REQUEST FOR PROPOSALS No. 26-045

REFLECTIVE CIVIC NUMBER SIGNS

ISSUED: November 6, 2026

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on November 27, 2026

Submissions and Questions are to be directed to:
Evan Bryn-Jones
FireSmart Coordinator, Wildfire Mitigation Specialist
Regional District of Nanaimo
EBryn-Jones@rdn.bc.ca

Questions are requested at least three (3) business days before the closing date.

Submissions will not be opened in public

REGIONAL DISTRICT OF NANAIMO

1. Instructions to Proponents

1.1 Closing Date/Time/Submission Method
Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on November 27, 2026.

Submission Method:

By Email: In PDF format with "26-045 Civic Number Signs" as the subject line at this electronic address:

EBryn-Jones@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Sign samples are to be delivered to the attention of:

Evan Bryn-Jones, FireSmart Coordinator
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2
Main Reception

1.2 Addenda and Questions & Answers
If the RDN determines that an amendment or questions & answers are required for this Proposal, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca/) websites. Each addendum will be incorporated into and become part of the Proposal. No amendment of any kind is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Submission.

1.3 Withdrawal of Submissions
The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.4 Unsuccessful Vendors
The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

1. Scope

The Regional District of Nanaimo (RDN) is seeking quotations for the manufacture, supply and delivery of durable, reflective civic number signs to support emergency response and property identification.

Signs will display digits only. Street names, road names, logos and other wording are not required.

The RDN is seeking a practical, performance-based solution. Proponents may offer horizontal, vertical or triangular sign configurations, single or double-sided signs and suitable metal, plastic or composite materials.

Anticipated contract period: 01 January 2027 to 30 June 2027.

2. Mandatory Performance Requirements

All proposed signs must:

- display the numeric portion of the civic address only.
- use clear, bold sans-serif digits that provide strong contrast in daylight and darkness.
- use retroreflective material suitable for identification under vehicle and emergency-apparatus headlights.
- accommodate civic numbers of up to five digits.
- be suitable for permanent exterior use in Vancouver Island conditions, including rain, moisture, wind, UV exposure and seasonal temperature changes.
- resist normal fading, peeling, cracking, corrosion and delamination.
- have finished edges without sharp projections.
- include pre-drilled 3mm mounting holes.
- maintain consistent design and quality across production batches.

3. Dimensions, Orientation and Digit Size

The pricing baseline is a nominal 6 x 18-inch (152 x 457 mm) sign. Proponents may also offer other standard dimensions where needed for a proposed configuration, provided the visibility and performance requirements are met. Alternate dimensions must be clearly identified and priced separately.

- Horizontal 6 x 18-inch signs must accommodate up to five digits using digits at least 3 inches high.
- Vertical 6 x 18-inch signs should use 3-inch digits where practical. For a five-digit vertical sign, digit height may be reduced to no less than 2.5 inches (63.5 mm) to allow appropriate spacing and margins.
- The supplier is to propose an appropriate substrate and thickness.

- Single and double-sided configurations must maintain a minimum digit height of 2.5 inches and provide clear visibility from both travel directions.
- Proponents must identify any digit-count or layout limitations for each configuration offered.

4. Configuration Options

To maintain competition and accommodate existing regional sign practices, proponents may submit one or more of the following:

- horizontal signs
- vertical signs
- single-sided signs
- double-sided signs
- aluminum or other suitable metal signs
- durable plastic or composite signs

Each configuration must be described and priced separately. Double-sided signs should be suitable for locations where the civic number must be seen by vehicles approaching from either direction.

5. Colour, Contrast and Reflectivity

The RDN is not prescribing one colour scheme. Proposed colours must provide strong contrast and nighttime legibility and should align, where practical, with reflective civic number signs already used within the region.

Acceptable examples include:

- white reflective digits on a blue background
- white reflective digits on a black background
- black opaque digits on a white retroreflective background

Proponents may submit another high-contrast colour scheme with supporting product information. For each option, proponents must identify:

- the proposed digit and background colours
- which component is retroreflective
- reflective material or technology and manufacturer/product type, where applicable
- expected outdoor service life
- applicable warranty

The RDN is not prescribing a specific reflective sheeting grade.

6. Numbering and Production

The RDN will provide the civic number for each sign. The successful supplier must:

- accurately reproduce the supplied number
- centre and evenly space the digits
- quality-check each sign against RDN-supplied data
- support individually numbered signs and weekly batch orders

7. Pricing and Delivery

Proponents should provide:

- unit pricing for each configuration offered, including setup, and artwork.
- *separate pricing for shipping and delivery.
- pricing at quantities of 100, 500, 1,000 and 1,500 signs.
- advise how long pricing is firm.
- minimum order quantity.
- standard production and delivery lead time.
- turnaround time for repeat or weekly batch orders.
- Quantities are estimates for pricing and evaluation and do not represent a guaranteed purchase volume.

*To designated fire halls within the Regional District of Nanaimo, District of Lantzville and City of Parksville, within approximately 60 km of 6300 Hammond Bay Road, Nanaimo. Deliveries may be batched, e.g. monthly, to minimize delivery costs.

8. Product Information and Sample

Each quotation must include:

- product description and photograph
- dimensions, orientation and single/double-sided configuration
- substrate material and thickness
- reflective material/specification
- digit size, style and colour configuration
- mounting-hole size
- service-life information and warranty
- pricing, quantity breaks and delivery lead times
- technical/product data sheet

- one full-size sample displaying a five-digit number in the proposed configuration

The sample will be assessed for daytime and nighttime legibility, reflectivity, digit spacing, construction quality, mounting-hole placement and overall suitability.

9. Evaluation & Contract

Quotations will be evaluated on compliance with the mandatory performance requirements, total cost, visibility and reflectivity, durability and warranty, product configuration, production capacity and lead time. The Regional District of Nanaimo and the successful Proponent to jointly agree on the form of agreement, if any.

The RDN may evaluate submissions on a comparative basis by comparing one proponent's submission to another proponents. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the submission is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated submission and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the submission process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the submission to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

10. General Conditions

10.1 No Contract

By submitting a Proposal and participating in the process as outlined in this document, proponents expressly agree that no contract of any kind, including any "Contract A" obligations, is formed until a fully executed contract is in place.

10.2 Privilege Clause

The lowest or any Proposal may not necessarily be accepted.

10.3 Acceptance and Rejection of Submissions
This process does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this process, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

10.4 Conflict of Interest
Proponents shall disclose in their submission any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

10.5 Solicitation of Board Members and RDN Staff
Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this process, other than the RDN Contact named in this document.

10.6 Litigation Clause
The RDN may, in its absolute discretion, reject a submission submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

(a) any other contract for works or services; or
(b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Submissions.

In determining whether to reject a Submission under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

10.7 Exclusion of Liability
Proponents are solely responsible for their own expenses in preparing and submitting a submission and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this process. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this process, and by submitting a Submission each Proponent shall be deemed to have agreed that it has no claim.

10.8 Ownership of Submissions

All Submissions, including attachments and any documentation, submitted to and accepted by the RDN in response to this solicitation become the property of the RDN.

10.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.