

**Request for Expressions of Interest:
Transit Shelters and Benches
RFEI #: 2015-01**



The City of Colwood (“the City”) is requesting expressions of interest (RFEI’s) from interested parties for the supply, installation and maintenance of transit shelters and/or benches which may contain advertising. This RFEI is intended to determine whether or not there is sufficient market interest to proceed to a competitive bidding process. In the event there is sufficient interest in this requirement, the City may, but is not obligated to, initiate a competitive bidding opportunity.

The City of Colwood is located on Vancouver Island in British Columbia and has a population of just over 16,000. It is approximately 10 km from the City of Victoria and is in BC Transit’s Victoria Regional Transit System. The City currently has agreements with companies for the supply and maintenance of shelters and benches with advertising for the benefit of transit users. There are nine transit shelters and twenty-three benches in Colwood with advertising. The agreement with the supplier of the shelters will expire in 2015 while the agreement with the supplier of the benches will expire in 2016.

Interested parties are invited to respond to this RFEI by submitting a letter to the City that includes a brief statement of the nature of their interest in the City’s requirements. Responses should only include a statement of interest, and should not include any other information or qualifications. There will be no evaluation, ranking, or selection of vendors as a result of this RFEI, and it will not be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued, the City is under no obligation to advise any vendor responding to this RFEI. Vendors should monitor the BC Bid website (www.bcbid.ca) or the City of Colwood website (www.colwood.ca) for such opportunities, which will be open to all vendors, whether or not a response to this RFEI was submitted.

Questions or requests for clarification regarding this Request for Expressions of Interest shall be directed to Helen Lockhart, P.Eng. of the City of Colwood at the contact information below.

Responses may be submitted in person or by regular mail, facsimile or email to the City of Colwood at the address given below by 3:00 pm local time on Tuesday, February 17, 2015, and shall be clearly marked “Expression of Interest: Transit Shelters and/or Benches - RFEI 2015-01”.

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