



Infrastructure Services

**Request for Proposals
No. 2025-IS-08**

Rollie Rose Drive PRV Kiosk Replacement

For further information
please contact:

Len Thew

Manager of Operations

Phone 250-245-6447

Email lthew@ladysmith.ca

RFP Issue Date: June 23, 2025

RFP Closing Date: July 17, 2025 1:30 pm,

RFP Opening: July 17, 2025 1:45 pm,

Location of Bid Opening: Ladysmith City Hall



1. Introduction

The Town of Ladysmith is seeking proposals for a qualified contractor to replace the PRV Kiosk that was damaged as a result of a motor vehicle accident.

For reference please see photos, Appendix A, and kiosk manufacturer model Appendix B

2. Required Project Deliverables

The expected deliverables are as follows:

- Removal and replacement of PRV Kiosk
- Removal and reinstallation of electrical components by qualified persons as required to facilitate kiosk replacement
- All necessary permits
- Disposal of removed kiosk and all other debris
- Reinstatement of any damage to property caused by the works
- 100% completion date, including invoicing, no later than December 1, 2025

3. Response Content

All respondents should include the following information in their proposal

- A clear breakdown of cost of labor and materials, with a subtotal, applicable taxes and total line;
- A list of all items included or excluded from the proposal; and
- A work schedule.

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Contact person: Len Thew, Manager of Operations
Email: lthew@ladysmith.ca
Phone: 250-245-6447

A voluntary on-site inspection meeting will be held at the Rollie Rose Drive Kiosk for interested parties on July 7, 2025 at 10:00am

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 1:30 pm on July 17, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2

Proposals must be submitted in person, postal mail or courier; electronic or facsimile submissions will not be accepted. The Town is not responsible for the timely receipt or adequacy of any submissions, and late receipt will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Proposals No. 2025-IS-08”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith;
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC;
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured;
- Federal, provincial and municipal permits when and where applicable; and
- Completed Ladysmith Prime Contractor document.

Submissions in response to this RFP will be opened privately at the Town of Ladysmith City Hall on **July 17, 2025 at 1:45pm**.

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid

- *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities

- *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

Appendix A:





Appendix B

www.iconixww.com

Sales Quote Number: C2510010158

Sales Quote Date: 03/28/25

Version No.: 1

Page: 1

Quote To: TOWN OF LADYSMITH
P.O. BOX 220
LADYSMITH, BC V9G 1A2
CANADA
Tel: 250-245-6400
Fax: 250-245-6411

Ship To: TOWN OF LADYSMITH
P.O. BOX 220
LADYSMITH, BC V9G 1A2
CANADA

Customer No.	TOWLAD	Closing Date		Project	
Terms	Net 30 days	Bid Date		Engineer	
Ship Via	IconixWW Truck	Ordered By		Cust Job No.	
Ship Payment Type	Iconix Prepaid	SalesPerson	Tyler Hughes	Cust PO No.	Holland Creek Kiosk
F.O.B.		Creator	Tyler Hughes		
Printed	TYHUGHES	03/28/2025	02:06 PM		

Item No.	Description	Purch. Code	Unit	Quantity	Unit Price	Total Price
-----	VALID KXXA KIOSK 96"HX168"WX75"D		EA	1		
	-MARINE GRADE ALUMINUM CONSTRUCTION					
	-CSA TYPE 3R RATED/POWDER CTD PC113 FOREST GRN					
	-DOUBLE SIDED/DOUBLE DOOR,PAD MOUNT 30"DBL DOORS					
	-HINGED DOORW/POUR IN PLACE GASKETS					
	-PAD LOCKABLE 3 POINT LATCH MECHANISM ON MAIN DOOR					
	-INTERIOR W/ 1" FOIL BACK INSULATION					
	-10GAUGE GALV BACK PANELS					
	-PEAKED ROOF W/RAIN GUTTERS					
	-LOUVRES W/ BUG SCREENS					
	-REMOVABLE LIFTING LUGS					
	-8-10 WEEKS LEAD TIME AFTER APPROVALS					

Taxable Amount

Tax Exempt Amount
0.00

Tax Breakdown:

GST (5%)
PST (7%)

Subtotal:

Total Tax:

Total:

Thank you for the opportunity to quote. This quote prepared for you by: Tyler Hughes

Tel: 250-746-8877 tyhughes@iconixww.com

THIS QUOTATION IS VALID FOR THE IDENTIFIED CUSTOMER ONLY AND DOES NOT CONSTITUTE AN OFFER TO SELL. ALL QUOTATIONS ARE SUBJECT TO APPROVAL OF CREDIT. ICONIX ACCEPTS NO RESPONSIBILITY FOR THE CORRECTNESS OR COMPLETENESS OF MATERIAL QUOTED. F.O.B. POINT & PRICES ARE BASED ON ALL ITEMS AND QUANTITIES QUOTED UNLESS OTHERWISE NOTED. SPECIAL/CUSTOM ORDER PRODUCT NOTED WITHIN THE QUOTE IS NON-CANCELABLE AND NON-RETURNABLE. ANY ORDER RESULTING FROM THIS QUOTATION CONSTITUTES AN OFFER UNDER ICONIX TERMS AND CONDITIONS, WHICH BECOME BINDING UPON ACCEPTANCE OF THE ORDER BY ICONIX. CUSTOMER MUST CONFIRM SIZES, SPECIFICATIONS AND QUANTITIES AT TIME OF ORDER. DUE TO PRODUCT AVAILABILITY AND PRICING UNCERTAINTY, ALL PRICES QUOTED HEREIN WILL NEED TO BE REVIEWED AND MAY BE ADJUSTED AT THE TIME OF ORDER. PRICING IS SUBJECT TO