

# Request for Proposal (RFP)

## Water Meter Reading, Visual Inspections, and Routine Maintenance Services

Allan South Rural Water Utility

30 October 2025

## 1. Introduction

Allan South Rural Water Utility (ASRWU) invites proposals from qualified contractors or individuals to provide water meter reading, visual inspections, and routine maintenance services for ASRWU's water distribution system. Services must be performed in compliance with all applicable Saskatchewan regulations and the operational standards of the *Water Security Agency (WSA)*.

## 2. Scope of Work

The services required under this contract may include, but are not limited to:

### Water Meter Reading

- Perform annual water meter readings at all customer locations.
- Assist in the performance of quarterly meter readings with larger customer locations
- Record, verify, and report readings in the format required by ASRWU.
- Identify irregularities in consumption patterns (e.g., leaks, stuck meters, zero readings) and report promptly.

### Visual Inspections

- Conduct routine site inspections of water infrastructure.
- Perform visual inspections for leaks, vandalism, safety hazards, and equipment issues.
- Document and report findings, including photographs where applicable.

### Routine Maintenance

- Perform routine maintenance tasks, such as:
  - Lubricating and exercising valves
  - Cleaning meters and curb boxes
  - Minor repairs to access covers, locks, or seals
  - Flushing hydrants or lines, as directed by the Maintenance Coordinator
- Operate curb stops including Turn On/ Off Service as directed by the Maintenance Coordinator

- Assist in identifying and reporting larger maintenance or repair needs requiring specialized contractors.
- Other activities as directed by the Maintenance Coordinator or the Water Quality Coordinator

### 3. Term of Engagement

The initial contract term will be one year (01 January 2026 to 31 December 2026) with the possibility of renewal upon satisfactory performance and mutual agreement.

### 4. Proponent Requirements

Proponents must demonstrate:

- Experience with municipal or utility water systems in Saskatchewan.
- Knowledge of WSA requirements and provincial standards.
- Adequate tools, vehicles, and equipment to perform meter reading and inspection services.
- Ability to provide timely communication and reporting to ASRWU.

### 5. Proposal Requirements

Proposals should include:

1. **Company/Individual Profile** – name, contact details, years of experience, and qualifications.
2. **Relevant Experience** – examples of similar work performed (meter reading, inspections, utility maintenance).
3. **Approach & Methodology** – description of how services will be delivered (routes, reporting system, communication process).
4. **Staffing & Resources** – personnel assigned and equipment available.
5. **Pricing** – fee structure (per meter read, per inspection, per curbstop turn on/off, etc.), including call-out rates for unscheduled work. Invoices to be provided monthly for services rendered in the previous month for the review and approval of the Board. Payment of invoices is net 30 days upon receipt.

### 6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications (30%)
- Service approach, methodology and capacity to deliver services reliably (30%)
- Cost/value (40%)

## 7. Submission Instructions

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

## 8. Questions & Clarifications

All inquiries regarding this RFP should be directed to:  
Murray Remmen, Maintenance Coordinator, Allan South Rural Water Utility  
[mremmen@explornet.com](mailto:mremmen@explornet.com)

## 9. 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