



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

REQUEST FOR QUOTATION (RFQ)

McNabb Park Ball Diamond Dugout Replacement and Construction

Issued by:

Corporation of the Village of Pouce Coupe
5011 – 49th Avenue, Pouce Coupe, BC

Contact: Duncan Malkinson, CAO

Email: dmalkinson@poucecoupe.ca | Phone: 250-786-5794

1. Purpose

The Village of Pouce Coupe (the “Village”) invites contractors to provide a quotation on the form attached as Schedule C (the “Quotation”) for the supply of the goods (if any) and services described in Schedule A (the “Work”). The description of the Work sets out the minimum requirements of the Village. A person that submits a Quotation (the “Contractor”) should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

The Village has also received expressions of interest from community members and organizations regarding potential donations toward the project. Contractors are encouraged to provide pricing options that may assist the Village in evaluating phased or partial construction opportunities.

This is a partially grant dependent project. The Village reserves all rights to partially award or cancel this competition at its discretion.

2. Address for Delivery

The Contractor should submit the Quotation electronically in a single pdf file which must be delivered by email at: dmalkinson@poucecoupe.ca.

3. Date

The Village would prefer to receive Quotations on or before **June 16th, 2026** (the “Date”).

4. Inquiries

All inquiries related to this RFQ should be directed in writing to the person named below (the “Chief Administrative Officer”). Information obtained from any person or source other than the Chief Administrative Officer may not be relied upon

Name: Duncan Malkinson, Chief Administrative Officer

Email: dmalkinson@poucecoupe.ca

Reference #: 2026-02 (RFQ)

Contractors finding discrepancies or omissions in the Contract or RFQ or having doubts as to the meaning or intent of any provision, should immediately notify the Chief Administrative Officer. If the Village determines that an amendment is required to this



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RFQ, the Chief Administrative Officer will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

5. Addenda

If the Village determines that an amendment is required to this RFQ, the Chief Administrative Officer will issue a written addendum by posting it on the BC Bid website at www.bcbid.gov.bc.ca and the Village website at www.poucecoupe.ca (collectively, the "Websites"), and upon posting, any addenda will form a part of this RFQ. It is the responsibility of Contractors to check the Websites for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum.

No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. No Contract

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The Village may negotiate changes to any terms of a Quotation, including terms in Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

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7. Acceptance

A Quotation will be an offer to the Village, which the Village may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the Village unless and until both the authorized signatory of the Contractor and the authorized signatory of the Village have signed. Delivery of the signed Contract by the Village may be by fax, PDF e-mail, or hard copy. In that event, the contract will be comprised of the documents included in the definition of Contract in Schedule B.

8. Contractor's Expense

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the Village or its representatives and consultants, relating to or arising from the RFQ. The Village will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. Contractor's Qualifications



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By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience with the requirements of the Work.

10. Conflict of Interest

A Contractor should disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the Village, its elected or appointed officials or employees. The Village may rely on such disclosure.

11. Solicitation of Council Members, Village Staff, and Village Consultants

Contractors and their agents will not contact any member of the Village Council, Village staff or Village consultants with respect to this RFQ, other than the Village Representative named in section 4, at any time prior to the award of a contract or the cancellation of this RFQ and which could be viewed as one Contractor attempting to seek an unfair advantage over other Contractors.

12. Confidentiality

All Quotations become the property of the Village and will not be returned to the Contractor. All Quotations will be held in confidence by the Village unless otherwise required by law. Contractors should be aware the Village is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

13. Signature

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation, then the full name of the corporation should be included together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.



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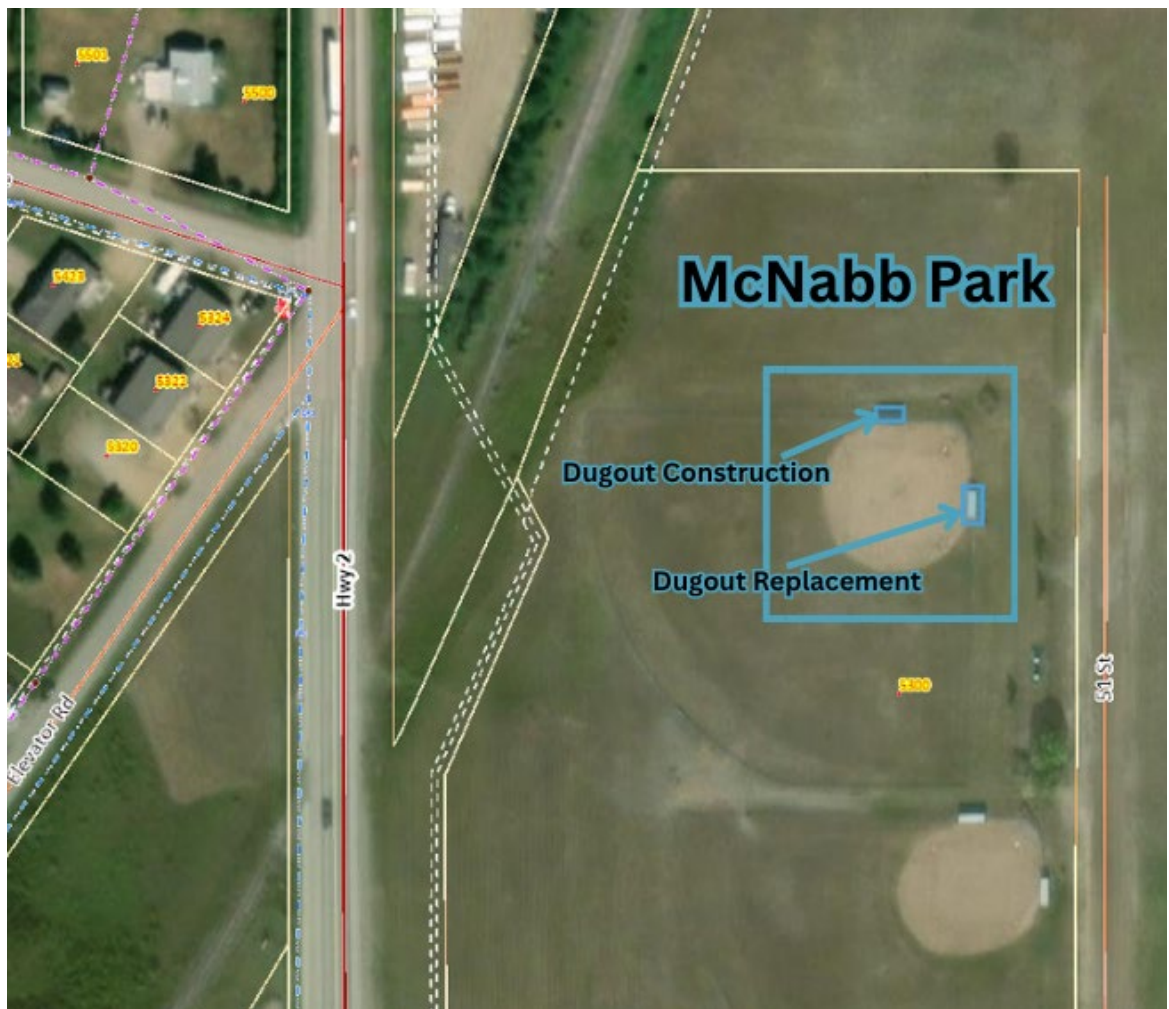
SCHEDULE A – SCOPE OF WORK

Project Title: McNabb Park Ball Diamond Dugout Replacement and Construction

Reference #: RFQ-2026-02

1. Description of Scope of Work

The Work covered under this project consists of furnishing all labour, materials, tools, equipment, transportation, supervision, insurance, and incidentals necessary for the satisfactory completion of baseball dugout construction work at McNabb Park, Pouce Coupe, British Columbia.





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The Village is requesting pricing for the following options:

Option 1 – New Dugout Construction

Construction of one (1) new dugout utilizing the existing concrete slab foundations where feasible, including slab expansion as required.

Option 2 – Full Dugout Demolition and Replacement

Demolition and disposal of the existing dugout structure and complete construction of two (2) new dugouts, including any required concrete work and site restoration.

The proposed dugouts are anticipated to be approximately:

- 30 feet long
- 8 feet wide
- approximately 7 feet high at the rear sloping to approximately 7 feet 9 inches at the front

The Work may include:

- Concrete slab work and accessible ramp or entry pad
- Wood framing and boarding
- Roofing installation
- Exterior siding
- Interior bench and shelving
- Ventilation openings/windows
- Partial front wall facing the baseball diamond
- Site grading and cleanup

Preferred materials and finishes shall be confirmed with the Village representative prior to construction.

All work shall be completed in accordance with the attached drawings and applicable building and safety regulations.

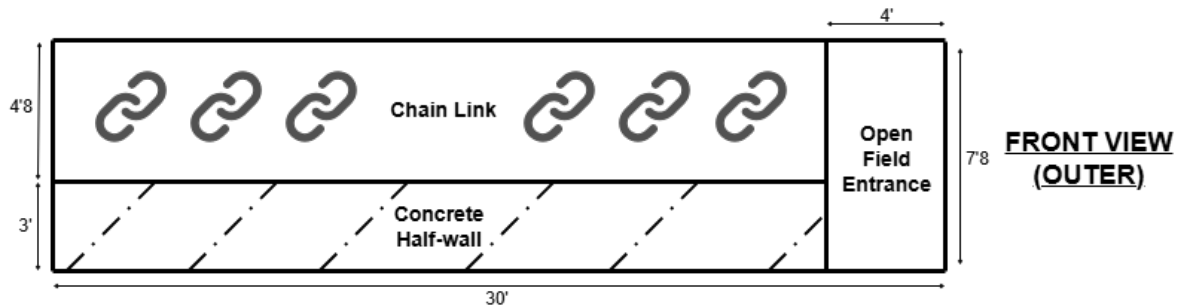
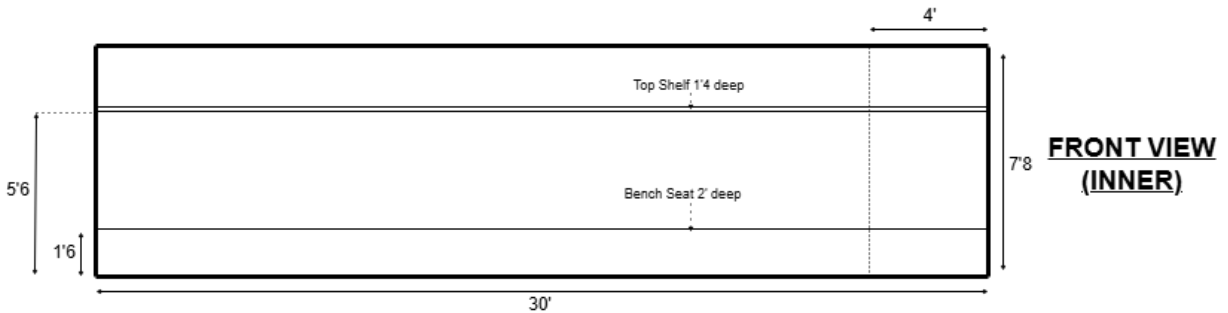
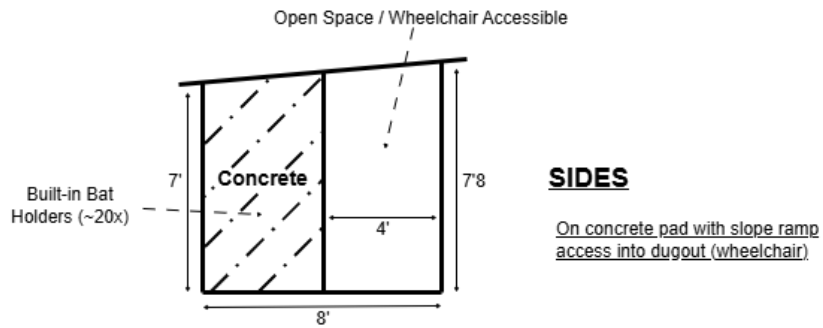
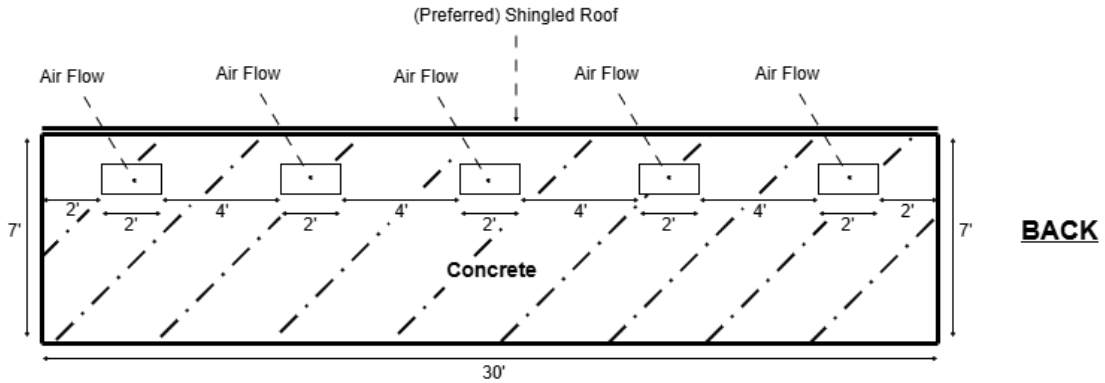


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2. Contract Drawings

The following drawings are included as part of this RFQ:





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SCHEDULE C – FORM OF QUOTATION

RFQ Title: McNabb Park Ball Diamond Dugout Replacement and Construction

RFQ No: 2026-02 (RFQ)

CONTRACTOR

Legal Name of Contractor: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

TO:

VILLAGE OF POUCE COUPE

Village Representative: Duncan Malkinson, Chief Administrative Officer

Email for PDF Files: dmalkinson@poucecoupe.ca

1. If this Quotation is accepted by the Village, a contract will be created as described in:
 - (a) the Contract;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Contract and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Contract and RFQ will remain in full force and effect.

3. The Village requires that the successful Contractor have the following in place before providing the Work:
 - (a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be



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provided, Workers' Compensation Registration Number:

_____;

- (b) Insurance coverage for the amounts required in the proposed Contract as a minimum, naming the Village as additional insured.
- (c) Village of Pouce Coupe or Intercommunity Business License Number _____;
- (d) If the Contractor's goods and services are subject to GST, the Contractor's GST Number is _____; and
- (e) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

Section	Requested Departure(s) / Alternative(s)
_____	_____
_____	_____

Changes and Additions to Specifications and Scope:

- 4. In addition to the warranties provided in the Contract, this Quotation includes the

- 5. I/We have reviewed the RFQ, Schedule A – Scope of Work and Contract Drawings. If requested by the Village, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Section	Requested Departure(s) / Alternative(s)
_____	_____
_____	_____



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SCHEDULE OF QUANTITIES AND PRICES

6. The Contractor offers to supply to the Village of Pouce Coupe the Goods and Services for the prices plus applicable taxes as follows:

Description	Unit	Lump Sum Price (\$CDN)
OPTION 1 - One Dugout		
Rebuild existing dugout utilizing existing slab and expanding slab as required	X	\$
Optional Alternatives / Extras:		\$
		\$
		\$
OPTION 2 - Two Dugouts		
Demolish and dispose of one (1) existing dugout	X	\$
Construct two (2) new dugouts including slab replacement/expansion as required	X	\$
Optional Alternatives / Extras:		\$
		\$
		\$
		\$
	PST	\$
	GST	\$
	Total	\$

Preliminary Construction Schedule:

7. Contractors should provide a preliminary construction schedule, with major item descriptions and time:
- (a) Commence the Work on or before: _____; and
- (b) to achieve Substantial Performance of the Work on or before: _____
 (WORK DURATION).

This is a partially grant dependent project. The Village reserves all rights to partially award or cancel this competition at its discretion.

8. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Contract, submit this Quotation in response to the RFQ.



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This Quotation is executed by the Contractor this _____ day of _____, 2025.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)