



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Quotation

Bamfield East Side Mini Pumper BESMP03-26

Submission Deadline:

April 24, 2026 @ 2:00 pm Pacific Time

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

The completed Request for Quotation must be received in the office of the Alberni-Clayoquot Regional District (ACRD) **not later than 2:00 pm Pacific Time, April 24, 2026**, to the attention of:

Charity Hallberg Dodds, Procurement Administrator

Email procurement@acrd.bc.ca

3008 5th Ave, 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 BESMP03-26 – Bamfield East Side Mini Pumper."

Alternatively, quotations may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>.
- By email with the subject line "Request for Quotation BESMP03-26 – Bamfield East Side Mini Pumper" 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) is seeking quotations from qualified Suppliers to provide a new Mini Pumper to support fire fighting services from the Bamfield East Side Fire Hall.

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.

BACKGROUND FOR RFQ

The Alberni-Clayoquot Regional District (ACRD) purchased a 2023 Ford F550 Mini Pumper for the Bamfield West Side Fire Hall in 2024. We are now wanting to purchase a second Mini Pumper, that mirrors the first one, for the Bamfield East Side Fire Hall. The required specifications for this tender are outlined in Schedule B, Appendix ‘A’.

SCHEDULE

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

EVENT	ANTICIPATED DATE
Request for Quotation is issued	March 27, 2026
Deadline for receipt of questions	April 09, 2026 @ 12:00 pm Pacific Time
Addenda issued (if required)	April 14, 2026
Request for Quotation closes	April 24, 2026 @ 2:00 pm Pacific Time



SECTION 2 – TERMS AND CONDITIONS

FREEDOM OF INFORMATION & PRIVACY PROTECTION ACT (FOIPPA)

The ACRD advises Suppliers that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Suppliers 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, Suppliers 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 Supplier. 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 Supplier;
5. Contact references if provided other than, or in addition to, those furnished by the Supplier.
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).

TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of Quotation, shall commence in May 2026, and expire in May 2028.



CONTRACT CONDITIONS

The Supplier will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**:

- General Liability Insurance (\$5,000,000.00)
- Letter of Good Standing from WorkSafe BC

The Supplier will be required to provide the ACRD with evidence of the following **upon closure of the Contract**:

- Delivery of the agreed upon Mini Pumper to the Bamfield East Side Fire Hall – 352 Pachena Road, Bamfield, BC, V0R 1B0.
- On-site training on the agreed upon Mini Pumper at the Bamfield East Side Fire Hall – 352 Pachena Road, Bamfield, BC, V0R 1B0.
- A Greenhouse Gas (GHG) Emission Report for the term of the contract indicating the quantity and type of fuel used to operate vehicles, equipment, and machinery as part of the delivery of the services described in this contract. Fuel consumption associated with the provision of these services must be provided to the ACRD within thirty (30) days of December 31 of each year the contract is active.

SECTION 3 –SUBMISSION PROCEDURE

1. All quotations must include a completed Form of Submission as shown in Schedule “A” – Form of Submission.
2. Suppliers are solely responsible for any costs or expenses related to the preparation and submission of quotations.
3. Suppliers 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

If you have any questions regarding this Request for Quotation or would like to arrange a site visit, please do not hesitate to contact the Procurement Administrator.



SCHEDULE A: FORM OF SUBMISSION

RFQ NO.: BESMP03-26
PROJECT: Bamfield East Side Mini Pumper
CLOSING: April 24, 2026 @ 2:00 pm Pacific Time

1. QUOTATION SUBMISSION

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

To: The Alberni-Clayoquot Regional District

RFQ Project Title: Bamfield East Side Mini Pumper

I/We, the undersigned duly authorized representative of the Supplier, 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 Supplier.

Authorized Signature

Name and Title

Date



Company Profile

Company Name	
Address	
Email	
Telephone	

Understanding the Project

In the box below (or in a separate document if more room is needed), Suppliers should:

- clearly demonstrate their understanding of the project requirements outlined in this RFQ in their proposal. Identify the key goals that you expect to address through this project and discuss how your team will deliver on these goals;
- outline the approach to communications, engagement and project management throughout the Project, including timing, form and general content of progress updates to ACRD Project staff; and
- clearly identify all services included in this Proposal along with any optional, excluded services, or those services assumed to be provided by others.

Please provide a brief overview of your understanding of the project:

Please provide examples of past work and/or experience:

Please provide references and contact information:



Project Timeline

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.

Project Items and Milestones	Expected Completion Date

Project Fees

- Provide a total cost sheet listing components of the overall cost.

	Amount (Excluding GST)	Estimated Number of Hours
Total Fees		
Total Disbursements		N/A
Additional Hourly Rates to be provided below:		N/A
		N/A
		N/A

* The ACRD may require a 10% holdback on this project.



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The scope of work includes all of the following:

- **Build and deliver a Mini Pumper to the Bamfield East Side Fire Hall – 352 Pachena Road, Bamfield, BC, V0R 1B0.**
- **Provide on-site training on the operation of the Mini Pumper at the Bamfield East Side Fire Hall – 352 Pachena Road, Bamfield, BC, V0R 1B0.**

The deliverables specifications include all of the following:

- **Suppliers must clearly indicate their ability to meet and provide the required Mini Pumper specifications as outlined in Appendix 'A'.**