



**REQUEST FOR QUOTATION
RFQ-03-26**

Fleet Vehicle

October 5, 2026

REQUEST FOR QUOTATION

1.0 Objective

The Strathcona Regional District (SRD) requires a new 2026 or 2027 crossover vehicle as per the Specifications detailed in [Appendix "A"](#) and is soliciting quotes from potential suppliers.

2.0 Quote Requirements

- 2.1 Submissions must provide information included (but not necessarily limited) to the specifications of [Appendix "A" – "New" Car Specifications](#).
- 2.2 Submissions must provide information included (but not necessarily limited) to the specifications of [Appendix "B" – Dealership and Price Information](#). It is important to include all relevant dealership contact information, including the name of the dealership/supplier, the name, phone number and email address of the person duly authorized to respond to the Strathcona Regional District on all matters related to the content of the response to this RFQ.
- 2.3 Submissions must provide information included [Appendix "C" – Quotation in Canadian Dollars](#). With reference to [Appendix "C"](#) note that:
- ✓ Total quoted price shall not exceed \$35,000 (exclusive of GST);
 - ✓ Prices are to be quoted in Canadian dollars;
 - ✓ Quote submission MUST show a vehicle "NET" price, exclusive of applicable taxes and which accounts for all manufacturer and dealer discounts/incentives;
 - ✓ Quote submission MUST show an estimated TRADE IN VALUE for a 2017 Nissan Rogue in fair used condition (some cosmetic damage on one exterior door panel and the heater does not work), with close to 68,000 kms.
 - ✓ Quote submission MUST show freight charges where application of Freight on Board (FOB) Destination (Campbell River, B.C.);
 - ✓ Quote submission is to show a vehicle SUB-TOTAL price exclusive of applicable taxes but inclusive of vehicle "NET" price and all applicable FOB Shipping Point (to Campbell River, B.C.) and any other charges that the Dealership/Supplier wants to bring to the attention of Strathcona Regional District;
 - ✓ Quote submission is to show a vehicle TOTAL price inclusive of all applicable taxes;

- ✓ Quote submission MUST include a “vehicle specifications” brochure/sheet for the vehicle quoted showing standard equipment and available options which, at minimum, meet the Specifications identified in **Appendix “A”**;
- ✓ Quote submission MUST include an additional set of all-terrain rated tires for the vehicle, or equivalent tires suitable for travel on Forest Service Roads year-round; and
- ✓ Where “OPTIONAL” Extended Warranty and/or Dealer Maintenance package(s) are quoted, the quote submission is to include a brief summary of package offer(s), a price exclusive of all applicable taxes and an attached detailed package description.

2.4 Quote submission SHALL include an Estimated Delivery Date of the vehicle.

2.5 This RFQ and the Quotation submitted becomes part of the Purchase Order.

3.0 Quote Submission Procedures

3.1 Closing Date

Quotes **must** be signed and received at the Strathcona Regional District Corporate Office by **2:00 p.m. on Friday, October 23rd, 2026 Pacific Standard Time (PST)** and shall be delivered by either by regular mail/courier; email to procurement@srd.ca; or in person to:

Shayla Burnham
Property Services Representative
Strathcona Regional District
#301 – 990 Cedar Street
Campbell River, BC V9W 7Z8

All quotes delivered by regular mail, courier or in person are to be sealed, and clearly marked “**Confidential - Quote – New Fleet Vehicle for Strathcona Regional District**”. Receipt of quotes will be acknowledged by email where an email address has been provided in the quote submission. Quotes received via fax, or after the closing date and time will not be considered.

3.2 Format

Quotes are to be submitted in accordance with the information specified in Appendix “A” – “New” Vehicle Specifications, the completion of Appendices “B” to “C” attached; and a detailed “vehicle specifications” brochure.

3.3 Disqualification

Quotes which do not provide a response to all MUST/SHALL requirements detailed in Section 2 of this RFQ **shall** cause the quote to be deemed non-compliant and therefore immediately disqualified. A quote **may** be disqualified from further consideration if any response to a MUST/SHALL requirement is deemed by the evaluators to be unsatisfactory. Disqualified quotes shall not receive further consideration.

4.0 Quote Evaluation Procedures

4.1 Opening

All quotes will be opened at the office of the Strathcona Regional District in accordance with any advertisement or other information supplied with this RFQ document.

4.2 Evaluation Committee

4.2.1 An Evaluation Committee comprised of representatives of the Strathcona Regional District shall evaluate the quotes and shall conduct its business in a non-partisan manner at all times.

4.2.2 The Strathcona Regional District reserves the following rights:

- (i) To reject any quote submission not meeting the MUST/SHALL requirements as outlined in the RFQ document; and
- (ii) To reject any or all quote submissions if deemed unsatisfactory.

4.3 Evaluation process

Step 1: Verify each quote submission meets all MUST/SHALL requirements identified in Section 2. Any quote submission that does not meet all of these requirements will be disqualified at this step and shall receive no further consideration.

Step 2: Evaluate all compliant quote submissions based on vehicle TOTAL price, where the lowest vehicle TOTAL price shall determine the preferred submissions to proceed to Step 3.

Step 3: Schedule a test drive of the vehicles that had the lowest TOTAL price to determine if it meets expectations and the requirements of Strathcona Regional District as expressed in this RFQ.

Timeline: The Strathcona Regional District anticipates that the evaluation process shall be completed within ten (10) business days following the RFQ Closing Date.

4.4 Notification

- 4.4.1 The preferred supplier shall be notified by email or regular mail of the status of their quote submission following completion of the evaluation process.
- 4.4.2 A representative of the Evaluation Committee shall schedule an appointment with the supplier(s) of the preferred vehicle(s) and conduct a test drive to ensure all expectations are met.
- 4.4.3 The decision of the Evaluation Committee, which vehicle qualified to be the best option for the Strathcona Regional District to purchase will be conveyed in writing to the supplier who provided the best quote in accordance with a vehicle that met desk-top and driver expectations.

5.0 Disclaimer

THIS IS A REQUEST FOR QUOTATION (RFQ)

This RFQ document does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into an agreement or relationship be construed. It is a guidance document to assist potential suppliers in preparing quotes to the Strathcona Regional District.

The Strathcona Regional District reserves the right to reject any or all quotes or to accept any quote which it may consider to be in its best interest.

The Strathcona Regional District reserves the right to cancel this RFQ at any time.

This RFQ implies no obligation on the Strathcona Regional District to accept any quote submitted.

The Strathcona Regional District shall not be responsible for any costs incurred in preparing a response to this RFQ document or by participating in this RFQ.

Appendix "A" - "New" Vehicle Specifications

To complete an acceptable quotation, the submission MUST include a description of how the vehicle specifications, described below are met.

Description:	Car or Crossover 4 door vehicle
Condition:	New

Mechanical:	<u>Minimum Specifications *</u>
Engine	4 cylinder
Transmission	Must be automatic
Door Count	4 doors
Power Steering	Must be provided
Power Breaks	Must be provided
Drive Train	AWD or 4x4
Fuel Efficiency Rating	This is valued and must be provided
Tires	All terrain or equivalent tires must be mounted (Alternate set of all-terrain or equivalent rated tires must also be provided)
Low Air Pollution Score	This is valued and must be provided
High Safety Rating	Specify standard and side air bags Stability control

Interior:	<u>Minimum Specifications*</u>
Capacity	Minimum 5 passenger seating
Adjustable Seating	Driver and front passenger - power or manual
Air Conditioning	Must be provided
Cruise Control	Must be provided
Tilt Steering Column	Optional
Sound System	AM/FM radio
Blue Tooth Connectivity	Blue Tooth Compatible
Power Locks	With remote key fob
Anti-theft System	Will be valued if included
Floor Covering	Acceptable coverings: vinyl or carpet

Exterior:	<u>Minimum Specifications*</u>
Colour	Exterior - White
Fog Lights	Included

Warranty:	
Manufacturer's	3 year/60,000 km limited 5-year/100,000 km powertrain

***The Strathcona Regional District acknowledges that certain standard vehicle features may exceed some of the minimum specifications identified and potential suppliers may wish to include additional vehicle options in their quote.**

Appendix “B” - Dealership and Price Information

Ensure that all the information and price specifications required in this appendix are provided; and any additional related information that affects the price quotation.

Dealership/Supplier Information

Dealership/Supplier Information

Name of Supplier/Dealership: _____
Address of Supplier/Dealership: _____
Dealership Contact Person: _____
Phone number of Contact Person: _____
Email of Contact Person: _____

Price Information

Price Information

Make: _____
Model: _____
Year: _____
Serial Number: _____
Engine: _____
Transmission: _____
Colour: _____
Alternate tire set info: _____
Limited Warranty: _____ Kilometers: _____ or Years: _____
Maintenance Package: _____ Kilometers: _____ or Years: _____
Estimated Delivery Date (M/D/Y): _____

A detailed “vehicle specifications” brochure sheet MUST be attached to the price information and in doing so, form part of Appendix “B”.

Quoted Price MUST be valid as at Delivery Date. Payment Terms are CASH upon satisfactory delivery of goods and acceptance by the Strathcona Regional District.

By signing and submitting Appendix “D” Quotation in Canadian Dollars, the above entity has agreed to supply to the Strathcona Regional District the above mentioned items at the price quoted. Strathcona Regional District agrees that the purchase order will be governed by the laws of British Columbia and the special conditions for this purchase.

Appendix “C” - Quotation in Canadian Dollars

Net price – including all discounts/incentives but exclusive of applicable taxes and other charges:	\$
Freight on Board (FOB) Destination 990 Cedar Street, Campbell River, B.C.:	\$
Other charges (please identify):	\$
Alternate all-terrain (or equivalent) tires:	\$
Sub-total, exclusive of applicable taxes but inclusive of vehicle “NET” price and all applicable FOB Shipping Point charges:	\$
GST	\$
PST	\$
Total Quoted Price	\$

Authorized Dealership Sales Associate (please print name)

Signature – Authorized Sales Associate

Date

- END OF RFQ -