



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

## **Request for Quotation**

### **Sproat Lake Parks Maintenance SLPM04-26**

#### **Submission Deadline:**

May 26, 2026 at 2:00 pm Pacific Time

#### **Designated Contact Person:**

Charity Hallberg Dodds, Procurement Administrator

Email: [procurement@acrd.bc.ca](mailto: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, May 26, 2026**, to the attention of:

Charity Hallberg Dodds, Procurement Administrator  
Email [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)  
3008 5<sup>th</sup> 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 SLPM04-26 – 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 SLPM04-26 – Sproat Lake Parks Maintenance**" to [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca).

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

Email: [procurement@acrd.bc.ca](mailto: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	April 28, 2026
Deadline for receipt of questions	May 08, 2026 @ 2:00 pm Pacific Time
Addenda issued (if required)	May 13, 2026
Request for Quotation closes	May 26, 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 June 10, 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 June 10, 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.:** SLPM04-26  
**PROJECT:** Sproat Lake Parks Maintenance  
**CLOSING:** May 26, 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
<b>Hourly Rate</b>	\$ /hour	
<b>Cougar Smith Park</b>		/month
<b>Dickson Park</b>		/month
<b>Faber &amp; Lakeshore Trails</b>		/month
<b>Total Costs &amp; Hours</b>	/month	/month
	/annually	/annually
		N/A
<b>Additional Hourly Rates to be provided below (if applicable):</b>		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.
- This park includes 0.51 km of park perimeter trail.

### 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.
- 2.3 Servicing and repairs to the irrigation system in the play field are not included in this contract.
- 2.4 Notify the ACRD if the irrigation system is damaged and in need of service and/or repair.

### 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 1<sup>st</sup> to September 30<sup>th</sup>, a minimum of once per week.

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

5.2 Sweep table tops and benches as required:

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

5.2.2 From October 1<sup>st</sup> to April 30<sup>th</sup>, 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 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.

8.4 Windstorms may cause surrounding trees to fall. Any trees that fall within the scope of the path shall be removed promptly.

8.5 Notify the ACRD if there is an excessive amount of damage or debris related to unusual storm or weather events that cannot be addressed promptly.

#### **9.0 Tennis Courts**

9.1 Sweep debris from the tennis court area as required:

9.1.1 From May 1<sup>st</sup> to September 30<sup>th</sup>, a minimum of once per week.

9.1.2 From October 1<sup>st</sup> to April 30<sup>th</sup>, a minimum of once per month.

9.2 Notify the ACRD if the tennis courts are damaged and in need of repair.



## 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.
- This park includes 0.10 km of access trail.

### 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 falling.

### 2.0 Litter and Refuse

- 2.1 Litter pick-up as required, deposited into onsite bin:
- 2.2 Contractor responsible for managing via mulching or removal of organic debris (brush, windfall over the trail, parking area, beach area etc.)
- 2.3 The contractor is responsible to 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.

### 4.0 Signs

- 4.1 Notify the ACRD if signs are missing or damaged.

### 5.0 Trail Maintenance

- 5.1 Windstorms may cause surrounding trees to fall. Any trees that fall within the scope of the path shall be removed promptly.
- 5.2 Notify the ACRD if there is an excessive amount of damage or debris related to unusual storm or weather events that cannot be addressed promptly.



## 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.
- Lakeshore Road trail is 3.04 km long. This trail runs along the north side of Lakeshore Road from Sproat Lake Provincial Park to Sproat Lake Landing.
- Faber Road Trail is 2.66 km long. This trail runs along the south side of Faber Road from the intersection of Ash Main and Faber Road to 8940 Faber Road.

### 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 falling.

### 2.0 Litter and Refuse

- 2.1 Litter pick-up as required, either brought to bin at cougar smith or landfill:

### 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 Notify the ACRD if there is an excessive amount of damage or debris related to unusual storm or weather events that cannot be addressed promptly.
- 4.6 Shouldering and Drainage Maintenance Twice per year (Spring and Fall)



**5.0 Signs**

- 5.1 Notify the ACRD if signs are missing or damaged.



**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			