



REGIONAL DISTRICT of Fraser-Fort George

NESS LAKE FIREHALL ROOF REPAIR

CONTRACT CS-23-06



TABLE OF CONTENTS

PART A – INTRODUCTION	3
PART B – INSTRUCTIONS TO TENDERERS	5
APPENDIX A: ACKNOWLEDGEMENT LETTER	15
APPENDIX B: BIDDER CHECKLIST	16
APPENDIX C: TENDER FORM	17
APPENDIX D: SCHEDULE OF PRICES – TENDERED PRICE	19
APPENDIX E: LIST OF SUB-CONTRACTORS	20
APPENDIX F: TENDERER'S EXPERIENCE IN SIMILAR WORK	21
APPENDIX G: CONFLICT OF INTEREST STATEMENT	22
APPENDIX H: GOODS AND SERVICES TAX INFORMATION.....	23
APPENDIX I: CONTRACT AGREEMENT	24
APPENDIX J: SCOPE OF WORK.....	27
APPENDIX K: SPECIFICATIONS	29
APPENDIX L: MATERIALS LIST	31
APPENDIX M: DISCLAIMER.....	32
APPENDIX N: NESS LAKE FIREHALL	33
APPENDIX O: PHOTOS IN LIEU OF SITE MEETING	34
WESTMAN DETAILS	attachment



**INVITATION TO TENDER
PART A – INTRODUCTION**

The Regional District of Fraser-Fort George invites tenders for the repair of the Ness Lake Fire Hall roof, located at 9770 Lakeside Drive, Prince George, BC (the “Site”).

Tender Documents

The Invitation to Tender documents may be obtained on or after July 26, 2023:

- (a) in a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.bc.ca;
- (b) on the BCBid® website at www.bcbid.gov.bc.ca; or
- (c) in a hard copy format from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 9:00 a.m. to 12:30 pm and 1:30 pm to 5:00 p.m., Monday to Friday, excluding Statutory holidays.

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

DELIVERY OF TENDERS AND CLOSING DATE:

For Tenders to be Submitted Electronically, with no Bid Security:

The closing date and time for this tender is **Tuesday August 15, 2023** at 2:00 p.m. local Prince George Time (the “**Closing Date**”).

“Prince George Time” will be conclusively deemed to be the time indicated in the electronic timestamp the Tender receives upon delivery to the email address specified herein,

Tenderers must submit all portions of their Tender by email in accordance with the following:

Subject of the file to be: “RDFFG CS-23-06 – “Insert Contractor Name”.

All emailed documents must be in PDF format and should be in one combined file. Zip the files to reduce the size or email separately, if needed. Submitting the files via Drop Box, FTP, or similar programs, is not acceptable.



The Regional District does not assume any risk or responsibility or liability, including in contract or tort (including negligence), whatsoever to any Tenderer:

1. For ensuring that any electronic email system being operated by or for the Regional District is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, cannot be received;
2. For errors, problems or technical difficulties with respect to a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender;
3. That a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, is received by the Regional District in its entirety or within any time limit specified by this Tender.

Tenders must be submitted to purchasing@rdffg.bc.ca . Do not deliver a physical copy to the Regional District of Fraser Fort George.

The lowest or any Tender will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Tenders. **Only Email Tenders will be accepted. All Tender Documents must be received by the Closing Date in order for the Tender to receive consideration.**



**INVITATION TO TENDER
PART B – INSTRUCTIONS TO TENDERERS**

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites Tenders for:

NESS LAKE FIREHALL ROOF REPAIR CS-23-06

Instructions regarding obtaining the Tender Documents are contained in Part A: Introduction.
Questions relating to the tender or project must be directed to:

Melanie Perrin
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Phone: 250-960-4400
Email: mperrin@rdffg.bc.ca
Fax: 250-562-8676

Deadline for question submissions is 4:00 p.m. (local time) August 2nd, 2023.

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

ACKNOWLEDGEMENT LETTER

Upon receipt of this Invitation to Tender, a potential Tenderer should complete and sign the Acknowledgement Letter at Appendix A, and email the signed Acknowledgement Letter to, Project Manager, mperrin@rdffg.bc.ca. A Tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

Any Tenderer who does not submit the Acknowledgement Letter will not be sent any Addenda, or answers to questions and may be disqualified.

Site Meeting

The purpose of the site meeting is for Proponents to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the sites, to determine specifications, and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their Proposal. For this project, in lieu of the site meeting, please see detailed photos in Appendix O. All questions should be emailed to the Project Manager before the deadline date and time as per the information above.



1.0 Definitions

- 1.1 "**Addenda**" means all additional information regarding this ITT including amendments to the ITT.
- 1.2 "**BC Bid**" means the BC Bid website located at www.bcbid.ca.
- 1.3 "**Board**" means the Board of the Regional District.
- 1.4 "**Closing Location**" means the location specified in Part A - Introduction.
- 1.5 "**Closing Time**" means the closing time and date specified in Part A - Introduction.
- 1.6 "**Contract**" means the contract substantially in the form attached to this ITT.
- 1.7 "**Contractor**" means the successful Tenderer to the ITT who enters into a Contract with the Regional District.
- 1.8 "**Form of Tender**" means the form of tender attached to this ITT.
- 1.9 "**ITT**" means the solicitation 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 Addenda.
- 1.10 "**Project Manager**" means the Regional District's representative.
- 1.11 "**Tender**" means a submission in response to this ITT.
- 1.12 "**Tender Documents**" means the documents listed in section 2.1.
- 1.13 "**Tenderer**" means the person submitting a Tender.
- 1.14 "**Regional District**" means the Regional District of Fraser-Fort George.
- 1.15 "**Must**" means a requirement that must be met in order for a Tender to receive consideration.
- 1.16 "**Should**", or "**May**" means a requirement having a significant degree of importance to the objective of the ITT, 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 Tender.
- 1.17 "**Work**" means the total construction and related services required by the Tender documents.



2.0 Tender Documents

2.1 The Tender Documents are:

- (a) Part A – Introduction;
- (b) Part B – Instructions to Tenderers; and
- (c) Appendices:
 - i. Appendix A – Acknowledgment Letter
 - ii. Appendix B – Bidder Checklist
 - iii. Appendix C – Tender Form
 - iv. Appendix D – Schedule of Prices – Tendered Price
 - v. Appendix E – List of Sub-contractors
 - vi. Appendix F – Tender's Experience in Similar Work
 - vii. Appendix G – Conflict of Interest Disclosure Statement
 - viii. Appendix H – Goods and Services Tax Information
 - ix. Appendix I – Contract Agreement;
 - x. Appendix J – Scope of Work
 - xi. Appendix K – Specifications
 - xii. Appendix L – Materials List
 - xiii. Appendix M – Disclaimer
 - xiv. Appendix N – Ness Lake Firehall
 - xv. Appendix O – Photos in Lieu of Site Meeting

2.2 If there is a conflict between or among (i) the Specifications and (ii) the other Tender Documents, the other Tender Documents shall prevail over the Specifications.

3.0 Acceptance of Terms and Conditions

3.1 Submitting a Tender indicates acceptance of all the terms and conditions set out in the ITT, including those that follow and that are included in all appendices and any Addenda.



4.0 Submission Instructions

- 4.1 Each Tenderer must complete and provide Appendix A, and C through H.
- 4.2 All prices and notations should be legibly written in a non-erasable medium. Erasures, interlineations or other corrections should be initialed by an authorized signatory of the Tenderer.
- 4.3 Subject to any alternatives or options in respect of which the Regional District requests pricing or other information in an Appendix to the ITT, Tenders are to be all inclusive and without qualification or condition.
- 4.4 The Regional District may, at any time and for any reason, extend the Closing Time by means of a written amendment published on the Regional District's website, at www.rdffg.bc.ca and BC Bid.
- 4.5 Each Tender must be signed by an authorized signatory or authorized signatories of the Tenderer, as is necessary for due execution on behalf of the Tenderer. Each Tender by a company or partnership should specify the full name of the legal entity submitting the Tender.
- 4.6 It is the sole responsibility of the Tenderer to ascertain that they have received a full set of the Tender Documents. Upon submission of their Tender, the Tender will be deemed conclusively to have been in possession of a full set of the Tender Documents.
- 4.7 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 website and BC Bid.
- 4.8 It is the sole responsibility of the Tenderer to check for addenda. Addenda issued during the time of Tendering must be signed by the Tenderer and included with the Tender and will become a part of the Tender documents.
- 4.9 The Regional District will not be responsible for any costs incurred by the respondent which may result from the preparation or submission of documents pertaining to this Tender. Accuracy and completeness of a Tender is the Tenderer's responsibility.



5.0 Discrepancies or Omissions

- 5.1 Tenderers finding discrepancies or omissions in the specifications or other documents herein or having doubts on the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email or by mail, clarification from **Melanie Perrin** at mperrin@rdffg.bc.ca Upon receipt of the written request for clarification, **Melanie Perrin** may, in the person's sole discretion, send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter, and make amendments to this ITT. No responsibility will be accepted for oral instructions. Any requests must be received prior to 4:00:00 pm on Wednesday, August 2, 2023.
- 5.2 It is the responsibility of each Tenderer to thoroughly examine the Tender Documents and satisfy itself as to the full requirements of this ITT and their acceptability to the Tenderer.

6.0 Late Submissions

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

7.0 Changes to Tenders

- 7.1 A Tenderer that has already submitted a Tender may amend its Tender prior to the Closing Time:
- (a) For changes to price only, by submitting an amendment via email or fax at the address identified at the beginning of Part B of this Invitation to Tender, identifying a plus or minus variance to the Tenderer's Tender Price; or
 - (b) in all cases, by delivering a completely new Tender in accordance with Part A to this Invitation to Tender, clearly indicating it replaces the previously submitted Tender.

Any such revision must clearly identify the ITT number and the Closing Time. A Tender revision submitted as aforesaid shall effectively amend the Tender and the Regional District shall only review and evaluate the Tender as amended.

8.0 Bid Prices

- 8.1 The Tenderer will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the price stated in the Schedule of Prices. These prices will cover all their 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 material, supervision, services, taxes and assessments, together with the Tenderer's overhead and profit, except where otherwise provided elsewhere in this ITT.



- 8.2 Tender prices must remain open for acceptance for a period of sixty (60) days from the Closing Date unless otherwise stated by the Regional District.

9.0 Subcontractors

- 9.1 All subcontractors, including affiliates of the Tenderer, should be clearly identified in the Tender as per the form attached as Appendix E.
- 9.2 A Tenderer may not subcontract to a firm 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 Tender. This includes, but is not limited to, involvement by the firm or individual in the preparation of the Tender or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the Tender, participating in evaluation or in the administration of the Contract. If a Tenderer is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Tenderer should consult with the Project Manager prior to submitting a Tender. By submitting a Tender, the Tenderer 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 Tender.

10.0 Rejection of a Tender

- 10.1 The Regional District may, in its sole discretion, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District. The lowest, or any Tender, will not necessarily be awarded.
- 10.2 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.
- 10.3 The Regional District's intent is to enter into a Contract with the Tenderer who has submitted the best offer. The Regional District reserves the right to accept any or none of the Tenders submitted and will evaluate Tenders based on the best value offered to the Regional District and not necessarily the lowest price. The Regional District reserves the right in its sole unrestricted discretion to:
- (a) accept any Tender which the Regional District deems most advantageous to itself;
 - (b) reject any and/or all irregularities in a Tender submitted;
 - (c) waive any defect or deficiency in a Tender whether or not that defect or deficiency materially or substantially affects the Tender and accept that Tender;
 - (d) reject any and/or all Tender for any reason, without discussion with the Tenderer(s);



- (e) accept a Tender which is not the lowest Tender; and
- (f) cancel or reissue the Tender without any changes.

10.4 Without limiting any other provision of this Tender, the Regional District may, in its sole discretion, reject a Tender submitted by a Tenderer, if the Tenderer or any officer or director of a corporate Tenderer, 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.

11.0 Conflict of Interest

- 11.1 When submitting a Tender, the Tenderer must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix J).
- 11.2 Without limiting any other provision of this ITT, the Regional District may reject a Tender based on an actual, potential or perceived conflict of interest.

The Regional District may 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 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 Tender submitted by a Tenderer 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.

A Tenderer who has any concerns regarding whether a current or prospective employee, advisor or member of that Tenderer 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 Tenderer 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 Tender based on the information provided.



12.0 Proposal Evaluation

12.1 The purpose of this ITT is to select a Tenderer with the capability and experience to efficiently and cost effectively complete the work described in this ITT.

12.2 The Regional District shall be the sole judge of a Tender and its decision shall be final. The Regional District staff shall use the following criteria to evaluate 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> |

TOTAL 100%

12.3 The Tenderer acknowledges that the Regional District may rely upon criteria that the Regional District deems relevant even though such criteria may not have been disclosed to the Tenderer. By submitting a Tender, the Tenderer acknowledges the Regional District's right under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept the Tenderer's Tender, whether or not such right of action arises in contract, negligence, bad faith or any other cause of action.

12.4 Notwithstanding any other provision in this ITT, the award of a Contract by the Regional District may be subject to the availability of funding and the approval of the Board.

13.0 Proof of Ability

13.1 The Tenderer will be competent and capable of performing the Work. The Tenderer is required to provide evidence of previous experience and financial responsibility before the contract is awarded.

14.0 Examination of Contract Documents and Site

14.1 The Tenderer will satisfy themselves as to the practicality 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.



- 14.2 The Tenderer will examine the site and its surroundings and, before submitting their Tender will satisfy themselves as to the nature of the site, the quantities and nature of the work and equipment necessary for the completion of the work, and the means to access to the site, the accommodation they may require, and in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.

15.0 Liability for Errors

- 15.1 The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a proposal pertaining to this ITT. The accuracy and completeness of the Tender is the Proponent's responsibility. If errors are discovered, they will be corrected by the Tenderer at their expense.
- 15.2 Proponents acknowledge that the Regional District, in the preparation of the ITT supply of oral or written information to Tenderers, review of Tenders or the carrying out the Regional District's responsibilities under this ITT, does not owe a duty of care to Tenderers.

16.0 Limitation of Liability

- 16.1 Except for claims for costs of preparation of its Tender, each Tenderer, by submitting a Tender, 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 Tender 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 Tender 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 Tender or otherwise breached or fundamentally breached the terms of this ITT.

17.0 Ownership of Proposals and Freedom of Information

- 17.1 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 proprietary information.
- 17.2 As an exception to Tenders being received and held in confidence, Tenderers are advised and acknowledge that any contract entered into as a result of this Tender 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 Tenders, 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.



18.0 Confidentiality

- 18.1 In accordance with the *Freedom of Information and Protection of Privacy Act*, Tenderers 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 a Tenderer as a result of this ITT except insofar as such publication, release or disclosure is required by the laws of British Columbia.



APPENDIX A
ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

Email Address

We presently intend to _____ provide/ _____ not provide a Tender as requested.

Please send any amendments to this Invitation to Tender via: _____ email _____ fax.

Return immediately to:

NESS LAKE FIREHALL ROOF REPAIR CS-23-06

Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Phone: 250-960-4483



APPENDIX B
BIDDER CHECKLIST

Before submitting your tender bid, check the following points:

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Has the Tender Form been signed and witnessed? | _____ |
| <input type="checkbox"/> | Is the Schedule of Prices completed? | _____ |
| <input type="checkbox"/> | Are the following pages included? | |
| | • Schedule of Prices – Tendered Price | _____ |
| | • Schedule of Prices – Force Account Work | _____ |
| | • List of Contractor's Personnel? | _____ |
| | • List of Sub-Contractors? | _____ |
| | • List of Equipment? | _____ |
| | • Tenderer's Experience in Similar Work? | _____ |
| | • Goods and Services Tax Information? | _____ |
| | • Conflict of Interest Disclosure Statement | _____ |
| | • Addenda | _____ |
| <input type="checkbox"/> | Are the documents complete? | _____ |

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



APPENDIX C
TENDER FORM

Date: _____

Regional District of Fraser-Fort George
155 George Street
Prince George, BC
V2L 1P8

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Tender Documents and subsequent written addenda (if any), and having visited the site(s) and attended the mandatory pre-tender meeting for purposes of examining site conditions and having become familiar with all conditions that affect the execution of the work, and having satisfied themselves as to the sufficiency of the Tender and undersigned agrees to furnish all labour, equipment, materials, supervision and services and do all work necessary for and reasonably incidental as specified, in accordance with the contract documents.

The Tenderer agrees that in condition of having its Tender considered for the prices shown on the Schedule of Prices, the Tendered price is open for acceptance within sixty (60) days of the Tender opening and will not be withdrawn during that period of time.

The Tendered price includes all taxes, duties and all other additional charges on any or all materials, equipment and labour, and it is understood that payment will be made for the completion of all Work specified in the Contract on the basis of the prices Tendered only and that any approved extras or refunds will be made by mutual agreement between the Regional District and the Contractor.

The undersigned agrees that the sub-contractor(s) employed will be as listed and further agrees that no changes or additions will be made to this list without written approval of the Regional District.

If the undersigned be notified in writing of the acceptance of this proposal, they agree that within fourteen (14) days of the date of the acceptance notice they will enter into a contract and execute an agreement for the stated sum in the form of the specimen submitted to guarantee completion of the contract in accordance with the contract documents and within the time stated in the Tender documents.



The undersigned agrees that the Regional District of Fraser-Fort George reserves the right to retain for consideration Tenders which are nonconforming because they do not contain the content or form required by the Instructions to Tenderers or for failure to comply with the process for submission contained in the ITT. The undersigned further agrees that the Regional District may reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.

The tenderer hereby acknowledges receipt and inclusion of the following addenda to the Tender Documents:

Addendum No. _____ dated _____ Addendum No. _____ dated _____

Addendum No. _____ dated _____ Addendum No. _____ dated _____

SIGNED on behalf of the Tenderer this day by the duly authorized signatory or signatories of the Tenderer:

Per: _____

Name and Title: _____

Per: _____

Name and Title: _____

If the Tenderer is an individual, a proprietorship or a partnership, the above signature(s) should be witnessed:

Witness signature

Witness name

Witness address

Address of Tenderer



APPENDIX D
SCHEDULE OF PRICES – TENDERED PRICE

The Total Contract Price submitted below reflects the full cost, including taxes, for the work as specified in ITT CS-23-06.

Tender Price

Lump sum tendered price for NESS LAKE
FIREHALL ROOF REPAIR
(excluding GST)

\$ _____

GST

\$ _____

Total including GST

\$ _____

TOTAL Contract Value (including GST)

\$ _____



APPENDIX E
LIST OF SUB-CONTRACTORS

The Contractor agrees that the Sub-Contractors engaged by it will be as listed below and further agrees that any changes or additions made to this list will be made in writing to the Regional District.

Name and Address of Sub-Contractor	Work to be Performed by Sub Contractor



APPENDIX F
TENDERER'S EXPERIENCE IN SIMILAR WORK

Year	Work Performed	Reference Contact (name and phone number)	Value



APPENDIX G
CONFLICT OF INTEREST STATEMENT

PROCUREMENT PROCESS
Ness Lake Firehall Roof Repair
CS-23-06

Vendor Name: _____

The Vendor, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Vendor 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 Vendor 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

Signature of Person Making Disclosure

Date Signed



APPENDIX H
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 _____

Signature of Authorized Person

Print Name

Title

Date



APPENDIX I
CONTRACT AGREEMENT

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-23-06 NESS LAKE FIRE HALL ROOF REPAIR.
- (b) Commence to actively proceed with the work of the Contract once the Contract has been executed, project to be **completed by December 15, 2023**.

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 bid 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 adhere to the warranty conditions outlined in the Scope of Work, Contractor to provide RCABC ten (10) year warranty.
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 J - 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 J **SCOPE OF WORK**

1. SCOPE OF WORK

- a. The contractor shall furnish all labour, materials, and equipment necessary to remove and dispose of all roofing materials, flashings, etc. as necessary to comply with the specifications, roof plans and details, and as required to complete the work.
- b. Re-work areas at perimeters, vents, drains, etc. as required by the written specifications, roof plans and details enclosed and as required to perform the work.
- c. Inspection of the substrate and deck. All deterioration found in the substrate is to be reported to the owner's representative. All necessary repairs are to be the responsibility of the owner.
- d. Further, the contractor to furnish all labour, materials, and equipment deemed necessary. To install new wood, drains, vent flashings, insulation, membrane, sheet metal flashings, etc., as required by the written specifications, roof plans, and manufacturer's instructions.
- e. All materials, roofing or otherwise, to be installed by qualified B.C. licensed red seal tradesmen. The Sheet metal crew to be a minimum of sixty percent (50% journeymen sheet metal men) with experience applying the products specified.

2. REFERENCE STANDARDS

- a. Do roofing work to applicable standards, as detailed by Roof specifications and manufacturer's instructions and details and here in after as specified.

3. AREAS OF WORK

- a. Refer to roof plan drawing and instructions.

4. PRODUCT DELIVERY, STORAGE AND HANDLING

- a. Deliver and store all materials in their original containers in undamaged condition, sealed with labels intact, having manufacturers name, brand, weight, CSA, and other references to accepted standards clearly shown.
- b. Protect all materials from weather. In particular, insulation and roofing membranes must be kept absolutely dry and only as much removed from storage as can be applied and made watertight in the same day.



5. PROJECT CONDITIONS

- a. The building space underneath the roof areas covered by this specification will be utilized for concurrent ongoing operations. These operations shall not be interrupted by the applicator unless prior written approval from the owner.
- b. Environmental requirements:
 - No installation work shall be performed during rainy or inclement weather. Follow manufacturers recommendations for cold weather application.
- c. Protection:
 - The roofing assembly shall be sealed in a watertight manner on the same day it is installed.
 - Exercise extreme care to avoid spilling roofing material on exposed finished surfaces. Costs of correction for spills and damage shall be the responsibility of the roofing contractor.



APPENDIX K **SPECIFICATIONS**

1.0 Description of Work

The work performed under this contract consists of replacing a metal slope roof section 1 as specified herein.

The existing roof system consists of:

Trusses	C-channel
Insulation VB	MBI Fibre Glass Batt Insulation
Surface	1/12 sloped metal panel

2.0 Demolition

Unscrew and remove existing metal roofing panels. Remove rotten or damaged wood from the fascia or rake and replace with new. Dismantle all roof top fans, curbs, and projections on the roof to allow for installation of new roof panels. Install new flashings to integrate projections into new roof system assembly.

3.0 New Woodwork

Install a new fascia blocking 2x10 or 2x12 as required. (Allow for 1 2x10 to entire perimeter for bidding purposes). (Additional wood will be extra). Repair any wood projection curbs that are rotten or damaged. Construct curbs and box in all chimneys, vents, and plumbing vents. Double layer of 3/4" plywood.

4.0 MBI Insulation

Section #1 Replace MBI in areas where it is missing or damaged. Match existing thicknesses.

5.0 Installation – Metal roofing

Install new SSR24 Roof panel with floating clip directly to C-channel as per manufacturers guidelines. All end laps to have a splice plate as per manufacturers details. Fasten panel as per manufacturers installation instructions with number and type of fasteners recommended by the manufacturer. Sealant must be used at all end splices and all terminations. Non-skinning Butly sealant to be used on vertical face of the Male rib to seal side lap seam at closure crimp location. For all roof flashing details and installation instructions follow details in the Westform SSR24 roof system. And Behlen SSR24 Installation Manual

Some of the details include: Fastening sequence Detail SSR-103A, Eave direct fastened with gutter SSR-103, SSR Clip Detail SSR-105, Seam caulking SSR-106

Caulking and sealer at Eave SSR-106A, Panel layout SSR-108, End lap Detail SSR-109 End lap Location Detail SSR-110 Gable Detail (Panel Start) SSR-111.

Gable Detail (Panel Termination) SSR-112, Lean to Detail (Eave Channel) SSR-114A.

Ridge Detail SSR-115, End Dam detail SSR-116, Ridge Detail SSR-117. Ridge cap expansion detail SSR-117A, Assorted flashing details SSR-121, SSR-121A, SSR-121B. Crimp the side lap upstand seam on all metal panels as per manufacturer's instructions.



6.0 Metal Flashing

Supply and install new 24-gauge flashings to all perimeters, fascia, rake, top, bottom, corners, walls, projections, and openings.

See Manufactures details for all ridge, rake, projection, ridge and eave details.

Workmanship must be equal to or above RCABC and industry standards. Supply and install new tall cone flashings and storm collars to all Boxed in chimneys, vent etc.

Supply and install all closure foam closure strips where required. **All metal details to be lapped, joined, sealed and caulked as per manufacturers details.**

All equipment legs and supports to be boxed in, sealed to curb and cap flashed.

Note: No exposed nails or use of drywall screws.

7.0 Plumbing Vent Flashing

If Required: Extend all P-vent pipes to a height approx 8" above finished deck or curb height.

8.0 Snow Retention

Install snow retention on perimeter (S5 snowguards consult Engineered Architecturals Nathan Molock nmorlock@engineerdarchitecturals.com cell 604-308-7822)

9.0 Heat Tape

Supply and install 5–10-watt temperature regulating Heat trace to eave area on both sides of building. Supply and install Electrical supply to roof area. Weatherproof mast heads to be utilized. Install heat trace in eave area and loop onto snow retention system. Install into eave areas and weave up to roof snow guard on each metal panel. Type of heat trace wattage to be determined by the design requirements for length.

NOTE: All work must comply with Worksafe BC Safety standards.

NOTE: Roof system to be engineered by manufacturer or 3rd party engineer to meet local wind uplift requirements.



APPENDIX L
MATERIALS LIST

Westman Steel SSR24 Panel roof system And Behlen SSR24 Installation Manual or industry equals 24-gauge.

Galvalume or pre-painted (to be determined)

Sliding Clip system for thermal Expansion and contraction

Assorted associated 24-gauge flashings to match roof colour or type.

Wood STD & BTR 2x 10 fascia assorted sizes dimension lumber

Fasteners as per manufactures recommendations #14 X 1-1/4" most common
#14x7/8" stich screw. Assorted tec screws.

Nails, spikes: to CSA B111-1974

Plumbing vent flashing as per manufacturer details.

Chimney flashings as per manufacturers details.

Sika flex or better sealants and caulking as specified by manufacturer, not silicon or acrylic

Additional lap sealant as per manufacturers recommendations. as per manufacturers

Heat trace. 5-10 watt per linear Foot at 120/240 VAC (Self-regulating)

INSPECTION AND GUARANTEE

INSPECTION

An inspection to be carried out by Aase Roof Inspection Ltd. Cost of inspection services to be Paid directly by owner. Upon completion, supply the owner with a standard metal roofing warrantee.

Advise Aase Roof Inspection Ltd. of start of work, a minimum of 48 hours prior to commencement of project.



APPENDIX M
DISCLAIMER

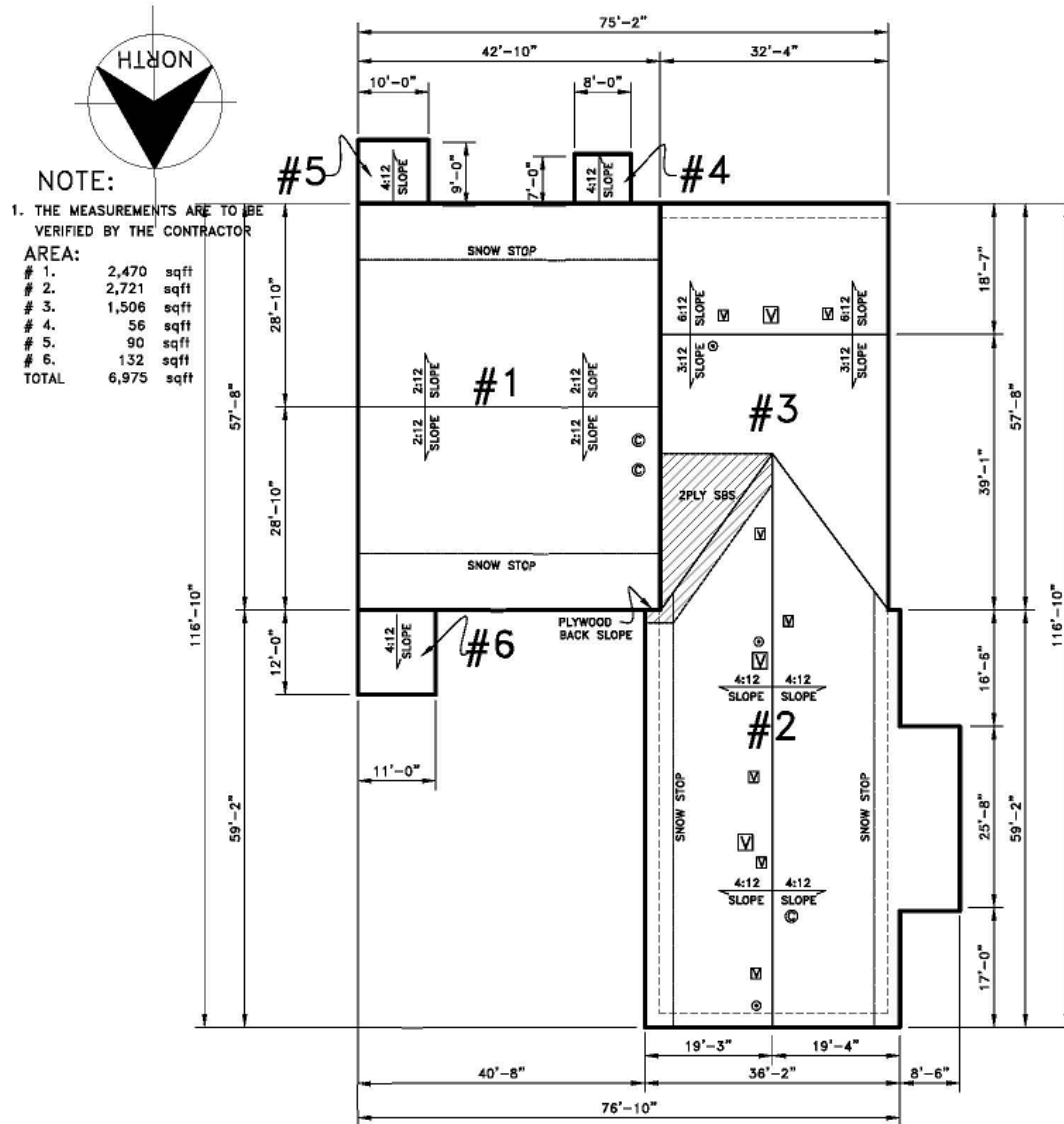
Aase Roof Inspection Ltd. provide the attached documents with the following conditions and understandings. All information is issued on the express understanding that the recipient accepts these limitations and disclaimers:

1. The information must solely and only be used for the coordination and/or construction of the current project.
2. Aase Roof Inspection Ltd. does not warrant or take responsibility for the accuracy of the information issued.
3. The information issued may be confidential and must not be used other than by the intended recipient.
4. Aase Roof Inspection Ltd. accept no liability or responsibility for any loss or damage suffered by the recipient arising out of, or in connection with, the use or misuse of the information issued.
5. The copyright of the original documents belongs to Aase Roof Inspection Ltd. The information is only for use in preparation of documents for this project.
6. The documents may not have been prepared for use by the recipient and may not fully reflect their needs.
7. Do not scale off drawings. Any measurements taken from information which is not dimensioned on the electronic copy are at the risk of the recipient.
8. The recipient is responsible for verifying the correctness and completeness of the information issued. This should be done by consulting all relevant documents supplied during the course of the project and by confirming dimensions on site.
9. Updates may not be issued in electronic form. It is the responsibility of the recipient to ensure they have the most up to date information.
10. If altered or added to in any way, all references to Aase Roof Inspection Ltd. must be removed and those making the changes assume total responsibility for the information thereon.

The terms "document" & "information" in the above refers to both text documents and drawings in either 'hard copy' or electronic format.



APPENDIX N
NESS LAKE FIREHALL



AASE ROOF INSPECTION LTD.		L E G E N D			
ROOF CONSULTING & INSPECTION		<input type="checkbox"/> MASONRY CHIMNEY	<input type="checkbox"/> CONTROL JOINT	<input type="checkbox"/> PLUMBING VENT CURB	<input type="checkbox"/> SKY-LIGHT
ROOF SURVEYS		<input type="checkbox"/> METAL CHIMNEY	<input type="checkbox"/> PARAPET WALL	<input type="checkbox"/> PLUMBING VENT	<input type="checkbox"/> VENTILATOR
BUDGET COST CALCULATIONS	CE. 250 614 5369 PH. 250 983 8711	<input type="checkbox"/> CURB CHIMNEY	<input type="checkbox"/> SLEEPER	<input type="checkbox"/> ROOF DRAIN	<input type="checkbox"/> FAN
ROOF SPECIFICATIONS		<input type="checkbox"/> WIRE HOUSE	<input type="checkbox"/> ROOF SLOPE	<input type="checkbox"/> ROOF JACK	<input checked="" type="checkbox"/> ROOF UNIT
THIS DRAWING AND THE COPYRIGHT ARE THE PROPERTY OF AASE ROOF INSPECTION LTD. OMISSIONS OR DISCREPANCIES SHALL BE REPORTED TO THE INSPECTOR FOR CORRECTION OR INTERPRETATION. THE MEASUREMENTS ARE TO BE VERIFIED BY THE CONTRACTOR.		<input type="checkbox"/> T. V. ANTENNA	<input type="checkbox"/> LADDER	<input type="checkbox"/> ROOF HATCH	<input type="checkbox"/> SCUPPER
				<input type="checkbox"/> PITCH PAN	<input type="checkbox"/> GUTS OPEN

<div>1</div> <div>NFC</div>	NESS LAKE FIREHALL & COMMUNITY HALL AT PRINCE GEORGE, B.C. ROOF PLAN 9770 LAKESIDE DRIVE PRINCE GEORGE, B.C.	DATE: 23/07/21	SCHL. NO. NFC	
		SCALE: 1"=20'-0"		DRWING.NO.
		DRWN: T.Ezaki		
		CHECK: M.AASE		



APPENDIX O
PHOTOS IN LIEU OF SITE MEETING













