



Sidney



**north
saanich**

**TOWN OF SIDNEY
AND
DISTRICT OF NORTH SAANICH**

**SUPPLY AND DELIVERY OF CUSTOM MISTING
STATION / WATER FOUNTAINS**

REQUEST FOR QUOTATIONS NO. 2026-005_REV1

Date of Issue: June 30, 2026

Closing Date: July 22, 2026 at 2:00 PM PDT

Disclaimer:

The Town of Sidney and the District of North Saanich (the “Municipalities”), as public bodies, are bound by the provisions of BC’s Freedom of Information and Protection of Privacy Act (FIPPA).

Suppliers should be aware that submissions provided to the Municipalities become the property of the Municipalities and may be made available to the public, pursuant to the provisions of the Act.

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1. PROJECT OVERVIEW

The Town of Sidney and the District of North Saanich (the "Municipalities") are seeking quotations from qualified manufacturers or suppliers for the design, fabrication, supply, and delivery of up to nine (9) outdoor water fixtures. These units will be installed in various parks and public spaces to serve as cooling infrastructure during extreme heat events while providing daily drinking water access.

Because the Municipalities require the flexibility to select different types of features depending on the specific installation location and available budget, Suppliers must provide pricing for various fixture combinations including configurations featuring up to four integrated components (e.g., misting station, bottle filler, drinking fountain, and pet fountain).

Depending on the unit pricing provided in this RFQ, the Municipalities reserve the right to increase or decrease the total number of units purchased.

2. INSTRUCTIONS TO SUPPLIERS

2.1 Closing Date and Time

Quotations must be received by the Municipalities on or before 2:00 p.m. local time on July 22, 2026. Late quotations will not be accepted.

Please submit one (1) digital copy of the Quotation signed by a person authorized to legally bind the Supplier, addressed and delivered to:

Andrew Hicik, Director of Finance
Re: 2026-005_REV1 Supply of Misting Stations / Water Fountains
Town of Sidney
tenders@sidney.ca

Suppliers are welcome to submit more than one (1) Quotation if they wish to propose alternative designs (i.e. different materials or components). Submissions must be submitted as one virus-free PDF file, no larger than 10 Mb.

Please note the following:

- Quotations will NOT be opened in Public.
- Although they are being submitted to the Town, Quotations will be shared, in their entirety, with the District of North Saanich.
- It is the sole responsibility of the Supplier to ensure the Town receives its Quotation prior to the closing time and date. The Supplier shall bear all costs to prepare the Quotation.

- Completed Quotations must be marked **“2026-005_REV1 Supply of Misting Stations / Water Fountains”** and dated with the submission date.
- Suppliers assume the entire risk when submitting Quotations via email. The Town will not be liable for any delay or rejection for any reason, including but not limited to, technological delays or issues caused by any network or email program, rejected as suspected spam, virus, malware, or email not identified in the Subject Line as a submission and being missed. The Town will not be liable for any damages associated with Quotations not being received or being missed.

2.2 Inquiries

All inquiries related to this Request for Quotations are to be submitted in writing (via email) to:

Jenn Clary
jclary@sidney.ca

Deadline: Inquiries should be made no later than five (5) business days before the Closing Date. No addendum will be issued less than two (2) business days before the Closing Time.

3. SCOPE OF SUPPLY

The successful Supplier shall provide all design services, materials, fabrication, and shipping necessary to deliver fully assembled (or easily assembled) units to:

Town of Sidney Public Works Yard
2285 Ocean Ave, Sidney
BC V8L 0C7

Installation will be completed by Municipal staff or a separate contractor and is not included in this RFQ. Municipal staff will determine the final allocation of configurations across the designated park locations following contract award.

4. TECHNICAL SPECIFICATIONS

The proposed units must meet the following design, operational, and durability requirements:

4.1 Required Configurations

To accommodate budgets and park needs, the proposed system must be modular or available in distinct models. Suppliers must provide itemized pricing for the following configurations:

- Configuration A: Drinking Fountain + Misting Station + Water Bottle Fill + Pet Fountain
- Configuration B: Drinking Fountain + Misting Station + Water Bottle Fill
- Configuration C: Drinking Fountain + Water Bottle Fill + Pet Fountain
- Configuration D: Drinking Fountain + Water Bottle Fill

- Configuration E: Drinking Fountain + Misting Station
- Configuration F: Drinking Fountain + Pet Fountain

Vendors are welcome to submit other recommended configurations, if they have off-the-shelf options.

4.2 Mandatory Requirements

- The units are NOT required to be frost-proof or freeze-resistant. All fixtures will be fully drained, winterized, and turned off by municipal staff during the winter months. The design must allow for straightforward winterization and easy access to the internal plumbing for municipal staff.
- For units equipped with a misting system (Configuration A, B and E), the misting system must feature an independent, secure shutoff valve.
- Each unit must connect to a standard municipal potable water supply line and must be designed to be free draining into the surrounding soil/drainage rock. No sanitary sewer tie-in will be utilized.
- Mechanisms (e.g., push buttons) must be easy to operate for the general public, including children, seniors, and users of all physical abilities. Where included, the mist function must be push button activated and run on a timer to ensure that it is only running while in use.
- The units will be placed in unsupervised public parks. They must be constructed of heavy-duty, weather-resistant materials (e.g., marine-grade 316 stainless steel or heavy-duty powder-coated steel). Components must feature tamper-resistant hardware and be robust against vandalism.
- Aesthetic design for these units being installed in public spaces will be a factor in selection.
- Parts should be easily replaceable.
- The manufacturer must provide a minimum one (1) year comprehensive warranty covering all components, including the structure, finish, and internal plumbing, against defects in materials and workmanship. The warranty period shall commence from the date the units are delivered to and accepted by the Municipalities.

5. SCHEDULE

The Town's anticipated schedule is as follows:

Item	Anticipated Date*
RFQ Issued	June 30, 2026
Deadline for Questions	July 15, 2026
RFQ Closing	July 22, 2026
Contract Award	August 11, 2026
Mist Station / Water Fountain Delivery	October 6, 2026

* Project schedule subject to negotiation with successful Supplier.

Suppliers must state their estimated lead time for design, fabrication, and delivery in their submission to confirm this timeline is achievable.

6. SUBMISSION REQUIREMENTS

To be considered, Suppliers must submit a complete quotation package including:

1. Company Profile and Experience
 - Brief overview of your manufacturing capabilities and experience producing durable outdoor park fixtures.
2. Concept Design / Cut Sheets
 - Drawings, 3D renderings, or specification sheets showing the proposed design, dimensions, materials, and layout of the fountain/mist station configurations.
3. Component List
 - Details on the valves, misting nozzles, and push-button hardware being utilized, including maintenance requirements.
4. Warranty Information
 - Detailed warranty terms for the structure, finish, and plumbing components.
5. Pricing Schedule**
 - Cost per unit for Configuration A (Drinking Fountain + Misting Station + Water Bottle Fill + Pet Fountain)
 - Cost per unit for Configuration B (Drinking Fountain + Misting Station + Water Bottle Fill)
 - Cost per unit for Configuration C (Drinking Fountain + Water Bottle Fill + Pet Fountain)
 - Cost per unit for Configuration D (Drinking Fountain + Water Bottle Fill)
 - Cost per unit for Configuration E (Drinking Fountain + Misting Station)
 - Cost per unit for Configuration F (Drinking Fountain + Pet Fountain)
 - Volume discounts (if applicable)
 - Estimated freight/shipping costs to Town of Sidney Public Work Yard.

** Suppliers are requested to provide a cost per unit for each configuration listed. However, if a manufacturer is unable to manufacture a specific configuration, they may choose not to submit a price for that item, provided a brief explanation comment is included (e.g., "Not economically feasible to build configuration").

7. EVALUATION CRITERIA

Quotations will be evaluated based on the following weighted criteria:

Category	Details	Weight
Design and Functionality	How well the proposed unit meets the specifications, including accessibility and the separate misting shutoff across all modular variants.	25%
Durability and Maintenance	Quality of materials, vandal resistance, and ease of ongoing maintenance and winterization.	25%

Cost	Overall value to the Municipalities, including base cost for the various configurations and shipping.	40%
Schedule	Ability to deliver within the Municipalities' desired timeline.	5%
Value Add	Any additional information that may be beneficial to the Municipalities.	5%

The Town, in its sole discretion, may disqualify any Supplier before its evaluation is fully completed if it contains false information, reveals a conflict of interest, or if the Supplier misrepresents any information provided within it. Quotations will be evaluated based on conformance with all aspects of the RFQ, and Suppliers should include in their Quotations all relevant information that would allow the Municipalities to accurately assess their organization. The Municipalities will make no assumptions on behalf of the Suppliers.

8. GENERAL CONDITIONS

8.1 Occupational Health and Safety

The Supplier is solely responsible for the health and safety of their own workers during the manufacturing, transport, and delivery of the units. The successful Supplier must be registered and in good standing with WorkSafeBC (or the equivalent workers' compensation authority in their home jurisdiction).

The Supplier must comply with all applicable provisions of the *Workers Compensation Act* and Occupational Health and Safety Regulation of British Columbia, or the equivalent regulations in the jurisdiction where manufacturing occurs, throughout the duration of the contract.

8.2 Insurance

The Supplier must maintain Comprehensive General Liability Insurance of not less than \$5,000,000 inclusive per occurrence, naming the Town of Sidney and the District of North Saanich as additional insureds.

8.3 Conflict of Interest

Suppliers must disclose any actual or potential conflicts of interest with the Town or the District of North Saanich, their elected officials, or employees.