



REQUEST FOR QUOTATION

For the Provision of:

Dewdney Regional Park Gate Operations

RFQ Title	Dewdney Regional Park Gate Operations
RFQ Number	21003
Date Issued	Friday, February 12, 2021
Closing Date	Friday, March 5, 2021 1:00 pm PST

1.0 INTRODUCTION

The Fraser Valley Regional District ("**FVRD**") is requesting contractors with proven capacity, capabilities, and experience to provide gate operations (opening and closing of the park) at Dewdney Regional Park. The park is located at 7840 River Rd S, Deroche, BC.

2.0 SCOPE OF WORK

The Contractor shall be responsible for providing the following services (collectively, the "Services") at Dewdney Regional Park located at 7840 River Rd S, Deroche, BC.

a) Daily Opening and Closing of Gate

Opening and closing the main access gate at Dewdney Regional Park during the off-season, when the Park's Gatehouse is closed and the park is open. This off-season period is from the last Monday in September to the last Sunday in June.

Unless notified otherwise by the Manager of Parks and Recreation, the Contractor is responsible for opening and closing the gates daily (including weekdays, weekends and statutory holidays) according to the following 6 am to 1 hour after sunset.

If a Sockeye fishery is announced, the Contractor will be notified by the Manager of Parks and Recreation and must open the gate at 5 am effective the opening day of the fishery.

Hours may be modified by the Manager of Parks and Recreation depending on operational needs.

b) Reporting and Invoicing

The Contractor will complete daily records relating to the Services performed, including Daily and Incident Reports, as specified by the Manager of Parks and Recreation, and submitted monthly along with the invoice for services rendered.

c) Notifying Park Users

If a vehicle is left inside the park after closing hours, all reasonable effort must be made to locate the occupants/owners of the vehicles remaining in the parking lot prior to locking the gate. The Contractor will also leave notices (provided by the FVRD) on the windshield of vehicles left in the park after hours.

The Contractor is responsible for seeing that the Services are performed on time and in a satisfactory and diligent manner.

3.0 SUBMISSION

One (1) completed quote for the scope of work requested above and marked with the RFQ title and RFQ number must be received before 1:00 pm PST Friday, March 5, 2021 at:

Fraser Valley Regional District
Attn: Deanne Bozek
1 - 45950 Cheam Avenue
Chilliwack, British Columbia,
V2P 1N6
Email: dbozek@fvrd.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 may 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*.

4.0 INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

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

Any inquiries 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.

All inquiries need to be received by 4:30 pm PST on February 26, 2021. A final addendum will be issued as needed.

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.

5.0 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.

6.0 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.

7.0 CONFLICT OF INTEREST

Contractors shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

8.0 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.

9.0 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 on the basis of the overall best value to the FVRD. The following criteria will be used to evaluate the proposals:

Criteria	Decision Factors	
Mandatory Evaluation Criteria	Received by Closing Date and Time	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule A - Quotation	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule B - References	Pass/Fail
Evaluation Selection Criteria	Price	/60
Evaluation Selection Criteria	References	/40

Schedule A QUOTATION

 <p>Fraser Valley Regional District</p>	RFQ Number: 21003 RFQ TITLE: Dewdney Regional Park Gate Operations
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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:

Item Name	Total Amount Per Day
Dewdney Regional Park Gate Operations	
Subtotal:	\$
GST (5%)	\$
PST (7%)	\$
TOTAL:	\$
CURRENCY: Canadian	

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 _____, 20__.

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 style="margin: 0;">Fraser Valley Regional District</p>	<p>RFQ NUMBER: 21003</p> <hr/> <p>RFQ TITLE: Dewdney Regional Park Gate Operations</p>
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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:		