Request for Proposal (RFP)

Water Distribution System Operator Services
Allan South Rural Water Utility
30 October 2025

1. Introduction

Allan South Rural Water Utility is seeking proposals from qualified individuals or firms to provide **Certified Utility Operator Services** for our Class 1 Water Distribution Facility. The successful proponent will be responsible for ensuring the safe, reliable, and compliant operation of the water distribution system in accordance with:

- *The Water Regulations, 2002 (Saskatchewan)*
- *The Environmental Management and Protection Act, 2010 (Saskatchewan)*
- Applicable permits, guidelines, and standards issued by the Water Security Agency (WSA) – WSA Permit No. 50095-05-00, as amended
- ASRWU Waterworks Emergency Response Plan, August 2025, as amended
- ASRWU Waterworks Quality Assurance/ Quality Control Policy, August 2025, as amended

The Water System Operator must hold licensing required as defined by the WSA for the Allan South Rural Water Utility Class 1 water distribution system.

2. Scope of Work

The contracted Water System Operator will perform services that include, but are not limited to:

- Daily operation of the water distribution system in compliance with provincial regulations, WSA permits, and applicable Drinking Water Quality Standards and Objectives (DWQSO).
- Routine water quality monitoring, sampling, and laboratory testing as prescribed by the WSA and WSA Permit No. 50095-05-00, as amended.
- Assist in the response to alarms, operational issues, and emergency events.
- Maintain records, including operating logs, daily diaries, and automated data logs and report at least monthly to the Maintenance Coordinator and Quality Control Coordinator on the performance of the system, including any system failures, leaks, releases, shutdowns and customer complaints.
- Assist with the preparation and submission of regulatory reports to the WSA.
- Assist with the coordination of contractors for major repairs or capital improvements.

- Immediately advise the Maintenance Coordinator and Quality Control Coordinator on system performance, compliance issues, and potential upgrades.
- Assist in providing on-call and after-hours response, when required.
- Provide other services as directed by the Maintenance Coordinator and Quality Control Coordinator.

3. Term of Engagement

The contract term will be one year (01 January 2026 to 31 December 2026), with the option to renew upon satisfactory performance and organizational needs.

4. Proposal Requirements

Proposals must include:

1. **Proponent Profile** – company/individual name, business address, relevant experience, and WSA operator certification level(s).
2. **Experience** – description of similar waterworks operation experience within Saskatchewan.
3. **Compliance Approach** – methods for ensuring compliance with the *Water Regulations, 2002*, *Environmental Management and Protection Act, 2010*, and WSA permit-to-operate conditions.
4. **Staffing** – list of certified operators (including certification levels) who will provide services. Staffing changes, additions and deletions are to be pre-approved in writing by the Board before implementing.
5. **Pricing** – fee structure for routine services (breakdown of cost per test), hourly rate for required work, regulatory reporting, and emergency response. Invoices to be submitted monthly to the Board for review and approval with payment net 30 days.

5. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Certification and qualifications of operator(s) (30%)
- Demonstrated experience with Saskatchewan waterworks systems (25%)
- Compliance approach and service methodology (30%)
- Cost/value (15%)

6. Submission Instructions

- Proposals must be submitted electronically in PDF format to: mremmen@explornet.com
- Deadline for submission: November 28,2025, 4:00 PM Central Standard Time
- Late proposals will not be considered.

7. Questions & Clarifications

Questions regarding this RFP may be directed to:
Murray Remmen, Maintenance Coordinator, Allan South Rural Water Utility
mremmen@explornet.com

8. Rights Reserved

Allan South Rural Water Utility reserves the right to:

- Reject any or all proposals.
- Accept any proposal in whole or in part.
- Negotiate contract terms with any proponent.
- Cancel this RFP at any time.