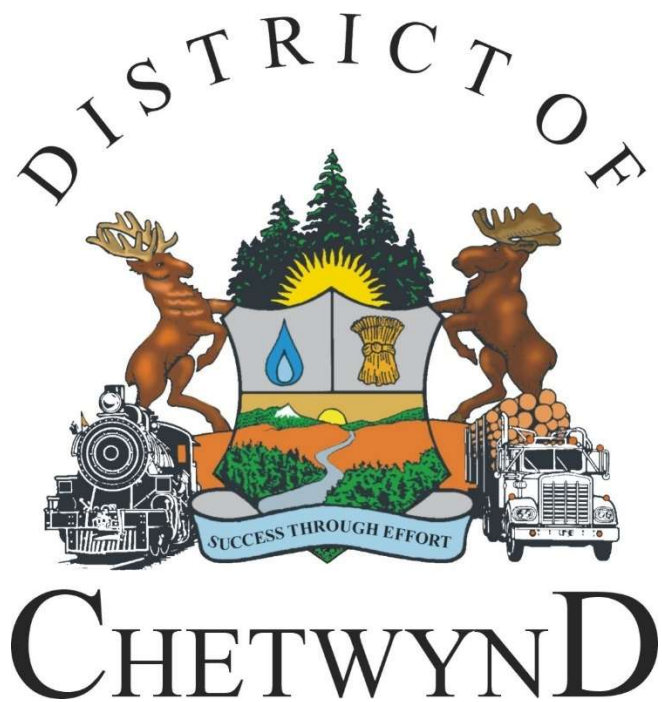




Request for Quote As and When Electrical Services and Technical Safety BC Representation

Sept 15, 2026

PROJECT SUMMARY

This project is to secure an as and when electrical services contractor for the District of Chetwynd. This service includes being appointed the Field Safety Representative for the District of Chetwynd's Electrical Operating Permits through Technical Safety BC, completing an annual electrical inspection of permitted facilities, and an audit of all facilities to ensure permitting compliance with Technical Safety BC.

KEY DATES

Date of Issue	Sept 15, 2026
Deadline for Submitting Questions	Sept 22, 2026
RFQ Closing Date	Sept 29, 2026 at 2:00:00 pm local time
Anticipated Award Date	Oct 6, 2026
Contract Term	1 year with option to renew for an additional 1 year term

Every attempt will be made to meet all the dates listed above; however, the Owner reserves the right to modify any or all dates at its sole discretion.

RFQ documents are available for download at:

- District of Chetwynd website at <https://www.gochetwynd.com/>

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1. INSTRUCTIONS TO BIDDERS

1.1 Definitions

For the purposes of this Request for Quotes:

- 1.1.1 **Bidder** means the individual or company that submits, or intends to submit, a Bid Submission for consideration.
- 1.1.2 **Bid Submission** means a bid submitted in response to the RFQ
- 1.1.3 **Closing Time** means the day and time specified in this document by which the Bid Submission must be received by the Owner.
- 1.1.4 **Contract** means the written form of agreement between the Owner and the Contractor.
- 1.1.5 **Contractor** means the successful Bidder to this RFQ process who enters into a written Contract with the Owner.
- 1.1.6 **Owner** means the District of Chetwynd.
- 1.1.7 **RFQ** means Request for Quote.

1.2 Submission of Bids

- 1.2.1 Bid Submissions must be received by **2:00:00 pm local time on Sept 29, 2026** at the District Office located at 5400 Hospital Road, Chetwynd, BC V0C 1J0 or electronically by emailing to purchasing@gochetwynd.com
- 1.2.2 Bid Submissions delivered in hard copy must be in sealed envelopes marked clearly with the following: "Sealed Bid, As and When Electrical Services and Technical Safety BC Representation RFQ, Attn: Director of Engineering & Public Works"
- 1.2.3 Bid Submissions delivered by email must contain the following in the email subject line: "Sealed Bid, As and When Electrical Services and Technical Safety BC Representation RFQ, Attn: Director of Engineering & Public Works"
- 1.2.4 Bid Submissions received after the Closing Time may not be accepted.
- 1.2.5 Questions related to this RFQ should be directed in writing by email to sweightman@gochetwynd.com
- 1.2.6 The deadline for submitting questions related to this RFQ is Sept 22, 2026.

1.3 Acceptability of Bid Submission

- 1.3.1 The Owner reserves the right to:
 - a. reject any or all Bid Submissions, or any part thereof;
 - b. accept the Bid Submission that is in the best interest of the Owner; the lowest Bid Submission shall not necessarily be accepted;
 - c. waive any informality in the Bid Submissions.

- 1.3.2 By providing a Bid Submission, the Bidder is expressly accepting all terms and conditions referenced in this RFQ.
- 1.3.3 Bid Submissions that are unsigned, incomplete, illegible, unbalanced, obscure, or contain irregularities may be rejected as informal.
- 1.3.4 Award of this Contract is subject to the approved budget.

1.4 Contract Award

A Contract for Service will be issued upon award.

1.5 Extras

Except as otherwise provided in the Contract, no payment for extras shall be made unless such extras have been authorized in writing by the Owner.

1.6 Default

The Owner may, subject to the provisions of this section, by written notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the supplies, or to perform the services within the time specified herein or any extension thereof.

1.7 Liability

The Contractor shall ensure that the Owner, its officers and employees, are saved harmless from any liability whatsoever arising out of the Contractor's performance or non-performance of the terms of this RFQ, including the performance by any sub-contractor.

1.8 Bid Withdrawal

Bid Submissions may be withdrawn by giving written notice delivered by email to purchasing@gochetwynd.com, provided such notice is received prior to the Closing Time.

1.9 Amendment of Bid Submissions

A Bidder may amend a Bid Submission by giving written notice delivered by email to purchasing@gochetwynd.com, provided such notice is received prior to the Closing Time.

1.10 Payment

The Contractor shall submit an invoice to the Owner after the work has been completed. Invoices will be paid within 30 days of receiving them.

1.11 FOIPPA

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

2. SCOPE OF WORK AND SPECIFICATIONS

The District of Chetwynd is seeking qualified bidders to bid on an as and when contract for the provision of electrical services for the District of Chetwynd, its facilities, and infrastructure including street lighting.

This person is required to perform the annual electrical inspections for Technical Safety BC, and agrees to be appointed the Field Safety Representative for the District of Chetwynd's Technical Safety BC permitting. This person must be a valid Field Safety Representative authorized by Technical Safety BC to oversee and take responsibility for regulated electrical work for our District.

This person will also be contracted to provide as and when electrical services to the District for the maintenance of the electrical systems in District facilities including but not limited to preventative maintenance work, routine maintenance, electrical repairs as identified by staff, electrical repairs as identified by electricians, street light repair, and emergency electrical repairs as required.

The District will commit to providing as much notice as possible in advance of requiring electrical services, minimum of 24 hours for routine work, and to schedule services as appropriate with the successful contractor. The successful contractor will have first right of refusal for routine electrical work, however the District reserves the right to contract other electricians to complete tasks that are unable to be scheduled in a timely manner.

The District would also like to undertake an audit of all District facilities to ensure that the facilities are permitted in compliance with Technical Safety BC.

Where the audit identifies new permits, permit updates, or other requirements with Technical Safety BC, the District and the electrical services contractor will work together to communicate and coordinate the required permitting activities. The electrical services contractor will be responsible for preparing, submitting, coordinating, and completing the required permit applications, updates, inspections, and related work, as required, to ensure that District facilities are appropriately permitted and remain in compliance with Technical Safety BC requirements.

The electrical services contractor will keep the District informed of any permitting requirements identified through the audit and will work to address and complete them as and when required.

2.1 A list of facilities with permits has been included below and is not exhaustive of all items that may be required:

- Annual Electrical Inspections for Technical Safety BC
- Be the Contact for and named on Technical Safety BC permits for 14 facilities for the District of Chetwynd. Current facilities with permits are:
 - Bottle Depot- 15224 54th Street NW
 - Dog Pound- 5370 Nicholson Road
 - Airport- 4733 Airport Road
 - Forestry Building- 5458 North Access Road
 - Street Lighting- 47th Avenue
 - Waterfill Station- 5375 Nicholson Road
 - District Office- 5400 Hospital Road
 - Public Works- 4508 Nicholson Road
 - Sewage Lift Station- Sewage Lift Road

- Rotary Park- 4695 Airport Road
 - Pine Valley Exhibition Park- 3899 51st Avenue
 - Low Lift Station- Water Treatment Road
 - High Lift Station- Water Treatment Road
 - Canadian Air Hanger- 4717 Airport Road
- Complete an audit of facilities with the Director of Engineering that will result in an updated facility permit list and confirm all District facilities that require permits are permitted correctly for their current or future uses.

2.2 Delivery Requirements

- 2.2.1 The Contractor will complete the annual electrical inspection no later than November 30 each calendar year.
- 2.2.2 The Contractor shall provide a report at the completion of the annual inspection detailing deficiencies that require repair, list the priority of repair (High, medium, low) and approximate cost of the repair work.
- 2.2.3 The contractor shall provide 2 external references for project work you have completed which is similar to the Scope of Work specified in this RFQ. Provision of this information constitutes consent for the District to contact the references.

3. RFQ FORMS

Bidders should submit only the following documents:

- Form 1 – Company Details
- Form 2 – Bid Sheet

3.1 Form 1 – Company Details/References

By way of submission, we acknowledge that we have received and carefully reviewed all of the RFQ documents, including all posted addenda.

Authorized Signature

Printed Name

Company Legal Name

Date

Full Address

Telephone Number

Email Address

References:

Project Name:	
Project Value:	
Brief Scope of Project:	
Company Name and Contact:	
Contact Information:	

Project Name:	
Project Value:	
Brief Scope of Project:	
Company Name and Contact:	
Contact Information:	

3.2 Form 2 – Bid Sheet

In accordance with the RFQ requirements and specifications which I/we have carefully examined, the undersigned hereby submits a firm price to perform the work required for the sum of:

Project Title: As and When Electrical Services and Technical Safety BC Representation

Pricing to install ornamental lighting on 49th Avenue NW

All prices must be in Canadian Dollars (CAD) and exclude GST. Pricing must include installation, and associated costs.

ITEM	DESCRIPTION	QUANTITY	PRICE/UNIT OF MEASURE
1	Hourly Rate for As and When Electrical Services	N/A	\$ /hour
2	Flat Rate for Annual Electrical Inspection and reporting. Including representation for Technical Safety BC Permitting. (14 locations)	1	\$
3	Audit of facilities and permit updates as required	1	\$

Subtotal: \$_____ (only include the annual inspection and audit costs. As and When services and materials will be paid as incurred.)

GST (5%): \$_____

PST (7%): \$_____

Total Tender Price: \$_____

Note: In order to comply with the Freedom of Information and Protection of Privacy Act (FOIPPA) and protect the unit prices of bidders, the unit price and calculated subtotals will not be announced or released.

This RFQ will not be opened publicly.

Company Legal Name _____