



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Quotation

Sproat Lake Parks Maintenance SLPM02-26

Submission Deadline:

April 13, 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 Quotation must be received in the office of the Alberni-Clayoquot Regional District (ACRD) **not later than 2:00 pm Pacific Time, April 13, 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 SLPM02-26 – Sproat Lake Parks Maintenance**".

Alternatively, quotations may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "**Request for Quotation SLPM02-26 – Sproat Lake Parks Maintenance**" 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 Proponents experienced with maintenance duties for community parks.

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 is seeking a qualified proponent to provide maintenance duties for park facilities within the Sproat Lake Electoral Area. The successful proponent will be responsible for routine park and trail maintenance across Cougar Smith Park, Dickson Park, and the Faber Road and Lakeshore Road Trail network. Core duties include ensuring public safety by inspecting each site for hazards such as broken glass, trip hazards, and infrastructure in need of repair, and submitting monthly inspection reports. When immediate safety concerns are identified, the proponent must address the issue on-site or temporarily close the affected area and notify the ACRD. Maintenance tasks include vegetation brushing, mowing and trimming, sweeping borders and facilities, managing organic debris, reporting vandalism, and maintaining signage.

At Cougar Smith Park, additional responsibilities include lawn care, maintaining the picnic shelter area, inspecting and maintaining playground equipment, and ensuring safe trail conditions. For Dickson Park and the trail systems, tasks also include litter pickup as required, monitoring invasive species, maintaining drainage, removing fallen trees from pathways, and keeping trails clear by brushing vegetation and addressing tripping hazards.

Across all locations, vandalism, safety concerns, and missing signage must be reported promptly, with corrective work requiring ACRD approval. The proponent will have access to the ACRD owned equipment and materials located within the Cougar Smith Park shed, unless otherwise stated, and may obtain an ACRD tipping fee waiver. If new equipment is required to adequately perform the work under this contract, a proposal must be submitted to the ACRD for approval. The objective is to ensure Sproat Lake Community Parks remain clean, safe, and well-maintained for all users.



SCHEDULE

The following timetable outlines the anticipated schedule for the RFQ 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 19, 2026
Deadline for receipt of questions	March 27, 2026 @ 2:00 pm Pacific Time
Addenda issued (if required)	April 01, 2026
Request for Quotation closes	April 13, 2026 @ 2:00 pm Pacific Time

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).

TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of Quotation, shall commence on May 1, 2026 and expire on April 30, 2029.

CONTRACT CONDITIONS

The Proponent will be required to provide the ACRD with evidence of the following **within two weeks of RFQ award notification**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC

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

- GHG emission report for May 1, 2026 – April 30, 2029
- GHG emission quantifying spreadsheet template for future use by the ACRD

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

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.: SLPM02-26
PROJECT: Sproat Lake Parks Maintenance
CLOSING: April 13, 2026 at 2:00 pm Pacific Time

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: Sproat Lake Parks Maintenance

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



Understanding of Service

Provide a brief overview of your understanding of the service:

Please provide examples of past work and/or experience:

Please provide references and contact information:

Service Fees

	Amount (Excluding GST)	Estimated Number of Hours
Hourly Rate	\$ /hour	
Cougar Smith Park		/month
Dickson Park		/month
Faber & Lakeshore Trails		/month
Total Costs & Hours	/month	/month
	/annually	/annually
		N/A
Additional Hourly Rates to be provided below (if applicable):		N/A
		N/A
		N/A



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The budget for this project includes all fees and expenses, which includes any fuel, supplies, materials, transportation, and administrative fees. The proponent will have access to the ACRD owned equipment and materials located within the Cougar Smith Park shed, unless otherwise stated, and may obtain an ACRD tipping fee waiver. If new equipment is required to adequately perform the work under this contract, a proposal must be submitted to the ACRD for approval.

The scope of work includes all of the following:

COUGAR SMITH PARK

NOTE:

- The ACRD owns lawncare equipment located within the Cougar Smith park shed that is available for contractor use. This equipment includes: ride on lawn mower, push mower, back pack leaf blower, brush saw, grass/weed trimmer, 3 garden hoses, hand tools, and a wheelbarrow.
- If new or additional equipment is required, the contractor is to provide it or submit a proposal for ACRD purchase.
- All other materials and supplies are to be provided by the contractor, except as otherwise noted.
- Maintenance within Bike Park area is not included within this contract.
- Litter and garbage removal is not included within this contract.

1.0 Public Safety

- 1.1 Keep the park free of hazards such as broken glass or trip hazards.
- 1.2 Inspect park for hazards such as potential danger trees (certified tree assessor not required), trip hazards, broken glass, etc. during each visit. Complete and submit to the ACRD a park inspection form on a monthly basis.
- 1.3 If the contractor identifies a hazard that poses an immediate danger to park users, the contractor will repair or rectify the hazard at the time of inspection. If the hazard cannot be repaired or rectified at time of inspection, the contractor shall close that area of the park and notify the ACRD as soon as possible.
- 1.4 The contractor is not responsible for danger tree removal.

2.0 Lawn Care

- 2.1 From mid-April to mid-October cut and trim the lawn so that it is at no time higher than 13cm (5in).
 - 2.1.1 Clippings are to be mulched.
- 2.2 Brush and sweep borders and edges of all facilities including the tennis courts, basketball court, picnic shelter, pathway and all play areas.

3.0 Organic debris

- 3.1 The contractor is responsible to obtain a tipping waiver from ACRD as required.

4.0 Vandalism

- 4.1 Report vandalism or any other matters pertaining to public safety or protection of property to the ACRD as soon as possible.



4.1.1 ACRD to pre-approve any works associated with corrective measure projects arising out of 4.1 above.

4.1.2 ACRD to provide materials for approved corrective measure projects.

5.0 Picnic Shelter Area

5.1 Sweep debris from picnic shelter as required:

5.1.1 From May 1st to September 30th, a minimum of once per week.

5.1.2 From October 1st to April 30th, a minimum of once per month.

5.2 Sweep table tops and benches as required:

5.2.1 From May 1st to September 30th, a minimum of once per week.

5.2.2 From October 1st to April 30th, a minimum of once per month.

6.0 Play Equipment:

6.1 Inspect all play equipment for damage at least once a month. (Certified playground inspector not required)

6.2 Grease all moving parts, tighten bolts on all equipment twice a year (Spring and Fall).

6.3 Ensure dispersed gravel is raked and distributed evenly to provide cushioning underneath fall and exit areas in the playground once a month.

7.0 Signs

7.1 Erect and maintain signs as directed by the ACRD.

7.2 Notify the ACRD if signs are missing or damaged.

8.0 Trail Maintenance

8.1 Brush vegetation within an arm's length of the trail, both to the sides and above, as needed.

8.2 Mow or string trim vegetation growing in the trail surface.

8.3 Remove tripping hazards where possible and fill holes that could cause someone to trip/fall, as needed.



DICKSON PARK

NOTE:

- **The ACRD owns lawncare equipment located within the Cougar Smith park shed that is available for contractor use. This equipment includes: ride on lawn mower, push mower, back pack leaf blower, brush saw, grass/weed trimmer, 3 garden hoses, hand tools, and a wheelbarrow.**
- **If new or additional equipment is required, the contractor is to provide it or submit a proposal for ACRD purchase.**
- **All other materials and supplies are to be provided by the contractor, except as otherwise noted.**
- **Litter and garbage removal is not included within this contract.**

1.0 Public Safety

- 1.1 Keep the park free of hazards such as broken glass or trip hazards.
- 1.2 Inspect park for hazards such as danger trees (certified tree assessor not required), trip hazards, broken glass, etc. during each visit. Complete and submit to the ACRD a park inspection form on a monthly basis.
- 1.3 If the contractor identifies a hazardous condition that poses an immediate danger to park users, the contractor will repair or rectify the hazard at the time of inspection. If the hazard cannot be repaired or rectified at time of inspection, the contractor shall close that area of the park and notify the ACRD as soon as possible.
- 1.4 The contractor is not responsible for danger tree removal.

2.0 Litter and Refuse

- 2.1 Contractor responsible for managing via mulching or removal of organic debris (brush, windfall etc.)
- 2.2 The contractor is responsible to pay all land fill tipping fees or obtain tipping waiver from ACRD as required.

3.0 Vandalism

- 3.1 Report vandalism or any other matters pertaining to public safety or protection of property to the ACRD as soon as possible.
 - 3.1.1 ACRD to pre-approve any works associated with corrective measure projects arising out of 3.1 above.
 - 3.1.2 ACRD to provide materials for approved corrective measure projects.

6.0 Signs

- 6.1 Erect and maintain signs as directed by the ACRD.
- 6.2 Notify the ACRD if signs are missing or damaged.

7.0 Invasive Species

Notify the Regional District if other invasive plants are observed on site.



FABER AND LAKESHORE TRAILS

NOTE:

- **The ACRD owns lawncare equipment located within the Cougar Smith park shed that is available for contractor use. This equipment includes: ride on lawn mower, push mower, back pack leaf blower, brush saw, grass/weed trimmer, 3 garden hoses, hand tools, and a wheelbarrow.**
- **If new or additional equipment is required, the contractor is to provide it or submit a proposal for ACRD purchase.**
- **All other materials and supplies are to be provided by the contractor, except as otherwise noted.**

1.0 Public Safety

- 1.1 Keep the trail free of hazards such as broken glass or trip hazards.
- 1.2 Inspect trail for hazards such as danger trees (certified tree assessor not required), trip hazards, broken glass, etc. during each visit. Complete and submit to the ACRD a park inspection form on a monthly basis.
- 1.3 If the contractor identifies a hazardous condition that poses an immediate danger to park users, the contractor will repair or rectify the hazard at the time of inspection. If the hazard cannot be repaired or rectified at time of inspection, the contractor shall close that area of the park and notify the ACRD as soon as possible.
- 1.4 The contractor is not responsible for danger tree removal.

2.0 Litter and Refuse

- 2.1 Litter pick-up as required:

3.0 Vandalism

- 3.1 Report vandalism or any other matters pertaining to public safety or protection of property to the ACRD as soon as possible.
 - 3.1.1 ACRD to pre-approve any works associated with corrective measure projects arising out of 3.1 above.
 - 3.1.2 ACRD to provide materials for approved corrective measure projects.

4.0 Trail Maintenance

- 4.1 Brush vegetation within an arm's length of the trail, both to the sides and above, as needed.
- 4.2 Mow or string trim vegetation growing in the trail surface.
- 4.3 Remove tripping hazards where possible and fill holes that could cause someone to trip/fall, as needed.
- 4.4 Windstorms may cause surrounding trees to fall. Any trees that fall within the scope of the path shall be removed promptly.
- 4.5 Shouldering and Drainage Maintenance Twice per year (Spring and Fall)

5.0 Signs

- 5.1 Erect and maintain signs as directed by the ACRD.
- 5.2 Notify the ACRD if signs are missing or damaged.



6.0 Invasive Species

6.1 Notify the ACRD if invasive plants are observed on site.



SCHEDULE C: MONTHLY INSPECTION CHECKLISTS

COUGAR SMITH PARK MONTHLY INSPECTION CHECKLIST

Inspection Date & Time: _____ Inspected by: _____

	Attention Required / Satisfactory	Action Taken	Date Completed
Windfall trees & limbs cleared			
Signage			
Parking area			
Trails			
Picnic area			
Tennis and basketball courts			
Fencing			
Unauthorized use: ATV use, camping, fires,			
Debris: e.g. broken glass, beer cans, metal objects or other materials			
Waste: e.g.: human and animal waste			
Park user concerns			
Invasive plant species			
Other Comments			



DICKSON PARK MONTHLY INSPECTION CHECKLIST

Inspection Date & Time: _____ Inspected by: _____

	Attention Required / Satisfactory	Action Taken	Date Completed
Hazardous trees & limbs			
Signage			
Parking area			
Trail			
Swimming Dock			
Picnic Area			
Unauthorized use: ATV use, camping, fires,			
Debris: e.g. broken glass, beer cans, metal objects or other materials			
Waste: e.g.: human and animal waste			
Park user concerns			
Invasive plant species			
Other Comments			



FABER AND LAKESHORE TRAILS MONTHLY INSPECTION CHECKLIST

Inspection Date & Time: _____ Inspected by: _____

	Attention Required / Satisfactory	Action Taken	Date Completed
Windfall trees & limbs			
Brushing			
Signage in good condition			
Culverts and drainages unobstructed			
Fencing and barriers in good condition			
Unauthorized use observed: ATV use, camping, fires			
Debris: e.g. broken glass, nails, metal objects or other materials			
Waste: e.g. human and animal waste			
Park user concerns			
Invasive plant species observed			
Other Comments			