



RFP-08-26
REQUEST FOR PROPOSALS
CORTES ISLAND FIREHALLS – SOLAR AND BATTERY

ISSUE DATE
JULY 24 , 2026

CLOSING DATE AND TIME
AUGUST 28, 2026

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

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A. PROJECT SUMMARY

The Strathcona Regional District (SRD) invites qualified contractors to submit proposals for the supply and installation of grid-tied solar photovoltaic (PV) and battery backup electrical systems, inclusive of integration with existing automatic backup generators, at two fire hall facilities on Cortes Island, British Columbia. The two project sites are:

- Firehall #1 — Mansons Landing: 959 Beesley Road, Cortes Island which has an assigned budget for \$75,000.
- Firehall #2 — Whaletown: 456 Whaletown Road, Cortes Island which has an assigned budget for \$50,000.

Both sites have existing automatic standby generators that must be integrated into each new energy system. In normal grid-connected operation, the solar PV array will generate power and charge the battery bank. During a grid outage, the battery bank will supply critical loads; if the outage is extended and battery charge falls to a configurable threshold, the existing backup generator is to automatically start and supplement the battery system until the grid is restored or solar recharging resumes.

As this is a live emergency building, the works will need to be completed in such a manner as to create the least amount of disruption as possible. Daily coordination with the Cortes Island Fire Department during system installation will be expected. All debris created by the construction process is the responsibility of the awarded contractor to remove off site. The proposed renovations must be designed and installed in a manner that meet all applicable building and fire codes.

Proponents shall base their Proposal on furnishing everything including all labour, materials, tools, equipment, permits and all necessary supplies and incidentals required to complete the project in full compliance with the provisions and requirements of this RFP document. The successful proponents must assume the role as the primary contractor and assign a project manager as a key contact. Any deviation from the requirements set out in this document must be fully disclosed in the proposal. This RFP should not be construed as an agreement to purchase goods or services. The Regional District is not bound to accept the lowest priced or any Proposal of those submitted. Submissions will be assessed with reference to the evaluation criteria.

Installation follows specifications, including:

1. All installations must comply with the Canadian Electrical Code, local building, fire codes and applicable Technical BC Standards.
2. All installations must be backed by a 5-year (minimum) workmanship warranty.
3. All hardware must be rated for commercial use (not residential).
4. All exposed wiring to be run in conduit.
5. Any structural modifications will require engineering approval and sign off.
6. All equipment/hardware must have spares/replacements available at local suppliers.
7. Proposals must include a detailed installation schedule (dates, hours of work, manpower per day).
8. All work fronts will need to be cleaned up each day.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this Requestion 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 Friday, August 28, 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, Friday August 28, 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-08-26

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 SITE INSPECTION

Proponents are required to inspect both firehalls. The group facility site inspection will be Wednesday August 12th at 1:00pm unless Proponents have previously viewed the facility with the Cortes Island Fire Department. The onsite visit is to provide interested Proponents with:

- A layout of the facility; and
- Space requirements.

Photographs will be permitted during the site inspections. The group facility site inspection will start at 1:00pm at Mansons Firehall located at 959 Beasley Road.

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 August 20, 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 on, but not limited to, the following criteria:

Item	Criteria	Points
1	Total Installed Solar PV Capacity (kW DC) — combined both sites	35
2	Total Installed Battery Storage Capacity (kWh) — combined both sites	30
3	System Scalability & Future Expansion Design	20
4	Generator Integration & Automatic Transfer Design	5
5	Proponent Qualifications, Experience & References	5
6	Project Schedule & Implementation Plan & After Sales Support	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**

The successful proponent(s) shall be responsible for the complete turnkey delivery of each system, from design through commissioning, including but not limited to the following.

Design and Engineering

- Site assessment and solar resource analysis.
- Structural engineering review and stamped drawings for racking and attachment.
- Electrical system design and single-line diagrams stamped by a Professional Engineer registered in BC.
- Generator integration and automatic transfer system design (see Generator Integration Requirements, below).
- Load analysis, battery sizing, and system performance modelling.
- Scalability design to accommodate future expansion of solar and battery capacity (see Scalability Requirements, below).
- Preparation and submission of all permit applications.

Permitting and Interconnection

- Electrical permit application to the BC Safety Authority (BCSA).
- BC Hydro Net Metering interconnection application and all required utility coordination.
- Any additional permits required by applicable authorities.

Supply and Installation

- Supply and installation of all solar PV panels, inverters, battery backup modules, and BOS components.
- Racking system installation — Firehall #1 on the new Truck Shed roof; Firehall #2 per site assessment.
- Integration of existing backup generator into the energy management system (see Generator Integration Requirements, below).
- All conduit, wiring, disconnects, protection devices, and monitoring equipment for a complete, code-compliant installation.

Commissioning and Handover

- Full system commissioning, testing, and verification.
- BC Hydro Net Metering meter inspection coordination.
- Operator training for SRD and fire hall personnel.
- As-built drawings and all warranty documentation.
- Operations and maintenance (O&M) manual including generator integration procedures.

After Sales Support

- Vendor will specify their warranty terms, and provide after sales support by phone, video call or physical site visit for a specified term. After this warranty period the vendor will specify the charges, if applicable, for technical support and/or a service call to the site.
- Vendor must specify service response time in case of critical system outages.

Technical Requirements

All systems must meet or exceed the minimum specifications shown below. Proponents are encouraged to exceed minimums where budget allows — additional capacity beyond minimums will score higher in the evaluation.

Minimum System Specifications — Firehall #1, Mansons Landing

Component	Minimum Acceptable Specification
Hybrid Inverter	32 kW total inverter output (single or multi-unit); grid-tied with battery backup capability; BC Hydro Net Metering approved
Battery Backup	32 kWh total usable capacity minimum
Solar PV Array	15 kW DC installed capacity minimum; roof mount
Generator Integration	Automatic transfer/supplement capability with existing site backup generator (see Generator Integration Requirements, below)
Monitoring	Remote monitoring with data logging; internet-accessible dashboard
Scalability	System architecture must support future expansion of both solar and battery (see Scalability Requirements, below)
Permitting	All BC Safety Authority electrical permits; BC Hydro Net Metering interconnection application

Firehall #1 Note: The solar array is to be roof-mounted on the new Truck Shed roof. Proponents should confirm structural suitability at the site visit.

Minimum System Specifications — Firehall #2, Whaletown

Component	Minimum Acceptable Specification
Hybrid Inverter	16 kW total inverter output (single or multi-unit); grid-tied with battery backup capability; BC Hydro Net Metering approved
Battery Backup	16 kWh total usable capacity minimum
Solar PV Array	10 kW DC installed capacity minimum; roof mounted
Generator Integration	Automatic transfer/supplement capability with existing site backup generator (see Generator Integration Requirements, below)
Monitoring	Remote monitoring with data logging; internet-accessible dashboard
Scalability	System architecture must support future expansion of both solar and battery (see Scalability Requirements, below)
Permitting	All BC Safety Authority electrical permits; BC Hydro Net Metering interconnection application

Equipment Standards

- All equipment must carry applicable CSA, ULC, or equivalent certification as required by the BC Electrical Code.
- Solar PV panels must carry a minimum 25-year linear power output warranty.
- Inverters must carry a minimum 10-year manufacturer warranty.
- Battery modules must carry a minimum 10-year manufacturer warranty.
- All major components must be approved for BC Hydro Net Metering interconnection.
- All equipment must be rated for coastal BC outdoor/semi-outdoor installation conditions (humidity, salt air, seismic zone).

System Monitoring

Each system must include a remote monitoring solution providing:

- Real-time and historical data for solar generation, battery state of charge, grid import/export, and generator runtime.
- Internet-accessible dashboard accessible to Fire Department staff.
- Configurable alerting for fault conditions, low battery thresholds, and generator start events.

Scalability Requirements

A key objective of this project is to install infrastructure that supports cost-effective future expansion of both solar and battery capacity without requiring replacement of core system components. Proponents must design and install systems that satisfy all of the following scalability requirements.

Inverter and Electrical Infrastructure

- Inverter(s) must support the addition of further inverter units in a parallel or stacked configuration, or the inverter must be sized with sufficient headroom to accommodate additional PV and battery input capacity beyond what is initially installed.
- Main electrical switchgear, combiner boxes, and conduit infrastructure must be sized to accommodate the projected future maximum system capacity — proponents must state the future capacity their infrastructure can accommodate.
- A dedicated expansion circuit or spare conduit pathway must be installed for future battery and solar additions.

Battery System

- Battery chemistry, BMS (Battery Management System), and communications architecture must be compatible with the addition of further battery modules without replacing the inverter or BMS.
- Battery enclosure or rack must have physical space reserved for at least one (1) additional battery module of the same type initially installed, or the installation location must be designed to accommodate future modules.
- Proponents must state the maximum battery capacity their proposed system architecture can support.

Solar Array

- Racking system must accommodate or be easily expanded to accommodate a minimum 50% additional solar panel capacity beyond what is initially installed, without requiring re-engineering of the mounting structure.
- Array wiring and string design must accommodate additional strings without requiring replacement of existing wiring.
- Proponents must state the maximum additional solar capacity their proposed racking and electrical design can accommodate

Proposals must include a written Scalability Statement describing the expansion pathway for both solar and battery at each site, including maximum future capacity and any constraints.

Generator Integration Requirements

Each site has an existing automatic standby generator. The new solar and battery system must be integrated with the existing generator to form a coordinated multi-source backup power system. The following functional requirements apply to both sites.

Normal Operation (Grid Connected)

- Solar PV array charges battery bank and exports surplus energy to the grid under BC Hydro Net Metering
- Generator remains in standby mode and does not operate during normal grid-connected operation

Grid Outage — Battery Phase

- On grid outage detection, system automatically transfers critical fire hall loads to battery backup without interruption (or with interruption not exceeding the minimum transition time of the selected inverter platform)
- Solar PV continues to charge the battery bank during the outage where solar resource is available
- Generator remains in standby during this phase

Grid Outage — Generator Supplement Phase

- When battery state of charge falls to a configurable threshold (default: 30%, adjustable by Fire Department staff or contractors), the existing backup generator automatically starts and connects to supplement battery charging and/or directly support loads
- The system must prevent the generator from overcharging the battery bank; charge current from the generator must be managed by the inverter/charger
- If the battery reaches a configurable upper threshold (default: 90%), the generator automatically stops and the system returns to battery-only supply
- The generator start/stop cycle must be fully automatic and must not require manual intervention by fire hall personnel

Generator Integration Design Requirements

- The integration design must be compatible with each site's existing generator make, model, and control panel — proponents must confirm generator compatibility at the site visit and in their proposal
- An automatic transfer switch (ATS) or equivalent control interface must be supplied and installed if and as required by the integration design
- All wiring and control connections between the new energy system and the existing generator must comply with the BC Electrical Code and must be performed by a licensed electrician

- The system must include protection against simultaneous generator and grid connection (anti-islanding and ATS interlocking)
- The monitoring system must log all generator start/stop events, runtime, and reason for start (low battery threshold trigger vs. manual)

Proponents must describe their proposed generator integration approach in detail in their technical proposal, including the specific ATS or control solution proposed and how it interfaces with the existing generator.

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	July 24, 2026
Mandatory Site Visit	August 12, 2026
Deadline for receiving inquiries	August 20, 2026
Deadline for receiving proposals	August 28, 2026
Awarding of contract	September 25, 2026
Project Completion	December 15, 2026

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 affect 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-08-26

**CLOSING DATE AND TIME
12:00 NOON PACIFIC TIME , AUGUST 28, 2026**

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

Date