



**Sidney**



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

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

**REQUEST FOR QUOTATIONS NO. 2026-005**

**Date of Issue: May 7, 2026**

**Closing Date: May 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.*

## Table of Contents

1. PROJECT OVERVIEW .....	3
2. INSTRUCTIONS TO SUPPLIERS .....	3
3. SCOPE OF SUPPLY.....	4
4. TECHNICAL SPECIFICATIONS.....	4
5. SCHEDULE .....	5
6. SUBMISSION REQUIREMENTS .....	6
7. EVALUATION CRITERIA.....	6
8. GENERAL CONDITIONS.....	7

## 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 nine (9) combined drinking fountain and misting station units.

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. As this requires a unique combination of features, the Municipalities anticipate that a custom or modified-off-the-shelf design will be required.

Depending on the unit pricing provided in this RFQ, the Municipalities reserve the right to increase 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 May 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 Supply of Misting Stations / Water Fountains  
Town of Sidney  
[tenders@sidney.ca](mailto: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 Supply of Misting Stations / Water Fountains”** and dated with the submission date.

- Suppliers assume the entire risk when submitting a 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](mailto: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.

## 4. TECHNICAL SPECIFICATIONS

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

### 4.1 Mandatory Requirements

- Each unit must integrate, at a minimum, one (1) drinking fountain and one (1) misting station/nozzle system into a single standalone pedestal or structure.
- The misting system must feature an independent, secure shutoff valve (e.g., keyed or internal access panel). This is critical, as the misting function will be activated by municipal staff during extreme heat events, while the drinking fountain will remain active all year.
- The drinking fountain must remain fully operational through the winter months and feature freeze-resistant components. Because the misting station will be winterized, the unit's plumbing must allow staff to shut off and drain the misting components independently while leaving the drinking fountain active.

- 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. 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.
- The design must allow for straightforward winterization of the misting components and easy access to the frost-proof valves and internal plumbing for municipal maintenance staff. 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.

#### 4.2 Highly Desirable Features (Value-Add)

While the above elements are mandatory, quotes that incorporate the following features within a reasonable footprint and budget will be awarded higher evaluation scores:

- **Bottle Fill Station:** Integration of a sanitary, easy-to-use water bottle filling dispenser. This is the most desirable value-add.
- **Pet Fountain:** A ground-level, self-draining pet water bowl or dispenser. Separately costed options within the same quote can be provided.

## 5. SCHEDULE

The Town's anticipated schedule is as follows:

Item	Anticipated Date*
RFQ Issued	May 7, 2026
Deadline for Questions	May 15, 2026
RFQ Closing	May 22, 2026
Contract Award	June 9, 2026
Mist Station / Water Fountain Delivery	July 22, 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.
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 base unit (1 to 9 units)
  - Cost per unit for any additional units (10+ units)
  - Itemized costs for the "Highly Desirable" options (bottle filler, pet bowl) if they are priced as add-ons.
  - Estimated freight/shipping costs to Town of Sidney Public Work Yard.

## 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 mandatory and highly desirable specifications, including accessibility and the separate misting shutoff.	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, shipping, and the cost of any optional features.	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.