



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INVITATION TO TENDER CS-20-11**

**SALMON VALLEY FIRE HALL  
WATER TANK BURIAL**



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## 1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the "Regional District") invites tenders for the burial of two 38,000 L (10,000 US gal) water tanks on the property of the Salmon Valley Fire Hall, located at 5155 Salmon Valley Road, Prince George, BC (the "Site").

The Regional District's objective is to award a contract to the successful tenderer who can demonstrate the ability to deliver a high quality, well managed project.

### 1.1 Tender Documents

Tender documents may be obtained on, or after, Thursday July 15, 2020:

- a) in a PDF (public document format) file format from the Regional District's website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca); and
- b) on the BC Bid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

All subsequent information regarding this ITT, including amendments, addenda and answers to questions will also be available as above.

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

Inquiries relating to this ITT are to be directed by email to the Project Manager:

Melanie Perrin, Manager of Public Safety Operations  
Regional District of Fraser-Fort George  
Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

### 1.2 Mandatory Site Meeting

**The meeting is scheduled to start promptly at 10:00 a.m., Tuesday, July 21, 2020 at 5155 Salmon Valley Road, Prince George, BC (the "Site") Tender submissions from tenderers who did not attend the mandatory site meeting will not be considered.**

The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to the ITT. The purpose of this meeting is for tenderers to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the Site, to determine specifications and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their tender submission.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding an additional site meeting or providing individuals access to the Site.

### 1.3 Closing Date and Opening of Tenders

Sealed Tenders will be received by the General Manager of Financial Services on the 3<sup>rd</sup> floor at the Regional District of Fraser-Fort George office, 155 George Street, Prince George, BC, V2L 1P8 until 2:00 p.m. local time, Thursday August 6, 2020.

### 1.4 Tender Submissions

Emailed Tenders must be in a PDF format and labelled in the subject line "RDFFG ITT CS-20-11 – Insert Tenderer's Name" and emailed to:

General Manager of Financial Services  
Email – [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

For closing purposes, the official time of receipt of Tender submission is determined by the time of receipt of the email.

The Regional District will not accept or consider Tenders transmitted by facsimile or delivered to an email address other than the address identified. Please do not carbon copy or blind carbon copy any other email addresses on the emailed submission.

The responsibility for submitting a response to this Invitation to Tender to the correct email address on or before the closing date and time, will be solely and strictly the responsibility of the Tenderer.

Qualified Tenderers must complete and submit pages 12 through 17, including the Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Goods and Services Tax Information, and Conflict of Interest Disclosure Statement. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District. Each amendment and addenda must be signed by the Tenderer and be included with their Tender submission.

Tenderers submitting in hard copy will complete and submit three (3) copies of their Tender. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original Tender. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District's determination will be final and binding on all parties.

The following information **must be written on the outside of the sealed envelope containing the Tender submission, as well as on the outside of the courier envelope (if sending by courier):**

Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George BC V2L 1P8

Invitation to Tender CS-20-11  
Salmon Valley Fire Hall Water Tank Burial

Responding Tenderer's name and address.

To be considered, the Tender must contain the original signature of an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this. Any Tender received by the Regional District that is unsigned will be rejected.

Quoted prices must remain in effect for sixty (60) days after the closing date and time. Tenders will be evaluated on the Quoted price and Tenderer's experience. The Regional District reserves the right to reject any and all Quotes; the lowest price will not necessarily be accepted.

All applicable taxes will be shown separately. The successful Tenderer will be required to itemize taxes on all invoices submitted to the Regional District.

**Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.**

The Regional District will not be responsible for any costs incurred by Tenderers which result from the preparation or submission of documents pertaining to this ITT. The accuracy and completeness of the Tender is the Tenderer's responsibility. If errors are discovered they will be corrected by the Tenderer at their expense.

#### 1.5 Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the tender deemed most favourable in the interests of the Regional District. The lowest cost tendered, or any tender, will not necessarily be awarded.

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

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a tender, the tenderer is required to complete, sign, and include with their tender a Conflict of Interest Disclosure Statement (Appendix "A").

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

#### 1.6 Waiver of Claim for Compensation

Except for a claim for the reasonable cost of preparation of its tender, by submitting a tender, each tenderer irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- a) any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation, any alleged unfairness in the evaluation of a tender or award of a contract.
- b) a decision by the Regional District not to award a contract to that tenderer; or
- c) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

#### 1.7 Errors, Omissions, Clarifications

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from the Project Manager:

Melanie Perrin, [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca).

The Regional District will not accept responsibility for any damages, costs or expenses incurred by a tenderer in reliance on oral instructions. Any work done in preparation of a tender after discovery of discrepancies, errors, or omissions in the ITT will be done at the tenderer's risk unless the discrepancy, error, or omission is reported to the Project Manager in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by tenderers must be submitted in writing by email to the Project Manager by 2:00pm on Tuesday, July 28, 2020 in order that amendments, if necessary, are available to all tenderers in time to be considered for the preparation of their tender.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website and BC Bid (see S. 1.1). **It is the sole responsibility of the tenderer to check for addendums.**

#### 1.8 Ownership of Tenders and Freedom of Information

Tenders 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 ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

#### 1.9 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, tenderers and the Contractor awarded the Contract that results from this ITT 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 their knowledge as a result of this ITT process and resulting Contract, except insofar as such publication, release or disclosure is necessary to enable the them to fulfill their obligation under the ITT process and resulting Contract, or by the laws of British Columbia.

#### 1.10 Proof of Ability

Tenderers will be competent and capable of performing the work as described as detailed in Appendix C – Scope of Work. The tenderer may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

#### 1.11 Sub-Contractors

- a) The Regional District will accept tenders where the tenderer proposes to have sub-contractors provide some of the services so long as the tenderer is the lead entity and has sole responsibility to deliver the services under the Contract. The Regional District will enter into a contract with the Contractor only.
- b) Sub-contractors will be bound by all the terms and conditions of this ITT and resulting Contract with the Contractor, including, but not limited to Insurance, Indemnity, Conflict of Interest and Confidentiality.
- c) All sub-contractors and the work that they will be performing must be clearly identified in the tenderer's tender on the List of Sub-Contractors form. No additional sub-contractors will be added, nor other changes made, without the written consent of the Regional District.

## 2.0 TENDER FORMAT

Tenderers are asked to respond utilizing the following format and sequence of their tender in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 122 through 17:
  - Tender Form: to be completed, signed, and witnessed.
  - List of Sub-Contractors: to include sub-contractor's legal name and the work to be performed by the sub-contractor.
  - Tenderer's Experience in Similar Work: a minimum of three (3) references are required, to include a brief description of projects similar in size and scope to this ITT, together with the corresponding contact names and phone numbers for reference checks.
  - Schedule of Prices to include: Project Price; Taxes Payable; Total Contract Price; GST Tax Registration Number; WorkSafeBC Registration Number; Work Completion Date; tenderer's name; address; telephone number; email address; and signature of the authorized person.
- b) Completed Appendix A – Conflict of Interest Disclosure Statement.
- c) **All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be signed by the tenderer and included with the tender and will form part of the tender documents.**
- d) A Start to Completion Workplan: to include construction start date, milestones, and completion dates.
- e) Additional information that the tenderer may choose to provide.

## 3.0 TENDER EVALUATION

Evaluation of tenders will be by a committee formed by the Regional District in order to provide a recommended award of contract (the "Contract"). Tenders should be clear, concise, and complete. The following Tender evaluation methodology will be used by the committee to evaluate the tenders received:

|  |            |
|--|------------|
| a) Compliance with ITT requirements  | 5%         |
| b) Project management experience, length and quality of experience of the tenderer in doing similar work | 10%        |
| c) Acceptability of reference checks conducted by the Regional District                                  | 10%        |
| d) Start to Completion Workplan and acceptable schedule  | 10%        |
| e) Price   | <u>65%</u> |
| <b>TOTAL 100%</b>  |            |

Where tender prices are the same, the Regional District will consider the tenderer's experience in similar work beyond the minimum standards established in this ITT.

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process.

## 4.0 CONTRACT

### 4.1 Form of Contract

The form of contract will be similar to the sample contract in Appendix B and will include this ITT, Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to

Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's tender submission.

#### 4.2 Examination of Tender and Contract Documents

The contractor will satisfy themselves as to the practicability of executing the work in accordance with the contract, and they will be held to have satisfied themselves in every particular before making up their tender by inquiry, measurement, calculation and inspection of the Site.

All measurements within this tender document are approximate. The contractor will be responsible for any final measurements required for the purpose of preparing a tender.

The contractor will be deemed to have satisfied themselves as to the sufficiency of the tender for the work and the Total Contract Price stated in the Schedule of Prices. The Total Contract Price will cover all the contractor's obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment, transportation, materials, supervision, services, warranty, taxes and assessments, together with the contractor's overhead and profit, except where otherwise provided for in the Contract.

#### 4.3 Award of Contract

The Contract is anticipated to be awarded Thursday, August 20, 2020. All tenderers will be advised, in writing, as to the awarding of the contract.

The Regional District may, in its sole discretion, delay the date of awarding the contract if deemed appropriate by the Regional District. The tenderer awarded the Contract (the "Contractor"), will have fourteen (14) calendar days to provide the required insurance certificate under Section 12.0 and proof of WorkSafeBC coverage in Section 14 upon notification that the Regional District has accepted its tender. Contractor must be duly incorporated under the laws of British Columbia.

### 5.0 **START TO COMPLETION WORKPLAN**

As specified in Section 2.0 d), the tender submission will include a Start to Completion Workplan. At a minimum, the work is to be completed by **October 31, 2020**. At the discretion of the Regional District, the Contract completion date may be extended.

### 6.0 **WARRANTY**

The Contractor will provide a one-year warranty against defects on all work completed. The one-year warranty period will begin on the project completion date and will be over and above the fifty-five (55) day performance assurance holdback referred to in Section 9.0.

### 7.0 **CONTRACT PRICE**

The Schedule of Prices must be completed and included in the tender submission. All prices for the work shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price, but are to be listed separately from the Total Contract Price. The Total Contract Price must be open for acceptance for sixty (60) days from the time of tender opening, unless otherwise stated by the Regional District.

### 8.0 **PAYMENT**

Following completion of the work, the Regional District will pay for the work completed to the Regional District's satisfaction, by the thirtieth (30<sup>th</sup>) day of the month following that for which payment is required on receipt by the Regional District of an invoice from the Contractor. The Regional District will inspect the work before making payment. No payment will be made for materials supplied by the Regional District.



## **9.0 HOLDBACK**

The Regional District may withhold 15% of the total payment due under the Contract as a performance assurance holdback. The holdback will be released to the Contractor once the following two conditions have been satisfied:

- i. the work has been completed to the satisfaction of the Regional District; and
- ii. the Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.

## **10.0 CHANGES**

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor will proceed with the work as changed and the work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in the Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Total Contract Price, the Total Contract Price amount will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Total Contract Price will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

## **11.0 LICENSES AND PERMITS**

The Contractor shall, at their expense, obtain all licenses, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the Contract.

## **12.0 INSURANCE**

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract 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 the Contract:

- i. Commercial General Liability (CGL) 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, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. 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.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contracts forming from this Contract meet the insurance requirements outlined in Clause 12.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

### **13.0 DAMAGE TO EXISTING PROPERTY OR FACILITY**

In the event of damage to the Regional District's facility or property arising from actions of the Contractor the procedure will be as follows:

1. The Contractor will immediately advise the Regional District of any damage to the Regional District's facility or property.
2. Upon investigation, the Regional District will notify the Contractor of damages to be repaired.
3. If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment to the Contractor.

### **14.0 WORKSAFEBC**

The Contractor will use due care and take all necessary precautions to assure the protection of persons or property at the Site and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

Prior to undertaking any of the work, the Contractor will provide its WorkSafeBC number and will keep current all assessments required by WorkSafeBC in relation to, and for, the duration of the work. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the work.

### **15.0 INDEMNITY**

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

### **16.0 RIGHTS OF WAIVER**

A waiver, or any breach of provision of this ITT will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

### **17.0 SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.

### TENDERER CHECKLIST

Before submitting your Tender, check the following points:

- ☐ Was the mandatory site meeting attended?
- ☐ Has the Tender Form been signed and witnessed?
- ☐ Has the List of Sub-Contractors been completed?
- ☐ Has the Tenderer's Experience in Similar Work been completed?
- ☐ Has the Schedule of Prices been completed?
- ☐ Has Appendix A - Conflict of Interest Disclosure Statement been completed?
- ☐ Has a Start to Completion Workplan been included?
- ☐ Are all amendments and/or addenda, if any, included and signed?
- ☐ Is the tender submission complete?
- ☐ Have you included three (3) complete copies of your tender submission? (if submitting by hard copy)
- ☐ Is the submission enclosed in a **sealed** envelope? (if submitting by hard copy)
- ☐ Is the tenderer duly incorporated under the laws of British Columbia?
- ☐ Are both the tender submission envelope and the courier envelope (if submitting by hard copy and sending by courier) both labelled fully?

For hard copy submissions ensure that the tender is returned in a **sealed** envelope clearly marked on the outside with:

- ☐ Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
- ☐ INVITATION TO TENDER CS-20-11  
SALMON VALLEY FIRE HALL WATER TANK BURIAL
- ☐ Tenderer's name and address
- ☐ If submitting by email, is the subject line properly labelled?

**Note: Your tender may be disqualified if ANY of the applicable foregoing points have not been complied with.**

**TENDER FORM**

Date: \_\_\_\_\_

Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Invitation to Tender, including the Appendices, Drawings and subsequent written amendments or addenda (if any), and having satisfied myself/ourselves as to the sufficiency of the tender, the undersigned agrees to furnish all labour, transportation, equipment, materials, supervision and services and to do all work necessary for and reasonably incidental, as specified in accordance with the ITT, to do the work.

I/We agree that in consideration of having my/our tender considered for the Total Contract Price as shown on the Schedule of Prices, the Total Contract Price is open for acceptance for sixty (60) days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the Total Contract Price only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the sub-contractor(s) employed will be as listed on the List of Sub-Contractors and further agree that no changes or additions will be made to the list without written approval of the Regional District.

If I am/we are notified in writing of the acceptance of our tender, I/we agree that within fourteen (14) days from the date of the acceptance notice I/we will enter into a contract for the Total Contract Price. The form of contract will be similar to the sample contract in Appendix B.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.



I/We hereby acknowledge receipt and inclusion of the following addenda to the ITT Documents:

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Signed and Delivered by:

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Name of Authorized Signatory (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

Signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Witness (Please print)

\_\_\_\_\_  
City, Province, Postal Code



**LIST OF SUB-CONTRACTORS**

The Contractor advises that they will be sub-contracting the following parts of the work to the sub-contractor(s) listed below. In the Contractor's opinion, the sub-contractor(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 sub-contractors are not required and include it with your tender submission. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.

| Sub-Contractor's Legal Name | Work to be Performed by Sub-Contractor |
|-----------------------------|--|
|                             |  |



**TENDERER'S EXPERIENCE IN SIMILAR WORK**

(A minimum of three references)

| Year | Work Performed | Reference Contact<br>(name and phone number) | Value |
|------|----------------|--|-------|
|      |                |  |       |



### SCHEDULE OF PRICES

The Total Contract Price submitted below reflects the full cost, including taxes, for the work as specified in ITT CS-20-11.

|                                  |                 |
|----------------------------------|-----------------|
| Project Price                    | \$ _____        |
| Other (please specify):<br>_____ | \$ _____        |
| Taxes Payable:                   | \$ _____        |
| <b>TOTAL CONTRACT PRICE:</b>     | <b>\$ _____</b> |

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are you a GST Registrant?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If YES, Tax Registration Number:                                       | _____                        |                             |
| If NO, please complete the following:                                  |                              |                             |
| Supplier qualifies as a small supplier under s. 148 of the legislation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the company duly incorporated under the laws of BC                  | <input type="checkbox"/> Yes | _____                       |
|  |                              | Registration No.            |
| WorkSafeBC Registration Number:  | _____                        |                             |
| Work Completion Date:  | _____                        |                             |

|   |                                      |
|---|--------------------------------------|
| _____<br>Authorized Signatory Signature | _____<br>Name of Tenderer            |
| _____<br>Name (Please print)            | _____<br>Address                     |
| _____<br>Title                          | _____<br>City, Province, Postal Code |
| _____<br>Phone Number                   | _____<br>Email                       |
| _____<br>Date                           |                                      |





**APPENDIX A**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Invitation to Tender CS-20-11  
Salmon Valley Fire Hall Water Tank Burial**

Tenderer's Name: \_\_\_\_\_

The tenderer, including its officers, employees, and any person, sub-contractor or other entity working on behalf of, or in conjunction with, the tenderer 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 tenderer with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in tender rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

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

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

**APPENDIX B**

**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 a place of business at:

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:

- (a) Provide all necessary labor, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for the project entitled "Invitation to Tender CS-20-11 Salmon Valley Fire Hall Water Tank Burial.
- (b) Commence to actively proceed with the work of the Contract once the Contract has been executed, project to be **completed by October 31, 2020**.

2. The Regional District will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ to be determined (plus applicable taxes) in Canadian funds, at the times specified in the contract documents.

3. This Invitation to Tender, the Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's tender submission, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.

4. The Contractor will provide a one-year warranty against defects on all work completed. The one-year warranty period will begin on the project completion date and will be over and above the fifty-five (55) day performance assurance holdback referred to in Section 9.0.

5. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties



hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.

6. Subject to Section 5, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
7. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Project Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

The Contractor at: \_\_\_\_\_  
(Address)

The Regional District at 155 George Street, Prince George, BC V2L 1P8.

8. The Contractor is to coordinate all parts of this Contract as indicated in Appendix C - Scope of Work. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It shall be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE  
**REGIONAL DISTRICT OF FRASER-FORT GEORGE**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF  
**THE CONTRACTOR**

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)



---

**APPENDIX C**

**SCOPE OF WORK**

The Contractor will provide all labor, equipment, transportation, materials, supervision, and services to perform all of the work necessary to bury the tanks as specified in the Scope of Work contained herein. Tank burial project is to be completed by October 31, 2020.

1. Site location is 5155 Salmon Valley Road, Prince George, BC V2L 5W2.
2. The Contractor will be responsible for any final measurements required for the purpose of preparing a tender.
3. The Contractor is responsible for regularly scheduling the cleanup and disposal of all materials and debris generated by their activities during the course of the project.
4. The Contractor will not interfere with the day-to-day operations on the property or other work being conducted on the property while completing the work required.
5. The Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's equipment used or stored at the site.
6. The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
7. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
8. **All work must comply with WorkSafeBC standards.**



**APPENDIX D**  
**INSTALLATION DRAWINGS**

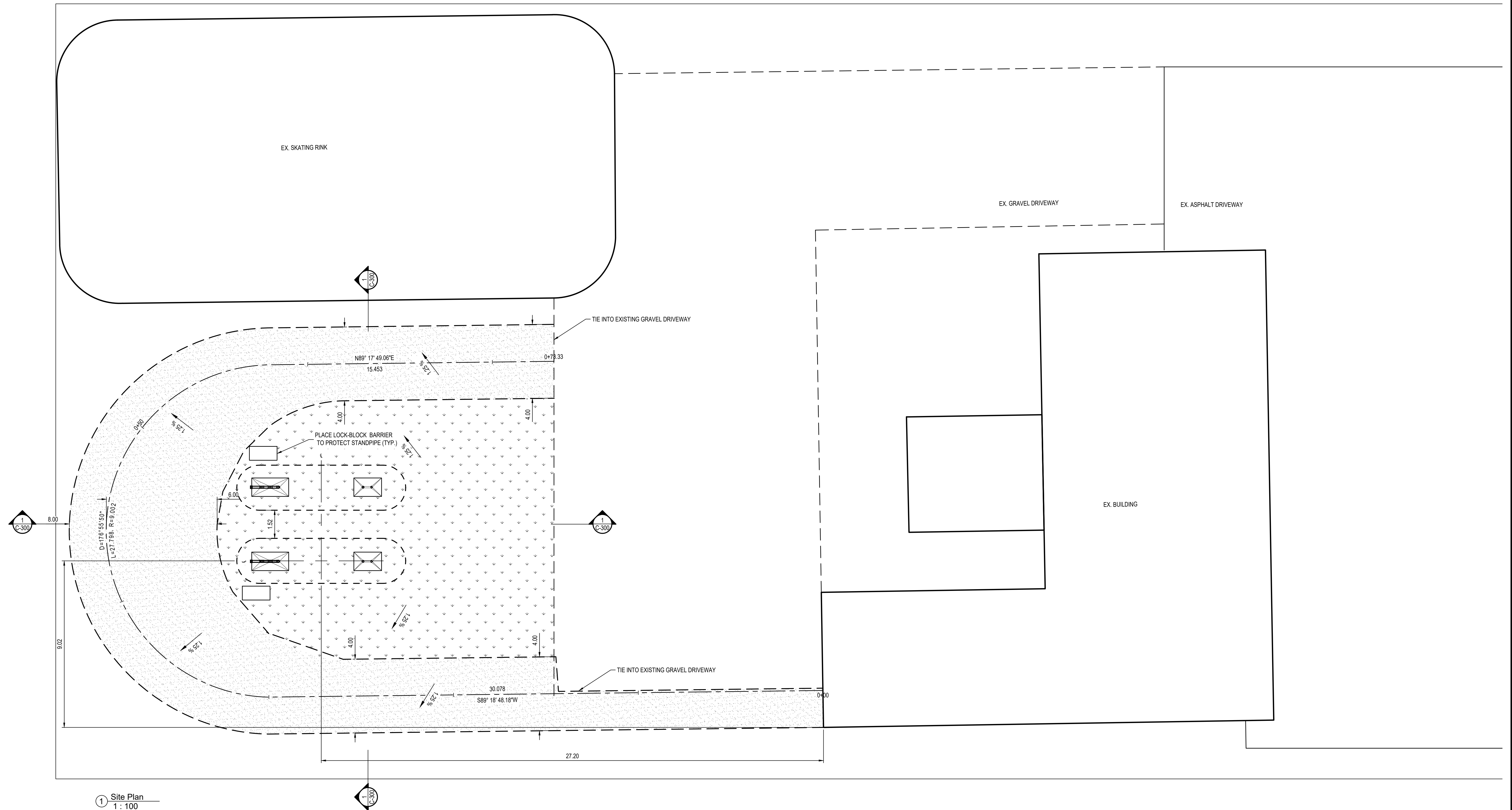
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| PA  | 2019-10-23 | Issued for Concept Review | TRM/SD | SF     |       |
| Rev | Date       | Description               | Drawn  | Design | App'd |

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ORIGINAL DWG SIZE: ANSI D (22" x 34")



Suite 12  
556 North Nechako Road  
Prince George BC  
Canada V2K 1A1  
T 250 561 2229

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CONSTRUCTION

THIS DRAWING HAS NOT BEEN APPROVED  
AND MAY CONTAIN ERRORS AND OMISSIONS

Salmon Valley Volunteer Fire Department

5155 Salmon Valley Rd, Prince George, BC V2K 5W2

## Fire Water Tanks Site Plan

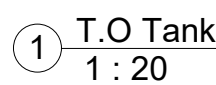
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Project Number

2341-02750-08

DESTROY ALL PRINTS BEARING PREVIOUS REVISION



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# Salmon Valley Volunteer Fire Department

5155 Salmon Valley Rd, Prince George, BC V2K 5W2

### Fire Water Tanks

#### Plan View of Tanks

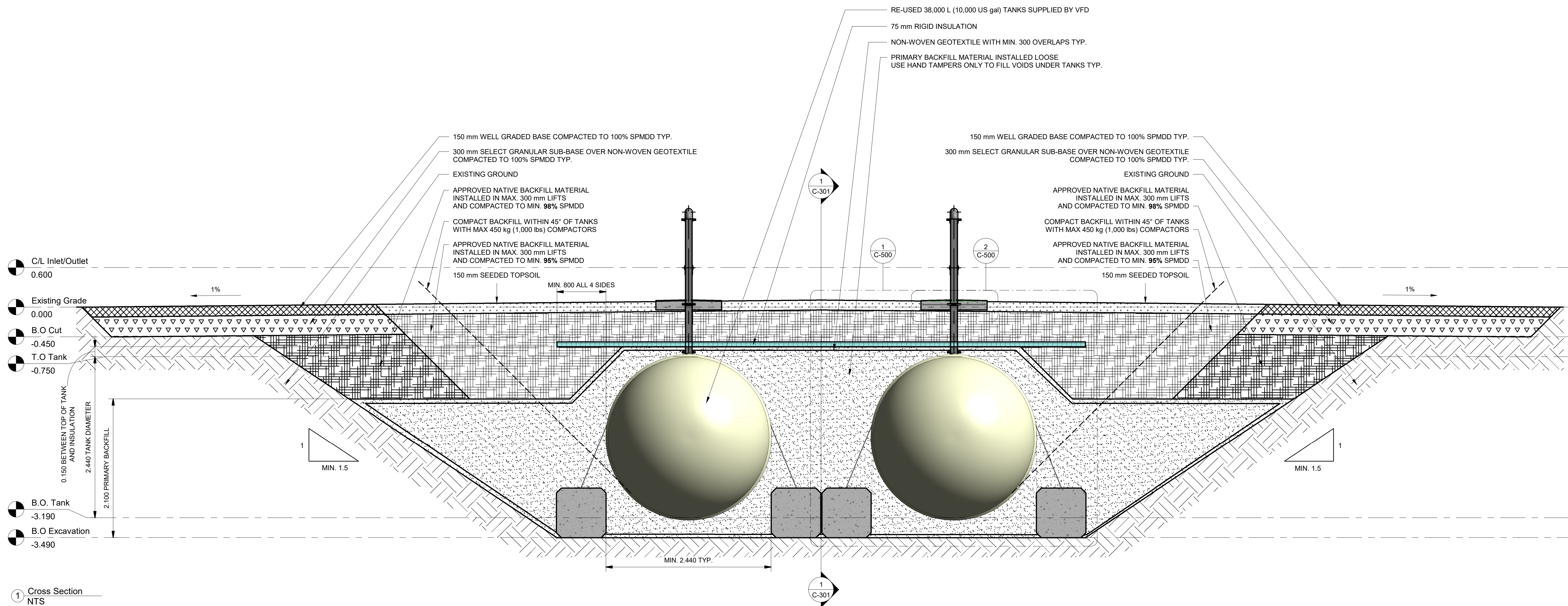
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Salmon Valley Volunteer Fire Department

5155 Salmon Valley Rd, Prince George, BC V2K 5W2

### Fire Water Tanks Cross Section

Drawing No.


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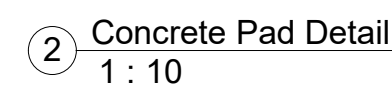
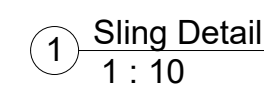
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## Fire Water Tanks Details

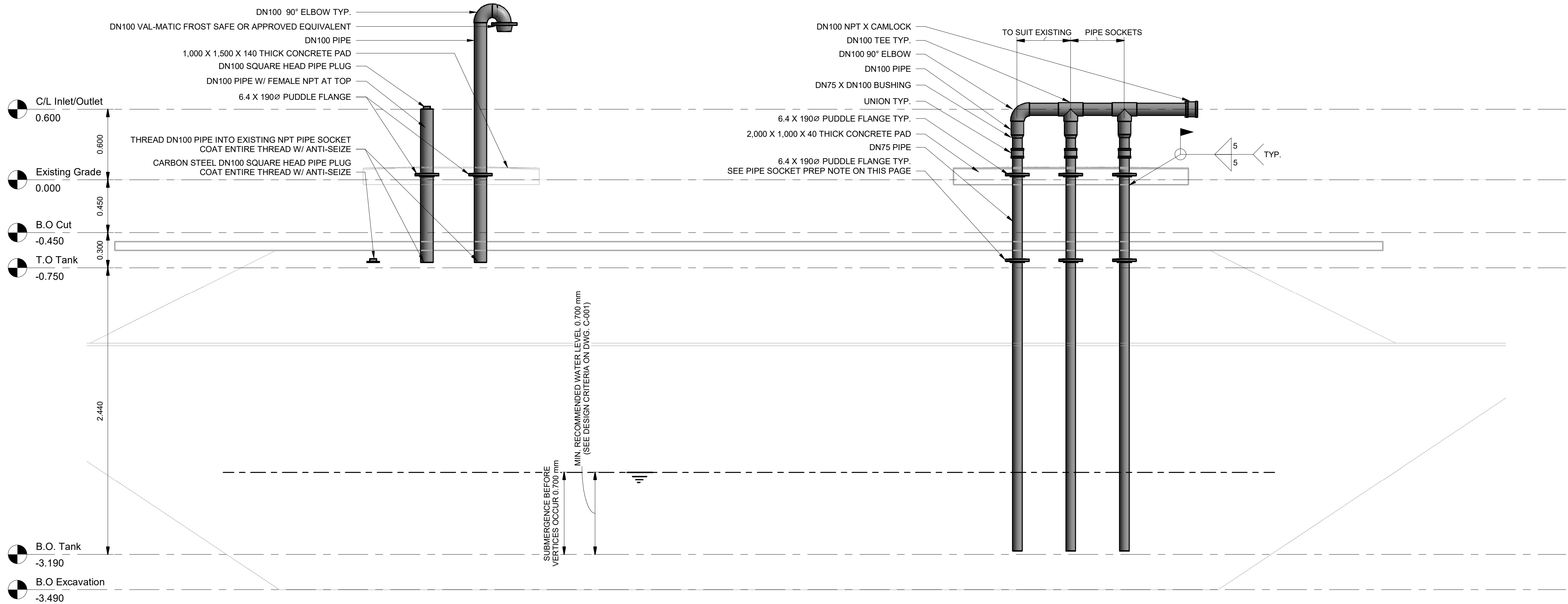
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Project No.  
2341-02750-08

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1 Piping Layout  
1 : 20

PREPARATION OF EXISTING PIPE SOCKET:

1. THE TOP SURFACE OF THE EXISTING PIPE SOCKETS THAT WILL SUPPORT THE PUDDLE FLANGES OF THE OUTLET PIPING SHALL BE POWER TOOL CLEANED TO BARE METAL IN ACCORANCE WITH SSPC-SP11 IMMEDIATELY PRIOR TO THE FINAL INSTALLATION.
2. THE CONTACT SURFACE OF THE EXISTING PIPE SOCKETS AND THE PUDDLE FLANGES SHALL BE PRIMED WITH SIKAFLEX PRIMER AND SEALED WITH SIKAFLEX 1A OR APPROVED EQUIVALENT DURING THE FINAL INSTALLATION.

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Fire Water Tanks  
Piping Layout

Drawing No.

P-300

Project No.

2341-02750-08

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