



Request for Proposal (RFP)

Procurement of One Mini Excavator (4.5 to 5.0 Ton Class)

RFP Number: 1

Issue Date: June 22, 2026

Proposal Closing Date and Time: June 26, 2026, at 17:00 local time

Issuing Entity: Yaqit ʔa·knuqʔit First Nation

Contact Person: Tyler Phillips -Director of Lands and Resources

Contact Email: Tyler.Phillips@tobaccoplains.org

Delivery Location: Yaqit ʔa·knuqʔit First Nation 5500 village loop road Grasmere BC, V0B 1R0

1. Invitation

Yaqit ʔa·knuqʔit First Nation invites qualified proponents to submit proposals for the supply and delivery of one new mini excavator in the 4.5-to-5.0-ton class, including attachments, protective features, and a service package, for a total proposed cost not exceeding CAD 150,000, inclusive of taxes as specified by Yaqit ʔa·knuqʔit. This RFP is intended to support a competitive procurement process for goods using a structured solicitation document consistent with standard Canadian public sector purchasing practices. This solicitation is intended to obtain best value through an open, fair, and transparent proposal process.

2. Background and Purpose

The Yaqit ʔa·knuqʔit Lands and resources department requires a compact excavator suitable for municipal, forestry, public works, or general field operations. The intent of this procurement is to acquire a durable and fully supported unit capable of small scale excavation, grading, cleanup, brush handling, and related operating tasks using the attachments identified in this RFP.

The successful proponent will supply a complete, new, current-production machine and all required components, documentation, warranties, and operator support necessary for the unit to be placed into service upon delivery.



3. Procurement Principles

This RFP shall be administered in a manner consistent with public sector procurement principles of openness, fairness, transparency, and value for money. Competitive bidding is the standard approach used to protect community value and support a fair opportunity for qualified suppliers.

Proponents must prepare and submit proposals independently and without collusion. To support bid integrity, Yaqit ʔa-knuqʔit may require a declaration that the proposal has been prepared independently and may reject proposals where there is evidence of bid-rigging, collusion, or other prohibited conduct.

Yaqit ʔa-knuqʔit reserves the right to cancel, amend, or reissue this RFP, request clarification, verify proposal information, waive non-material irregularities, and reject any or all proposals in accordance with applicable law, policy, and the terms of this solicitation.

4. Scope of Supply

The successful proponent shall supply and deliver the following:

- One new mini excavator in the 4.5-to-5.0-ton operating weight class.
- Steel tracks.
- Hydraulic thumb or equivalent thumb attachment compatible with the proposed machine.
- One digging bucket.
- One clean-up or ditching bucket.
- One brush rake attachment.
- Bush guard or forestry/protective guarding suitable for the proposed operating environment.
- Manufacturer-recommended service package.
- All standard equipment, fluids, manuals, safety features, and items required for the unit to be fully operational upon delivery.
- Pre-delivery inspection, commissioning, and operator familiarization.



5. Budget

The total proposal price must not exceed CAD 150,000. Proponents must clearly identify the total purchase price and separately itemize the machine, each attachment, the service package, delivery, warranty options, and any applicable taxes or fees.

Any proposal exceeding the maximum budget may be rejected as non-compliant.

6. Minimum Mandatory Technical Requirements

To be considered, proposals must meet the following mandatory requirements:

- The proposed machine must be new, unused, and preferably from the current production model year.
- The excavator must fall within the 4.5-to-5.0-ton class.
- The excavator must be supplied with steel tracks.
- The proposal must include a thumb, one digging bucket, one clean-up bucket, one brush rake attachment, and a bush guard.
- The proposal must include a service package.
- The proposed equipment must comply with all applicable federal, provincial, territorial, and local safety, emissions, and regulatory requirements in force in Canada and British Columbia at the time of delivery.
- The supplier must provide warranty coverage, identify the nearest authorized service location and travel area of field mechanics.
- The total proposed price must be under CAD 150,000.
- The supplier must be able to deliver within the timeline proposed in its submission.



7. Preferred Technical and Service Requirements

Preference may be given to proposals that include one or more of the following:

- Reduced tail swing or zero tail swing configuration.
- Auxiliary hydraulics suitable for the listed attachments.
- Enclosed cab with heating and air conditioning.
- Rear-view camera, lighting package, or enhanced operator safety features.
- Telematics or fleet monitoring capability.
- Extended warranty coverage.
- Preventive maintenance service intervals and parts coverage that reduce lifecycle cost.
- Demonstrated local parts availability and field service support.
- Operator training at delivery.

8. Service Package Requirements

The proposal must include a suitable service package for the operation. At a minimum, the service package should identify:

- Included scheduled maintenance intervals.
- Labour and parts included in the package.
- Duration of the service package in months, operating hours, or both.
- Response times for service calls.
- Location of authorized service facilities.
- Parts availability commitments.
- Any exclusions, assumptions, or owner responsibilities.



9. Delivery Requirements

The proponent must state the proposed delivery timeline from contract award to delivery at the designated location. Delivery shall include freight, unloading coordination, pre-delivery inspection, assembly of attachments, and all documentation required for transfer to Yaqit Pa'knuqti'it .

At delivery, the supplier must provide:

- Operator and maintenance manuals.
- Parts manuals or parts access information.
- Warranty documentation.
- Safety and compliance documentation.
- Service schedule and service package details.
- Training or familiarization for designated staff.

10. Proposal Submission Requirements

Proposals should be organized using the following format:

1. Cover letter signed by an authorized representative.
2. Proponent information, including legal name, address, and primary contact.
3. Technical proposal describing the proposed excavator and all included equipment.
4. Detailed specifications and product literature.
5. Service package details.
6. Delivery schedule.
7. Warranty and after-sales support information.
8. Pricing submission.
9. References for similar public sector or fleet equipment supply contracts.
10. Completed declarations and forms required by this RFP.



Proposals must be submitted before the closing date and time set out on the cover page. Late submissions may be rejected in accordance with the instructions set by Yaqit ?a·knuqhi'it .

11. Inquiries and Addenda

All inquiries regarding this RFP must be submitted in writing (email sufficient) to the contact person identified on the cover page. Information provided verbally by any representative of Yaqit ?a·knuqhi'it is not binding unless confirmed by written addendum.

If this RFP is amended, changes will be issued by written addendum to all known proponents or through the applicable electronic tendering system.

12. Evaluation Method

Proposals will be evaluated using a best-value methodology.

Criterion	Suggested Weight
Compliance with mandatory requirements	Pass/Fail
Technical suitability and equipment features	30%
Attachments and configuration offered	15%
Service package and after-sales support	20%
Delivery timeline	10%
Proponent experience and references	10%
Pricing and lifecycle value	15%

Yaqit ?a·knuqhi'it may seek clarification from proponents, verify references, confirm equipment availability, and assess overall value, serviceability, and fitness for intended use.



13. Pricing Form

Proponents should provide pricing in the following format:

Item	Price (CAD)
Base mini excavator	
Steel tracks	
Thumb	
Digging bucket	
Clean-up bucket	
Brush rake attachment	
Bush guard	
Service package	
Delivery and commissioning	
Warranty extensions, if any	
Subtotal	
Taxes	
Total	

The proposal must confirm that the total price does not exceed CAD 150,000.

14. Terms and Conditions

Yaqit ?a-knuqhi'it is not obligated to accept the lowest-priced or any proposal. Yaqit ?a-knuqhi'it may award all or part of the requirement, negotiate minor improvements where permitted by law and policy, cancel the process, or proceed in another manner that is in the public interest and consistent with the solicitation documents.

The successful proponent will be required to enter into the purchaser's standard form of contract or purchase order terms.



Yaqit ʔa·knuqʔiʔit may require proof of insurance, WorkSafeBC or equivalent coverage, business licensing, tax compliance documentation, and confirmation of authority to conduct business in the applicable jurisdiction before contract award.

15. Compliance with Laws and Standards

The supplier must ensure that the equipment and all associated components comply with all applicable laws, regulations, codes, and standards in Canada and in the province or territory of delivery. Suppliers should warrant that the excavator complies with applicable health and safety requirements at the time of supply.

16. Proposed Schedule

The following timetable is suggested and may be revised by Yaqit ʔa·knuqʔiʔit before issuance:

Milestone	Date
RFP issue date	June 12, 2026
Deadline for supplier questions	June 22, 2026
Final addendum issued, if any	June 24, 2026
Proposal closing date	June 26, 2026
Evaluation period	10 days
Notice of intended award	July 15, 2026
Expected delivery date	On or before August 1, 2026

17. Required Forms and Declarations

- Proposal Response Form.
- Pricing Form.
- Technical Compliance Matrix.
- Conflict of Interest Disclosure.
- Lobbying or vendor conduct declaration, if applicable.



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- Certificate of Independent Bid Determination or equivalent non-collusion declaration, which is a recognized control to deter bid-rigging in public procurement.
- References Form.