



Sunshine Coast Regional District

Request for Quotation

Number: 18 324

For

Supply & Delivery

of

Pick-up Truck with Rear Tilting Dump Box

**Issue Date:
January 5, 2018**

Closing Date of

February 2, 2018 at 3:00 PM local time

FIVE original and one digital copy (total of six)
of the submission must be sealed and delivered to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1**

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INTENT TO SUBMIT

REQUEST FOR QUOTATION

FOR:

SUPPLY & DELIVERY OF PICK-UP TRUCK WITH REAR TILTING BOX

No. 18 324

Please complete this form and return it immediately to:

Sunshine Coast Regional District
Attn.: Vanessa Schilling, Buyer
1975 Field Road
Sechelt, BC CA V0N 3A1
Telephone: 604 885 6800 ext 6118.

purchasing@scrd.ca

Fax: 604 885 7909

Failure to return this form may result in no further communication regarding this Request for Quotation (RFQ)

Company Name: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

Email: _____

I have received a copy of the above noted RFQ

Yes, I will be responding to this RFQ

No, I will not be responding to this RFQ.

I understand that if I do not submit a response, this will not affect our Company's status as a potential Proponent in the future. I also understand that if I do not return this form our company may not receive any further notices with regard to this RFQ

Signature _____

Title _____

Date _____

1.0 SECTION ONE: GENERAL TERMS AND CONDITIONS

1.1 FORM OF OFFER

This RFQ must be completed in its entirety and it is the Proponents sole responsibility to ensure that the submission and the number of copies in the form required are received on time and at the proper location. Failure to properly complete this may cause your submission to be rejected. Submissions received after the closing time will be returned unopened.

The submissions should be placed in a sealed envelope and addressed as per Schedule E “Sample Label.”

1.2 ORAL OR ELECTRONIC SUBMISSIONS

Oral, email or faxed submissions will not be accepted. Submissions may only be submitted as noted on the cover page.

1.3 SIGNATURE REQUIRED

Submissions must be properly signed in the places provided (Schedule D) by an officer, employee or agent having authority to bind the Proponent by that signature.

1.4 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Vanessa Schilling, Buyer
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
purchasing@scrd.ca

Questions regarding this document must be received by 15:00 five (5) business days prior to the closing date.

Any interpretation of, addition to, deletions from or any other known corrections to the documents, will be issued as written addendum by the Regional District and will be emailed to all Proponents.

1.5 WITHDRAWAL

Submissions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Submissions withdrawn will be returned to the Proponent unopened.

1.6 CONDUCT OF CONTRACT

Unless otherwise specified within this document, any queries regarding this document are to be directed to Vanessa Schilling, Buyer at purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Proponent, nor will they be binding upon the Regional District.

1.7 INDEMNITY

The Proponent will indemnify and save harmless the Regional District, its employees, Board Members and agent from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at time either before, during or after the termination of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or assignment of the Proponent pursuant to this contract, excepting always liability arising out of the independent negligent act of the Regional District.

1.8 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable policy and considers submissions not only on the total cost of goods or services, but submissions that addresses the environment and social factors. The intent of the Regional District’s policy is to shift spending away from goods and services that negatively impact the environment and society toward product and services that are more environmentally sound and socially beneficial.

1.9 ENVIRONMENTAL RESPONSIBILITY

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

1.10 INVOICING & PAYMENTS

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.11 PRICING, CURRENCY & TAXES

Prices offered are to be provided in Schedule B. Prices will be firm for the entire Contract period unless this tender specifically states otherwise. All lump sum fees shall be in Canadian dollars and include all costs of performing all the services required before and after tax(es).

The Proponent must provide their GST/PST number as a provision of the contract.

1.12 EXTRAS

No payments for extras will be made unless prior written approval has been issued by the Regional District.

1.13 IRREVOCABLE SUBMISSION

The submission must be irrevocable for 60 days from the closing date and time. Failure to provide a complete document as requested may result in rejection of the submission.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract. The Regional District reserves the right to cancel any order if not fulfilled within a reasonable time and in accordance with the terms and conditions specified.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof. All assignments must be listed and are subject to approval by the Regional District.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this RFQ shall become the property of the Regional District and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

This document, or any portion thereof, may not be used for any purpose other than the submission of a response and the Proponent agrees not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of this process or while carrying out its obligations under process.

1.17 RESERVATION OF RIGHTS

In addition to any other reservation of rights set out in the RFQ, the Regional District reserves the right, in its sole discretion:

- a) to modify the terms of the RFQ at any times prior to the closing time, including the right to cancel the RFQ at any time prior to entering into a contract with a Proponent;
- b) in accordance with the term of the RFQ, to accept the submission or submissions that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect of deficiency in a submission;
- d) to request clarification from a Proponent with respect to its submission, including clarification as to provisions in its submission that are conditional or that may be inconsistent with the terms and conditions of the RFQ, without any obligations to make such a request to all Proponents, and consider such clarifications in evaluating the submission.
- e) to reject any submission due to unsatisfactory references or unsatisfactory past performance under contracts with the Regional District, or any material error, omissions or misrepresentation in the RFQ;
- f) at any time, to reject any or all submissions; and
- g) at any time, to terminated the competition without award and obtain the goods and services described in the RFQ by other means or do nothing.

1.18 COST OF SUBMISSION

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a response for the proposed contract or the Regional District's acceptance or non-acceptance of their submission. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFQ, and by submitting a response each Proponent shall be deemed to have agreed that it has no claim.

1.19 ACCEPTANCE OF TERMS

Submission indicates acceptance of all the terms and condition, including those that follow and that are included in all appendices and any addenda.

1.20 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms and condition contained herein are fully understood and to obtain any further information required on its own initiative. The Regional District reserves the right to share, with all Proponents, all questions and answers related to this document.

1.21 OPENING OF SUBMISSIONS

Submissions will be opened:

- in public, at the closing location, immediately after the closing date and time, and the submissions will be opened and read; or
- in private.

Submissions will be evaluated in private, including submissions that were opened and read in public, if applicable. The contract will not be awarded at the time of opening.

If only one submission is received, the Regional District reserves the right to open the submission in private or if the total bid price exceeds the estimated budget for the contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the work seeking a better response, with or without any substantive changes being made to the tender documents.

If more than one submission is received from the same Proponent, the last submission received, as determined by the Regional District, will be the only submission considered.

1.22 MANDATORY REQUIREMENTS

Submissions not clearly demonstrating that they meet the following requirements will receive no further consideration during the evaluation process:

- a) Submissions must be received at the closing time and location as specified on the title page.
- b) Submissions must be in English.
- c) Submissions must be submitted in a sealed envelopes in the amounts and form stated on the title page.
- d) Schedule D of this document must be signed and submitted.
- e) All required schedule must be submitted with the response.

Submissions meeting the above requirements will be assessed against the criteria set out on Section Three.

1.23 EVALUATION

Submissions will be assess in accordance with the evaluation criteria. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent. The Regional District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a submission.

1.24 AWARD OF CONTRACT

Procurement policy at the Regional District offers contracts to businesses and contracts through an open, fair and consistent competitive bidding process. This process ensures the Regional District receives the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of an submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFQ shall not be construed as an agreement to purchase goods or services. The lowest priced or any submission will not necessarily be accepted. The RFQ does not commit the Regional District in any way to award a contract.

1.25 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with responses submitted for this project and the Proponent has no knowledge of the context of other responses and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the submission.

1.26 LIABILITY OF ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in the document, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.28 CONFLICT OF INTEREST & SOLICITATION

The Proponent declares that they have no financial interest, directly or indirectly, in the business of any third party that would be or be seen to be a conflict of interest in carrying out the provision of goods or services. In the event an interest is acquired or the Proponent should be found to be in a potential conflict of interest during the term of the contract, the Proponent is required to advise and cure the conflict forthwith to the Regional District satisfaction or forfeit any compensation under this contract. The Proponent further warrants and represents that neither it nor any person related to or affiliated with the Proponent has any relation to or affiliation with any staff of the Regional District which may in any way be seen (in the Regional District's sole and unfettered discretion) to create a potential conflict between the loyalties owed by such staff to the Regional District and loyalties owed directly or indirectly to the Proponent, except as disclosed by the Proponent to the Regional District. If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any director, officer or employee of the Regional District with respect to this Offer, whether before or after the submission of this Offer, the Regional District shall be entitled to reject or not accept the Offer.

1.29 TERMINATION

The Regional District at its sole discretion may immediately terminate any contract awarded through this process if there is a major violation of agreed terms and conditions or where the Proponent has taken an action against the Regional District. During the contract period, should the Regional District experience budget restraint or operational requirements that require a review of this contract, the Regional District reserves the right to terminate this contract without penalty, with three weeks written notice. If key personnel on the project team changes the Regional District reserves the right to cancel the contract prior to term.

1.30 REMOVABLE FROM BIDDERS LIST

The Regional District reserves the right to review the performance record of any Bidder who defaults on any deliveries or services. The review will be used to determine whether the Bidder should be retained or deleted from the Regional District's approved bidders list and therefore not qualified to make a proposed offer under this RFQ.

1.31 DEFAULT

The Regional District may, by Notice of Default to the Proponent, immediately terminate in whole or in part of the contract if the Proponent fails to perform the services required. In the event the Regional District does terminate the contract in whole or in part as specified above, the Regional District may purchase services so terminated and the Proponent shall be liable to the Regional District for any excess costs for such services and for reasonable liquidated damages.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this RFQ or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 FORCE MAJEURE (ACT OF GOD)

Neither party shall be responsible for any delay or failure to perform under its obligations under this contract where such delay or failure is due to fire, flood, explosion, war, embargo, governmental action, Act of Public Authority, Act of God, or to any other cause or similar force majeure event beyond its control, except labour disruption. In the event force majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause. Should the force majeure event last for longer than 30 days, the Regional District may terminate the contract by notice to the Proponent without further liability, expense or cost of any kind.

1.34 CONFIDENTIALITY

Responses submitted in confidence shall be so honoured. The Regional District will not release to the public any specific information regarding any submitted responses except as may be required under law. To request documentation confidentiality, Proponents are requested to submit a covering letter, with their submission, detailing the specifics of their request. Confidentiality cannot be fully guaranteed as all submissions are subject to the Freedom of Information and Protection of Privacy Act.

Proponents will treat all information received through this RFQ process and subsequent contract award, as confidential. The Proponent agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Proponent by the Regional District or otherwise produced, developed or known by the Proponent in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this agreement.

1.35 CLEAR TITLE

The Proponent warrants clear title to materials and equipment supplied by them and warrants the same free from defects or imperfections and will indemnify, defend and hold Regional District harmless against any or all suits, claim demands or expenses, patent litigation, infringement, material, builders' liens or any claims by third parties in or to the commodities mentioned and supplied.

1.36 WARRANTY & GUARANTEES

Unless otherwise specified by the Proponent, the Proponent warrants and agrees that for a period of one year from the date of delivery the goods set out in the order are and shall be supplied or manufactured in a good and skillful manner and in the case the goods that they are derived from the best materials available.

If within a period of one year from the date of acceptance of the goods by the Regional District, such goods or any portion thereof are found by the Regional District to be defective or faulty due to imperfect or bad construction or material, the Proponent agrees to replace such defective goods forthwith without expense to the Regional District. The Proponent warrants that its employees have the qualifications, experience, knowledge skills and abilities necessary for the fulfillment of the Contract.

1.37 MATERIAL QUALITY & AVAILABILITY

The Proponent shall ensure that all equipment and materials shall be pre-owned or new, not damaged or defective, and of best quality (compatible with specifications) ready for use for purposes intended.

1.38 ADVERTISEMENT

The successful Proponent will not use the name of the Regional District or any of the contents of this document in any advertising or publication without prior written consent from the Regional District.

2.0 SECTION TWO: SCOPE OF WORK & REQUIREMENTS

2.1 INTRODUCTION & GENERAL REQUIREMENTS

The Regional District is seeking offers from Dealers or Manufacturers to supply and deliver one pickup truck with rear tilting dump box with removal sides.

2.2 DELIVERY

Unless otherwise agreed, goods will be delivered complete and on-site within 60 working days after receipt of our order. Goods will be FOB destination, including freight and any installation required.

2.3 INSPECTION

All goods, materials, equipment and services are subject to inspection and approval upon delivery. The Regional District has to right to refuse acceptance of such goods, materials, equipment and services that are not in accordance with the specifications, requirements or the Proponent's warranty (expressed or implied).

2.4 PERFORMANCE CRITERIA

Vehicle and all vehicle furnished must operate to the complete satisfaction of the Regional District in order for the final acceptance to be executed.

2.5 OPERATION MAINTENANCE & WARRANTY MANUAL

One detailed and comprehensive manual in written or CD form are to be presented and reviewed with the Regional District staff prior to acceptance of the vehicle. Each manual to include: Chassis component operating procedures, maintenance requirements (intervals and procedures), manufacturer's warranty registration and warranty coverage and claims procedures.

2.6 LOCATION OF VEHICLE

Unless otherwise specified, the vehicle will be delivered to the following address: Regional District Works Yard at 5920 Mason Road, Sechelt, BC. The successful Proponent will be responsible for insurance for all vehicle and Regional District property while performing work of this contract, including transportation to Regional District property.

2.7 VEHICLE DESCRIPTION

Proponents need to indicate on the following sections whether their offer meets specifications requested or note in the space provided. Full clarification to any suggested specifications must be provided.

2.8 VEHICLE VIEWING

It is preferred to view the vehicle as part of the selection process. Please state where the vehicle can be viewed. If viewing by the Regional District is not possible, video footage not more than 30 days old is required.

2.9 REQUIRED DOCUMENTATION AT TIME OF DELIVERY

The following documentation shall accompany the vehicle at time of delivery, or as soon as possible thereafter.

1. Copy of the Regional District's invoice.
2. New Vehicle Information Statement (NVIS).
3. British Columbia Motor Vehicle Branch form APV / 9T – Transfer Tax form / statement.
4. Owner service policy, owner & repair manual and warranty.

3.0 SECTION THREE: EVALUATION CRITERIA

Proponents must meet all mandatory requirements and must demonstrate in their Offer that they have a clear understanding of the RFQ requirements. Proponents need to succinctly articulate their Offers intentions and expectations clearly indicating how they will fulfil the requirements set out above and what services they will provide in order to meet the objectives of this project.

Evaluation criteria used to evaluate Offers, but not limited to the following:

Evaluation Criteria	Points
1. Specifications & Products This criterion considers the products offered and its compliancy with specifications.	/40
2. Delivery This criterion considers the delivery lead time.	/10
3. Warranty This criterion considers the warranty.	/30
4. Financial This criterion considers the lowest overall cost, discounts cost controls and financial stability.	/20
Maximum Total Score:	/ 100

MAXIMUM SCORE: 100

“Fee Score” point formula: $Score = (lowest\ qualified\ fee / Proponent\ proposed\ fee) \times 20$

The Regional District reserves the right to be the sole judge of a qualified Proponent.

Proponents are encouraged to provide information on what makes the Proponent innovative and what is its competitive advantage. Describe all environmental “Green” certifications, innovations and any other benefits that contribute to overall best value of the Offer.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Offer, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating an Offer.

The evaluation will be confidential and no totals, scores or price will be provided to any Proponent.

SCHEDULE A SPECIFICATIONS**ONE – NEW Min. 13,000 lbs GVW Cab and Chassis, Extended Cab,
4 Wheel Drive Pick-up Truck with rear tilting dump box with removable sides.**

#	Description	Specification Requested	Offer meets Specifications Yes / No	
1.	GVW	13,000 lb Min		
2.	Engine	V8, Gas		
3.	Fuel efficiency	Litres per 100k city/highway	State Transport Canada Rating:	
4.	Transmission	Auto Transmission with auxiliary coolers		
5.	4X4 Axles	Limited Slip Differentials		
6.	Wheel Base	Approx. 160" Wheelbase		
7.	Box size	EIGHT foot box dump box with removable sides		
8.	Body	Oversize, wide load trailer mirrors		
9.	Body	Skid plate package		
10.	Body	Back-up alarm		
11.	Drivers compartment	Pulse Wipers		
12.	Drivers compartment	AM/FM Stereo		
13.	Drivers compartment	Bluetooth with USB port		
14.	Drivers compartment	Air conditioning		
15.	Drivers compartment	Bucket seats		
16.	Drivers compartment	Foldable rear seats		
17.	Drivers compartment	Floor mats, black, rubber		
18.	Drivers compartment	Power windows		
19.	Drivers compartment	Power door locks with keyless entry		
20.	Drivers compartment	Seat covers		
21.	Drivers compartment	Integrated trailer brake controller		
22.	Drivers compartment	Rubber Flooring throughout cab		
23.	Corrosion protection	Undercoated		
24.	Cab & Box Colour	Prefer green, second choice white		
25.	Wheels	One (1) full size spare wheel & tire		
26.	Wheels	Six (6) 17" wheel steel rims		
27.	Tires	Six (6) LT 10 ply min traction tread		
28.	Key's	Three (3) programmed ignition key's		
29.	Trailer Hitch	2" Class three trailer hitch		
30.	Electric trailer plug	Standard seven pin SAE truck Style trailer connection i.e. Truck-lite 50896		
31.	Service	Shop repair manuals or/ CD		
32.	Delivered	FOB Sechelt		
33.	Warranty	Minimum 4 year power train warranty		

SCHEDULE B PRICING & DELIVERY

Pricing MUST be the complete and total landed cost of the vehicles listed above without any options.

Manufacturer, Model Name & Year	_____
Price for One Pick-up Truck with Rear Tilting Box	\$ _____
Tire Levy	\$ _____
Battery Levy	\$ _____
Other (Please Specify)	\$ _____
SUB-TOTAL	\$ _____
PST	\$ _____
GST	\$ _____
TOTAL COST, taxes included	\$ _____

5.2 ALTERNATIVE PRICING TENDERED

Where an equivalent is offered, alternative vehicle and pricing may be offered to meet the needs described above. Describe in detail the brand, model and respective pricing. Attach additional sheets and support material necessary to offer equivalent product.

The Regional District will exercise its exclusive right to determine the acceptable product and price structure.

5.3 DELIVERY SCHEDULE

Specific date for delivery: _____, or

Delivery shall be within _____ calendar days following receipt of our acceptance of the Proponent's tender.

SCHEDULE C - NON ACCEPTANCE OF TERMS & CONDITIONS
(Please photocopy if you require additional space)

PLEASE STATE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON- ACCEPTANCE

Proponents are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your submission.

SCHEDULE D SUBMISSION FORM FOR EVALUATION

Failure to provide this page properly signed will result in your submission not being considered.

We certify that we have read and understand the information provided in the RFQ and all addenda's. The information provided in our submission is accurate and we agree to be bound by the all conditions, statements, representations and prices offered herein:

Executed this _____ day of _____, 2018

Company Name:	_____
Address:	_____
	_____ Postal Code: _____
Telephone #:	_____ Fax #: _____
Email:	_____
Signature:	_____
Printed Name	_____ Title: _____
WorkSafe BC Number:	_____
Indicate your GST #	_____

SCHEDULE E SAMPLE LABEL

DO NOT OPEN

TENDER DOCUMENTS

For

RFQ 18 324

Supply & Delivery of Pick-up Truck with Rear Tilting Box

CLOSING DATE: Friday February 2, 2018 at 3:00 PM

**PURCHASING DEPARTMENT
SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC V0N 3A1**