



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Quotation

Alberni Valley FireSmart Residential Yard Waste Curbside Pickup AVCP01-26

Submission Deadline:

February 17, 2026 at 2:00pm Pacific Time

Designated Contact Person:

Stephanie Waters, Procurement Coordinator

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 local time, February 17, 2026**, to the attention of:

Stephanie Waters, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th Ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours are 8:00am to 4:30pm, 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 AVCP01-26 –FireSmart Residential Yard Waste Curbside Pickup."

Alternatively, quotations may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line " Request for Quotation AVCP01-26 –FireSmart Residential Yard Waste Curbside Pickup " to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Stephanie Waters, Procurement Coordinator:

Email: procurement@acrd.bc.ca

Telephone: 250-720-2726



SECTION I – GENERAL

PURPOSE OF REQUEST FOR Quotation (RFQ)

The Alberni-Clayoquot Regional District (ACRD) invites qualified persons and companies to submit quotations for the ACRD’s FireSmart Residential Yardwaste Curbside Pickup Program in the Alberni Valley (Tseshaht First Nation, Hupacasath First Nation, City of Port Alberni, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek).

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 ACRD has received funding as part of the 2025 Community Resiliency Investment Program – FireSmart Community Funding & Supports to implement a FireSmart Program in the Alberni Valley (City of Port Alberni, Tseshaht First Nation, Hupacasath First Nation, Beaufort Electoral Area, Cherry Creek Electoral Area, Sproat Lake Electoral Area, and the Beaver Creek Electoral Area).

The FireSmart funding will be utilized to support residents in learning how to protect their property from wildfire. This curbside pickup program will be targeted towards property owners who have mobility issues and those without vehicles to transport their yardwaste to a disposal location.

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	January 28, 2026
Deadline for receipt of questions	February 4, 2026 @ 2:00 PM PT
Addenda issued (if required)	February 9, 2026
Request for Quotation closes	February 17, 2026 @ 2:00 PM PT



SECTION 2 – TERMS AND CONDITIONS

FREEDOM OF INFORMATION & PRIVACY PROTECTION ACT (FOIPPA)

The ACRD advises Bidders that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Bidders 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, Bidders 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 quotations become the property of the ACRD and will not be returned to the Bidder. 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 Bidder(s);
5. Contact references if provided other than, or in addition to, those furnished by the Bidder.
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 February 23, 2026, and expire on October 16, 2027.



CONTRACT CONDITIONS

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

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

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

- GHG emission report for February 23, 2026 – October 16, 2027
- 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

Stephanie Waters
Procurement Coordinator
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
procurement@acrd.bc.ca
(250) 720-2726

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



SCHEDULE A: FORM OF SUBMISSION

RFQ NO.: AVCP01-26
PROJECT: FireSmart Residential Yard Waste Curbside Pickup
CLOSING: February 17, 2026

1. QUOTATION SUBMISSION

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

To: The Alberni-Clayoquot Regional District

RFQ Project Title: FireSmart Residential Yard Waste Curbside Pickup

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

Authorized Signature

Name and Title

Date



Company Profile

Company Name	
Address	
Email	
Telephone	

Project Understanding:

A description of your ability to provide services to meet the specifications described. The applicant must provide details pertaining to timeframe required, equipment used and procedures that will be followed.

- a. This should include how the contractor will coordinate with homeowner, day(s) of week you plan to pick-up, equipment the contractor will utilize to pick-up yard waste, method of chipping (on-site or alternate location), and names of staff who will interact with homeowners.

Project Fees

	Amount (Excluding GST)
Hourly Rates for Services to Collect Residential Yard Waste:	
Additional Hourly Rates, if applicable:	



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The budget for this project includes all fees and expenses, which includes any administrative fees, travel expenses, accommodation expenses, meals.

The scope of work includes all of the following:

The objective of the quotation is to enter into a Service Contract for conducting residential yard waste curbside pickup program for residential properties who have undertaken their own vegetation management.

1. Duties and Requirements

- a. The ACRD will take curbside pick up requests from the public and send info to the contractor on a regular basis, and the contractor will arrange a pickup time with resident within 5 business days of receiving the info from ACRD.
- b. The homeowner will be instructed to pile yard waste at curbside, neatly stacked with butt ends facing the same direction. Acceptable materials include:
 - i. Small trees, branches, woody shrubs;
 - ii. Maximum piles of 8ft x 8ft x 5ft high;
 - iii. Two piles per property;
 - iv. Wood under 4 inches in diameter;
 - v. No grass clippings, leaves, or soft plant material (e.g. flowers, weeds, invasive species) will be accepted;
 - vi. No piles with gravel, dirt, or roots covered with dirt.
- c. The Contractor will work with ACRD staff to coordinate the services required for residents to properly place acceptable materials for Curbside Pickup.
- d. The contractor must
 - i. have a properly equipment truck and chipper equipped with fire suppression and fire extinguishing tools, roadside safety signage and personal protective equipment, and safety protocols in place;
 - ii. be available Monday to Friday to provide the service.
 - iii. Confirm with the ACRD by email the date that pick-ups have been completed
 - iv. Confirm with the ACRD if a pick-up was not completed at the time which was scheduled and arrange a new time with the resident
- e. Please note that the funding body for this project does not permit the use of wood chips generated from yard waste to be used for landscaping purposes in residential areas. Contractor must dispose of wood chips off site.

2. Timeline

- a. It is anticipated that the service will commence February 23, 2026, and be delivered on a first-come first-serve basis until the funding is utilized or until the projected completion date of October 16, 2027.



QUOTATION SUBMISSIONS:

Each submission must include the following:

1. The cost per hour for services to collect residential yard waste pickup.
2. A description of your ability to provide services to meet the specifications described. The applicant must provide details pertaining to timeframe required, equipment used and procedures that will be followed.
 - a. This should include how the contractor will coordinate with homeowner, day(s) of week you plan to pick-up, equipment the contractor will utilize to pick-up yard waste, method of chipping (on-site or alternate location), and names of staff who will interact with homeowners.
3. Please answer Yes or No to the following, and describe where applicable
 - a. In the last three years, have you implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?
 - b. Do you work with employment support services or contract within the communities you operate?
4. References
 - a. Two (2) references for projects of a similar nature completed in the past five years. Reference information should include project title and location, description, project value, date completed, and contact information