



**RFP-03-26
REQUEST FOR PROPOSALS**

**SAYWARD VOLUNTEER FIRE RESCUE DEPARTMENT
TENDER TRUCK**

**ISSUE DATE
FEBRUARY 4, 2026**

**CLOSING DATE AND TIME
MARCH 27, 2026**

CLOSING LOCATION
Strathcona Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8

CONTACT PERSON
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A. PROJECT SUMMARY

Background

The Strathcona Regional District is requesting submission of Proposals from qualified vendors for the supply and delivery of a Tender Truck for the Sayward Volunteer Rescue and Fire Department.

The SRD seeking proposals to obtain a road rescue truck as specified in the Request for Proposal (RFP). Proponents may suggest an alternate to the specification that they perceive will be more efficient, or less costly, than what has been requested. The exception to this is the Required Criteria listed under Project Scope. Based on a review of responses to this RFP, the SRD intends to select a Proponent who would then be invited to enter a contract for provision of the services described in this RFP.

Unless otherwise agreed, the vehicle will be delivered complete and road trim ready.

It is preferred that the successful proponent will, at its cost, coordinate delivery of the vehicle to the Village of Sayward once all registration and licensing requirements have been completed. However, this is not mandatory. The Regional District is not bound to accept the lowest or any submission.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this Request for Proposal (RFP), the following definitions apply:

“Closing” means the closing date and time specified on the first page of this Request for Proposals.

“Contract” means the written agreement resulting from this Request for Proposals executed by the Strathcona Regional District and the contractor.

“Contractor” means the successful proponent to this Request for Proposals who enters into a written contract with the Regional District.

“Must”, “shall” or “mandatory” means a requirement that must be met in order for the proposal to receive consideration.

“Project” means that work to be completed in accordance with this Request for Proposals.

“Proponent” means an individual, company or partnership that submits, or intends to submit, a proposal in response to this Request for Proposals.

“Proposal” means a submission in response to this Request for Proposals.

“RFP” means this Request for Proposals.

“Should” or “desirable” means a requirement having a significant degree of importance to the objective of the Request for Proposals.

2.0 TERMS AND CONDITIONS

The terms and conditions applicable to this RFP are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

3.0 EVALUATION

Proposals will be evaluated by the Regional District based on the criteria identified herein. The intent of the Regional District is to enter into a contract with the proponent whose proposal represents the best value to the Regional District based on the Regional District's evaluation of the proposals received.

4.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but must be clearly marked as an "Alternative Proposal". If a proponent submits more than one proposal each must be separately and uniquely identified.

5.0 CHANGES TO PROPOSALS

By written notice a proponent may, prior to closing, amend or withdraw its proposal. Upon closing all proposals become irrevocable and may not be amended or withdrawn prior to the deadline for acceptance except where the proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

6.0 PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting their proposals. The Regional District will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final contract or any other matter whatsoever.

7.0 SUBCONTRACTORS AND PARTNERSHIPS

If subcontractors are to be used they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including a joint submission by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project.

8.0 CONFLICT OF INTEREST

Contracting or subcontracting with any firm or individual whose corporate or other interests could, in the Regional District's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

9.0 CURRENCY AND TAXES

Prices must be quoted in Canadian dollars and exclusive of taxes which shall be shown separately on the Proposal Form. No adjustment of fees or pricing will be made due to international currency fluctuations and/or any import duties and any additional taxes as a result of the contractor sourcing any materials, components and/or labour from international sources.

10.0 ACCEPTANCE OF PROPOSALS

This RFP must not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District, except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for at least 30 days after the RFP closing date. Proposals must state the latest date for acceptance at the time of submission.

The Regional District is not bound to accept the lowest priced proposal or any proposal. Proposals will be evaluated on the basis of stated criteria and the Regional District is under no obligation to request clarification or further information, whether written or oral, from any proponent prior to completion of the evaluation process.

The Regional District reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part which the Regional District, in its sole unrestricted discretion, deems to represent the best value for the Regional District. Proponents acknowledge the Regional District's rights under this clause and absolutely waive any right of action against the Regional District for failure to accept their proposals whether such right of action arises as a result of negligence, bad faith or for any other reason.

The Regional District reserves the right to enter into negotiations with one or more proponents with respect to the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Formal acceptance of any proposal and the subsequent confirmation of project award must not be construed as authority for the proponent to proceed with the project as this will be dependent on the execution of a contract and the fulfillment of any conditions precedent imposed by any authority having jurisdiction over the work or service to be performed.

11.0 CANCELLATION OR DELAY OF RFP

The Regional District reserves the right to delay and/or cancel this RFP at any time and for any reason and will not be held responsible for any direct or indirect loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.

The acceptance of any Proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of Directors of the Strathcona Regional District or any of its delegated authorities.

12.0 EXECUTION OF CONTRACT

After acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be executed when all preconditions have been met. No proponent will acquire any legal or equitable rights or privileges with respect to this project until a contract has been entered into with the Regional District.

13.0 LIABILITY FOR ERRORS

The information contained within this RFP is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from conducting their own research and forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14.0 MODIFICATION OF TERMS

The Regional District reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to the closing time. Such modifications will be communicated to all proponents through a formal addenda process.

15.0 FREEDOM OF INFORMATION

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is considered to be confidential or proprietary in nature should be clearly noted as such by the proponent. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

16.0 USE OF DOCUMENT

This document, nor any portion thereof, may not be used for any purpose other than the submission of proposals.

17.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Regional District obtained by the Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Regional District.

C. SUBMISSION REQUIREMENTS

18.0 PROPOSAL SUBMISSION

Proposals shall be submitted in one of the following formats:

Electronically in PDF format, along with the signed and dated Proposal Form provided herein, to the secure RFP submission portal on the SRD's website. The deadline for receipt of proposals is 12:00 noon Pacific time on March 27th, 2026 at the following address:

<https://srd.ca/uploadsubmissions/>

Once submitted, proposals may not be viewed or changed. To make a correction, a clearly labelled corrected version shall be submitted to the portal and an email sent to procurement@srd.ca indicating which version is intended for consideration.

In person delivery or by mail/courier in duplicate complete with one digital copy in portable document format (.pdf file) on a CD, DVD or USB device along with the signed and dated Proposal Form provided. The deadline for receipt of proposals is 12:00 noon Pacific time on March 27th 2026 at the following location:

Strathcona Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8

Proposals must be submitted in a sealed package with the name and address of the proponent and the RFP title clearly marked on the outside.

SAMPLE LABEL

Name of Proponent Address of Proponent
CONFIDENTIAL – DO NOT OPEN RFP-03-26
STRATHCONA REGIONAL DISTRICT 990 Cedar Street Campbell River, BC V9W 7Z8

Late proposals will be disqualified.

Proposals that are conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the Regional District, be disqualified.

The person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this RFP **must execute** the Proposal Form. Unsigned proposals will be disqualified.

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

19.0 PROJECT MANAGER

Proponents are required to designate an individual who shall be the Designated Project Manager (“Project Manager”) for the project. The Project Manager shall be the contractor’s project/construction manager responsible for the delivery of all contracted services to the Regional District. The Project Manager, and not subordinate staff, shall at all times be directly responsible for the management of the project. The Project Manager shall attend all meetings of the project team during the term of the project. The Project Manager shall not be replaced without the prior written consent of the Regional District.

20.0 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing or by email, to:

Strathcona Regional District
990 Cedar Street, Campbell River, BC V9W 7Z8
Phone: 250-830-6700
Fax: 250-830-6710
Email: procurement@srd.ca

Information obtained from any other source is not official and should not be relied upon.

21.0 RFP ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Such addenda will be in written form and will be made available on the BC Bid (<http://www.bcbid.gov.bc.ca>) and Strathcona Regional District (www.srd.ca) websites. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by proponents when responding to this RFP.

Verbal communications will not be binding unless confirmed by written addenda.

The final day to submit inquiries is Friday February 28th, 2026.

22.0 DISCLAIMER

Each proponent is responsible to review and understand the terms and conditions of this RFP and the scope of the work described. The Regional District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and proponents are solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their proposals. The Regional District will not be held responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or lack of completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the requirements of this RFP on the part of any proponent.

23.0 EVALUATION CRITERIA

The Regional District will evaluate proposals based upon, but not limited to, the following criteria:

Criteria	Points
Price – based on best value to the Strathcona Regional District <ul style="list-style-type: none"> • Less than \$200,000 = 31-35 points • \$200,000-\$249,999 = 26-30 points • \$250,000-\$299,999 = 15-25 points • \$300,000-\$349,999 = 10-14 points • \$350,000-\$399,999 = 5-10 points • Over \$400,000 = 1-4 points 	35
Age of apparatus <ul style="list-style-type: none"> • 2021-2025 = 11-35 points • 2015-2020 = 1-10 points 	35
The degree to which the apparatus Administration, Body, Pump and Plumbing incorporates preferred features in the opinion of the Strathcona Regional District. <ul style="list-style-type: none"> • 10-14 preferred features = 8-10 points • 6-9 preferred features = 5-7 points • 3-5 preferred features = 2-4 points • Less than 3 preferred features = 1 point 	10
The degree to which the apparatus Cab and Chassis incorporates preferred features in the opinion of the Strathcona Regional District. <ul style="list-style-type: none"> • 8-9 preferred features = 8-10 points • 6-7 preferred features = 5-7 points • 3-5 preferred features = 2-4 points • Less than 3 preferred features = 1 point 	10
Proponent is able to coordinate the delivery of the vehicle to Sayward. <ul style="list-style-type: none"> • Yes = 5 points • No = 0 points 	5
Product familiarization and training for users. <ul style="list-style-type: none"> • Yes = 5 points • No = 0 points 	5

If required, a short list of proponents may be established to be contacted by the Regional District. The purpose for contacting a proponent at this stage would be to gain a greater understanding of the proponent's proposal as submitted. Depending on the nature of the questions to be answered an interview may also be arranged to facilitate a more in-depth understanding of the proposal.

D. SPECIFICATIONS AND SCOPE OF WORK

24.0 SCOPE OF WORK

White Highlight = Mandatory

Yellow Highlight = Preferred

Required build standards, certifications and labelling	Minimum Specifications
NFPA 1901 compliant (2016 preferred).	
Tested, listed and labeled to CAN/ULC S515-2013.	
Meet Canadian Motor Vehicle Safety Standards.	
Conform to all applicable licensing and Motor Vehicle Act Regulations for operation within the Province of British Columbia.	
Age of vehicle year 2015 or newer.	
Vehicle condition report	
Cab and Chassis	Minimum Specifications
Maximum height 11' (Crew Cab Top Mounted).	
Vehicle exhaust must exhaust away from the pump panel.	
Minimum 350 hp Canadian emission standards compliant diesel engine.	
Single rear axle.	
Front and rear axle GVW maximum rating and available payload weight to be specified.	
Allison electronic, automatic transmission or equivalent.	
ABS Air Brakes.	
Painted red or red and white. One 6" and two 1" white reflective strips with Z jog to run the full length of cab and body on each side. No red paint on roll up doors.	
Red and amber reflective chevron striping on rear portion of truck to NFPA standards.	
Shore power (100 volt) connection at the driver's door.	
Remote service air supply connection with check valve at driver's door (for maintaining air brake pressure).	
All tires to be winter rated.	
Rear axle ratio and maximum operating speed must be specified.	
Seat belt connection warning system.	
Two frame mounted tow hooks or eyes front and rear.	
Fuel tank capacity approximately 200 liters.	
Emergency lighting package with siren and PA system.	
1 – LED scene light on each side of cab (specifically candlepower).	
Cab and chassis corrosion protection methods must be specified.	
Preferred Cab and Chassis additional features listed in order of importance.	
1. Single Cab Bench Seat	
2. Metric instrumentation.	
3. Insta chains.	
4. Jacobs engine brake or equivalent.	
5. 2 doors with full width steps and grab handles (bottom of step to align with bottom of body).	

6. 2 SCBA brackets in passenger side compartment.
7. LED lighting.
8. Multiple 100 volt shore power points to cabinets (for radio chargers, TIC etc.). Power inverter installed.
9. Seating for 3
10. 1- VHF radio installed in the dash (25 watt, 16 channel) with antenna as selected by the supplier (Fire Department to program).
11. LED ground lighting to provide 360 degree illumination.
12. 1 – LED Grow light – Fire Rescue model OPA 800-S75 or equivalent.
13. Air conditioning distributed front seat.

Pump and Plumbing	<u>Minimum Specifications</u>
1050 Igpm minimum PTO Pump.	
Pump priming system (no oil).	
1 – 6" inlet valve with 4.5" stortz connector.	
2 – 1.5 or 1.75" discharges for speed lays – see Body Section.	
1 – 2.5" discharges for speed lays – see Body Section.	
2 – Minimum additional 2.5" discharges.	
2 – Minimum 2.5" intakes one on each side.	
Full set of intake and discharge pressure / vacuum / compound gauges.	
Apparatus monitoring system for control of RRM and pressure.	
Foam system supply to 1.75" speed lays and 2.5" speed lay.	
Full port drains and master pump drain.	
Minimum 3" line tank to pump.	
Pump and pump plumbing to be tested to 600 psi.	
Pump panel at drivers side of truck.	
Preferred Pump and Plumbing additional features listed in order of importance.	
1. Manual valves.	
2. Schedule 40 stainless steel plumbing.	
Body	<u>Minimum Specifications</u>
Formed or extruded aluminum body.	
Maximum overall vehicle length of 28 feet to 30 feet.	
Maximum width 8'.	
Maximum height 10'6".	
Single colour red to match cab (see striping request in cab section).	
Poly water tank minimum 7,500 liters.	
2 – 1.75" x 200' speed lay (directly behind the cab preferred).	
1 – 2.5" x 800' continuous lay in rear upper hose bed (hose to be provided by department).	
1 – 1.75" x 600' continuous lay in rear upper hose bed (hose to be provided by department).	
Coffin bins on top of body as height allows. If possible, coffin bin solid lids to be integral with rear upper hose bed coverage.	
Duplex 100 volt duplex receptable and a compressed air outlet on each side of the body and one in a cupboard.	
1 – rear mounted LED 8 light traffic arrow.	

Provision for 1 – 24" extension ladder in the body or externally. If located externally electric or mechanical assist preferred.

Rear ladder across to top deck at the rear of the apparatus.

Rear red and amber chevron reflective striping (complete coverage preferred) to NFPA standards.

Body corrosion protection methods to be specified.

Body additional features listed in order of importance.

1. Marine grade 3/16" aluminum body construction.

2. 200' (minimum) – 1" hose reel with electronic rewind.

3. Minimum – 3 LED scene lights (same as those on cab) one on each side of body and one at the rear.

4. LED ground and cabinet LED strip lighting throughout.

Administration

Minimum Specifications

Number of days to delivery following purchase order to be specified.

Warranties to be provided for all components (minimum 1 year bumper to bumper).

Vendor to provide a minimum of one day training by a qualified person to Sayward Fire Department personnel on all aspects of truck and pump operation.

25.0 PERMITS AND CERTIFICATES

If necessary, the successful proponent will obtain, at its own cost, all necessary permits to carry out the work of this project. The contractor will be required to provide certificates of conformity with any requirements of authorities having jurisdiction.

26.0 PROJECT SCHEDULE

The following schedule is provided as a guideline:

Description	Deliverable Date
RFP released	February 4 th , 2026
Deadline for receiving inquiries	February 28 th , 2026
Deadline for receiving proposals	March 27 th , 2026
Awarding of contract	April 19 th , 2026
Delivery to Sayward	August 30 th , 2027

Proponents should include in their responses whether or not they can comply with this timeline. In accordance with the evaluation criteria set out in this document, preference may be given to proponents that can complete the work of the contract within the schedule outlined herein.

27.0 CHANGE IN SCOPE

The Regional District reserves the right to amend the scope of work during the term of the proposed contract. In such cases, the Regional District would request a quotation from the contractor for the change in scope.

E. CONTRACT CONDITIONS

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Regional District that subject to negotiation, may include the following contract clauses:

28.0 COMPLIANCE WITH LAWS

The contractor will give all notices and provide all permits, licenses and other approvals required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.

29.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the province of British Columbia.

30.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the contractor, the contractor hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the contractor, its servants, agents, subcontractors and sub-operators, in providing the services and performing the work of the contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

31.0 INSURANCE

Any contract resulting from this RFP will require that the contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term:

- a. Comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the contract;
- b. Automobile liability on all vehicles owned, operated or licensed in the name of the contractor in an amount not less than \$5,000,000.

The Regional District is to be added as an additional insured and the policy shall contain a cross liability clause. All required insurance will be endorsed to provide the Regional District with 30 days advance written notice of cancellation or material change.

The contractor will provide the Regional District with evidence of the required insurance in the form of a certificate(s) of insurance, immediately upon execution and delivery of the contract.

32.0 REGISTRATION WITH WORKSAFE BC

The contractor and any approved subcontractors must be registered with WorkSafe BC and WCB coverage must be maintained for the duration of the contract. Prior to receiving any payment, the contractor may be required to submit a WCB Clearance Letter confirming all assessments have been paid and the contractor is in good standing. The contractor and any approved subcontractors shall abide by all provisions of the Workers Compensation Act of British Columbia.

F. PROPOSAL FORM

RFP-03-26

CLOSING DATE AND TIME
12:00 NOON PACIFIC TIME MARCH 27, 2025

This form must be completed, signed and included with the submission.

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Proponent:

Address:

Contact

Name:

Phone:

Fax:

Email:

Completed Price	\$
Taxes	\$
Total Completed Price	\$

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title
