



TOWN OF LAKE COWICHAN
REQUEST FOR QUOTATION (RFQ) – RFQ#01-2026

Issued Date	January 26, 2026
Closing Date	February 20, 2026 – 12:00noon
Term of Engagement	2 months (est.) to max May 29, 2026
Primary Contact	Elija Ellison eellison@lakecowichanfire.com 250-749-3522 ex. 124
Note:	Individuals and companies intending on submitting a quote for this work can contact Elija Ellison to schedule a site visit prior to the closing date and time of the RFQ.
Submission Requirements	All proposals must be submitted in-person in a sealed envelope at the Reception Desk – Town Hall during working hours Monday to Friday 8:30 am to 4:30 pm with the exceptions of holiday(s) 39 South Shore Road, Lake Cowichan, British Columbia, V0R 2G0.

1. INTRODUCTION

The Town of Lake Cowichan (“Town”) invites qualified and experienced vendors to submit a quotation for the provision of the services as outlined below to the Lake Cowichan Fire Smart Program. This Request for Quotation (RFQ) is intended to obtain competitive pricing and information from suppliers capable of meeting the specifications and service requirements outlined in this document. Quotations will be evaluated in accordance with the criteria described herein, with the objective of achieving best overall value while ensuring quality, reliability, and compliance with applicable policy requirements.

2. SCOPE OF WORK

The Town is seeking proposals from qualified contractors (individuals or companies) to provide construction type services to recondition the Water-Pump Station on North Shore Road in Lake Cowichan, BC. The work will primarily focus on:

- a. Removing the existing wood shake roof, legal disposal, and replacement with Class A metal roofing;
- b. Removal of the cedar shingles on the upper portion of the structure, legal disposal, and replacement with Class A Hardy-Board or galvanized siding.
- c. Removal of cedar siding, legal disposal, and replacement with Class A Hardy-Board or galvanized siding.

3. PROPOSAL QUALIFICATIONS AND REQUIREMENTS

All responses to the RFQ must include, at a minimum:

- All inclusive pricing for all requested goods and/or services, including fees and taxes
- Delivery and/or mobilization costs
- Identification of the Worker who will be performing the required work.
- Explanation of experience, qualifications, or training of the Worker assigned to perform the work requested.
- Confirmation of valid business license to conduct business within the Town.
- Confirmation of valid WorkSafe BC Insurance Coverage
- Confirmation of valid general liability insurance in the amount of \$1,000,000.
- Confirmation of start date and completion date.

Note:

The Town will require confirmation/proof of business license, WorkSafe insurance, and general liability insurance from the successful proponent prior to the commencement of any work on this project. The Town may also require the production of receipts confirming legal disposal of any items related to this project.

4. EVALUATION CRITERIA

Quotations will be reviewed and evaluated by the Town to determine **best overall value**. Evaluation will be based on **4 criterion** and not be based solely on lowest price. The Town reserves the right to consider any information submitted in the quotation, as well as other information available to the Town, in making its evaluation.

1. Price and Value for Money – 50%

The total cost of the quotation, including all applicable fees and charges, and the overall value offered relative to the proposed quality of services to be provided.

2. Proponent Qualification and Experience – 25%

The Proponent’s demonstrated experience, qualification, and capacity to successfully deliver similar services in accordance with the Town’s requirements.

3. Delivery Schedule and Availability – 15%

The Proponent’s demonstrated ability to meet required timelines, availability, and any delivery or service schedules identified in the RFQ.

4. Completeness of Proposal – Compliance with RFQ Requirements – 10%

The extent to which the quotation is clear, complete, and fully compliant with the instructions, specifications, and mandatory requirements set out in this RFQ.

5. GENERAL TERMS AND CONDITIONS:

5.1 All quotes must be valid for **30 calendar days**.

5.2 The Town reserves the sole and absolute right to determine, at its discretion, whether any quotation is compliant, valid, or responsive to the requirements of this RFQ. Without limiting the generality of the foregoing, the Town may deem a quotation to be non-compliant or invalid if it is incomplete, unclear, conditional, contains qualifications or assumptions not expressly permitted, deviates from the RFQ requirements, is submitted late, or does not meet the Town’s needs as determined by the Town.

5.3 The Town may, but is not obligated to, waive minor irregularities or request clarification where it is in the Town’s interest to do so, and such waiver or clarification shall not be construed as a precedent or obligation to waive similar irregularities in any other quotation.

5.4 This RFQ should not be interpreted as an agreement to purchase goods or services.

- 5.5 It is the sole responsibility of the proponent to ensure that quotation arrives prior to the closing date and time and at the specified location.
- 5.6 All pricing should be in Canadian currency.
- 5.7 The Town shall not be held liable or accountable for any errors or omission in any part of this RFQ or response to Bidder's questions.
- 5.8 While the Town and/or its employees and agents have made effort to ensure the accurate representation of information in this RFQ, the information contained in or provided with the RFQ, is supplied solely as a guideline to bidders. The information is not guaranteed or warranted to be accurate by the Town and/or its employees or agents, not is it necessarily comprehensive or exhaustive.
- 5.9 Bidders are expressly advised to schedule a site visit prior to submitting a quote. Bidders should not rely exclusively on any information provided in or with this RFQ and should independently verify all such information. Nothing in this RFQ is intended to relieve bidders from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFQ.
- 5.10 When quotations have been received and an award decision made, the successful proponent will be held to its quotation as of the closing of the RFQ irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
- 5.11 Information submitted to the Town in response to this RFQ will be collected and managed in accordance with Section 21, of the *Freedom of Information and Protection of Privacy Act*.
- 5.12 Any attempt by a proponent to contact persons not expressly identified as the contact person in this RFQ, to include Town Staff, Members of Council with the express intent of securing a competitive advantage, may result in the disqualification of the quotation, at the sole discretion of the Town.