 16" and 18" long.
- Pieces of wood must be 6" and under in diameter.
- Firewood must be bagged into 1.5 cubic feet.
- Obtain and maintain commercial general liability and automobile insurance as described in Appendix A.4.
- Comply with all applicable legislation, bylaws and regulations, as well as any written direction from the County.
- Occupational Health and Safety, which includes but is not limited to:
 - Taking part in all safety/tailgate meetings and in all hazard assessments.
 - Ensure hazards are controlled using the hierarchy of control.
 - Reporting all hazards or unsafe conditions to the County.
 - Wearing the appropriate PPE at all times as required.
 - Following all Safe Work Practices and Procedures.
 - Direct all Subcontractors, other Contractors, employees, workers, and any other persons at the campgrounds on safety related matters.
 - Following the Occupational Health and Safety Act, safety practices and procedures.

A.3. INSURANCE REQUIREMENTS

The operator must maintain the following insurance:

- Insure its operations under a contract of comprehensive general liability insurance in an amount of not less than five million (\$5,000,000.00) dollars per claim, underwritten by an insurer licensed to conduct business in the Province of Alberta. This policy shall include but not be limited to:
 - (a) Name Athabasca County as an additional insured.
 - (b) Cross-liability and severability of interest.
 - (c) Blanket Contractual
 - (d) Products and Completed Operations
 - (e) Premises and Operations Liability
 - (f) Personal Injury Liability
 - (g) Contingent Employers Liability
 - (h) Owners and Contractors Protective
 - (i) Broad Form Property Damage

- (j) The policy shall include 30 days' notice of cancellation.
- Automobile Liability insurance covering third-party property damage and bodily injury, including accident benefits as may be required by Applicable Laws arising out of any licensed vehicle operated by the Proponent in connection with this agreement with an inclusive limit of liability of two million dollars (\$2,000,000.00).
- Ensure that each policy of insurance required above is endorsed to provide the County with thirty (30) days advance written notice of cancellation or material change.
- Provide evidence satisfactory to the County that all required insurance is obtained prior to the commencement of the agreement and shall promptly provide the County with a certified true copy of each policy.

A.4. WORKER’S COMPENSATION BOARD (WCB) REQUIRMENTS

Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission.

A.5. PROPOSED FEES AND REMUNERATION

Proposals shall include a monthly rate to be paid by the County to the Proponent in exchange for campground management services, inclusive of GST. If the Proponent is submitting a proposal for the management of both campgrounds, clearly identify a separate monthly rate for each campground. In the contract, partial months will be prorated.

A.7. HEALTH AND SAFETY VENDOR PRE-QUALIFICATIONS

Proponent must submit a completed “Appendix C - Health & Safety Requirements / Vendor Pre-Qualification” with the RFP submission.

A.8. SCHEDULE/MILESTONES

Task	Start	Finish
RFP Release by the County		January 19, 2026
Deadline for Inquiries		February 6, 2026
Deadline for Proponent Submission (1:00 p.m.)		February 17, 2026
Tentative Interview Dates (proposals selected to be shortlisted will be contacted)		February 26 & 27, 2026
Tentative Contract Agreement Awarded and Approved		March 2, 2026



APPENDIX - B

Health & Safety Requirements / Vendor Pre-Qualification



HEALTH & SAFETY REQUIREMENTS / VENDOR PRE-QUALIFICATION



HEALTH AND SAFETY CONTRACTOR PRE-QUALIFICATION

GENERAL INFORMATION			
Business Name			
Address			
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
Telephone		Fax	
Email Address			
GST Number		WCB Number	
CONTACT INFORMATION			
Primary Contact Name		Title	
Telephone		Email	
Health & Safety Contact Name		Title	
Telephone		Email	
ORGANIZATION INFORMATION			
Check off the types of work your organization performs:			
<input type="checkbox"/> Inspection & Certification	<input type="checkbox"/> Non-Residential Building		
<input type="checkbox"/> Service Supplier	<input type="checkbox"/> Civil Construction		
<input type="checkbox"/> Heavy (Non-Highway) Construction	<input type="checkbox"/> Commercial Construction		
<input type="checkbox"/> Equipment Rental	<input type="checkbox"/> Mechanical		
<input type="checkbox"/> Electrical	<input type="checkbox"/> Testing		
<input type="checkbox"/> Maintenance & Repair	<input type="checkbox"/> Other _____		
SAFETY INFORMATION			
Does your Company have a current written Safety Management Program? If yes, Please provide a copy upon reward of contract.			<input type="checkbox"/> YES <input type="checkbox"/> No
Does your company have a valid and current COR/SECOR? If yes, please attach a copy.			<input type="checkbox"/> YES <input type="checkbox"/> No
Has it been Audited?	<input type="checkbox"/> YES <input type="checkbox"/> No	Date of last Audit	
COR/SECOR #		Expiry Date	
If the contracting company does not have their own safety program and policies that meet OHS requirements, they shall abide by the policies laid out by Athabasca County and shall receive a full orientation on arrival to site.			

SAFETY POLICY & PROCEDURES	
Does your company have a written Health and Safety Policy? If yes, please attach a copy.	<input type="checkbox"/> YES <input type="checkbox"/> No
Do you have a Drug and Alcohol Policy?	<input type="checkbox"/> YES <input type="checkbox"/> No
Do you have a New Hire Orientation Program?	<input type="checkbox"/> YES <input type="checkbox"/> No

HEALTH AND SAFETY CONTRACTOR PRE-QUALIFICATION

Do you have clearly defined roles and responsibilities?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Is there a systematic process for identification and control of significant hazards and risks?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Are general workplace inspections conducted regularly?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Are all personnel trained and/or supervised in the safe use of all equipment, PPE, etc.? Is there a working alone policy and are personnel trained in it?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Do you ensure all information regarding safe work practices/procedures are identified and distributed?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Does your company have a written procedure for incident investigation, reporting and analysis?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Do you have an emergency plan and/or procedure?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Do you have a workplace Health and Safety Committee?	<input type="checkbox"/> YES <input type="checkbox"/> No		
INSURANCE INFORMATION			
General Liability Insurance (2 million)	<input type="checkbox"/> YES <input type="checkbox"/> No		
WCB INFORMATION			
Does your company have a WCB account in good standing for all jurisdictions in which your company performs work?	<input type="checkbox"/> YES <input type="checkbox"/> No		
Does your company have a WCB account in good standing? If yes, please attach a WCB clearance letter.	<input type="checkbox"/> YES <input type="checkbox"/> No		
WCB Stats from the last 3 years	2023	2022	2021
Employers Premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			
REGULATORY COMPLIANCE			
Has your company received any OH&S stop work orders and/or fines within the last three years? <i>(If yes, please provide details)</i>	<input type="checkbox"/> YES <input type="checkbox"/> No		
Are there any HSE-related judgments, claims or suits pending or outstanding against your company?	<input type="checkbox"/> YES <input type="checkbox"/> No		

DECLARATION		
I _____ Declare that the information provided in this document is correct and I understand the contents entirely. I also declare to fulfill the rules and regulations of Athabasca County's safety program.		
Applicant's Signature		Date

CONTRACTOR SAFETY REQUIREMENTS

Athabasca County Health and Safety Policy

Please note the following is not verbatim, but a summary.

Athabasca County is committed to an effective Health and Safety Management System that focuses on the physical, psychological, and social well-being of its employees and the public.

Managers, Supervisors, Workers and Contractors are responsible for the County's overall safety initiatives and are required to be actively involved in all aspects of Athabasca County's Health and Safety Management System by following provincial OH&S Legislation, as well as County Policies and Procedures; this participation by everyone is necessary for the overall safety excellence the County expects.

Contractor Responsibilities

Athabasca County is committed to ensuring the health and safety of its employees and taking the necessary steps to protect people (including workers, visitors, and the public) and property from any harm during the service contract. The Policy applies where Athabasca County contracts for the performance of work or services and where Athabasca County contracts an independent contractor/constructor to undertake a project.

1. Contractors are required to be familiar with Athabasca County's Health and Safety System and comply with all safe work practices, the OH&S Act, Code and Regulations.
2. If a contractor is deemed prime contractor, they must be responsible to comply with the Alberta OH&S Act and Regulations as well as Athabasca County Safety Policies.
3. Contractors can follow their own policies and safe work practices only if they meet or exceed that of the County.
4. Take every reasonably practicable precaution to protect the safety of their employees and sub-contractors on site.
5. Conduct regular safety meetings.
6. Assess and document hazards and the controls needed to reduce the risk for these hazards.
7. As the prime contractor you will be responsible for all subcontractors that are hired by the prime.

Contractor Responsibilities for Safety

- All contract workers must complete the Contractor Orientation with County Health & Safety rep prior to starting work.
- Provide specific hazard assessments (SWP, JSA, FLHA), for scope of work being completed to County contact.
- Take reasonable care to protect your health and safety and the health and safety of other persons who may be affected by the acts or omissions while at work.
- Use or wear protective equipment, devices and clothing as required by the tasks you are completing and/or site requirements.
- Ensure ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes.

- Maintain the premises in a way that ensures the health and safety of people working on site.
- Disclose to employer and Athabasca County the full details of any potential hazards in or around the workplace so they can be eliminated or controlled.
- Report all near misses, and incidents to your site contact.

Occupational Health and Safety Legislation

- Athabasca County requires that all contractors are familiar with and comply with the requirements outlines in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- All contractors, unless otherwise identified within your contract, must maintain their account in good standing with the Workers' Compensation Board.



CONTRACTING ORGANIZATION			
Name		Signature	
Title		Date	
APPROVAL			
Director Signature		Date	
Name			
Safety Coordinator Signature		Date	
Name			



APPENDIX - C

Certification

Proponents are requested to sign and return this form with their Proposal

Failure to complete, sign and submit this certification, with the Proposal package, shall disqualify this Proposal.

We

(Legal Company Name)

Of

(Business address)

_____ _____
(Telephone number) (E-mail Address)

Having examined and read the Proposal documents for *RFP: Supply and Delivery of Bagged Firewood 2026* as issued by Athabasca County, do hereby bid and agree to provide the services/products in accordance with the Proposal/RFP documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this _____ day of _____, 2026

Signature of authorized representative

(Print or Type) name and status of authorized representative

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Protection of Privacy Act and Access to Information Act*.