



**Village of Burns Lake
Request for Pricing
REC-2025-01
Lakeside Multiplex Solar Energy System 2025**



**Request Issued: May 29, 2025
Closing Date: 10:00am, June 12, 2025**

Contact: Lewis Jones, Director of Recreation Services

**ljones@burnslake.ca
Village of Burns Lake
15 3rd Avenue
PO Box 570
Burns Lake, BC
VOJ 1E0**



Table of Contents

1. Purpose	3
2. Proposed Works	3
3. Submission requirements	4
4. Evaluation Process	4
5. Role of the Village of Burns Lake	5
Appendix 1 – Proponent Submission Form	6
Appendix 2 – Schedule of Quantities and Prices	7
Appendix 3 – Preliminary Construction Schedule	8
Appendix 4 – Experience of Superintendent	9
Appendix 5 – Comparable Work Experience	10
Appendix 6 – Subcontractors	11



1. Purpose

The Purpose of this Request for Pricing (RFP) is to seek a qualified contractor for the design, supply, and install of a solar energy system at the Lakeside Multiplex in accordance with The Village of Burns Lake municipal standards, and general good construction practice. The intent of this RFP is to identify interested and eligible contractors to provide pricing for some, or all of the works as outlined within appendix 2 – Schedule of Quantities and Prices.

1.1. Site Overview

The Village of Burns Lake, a community of approximately 3,500 residents, is situated on the Yellowhead Highway (Highway 16) between Prince George and Smithers. The proposed works are located at 111 Flogum Drive, Burns Lake, BC, V0J 1E0.

2. Proposed Works

The scope of work for the Lakeside Multiplex Solar Energy System 2025 contract is expected to include the items listed in appendix 2 – Schedule of Quantities and Prices. Be advised, the Village of Burns Lake has a defined budget that must not be exceeded. As such, any item may be increased, decreased, or removed in its entirety at the discretion of the Village of Burns Lake.

This project includes the design, supply, and installation of a solar energy system for the Lakeside Multiplex. This project is meant to be a “net-metering” system tied into the existing BC Hydro Service that includes:

- 2.1. Solar Panels; (to supply up to 150,000 kW total power) to be installed on the roof of the Lakeside Multiplex roof as appropriate.
- 2.2. Inverter: 100 kW rated inverter to be supplied and installed where practical and appropriate.
- 2.3. All associated wiring, hardware, parts, supplies, tools & equipment to complete the installation.
- 2.4. All relevant and appropriate permits, engineering, and administration related to the installation of this system.



3. Submission Requirements

Please submit the following Appendices (attached):

- Appendix 1 – Proponent submission form
- Appendix 2 – Schedule of Quantities and Prices
- Appendix 3 – Preliminary Construction Schedule
- Appendix 4 – Experience of Superintendent
- Appendix 5 – Comparable Work Experience
- Appendix 6 – Subcontractors (as applicable)

Please note that the above may be submitted in a different format; however, all required information must be included.

Submissions must be received by no later than 10:00am, June 12, 2025.

Please email your submission package to Lewis Jones, Director of Recreation Services (ljones@burnslake.ca).

4. Evaluation Process

All participating proponents must submit the attached appendices or provide similar information. This RFP is not an agreement to purchase goods or services. The Village of Burns Lake will evaluate proposals received and may enter discussions and/or negotiations with one or more proponents, without such discussions in any way creating a binding contract. All participating proponents will be notified of the RFP outcome and provided further information as required.

The Village of Burns Lake has the sole authority regarding the decision to move forward with construction or cancel the process. The Village of Burns Lake is not obligated to accept any or all RFPs in whole or in part, which are submitted in response to this notice.

4.1. Evaluation Criteria

Proposals will be evaluated based on the following:

- Cost competitiveness and clarity of budget (40%)
- Relevant experience and qualifications (20%)
- Proposed approach and understanding of the project (20%)
- Past performance and client references (10%)
- Capacity to complete the work within the proposed timeline (10%)



5. Role of the Village of Burns Lake

The Village of Burns Lake will administer the project, oversee construction, and ensure that the Lakeside Multiplex Solar Energy System 2025 project will proceed in accordance with the municipal bylaws and purchasing policy.



APPENDIX 1 – PROPONENT SUBMISSION FORM

Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

1. Legal Name of Proponent

2. Proponent's Legal Address

3. Proponent's Contact Information

a. Contact Name: _____

b. Phone: _____

c. Mobile phone:

d. Email: _____

4. Proponent's Proposed Warranty Period & Maintenance Plan During Warranty



APPENDIX 2 – SCHEDULE OF QUANTITIES AND PRICES

Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

Item #	Description	UNIT	Quantity	Unit Price	Amount
1.1	Solar Panels (to supply up to 150,000kW total solar power)				
1.2	Inverter (rated for 100kW)				
1.3	Supplies, parts, materials, tools, equipment needed for installation				
1.4	Design & Installation Cost				
1.5	Engineering, permit fees, administration, disbursements, and all other relevant costs				
				SUBTOTAL	
				G.S.T.	
				TOTAL	



APPENDIX 3 – Preliminary Construction Schedule
Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

Milestone Dates: Substantial Completion by **September 30, 2025**

ACTIVITY	Construction Schedule (Weeks)									
	1	2	3	4	5	6	7	8	9	10



APPENDIX 4 – Experience of Superintendent
Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

Name: _____

Experience:

Project Name: _____

Dates: _____

Responsibility: _____

References: _____

Project Name: _____

Dates: _____

Responsibility: _____

References: _____

Project Name: _____

Dates: _____

Responsibility: _____

References: _____



APPENDIX 5 – COMPARABLE WORK EXPERIENCE

Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

Project	Owner/contact name Phone & Email	Work Description	Value (\$)
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		
	Owner/contact _____ Phone _____ Email _____		



APPENDIX 6 – SUBCONTRACTORS

Village of Burns Lake – Lakeside Multiplex Solar Energy System 2025

TENDER ITEM	TRADE	SUBCONTRACTOR NAME	PHONE NUMBER