



# REQUEST FOR QUOTATION

**For the Provision of**

Gatehouse Services at Island 22 Regional Park

Seasonal - June 23 – October 26

<b>RFQ Title</b>	Island 22 Gatehouse Services
<b>RFQ Number</b>	25003
<b>Date Issued</b>	Thursday January 09, 2025
<b>Closing Date</b>	Thursday February 06, 2025 , 1:00 pm PST

# 1. INTRODUCTION

Island 22 Regional Park is located at 44955 Cartmell Road in Chilliwack, BC.

The Fraser Valley Regional District ("FVRD") is requesting contractors with proven capacity, capabilities and experience to provide quotes for seasonal gatehouse services at Island 22 Regional Park. Proponents should have related experience, have performed similar work for a similar organization, and must have trained, trustworthy and experienced staff to undertake this work.

# 2. SCOPE OF WORK

This work takes place daily, including weekdays, weekends and statutory holidays.

The work includes the daily opening and closing of park entrance gates and providing gatehouse Services at Island 22 Regional Park according to FVRD policies and as directed by FVRD staff, which includes the following:

- » Sale of parking passes and fee collection
- » Operating according to the FVRD's bylaws
- » Cash handling and debit transactions
- » Cash reconciliation and paperwork
- » Daily bank deposits
- » Record keeping of all transactions
- » Exceptional customer service
- » Incident reporting
- » Providing information to the public
- » Cleaning and keeping the gatehouse in a safe and tidy condition

## 2.1 Gatehouse Operations - Dates and Hours

The Island 22 Gatehouse is open daily 6 am to 1 hour after Sunset (including statutory holidays) from the last Monday in June to the last Sunday in October (closing date subject to change).

### Sockeye Fishery

If a sockeye fishery is announced, the contractor will be notified and must open the gate at **5 am**, effective the opening day of the fishery.

The contractor may be requested to provide additional coverage outside regular dates and hours of operation as needed and mutually agreed upon.

# 3. MANDATORY ONSITE MEETING

There is a **mandatory** onsite meeting at Island 22 Regional Park Gatehouse (44955 Cartmell Road, Chilliwack, BC) on **Friday, January 31, 2025 from 10-10:30 am**.

**Pre-registration for this site meeting is required by Thursday, January 30, 2025 by 1:00 pm PST to [parks@fvr.ca](mailto:parks@fvr.ca)**

Proponents must attend this meeting to be considered for this opportunity.

## 4. CONTRACT TERM

The successful proponent will be eligible for a three-year contract with an option to renew for an additional two-year contract.

## 5. SUBMISSION

One (1) completed copy of the Quotation, including a completed **Schedule A and Schedule B**, marked with the RFQ Title and RFQ Number, should be delivered by hand, regular mail, courier, or email before **1:00 pm PST on Thursday February 6, 2025**, to:

Fraser Valley Regional District  
Attn: Charlotte Whaley  
1 - 45950 Cheam Avenue  
Chilliwack, British Columbia V2P 1N6  
Email: [cwhaley@fvrld.ca](mailto:cwhaley@fvrld.ca)

Quotations received after the time specified above may not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the *Freedom of Information and Protection of Privacy Act*.

## 6. INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Christina Vugteveen  
Manager of Parks  
Telephone: 604-702-5077  
Email: [cvugteveen@fvrld.ca](mailto:cvugteveen@fvrld.ca)

Any inquiries that are received by the FVRD and that affect this RFQ will be issued as addenda to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ including any addenda. **The final addenda will be issued Tuesday February 04, 2025.**

Any information regarding this RFQ obtained by a party from any source other than from the FVRD by way of addenda is not authorized and should not be relied upon.

## 7. NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a Quotation. The FVRD will provide written notice of acceptance of a Quotation in the event that the FVRD

seeks to acquire the services and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a Quotation for the purposes of finalizing a contract.

## 8. LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

## 9. CONFLICT OF INTEREST

Contractors shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

## 10. NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any contractor from participation in this RFQ that acts in contravention of this requirement.

## 11. EVALUATION

The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Quotations will be evaluated based on the overall best value to the FVRD using the following criteria:

Criteria	Decision Factors	
Mandatory Evaluation Criteria	Received by Closing Date and Time	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule A (quotation)	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule B (references)	Pass/Fail
Mandatory Evaluation Criteria	Attended Mandatory Onsite Meeting	Pass/Fail
Evaluation Selection Criteria	Price	/60
Evaluation Selection Criteria	References	/40

## SCHEDULE A

### Quotation RFQ #25003

Business Name \_\_\_\_\_  
 Name and Title of Proponent \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

**Form of Business Organization**

- Sole Proprietorship  
 Partnership                      Date of Establishment \_\_\_\_\_  
 Corporation                      Date of Incorporation \_\_\_\_\_                      Business No. \_\_\_\_\_

I/We hereby offer to provide to the Fraser Valley Regional District the required services for the prices plus applicable taxes:

<b>Hourly Rate (CAD) for (not including GST)</b>	\$
<b>Statutory Holiday Hourly Rate (CAD) (not including GST)</b>	\$

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the scope of work and general terms and conditions, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_ day of \_\_\_\_\_, 2025

I/We have authority to bind the Contractor

\_\_\_\_\_  
 Legal Name of Contractor/Business

\_\_\_\_\_  
 Signature of Authorized Signatory

\_\_\_\_\_  
 Legal Name and Title

**SCHEDULE B**  
**References RFQ #25003**

Proponent Name \_\_\_\_\_

Proponents must provide three references relevant to the scope of work outlined in this RFQ

Reference One

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

**Reference Two**

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

**Reference Three**

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	