



qathet
REGIONAL DISTRICT

Lasqueti Island Volunteer Fire Department Supply and Delivery of Pre-owned Fire Apparatus

Request for Proposals

PROPOSAL NUMBER: 1220-2026-345

ISSUE DATE: August 10, 2026

CLOSING LOCATION:

qathet Regional District
202 – 4675 Marine Ave
Powell River, BC V8A 2L2

CLOSING DATE AND TIME:

Friday, August 21 – 3:00 pm Pacific Time

CONTACT INFORMATION:

Ryan Thoms
General Manager of Emergency Services

Tel: 604-485-2260

Email: emergency@qathet.ca

NOTE: This Request for Proposals contains mandatory requirements. All mandatory requirements must be included for your submission to be considered.

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1. Overview

The qathet Regional District (qRD) is seeking Proposals to supply and deliver an apparatus fire truck that fulfills the needs of Lasqueti Island Volunteer Fire Department (LIVFD) as outlined in Appendix "B" in this document.

Proponents are requested to supply and deliver a previously-owned truck, preferably manufactured in the year of 2010 or later. The apparatus must have four-wheel drive, featuring dual rear wheels, with heavy-duty suspension. A Class 19,500-pound Class 5 medium-duty commercial chassis cab is the preference, however the qRD will entertain similar heavy-duty frames.

The qRD acknowledges that each Bidder may wish to suggest variations to the preferred specifications. The qRD will consider these variations as listed in detail by the Bidder on Page 2 of Appendix "B" (Preferred Specifications). Based on a review of responses to this RFP, the qRD intends to select a Supplier who would then be invited to enter into a contract for provision of the apparatus described in this RFP. The qRD may retain for consideration, responses that do not comply exactly with the specification.

The Lasqueti Island Volunteer Fire Department services the boundaries of Lasqueti Island, BC. This fire apparatus truck will respond to emergency incidents within the LIVFD fire service boundary area where the terrain is hilly and roads are narrow and unpaved. The LIVFD fire hall has a restrictive truck bay and door size and can only accommodate an apparatus that is a maximum of 330" (27 ½ ft) overall length and 162" (13 ½ ft) overall height.

2. RFP Terms and Conditions

2.1 Enquiries

General enquiries related to this RFP are to be directed to Ryan Thoms, General Manager of Emergency Services at 604-485-2260 or emergency@qathet.ca. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted to the qathet Regional District website and BC Bid for reference for all Bidders.

2.2 Proposal Acceptance

Although the qRD fully intends at this time to proceed through the RFP process, the qRD is under no obligation to proceed to the purchase stage or any other stage. The receipt by the qRD of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent or on its behalf) shall not impose any obligations on the qRD. There is no guarantee by the qRD, its officers, employees, or agents, that the process initiated by the issuance of this RFP will continue or that this RFP process, or any RFP process, will result in a contract with the qRD.

2.3 Closing Date

Proposals will be accepted when submitted via email no later than 3:00 pm Pacific Standard Time on Friday, August 21, 2026 (Closing Date and Time). Late Proposals will not be considered.

2.4 Changes to Submission

A Proponent will not be permitted to change its response after the closing time and date specified on this RFP, except if the qRD elects to negotiate with the Proponent over some element of its Proposal. For clarity, a Proponent may provide clarification to its response after the closing date and time if requested by the qRD.

2.5 Liability for Errors

While the qRD has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the qRD, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

2.6 Changes to RFP

The qRD may modify the terms of this RFP at any time in its sole discretion and may for any reason, cancel this RFP at any time without entering into a Contract.

2.7 Form of Contract

Notice in writing to a Proponent of the acceptance of its proposal by the qRD and the subsequent full execution of a written contract will constitute a contract for goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.8 Insurance

The successful Proponent will obtain and hold the appropriate vehicle insurance up until the final exchange. At which time, the insurance will be removed and replaced with applicable insurance held by qRD.

3 Submission Instructions

3.1 Submission of Proposal

Proponents are solely responsible for ensuring that the qRD receives a complete Proposal, including all appendices, attachments, or enclosures, to the Closing Location before the Closing Date and Time.

a) Email Proposals

Proposals will be accepted when sent via email to emergency@qathet.ca and received by 3:00 pm Pacific Standard Time on Friday, August 21, 2026 (Closing Date and Time).

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b) Hardcopy Proposals

Hardcopy proposals will not be accepted or considered.

c) Faxed Proposals will not be accepted.

3.2 Addenda

Any and all Addenda to this RFP will be posted on BC Bid and on qathet.ca. It is the sole responsibility of the Proponent to check for addenda prior to the Closing Date.

3.3 Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, then the Proponent will enter into a Contract with the qRD.

3.4 Provincial Regulations

All vehicle and equipment specifications must comply with applicable provisions of the Motor Vehicle Act, and all other applicable federal and provincial regulations.

The purchaser reserves the right to conduct an independent mechanical inspection of the vehicle prior to final acceptance. Any deficiencies identified shall be corrected by the Supplier or a mutually agreed consideration.

4 RFP Review Criteria

4.1 Evaluation and Selection

Evaluations of the proposals will be conducted by the qRD. The qRD intends to enter into a contract with the Proponent who has the highest overall ranking of specific criteria. If such negotiations are not successful, then the qRD may enter into contract negotiations with the next highest ranked Proponent and so forth.

If a written contract cannot be negotiated within thirty days of notification to the successful Proponent, the qRD may at its sole discretion, at any time thereafter, terminate negotiations with that Proponent and either negotiate a contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the Proponents.

If the qRD were to not receive any Proposals, or the qRD were to determine that it has received no satisfactory proposals, or that negotiations with the highest ranked Proponent or other Proponent are not proceeding in a manner satisfactory to the qRD, then the qRD may choose to cancel this RFP. In such a case, the qRD may revisit whether to proceed and to what extent it shall proceed with the services sought by this RFP.

qRD may proceed to engage a Proponent to provide such equipment by whatever means the qRD may consider to be in its best interests, including without limiting the foregoing, by issuing a new Request for Proposals for the pre-owned Fire Apparatus sought by this RFP.

Unsuccessful Proponents will not be notified; however, they may request a debriefing meeting with the qRD.

4.2 Mandatory Criteria

Mandatory forms can be found in Appendices A and B. For consideration, the Proposal must include all of the following:

- a) Statement of Pricing (Appendix A)
- a) Apparatus Specifications (Appendix B)
- b) Letter of introduction signed by the authorized person(s) on behalf of the Bidder, which will bind the proposed statement made in the proposal.

The following format and sequence should be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration:

- c) Title page including RFP title and number, Bidder's name, address, telephone number, email address and name of contact representative.

Mandatory Criteria
a) The Proposal must be received before 3pm on Friday, August 21, 2026.
b) The Proposal must be in English.
c) The Proposal must be received via email at emergency@qathet.ca
d) The Proposal must be signed by a representative of the Proponent that has the authority to commit the Proponent to a contract.
e) The Proposal must meet the mandatory requirements provided in Section 4.2.
f) The Proposal must include a completed Appendices A and B, and introduction letter.

4.3 Evaluation Criteria

This section details the evaluation process for selecting the best-qualified Proponent. Proponents should ensure that they fully respond to all criteria in their submission in order to receive full consideration during the evaluation process.

All qRD elected evaluators will be bound by the same standard of confidentiality. The qRD intends to enter into a Contract with the Proponent who has submitted the best offer. Submissions meeting the mandatory requirements will be further assessed against the following evaluation criteria:

Criteria	Weight
Rated on how well the Submission has met the mandatory specifications as well as the preferred apparatus specifications as outlined in Appendix "B"	30%
The Proponent's price will be considered as one of the evaluation criteria.	30%
The Proponent's ability to delivery the apparatus to Lasqueti Island and in a timely manner.	10%
Apparatus inspection results	30%

5 Pricing

5.1 Payment

Invoices submitted by the successful bidder will reference the purchase order number and qRD capital project number and will detail the supplies/services provided, unit prices, total price, and discounts available. Terms shall be net thirty (30) days or better after acceptance.

5.4 Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) F.O.B. destination, delivery charges included where applicable, and
- d) exclusive of Goods and Services Tax and Provincial Sales Tax.

5.5 Firm Pricing

Proposals must be firm for at least 60 days after the closing date. Prices will remain firm for the entire contract period.

5.6 Delivery

All costs associated with transport of the pre-owned apparatus must be clearly stated in Statement of Pricing (Appendix A). Transportation of the apparatus will be from the Supplier's location to Lasqueti Island, BC. This will involve barging from mainland of British Columbia to Lasqueti Island, BC. If the successful Supplier is unable to provide delivery of the Apparatus, then this should be clearly stated on Appendix "A".

Proponents should provide an expected delivery date.

5.7 Documentation

Available documentation supporting the apparatus shall be delivered with the apparatus. The preferred documentation is as follows:

- a) One maintenance manual and part list.
- b) One operator, service, and parts manual.
- c) One set of repair manuals; instructions shall include service, maintenance, repair and trouble shooting procedures for major and minor components of the chassis. A table of contents, wiring and air schematics shall be included.

6 Appendices

6.1 Appendix A – Statement of Pricing

6.2 Appendix B – Preferred Specifications