



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2511603**

**for**

**Annual Fire Inspection Services**

**Issue Date:**

June 13<sup>th</sup>, 2025

**Closing Date of**

**July 21st, 2025 at 3:00 PM local time**

**CONTACT:** All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by July 7<sup>th</sup>, 2025, and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BC Bid by July 14<sup>th</sup>, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROPONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

**"Addenda"** means all additional information regarding this RFP, including amendments to the RFP;

**"BC Bid"** means the BC Bid website located at <https://www.bcbid.gov.bc.ca/>;

**"Closing Location"** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

**"Closing Time"** means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract"** means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

**"Contractor"** means the successful Proponent to the RFP who enters into a Contract with the Regional District;

**"Must", or "mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

**"Proponent"** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

**"Proposal"** means a written response to the RFP that is submitted by a Proponent;

**"Request for Proposals" or "RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

**"Should", "may" or "weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**"SCRD", "Regional District", "Organization", "we", "us", and "our"** mean Sunshine Coast Regional District.

### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

- b) For electronic submissions (BC Bid or email), the following applies:
  - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
  - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
  - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
  - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
  - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name

of the Proponent, the RFP number and the project or program title.

- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
  - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
  - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **1.4 SIGNATURE REQUIRED**

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

#### **1.5 CLARIFICATIONS, ADDENDA & MINOR**

### **IRREGULARITIES**

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

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8

[purchasing@scrd.ca](mailto:purchasing@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

#### **1.6 WITHDRAWAL OR REVISIONS**

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### **1.7 CONDUCT OF THE CONTRACT**

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [purchasing@scrd.ca](mailto:purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### **1.8 CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By

submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### **1.9 CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in [www.scrd.ca/bid](http://www.scrd.ca/bid) and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### **1.10 SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### **1.11 INVOICING AND PAYMENT**

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 accounts 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.

#### **1.12 PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### **1.13 IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

#### **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

#### **1.16 OWNERSHIP OF DOCUMENTS &**

### **FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal 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* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

#### **1.17 AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive 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 a 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 RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

#### **1.18 COST OF PROPOSAL**

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 Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. 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 RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

### **1.19 PROPONENT'S RESPONSIBILITY**

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

### **1.20 EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal 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 solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

### **1.21 ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

### **1.22 MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

### **1.23 INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent

must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

### **1.24 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 proposal 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 proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

### **1.25 CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

### **1.26 LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, 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 TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.
- c) Canada-European Union Comprehensive Economic and Trade Agreement

### **1.28 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.

### **1.29 REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal

entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

**1.30 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

**1.31 CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

**1.32 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Proposal 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 DEBRIEFING**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

## 2. INTRODUCTION

### 2.1 Purpose

The Sunshine Coast Regional District is seeking proposals from qualified Contractors to provide annual maintenance inspections, general repairs (as required) and emergency repairs of fire protection equipment at various Regional District facilities and vehicles. The Regional District may add or remove sites, vehicles and services from the contract during the term of the agreement.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Regional District operates multiple facilities throughout the Sunshine Coast and is responsible for ensuring these facilities meet fire protection requirements. Currently, the Regional District is looking for fire protection services at multiple buildings.

### 3.2 Service Locations & Hours

The Contractor would perform annual maintenance inspections and general repair services at the following facilities during normal hours of operation unless in a case of an emergency (such as immediate asset failure). Regular scheduled maintenance will not be performed on any statutory holiday unless in a case of an emergency.

The hours of operation are subject to change.

Building Name	Address	Hours of Operation
Chapman Creek Water Treatment Plant	5642 UF Reservoir Road, Sechelt BC	Monday to Friday 8:00 am to 2:00 pm
Chaster House	1549 Ocean Beach Esplanade, Gibsons, BC	Upon appointment
Coopers Green Hall	5500 Fisherman Rd, Halfmoon Bay, BC	Upon appointment
Egmont Fire Hall	5592 Egmont Rd, Egmont, BC	Upon appointment
Eric Cardinal Hall	930 Chamberlain Road, Gibsons BC	Upon appointment
Field Road Administration Office & Field Road IT	1975 Field Road, Sechelt BC	Monday to Friday 8:30 am to 4:30 pm
Fleet Vehicles	Various Locations	Upon appointment
Frank West Hall & Gibsons Fire Hall No.2	1224 Chaster Rd, Gibsons, BC	Upon appointment
Gibsons & Area Community Centre	700 Park Road, Gibsons BC	Monday to Friday 6:00 am to 8:00 pm Saturday & Sunday 9:00 am to 5:00 pm
Gibsons & District Aquatic Facility	953 Gibsons Way, Gibsons BC	Monday through Friday 7:30 am to 4:00 pm
Gibsons Fire Hall No.1	790 North Road, Gibsons, BC	Upon appointment



<b>Gibsons &amp; District Public Library</b>	470 South Fletcher, Gibsons, BC	Monday to Saturday 10:00 am to 5:00 pm
<b>Granthams Hall</b>	846 Church Rd, Gibsons, BC	Upon appointment
<b>Halfmoon Bay Fire Hall No.1</b>	8972 Redrooffs Rd, Halfmoon Bay, BC	Upon appointment
<b>Halfmoon Bay Fire Hall No.2</b>	7882 Fawn Rd. Halfmoon Bay, BC	Upon appointment
<b>Pender Harbour Aquatic &amp; Fitness Centre</b>	13639 Sunshine Coast Highway, Madeira Park BC	Upon appointment
<b>Pender Harbour Transfer Station</b>	5545 Garden Bay Road, Garden Bay BC	October 1 to April 30: Monday and Wednesday to Saturday 9:00 am to 5:00 pm May 1 to September 30: Monday and Wednesday to Sunday 9:00 am to 5:00 pm
<b>Ranger Station (Multiple Buildings)</b>	12950, 12952, 12954, and 12956 Madeira Park Rd, Madeira Park BC	Upon Appointment
<b>Roberts Creek Fire Hall</b>	1302 Roberts Creek Rd, Roberts Creek, BC	Upon Appointment
<b>Sechelt Aquatic Centre</b>	5500 Shorncliffe Avenue, Sechelt BC	Monday to Friday 6:00 am to 9:00 pm Saturday & Sunday 10:00 am to 4:00 pm
<b>Sechelt Landfill</b>	4901 Dusty Road, Sechelt BC	Tuesday to Sunday 9:00 am to 5:00 pm
<b>Selema 2 Pump Station</b>	5642 UF Reservoir Road, Sechelt BC	Monday to Friday 8:00 am to 2:00 pm
<b>Sunshine Coast Arena</b>	5982 Shoal Way, Sechelt BC	Tuesday through Saturday 7:30 am to 4:00pm
<b>South Pender Harbour Water Treatment Plant</b>	12150 UF McNeil Lake FSR Madeira Park, BC	Monday to Friday 8:00 am to 2:00 pm
<b>Transit Building</b>	5920 Mason Road, Sechelt BC	Monday to Friday 08:00 to 4:00 pm
<b>Utilities Building</b>	5920 Mason Road, Sechelt BC	Monday to Friday 7:00 am to 2:00 pm

Majority of the sites are closed during Statutory Holidays which include but are not limited to: New Year's Day, Family Day, Good Friday, Victoria Monday, Canada Day, BC Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas and Boxing Day.

### 3.3 Project Objectives

The services generally include the provision of routine services on a predetermined schedule which could include quarterly, semi-annual and/or annual basis as well as emergency repairs and services on an as and required basis all the Regional Districts fire protection systems.

### 3.4 Scope

The Contractor will be expected to perform at least one (1) annual maintenance inspection per year on all fire protection equipment. The Contractors work will include all aspects of the fire protection systems which does include any smoke or heat detectors that are part of fire alarm systems; however, all standalone battery-operated smoke detectors are not part of the services of the Contractor.

The Contractor will notify the Regional District a minimum of two (2) weeks in advance of the scheduled appointment, the Contractor may need to adjust the time of the appointment to ensure that Regional District resources are available.

The information provided below is based on our historical records and has been provided to the best of our knowledge, the Contractor will be required to confirm and provide the Regional District with an updated list on the one (1) year anniversary of this agreement or as and when requested.

Building Name	Type of Inspection	Qty
Chapman Creek Water Treatment Plant	Emergency Lights	13
	Fire Alarm System	1
	Fire Extinguishers	4
Chaster House	Emergency Lights	1
	Fire Extinguishers	1
	Exit Signs	1
Coopers Green Hall	Emergency Lights	2
	Fire Extinguishers	2
	Exit Signs	2
Egmont Fire Hall	Fire Extinguishers	1
	Exit Signs	5
Eric Cardinal Hall	Emergency Lights	12 (5)*
	Fire Extinguishers	4
	Exit Signs	7
	Fire Alarm System	1
Field Road Administration Office & Field Road IT	Emergency Lights	11 (8)*
	Fire Extinguishers	11
	Exit Signs	15
	Fire Alarm System	1
	Sprinkler System - Dry	1
	Sprinkler System – Wet	1
	Backflow	1

<b>Fleet -Vehicles</b>	Fire Extinguishers	Approx 130
<b>Frank West Hall</b>	Emergency Lights	4
	Fire Extinguishers	1
	Exit Signs	2
<b>Gibsons &amp; Area Community Centre</b>	Emergency Lights	22(4)*
	Fire Extinguishers	24
	Exit Signs	10
	Fire Alarm System	1
	Sprinkler System Wet	1
	Sprinkler System Dry	1
	Backflow	5
<b>Gibsons &amp; District Aquatic Facility</b>	Emergency Lights	6
	Fire Extinguishers	3
	Exit Signs	4
	Backflow	3
<b>Gibsons Fire Hall No.1</b>	Emergency Lights	11 (1)*
	Fire Extinguishers	3
	Exit Signs	5
	Fire Alarm System	1
	Sprinkler System	1
	Backflow	1
<b>Gibsons Fire Hall No.2</b>	Emergency Lights	2
	Fire Extinguishers	1
	Exit Signs	1
<b>Gibsons &amp; District Public Library</b>	Emergency Lights	26 (3)*
	Fire Extinguishers	4
	Exit Signs	8
	Fire Alarm System	1
	Sprinkler System - Dry	1
	Sprinkler System – Wet	1
	Backflow	2
<b>Granthams Hall</b>	Emergency Lights	5
	Fire Extinguishers	2
	Exit Signs	3
<b>Halfmoon Bay Fire Hall 1</b>	Fire Extinguishers	3
<b>Halfmoon Bay Fire Hall 2</b>	Fire Extinguishers	2
<b>Pender Harbour Aquatic &amp; Fitness Centre</b>	Emergency Lights	6(4)*
	Fire Extinguishers	6
	Exit Signs	4
	Backflow	2
<b>Ranger Station – Music Building</b>	Emergency Lights	8

	Fire Extinguishers	2
	Exit Signs	2
Ranger Station – Library	Emergency Lights	1
	Fire Extinguishers	1
	Exit Signs	1
Ranger Station – Day Care	Emergency Lights	2
	Fire Extinguishers	2
	Exit Signs	2
Ranger Station – Art Gallery	Emergency Lights	1
	Fire Extinguishers	1
	Exit Signs	1
Roberts Creek Fire Hall	Emergency Lights	8 (3)*
	Fire Extinguishers	4
	Fire Alarm System	1
	Sprinkler System	1
	Backflow	1
Pender Harbour Transfer Station	Fire Extinguishers	6
Sechelt Aquatic Centre	Emergency Lights	17 (5)*
	Fire Extinguishers	17
	Exit Signs	7
	Fire Alarm System	1
	Sprinkler System Dry with nitrogen generator	1
	Backflow	7
Sechelt Landfill	Fire Extinguishers	10
	Emergency Lights	2
Sunshine Coast Arena	Emergency Lights	23 (22)*
	Fire Extinguishers	15
	Exit Signs	8
	Fire Alarm System	1
	Sprinkler System Wet	1
	Sprinkler System Dry	1
	Backflow	4
Selma 2 Pump Station	Emergency Lights	2
	Fire Alarm System	1
	Fire Extinguishers	1
South Pender Harbour Water Treatment Plant	Emergency Lights	13
	Fire Extinguishers	4
	Backflow	3
	Exit Signs	2
Transit Building	Emergency Lights	11

	Fire Extinguishers	8
	Backflow	1
	Exit Signs	9
	Fire Alarm System	1
	Sprinkler System Wet	1
<b>Utilities Building</b>	Emergency Lights	3
	Fire Extinguishers	3
*The number in brackets identifies the number of battery packs		

### 3.5 Five Year Sprinkler Test

Five (5) year tests will need to be completed at the facilities with sprinkler systems as per NFPA 25-2023. The following facilities have had tests completed

- In 2021: Gibsons and Arena Community Centre and Sunshine Coast Arena and will not require to have the test completed until 2026.
- In 2024 the Sechelt Aquatic Centres entire system was updated and if a sprinkler test is required it would not occur in until 2029.

### 3.6 Repairs

The Contractor will:

1. Provide a written quote for repair services including all labour and materials; the pricing will be based on the hourly and material rates provided in the pricing schedule, including all labour and materials. The written quote needs to include a completion timeline. No repairs shall be performed without the prior approval of the Regional District. Actual work shall not exceed the Contractor's written quotation without prior authorization by the Regional District.
1. Respond to requests for quotations within two (2) days and provide detailed written estimates within five (5) days. It shall be the Contractor's sole responsibility to ensure their quotation is all-inclusive as extras will not be permitted.
2. Notify the Regional District whenever there is a likelihood of repairs exceeding 50% of the cost of replacement or when parts are no longer available or very difficult to obtain, the equipment may be classified as "Beyond Economical Repair" (BER). The Contractor shall assess repairs to all appliances and equipment and if the equipment is considered BER, the Contractor shall immediately report in writing to the Regional District, detailing why the appliance or equipment is Beyond Economical Repair. The final determination of BER is at the sole discretion of the Regional District.

### 3.7 Emergency Services

The Contractor will:

1. Maintain a twenty-four (24) hours emergency service for the duration of the contract, unless otherwise agreed upon.
2. Respond to emergency phone calls immediately to provide instruction to onsite facility staff and if they are unable to resolve the emergency over the phone the

Contractor will arrange to come to site as quickly as possible (next day or on an agreed upon day); or

3. Bring in a subcontractor to perform the services.
1. Be prepared to work as required on weekends and outside of normal working hours, if requested by the Regional District. Contractors shall respond by phone within thirty (30) minutes from the time a call-out is made.

### **3.8 Fire Extinguisher Refills**

The Contractor will be required to refill our fire extinguisher as and when required. The Contractor will refill them during routine inspections or upon request from the Regional District. Refills should be completed within one (1) business day of the request or service loaners will be provided.

### **3.9 Additional Work**

During the term of the contract the Contractor may be requested to perform additional fire protective system services (outside routine repair services) at the facilities listed and/or additional facilities maybe added.

The Regional District reserves the rights to complete a competitive bidding process for any or all additional work (outside routine repair services – including capital items) however, the Regional District may request pricing from the Contractor to perform additional work and the pricing would be based on the hourly and material rates provided in the pricing schedule.

### **3.10 Criminal Records**

The Regional District requires that police criminal record with vulnerable section check is conducted on all individuals performing work under this contract. The criminal record check should be no older than 5 years old. The Contractor will be required complete the checks notify, notify the Regional District in writing that the checks have been completed. If an employee does not have a clean criminal record or if the status of their criminal record changes then the Contractor will have to assign another staff member to perform the services. The Regional District may request from time-to-time confirmation that the criminal record checks are valid.

### **3.11 Code Requirements**

The Contractor will be required to follow best practices of the professions, manufacturers and trades involved, and meet or exceed the requirements of the:

2. National Building Code.
3. Canadian and Province of British Columbia Electrical Code.
4. Canadian General Standards Board.
5. Canadian Standards Association.
6. Regional District by-laws and codes (if applicable).
7. Technical Safety BC.
8. National Fire Protection Association

Although this list identifies the major standards and codes relevant to the Work, all other relevant codes and specifications are applicable.

### **3.12 Reporting**

The Contractor will provide electronic detailed reports of all equipment upon completing of the services to the facility contact. Reporting should include but are not limited to:

1. A detailed summary of the maintenance performed including registering the services into on-site logbooks and on report forms.
2. Details of the service call including attendance time in and out, fault identification and rectification.
3. Repairs carried out, identified for future repair, or unscheduled repairs.
4. Report on any tests or audits carried out or upcoming.
5. Out of service times per unit.
6. Provide your company's Equipment Inspection Report Form as requested in the response form.

The Contractor will provide a minimum of one (1) annual report by May 31 of each year that lists out recommendations per facility for capital expenditures on updates, repairs and/or replacements.

## **4. CONTRACT**

### **4.1 General Contract Terms and Conditions**

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

### **4.2 Service Requirements**

The Contractor's responsibilities will include but are not limited to the following:

- a) Provision all labour, material and supervision to perform the services.
- b) Maintaining of the equipment in accordance with all applicable safety codes (latest editions).
- c) Ability to work closely with the Regional District staff throughout the term of the contract.
- d) Conformity to all applicable codes, guidelines and regulations and all laws as required by the authorities having jurisdiction.
- e) Employ skilled and qualified people to complete the work.
- f) Be aware of and comply with all by-laws or regulations regarding noise for each respective jurisdiction.
- g) Warrant that the work will be completed in a good and skilful manner and provide a minimum of 90 days or longer warranty on their work. If within warranty period any part of the work is found by the Regional District to be defective or faulty due to imperfect or bad construction or material, the successful Contractor will replace such defective items without expense to the Regional District.
- h) Obtain all permits, licenses, approvals and certificate which are generally required for the performance of the work.

- i) Perform the services in a manner that will not affect the normal building operation whenever possible, if not achievable advanced notice needs to be provided to the Regional District.
- j) Disposal of all excess and scrap materials in an environmentally friendly way.
- k) Ensure that the job site is clean and secure.

### **4.3 Term of Contract**

The term of contract will be for a three-year period with an option to extend up to an additional two years at the sole discretion of the Regional District.

## **5. REQUIREMENTS**

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District's expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

### **5.1 Capabilities**

#### **5.1.1 Relevant Qualifications**

All personnel performing the work shall be appropriately certified to work on the equipment and shall maintain a valid Province of British Columbia trade qualification or equivalent. Proponents should provide evidence that all personnel including subtrades are certified to work on the equipment.

Proponents need to identify all electrical trade personnel and must confirm that they have completed an approved apprenticeship and hold an electrical trade qualification certificate, valid in the province of British Columbia.

#### **5.1.2 Subcontractors**

Proponents need to provide a list of all subcontractors that they will utilize to perform the services, the list should include the legal company name, subtrade, any qualifications and relevant experience.

#### **5.1.3 Relevant Experience**

Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of five (5) years within the past seven (7) years providing fire system preventative maintenance and repair services.



### **5.1.4 References**

Proponents need to provide a minimum of three (3) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable. The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

### **5.2 Sustainable Social Procurement**

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
  - promoting a Living Wage
  - Using fair employment practices;
  - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
  - Being locally owned;
  - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

### **5.3 Approach**

Proponents should:

- a) Provide a comprehensive preventative maintenance plan per building for all equipment and the associated components to be serviced that outlines the scope and frequency of the work to be carried out on a recurring basis.
- b) Clearly indicate the details of the proposed maintenance services, frequency and total number of hours allocated per building.
- c) Describe the process for scheduling maintenance work, routine repairs and emergency repairs including lead time required for scheduling each type of work.
- d) Include features of their services that give them a competitive advantage.

#### **5.3.1 Warranty**

Proponents are to provide details on their warranty, the warranty period needs to be for a minimum of 90 days after the installation and commissioning of the equipment or after completion of the servicing. Proponents are encouraged to provide details and alternative warranty options that meet

or exceed our minimum requirement.

#### **5.4 Price**

Proponents need to submit a fee proposal in accordance with Schedule A Fees (in excel) that provides inspection and routine maintenance rates, hourly rates, material markup fees for each item described. Pricing will include all time, travel, hourly billable rates and material costs. Proponents need to provide an estimated number of hours on site annually to perform maintenance services.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, tariffs, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

### **6. PROPOSAL FORMAT**

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

### **7. EVALUATION**

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

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

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

### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

### 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Experience & Qualifications	30
Approach	30
Sustainable Social Procurement	15
Price	25
<b>TOTAL</b>	<b>100</b>

### 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.

## Appendix 1 Historical Fire Alarm Inspection Reports

### Chapman Creek Water Treatment Plant & Selma 2 Pump Station



#### ELITE FIRE PROTECTION LTD. DEVICE LOCATION REPORT

Date: January 30, 2024	✓ Annual Inspection
Building Name: SCRD Water Treatment	Technicians: Greg, Dean
Address: Selma Park	City: Sechelt

A. Correctly installed B. Requires service, repairs, missing or cleaning C. Alarm operation confirmed	D. Annunciator indication confirmed E. Zone circuit number or address F. Smoke sensitivity testing
---	--

1	Location	Device	"✓" Yes - Acceptable    "X" No - Unacceptable    "NA" Not applicable						Remarks
			A	B	C	D	E	F	
1	Electrical room	S	Y		Y	Y		3	
2	Generator room	HT	Y		Y	Y		2	Replaced
3	Meeting room	S	Y		Y	Y		5	
4	Lab	S	Y		Y	Y		6	
5	Control room	S	Y		Y	Y		7	
6	Mechanical room	RHT	Y		Y	Y		1	
7	Workshop	RHT	Y		Y	Y		4	
8	Shower room	S	Y		Y	Y			Shows up on PLC
9									
10	Pump Station Selma 2 - South	HT	Y						
11	Centre	HT	Y						
12	North	HT	Y						
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Eric Cardinal Hall



**ELITE FIRE PROTECTION LTD.**  
ANNUAL INSPECTION DEVICE LOCATION REPORT

Date: May 2024	
Building Name: Eric Cardinal Hall	Technicians: Greg
Address: 930 Chamberin Road	City: Gibsons

A. Correctly installed	D. Annunciator indication confirmed
B. Requires service, repairs, missing or cleaning	E. Zone circuit number or address
C. Alarm operation confirmed	F. Smoke sensitivity testing

		"Y" Yes - Acceptable "X" No - Unacceptable "NA" Not applicable							
	Location	Device	A	B	C	D	E	F	Remarks
1	Disabled washroom entrance	M	Y		Y	Y	1		
2	Disabled washroom entrance	RHT	Y		Y	Y	3		
3	Disabled washroom	RHT	Y		Y	Y	3		
4	Hall	RHT	Y		Y	Y	3		
5	Hall	RHT	Y		Y	Y	3		
6	Hall exit	M	Y		Y	Y	1		
7	Storage	RHT	Y		Y	Y	3		
8	Kitchen	RHT	Y		Y	Y	3		
9	Kitchen	AD							Not functioning
10	Ladies washroom hall	RHT	Y		Y	Y	3		
11	Ladies washroom hall	M	Y		Y	Y	1		
12	Ladies change room	RHT	Y		Y	Y	3		
13	Men's washroom hall	RHT	Y		Y	Y	3		
14	Men's washroom hall	M	Y		Y	Y	1		
15	Men's change room	RHT	Y		Y	Y	3		
16	Mechanical Room	HT	Y		Y	Y	3		
17	Mechanical Room	M	Y		Y	Y	1		
18									
19	Hall	B	Y		Y		A		
20	Ladies washroom hall	B	Y		Y		A		
21	Men's washroom hall	B	Y		Y		A		
22	Mechanical Room	B	Y		Y		A		
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									

M	Manual pull station	FS	Sprinkler flow switch	B	Bell
HT	Heat detector, fixed temp	TS	Sprinkler tamper switch	K	Buzzer/suite buzzer
RHT	Heat detector, rate of rise	LA	Low air pressure switch	C	Chime
S	Smoke detector	PS	Alarm pressure switch	V	Visual alarm
DS	Duct smoke detector	SA	Smoke alarm	SP	Load/peaker
K/V	Horn/strobe	AD	Ancillary device	ET	Fire phone
H	Horn	EOL	End of line resistor	GA	General alarm

Field Road Administration Office & Field Road IT



**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

<b>Date:</b> January 30, 2024	
<b>Building Name:</b> Sunshine Coast Regional District - Main Office	<b>Technicians:</b> Greg/Dean
<b>Address:</b> 1975 Field Road	<b>City:</b> Sechart

<b>A. Correctly installed</b>	<b>D. Annunciator indication confirmed</b>
<b>B. Requires service, repairs, missing or cleaning</b>	<b>E. Zone circuit number or address</b>
<b>C. Alarm operation confirmed</b>	<b>F. Smoke sensitivity testing</b>

Location	Device	"Y" Yes - Acceptable "X" No - Unacceptable "NA" Not applicable						Remarks
		A	B	C	D	E	F	
1	Main entrance	M	Y	Y	Y	1		
2	Front desks	M	Y	Y	Y	1		
3	East entry exit	M	Y	Y	Y	1		
4	By telephone room	M	Y	Y	Y	1		
5	Electrical room	M	Y	Y	Y	1		
6	Lunch room	M	Y	Y	Y	1		
7	West entry/exit	M	Y	Y	Y	1		
8	Council chambers	M	Y	Y	Y	1		
9	Lunch room 2	M	Y	Y	Y	1		
10	SPRINKLER ROOM							
11	Backflow incoming	TS	Y	Y		5		
12	Backflow outgoing	TS	Y	Y		5		
13	Wet sprinkler	TS	Y	Y		4		
14	Wet sprinkler	FS	Y	Y	Y	2		18 seconds
15	Dry sprinkler	TS	Y	Y		4		Attic system
16	Dry sprinkler	FS	Y	Y	Y	3		
17	Dry sprinkler	LA	Y	Y		6		
18								
19	BELLO							
20	Reception	B	Y	Y		A		
21	Building department center	B	Y	Y		A		
22	East area - east hall	B	Y	Y		A		
23	East area - NE hall	B	Y	Y		A		
24	East area - NW hall	B	Y	Y		A		
25	SW offices east	B	Y	Y		A		
26	SW offices west	B	Y	Y		A		
27	Center west hall	B	Y	Y		A		
28								
29	By reception	AD	Y					
30	By building department	AD	Y					
31	By infrastructure	AD	Y					
32	By planning	AD	Y					
33								
34								
35								
36								
37								
38								
39								
40								

M	Manual pull station	FS	Sprinkler flow switch	B	Bell
HT	Heat detector, fixed temp	TS	Sprinkler tamper switch	K	Buzzer/whistle buzzer
RHT	Heat detector, rate of rise	LA	Low air pressure switch	C	Chime
S	Smoke detector	PS	Alarm pressure switch	V	Visual alarm
DS	Duct smoke detector	SA	Smoke alarm	SP	Loudspeaker
K/V	Horn/strobe	AD	Ancillary device	ET	Fire phone
H	Horn	EOL	End of line resistor	GA	General alarm

Gibsons & Area Community Centre



COM

ELITE FIRE PROTECTION LTD.  
DEVICE LOCATION REPORT

Date: May 29, 2024	Technicians: Greg/Dean
Building Name: Gibsons Community Centre & Arena - SCRD	City: Gibsons
Address: 700 Park Road	

A. Correctly installed	D. Annunciator indication confirmed
B. Requires service, repairs, missing or cleaning	E. Zone circuit number or address
C. Alarm operation confirmed	F. Smoke sensitivity testing

		"Y" Yes - Acceptable			"X" No - Unacceptable			"NA" Not applicable			Remarks
	Location	Device	A	B	C	D	E	F			
1	Main lobby	M	Y	Y	Y	Y	3				
2		B	Y		Y		F				
3	Racquetball	B	Y		Y		C				
4	By room 209	B	Y		Y		C				
5	By youth center	B	Y		Y		C				
6		M	Y		Y	Y	3				
7	Youth center	M	Y		Y	Y	3				
8	219A	B	Y		Y		C				
9		M	Y		Y	Y	3				
10	219C	B	Y		Y		F				
11	209	B	Y		Y		C				
12		M	Y		Y	Y	3				
13	229 electrical	S	Y		Y	Y	8				
14	229 server	S	Y		Y	Y	9				
15	204/205	M	Y		Y	Y	3				
16		B	Y		Y		F				
17		V	Y			Y	E				
18	240A exercise	B	Y		Y		F				
19		M	Y		Y	Y	3				
20											
21	By 245A	B	Y		Y		F				
22	By 219C	B	Y		Y		F				
23	By 244 upper rink	B	Y		Y		C				
24		M	Y		Y	Y	5				
25	Viewing area	S	Y		Y	Y	7				
26	By 245	M	Y		Y	Y	3				
27		B	Y		Y		F				
28	By elevator	S	Y		Y	Y	8				
29	Elevator lobby	M	Y		Y	Y	1				
30		B	Y		Y		B				
31	By 134A	B	Y		Y		B				
32	By workshop	B	Y		Y		B				
33	Workshop exit	M	Y		Y	Y	1				
34		B	Y		Y		B				
35											
36	135A	V	Y		Y		D				
37	135A	B	Y		Y		B				
38	Ammonia room	M	Y		Y	Y	1				

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Request for Proposal 2511603

	Location	Device	A	B	C	D	E	F	Remarks
39	By workshop	B	Y	Y			B		
40	Rink OE exit	B	Y	Y			B		
41	Rink OE exit	M	Y	Y	Y		1		
42	Rink SW exit	B	Y	Y			A		
43	Rink SW exit	M	Y	Y	Y		1		
44	By storage	B	Y	Y			A		
45	By storage	B	Y	Y			A		
46	West wall	B	Y	Y			A		
47	West exit	B	Y	Y			A		
48	West exit	M	Y	Y	Y		1		Needs glass
49	By electrical room	B	Y	Y			A		
50	Dressing room B	B	Y	Y			A		
51	By operations office	B	Y	Y			B		
52	By washrooms	B	Y	Y			B		
53	Mechanical room 132 A	B	Y	Y			B		
54	Mechanical room 132A	V	Y	Y			D		
55	Upper floor	TS	Y		Y		21		
56	Upper floor	FS	Y	Y	Y		15		20 seconds
57	Lower floor	TS	Y		Y		20		
58	Lower floor	FS	Y	Y	Y		14		18 seconds
59	Front entrance	TS				Y	10		
60	Ice rink	TS				Y	13		
61	Backflow in	TS	Y			Y	29		
62	Backflow out	TS	Y			Y	29		
63	Main Incoming	TS	Y			Y	29		
64	Electrical 1	S	Y	Y	Y		7		
65	Electrical 2	S	Y	Y	Y		8		
66	Elevator room	S	Y	Y	Y		5		
67	Electrical room	S	Y	Y	Y		11		
68	Dry rink	FS	Y	Y	Y		7		
69	Dry front	FS	Y	Y	Y		4		
70	Mechanical room	S	Y	Y	Y		6		
71	Kitchen	S	Y	Y	Y		11		Generator run supervisory
72	Kitchen out	S	Y	Y	Y		24		Generator run supervisory
73	Dressing room c	B	Y	Y			A		
74	By workshop	B	Y	Y			A		
75									
76	Kitchen shutters	AD		Y					
77	Zamboni door	AD		Y					
78	Separation doors	AD		Y					
79									
80		LA		Y					25psi
81									
82									
83									
84									
85									
86									
87									
88									

M	Manual pull station	FS	Sprinkler flow switch	B	Bell
HT	Heat detector, fixed temp	TS	Sprinkler tamper switch	K	Buzzer/suite buzzer
RHT	Heat detector, rate of rise	LA	Low air pressure switch	C	Chime
S	Smoke detector	PS	Alarm pressure switch	V	Visual alarm
DS	Duct smoke detector	SA	Smoke alarm	SP	Load/peaker
K/V	Horn/strobe	AD	Ancillary device	ET	Fire phone
H	Horn	EOL	End of line resistor	GA	General alarm



Gibsons Fire Hall No.1



**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

Date: January 2022	
Building Name: Gibsons Fire Hall	Technicians: Greg/Dean
Address: 790 North Road	City: Gibsons

A. Correctly installed	D. Annunciator indication confirmed
B. Requires service, repairs, missing or cleaning	E. Zone circuit number or address
C. Alarm operation confirmed	F. Smoke sensitivity testing

		"Y" Yes – Acceptable			"X" No – Unacceptable			"NA" Not applicable		
	Location	Device	A	B	C	D	E	F	Remarks	
1	West entrance/exit	M			Y	Y	6			
2	South entrance/exit	M			Y	Y	6			
3										
4										
5	2nd floor east	S			Y	Y	5			
6	West stair	S			Y	Y	5			
7										
8										
9	1st floor wet	TS				Y	1			
10		FS			Y	Y	1		15 seconds	
11										
12	2nd floor wet	TS				Y	2			
13		FS			Y	Y	2		10 seconds	
14										
15	Main in	TS				Y				
16	Main out	TS				Y				
17										
18	Dry sprinkler	TS			Y		5			
19		FS			Y	Y	5			
20										
21										
22	1st floor	B			Y					
23	2nd floor	B			Y					
24	Truck bay	B			Y					
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Gibsons & District Public Library



**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

Date: January 31, 2024	Technicians: Greg Dean
Building Name: Gibsons District Library	City: Gibsons
Address: 470 South Fletcher Road	

A. Correctly installed	D. Annunciator indication confirmed
B. Requires service, repairs, missing or cleaning	E. Zone circuit number or address
C. Alarm operation confirmed	F. Smoke sensitivity testing

“Y” Yes – Acceptable “X” No – Unacceptable “NA” Not applicable

Location	Device	A	B	C	D	E	F	Remarks
1	North stairwell	S		Y	Y	3		
2	Computer room	S		Y	Y	2		
3	Main entrance	M		Y	Y	1		
4	Meeting room	M		Y	Y	1		
5	South exit	M		Y	Y	1		
6	Backflow shut-off #1	TS		Y		11		
7	Backflow shut-off #2	TS		Y		11		
8	Dry sprinkler	TS		Y		11		
9	Dry sprinkler	FS		Y	Y	9		
10	Dry sprinkler	LA				12		
11	Wet sprinkler	TS		Y		11		
12	Wet sprinkler 100/90	FS		Y	Y	10		16 seconds
13	Staff area	V		Y		A		
14	West side	V		Y		A		
15	West side	B		Y		A		
16	East side	V		Y		A		
17	East side	B		Y		A		
18	Parking	V		Y		A		
19	Parking	B		Y		A		
20	Unit 1	DS		Y	Y	4		Supply
21	Unit 1	DS						No access
22	Unit 2	DS		Y	Y	4		Supply
23	Unit 2	DS		Y	Y	5		Return
24	Unit 3	DS						No access
25	Unit 3	DS		Y	Y	5		Supply
26	Unit 4	DS		Y	Y	4		Supply
27	Unit 4	DS		Y	Y	5		Return
28	Unit 5	DS		Y	Y	4		Supply
29	Unit 5	DS		Y	Y	5		Return
30								
31								Unit 1 - above books in center of room (H)
32								Unit 2 - above checkout
33								Unit 3 - above entrance to meeting room
34								Unit 4 - by staff washroom above ceiling
35								Unit 5 - above copy area in staff area
36								
37								
38								
39								
40								

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Roberts Creek Fire Hall

**ELITE**  
FIRE  
PROTECTION LTD.  
**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

<b>Date:</b> January 2020	
<b>Building Name:</b> Roberts Creek VFD	<b>Technicians:</b> Greg Stinson
<b>Address:</b> 1302 Roberts Creek Road	<b>City:</b> Roberts Creek

<b>A. Correctly installed</b>	<b>D. Annunciator indication confirmed</b>
<b>B. Requires service, repairs, missing or cleaning</b>	<b>E. Zone circuit number or address</b>
<b>C. Alarm operation confirmed</b>	<b>F. Smoke sensitivity testing</b>

1	Location	Device	"Y" Yes – Acceptable			"X" No – Unacceptable			F	Remarks
			A	B	C	D	E			
2	At fire alarm panel	M			Y	Y		1		
3	Truck bays	RHT							On security alarm system	
4	Truck bays	RHT							On security alarm system	
5	Truck bays	RHT							On security alarm system	
6	Truck bays	RHT							On security alarm system	
7	Truck bays	RHT							On security alarm system	
8	Truck bays	RHT							On security alarm system	
9										
10	Washroom at truck	RHT							On security alarm system	
11										
12	Basement stairwell	S			Y	Y		4	EOL	
13	Basement truck bay	M			Y	Y		2	EOL	
14	South basement exit	M			Y	Y		2		
15	South stairwell	S			Y	Y		3	EOL	
16	Upper meeting room	M			Y	Y		1	EOL	
17										
18	Upper meeting room	B			Y	Y				
19	Main lobby	B			Y	Y				
20	Basement corridor	B			Y	Y				
21										
22	Main floor	TS			Y	Y		5		
23	Main floor	FS			Y	Y			28 seconds	
24	Lower floor	TS			Y	Y		6		
25	Lower floor	FS			Y	Y			42 seconds	
26	Dry sprinkler	TS			Y	Y		7		
27	Dry sprinkler	FS			Y	Y				
28	Main incoming	TS				Y				
29	Main outgoing	TS				Y				
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Sechelt Aquatic Centre

**ELITE**  
FIRE  
PROTECTION LTD.  
**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

<b>Date:</b> May 24, 2023	
<b>Building Name:</b> Sechelt Aquatic Centre	<b>Technicians:</b> Dean Greg
<b>Address:</b>	<b>City:</b> Sechelt
A. Correctly installed B. Requires service, repairs, missing or cleaning C. Alarm operation confirmed	
D. Annunciator indication confirmed E. Zone circuit number or address F. Smoke sensitivity testing	

1	Location	Device	"Y" Yes - Acceptable "X" No - Unacceptable "NA" Not applicable						Remarks
			A	B	C	D	E	F	
1	Main entry	M			Y	Y		1M004	
2									
3									
4	Main lobby								
5									
6		S			Y	Y		D12	
7		B			Y				
8		V			Y				
9	Pool viewing								
10		S			Y	Y		D13	
11	Womens washroom								
12	Washroom								
13	Mens washroom								
14	Community room								EOL
15	Community room	LHT			Y	Y		1M026	Test
16		M			Y	Y		1M005	
17	Front desk								
18	Corridor								
19	Near family change room	S			Y	Y		D10	
20	Hallway	B			Y				
21		V			Y				
22	Outside fitness	S			Y	Y		D11	
23	Fitness room	LHT			Y	Y			Test
24		M			Y	Y		1M001	
25		M			Y	Y		1M002	
26		B			Y				
27		V			Y				
28	Aerobics Room	LHT						1M027	EOL
29		M			Y	Y		1M003	
30		B			Y				
31		V			Y				
32									
33	Staff room								
34		B			Y				
35		V			Y				
36									
37	Main incoming	FS			Y	Y		6/1M020	Manually tested 20 seconds
38		TS				Y		13/1M021	
39	Backflow incoming	TS				Y		14/1M023	
40	Backflow outgoing	TS				Y		14/1M023	

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/suite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
KV Horn/strobe	AD Auxiliary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Request for Proposal 2511603

	Location	Device	A	B	C	D	E	F	Remarks
41	Mens changeroom								
42		B			Y				
43		V			Y				
44		DS			Y	Y	D14		
45	Womens changeroom								
46		B			Y				
47		V			Y				
48									
49	Family Changeroom hallway								
50		B			Y				
51		V			Y				
52									
53									
54	POOL AREA								
55									
56	North East exit	LHT							EOL
57		M			Y	Y	1M006		
58		B			Y				
59		V			Y				
60									
61	North	M			Y	Y	1M007		
62		B			Y				
63		V			Y				
64	By hot tub	LHT			Y	Y			Test
65	Stem/Sauna/Storage	LHT					M25		EOL
66									
67	Outside storage	B			Y				
68		V			Y				
69	South	M			Y	Y	D14		
70		V			Y				
71		B			Y				
72	Under slide stairs	LHT			Y	Y	M24		Test
73									
74									
75	Mechanical room	M			Y	Y	M009		
76		B			Y				
77		V			Y				
78	Hydrochloric Acid Room	LHT							EOL
79		RHT			Y	Y	D17		
80	Electrical room	RHT			Y	Y	D20		
81	Hydrochloric Acid Room	LHT			Y	Y	M28		Test
82	Upstairs	B			Y				
83		V			Y				
84		RHT			Y	Y	D15		
85		RHT			Y	Y	D20		
86	Downstairs	DS			Y	Y	D19		
87		B			Y				
88		V			Y				
89		RHT			Y	Y	D18		
90		RHT			Y	Y	D21		

  

M	Manual pull station	FS	Sprinkler flow switch	B	Bell
HT	Heat detector, fixed temp	TS	Sprinkler tamper switch	K	Buzzer/whistle buzzer
RHT	Heat detector, rate of rise	LA	Low air pressure switch	C	Chime
S	Smoke detector	PS	Alarm pressure switch	V	Visual alarm
DS	Duct smoke detector	SA	Smoke alarm	SP	Loudspeaker
K/V	Horn/strobe	AD	Auxiliary device	ET	Fire phone
H	Horn	EOL	End of line resistor	GA	General alarm

Sunshine Coast Arena

**ELITE**  
FIRE  
PROTECTION LTD.  
**ELITE FIRE PROTECTION LTD.**  
**DEVICE LOCATION REPORT**

<b>Date:</b> May 30, 2023	
<b>Building Name:</b> Sunshine Coast Arena	<b>Technicians:</b> Dean/Greg
<b>Address:</b> 5982 Shoal Way	<b>City:</b> Sechart
<b>A. Correctly installed</b>	<b>D. Annunciator indications confirmed</b>
<b>B. Requires service, repair, missing or cleaning</b>	<b>E. Zone circuit number or address</b>
<b>C. Alarm operation confirmed</b>	<b>F. Smoke sensitivity testing</b>

1	Location	Device	"Y" Yes - Acceptable "X" No - Unacceptable "NA" Not applicable						Remarks
			A	B	C	D	E	F	
2	SIGNALS								
3	2nd Floor Lounge	H/V			Y		B		
4	2nd Floor by Offices	H/V			Y		B		
5	Hallway to Dressing Rooms in Rink	H/V			Y		A		
6	Rink Northwest	H/V			Y		A		
7	Rink Northeast	H/V			Y		A		
8	Rink North Center	H/V			Y		A		
9	Rink Southeast	H/V			Y		A		
10	Rink Southwest	H/V			Y		A		
11	Rink South Center	H/V			Y		A		
12	COMMON AREA								
13	Main Entrance	S			Y	Y	005		
14	Main Entrance	M			Y	Y	135		
15	Main Lobby by Rink	S			Y	Y	008		
16	1st Floor Skaters Lobby	S			Y	Y	005		
17	Ice Rink N.E. Exit	M			Y	Y	134		
18	1st Floor S.E.	M			Y	Y	141		
19	Above Zamboni	RHT			Y	Y	016		
20	Zamboni Room	M			Y	Y	151		
21	Zamboni Room Electrical	S					017		
22	Ice Rink S.E. Exit	M			Y	Y	136		
23	Ammonia Room	M			Y	Y	148		
24	Ammonia Room	RHT			Y	Y	015		
25	Ice Rink Mid West Exit	M			Y	Y	139		
26	Ice Rink N.W. Exit #2	M			Y	Y	138		
27	Ice Rink N.W. Exit #1	M			Y	Y	137	NAC 1 EOL	
28	Top of Stairs	M			Y	Y	143		
29	Top of Stairs	S			Y	Y	001		
30	2nd Floor Meeting Room	S			Y	Y	007		
31	2nd Floor by East Stair	M			Y	Y	147	NAC 2 EOL meeting room	
32	2nd Floor Lounge West	S			Y	Y	010		
33	2nd Floor Lounge	M			Y	Y	145		
34	2nd Floor Lounge East	S			Y	Y	002		
35	1st Floor Main Office	S			Y	Y	013		
36	SPRINKLER								
37	Dry Tamper	TS			Y		128		
38	Backflow	TS			Y		129	in & Out	
39	1st Floor	TS			Y		126		
40	2nd Floor	TS			Y		127		
41	Dry Pressure Switch	PS			Y		131		

M Manual pull station	FS Sprinkler flow switch	B Bell
HT Heat detector, fixed temp	TS Sprinkler tamper switch	K Buzzer/nite buzzer
RHT Heat detector, rate of rise	LA Low air pressure switch	C Chime
S Smoke detector	PS Alarm pressure switch	V Visual alarm
DS Duct smoke detector	SA Smoke alarm	SP Loudspeaker
K/V Horn/strobe	AD Ancillary device	ET Fire phone
H Horn	EOL End of line resistor	GA General alarm

Request for Proposal 2511603

	Location	Device	A	B	C	D	E	F	Remarks
41	Dry Low Air	LA				Y	130		24psi
42	2nd Floor	FS			Y	Y	132		18 sec
43	1st Floor	FS			Y	Y	133		17 sec
44									
45	Office	S			Y	Y	D13		
46	Hallway to dressing rooms	S			Y	Y	D12		Zamboni rooms
47	Sw exit	M			Y	Y	136		
48	N.E exit	M			Y	Y	134		
49	Meeting room	S			Y	Y			Comes up as lounge
50	Upstairs electrical room	S			Y	Y			
51									
52	Zamboni	HV			Y				
53									
54									
55									
56									
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M	Manual pull station	FS	Sprinkler flow switch	B	Bell
HT	Heat detector, fixed temp	TS	Sprinkler tamper switch	K	Buzzer/whistle buzzer
RHT	Heat detector, rate of rise	LA	Low air pressure switch	C	Chime
S	Smoke detector	PS	Alarm pressure switch	V	Visual alarm
DS	Duct smoke detector	SA	Smoke alarm	SP	Load/peaker
K/V	Horn/strobe	AD	Ancillary device	ET	Fire phone
H	Horn	EOL	End of line resistor	GA	General alarm

Transit Building

No report has been provided, Contractor will need to confirm. The Regional District Building Maintenance Crew have identified that there are only devices found on site are two (2) alarm speakers.