



# REGIONAL DISTRICT of Fraser-Fort George

## INVITATION TO TENDER ES-24-03

### Supply and Install Relocatable Trailers or Container Style Office Structures

**Date Issued:** February 21, 2024

**Closing Location:** Regional District Office  
3<sup>rd</sup> Floor, 155 George Street,  
Prince George, BC V2L 1P8

**Closing Date and Time:** Tuesday, March 12, 2024  
10:00 am (Pacific Standard Time)  
**No Public Opening**

**General Inquiries:** Email Darren Wahl at [darren.wahl@rdffg.bc.ca](mailto:darren.wahl@rdffg.bc.ca)

**Note:** Late submissions will not be considered

Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676  
<http://www.rdffg.ca>

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**INVITATION TO TENDER**  
**PART A – INTRODUCTION**

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

- A) Supply and installation of one relocatable trailer or container style office structure at each of the following six locations;
- Berman Lake,
  - Chief Lake,
  - Hixon,
  - Shelley,
  - West Lake, and
  - Willow River Regional Transfer Stations (TS).

The six specified TS locations are located around the City of Prince George within the boundaries of the Regional District of Fraser-Fort George. (See maps: Appendix I-O).

All locations will require Hydro service or an alternative source of power, sufficient for all trailer / structure hook ups and functions.

A water source and or plumbing will not be required for these sites.

The general lay out of all the transfer stations while similar are not exactly the same.

Preliminary trailer / structure locations will be provided with rough measurements of space available, along with minimum specifications (page 19-21).

Proponents are required to complete each installation to “turn-key” status.

- B) Foothills Boulevard Regional Landfill. Supply and install one relocatable office trailer. (Options based on general specifications). Proponents are required to complete installation to “turn-key” status.
- C) Foothills Boulevard Regional Landfill. Supply and install one fixed office / scale trailer unit. (Specifications specific to location). Proponents are required to complete installation to “turn-key” status.

**TENDER DOCUMENTS**

The Invitation to Tender documents may be obtained on or after Wednesday, February 21, 2024:

- (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);
- (b) on the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca); or

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

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:**

Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3rd floor, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 10:00 am local time on **Tuesday, March 12, 2024** (the "**Closing Date**"). There will not be a public opening for this tender. Tenders must be in English and must be submitted using the submission methods below.

The Regional District will accept tenders submitted either by direct delivery or electronically to the Regional District main office.

**For Tenders to be Submitted by hard copy direct delivery:**

Two (2) complete copies of your Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

1. 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
2. Invitation to Tender, ES-24-03  
Supply and Install Relocatable Trailers or  
Container Style Office Structures
3. Responding Tenderer's name and address

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. **Facsimile Tenders will NOT be accepted.**

**For Tenders to be Submitted Electronically:**

The closing date and time for this tender is **Tuesday, March 12, 2024, at 10:00 am** 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 ES-24-03 Supply and Install Relocatable Trailers or Container Style Office Structures – (Insert Responding Tenderer's Name)**

All emailed documents must be in PDF format and should be in one combined file. Tenderers should ensure that the files should not collectively exceed 30MB. 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.

Tenders must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). DO NOT deliver a physical copy of the tender

package to the Regional District of Fraser Fort George.

To be considered, tenders must be signed by an authorized signatory of the tenderer. By signing the tender, the tenderer is bound to comply with statements made in response to this ITT. Any tender received by the Regional District that is unsigned will be rejected.

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 of Fraser-Fort George in its entirety or within any time limit specified by this Tender.

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. Email Tenders will be accepted. All Tender Documents must be received by the Closing Date in order for the Tender to receive consideration.

## **PART B – INSTRUCTIONS TO TENDERERS**

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

### **ES-24-03 Supply and Install Relocatable Trailers or Container Style Office Structures**

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

Darren Wahl, Manager of Solid Waste Operations  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8  
Phone: 250-960-4400  
Email: [darren.wahl@rdffg.bc.ca](mailto:darren.wahl@rdffg.bc.ca)

**Deadline for question submissions is 5:00 p.m. (local time) Tuesday, March 5, 2024.**

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

### **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, [darren.wahl@rdffg.bc.ca](mailto:darren.wahl@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 Addendum(a), or answers to questions and may be disqualified.**

## **SITE MEETING**

There will be no site meetings for this ITT.

## **TENDER PROCESS**

### **1.0 Definitions**

- 1.1 "**Addendum(s)**" 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.gov.bc.ca](http://www.bcbid.gov.bc.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 Addendum(s).
- 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 2.0.
- 1.13 "**Tenderer**" means the person submitting a Tender.
- 1.14 "**Turn-Key**" means built, supplied, or installed complete and ready to operate.
- 1.15 "**Regional District**" means the Regional District of Fraser-Fort George.
- 1.16 "**Must**" means a requirement that must be met in order for a Tender to receive consideration.
- 1.17 "**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 ground for rejection of a Tender.
- 1.18 "**Work**" means the total construction and related services required by the Tender documents.

## **2.0 Tender Documents**

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 – Specifications
    - v. Appendix E – Tender's Experience in Similar Work
    - vi. Appendix F – Conflict of Interest Disclosure Statement
    - vii. Appendix G – Goods and Services Tax Information
    - viii. Appendix H – Contract Agreement
    - ix. Appendix I – Site Map – Berman Lake Regional Transfer Station
    - x. Appendix J – Site Map – Chief Lake Regional Transfer Station
    - xi. Appendix K – Site Map – Hixon Regional Transfer Station
    - xii. Appendix L – Site Map – Shelley Regional Transfer Station
    - xiii. Appendix M – Site Map – West Lake Regional Transfer Station
    - xiv. Appendix N – Site Map – Willow River Regional Transfer Station
    - xv. Appendix O – Site Map – Foothills Boulevard Regional Landfill
- 2.1 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**

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 Addendum(a).

## **4.0 Submission Instructions**

- 4.1 Each Tenderer must complete and provide Appendix A and C through G.



- 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.ca](http://www.rdffg.ca) and at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).
- 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(a) and the Addendum(a) will be posted on the Regional District website and BC Bid.
- 4.8 It is the sole responsibility of the Tenderer to check for Addendum(a). Addendum(a) 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 email or by mail, clarification from Darren Wahl, Project Manager. Upon receipt of the written request for clarification, the Project Manager 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 March 5, 2024, at 5:00 pm.
- 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**

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**

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 mail 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 Tender Form. 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 ninety (90) days from the Closing Date unless otherwise stated by the Regional District.

## **9.0 Rejection of a Tender**

- 9.1 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.
- 9.2 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.
- 9.3 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.

9.4 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.

## **10.0 Conflict of Interest**

- 10.1 When submitting a Tender, the Tenderer must complete, sign and include with their Tender a Conflict-of-Interest Disclosure Statement (Appendix F).
- 10.2 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.

## **11.0 Tender Evaluation**

- 11.1 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.
- 11.2 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) Tenderer's Qualifications, Experience, and References.
  - (b) Past Work Experience with the Regional District.
  - (c) Tender Price; and
  - (d) Any other criteria staff deem relevant.
- 11.3 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.
- 11.4 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.

## **12.0 Contract**

### **12.1 Award of Contract**

Environmental Services Administration anticipates bringing forward a report at the March 21, 2024 Board Meeting with a recommendation for award of Contract ES-24-03. 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 Regional District intends to award the Contract to a Tenderer who most closely meets the conditions and specifications and is the best value.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The Regional District may choose to award only portions of the contract (Tender Price A, Tender Price B, or Tender Price C), or a combination of two of the tender prices or all three.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

### **12.2 Form of Contract**

The Contract for supply and install relocatable trailers or container style office structures will be in the form of:

- the complete ES-24-03 tender documents, including any Addendum(a).
- Contractor's Sales Agreement; and
- a Contract Agreement similar to the sample provided in the tender documents.

### 12.3 Timeline

February 21, 2024,	Tender documents available
March 12, 2024,	Tender opening and analysis at Regional District
March 21, 2024,	Recommendation to Regional Board for Award

### 13.0 Proof of Ability

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

### 14.0 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 licenced 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 \$5,000,000 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. Where the Contractor requires the use of automobiles to undertake the work of the Contract, the Contractor will have the following:
  - a. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
  - b. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

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

### 15.0 WorkSafeBC

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property while undertaking the work of the Contract and will comply with the *Workers Compensation Act* of the Province of British Columbia.

Prior to undertaking any of the work of the Contract, the Contractor will provide the Regional District with a Clearance Letter confirming they are in good standing with WorkSafeBC and will pay and keep current all assessments required by WorkSafeBC.

Out of Province Contractors will be compliant with WorkSafeBC's registration requirements pertaining to out of Province firms. Where WorkSafeBC registration requirements allow for a Contractor to be registered with another Province's Worker's Compensation Board, or like organization, the Contractor will provide the Regional District with their registration number and written documentation confirming that the Contractor is in good standing with the appropriate Worker's Compensation Board, or like organization. The Contractor will pay and keep current all assessments required to maintain good standing in relation to the Contract amount.

The Contractor will maintain an Occupational Health and Safety Plan (OHSP) and ensure that their employees are well trained and aware of OHSP.

### **16.0 Examination of Contract Documents and Site**

16.1 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.

16.2 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.

### **17.0 Liability for Errors**

17.1 The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a Tender 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.

17.2 Tenderers 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.

### **18.0 Limitation of Liability**

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.



## **19.0 Ownership of Tenders and Freedom of Information**

- 19.1 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.
- 19.2 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.

## **20.0 Confidentiality**

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:

Darren Wahl, Manager of Solid Waste Operations  
darren.wahl@rdffg.bc.ca  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Phone: 250-960-4400

APPENDIX B – BIDDER CHECKLIST

Before submitting your tender bid, check the following points:

- Has the Tender Form been signed and witnessed? \_\_\_\_\_
- Are the following pages included? \_\_\_\_\_
  - Tender Form \_\_\_\_\_
  - Tenderer's Experience in Similar Work? \_\_\_\_\_
  - Conflict of Interest Disclosure Statement \_\_\_\_\_
  - Goods and Services Tax Information? \_\_\_\_\_
  - Addendum(a) \_\_\_\_\_
- Are the documents complete? \_\_\_\_\_
- Are the documents enclosed in a sealed envelope? \_\_\_\_\_

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

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  
155 George Street  
Prince George, BC  
V2L 1P8
- Regional District of Fraser-Fort George  
Contract: ES-24-03  
Supply and Install Relocatable Trailers or Container Style Office Structures
- Responding Organization's name and address.

**APPENDIX C – TENDER FORM**

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

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted to provide the following F.O.B. to each facility and shall be good for duration of 90 days from date of tender opening:

**PRICE A:**

A. Supply, deliver and install one relocatable trailer or container style structure at each of the six specified rural TS, subject to all terms and conditions outlined in the Specification Section, Appendix D.

- a. Supply, deliver & install at Berman Lake TS Price (excl Tax): \$ \_\_\_\_\_
- b. Supply, deliver & install at Chief Lake TS Price (excl Tax): \$ \_\_\_\_\_
- c. Supply, deliver & install at Hixon TS Price (excl Tax): \$ \_\_\_\_\_
- d. Supply, deliver & install at Shelley TS Price (excl Tax): \$ \_\_\_\_\_
- e. Supply, deliver & install at West Lake TS Price (excl Tax): \$ \_\_\_\_\_
- f. Supply, deliver & install at Willow River TS Price (excl Tax): \$ \_\_\_\_\_

Subtotal (a-f excl tax)	\$ _____	(A1)
GST on subtotal:	\$ _____	(A2)
PST on subtotal:	\$ _____	(A3)
<b>Total Price (with Tax):</b>	<b>\$ _____</b>	<b>(A4)</b>

State estimated delivery date: \_\_\_\_\_ State estimated installation date: \_\_\_\_\_

**PRICE B**

B. Supply, deliver & install – Relocatable office trailer at Foothills Blvd Regional Landfill:

Subtotal (excl tax)	\$ _____	(B1)
GST on subtotal:	\$ _____	(B2)
PST on subtotal:	\$ _____	(B3)
<b>Total Price (with Tax):</b>	<b>\$ _____</b>	<b>(B4)</b>

State estimated delivery date: \_\_\_\_\_ State estimated installation date: \_\_\_\_\_

Tender Form – Page 2

**PRICE C**

C. Supply, deliver & install – Fixed scalehouse trailer at Foothills Blvd Regional Landfill:

Subtotal (excl tax)	\$ _____	(C1)
GST on subtotal:	\$ _____	(C2)
PST on subtotal:	\$ _____	(C3)
<b>Total Price (with Tax):</b>	<b>\$ _____</b>	<b>(C4)</b>

State estimated delivery date: \_\_\_\_\_ State estimated installation date: \_\_\_\_\_

**TOTAL FOR PRICES A, B AND C:**

Subtotal (excl tax) (A1+B1+C1)	\$ _____	(D)
GST on subtotal:	\$ _____	(E)
PST on subtotal:	\$ _____	(F)

**Total Tender Sum (D+E+F) \$ \_\_\_\_\_**

State estimated delivery date: \_\_\_\_\_ State estimated installation date: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email

## APPENDIX D - SPECIFICATIONS

All locations will require either Hydro service or Solar energy, sufficient for all trailer / structure hook ups and functions. A water source and or plumbing will not be required for these sites. The general lay out of all the transfer stations, while similar, are not exactly the same.

Approximate lot space or pad size for each site are listed below.

<b>TRANSFER STATION LOCATIONS – Site power and pad specifications</b>		
<b>LOCATION NAME</b>	<b>Power source – Hydro or Solar</b>	<b>Approx structure pad</b>
Berman Lake TS	Hydro on site	10W x 15L in meters
	Pole adjacent to TS refuse bins	Gravel – flat
	May require second pole for unit	
Chief Lake TS	Hydro on site	20W X 30L in meters
	Pole adjacent to TS refuse bins	Gravel - flat
	May require second pole for unit	
Hixon TS	NO hydro on site	20W X 30L in meters
	NO accessible Hydro to draw on.	Gravel – flat
	Will require alternate source. i.e. solar	
Shelley TS	Hydro on site	5W x 10L in meters – current location narrow
	Pole adjacent to current location	Gravel – incline to north end
	Additional Pole should not be required.	
West Lake TS	Hydro on site	10W X 20L in meters
	Pole adjacent to TS refuse bins	Gravel – flat
	May require second pole for unit	
Willow River TS	NO Hydro on site	10W x 10L in meters
	Hydro access to the north at 90 meters – 2 poles required	Gravel – slight incline west end
	Hydro access to the south at 200 meters – 3 poles required	

Foothills Landfill – Office Structure	Hydro on site	10W x 20L in meters
	Pole adjacent to two other ATCO trailers on site	Gravel – flat
*Foothills Landfill – Scale Structure. *	Hydro on site	On footings – between two commercial scales
	Direct feed to existing ATCO trailer on this location	
	*Will require a washroom to meet existing plumbing*.	<b>*Water and sewer in place for this location only*</b>

**\*Note:** the Foothills Scale structure request is the only line **item that refers** to a water source but only for the structure specifications, not the need to resource water.

All possible options must meet, or exceed, northern winter climate specifications for continued human habitation. As well as all buildings codes and WorkSafe BC regulations as required.

TS SITE CONTAINER / STRUCTURE	SPECIFICATIONS
Dimensions	8' Wide X 20' Long – all (6) TS units
Exterior Finish	Steel rib panel, colonial white or other white
Interior Finish	Prefinished wall and ceiling – tile floor (waterproof) vinyl base.
Electric	Fluorescent ceiling lights – breaker panel – duplex receptacle – Phone/ data outlets
Heating / cooling	Environmentally controlled with heat and AC.
Windows	Two windows, one on each side of unit – minimum 24" x 24" or standard size. Security bars over both windows and drip tray – eaves for rain runoff.
Door	Industrial steel door 36" opening. HD exterior / interior handle and lock bar.
General	If ground level then place on 4x4 skid or dunnage.

<b>FOOTHILLS LANDFILL OFFICE STRUTURE</b>	<b>SPECIFATIONS</b>
Dimensions	10' Wide X 40' Long – (1) Unit
Exterior Finish	Steel rib panel, Aluminum or wood – rip gutters – Colonial white or other white
Interior Finish	Gypsum or finished panel wall and ceiling – tile floor (waterproof) vinyl base.
Electric	Fluorescent ceiling lights – breaker panel – duplex receptacle – Phone/ data outlets
Heating / cooling	Electric base board heat / furnace optional. Thru-wall AC or central HVAC (optional).
Windows	(6) Slider windows, minimum, industry Standard size. Options for Security bars over windows.
Door	Industrial steel doors 36" opening. HD exterior / interior handle and lock bar.
General	If ground level then place on 4x4 skid or dunnage. If trailer then must be skirted.

<b>FOOTHILLS LANDFILL SCALE STRUTURE</b>	<b>SPECIFATIONS</b>
Dimensions	10' Wide X 40' Long – (1) Unit
Exterior Finish	Steel rib panel, Aluminum or wood – rip gutters – Colonial white or other white
Interior Finish	Gypsum or finished panel wall and ceiling – tile floor (waterproof) vinyl base.
Electric	Fluorescent ceiling lights – breaker panel – duplex receptacle – Phone/ data outlets
Heating / cooling	Electric base board heat / furnace optional. Thru-wall AC or central HVAC (optional).
Windows	(6) Slider windows, minimum, industry Standard size. Options for Security bars over windows.
Door / Industrial steel doors 36" opening. HD exterior / interior handle and lock bar.	Current trailer on site only has one door, at the rear of the trailer, due to scales on either side.
General – location is site specific	Footings are already in place. Structure to be installed between scales.



APPENDIX F - CONFLICT OF INTEREST STATEMENT

ES-24-03  
Supply and Install Relocatable Trailers or Container Style Office Structures

Bidder Name: \_\_\_\_\_

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

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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

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

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

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

APPENDIX G - 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 H - 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:

**CONTRACTOR**

a company duly incorporated under the laws of British Columbia and having a place of business at:  
address  
address, pc

(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 labour, 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 "Invitation to Tender ES-24-03 Supply and Install Relocatable Trailers or Container Style Office Structures"
  - (b) Completion of the install prior to October 31, 2024
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Invitation and Instructions to tenderers, Tender Form, References for Similar Work, all appendices, amendments and Addendum(a), as well as the tenderer's submission, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will endure 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 Contractor's tender submission and as outlined in section 5 below.
5. The warranty provisions are as follows:
  - a. *to be completed based on the Contractor's tender submission.*
6. 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.

7. Subject to Clause 4, 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.
8. 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 General 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.

IN WITNESS WHEREOF the parties have duly executed this Contract.

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

\_\_\_\_\_)  
Chair) Date \_\_\_\_\_  
)

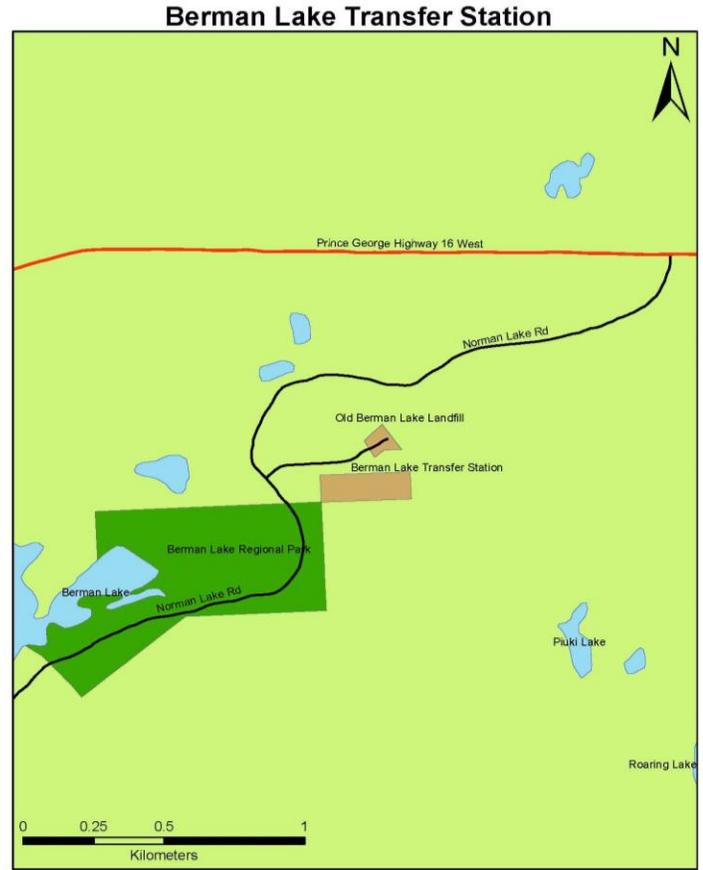
\_\_\_\_\_)  
GM of Legislative and Corporate Services) Date \_\_\_\_\_  
)  
)

SIGNED ON BEHALF OF  
**CONTRACTOR**)  
)  
)  
)

\_\_\_\_\_)  
Signature) Date \_\_\_\_\_  
)  
)  
)

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

**APPENDIX I – Site Map**  
**Berman Lake Regional Transfer Station**

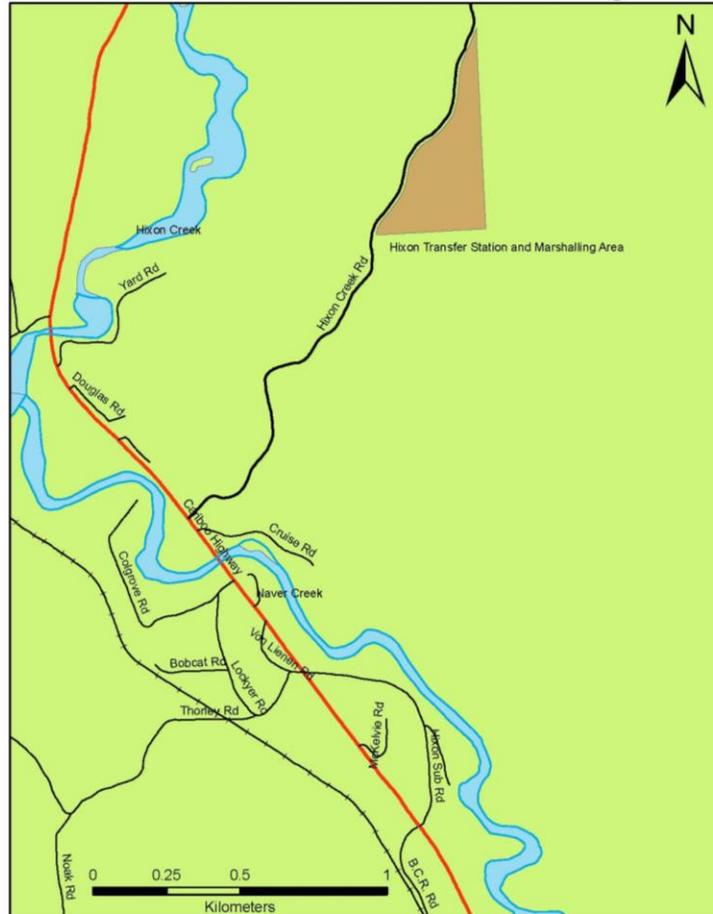


**APPENDIX J – Site Map**  
**Chief Lake Regional Transfer Station**



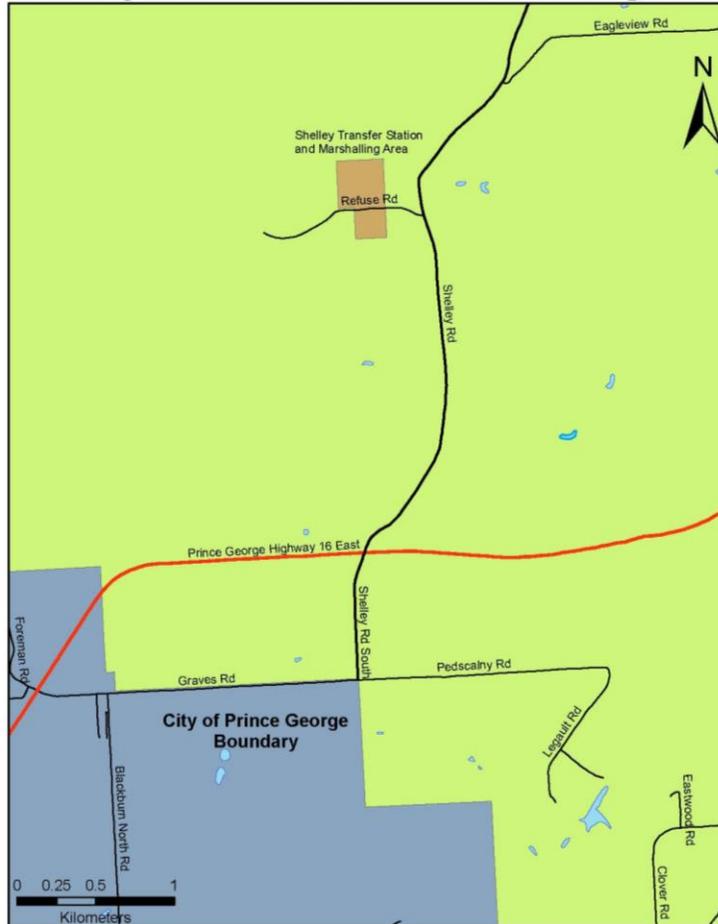
APPENDIX K – Site Map  
Hixon Regional Transfer Station

**Hixon Transfer Station and Marshalling Area**



**APPENDIX L – Site Map**  
**Shelley Regional Transfer Station**

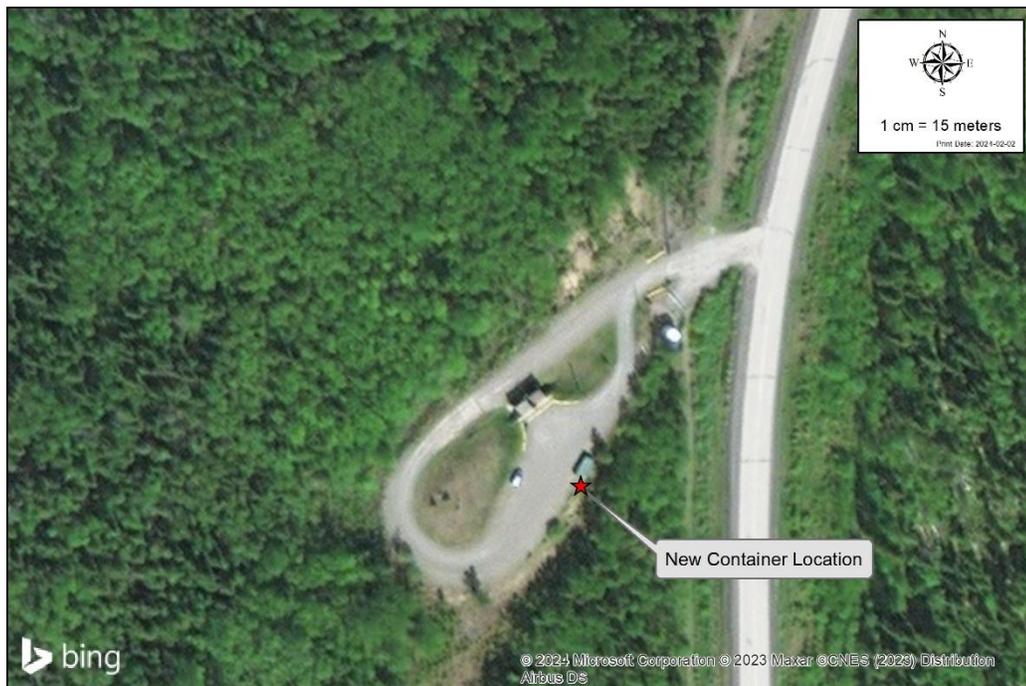
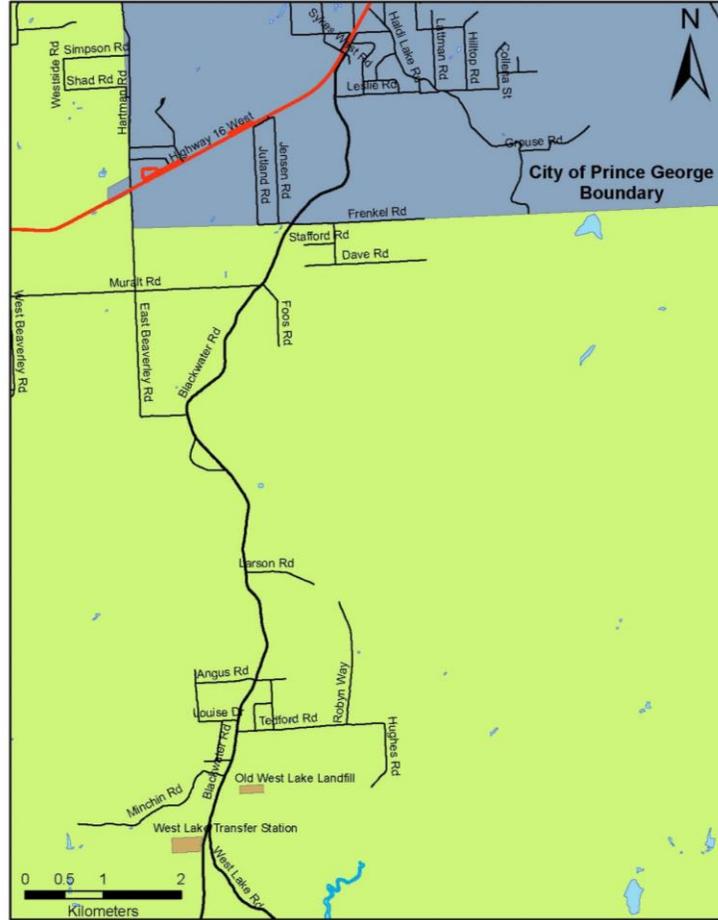
**Shelley Transfer Station and Marshalling Area**



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

**APPENDIX M – Site Map**  
**West Lake Regional Transfer Station**

**West Lake Transfer Station**



**APPENDIX N – Site Map**  
**Willow River Regional Transfer Station**

**Willow River Transfer Station**



APPENDIX O – Site Map  
Foothills Boulevard Regional Landfill

