



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Quotation

Beaver Creek Water System Cargo Van BCWSCV08-26

Issued Date:

September 21, 2026

Submission Deadline:

To remain open until an acceptable submission is received.
Quotations will be reviewed as received.

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Quotation must be received in the office of the Alberni-Clayoquot Regional District (ACRD) 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 quotation submissions must be delivered to the address above in a sealed envelope and labelled "Request for Quotation BCWSCV08-26 – Beaver Creek Water System Cargo Van."

Alternatively, quotations may be submitted:

- By email with the subject line " Request for Quotation BCWSCV08-26 – Beaver Creek Water System Cargo Van" to procurement@acrd.bc.ca.

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

Email: procurement@acrd.bc.ca

Telephone: 250-720-2701



SECTION I – GENERAL

PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The Alberni-Clayoquot Regional District (ACRD) invites Proponents to submit quotations for a new, full-size cargo van. The vehicle will be utilized by ACRD staff in support of the operation, maintenance, and ongoing development of the Beaver Creek Community Water System.

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.

This RFQ 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 RFQ unless an agreement is approved by the ACRD Board of Directors and executed and delivered in writing.

SECTION 2 – TERMS AND CONDITIONS

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*.

Quotations 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 RFQ 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 Quotations may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

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.



THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVES RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Quotation, whether material or not;
2. Accept the Quotation which is deemed most favorable to the interest of the ACRD;
3. Accept any Quotation in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references if provided other than, or in addition to, those furnished by the Proponent.
6. Correct any error in:
 - i. the extended pricing of offers by using unit pricing, or
 - ii. the quantities in offers to reflect the quantities stated in the solicitation of offers (and, in the case of error in the extension of prices, the unit price will govern).

SECTION 3 –SUBMISSION PROCEDURE

1. All quotations must include a completed Form of Submission as shown in Schedule “A” – Form of Submission.
2. Bidders are solely responsible for any costs or expenses related to the preparation and submission of quotations.
3. Bidders should refer to Schedule “B” - Statement of Work and Deliverables for requirements and reference when applicable.

SECTION 4 - ENQUIRIES

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



SCHEDULE A: FORM OF SUBMISSION

RFQ NO.: BCWSCV08-26
PROJECT: Beaver Creek Water System Cargo Van
CLOSING: To remain open until an acceptable submission is received – quotations will be reviewed as received.

1. QUOTATION SUBMISSION

Company Name:			
Address:		City:	
Postal Code:	Phone:		Fax:
Email:		Date:	
Signature of Proponent:		Print Name:	
Title of Proponent:			

To: The Alberni-Clayoquot Regional District

RFQ Project Title: Beaver Creek Water System Cargo Van

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Quotation documents, including the RFQ and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Quotation in response to the RFQ.

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

This Quotation is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



Vehicle Specifications

Vehicle Requirement	Response	Met? (Y/N)
Vehicle Make/Model		
Fuel Type		
All Wheel Drive		
Cargo Space Capacity		
Tire Specifications		
Towing Capacity (Kilograms)		
Minimum GVWR		
Minimum Payload		
Air Conditioning		
Power Windows and Locks		
Exterior Colour (please specify)		
Interior Material (please specify)		
Bluetooth Capability		
Cab Lights, Black Rain Guards Installed?		

Additional Vehicle Details	Response
Order/Delivery Timeframe	
Dealer Vehicle Invoice/Spec Sheet	
Warranty	



Price Breakdown:

Item	Price
Van Price (excluding taxes)	\$
Other Costs (if applicable)	\$
GST	\$
PST	\$
Total Price	\$
Deposit or Down Payment (if required)	\$

*** Further breakdown of costs for features and/or specifications is preferred.**

Please include the following:

- Order/delivery timeframe
- Specification sheet
- Window sticker
- Photos and/or link to the van listing



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The ACRD is looking to purchase a new, full-size cargo van. The van will be utilized by ACRD staff in support of the operation, maintenance, and ongoing development of the Beaver Creek Community Water System. The following criteria are preferred; however, Proponents may submit alternatives for consideration, provided they demonstrate equivalent or superior performance:

General

- New, current model year full-size cargo van
- White exterior
- Manufactured and certified for sale in Canada

Drivetrain

- All-wheel drive (AWD)
- Automatic transmission
- Gasoline engine (or equivalent)
- Block heater

Body Configuration

- High-roof cargo van
- Standard or extended wheelbase (proponents may specify available configurations)
- Cargo configuration with no rear passenger seating
- Rear cargo area suitable for future shelving and storage upfitting
- Rear cargo tie-down points

Capacity

- Minimum payload capacity: 3,000 lb (or greater)
- Dual batteries

Towing

- Factory-installed trailer hitch receiver
- Trailer wiring harness
- Minimum towing capacity to be specified by manufacturer

Safety Features

- Backup camera
- Blind spot monitoring
- Rear parking sensors
- Electronic stability control
- Tire pressure monitoring system

Interior

- Air conditioning
- Heated mirrors
- Bluetooth / hands-free connectivity
- Durable, easy-to-clean flooring
- Driver and passenger seating
- Rear Compartment Lighting

Warranty and Service

- Manufacturer's standard warranty



Other

- Two keys
- Front overload shelf
- Long arm power mirrors
- Spare tire and wheel
- Rain window guards
- Front fog lights
- Remote start
- Sliding passenger door