



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2565002**

**for**

**Caretaker Services - Cliff Gilker Park**

**Issue Date:**

**March 7, 2025**

**Closing Date of**

**April 4, 2025 at 3:00 PM local time**

**MANDATORY SITE MEETING:** A mandatory site meeting will be held on March 17, 2025 at 10:30 am local time at Cliff Gilker Park.

**CONTACT:** All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by March 21, 2025 and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BCBid by March 28, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

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**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROPONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

**"Addenda"** means all additional information regarding this RFP, including amendments to the RFP; **"BC Bid"** means the BC Bid website located at <https://www.bcbid.gov.bc.ca/> ;

**"Closing Location"** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

**"Closing Time"** means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract"** means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

**"Contractor"** means the successful Proponent to the RFP who enters into a Contract with the Regional District;

**"Must"**, or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

**"Proponent"** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

**"Proposal"** means a written response to the RFP that is submitted by a Proponent;

**"Request for Proposals"** or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

**"Should"**, **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**"SCRD"**, **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
  - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
  - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
  - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
  - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
  - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are

- compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
  - d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
  - e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
  - f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
  - g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
    - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or

- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **1.4 SIGNATURE REQUIRED**

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

#### **1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES**

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8

[purchasing@scrd.ca](mailto:purchasing@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

#### **1.6 WITHDRAWAL OR REVISIONS**

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals

withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### **1.7 CONDUCT OF THE CONTRACT**

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [purchasing@scrd.ca](mailto:purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### **1.8 CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### **1.9 CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in [www.scrd.ca/bid](http://www.scrd.ca/bid) and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### **1.10 SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### **1.11 INVOICING AND PAYMENT**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

#### **1.12 PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### **1.13 IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

#### **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

#### **1.16 OWNERSHIP OF DOCUMENTS &**

## **FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

### **1.17 AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

### **1.18 COST OF PROPOSAL**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a

Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

### **1.19 PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

### **1.20 EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

### **1.21 ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

### **1.22 MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

### **1.23 INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

### **1.24 COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

### **1.25 CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

### **1.26 LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information

contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

### **1.27 TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

### **1.28 LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

### **1.29 REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

### **1.30 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.



### **1.31 CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **1.32 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

### **1.33 DEBRIEFING**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

## 2. INTRODUCTION

### 2.1 Purpose

The SCRD Parks Division is seeking to procure caretaker services for the park washroom facility and surrounding grounds at Cliff Gilker Park located at 3110 Sunshine Coast Highway, Roberts Creek BC.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Contractor will be required to perform general maintenance of the park washroom building, surrounding sidewalk and access areas, including but not limited to janitorial services, restocking supplies, grounds maintenance, waste removal (garbage, recycling, and compostable waste), ensuring interior and exterior of the building maintained in a safe, sanitary, clean and tidy condition.

### 3.2 Project Objectives

The Regional District is looking to procure year-round park facility caretaking services from qualified Contractors(s). The Contractor shall furnish everything needed to perform all the requirements of this Contract including all labour, vehicles, tools, equipment, services and structures needed to support their proposed operating plan. The Contractor will provide services in an efficient, cost-effective, consistent manner to ensure positive park user experience. The following charts outline the scope of services and responsibilities of both the Contractor and Regional District.

The annual Maximum Contract Budget for Services is \$ 16,688.

### 3.3 Scope

CONTRACTOR RESPONSIBILITIES	REGIONAL DISTRICT RESPONSIBILITIES
<b>General Grounds/Property and Operations</b>	
<ul style="list-style-type: none"><li>• Open park entrance gate and washroom building by 7am and close by 10pm daily.</li><li>• Conduct daily site inspections and email completed inspection reports to the Park</li></ul>	<ul style="list-style-type: none"><li>• Act as a liaison when interpreting provincial health order implications to the contract and the services.</li><li>• Provide consistent and regular service</li></ul>

<p>Services Coordinator.</p> <ul style="list-style-type: none"> <li>• Conduct daily inspections and maintenance of immediate grounds (including directly adjacent outdoor use areas, building and facility sidewalks) on weekdays, with additional inspections and maintenance required on weekends and statutory holidays.</li> <li>• Maintain facility access paths to keep in a safe and tidy condition (eg. Raking, vegetation trimming, removal of debris and litter).</li> <li>• Snow removal and salting of sidewalks and access paths to ensure public safety</li> <li>• Removal of cobwebs, flyers and advertisement from interior and exterior walls,</li> <li>• Pay for all associated tipping and disposal fees.</li> <li>• Maintain existing building, associated amenities and surroundings. Clean surfaces as necessary.</li> <li>• Daily cleaning and re-stocking of all washrooms. High use periods (weekends and holidays) may require a minimum of two inspections, cleaning and restocking of washroom facilities/ building.</li> <li>• Maintain parking lot, washroom and kitchen facility waste receptacles (ie: garbage, recycling and composting) at minimum once per day or as required following events and public usage.</li> <li>• Dispose of all garbage, recycling and compostable waste at appropriate disposal facilities off site.</li> <li>• Provide all materials, cleaning supplies &amp; equipment. Cleaning supplies and facility re-stock items are to match the current Regional District standard at all facilities.</li> <li>• Document and report repairs and maintenance required, including minor painting, carpentry and plumbing work.</li> </ul>	<p>and management to the greater park property.</p> <ul style="list-style-type: none"> <li>• Maintain and repair all roads.</li> <li>• Provide all Park identification, regulation, interpretation, and directional signage.</li> <li>• Approve any light repair or remediation work.</li> <li>• Provide all parks and facilities furniture (e.g. receptacles, picnic tables).</li> <li>• Review washroom building and surrounding grounds condition with the Contractor annually.</li> <li>• Have any septic vaults serviced on a regular basis.</li> <li>• Schedule servicing and pumping of any park outhouses and pit toilets</li> <li>• Provide the services of Facility Bookings Technician who will provide schedules of booked events on a regular basis.</li> <li>• Not be responsible for any loss, damage, repairs, costs or expenses incurred by the Contractor in respect of personal items, equipment, tools, materials or supplies used in the provision of the Services.</li> <li>• Provide certified professional falling and tree hazard mitigation.</li> </ul>
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<ul style="list-style-type: none"> <li>• Monitor on-site parking and report any parking issues or traffic concerns to the SCRD Parks Services Coordinator.</li> <li>• Ensure operations adhere to all provincial health order guidelines.</li> <li>• Work cooperatively with the Regional District for special events within the day use areas of the parks.</li> <li>• Upon completion of facility or park bookings/events/rentals, inspect and document the condition of the facility and grounds to determine if clean-up is satisfactory as per the rental agreement and report any deficiencies or damage that may have occurred to the Parks Services Coordinator within 24 hours.</li> <li>• As directed by the Parks Services Coordinator, the Contractor will be responsible for cleaning the facility, parks buildings and grounds and submitting the time required for this cleanup within two business days. The Contractor will be paid the hourly rate for approved additional duties.</li> <li>• Clean all signage inside and outside of the building.</li> <li>• Remove graffiti from facility and facility amenities when found.</li> <li>• Have established health and safety practices, measures, protocols and procedures.</li> <li>• The Contractor will notify the Parks Services Coordinator immediately of any illness, injury or other event that prevents the Contractor from carrying out his responsibilities and provide a replacement in the event of absence or annual leaves. Notify the Park Services Coordinator or designate in writing of the name, address and telephone number of the person who will oversee performing the services during the</li> </ul>	
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<p>Contractor's absence. The Contractor will ensure that the designate is properly trained alternate to provide the services.</p> <ul style="list-style-type: none"> <li>• Upon notice and approval by the Parks Services Coordinator and for those times that a relief Contractor is required by the primary Contractor, it is understood such relief Contractor will be engaged by and under the direction of the Contractor named herein. (A current phone number of the relief Contractor will be provided to the Parks Services Coordinator. Relief Contractors will meet the obligations set out).</li> <li>• Supply all materials, tools or equipment to fulfil the duties and responsibilities set out. Unless otherwise agreed to in writing, any labour required to fulfil the duties of this agreement is the sole responsibility of the Contractor.</li> <li>• Perform mutually agreed-upon, additional duties as assigned by the Parks Services Coordinator or designate.</li> <li>• Additional services require approval prior to engaging.</li> </ul>	
<b>Fire Safety</b>	
<ul style="list-style-type: none"> <li>• Monitor buildings and facility area to identify and report potential fire risks.</li> <li>• Be equipped and available to be able to adequately respond to a fire emergency event.</li> <li>• Cooperate and participate in fire/evacuation drills.</li> <li>• Post campfire/smoking ban signage as required.</li> <li>• Report any unsanctioned fire pits.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain fire protection coverage for parks through Regional Districts Protective Services.</li> <li>• Provide basic safety and fire suppression equipment and replace following a fire event.</li> <li>• Provide Contractor with campfire ban/smoking ban signage when required.</li> <li>• Liaise with SCRD Fire Smart Coordinator for assessments of the park facilities, property and buildings.</li> <li>• Communicate to the public any required fire safety messaging for the park.</li> </ul>

<b>Security and Public Safety</b>	
<ul style="list-style-type: none"> <li>• Maintain a safe environment for all users and regularly check all safety equipment.</li> <li>• Be familiar with Parks Bylaw No. 356 and report to the Regional District within 24 hours of any incidents, safety issues, vandalism or bylaw infractions and complete an incident report form.</li> <li>• Immediately address any safety hazard that may arise and block public access with clear signage until hazard is resolved.</li> <li>• Maintain first aid kits for staff and resupply as required.</li> <li>• Check that the sports field emergency entrance gate is free of obstructions and report any public safety, risk issues, and conditions to the Regional District within 24 hours.</li> <li>• Monitor facility and building locations at minimum one time per day throughout the operating season, and at least two times a day during high season (July 1-Aug 31 as well as both May long weekend and September long weekend).</li> <li>• Complete weekly visual checks of safety equipment including first aid kits, AED, and fire extinguishers.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Contractor on public safety and enforcement issues (e.g. Regional District Parks Regulations Bylaw no. 356, etc).</li> <li>• Provide regulatory or safety signage as required.</li> <li>• Follow up on any RCMP files as required.</li> </ul>
<b>Environmental Considerations</b>	
<ul style="list-style-type: none"> <li>• Use environmentally friendly products and materials.</li> <li>• Provide and maintain spill kits on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee stewardship of lands and natural resources within the park.</li> <li>• Provide environmental monitoring.</li> </ul>
<b>Electrical, Plumbing, Heating and Septic Systems</b>	
<ul style="list-style-type: none"> <li>• Have working knowledge of all mechanical systems for the facilities including but not limited to door keypad, smoke detectors, heating systems, time clocks for lights and fans, kitchen stove and other appliances within the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for regular and required servicing of electrical, plumbing and septic systems.</li> <li>• Carry out all preventative maintenance on all systems.</li> </ul>

<ul style="list-style-type: none"> <li>• Complete daily inspections of building systems, complete documentation, and report issues to the Regional District as required.</li> <li>• Monitor and reset keypad, heating thermostats, timers for lights and fans.</li> <li>• Promptly notify the Parks Services Coordinator or designate of any building deficiencies or plumbing and electrical concerns.</li> </ul>	
<b>Public Relations</b>	
<ul style="list-style-type: none"> <li>• Relay and communicate any customer inquiries and communications received to the Parks Services Coordinator within three business days.</li> <li>• Ensure staff working at the park, buildings or associated facilities are identifiable to the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Contractor with dispute resolutions.</li> <li>• Respond to customer inquiries and communications in a timely manner.</li> </ul>
<b>Documentation and Reporting</b>	
<ul style="list-style-type: none"> <li>• Complete all reporting, checklists, and logs as required by the Regional District.</li> <li>• Submit documentation monthly to the Regional District.</li> <li>• Maintain ongoing communication with the Regional District.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Contractor with all required documentation and reporting templates.</li> <li>• Keep Contractor informed about any Regional District Parks planning or operations that may impact contracted service delivery.</li> <li>• Maintain ongoing communication with the Contractor.</li> </ul>

## 4. CONTRACT

### 4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

## **4.2 Contract Term**

The term of the contract is three (3) years from the negotiated start date June 1, 2025 through to May 29, 2028 with the option to renew for an additional two (2) years. The option to renew the contract will be subject to Contractor performance and budgetary requirements.

## **4.3 Service Requirements**

The Contractor's responsibilities will include the following:

- a) Be available to perform duties identified within the Scope of Work section on a daily basis.
- b) Be able to perform all duties identified within the Scope of Work section.

## **4.4 Related Documents**

- a) Appendix 1 - Cliff Gilker Park Map

# **5. REQUIREMENTS**

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District's expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

## **5.1 Experience, Reputation and Resources**

Proponents should provide information on the following:

- a) Location of primary business, background, stability, structure of the Proponent and number of years the business has been operational;
- b) Proponent's relevant experience and qualifications (including emergency first aid and CPR certification) in delivering park facility caretaking services similar to those required by the Regional District;



- c) Proponent's demonstrated ability to provide the Services (e.g. caretaking services; working to maintenance standards; customer service, emergency response, stewarding sensitive park amenities, etc.).

### **5.1.1 References**

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

### **5.1.2 Environmental Considerations**

Proponents should outline how they plan on incorporating environmental considerations into service contract delivery. Examples of measures such as reducing hazardous materials (toxics and ozone depleting substances) and the use of chemicals, utilizing environmentally friendlier methods in regular cleaning and maintenance tasks, utilizing alternatives for energy efficient products, any efforts at reducing wastes, and saving on travel and greenhouse gas emissions, etc., can be included, if applicable.

## **5.2 Technical Proposal**

Proponents should provide the following:

- a) Provide an outline of purpose which explains the following:
  - Why the Proponent is applying for the park facilities caretaking services contract and what they hope to achieve in the three to five years;
- b) Provide Business Plan to meet the scope of services outlined in Section 3.3
  - An organizational chart showing principle Contractor and all other positions, with duties to be performed by each (described and quantified in terms of hours per week); address how cover-off requirements will be met;
  - How the operating team will be brought together, prepared for the job, put in place;

- A list of equipment, tools, goods and other resources that will be assembled in order to meet requirements and deliver services;
- A plan to meet the scope of services outlined above or alternatives for consideration;
- Basic facility and area cleaning schedule and plans to accommodate duties;
- Safety and emergency plans;
- Garbage, recycling and composting services plan;
- Grounds maintenance plan;
- Use of subcontractors;
- A detailed start-up plan including proposed time frames and resources. Provide an exit plan that ensures continuation of service levels and minimal disruption to the Regional District until the end of the contract.

### **5.3 Sustainable Social Procurement**

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
  - Promoting a Living Wage;
  - Using fair employment practices;
  - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
  - Being locally owned;
  - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

### **5.4 Price**

Proponents need to submit a fee proposal that sets out the separate costs for each of the 5 years of described service as well as an all-inclusive cost for all the project; the proposal should include a breakdown of the fixed prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- In Canadian dollars;
- Inclusive of duty, FOB destination, and delivery charges where applicable; and
- Exclusive of any applicable taxes.

## **6. PROPOSAL FORMAT**

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## **7. EVALUATION**

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

### **7.1 Mandatory Criteria**

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

## 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Experience, Reputation and Resources	20
Technical Proposal	30
References	10
Environmental Considerations	5
Sustainable Social Procurement	5
Price	30
<b>TOTAL</b>	<b>100</b>

## 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.