



## **REQUEST FOR PROPOSALS**

### **Fuel Inventory Supply Fuel Dock at Fisherman's Wharf**

RFP No.: 2024-Fw-FD-01

Issued: March 12, 2024

**Submission Deadline: April 26, 2024  
2:00 p.m. PST**



# TABLE OF CONTENTS

## Invitation

1.1	Introduction	5
1.2	Intent to Submit	7
1.3	Not a Tender	7
1.4	Closing Date/Time and Contact Information	7
1.5	Site Meeting or Pre-Proposal Meeting	7
1.6	First Nations Business Opportunities	9
1.7	Great Victoria Harbour Authority	9

## Instructions to Proponents

2.1	Definitions	12
2.2	Examination of RFP	12
2.3	Enquiries	12
2.4	Proposal Submissions	13
2.5	Amendments to Proposals	13
2.6	Proposal Preparation Costs	13
2.7	Limitation of Damages	14
2.8	Proposal Evaluation	14
2.9	Proposal Presentation	15
2.10	Proposal Confidentiality	15
2.11	Conflict of Interest	15
2.12	Solicitation of GVHA Staff	15
2.13	No Collusion	15
2.14	Disqualification	16
2.15	Litigation	16
2.16	No Contract	16
2.17	Reservation of Rights	17
2.18	Acceptance of Proposal	17

2.19	Firm Pricing	17
2.20	Currency and Taxes	17
2.21	Negotiation Delay	18
2.22	Subcontracting	18
2.23	Assignment	18
2.24	Law	18

## Scope of Services

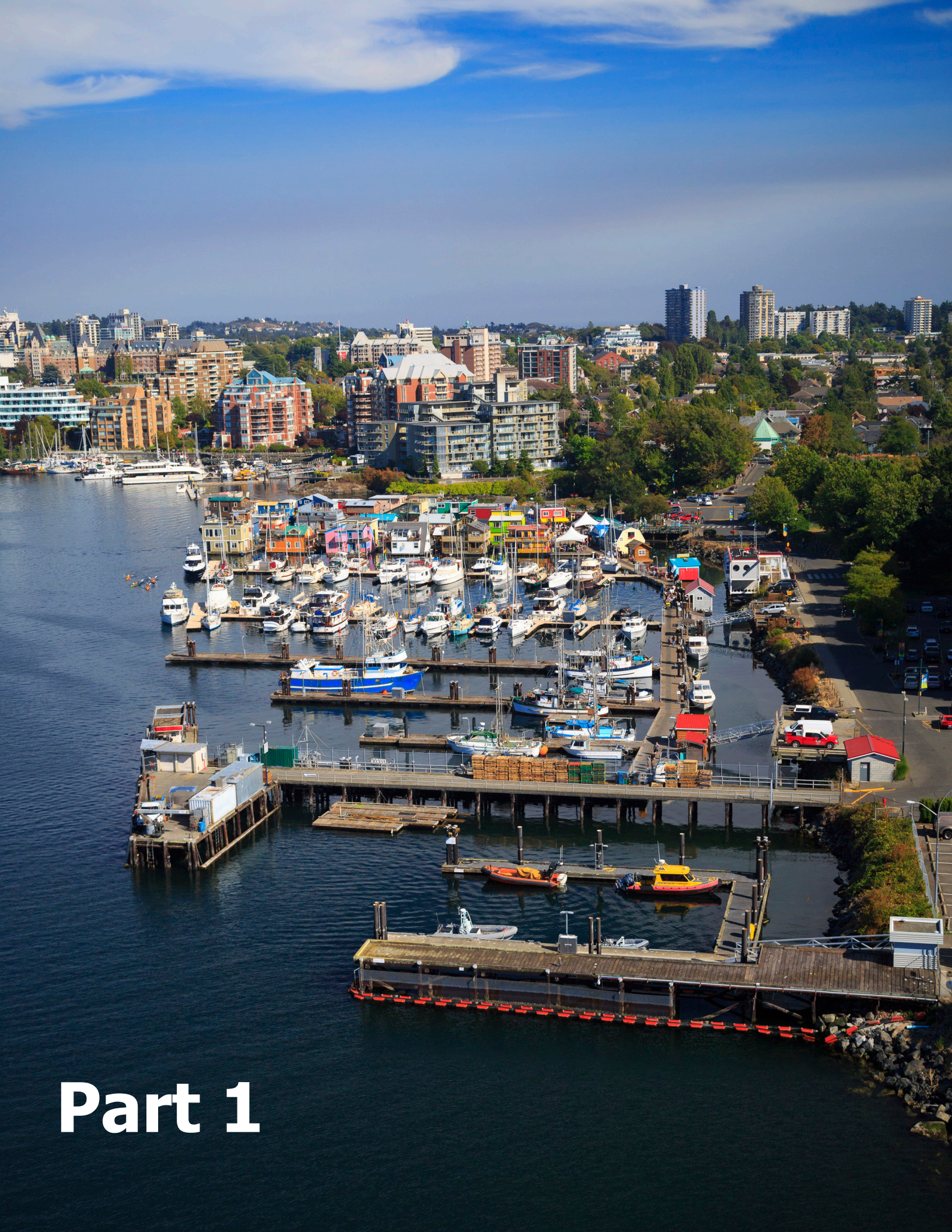
3.1	Introduction	20
3.2	Considerations	20
3.3	Summary of Services	21
3.4	Terms and Conditions	21

## Format of Proponents RFP Response

4.1	Proposal Format	23
4.2	Proposal Contents	23

<b>Schedule A</b>	Form of Proposal	25
<b>Schedule B</b>	Evaluation Criteria	26
<b>Schedule C</b>	Key Dates	27
<b>Schedule D</b>	Historical Volumes	28





# Part 1



# 1. INVITATION

## 1.1 INTRODUCTION

Greater Victoria Harbour Authority (“GVHA”) invites interested parties with relevant and extensive experience to submit a Proposal under this Request for Proposal (“RFP”) to provide supply services for petroleum products to the Fuel Dock at Fisherman’s Wharf (the “Fuel Dock”).

The Fuel Dock offers marine grade ultra-low sulphur diesel and premium gasoline to a variety of vessels. GVHA owns and operates the Fuel Dock. Consistent and safe fuel supply is an integral element of the working harbour.

This RFP is for provision of petroleum products, delivered via truck, to existing upland fuel storage tanks which service the Fuel Dock (the “Supply Point”). A detailed scope summary of the project is provided as in Section 4 of RFP.

The Selected Proponent will be responsible, subject to the Contract, for the Services set out in Section 3.

This RFP document describes the supply of services sought by GVHA and sets out GVHA’s RFP process, evaluation and selection process and Proposal requirements. Proponents must demonstrate through their proposal that they meet all objectives identified by GVHA and how their business operations align with GVHA’s goals.



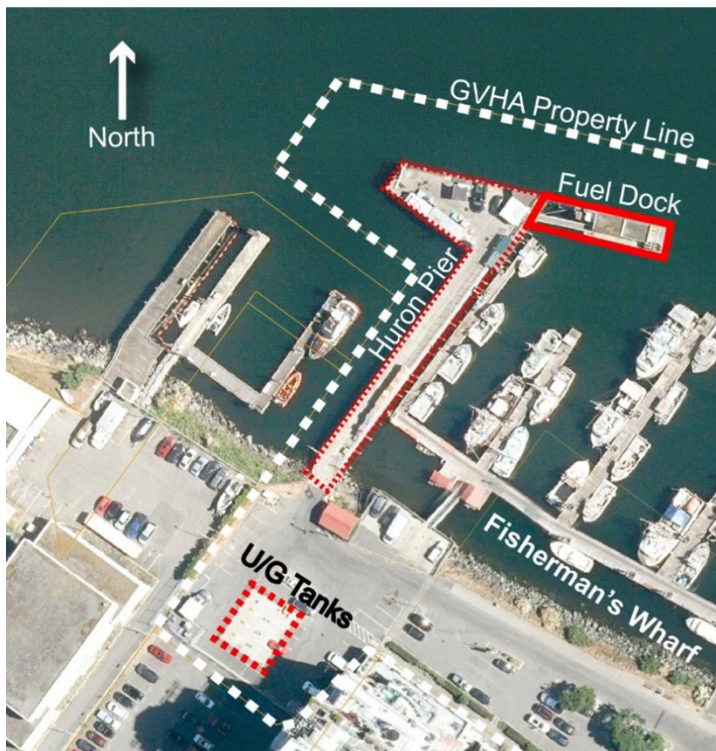


Figure 1 – Fuel Dock and Location of Underground Tanks (“Supply Point”)

### Key objectives for GVHA:

- Enter a 3-5 year contract with a vendor to provide petroleum products to the Fuel Dock.
  - Ensure consistent, reliable fuel dispensing abilities in service of the working harbour, including uninterrupted fuel supply in the event of an emergency on Vancouver Island or one that affects Vancouver Island.
- 
- Establish a vendor relationship with a supplier who can communicate effectively with GVHA about operational concerns, technology, fueling industry trends, concerns brought forward by fuel dock customers and environmental concerns.
  - Work with a vendor who can provide quality customer service as well as products which are suited to the market. The vendor should be able to respond to seasonal fluctuations in volumes.
    - In accordance with local, provincial and federal legislation and all environmental regulations, minimize risk to marine assets and wildlife. GVHA makes no representations or warranties with respect to this RFP. Notwithstanding the information provided in this RFP, Respondents must satisfy themselves through their own due diligence with respect to the market characteristics and demand for the Services.



## **1.2 INTENT TO SUBMIT**

To ensure that all addenda and clarifications are received, invited Proponents are required to email the Project Manager, Jess Reeves (JReeves@gvha.ca), regarding their intention to submit a proposal for this project. Please advise the Project Manager no later than 2:00 p.m. PST on Friday, April 12, 2024, of intention to submit. Please use subject line: “RFP – FUEL SUPPLY Intent to Submit ” in your correspondence.

## **1.3 NOT A TENDER**

This is a Request for Proposal and not a tender call.

## **1.4 CLOSING DATE AND TIME & CONTACT INFORMATION**

To participate, a Proponent must deliver its Proposal to GVHA, in accordance with the instructions set forth in this RFP, before the Closing Date and Time.

All proposals must be received no later than Friday, April 26, 2024, at 2:00 p.m. PST (the “Closing Date and Time”).

Questions on this RFP should be directed to the Project Manager no later than Wednesday, April 17, 2024, at 2:00 p.m. PST. Subject line should read “RFP – FUEL SUPPLY Enquiry” All questions received by this deadline will be answered and shared with all recipients of the RFP who have expressed their intention to submit under 1.2. Questions received after this deadline will not be answered.

Submissions that do not adhere to these requirements and other requirements of the RFP may not be accepted.

## **1.5 SITE MEETING OR PRE-PROPOSAL MEETING**

A non-mandatory site meeting or pre-proposal meeting is scheduled for Monday, March 25, 2024 at 11:00 a.m. PST, in relation to this RFP. Interested Proponents will be invited to meet at the entrance to the west ramp at Fisherman’s Wharf, as seen in Figure 2. The purpose of the meeting is to assess the location of the Supply Point and surrounding access. All attendees are required by GVHA to wear Personal Protective Equipment, this includes suitable footwear and high visibility vest, while attending the meeting.





*Figure 2 - Proposed Non-Mandatory Meeting Location – Huron Pier – Fisherman’s Wharf*

Proponents wishing to submit a proposal for this work are encouraged to visit and familiarize themselves with the Supply Point before submitting their proposal. Access to the Supply Point (tanks) and the Fuel Dock itself will not be possible except for the site meeting. Confirmation of attendance, including full names of all attendees must be submitted electronically via email to **commercial@gvha.ca**, by no later than Friday, March 22, at 4:00 p.m. PST. Please use subject line: “RFP – FUEL SUPPLY Site Meeting” in your correspondence. Proponents who attend this meeting will be required to provide government Issued ID.

## **1.6 FIRST NATIONS BUSINESS OPPORTUNITIES**

As part of its commitment to ongoing collaboration, dialogue, and partnership with Esquimalt Nation and Songhees Nation, GVHA is committed to the Progressive Aboriginal Relations program, administered by the Canadian Council for Aboriginal Business. Proponents are encouraged to identify opportunities for Indigenous business engagement, skills training, and employment in their Proposals in support of GVHA objectives and our First Nations Relationship Principle. For further information please click or visit [www.gvha.ca/first-nations-partnerships](http://www.gvha.ca/first-nations-partnerships).

If involving First Nations opportunities in their proposal, Proponents are expected to start the engagement process with the Indigenous Peoples and Indigenous Businesses as soon as possible. While the Proponent may reach out to any business or Indigenous person or enterprise, the bidder is encouraged to engage with the Esquimalt Nation, Songhees Nation, and Songhees Development Corporation.

GVHA also maintains an Indigenous Business Directory, also found at <https://gvha.ca/first-nations-partnerships/indigenous-business-procurement/>.

Judy Kitts, GVHA's First Nations Engagement Manager, may also be contacted for further information at [jkitts@gvha.ca](mailto:jkitts@gvha.ca)

## **1.7 GREATER VICTORIA HARBOUR AUTHORITY**

GVHA was incorporated as a not-for-profit organization in February 2002 under the B.C. Society Act. GVHA's Board is comprised of directors representing their member agencies and organizations - Esquimalt Nation, Songhees Nation, City of Victoria, Township of Esquimalt, the Victoria/Esquimalt Harbour Society, Destination Greater Victoria, the Greater Victoria Chamber of Commerce, and the Capital Regional District. The GVHA board of directors also includes four independent directors.

GVHA is responsible for the operation, maintenance and development of waterfront lands and marine facilities located on Victoria's inner and outer harbour, including the Breakwater District at Ogden Point (Deep-Water Terminal), Fisherman's Wharf, the Inner Harbour Customs Dock, the Lower Causeway, Ship Point, James Bay Public Boat Launch and Wharf Street, Hyack Docks and Johnson Street Docks.



Acting as an advocate for the harbour, GVHA is working to improve its function as a working harbour and a marine transportation advocate with strong focus on tourism, harbour employment and environmental stewardship.

Proponents are encouraged to review GVHA's Mission, Vision and Guiding Principles while considering their Proposal, available at <https://gvha.ca/about-gvha/our-guiding-principles/>







Part 2



## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 DEFINITIONS

In this RFP, the following definitions shall apply:

- “Affiliated Person” has the meaning set out in the Income Tax Act (Canada).
- “Contract” means a formal written contract between GVHA and a Selected Proponent to undertake and provide the Goods and Services.
- “GVHA” means the Greater Victoria Harbour Authority.
- “GVHA Project Manager” means the person from GVHA appointed to function as the authorized representative for GVHA on this project.
- “Proponent” means an entity or individual that submits a Proposal.
- “Proposal” means a Proposal submitted in response to this RFP.
- “Successful Proponent” means the person, partnership or corporation selected by GVHA to provide the required Services, following the execution of a binding contract with GVHA.
- “Services” means the scope of Services and Work set out in Section 3.

### 2.2 EXAMINATION OF RFP

Proponents will be deemed to have carefully examined the RFP, including all Attachments, prior to preparing and submitting a Proposal with respect to all facts that may influence a Proposal.

### 2.3 ENQUIRIES

All inquiries related to this RFP should be directed, via e-mail, to the Project Manager:

- **Jess Reeves, Manager, Contracts – Commercial@GVHA.ca**

Emails must contain the subject line “**RFP – FUEL SUPPLY Enquiry**”.

The final date for enquiries shall be Wednesday, April 17, 2024, at 2:00 p.m. PST to enable GVHA to provide final addenda or clarifications prior to the submission date. Only bona fide prospective Proponents may ask questions. Information obtained from any person or source other than designated GVHA representative in this RFP, should not be relied on.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in RFP or having any doubts as to the meaning or intent of any provision should immediately notify the above-noted project contact. If there are any changes, additions, deletions to the Proposal scope, conditions, or Closing Date, GVHA will issue a written addendum that will form part of this RFP. Any changes relating to this RFP will be provided to Proponents by means of written addenda, which will be published on GVHA's website, [www.gvha.ca](http://www.gvha.ca), as well as through any other means by which this RFP was issued.

The Proponent shall be deemed to have acknowledged such addenda; and by submitting a Proposal each Proponent shall be deemed to have agreed with this process related to addenda. Proponents should list all addenda received in their proposal.

Information given orally will not be binding.

Verbal discussion with GVHA Project Manager, Management, GVHA employees or employees at the Fuel Dock should not be relied on and does not become part of the RFP or modify the RFP unless confirmed by written Addendum.

## **2.4 PROPOSAL SUBMISSIONS**

All Proposals must be submitted electronically in PDF Format by email and be no larger than 30 MB, with the RFP reference, RFP: 2024-FW-FD-01 in the subject line. Proposals will be accepted by GVHA only, via email to [commercial@gvha.ca](mailto:commercial@gvha.ca) (the "Delivery Location"). Submissions will be acknowledged as received within five business days of receipt by GVHA. Submissions must be received by the Closing Date and Time.

## **2.5 AMENDMENTS TO PROPOSALS**

Proposals may be revised by amendment, submitted by email to the Delivery Location set out in the Summary of Basic Information, at any time before the Closing Date, but not after. An authorized signatory of the Proponent must sign an amendment in the same manner as the original. Fax or written hand delivered amendments are not permitted.

## **2.6 PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against GVHA will be accepted. GVHA shall not be responsible for any costs involved in or associated with any meetings, discussion, or negotiation following submission, nor any element of the submission, whether that submission leads to acceptance of the Proposal and award of a contract.



## **2.7 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, more than 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 agreement is made with the Proponent.

## **2.8 PROPOSAL EVALUATION**

GVHA recognizes that “best value” is the essential part of purchasing a product and/or service and therefore GVHA may prefer any proposal, if it offers greater value and better serves GVHA’s interests, as determined by GVHA, over another proposal. Schedule B contains the information regarding how Proposals are to be evaluated. The Evaluation Team will not be limited to the criteria listed in Schedule B, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

GVHA, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not to be in its best interests;
- Reject any Proposal that does not meet GVHA’s financial objectives;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist GVHA in evaluating Proposals;
- Negotiate changes with the successful Proponent;
- Award separate contracts for separate work components;
- Withdraw the Request for Proposals; and,
- Not select any proponent that responds to the RFP.

## **2.9 PROPOSAL PRESENTATION**

GVHA reserves the right to request one or more of the Proponents whose submissions are of interest to GVHA, to make an oral presentation to GVHA.

## **2.10 PROPOSAL CONFIDENTIALITY**

All submissions become the property of GVHA and will not be returned to the Proponent. GVHA will consider all Proposals submitted as confidential, unless otherwise required by law, but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants, GVHA staff and, if necessary, board of directors.

## **2.11 CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with GVHA, whether directly or indirectly, or with any GVHA member agency, current director, life member, its elected or appointed officials or employees. GVHA may rely on such disclosure.

## **2.12 SOLICITATION OF GVHA STAFF**

Proponents and their agents are cautioned that solicitations of staff, member agencies or directors of GVHA, or any appointed contractor, Proponent, committee, or commission, during the Proposal seeking period, through evaluation and up to award, may be cause for rejection of a Proposal as this will be viewed as that of one Proponent seeking an unfair advantage over another.

## **2.13 NO COLLUSION**

Except as otherwise specified or as arising due to the provision of the contract documents, no person whether natural, body corporate, other than the Proponent has or will have any interest or share in the Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents relating to Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party relating to the making of the Proposal.



## **2.14 DISQUALIFICATION**

GVHA reserves the right to disqualify or reject a Proposal in whole or in part if in the sole opinion of GVHA if:

- the current or past corporate or other interests of a Proponent or any of its subcontractors or Affiliated Persons place it in a conflict of interest regarding this RFP or the activities or mandate of GVHA;
- the Proponent, including any corporation whose directors are, or were directors of any corporation is in arrears, in respect of any contractual arrangement with GVHA unless financial arrangements satisfactory to GVHA are made in respect of such arrears;
- the Proponent or any of its directors, officers, shareholders, Affiliated Persons, associates, or affiliates has a claim or has initiated a claim or legal proceeding against GVHA or any of its subsidiaries or against whom GVHA or any of its subsidiaries has a claim or has initiated a legal proceeding with respect to any previous contracts, tenders, or business transactions; or
- there is collusion between separate Proponents.

Such notice will be provided to the Proponent via the email address provided in the RFP response.

## **2.15 LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against GVHA relating to any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

## **2.16 NO CONTRACT**

This RFP is not a tender and does not commit GVHA in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on GVHA by this RFP or submissions prior to the completed execution of a formal written Contract.

## **2.17 RESERVATION OF RIGHTS**

GVHA reserves the right to accept the Proposal that it deems most advantageous, and the right to reject any or all Proposals for any reason, in each case without giving notice or reasons. GVHA reserves the right to contract only for selected services, products, or compensation. GVHA reserves the right to negotiate with any Proponent as it sees fit, or with another Proponent or Proponents concurrently. In no event will GVHA be required to offer any modified terms to any other Proponent. GVHA also reserves the right not to accept any Proposal submitted and may seek additional or further Proposals from any other party or parties.

GVHA shall not incur liability to any other Proponent because of such negotiations or modifications.

## **2.18 ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal, if any, will be made in writing from GVHA and will be addressed to the successful Proponent at the address or email address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with GVHA within 60 days to satisfy the obligations and terms agreed upon in the Proposal.

## **2.19 FIRM PRICING**

Proposals must be firm for 120 days after the Closing Date. Rates offered through the Proposal will be firm for the entire Contract Period. Proponents are solely responsible for ensuring rates and prices consider any fluctuations in prices or other variable costs during the Contract period.

## **2.20 CURRENCY AND TAXES**

All fees, offers, capital investments and prices quoted by the Proponent are to be in Canadian dollars and exclusive of GST.



## **2.21 NEGOTIATION DELAY**

If a written Contract cannot be finalized within ninety (90) days of notification of the successful Proponent, GVHA may, at its sole discretion at any time, thereafter, rescind the award with that Proponent and either sign a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter a Contract with any of the Proponents.

## **2.22 SUBCONTRACTING**

Using a sub-contractor (who must 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 Proponent must be prepared to take overall responsibility for successful interconnection of the two service lines and this must be defined in the Proposal. Any sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by GVHA.

## **2.23 ASSIGNMENT**

This RFP and any resulting Contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same regarding the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of the assignor under the Contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

## **2.24 LAW**

This RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.



**Part 3**

# SCOPE OF SERVICES

## 3.1 INTRODUCTION

Located at Fisherman's Wharf, the Fuel Dock is an essential fueling location for commercial, emergency response, government and privately owned vessels. The Fuel Dock at Fisherman's Wharf is located at the west end of the facility, adjacent to Huron Pier. Three underground fuel tanks (Supply Point) are located upland within the existing parking area. Supply lines run parallel under the pier to dispensing pumps at pier level and on the floating fuel dock.

## 3.2 CONSIDERATIONS

- Agreement terms and renewal periods are subject to negotiation with the Successful Proponent. Proponents should include a copy of their contract for service in their response to this RFP.
- The Successful Proponent is responsible for safely providing fuel supply to the Supply Point for GVHA's use at the Fuel Dock in a timely way consistent with all applicable regulations.
- Proponents are advised that the Successful Proponent will be required to begin delivery of fuel products to the Fuel Dock no later than October 20, 2024, without exception, and possibly earlier at GVHA's sole option.
- The Successful Proponent will demonstrate how they attract and retain employees in accordance with WorkSafe BC and general employment best practices.
- The Fuel Dock is a piece of critical infrastructure in Victoria Harbour. Many vessel types, including emergency response vessels, government vessels and spill response vessels rely on uninterrupted supply of fuel, and as such the Successful Proponent should demonstrate their commitment to same.



### **3.3 SUMMARY OF SERVICES**

The Proposal should identify how the Proponent intends to provide Services and support GVHA's operations. The successful proponent will be responsible for the Services including, but not limited to, the following:

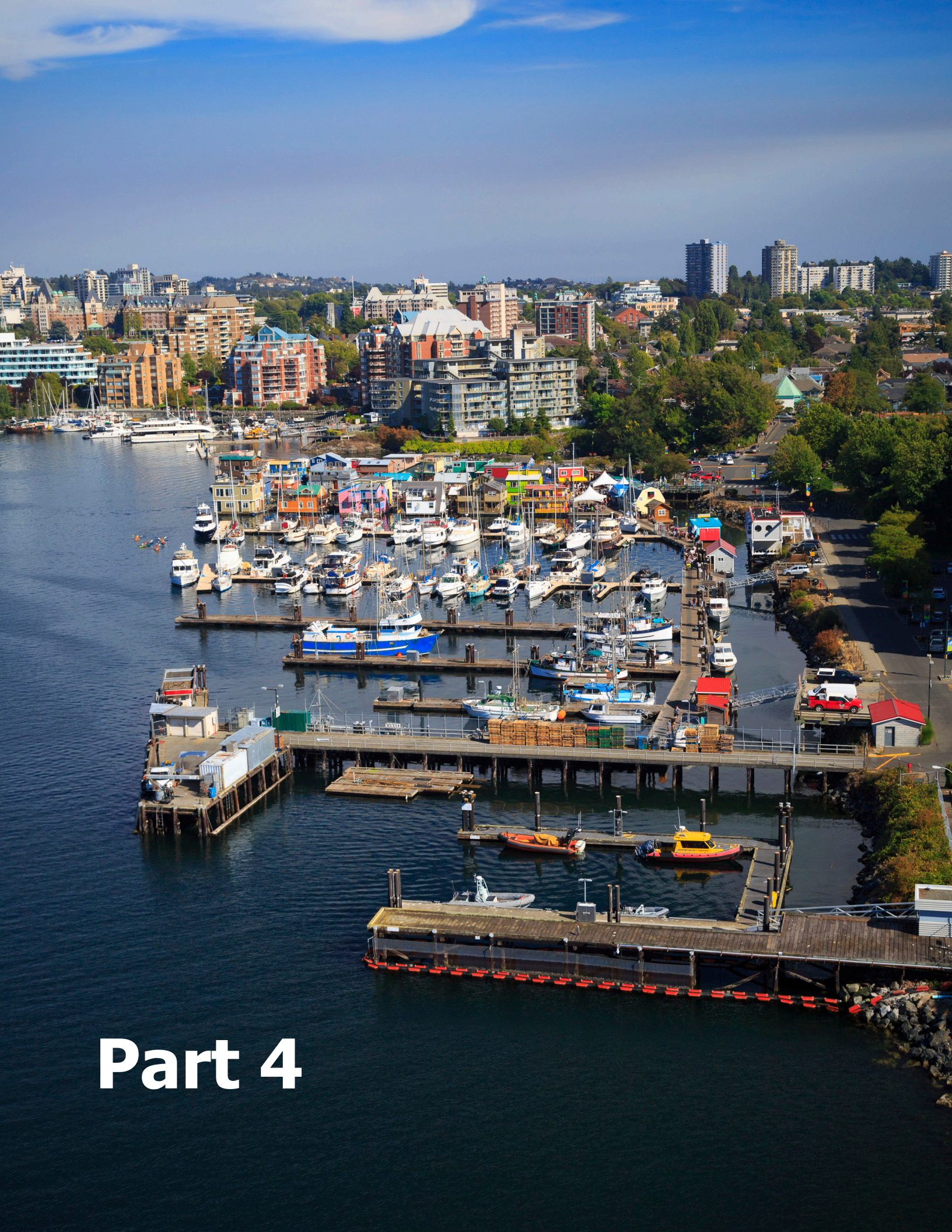
- Ability to receive and respond to daily reporting from the Fuel Dock to assess need for product delivery to the Supply Point.
- Deliveries of up to 20,000 litres at any one time of petroleum products, occasionally more than one delivery per day as required, to the Supply Point.
- Demonstration of ability to deliver the Services during peak periods and in case of emergency disruption.
- Provide excellent customer service and timely enquiry resolution via a designated GVHA account representative.
- Ability to safely access and troubleshoot common issues at the Supply Point, including a spill response plan.
- Communicate effectively with GVHA about operational concerns, technology, fueling industry trends and environmental concerns.

### **3.4 TERMS AND CONDITIONS**

GVHA intends to enter a Contract with the successful proponent using the Successful Proponent's form of contract as a negotiation starting point.

GVHA may conduct their own legal review of the Contract, at their own cost and provide suggestions about amendments to terms, to be agreed to by both parties as part of their proposal. Failure to agree on Contract Terms within 90 days of the Closing Date and Time may result in rescission of the RFP award to the Successful Proponent, at GVHA's sole discretion.





# Part 4



# FORMAT OF PROPONENTS RFP RESPONSE

## 4.1 PROPOSAL FORMAT

Proponents shall prepare their proposal documents in PDF format, set up to print on 8.5x11" paper.

All pages should be consecutively numbered. Proposals will be accepted in digital format only and must be sent to [commercial@gvha.ca](mailto:commercial@gvha.ca) in advance of Closing. Proposals must be 30 MB or less. Links to Dropbox and Google Drive are not permitted. Received proposals will be acknowledged by the Project Manager within five business days.

Proposals must address the RFP content requirements outlined herein in a way that is well ordered, detailed and comprehensive. Clarity of language, adherence to suggested structuring and adequate, accessible documentation is essential to GVHA's ability to conduct a thorough evaluation.

## 4.2 PROPOSAL CONTENTS

GVHA is interested in Proposals that demonstrate a clear understanding of the opportunities and challenges of providing fuel supply to a dynamic fuel dock which is integral to Victoria's Inner Harbour.

General marketing and promotional material will not be reviewed or considered.

The Proposal should contain, at minimum, two parts:

**A. Technical Proposal** outlining the Proponent's business experience and proposed operational and service approach.

**B. Financial Proposal** outlining the Proponents financial offer (cost) to GVHA for the purchase of petroleum products under the Contract, including all volume discounts and applicable rebates on offer from the Successful Proponent.



The **Technical Proposal** must contain the following components:

- a. Introductory letter - brief description of the company scope and description of ability to offer Services.
- b. Demonstrate expertise and experience in operations of similar scope, size and complexity, and are familiar with associated challenges and opportunities of providing fuel via truck and managing highly variable volumes.
- c. Qualifications and resumes for the executive team who will have responsibility for customer service; demonstrate the knowledge and experience of the executive team.
- d. Safety record and evidence of full certification and insurance held by the Proponent.
- e. Overview of fuel supply storage locations and ability to deliver fuel during an emergency that impacts or affects Vancouver Island.

The **Technical Proposal** *may* contain the following components:

- a. Provide information on how the operation will address and fulfill GVHA objectives for First Nations business, procurement and employment opportunities.
- b. Any value-add elements unique to the Proponent's Business model and operation.
- c. Business references that support the Proponent's position and claims within the proposal.

The **Financial Proposal** must contain the following components:

- a. Pricing per litre of gasoline and ultra-low sulphur diesel, exclusive of taxes, but including information about any available volume discounts or general discounts.
- b. Payment terms.
- c. Proponent's form of Contract.

# SCHEDULE A – FORM OF PROPOSAL

To be attached at front of Proposal Submission:

RFP Project Title:	RFP-FW-FD-01
Name of Proponent:	
Contact Person and Title:	
Business Address:	
Telephone:	
E-mail Address:	
Date Submitted:	

Attention: Jess Reeves, Manager, Contracts

GREATER VICTORIA HARBOUR AUTHORITY  
100 – 1019 Wharf Street Victoria, BC V8W 2Y9  
Phone: 250.383.8300 x 234 [commercial@GVHA.ca](mailto:commercial@GVHA.ca)

- 1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda posted by GVHA, and having informed ourselves of the intent, difficulties, and facility conditions in order to provide the Services.
- 2. I/We confirm that this proposal is accurate and true to the best of my/our knowledge.
- 3. I/We confirm that, if I/we am/are awarded the Contract, I/we will always be the “prime contractor” as provided by the Workers Compensation Act (British Columbia) with respect to the consulting services.
- 4. I/We have the authority to bind the Proponent.

\_\_\_\_\_  
(Name of Proponent)

\_\_\_\_\_  
(Name of Proponent)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

# SCHEDULE B – EVALUATION CRITERIA

## EVALUATION OF PROPOSALS

All submitted proposals which are responsive and meet the requirements outlined in this RFP Evaluation of Proposals will be conducted by a team formed by GVHA.

The Evaluation Team will not be limited to the criteria referred to in this RFP, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process.

The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent’s Proposal to another Proponent’s Proposal. All criteria will be applied evenly and fairly to all Proposals.

The Evaluation Team will use the following criteria to compare and evaluate the Proposals, with the goal of determining the strength and ability of each Proponent to conduct the required work, to establish which of the Proposals is most advantageous to GVHA:

- In order for responses to be evaluated by GVHA, the Proposal should provide at a minimum:
- Evaluation of the responses shall be based on a weighted scoring tabulated as follows:

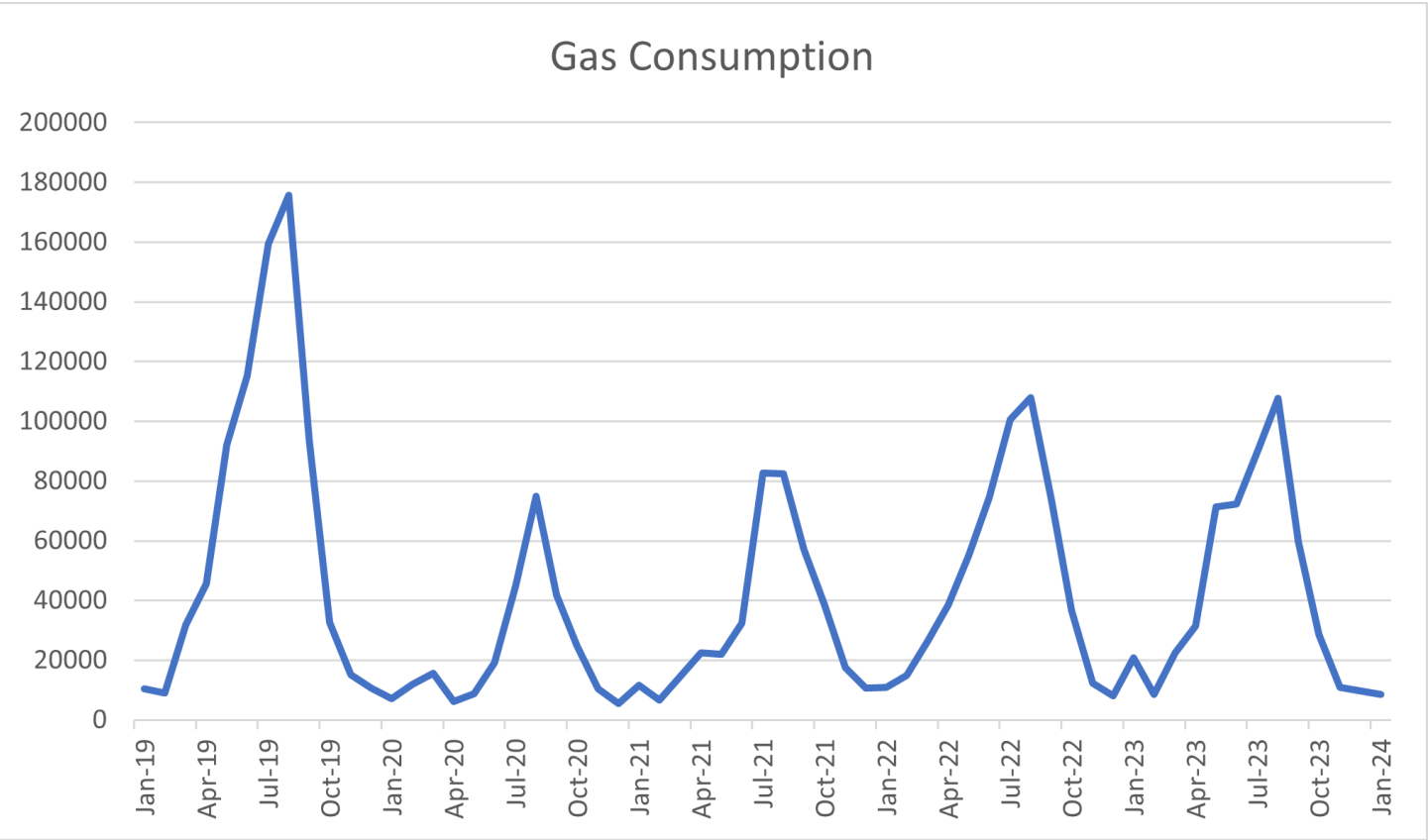
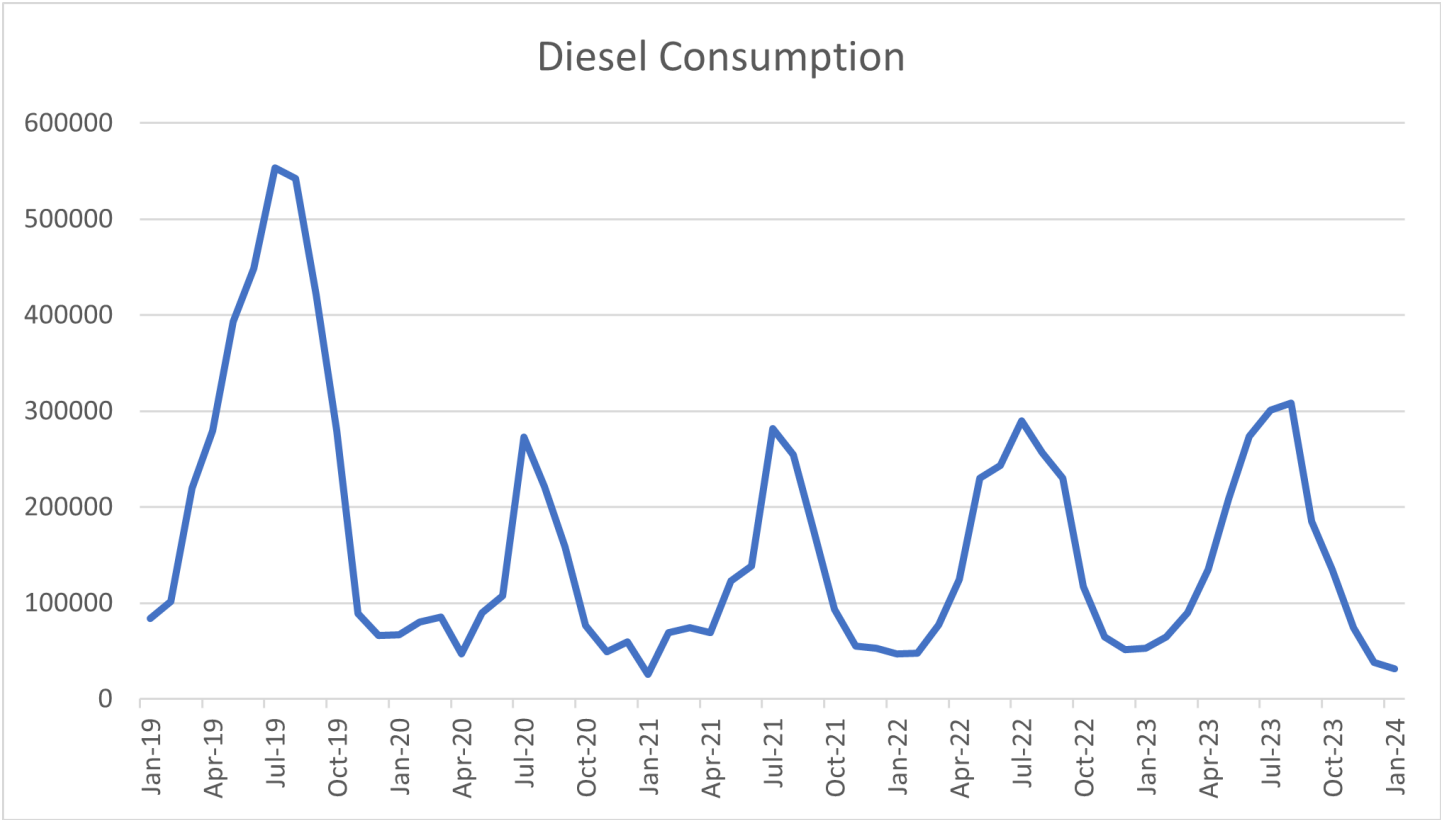
Table 1: RFP: 2024-FW-FD-01 - Evaluation Criteria and Weighting	Weighting
a. The Opportunity	5%
b. The Market and Competition	5%
c. Experience & Key Personnel	5%
e. Financial Offer to GVHA	20%
f. References	5%
g. Operations, Staffing and Access to Fuel Supply	20%
h. Demonstration of Best Business Practices, Insurance and Safety	20%
i. Value Add Opportunities	5%
j. Triple Bottom Line [Economic, Social and Environmental sustainability]	5%
k. First Nations Economic Development	10%
Maximum Possible Score	100%



## SCHEDULE C – KEY DATES

- **Monday, March 11, 2024** - RFP 2024-FW-FD-01 issued by GVHA
- **Friday, March 22, 2024 at 4:00 p.m. PST** – deadline to RSVP for non-mandatory site meeting (1.5) to [Commercial@GVHA.ca](mailto:Commercial@GVHA.ca) **[RSVP IS MANDATORY IF ATTENDING SITE MEETING]**
- **Monday, March 25, 2024 at 11:00 a.m. PST** - Non-mandatory site meeting (1.5)
- **Friday, April 12, 2024 at 2:00 p.m. PST** – Deadline to express intent to submit a proposal (1.2) to [Commercial@GVHA.ca](mailto:Commercial@GVHA.ca) **[MANDATORY]**
- **Wednesday, April 17, 2024 at 2:00 p.m. PST** – Deadline to submit enquiries (2.3) to [Commercial@GVHA.ca](mailto:Commercial@GVHA.ca)
- **Friday, April 26, 2024 at 2:00 p.m. PST** – **Deadline to submit proposals for RFP 2024-FW-FD-01 (1.4) to [Commercial@GVHA.ca](mailto:Commercial@GVHA.ca)**

SCHEDULE D - HISTORICAL VOLUMES







GREATER  
**VICTORIA  
HARBOUR**  
AUTHORITY