



# **REQUEST FOR QUOTATION**

**For the Provision of**

**RFQ Title: Neilson Regional Park - Gate Operation and Washroom  
Facility Maintenance**

**RFQ Number    RFQ - 25019**

**Date Issued    Wednesday October 08, 2025**

**Closing Date    Wednesday October 29, 2025, 1 pm (PST)**

# **1. INTRODUCTION**

The Fraser Valley Regional District ("FVRD") is requesting contractors with proven capacity, capabilities and experience to provide a quotation on the form attached at Schedule A (the "Quotation") for gate operations (opening and closing of the park) and washroom facilities maintenance services at Neilson Regional Park, located at 8746 Edwards Street, Mission, BC.

## **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 Neilson 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 and Garbage**

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 men's and women's 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 toilet paper and soap
  - picking up any toilet paper or garbage on the floor of the washroom and sweeping
- Tidying the washroom, day-use area, and walkways, so that they are free of garbage and debris.
- Collecting garbage from the washroom bins, bear-proof bins, picnic and shelter areas and depositing it in the dumpster in the parking area.
- Spreading de-icer on sidewalks and driveway entrance when icy.

There may be the option of doing additional work, such as painting, vandalism cleanup, and pressure washing. This work would be done on an as-needed basis at an hourly rate agreed upon in advance.

## **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 **Wednesday October 29, 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](mailto: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](mailto: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 addendum will be issued Monday October 27, 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 **\$3,000,000** 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:

| <b>Evaluation Criteria</b> | <b>Decision Factors</b>           |           |
|----------------------------|-----------------------------------|-----------|
| 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)                | /100      |

Schedule A

**QUOTATION**

|                                                                                   |                                                                          |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  | RFQ-25019                                                                |
|                                                                                   | Neilson Regional Park - Gate Operation and Washroom Facility Maintenance |

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<br>Per Day CAD |
|--------------------------------------------------------------------------|-----------------------------|
| Neilson Regional Park - Gate Operation and Washroom Facility Maintenance |                             |

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: