



REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS

FS-26-01

ICBC Fleet Insurance

Date Issued

August 17, 2026

Closing Location

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Inquiries

Jessica Cave at jessica.cave@rdffg.bc.ca

Inquiries deadline: August 28, 2026, at 4:00 p.m. (local time)

Closing Date

September 4, 2026 at 2:00 p.m. (local time)

No Public Opening

Late submissions are not considered



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Request For Proposals

FS-26-01 ICBC Fleet Insurance

1.0 Introduction

The Regional District of Fraser-Fort George invites Proposals from qualified insurance providers who can demonstrate the ability to supply and deliver annual ICBC fleet Insurance for the years 2027 to 2031 inclusive, that meet or exceed the specifications contained within this RFP.

Further details as to the scope of this opportunity and the requirements can be found in Appendix “D” – Scope of Work.

2.0 Invitation and Submission Instructions

2.1 Request for Proposals (RFP) Documents

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District’s website at rdffg.ca
- b) on the BC Bid website at bcbid.gov.bc.ca

All subsequent information regarding this RFP, including amendments, Addendum(s) and answers to questions will also be available as above.

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest or any Proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Proposals. Facsimile Proposals will **not** be accepted.

2.2 Proposal Submissions and Closing Time

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent.

The Regional District will accept Proposals submitted by email or by direct delivery to the Regional District main office. All Proposals must be submitted to the Regional District’s General Manager of Financial Services by 2:00 p.m. (local time) on September 4, 2026.

Proposals submitted by fax will **not** be accepted. Any Proposal received after the closing date and time will not be considered and will be returned to the Proponent.

Submissions must be **directly delivered** to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read "FS-26-01 – ICBC Fleet Insurance" (The maximum file size able to be received by the Regional District is 35 MB); or
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent format; or
- Hard copy format, one complete copy of the Proposal.

If submitting in a mail format (USB or hard copy), Proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals: FS-26-01 – ICBC Fleet Insurance.
3. Responding Proponent's name and address.

To be considered, Proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any Proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

The Regional District reserves the right to negotiate with any Proponent at its discretion. The Proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

Questions relating to the RFP must be emailed directly to:

Manager of Financial Services: Jessica Cave jessica.cave@rdffg.bc.ca

Deadline for question submissions is 4:00 p.m. (local time) August 28, 2026.

Those questions that are determined to be of a common interest to all potential Proponents will be summarized and posted as Addendum(s) on the website.

2.3 Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix “A”, and email the signed Acknowledgement Letter to, Jessica Cave, Manager of Financial Services, jessica.cave@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Proponent who does not submit the Acknowledgement Letter will not be sent any amendments, Addendum(s), or answers to questions. The Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent’s failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent’s failure to comply with the requirements of an addendum to this RFP.

3.0 RFP Process Rules

3.1 Definitions

“Addendum(s)” means all additional information regarding this RFP including amendments to the RFP.

“BC Bid” means the BC Bid website located at www.bcbid.ca.

“Board” means the Board of the Regional District.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District.

“Must” means a requirement that must be met in order for the Proposal to receive consideration.

“Project Manager” means the Regional District’s representative.

“Proponent” means the person submitting a Proposal.

“Proposal” means a submission in response to this request for Proposals.

“Regional District” means the Regional District of Fraser-Fort George.

“Request for Proposals” or “RFP” means the request for Proposals described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).

“Should”, or “May” means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

3.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(s).

3.3 Submission of Proposal

Proposals must be submitted before Closing Time using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

3.4 Errors, Omissions, Clarifications

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part of this RFP, should immediately request clarification from the Manager of Financial Services by email to jessica.cave@rdffg.bc.ca.

All requests for clarification or inquiries must be made by August 28, 2026 at 4:00 p.m. (local time), in order that addendum(s), if necessary, are issued in time for all Proponents to complete their Proposal submission and have it delivered to the Regional District office prior to the closing time on the submission date. If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.

It is the sole responsibility of the Proponent to check for Addendum(s).

3.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

3.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

3.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix “F”).

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.
(collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- a. names and contact information of the Proponent and the person for which the advance opinion is requested;
- b. a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c. copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

3.8 Subcontractors

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “C”.

A Proponent may not subcontract to a company or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the company or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Manager of Financial Services prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

3.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District’s intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

3.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

3.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

3.12 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

3.13 Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

3.14 Not a Tender

This RFP is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a “Contract A”.

4.0 Scope of Work

Further details as to the scope of this opportunity and the requirements can be found in Appendix “D” – Scope of Work.

5.0 Contract Price

Appendix “B” – Schedule of Prices must be completed, signed, and included in the Proposal submission. All prices for insurance should be stated in Canadian dollars. Taxes should be shown as separate line items on the Schedule of Prices. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Insurance Cost.

5.1 Terms of Payment

The Proponent must specify the proposed terms of payment for the duration of the Agreement.

5.2 Invoicing and Payment

If an Agreement is awarded, invoices should be sent to financialservices@rdffg.bc.ca and should include at a minimum:

- a. Contract number (FS-26-01)
- b. Regional District contact full name (First and Last)
- c. Proponent contact information (name and phone number)
- d. GST number
- e. Applicable taxes shown as separate line item

6.0 Proposal Submission

6.1 Proposal Format

The following format and sequence should be followed in order to provide consistency in responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- ☐ a. Title page, including RFP number and title, Proponent's name and address, telephone number, email address, and contact representative.
- ☐ b. One-page letter of introduction **SIGNED** by the authorized signatory of the Proponent.
- ☐ c. Table of contents including page numbers.
- ☐ d. A summary of the key features of the Proposal.
- ☐ e. Completed and signed Appendix "B", Schedule of Prices (All Proponents should use this form).
- ☐ f. Completed Appendix "C", List of Subcontractors.
- ☐ g. Completed Appendix "E", Goods and Services Tax Information
- ☐ h. Completed and signed Appendix "F", Conflict of Interest Disclosure Statement.
- ☐ i. Three (3) references that may be contacted for purposes of confirming your company's experience.
- ☐ j. **All amendments and Addenda, if any, issued for this RFP. Each amendment and Addenda should be signed by the Proponent and should be included with the Proposal and will form part of the Proposal and Contract.**

7.0 Proponent Information

7.1 Qualifications and Experience

The Proponent should provide a brief description of the company's qualifications and experience providing fleet insurance.

7.2 References

The Proponent should provide three references for similar work completed within the last five years.

7.3 Contractor Responsibility

The successful Proponent will be responsible for completing the Work in accordance with this RFP, the final Agreement, applicable legislation, WorkSafeBC requirements, and Regional District requirements.

The Proponent should confirm that it has, or will have before commencing the Work:

- a. A valid business licence, where required;
- b. All licences, appointments, and authorisations to provide ICBC Fleet Insurance services in British Columbia;
- c. Commercial General Liability Insurance;
- d. Professional Liability (Errors and Omissions) Insurance;
- e. Qualified and experienced personnel required to complete the Work; and
- f. The capacity and resources necessary to meet the timelines, service standards, and deliverables outlined in Appendix “D”.

8.0 Proposal Evaluation

8.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP, and to determine that which is most favourable to the interests of the Regional District. Proposals will be assessed by a committee formed by the Regional District.

8.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

8.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

8.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are not in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

8.5 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

Evaluation Criteria	Weight
Proposal quality and clarity	10%
Ability to meet Regional District timelines	30%
Experience with fleet insurance	30%
Proposed all-inclusive fees	30%
Total	100%

Additional information regarding the evaluation criteria is as follows:

- a) Proposal quality and clarity – 10 points
 - i. The Proposal submission should be clear, concise, and complete.
- b) Ability to meet Regional District timelines – 30 points
 - i. The Proposal should demonstrate a clear and coherent understanding of the Regional District's requirements and needs.
 - ii. Indicate that you are able to meet the Regional District's timelines as outlined in Appendix "D".
 - iii. Indicate that you are able to supply documents in the format as outlined in Appendix "D".

- c) Experience with Fleet Insurance – 30 points
- i. Provide overview of Agency's history and current leadership team.
 - ii. Provide details of Agency's fleet experience with clients of similar size and complexity.
 - iii. Provide information on how the Agency ensures their staff is up-to-date with ICBC issues and private insurance, if applicable.
- d) Proposed All-Inclusive Fees – 30 points
- i. Upon receipt of the signed Acknowledgement Letter (Appendix "A"), the Regional District will provide, in Excel format, a listing of all Regional District vehicles and trailers requiring ICBC insurance that number approximately 140.
The listing includes the following information:

• Plate #	• GVW
• Reg #	• TPL
• VIN #	• Collision Ded
• Make	• Comp/Sp per Ded
• Model	• RC
• Decl Value	• Territory
• Inspection Decal	• YR
• Inspection Exp Date	• Unit Number
 - ii. Provide proposed insurance cost for listing of vehicles received for January 1, 2027 to December 31, 2031. Since insurance rates are set by ICBC and therefore out of your control, please note your pricing assumption when providing a quote (ie. 10% increase over 2026 rates).
 - iii. The Regional District will consider private insurance for the collision and comprehensive portion of coverage if there would be savings in doing so.
 - iv. Determine annually if the Regional District qualifies for the ICBC Retrospective Rating Program refund. If the Regional District does qualify, provide an estimate of the applicable refund.

9.0 Contract

9.1 Form of Contract

The form of the contract will be similar to the Sample Contract shown in Appendix "G" subject to negotiation between the Regional District and the Proponent. The contract will include this RFP, Conflict of Interest Disclosure Statement, all appendices, amendments and Addendum(s), as well as the successful Proponent's submission.

9.2 Award of Contract

A contract for FS-26-01 ICBC Fleet Insurance is expected to be awarded to the successful Proponent on September 24, 2026.

All Proponents will be advised in writing as to the awarding of the Contract. The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

9.3 Contract Duration

This Contract will commence upon execution of the Agreement, and will conclude on December 31, 2031, unless extended by written agreement of the Regional District and the Contractor. The Contractor shall begin transition and renewal preparation activities immediately upon execution to ensure uninterrupted fleet insurance coverage effective January 1, 2027.

9.4 Contract Price

The value of the contract price will be the successful Proponent Financial Proposal. All prices for the work should be stated in Canadian dollars. All applicable Federal or Provincial taxes, or levies, must be shown separately and included in the Total Contract Price.

10.0 Regional District Contact

All questions concerning RFP FS-26-01 – ICBC Fleet Insurance can be directed as follows:

General Questions:

Jessica Cave
Manager of Financial Services
Regional District of Fraser-Fort George
jessica.cave@rdffg.bc.ca

APPENDIX “A” Acknowledgement Letter

The undersigned has received a full set of RFP FS-26-01 – ICBC Fleet Insurance documents.

Authorized Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

I/We presently intend ☐ to provide ☐ not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to:

Jessica Cave, Manager of Financial Services
Regional District of Fraser-Fort George

Email: jessica.cave@rdffg.bc.ca

APPENDIX "B"

Schedule of Prices

The Total Insurance Cost submitted below reflects the full cost, including out of pocket expenses, taxes and any other costs to be incurred, in Canadian dollars for the ICBC Fleet Insurance as specified in RFP FS-26-01. This Schedule of Prices must be completed, signed and form part of the Proposal submitted.

Prices quoted are to be as at September 1, 2026, subject to change with new ICBC rates for January 1, 2027.

Total ICBC Fleet Insurance: \$ _____

Total Private Insurance
(if applicable): \$ _____

Total Insurance Cost: \$ _____

Authorized Signatory Signature

Name of Proponent

Name of Signatory (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date

APPENDIX “C”
List of Subcontractors

The Contractor advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Contractor’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors will not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

Legal Name of Subcontractor	Address of Subcontractor	Work to Be Performed by Subcontractor

APPENDIX “D” Scope of Work

The successful proponent shall act as the Regional District's ICBC Fleet Insurance Agent and provide all services necessary to facilitate the annual renewal of the Regional District's Fleet Plan insurance program and associated vehicle licensing.

Services shall include, but are not limited to:

Fleet Renewal Administration

- Review the Regional District's fleet inventory and provide annual renewal documentation.
- Prepare and distribute a renewal fleet list in Microsoft Excel format showing all vehicles, trailers, and equipment insured under the Fleet Plan.
- Verify vehicle information, insurance classifications, coverage limits, plate numbers, unit numbers, and expiry dates.
- Identify discrepancies, missing information, or potential coverage issues and notify the Regional District promptly.
- Provide recommendations regarding coverage options, discounts, premium savings opportunities, and regulatory changes that may affect the fleet program.

Fleet List Management

The Agency shall:

- Provide the draft Fleet List in Microsoft Excel format.
- Include all pertinent information required for renewal, including:
 - Unit number
 - Plate number
 - Vehicle description
 - Vehicle Identification Number (VIN)
 - Insurance coverage details
 - Premium amount
 - Annual renewal date
- Process additions, deletions, transfers, and amendments requested by the Regional District in a timely manner.
- Return revised Fleet Lists within three (3) business days of receiving requested amendments unless otherwise agreed.

Communication and Customer Service

The Agency shall:

- Designate a primary account representative and an alternate representative.
- Respond to routine inquiries within one (1) business day.
- Respond to urgent renewal-related matters within four (4) business hours during normal business hours.
- Be available to meet virtually, by telephone, or in person as required.
- Notify the Regional District immediately of any issues that may impact renewal timelines.

Documentation and Deliverables

Upon completion of the annual renewal process, the Agency shall provide:

Corporate Insurance Records

- Owner's Certificates of Insurance for all insured vehicles.
- Vehicle Licences and associated insurance documentation.
- Electronic copies of all renewal documentation in PDF format.
- Final Fleet List in Excel format.

Documents shall be organized:

1. By Unit Number.
2. By numerical plate number.
3. By alphabetical plate number.

Vehicle Packages

The Agency shall prepare individual vehicle insurance packages consisting of:

- Insurance certificate
- Vehicle licence
- Any applicable ICBC documentation

Packages shall be:

- Inserted into protective pouches suitable for vehicle storage;
- Clearly labeled with unit number and plate number; and
- Organized to facilitate distribution by Regional District staff.

Invoice Processing

The Agency shall:

- Provide a detailed invoice itemizing all premiums, fees, taxes, rebates, and adjustments.
- Submit invoices electronically to financialservices@rdffg.bc.ca.
- Ensure invoices are provided sufficiently in advance to allow for internal payment processing.

Renewal Delivery Requirements

The Agency shall ensure all renewal documentation is available no later than December 15 of each year, unless otherwise agreed by the Regional District. Given the geographic distribution of Regional District facilities and vehicles, timely delivery of renewal documentation is considered a critical service requirement.

Failure to meet established deadlines may be considered in future contract performance evaluations.

Annual Schedule

The Agency shall work collaboratively with the Regional District to establish and maintain an annual renewal schedule. At a minimum, the schedule shall include the following milestones:

Activity	Target Deadline
Draft Fleet List provided to Regional District	Last Monday of November
Regional District review and return of amendments	Within five (5) business days
Agency completion of amendments and final Fleet List	Within three (3) business days of receipt
Premium invoice provided	Second week of December
Final insurance documentation completed and available for pickup/delivery	No later than December 15
Renewal effective date	January 1

Performance Standards

The Agency's performance may be evaluated on:

- Accuracy of renewal documentation;
- Timeliness of fleet list preparation;
- Responsiveness to inquiries and amendment requests;
- Ability to meet annual renewal deadlines;
- Quality and organization of documentation provided;
- Availability of knowledgeable staff;
- Proactive identification of coverage issues and cost-saving opportunities.

APPENDIX "E"
Goods and Services Tax Information

Supplier: _____
Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under s.148 of the legislation

☐ Other: Specify _____

WCB: _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX "F"
Conflict of Interest Disclosure Statement

FS-26-01 ICBC Fleet Insurance

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative

APPENDIX “G” Sample Contract

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE

a local Government incorporated pursuant to the *Local Government Act*
and having its business office located at:
155 George Street
Prince George, BC, V2L 1P8

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND

THE CONTRACTOR

A company duly incorporated under the laws of British Columbia
and having its business office located at:
Street Address
City, Province, Postal Code

(hereinafter called the “Contractor”)

OF THE SECOND PART

NOW, THEREFORE, in consideration of the mutual undertakings and subject to the terms set forth below and intending to be legally bound, the parties agree as follows:

1. **SCOPE OF SERVICES:** The Regional District requires Services as proposed by the Contractor in their Proposal in response to Request For Proposal FS-26-01 ICBC Fleet Insurance that may include, but are not limited to, the following:

(To be finalized as per accepted proposal)

The terms of this Service Agreement will come into effect on the execution of the Service Agreement. Services will commence upon award and signing of this Service Agreement.

2. **DELIVERABLES**

The Regional District will become the sole owner of the materials provided as a deliverable of the Service Agreement. All documents related to the Service Agreement shall be provided to the Regional District in an electronic format. All text documents will be in a PDF format. All table documents will be in a Microsoft Excel xlsx format.

3. **DURATION OF SERVICE AGREEMENT:** The duration of the Service Agreement will be from 12:01 a.m., on the execution of the Service Agreement and shall remain in force until December 31, 2031, unless extended by mutual written agreement of the parties.

4. **TERM AND TERMINATION:** The term of this Agreement shall commence on the execution of the Service Agreement and shall continue in effect until terminated by either party as provided herein. Either party may terminate this Agreement at any time, with or without cause, by providing not less than thirty (30) business days advance written notice to the other party. The Contractor or the Regional District may terminate this Agreement immediately in writing if either party becomes insolvent, enters bankruptcy, receivership, or other like proceeding (voluntary or involuntary) or makes an assignment for the benefit of creditors.
5. **NOTICE OF DEFAULT:** If the Contractor is in default of the performance of any of its material obligations set out in this Agreement, then the Regional District may, by written notice to the Contractor, require such default to be corrected. If within fifteen (15) days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate this Agreement.
- 5.1 The Regional District shall compensate the Contractor for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Contractor in effecting the termination. All Regional District records, fleet lists, certificates, licenses, insurance documentation, invoices, and related materials, whether complete or in a draft form, produced by the Contractor prior to the termination of the Agreement, will be provided to the Regional District within ten (10) business days of the termination date.
6. **SCHEDULE OF PRICES:** The Contractor will be compensated for its Services. See Schedule Below (To be Completed as per the accepted Proposal)

<u>SERVICE</u>	<u>AMOUNT (GST EXTRA)</u>
	\$

- 6.1 The Regional District shall pay to the Contractor, within thirty (30) days of receipt of an invoice from the Contractor, the amount owing for the Services performed to the date of the invoice.
- 6.2 Where the Regional District has established a milestone date for the performance or completion of certain of the Services, and the Contractor has not completed the Services in accordance with the milestone date, then the Regional District shall not be obligated to pay the Contractor under this section until the Contractor has completed the milestone event.
- 6.3 Where the Regional District is not satisfied with the Services provided by the Contractor, the Regional District may suspend payment in an amount sufficient to protect itself against loss on account of the failure to provide the Services or claims against the Regional District by other persons.
7. **STANDARD OF CARE:** The Contractor will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by other members of the Contractor's profession currently practicing in the same locality under similar conditions. The Contractor shall employ qualified and experienced personnel to carry out the Services and shall ensure that personnel assigned to the Services possess the qualifications, training, licences, authorisations, and experience necessary to perform the Services.
8. **INDEPENDENT CONTRACTOR:** The Contractor shall be fully independent and shall not act as an agent or employee of the Regional District. The Contractor shall be solely responsible for its employees, and any subcontracts the Contractor lets, and for their compensation, benefits, contributions, and taxes, if any.
9. **INSURANCE:** The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Service Agreement term, the following insurances with insurers licensed in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation

or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of this Service Agreement:

- i. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.

Prior to execution of a Service Agreement, the Contractor will supply a Certificate of Insurance demonstrating coverage requirements as listed above.

Professional Liability (Errors and Omissions) insurance for a minimum of 36 months following the expiry or termination of the Agreement, relevant to claims asserted by the Regional District in an amount of \$3,000,000 in respect of each claim or occurrence and in the aggregate. If the Proponent does not maintain continuous coverage, the Proponent shall provide an Extended Reporting Period ("tail coverage") endorsement.

- ii. Where the Contractor requires the use of automobiles to undertake the work of the Contract, the Contractor will have the following:
 - Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Service Agreement meet and are bound by the insurance requirements outlined above.

10. **WORKSAFE:** The Contractor will ensure that all work performed in British Columbia by the Contractor is performed in compliance with the British Columbia WorkSafeBC and regulations and guidelines under this *Act*. If the Contractor does not comply with this requirement, the Regional District may terminate this Service Agreement for cause without prior notice to the Contractor.

The Contractor must be registered and in good standing at all times with WorkSafeBC, or an equivalent Provincial Authority, if required or permitted under the Act and shall maintain such good standing during the term of this contract and any subsequent extensions. It is the responsibility of the Contractor to determine their registration status. Upon request, the Contractor shall supply a Clearance Letter that the Contractor is in good standing with WorkSafeBC, or an equivalent Provincial Authority.

11. **INDEMNITY:** The Contractor shall release, indemnify, defend and save harmless the Regional District, its officers, employees, servants and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Contractor's breach of this Agreement or the negligent acts or omissions of the Contractor or its employees, contractors or agents.
12. **CHANGES:** The Regional District may order, in writing, changes within the general scope of the Services by altering, adding to, or deleting from the Services to be performed. Where a change to the Services causes an increase in the Contractor's cost to perform the Services or the amount of time required for the performance of the Services that is not offset by any decreases to costs or time, then the Regional District shall increase the amount of the service fee payable under the Schedule of Prices section of this Agreement by an amount agreed upon by the Contractor or, where the parties are unable to agree, as settled in accordance with the Dispute Resolution section of this Agreement.

13. **NOTICE:** Any notices related to this Agreement shall be in writing and either mailed or delivered to the address on Page 1 of this Agreement, or other such addresses that either the Regional District or the Contractor may substitute by written notice to the other party. Any such notice will be deemed to be received within seven (7) business days after the time of mailing, if mailed, and upon the date of delivery, if delivered. If normal mail service is interrupted by postal dispute or force majeure, notice will be hand delivered, not mailed.
14. **FORCE MAJEURE:** If either the Contractor or the Regional District are prevented from performing their obligations under the Agreement, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Agreement shall be suspended for so long as the conditions constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event, and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 18 of the Agreement. Where, as a result of Force Majeure, there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Section 6 of this Agreement, as may be agreed by the Contractor or as determined under Section 18 of the Agreement. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Agreement. If the Regional District terminates this Agreement following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 5.1 of this Agreement.
15. **INSTRUMENTS OF SERVICE:** All Regional District records, fleet lists, certificates, licences, insurance documentation, invoices, reports, correspondence, and other materials prepared or maintained by the Contractor in connection with the Services shall be provided to the Regional District upon request and upon expiry or termination of this Agreement.
- The Contractor may retain one copy of such records only to the extent required for legal, regulatory, audit, insurance, or internal recordkeeping purposes.
16. **REGIONAL DISTRICT'S RESPONSIBILITIES:** The Regional District agrees to, within reason, convey and discuss relevant materials, data, and information in possession of the Regional District with the Contractor.
- 16.1 The Regional District shall release, indemnify, defend, and save the Contractor harmless from and against any liability, claim, judgment, demand, or cause of action arising out of or relating to: (i) the Regional District's breach of this Agreement; (ii) the negligent acts or omissions of the Regional District or its employees, contractors, or agents.
17. **ASSIGNMENT AND SUBCONTRACTING:** This Agreement does not create any right or benefit in anyone other than the Regional District and the Contractor and shall not be assigned by either party without the prior written approval of the other party.

18. **DISPUTE RESOLUTION:** If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.
19. **WAIVER OF TERMS AND CONDITIONS:** The failure of either the Contractor or the Regional District in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in this Agreement or the waiver by the Contractor or the Regional District of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.
20. **SEVERABILITY:** Every term or condition of this Agreement is severable from others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.
21. **GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.
22. **ENTIRE AGREEMENT:** The terms and conditions set forth herein and RFP FS-26-01 ICBC Fleet Insurance and the Contractor's Proposal submission constitute the entire understanding and agreement of the Contractor and the Regional District with respect to the Services and Work to be completed. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. The Regional District and the Contractor agree to reference this Agreement as governing terms and conditions. Any changes to the terms and conditions set forth herein will be mutually agreed to and will be included, in writing, in a Change of Work Order.

23. RELATIONSHIP: The legal relationship between the Contractor and the Regional District shall be that of an independent contractor and purchaser of Services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and the Regional District to be that of employee and employer.

23.1 This Agreement shall not prevent either party from entering into similar agreements for Services from or to others.

The Regional District and the Contractor have caused this Agreement to be executed by their respective duly authorized representatives.

REGIONAL DISTRICT OF FRASER-FORT GEORGE

General Manager of Financial Services

Date

[PROPONENT NAME]

Signature

Signature

Name

Name

Title

Title

Date

Date