SALMONARM RECREATION

SASCU Recreation Centre Exterior Painting

Request for Proposals
001-2026

Shuswap Recreation Society Request for Proposals Number: 001-2026
Issue date: March 1st, 2026.
Closing Time: Proposal must be received **before** 4:00 PM Pacific Time on: March 31st, 2026.

SOCIETY CONTACT PERSON:

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Society's option.

David Knight, Operations Manager,
2600 – 10 Avenue NE, Salmon Arm, BC V1E 2S4, Fax: 250-833-4656, e-mail: dknight@salmonarmrecreation.ca

DELIVERY OF PROPOSALS:

Proposals may be sent by mail, courier, or e-mail. Two (2) complete hard copies of the proposal must be submitted to:

Shuswap Recreation Society
2600 10 Ave N.E.
Salmon Arm, B.C. V1E 2S4
Attention: David Knight, Operations Manager
dknight@salmonarmrecreation.ca

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

PROPONENTS' MEETING: An optional Proponents' meeting will be held March 11th, 2026, at 11:00am PST to do a perimeter walk of the facility and answer any questions at this time.

PROPONENT SECTION:

A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the signed and completed page with the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal, we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	***Legal Name of Proponent*** *(and Doing Business as Name, if applicable):*
Printed Name of Authorized Representative:	*Address of Proponent:*
Title:	
Date:	*Authorized Representative phone, fax, or email address (if available):*

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

a. "Society" means the Shuswap Recreation Society;

b. "Contract" means the written agreement that may result from this Request for Proposals and shall be executed by the Society and the Contractor;

c. "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Society;

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

e. "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

f. "Province" means Her Majesty the Queen in Right of the Province of British Columbia;

g. "Request for Proposals" or "RFP" means the process described in this document; and

h. "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Society. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.
Hard copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.
In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

4. Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Society's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might

be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a proposal.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

5. Evaluation

The Society reserves the right to waive or reject any or all submissions or accept the submission deemed most favourable to the interests of the Society. Without limiting the generality of the foregoing, any submission which is incomplete, obscure, irregular, or has unauthorized erasures or corrections may be rejected. Any awards shall be made based on the criteria as stated in the Evaluation of Responses.

6. Negotiation Delay

If the Society desires to enter into a written Contract and it cannot be negotiated within thirty days of notification of the successful Proponent, the Society may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

7. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Society.

8. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

9. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Society for purposes of clarification.

10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Society, if any. If the Society elects to reject all proposals, the Society will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

12. **Proposal Validity**

Proposals will be open for acceptance for at least 90 days after the closing date.

13. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

14. Currency and Taxes

Prices quoted are to be:

a. in Canadian dollars;
b. exclusive of applicable taxes.

15. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

16. Sub-Contracting

Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Society's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Society Contact Person listed on page 1 prior to submitting a proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Society.

17. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The Society is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Society will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation, or by-law.

18. **Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract, with the approval of the Board of Directors for the Society, will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

19. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Society on the terms set out in Appendix B.

20. Liability for Errors

While the Society has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Society, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals

21. Modification of Terms

The Society reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

22. Ownership of Proposals

All proposals submitted to the Society become the property of the Society. They will be received and held in confidence by the Society, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

23. Use of Request for Proposals

Any portion of this document, or any information supplied by the Society in relation to this Request for proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by the Society in relation to this Request for Proposals.

24. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Society, including the evaluation committee and any appointed officials of the Society, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Society.

25. No Collusion

Proponents must not communicate, directly or indirectly, with any other Proponent (including through any employees, agents, or contractors) regarding the preparation, content, or submission of proposals.

26. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Society with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Society. Such written consents are to specify that the personal information may be forwarded to the Society for the purposes of responding to this RFP and use by the Society for the purposes set out in the RFP. The Society may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Society.

B. Requirements and Response

Introduction & Purpose

The City of Salmon Arm and the Shuswap Recreation Society invite qualified and experienced painting contractors to submit proposals for the preparation and repainting of the specified existing blue exterior metal cladding at the SASCU Recreation Centre located at 2550 10th Ave NE, Salmon Arm, BC. The goal is to restore and protect the exterior envelope using a durable coating system closely matching the existing blue pattern.

Background & Site Description

The SASCU Recreation Centre is a multi-use public facility with extensive exterior metal cladding that has experienced wear over time. The identified areas of the site have been tested and confirmed for lead levels

that will require appropriate abatement considerations for any disturbance to the existing paint. The project area includes all designated sections of the metal exterior façade with an approved blue tone, and the new coating must match or closely resemble this original color. The final colour will be discussed and approved with the Society prior to ordering supplies. Access impacts are expected to be minimal, and operational hours are flexible. **Only the existing blue cladding shall be included in the scope of work.**

The following paints will be considered acceptable paint varieties for primers and topcoats:

Primers

- Benjamin Moore –Waterborne Bonding Primer HP1750

Top Coats

- Benjamin Moore – Command waterborne acrylic urethans gloss HP3900

Painting extents that the proponent will bid on shall match the elevations drawings attached as Schedule A

Scope of Work

1. Appropriate plan provided for the safe handling, removal, and disposal of hazardous materials.
2. Surface preparation of exterior metal cladding including washing, degreasing, rust treatment, scraping, sanding, spot priming, and full priming as required and in conjunction with safe handling plan as provided.
3. Protection of adjacent surfaces, entrances, landscaping, signage, and public access routes.
4. Supply and application of a commercial-grade, exterior metal-coating system matching the existing blue tone with primer application
5. Application of required number of coats per manufacturer specifications.
6. Work scheduling to minimize disruption; limited access restrictions expected.
7. Daily cleanup, waste disposal, and site restoration.

Contractor Requirements, as per Appendix B

1. Valid Salmon Arm Business License.
2. Bonded contractor.
3. WorkSafeBC certified and in good standing.
4. Insurance coverage naming the City of Salmon Arm and Shuswap Recreation Society as additional insured parties.

Schedule

1. Issue Date: March 1, 2026
2. Question Deadline: March 15, 2026
3. Closing Date: March 31, 2026
4. Award date: April 15, 2026
5. Job Completion date – September 30th 2026

Proposal Submission Requirements

1. Project approach and schedule.
2. Description of coating products.
3. Confirmation of bonding, licensing, insurance, and WorkSafeBC status.
4. Pricing and optional alternates.

Evaluation
This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

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

Criteria	
a)	The proposal must be received at the closing location before the specified closing time.
a)	The proposal must be in English and may be delivered in-person, by courier, mail, or e-mail.
b)	The proposal must be submitted with one unaltered, completed Request for Proposals cover page including a signed Proponent Section.
c)	The proposal must include a firm, fixed, all-inclusive price for each element described above.

Desirable Criteria
Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Criterion	**Weight**	**Minimum score**
A. METHODOLOGY	40	
Descriptive narrative Explanation of how contract will be managed in accordance with key requirements		
B. PROPONENT PROFILE	40	
Qualifications and experience References		
C. PRICE PROPOSAL	20	
D. GRAND TOTAL = (A + B + C)	100	

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

a) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions.
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."

Proponent Response
In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

1. Your company's past experience delivering similar services. Identify key personnel and outline their qualifications;

2. Proposed fees. Provide a firm, fixed, all-inclusive price for each element described in the table above. Separate claims for disbursements will not be allowed, and extras will not be permitted;
3. Your company's approach to public engagement; and
4. How your company will ensure that it meets the required timelines.

Appendix A Facility Specification

The Society has identified the following areas of the SASCU Recreation and Aquatic Centre at 2550 - 10 Avenue SE in Salmon Arm for painting;

SASCU
RECREATION CENTRE
POOL - RACQUET COURTS - GYM

SASCU
RECREATION CENTRE

AUDITORIUM

Appendix B – Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Society that will include the following selected contract clauses.

Compliance With Laws
The Lessee will give all the notices and obtain all the licenses and permits required to perform the work. The Lessee will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia
Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration
All disputes arising out of or in connection with the Agreement will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

Indemnity
Any Agreement resulting from this Request for Proposals will require that the Lessee indemnify and save harmless the City of Salmon Arm and Society, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Society at any time or times (either before or after the expiration or sooner termination of this Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Lessee or by any servant, employee, officer, director or sub-Contractor of the Lessee pursuant to the Contract excepting always liability arising out of the independent acts of the Society.

Insurance
Any Agreement resulting from this Request for Proposals may require that the Lessee, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Agreement term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Society. All required insurance will be endorsed to provide the Society with 30 days' advance written notice of cancellation or material change. The Lessee will provide the Society with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Agreement.

Comprehensive Commercial General Liability in an amount not less than $2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Shuswap Recreation Society and the City of Salmon Arm are to be added as an additional insured, and the policy shall contain a cross-liability clause.

Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than $2,000,000.

Registration with Workers' Compensation Board
The Lessee and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.