



REQUEST FOR QUOTATION

For the Provision of

RFQ Title: Thompson Regional Park Gate Operations & Cleaning

RFQ Number RFQ - 25010

Date Issued Friday March 28, 2025

Closing Date Thursday April 17, 2025 1 pm (PST)

1. INTRODUCTION

The Fraser Valley Regional District ("FVRD") is requesting contractors with proven capacity, capabilities, and experience to provide daily gate operations (opening and closing of the park), washroom cleaning and emptying garbages at Thompson Regional Park. The park is located at 48600 Chilliwack Lake Road, Chilliwack, BC. Proponents should have related experience, have performed similar work for a similar organization, and must have trained, trustworthy and experienced staff to undertake this work.

2. SCOPE OF WORK

2.1 Daily opening and closing park gates

This work takes place daily, including weekdays, weekends and statutory holidays unless notified otherwise by the Manager of Parks. The gate operation work includes the following:

- Opening the park gate daily at 7am and locking the gate closed one hour after Sunset.
- Reporting to the FVRD Parks Department any damage, vandalism or emergencies occurring within Thompson Regional Park.
- Completing daily records, including Daily Reports and Incident Reports (when applicable), and submitting them along with a monthly invoice.
- Leaving notices (provided by the FVRD) on the windshield of vehicles left in the park after hours. (If a vehicle is left inside the park after hours, all reasonable effort must be made to locate the driver of the vehicles remaining in the parking lot before locking the gate.)

2.2 Daily Cleaning of Washroom and Garbages

This work will takes place daily. All products will be supplied by the FVRD. The cleaning work includes the following:

- Opening and closing the washrooms daily (at the same time as the park gate).
- Washroom Cleaning and Disinfecting - There is a mens and womens washroom with flush toilets which require daily cleaning as follows:
 - spraying with disinfectant and wiping down latches, handles, handrails, toilet paper dispensers, seats, and thrones and sinks
 - stocking the toilet paper and soap
 - picking up any toilet paper or garbage on the floor of the washroom and sweeping
- Garbage Cans - There are garbage cans on site including the washrooms, and playground and picnic areas which need to be checked daily. When more than 2/3 full, the bags need to be removed and dispose of in on-site dumpsters (garbage and recycling). Once emptied, the cans will be relined with new bags.

2. CONTRACT TERM

The successful proponent will be eligible for a three-year contract with an option to renew for an additional two-year contract.

3. SUBMISSION

One (1) completed copy of the Quotation marked with the RFQ Title and RFQ Number must be delivered by email, hand, or regular mail or courier before **Thursday April 17, 2025 1 PM PST** to:

Fraser Valley Regional District
Attn: **Charlotte Whaley**
1 - 45950 Cheam Avenue
Chilliwack, British Columbia V2P 1N6
Email: cwhaley@fvrld.ca

An electronic file version is preferred (such as PDF or Word document) either by email or delivered on USB flash drive. Hard copies will also be accepted in person, regular mail, or courier.

Quotations received after the time specified above will not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the *Freedom of Information and Protection of Privacy Act*.

5. INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Christina Vugteveen
Manager of Parks
Telephone: 604-702-5077
Email: cvugteveen@fvrld.ca

Any enquiries that are received by the FVRD and that affect this RFQ will be issued as an addendum to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ including any addenda. If required, a final addenda will be issued Monday April 14, 2025.

Any information regarding this RFQ obtained by a party from any source other than the FVRD by way of addenda is not authorized and should not be relied upon.

6. NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a Quotation. The FVRD will provide written notice of acceptance of a Quotation in the event that the FVRD seeks to acquire the Services and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a Quotation for the purposes of finalizing a contract.

Should a contract be finalized:

- » This RFQ quote may be used to form a contract.
- » The Contractor is responsible for a minimum of **\$5,000,000** commercial liability insurance naming the Fraser Valley Regional District as additional insured.

If the Contractor or any sub-contractors are required by law to be registered with the Worker's Compensation Board (WCB), then the Contractor will submit either a WCB clearance letter indicating that the Contractor's WCB account is in good standing or a WCB registration number prior to commencement of the Services or at such other times as the Regional District may request.

7. LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs, and expenses associated with the Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

8. CONFLICT OF INTEREST

Contractors shall disclose any potential conflict of interest and the existing business relationship they

may have with the FVRD, its elected or appointed officials, or employees.

9. NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any contractor from participation in this RFQ that acts in contravention of this requirement.


10. EVALUATION

The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Quotations will be evaluated based on the overall best value to the FVRD using the following criteria:

Evaluation Criteria	Decision Factors	
Mandatory	Received by Closing Date and Time	Pass/Fail
Mandatory	Completed Schedule A - Quotation	Pass/Fail
Mandatory	Completed Schedule B - References	Pass/Fail
Selection Criteria	Price (Schedule A)	/80
Selection Criteria	References (Schedule B)	/20

Schedule A

QUOTATION

 Fraser Valley Regional District	RFQ-25010
	Thompson Regional Park Gate Operations & Cleaning

Legal Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

- ☐ Sole Proprietorship
- ☐ Partnership Date of Establishment _____
- ☐ Corporation Date of Incorporation _____ Business No. _____

I/We hereby offer to provide to the Fraser Valley Regional District the Services for the prices plus applicable taxes:

	Total Amount Per Day CAD
Thompson Regional Park Gate Operations & Cleaning	

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the Specifications and General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ____ day of _____, 2025.

CONTRACTOR

I/We have authority to bind the Contractor

Legal Name of Contractor


Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Schedule B
REFERENCES

 <p>Fraser Valley Regional District</p>	<p>RFQ - 25010</p> <hr/> <p>Thompson Regional Park Gate Operations & Cleaning</p>
--	---

Proponent Name: _____

Reference 1

Reference Name:		
Organization and Title:		
Contact Information:	Phone	Email
Scope of Work Performed:		
Dates of Work:		

Reference 2

Reference Name:		
Organization and Title:		
Contact Information:	Phone	Email
Scope of Work Performed:		
Dates of Work:		

Reference 3

Reference Name:		
Organization and Title:		
Contact Information:	Phone	Email
Scope of Work Performed:		
Dates of Work:		