



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Expression of Interest

AVRA – Airport Caretaker AVRAC06-26

Submission Deadline:

August 11, 2026, at 2:00 pm, Pacific Time

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Expression of Interest must be received in the office of the Alberni-Clayoquot Regional District **no later than 2:00 pm Pacific Time, August 11, 2026** to the attention of:

Charity Hallberg Dodds, Procurement Administrator

Email procurement@acrd.bc.ca

3008 5th Avenue

Port Alberni, BC V9Y 2E3

Note: Office Hours are 8:00 am to 4:30 pm, Monday to Friday, excluding statutory holidays.

Paper submissions must be delivered to the address above in a sealed envelope and labelled "Request for Expression of Interest – AVRAC06-26 – AVRA - Airport Caretaker".

Alternatively, submissions may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "Request for Expression of Interest - AVRAC06-26 – AVRA – Airport Caretaker" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Charity Hallberg Dodds, Procurement Administrator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2701

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SECTION 1 – GENERAL

1.1 PURPOSE OF EXPRESSION OF INTEREST (RFEI)

The Alberni-Clayoquot Regional District (ACRD) invites interested Proponents to submit an Expression of Interest for a work/trade opportunity as the Airport Caretaker at the Alberni Valley Regional Airport (AVRA), located near Port Alberni, BC. This is an ideal opportunity for an aviation enthusiast looking to live on-site and contribute to the upkeep and daily operations of a vibrant regional airport.

1.2 PROCESS OVERVIEW

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

The ACRD has undertaken this RFEI with the intention to enter into an agreement with one or multiple Proponent(s). This EOI does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the ACRD will not have any liability or obligation to anyone in connection with this RFEI unless an agreement is approved by the ACRD Board of Directors, and executed and delivered in writing.

The evaluation of responses will be based on a number of factors, according to the needs and judgment of the ACRD. Any Submission will not necessarily be selected. Any implication that the lowest cost or any Submission will be accepted is hereby expressly negated. The ACRD reserves the right to accept the Submission which it deems most advantageous, and the right to reject any or all Submissions, in each case without giving any notice. In no event will the ACRD be responsible for the costs of preparation or submission of any Preliminary Submission or Submission.

1.3 RFEI TERMINOLOGY

Throughout this RFEI, terminology is used as follows:

- “Proponent” means an individual or a company that submits, or intends to submit, a Submission in response to this “Request for Expression of Interest.”
- “Submission” means a response to the RFEI in accordance with the set requirements.

SECTION 2 – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFEI and contract process. The timing and the sequence of events resulting from this RFEI may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Expression of Interest is issued	July 09, 2026
Deadline for receipt of questions	July 20, 2026 @ 2:00 pm, Pacific Time
Addenda issued (if required)	July 23, 2026
Request for Expression of Interest closes	August 11, 2026 @ 2:00 pm, Pacific Time

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFEI. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFEI and to prepare and submit their Submission. The ACRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFEI, or as a result of any misunderstanding or misinterpretation of the terms of the RFEI on the part of any Proponent.

2.3 SUBMISSION CONDITIONS

Submission must include a completed “AVRAC06-26 – AVRA – Airport Caretaker: EXPRESSION OF INTEREST SUBMISSION FORM” as included in Schedule A.

The Proponent's Submission Form must be fully and properly completed and conform to these instructions for submission. Submissions which are incomplete, conditional or obscure may be rejected. Late Submissions will not be accepted.

Submissions must be received **no later than 2:00 pm, Pacific Time, on August 11, 2026** in order to be considered.

Paper Submissions must be submitted in a sealed envelope, clearly marked "Request for Expression of Interest - AVRAC06-26 – AVRA – Airport Caretaker" and directed to the person identified under the Submission Details of this RFEI.

Submissions made through BCBid (<https://www.bcbid.gov.bc.ca>) are to be made in accordance with BCBid's submission platform.

Proponents mailing submissions, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Procurement Administrator. Alternatively, Submissions may be submitted by



email with the subject line " Request for Expression of Interest - AVRAC06-26 – AVRA – Airport Caretaker" to the person identified under the Submission Details of this RFEI. If the Proponent chooses to submit by email, the following risks are assumed:

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.3.1 Freedom of Information & Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Submissions will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any Contract entered into as a result of this RFEI may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Submissions may be provided to the Board in a publicly available staff report and discussed at a Board meeting that is open to the public.

2.3.2 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.3.3 Conflict of Interest & Legal Proceedings

Submissions will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFEI or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a Submission in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous Contracts, tenders or business transactions.



2.3.4 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Submissions and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFEI. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Submission, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFEI.

2.3.5 Cancellation

The ACRD reserves the right to cancel this RFEI at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any proponent as a result of that cancellation.

SECTION 3 – APPENDICES

Schedule A: Expression of Interest Submission Form

Schedule B: Statement of Work and Deliverables

SECTION 4 - ENQUIRIES

Charity Hallberg Dodds
Procurement Administrator
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
procurement@acrd.bc.ca
(250) 720-2701

If you have any questions regarding this Request for Expression of Interest, please do not hesitate to contact the above.



SCHEDULE A: EXPRESSION OF INTEREST SUBMISSION FORM

RFEI NO.: AVRAC06-26
TITLE: AVRA – Airport Caretaker
CLOSING: August 11, 2026, at 2:00 pm, Pacific Time

1. PROPONENT INFORMATION

Name:	
Address:	City:
Phone #:	Postal Code:
Alternate Phone #:	Email Address:

Preferred Method of Contact: ☐ Telephone ☐ Email

2. STATEMENT OF INTEREST

Explain why you are interested in this position:

3. EXPERIENCE

Describe your relevant experience:



4. PROPOSED TEMPORARY LIVING ACCOMMODATION

What type and size of temporary living accommodation would you want to place on-site (ie. mobile home, travel trailer, RV, etc.):

5. SCHEDULE

When would you be available to start?

I/We, the undersigned, having received and carefully reviewed the Request for Expression of Interest – AVRA – Airport Caretaker, including the RFEI and any issued addenda posted on the Alberni-Clayoquot Regional District Website, submit this completed Expression of Interest Submission Form.

I/We confirm that this Submission Form is accurate and true to best of my/our knowledge.

Name: _____

Signature

Date

Name: _____

Signature

Date



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

Overview

The Alberni-Clayoquot Regional District (ACRD) invites interested individuals to submit an Expression of Interest for a work/trade opportunity as the Airport Caretaker at the Alberni Valley Regional Airport (AVRA), located near Port Alberni, BC. This is an ideal opportunity for an aviation enthusiast looking to live on-site and contribute to the upkeep and daily operations of a vibrant regional airport.

What we provide:

- A fully serviced pad (water, sewer, electricity) suitable for a privately-owned, temporary living accommodation (ie. mobile home, travel trailer, RV, etc.).
- A monthly stipend.
- Training and orientation for airport caretaker responsibilities will be provided by the previous caretakers who will continue to be at the site for up to two (2) years, to allow for transition to new caretakers.
- The unique opportunity to be part of the aviation community in a beautiful setting.

The caretaker will reside on-site at the airport and be responsible for:

- General upkeep of airport grounds and facilities.
- Routine maintenance of the terminal building including:
 - o Lawn mowing, weed trimming, and basic landscaping around the building.
 - o Snow removal by hand shovel of decking and walkways (when applicable).
 - o Light custodial duties of the building (cleaning bathrooms and floors).
 - o Collecting, transporting, and disposing of garbage and recycling from the building.
- Conducting monthly fuel system checks including measuring tank levels and periodically resetting the fuel pump system, as required.
- Recording daily stats on plane movements and parking.
- Monitoring for security or safety concerns and locking of terminal building, as required.
- Being generally available Monday to Friday, and occasional weekends and holidays.
- Responding to facility or operational needs in coordination with ACRD staff.

Candidate Requirements

- Must supply and reside in your own temporary accommodation unit (ie. mobile home, travel trailer, RV, etc).



- Must be physically capable of lifting and carrying up to 50 lbs.
- Self-motivated, dependable, and able to work independently with minimal supervision.
- Interest or background in aviation is considered an asset.
- Restricted Operator Aeronautical Radio license considered an asset.

Interested individuals are invited to complete and submit the RFEI - AVRAC06-26 – Submission Form, as included in Schedule A. The following additional information may be requested and/or completed:

- Resume
- Criminal Records Check