



# **REGIONAL DISTRICT of Fraser-Fort George**

## **INVITATION TO QUOTE ES-25-09**

**Elevator Maintenance and Inspection Services  
155 George Street Prince George BC**

**Date Issued:** June 27, 2025

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

**Optional Site Meeting:** **July 2, 2025 at 11:00 a.m.**  
**155 George Street, Prince George office building**

**Closing Date and Time:** **July 11, 2025**  
**2:00 pm (Pacific Standard Time)**  
**NO PUBLIC OPENING**

**Inquiries:** **Email Bryan Boyes at [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca)**  
Inquiry deadline: July 8, 2025 at 5:00 p.m.

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



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## **INVITATION TO QUOTE**

The Regional District of Fraser-Fort George ("Regional District") invites written quotations to obtain comprehensive preventative maintenance services, inspections, and repairs on the elevator at 155 George Street as further described in Appendix A.

Invitation to Quote documents may be obtained on or after June 27, 2025:

- a) In a PDF (public document format) file format from the Regional District's website [www.rdffg.ca](http://www.rdffg.ca);
- b) On the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca); or

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

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

### **DELIVERY OF QUOTES AND CLOSING DATE:**

Quotations will be received at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 2:00 p.m. local time on **July 11, 2025** (the "**Closing Date**"). Qualified contractors must complete and submit:

a. Appendix B through F:

- Schedule of Prices: the Schedule of Prices must be completed and included in the quote submission. All prices for the work shall be stated in Canadian dollars. Taxes are to be shown as separate line items on the Schedule of Prices. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.
- Goods and Services Sales Tax Information
- Conflict of Interest Disclosure Statement: to be completed, signed and included in the quote submission.
- List of Contractors and Sub-Contractors: to include sub-contractor's legal name and the work to be performed by the sub-contractor
- Bidder's Experience in Similar Work: a minimum of three references are required. Please include a brief description of the service contracts held by the bidder within the last five years that are similar in size and scope to this ITQ, together with the corresponding contact names and phone numbers for reference checks.

b. Any additional information that the bidder may choose to provide.

c. All amendments and/or addenda, if any, issued for this ITQ. Each amendment and/or addenda must be signed by the bidder and included with the quote submission and will form part of the quote and contract documents.

Submissions received after the stated Closing Date will be disqualified and not considered by the Regional District.

Quotes must be in English and must be submitted using the submission methods below.

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



**For Quotes to be Submitted by Hard Copy direct delivery:**

Two complete copies of your Quote must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quote, 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  
155 George Street  
Prince George, BC V2L 1P8
2. Invitation to Quote, ES-25-09  
Elevator Maintenance and Inspection Services – 155 George Street
3. Responding Contractor's name and address

The lowest or any Quote will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Quotes.

**Facsimile Quotes will NOT be accepted.**

**For Quotes to be Submitted Electronically:**

"Prince George Time" will be conclusively deemed to be the time indicated in the electronic timestamp the Quote receives upon delivery to the email address specified herein.

Contractor's must submit all portions of their Quotes by email in accordance with the following:

Subject of the file to be: ES-25-09 – Elevator Maintenance and Inspection Services - 155 George Street –  
(Insert Responding Contractor's Name)

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

Quotes must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). DO NOT deliver a physical copy of the quotation package to the Regional District of Fraser Fort George after emailing.

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

1. to ensure 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 Bidder's electronic transmission, including the transmission of an electronic copy of its Quote, cannot be received;
2. for errors, problems or technical difficulties with respect to a Bidder's electronic transmission, including the transmission of an electronic copy of its Quote;
3. that a Bidder's electronic transmission, including the transmission of an electronic copy of its Quote, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this ITQ;



4. The Regional District will not be responsible for any costs incurred by bidders as a result of the preparation or submission of a quote pertaining to this ITQ. The accuracy and completeness of the quote is the bidder's responsibility. Should errors in a quote be discovered, the bidder shall be solely responsible for any additional costs incurred by that bidder in the performance of the work and shall be solely responsible for correcting any deficiencies or errors in that quote at their expense.

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

Quoted prices must remain in effect for 60 days after the Closing Date.

All applicable taxes will be shown separately. The successful contractor will be required to itemize taxes on all invoices submitted to the Regional District and quote the contract number.

#### Regional District's Right to Reject Quote

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Regional District.

No Bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a Bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the Bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the Bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the quote.

The Regional District reserves the discretion to reject any quote submitted by a Bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Bidder (or in the case of a quote submitted by a Bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this quote the Bidder further confirms that neither the Bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Bidder is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

The Regional District reserves the right to reject any quote submitted by a Bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.



All inquiries relating to this Invitation to Quote must be directed to:

Bryan Boyes, Utilities Leader, Environmental Services  
Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8

Phone: 250-960-4400 / Toll Free: 1-800-667-1959

Email: [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca)



## **GENERAL CONDITIONS**

### **1.0 DEFINITION OF TERMS**

"Contract Documents" or "Contract" means and includes the complete and completed set of all documents, specifications, drawings and addenda incorporated therein, as listed in the Table of Contents.

"Contractor" means the successful person or company who enters into the Contract Agreement.

"Elevator" means a lift or other vertical or horizontal transportation equipment.

"Facility" means any building or structure equipped with elevating devices subject to relevant BC and Canadian Standards Association regulations.

"General Manager" means the General Manager of Environmental Services for the Regional District of Fraser-Fort George or their authorized representative as designated to the Contractor.

"Material" or "Materials" means, unless otherwise specified, anything and everything other than persons or the Contractor's equipment that is manufactured, processed or transported to the Facility, or existing on the Facility, and incorporated in the complete Works.

"Regional District" means the Regional District of Fraser-Fort George.

"Sub-Contractor" means any person, firm, or corporation approved by the Regional District having a contract for the execution of a part or parts of the Work included in the Contract and worked to a special design according to the drawings or specifications but does not include one who furnished material.

"Work" or "Works" means, unless the context otherwise requires, the whole of the work and Materials, labour matters and things required to be done, furnished and performed by the Contractor under this Contract.

### **2.0 INTENT OF CONTRACT DOCUMENTS**

The intent of the Contract Documents is that the Contractor will provide all supervision, labour, materials, and equipment and all else necessary for, or incidental to, the proper execution of the Work described in the Contract Documents or as directed by the Regional District and all incidental Work to complete the project.

The Contract is not a contract of employment. The Contractor is an independent Contractor, and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

### **3.0 LOCAL CONDITIONS**

The Contractor will, by personal inspection, examination, calculations or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversation with any officer, agent or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.





#### **4.0 GENERAL MANAGER'S STATUS**

The General Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Contractor maintains the Facility in a satisfactory condition, and to ensure that the Work has been satisfactorily carried out. The General Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

#### **5.0 REPORTS**

The Contractor will, upon the request of the General Manager, fully inform the General Manager of the Work done, and to be done, by the Contractor in connection with the provision of the Work.

#### **6.0 SUPERVISOR AND LABOUR**

The Contractor will keep on the Facilities, at all times during the Work, a competent supervisor. The Contractor will identify the person who will act as the supervisor, in writing, to the Regional District. The supervisor will represent the Contractor in their absence and directions given to them will be considered to have been given to the Contractor. The supervisor will have the ability to report to the General Manager and have the authority to act on contractual obligations on behalf of the Contractor.

The Contractor shall employ at all times, qualified and experienced personnel to carry out the Work. The Contractor will keep on the Facilities, at all times during the Work, when required during operating hours, a minimum of one person. The Contractor will provide additional personnel required to carry out the Work if necessary.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of any and all dues, levies, or charges made under, or in relation to, the Contract. The Contractor will make proof of payment available to the General Manager when requested.

#### **7.0 CHARACTER OF WORKERS**

All workers must have sufficient knowledge, skill and experience to perform properly, the work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor or worker employed by the Contractor or Sub-Contractor who, in the opinion of the General Manager, does not perform their work in a competent manner, appears to act in a disorderly or intemperate manner, appears to be under the influence of drugs or alcohol or is willfully negligent, will at the written request of the General Manager, be removed from the Facility of the Work immediately and will not be employed again in any portion of the Work without the approval of the General Manager. The Workers must also behave in a respectful manner that is appropriate with regard to language and dress for a public access building.

#### **8.0 ASSIGNMENT OF CONTRACT**

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

#### **9.0 REGIONAL DISTRICT'S TERMINATION OF CONTRACT**

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, or stoppage under Article 4, the General Manager reserves the right to terminate the Contract without notice. The Regional District may also deduct from the



payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

#### **10.0 CONTRACTOR'S TERMINATION OF CONTRACT**

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within thirty (30) days from the specified date of payment, and fails to remedy such default within ten (10) days of the Contractor's written notice to do so.

#### **11.0 SUB-CONTRACTORS**

The Sub-Contractors named on the List of Sub-Contractors form will not be changed, nor will additional Sub-Contractors be employed, except with the written approval of the General Manager. The Contractor is responsible to the Regional District for the acts and omissions of their Sub-Contractors and of their workers to the same extent that they are responsible for the acts or omissions of the Contractor's workers. Nothing in the Contract Documents will create any contractual relations between any Sub-Contractor and the Regional District. The Contractor will bind every Sub-Contractor to the terms of the Contract Documents.

#### **12.0 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES**

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after two days written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.

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

#### **13.0 INDEMNITY AND RELEASE BY CONTRACTOR**

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs, hereafter referred to as "claims"), including any such claims brought by a third party against the Regional District for personal or bodily injury, including death, or for property damage, that arise out of or are connected with or caused by the negligence, breach of contract, or other error or omission in the performance of the work, on the part of the Contractor and its directors, officers, employees, agents and sub-contractors. If the Regional District pays, or is required to pay, any claims, or if the property of the Regional District is charged or encumbered by any liens, judgments or other charges as a result of any claims, then the Regional District shall be entitled to recover from the Contractor all damages, costs, fees or other charges incurred by the Regional District in satisfying such claims together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

#### **14.0 FORCE MAJEURE**

If either the Contractor or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services,



cannot be performed because of: an act of God; an act of a legislative, administrative or judicial entity; fire; flood; labour strike or lock-out; epidemic; pandemic; unusually severe weather; or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the condition constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of the agreed upon dates for service required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 8.0 "Dispute Resolution" of the Sample Contract. Whereas a result of Force Majeure there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under General Conditions, Section 18.0 "Payment" of this ITQ, as may be agreed by the Contractor, or as determined under Section 8.0 "Dispute Resolution" of the Sample Contract. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Contract. If the Regional District terminates this Contract following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 10 of the Sample Contract.

#### **15.0 PERMIT AND REGULATIONS**

The Contractor will, at their own expense, procure all other permits, certificates, and licenses required by law for the execution of the Work and will comply with all federal, provincial, and local laws and regulations affecting the execution of the Work, save in so far as the Contract Documents specifically provide otherwise.

#### **16.0 OCCUPATIONAL HEALTH AND SAFETY**

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

The Contractor will maintain an Occupational Health and Safety Plan and provide a copy to the Regional District.

#### **17.0 CHANGES IN THE WORK**

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

#### **18.0 PAYMENT**

The Regional District will, by the thirtieth day of the month following that for which payment is required on receipt of an invoice and on advice from the General Manager that the Work has been satisfactorily carried out, pay the Contractor for Work completed in accordance with the Contract in the previous month. No payment will be made for Materials supplied by the Regional District.



## **19.0 GOODS AND SERVICES SALES TAX (GST)**

Federal law states that five percent (5%) tax be paid on all goods and services. If the Contractor does not qualify as a small supplier, then the Contractor is required to identify the GST tax on all invoices and the Regional District is liable to pay this amount to the Contractor.

## **20.0 PAYMENT WITHHELD OR DEDUCTED**

The Regional District may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect themselves from loss on account of one or more of the following:

- (a) Where the Contractor is not performing the Work satisfactorily.
- (b) Where any defective or faulty Work has not been remedied.
- (c) Where the Regional District has corrected a deficiency under Article 12.

## **21.0 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 \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured.
- ii. 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.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

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:

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

## **22.0 DURATION OF CONTRACT**

The duration of the Contract will be from 12:01 a.m. August 1, 2025 to midnight, July 31, 2028. The Contract may be renewed on a period-by-period basis at the Regional District's discretion for up to two years. Each extension will be for a one-year period after the initial three-year period and the total contract duration will not exceed five years. Each period of renewal will be as per the Schedule of Prices at the quoted rates.



### **23.0 WORKSAFEBC**

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with their WorkSafeBC Clearance Letter. The Contractor will pay all assessments required to be paid in relation to the Contract to WorkSafeBC.

### **24.0 CONFIDENTIALITY**

The Regional District is a public body subject to the *Freedom of Information and Protection of Privacy Act* (FOI). In accordance with the FOI, all information regarding the items and conditions, financial and/or technical aspects of the Contractor's quote which are, in the Contractor's opinion, of a proprietary or confidential nature should be clearly marked "CONFIDENTIAL" at each relevant item or page.

Subject to the FOI, all information marked "CONFIDENTIAL" by the Contractor will be held in strict confidence and shall not be revealed to another party without the consent of the Contractor.

### **25.0 RIGHTS OF WAIVER**

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

### **26.0 SEVERABILITY**

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



## **APPENDIX A**

### **OPERATIONAL SPECIFICATIONS**

#### **1 GENERAL**

The Regional District requires a qualified Contractor to provide elevator maintenance and inspection services located at 155 George Street, Prince George BC. This includes preventative maintenance service, quarterly inspections and reporting, periodic testing, as well as call-in and emergency services as required.

#### **2 OPERATING HOURS**

For the purpose of this work, the Facility is open to the public from 8:30 a.m. to 5:00 p.m., Monday to Friday. The building can have staff, the public, and contractors (janitorial) in the building from 6:30 a.m. to 11:00 p.m. Monday to Sunday.

#### **3 PRICING**

The Schedule of Prices must be completed and included in the quote submission. All prices for the work shall be stated in Canadian dollars. Taxes are to be shown as separate line items on the Schedule of Prices. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

Prices are to remain firm for the initial term of the contract.

#### **4 SAFETY CODE REQUIREMENTS**

All maintenance must be in accordance with the following current editions of:

- a) *British Columbia Safety Standards Act, Elevating Devices Safety Regulation*
- b) CSA B44-16 Safety Code for Elevator & Escalators; and,
- c) CSA-B355 Lifts for Persons with Physical Disabilities.

#### **5 CONTRACTOR REQUIREMENTS**

- 5.1 The Contractor must meet Technical Safety BC (TSBC) standard relating to elevators and be a TSBC registered contractor.

Any work performed on elevators, other than that of a housekeeping nature in the elevator cab, must be performed by a licensed mechanic with the appropriate Elevating Device Mechanic (EDM) license and training or under the supervision of such a mechanic. This supervision can be either direct or general as appropriate. It is the Contractor's responsibility to determine the appropriate level of supervision, be it either direct or general.

- 5.2 The Contractor shall have a demonstrated track record in maintaining similar equipment to that included in this Schedules of Prices.

- 5.3 The Contractor must have adequate number of mechanics to complete the maintenance, provide coverage for vacations and absences and have an adequate service crew to complete the maintenance and inspections as required.

- 5.4 The Contractor must have Professional Engineer(s) Registered in the Province of British



Columbia on staff or under retainer, not necessarily located in Prince George, to provide technical support to the local personnel with respect to duties required under the following scope of work.

## **6 GENERAL REQUIREMENTS**

- 6.1 The Contractor shall maintain an inventory which stocks common components, cleaning supplies, tools, materials and other items required for performance of the work.
- 6.2 The Contractor shall have an answering service and dispatching network for accepting trouble calls and dispatching technicians in response to problems reported. In addition to a trouble call logging and a tracking system should be in place to record calls by site and unit number and to record the cause of the reported problems and corrective action taken.
- 6.3 The Contractor shall provide a complete preventative maintenance and inspection schedule intended to maintain the elevators ensuring operating condition is within the original design parameters as well as CSA B44-16 Safety Code for Elevator & Escalators.
- 6.4 The preventative maintenance shall include, but is not limited to:
  - a) labour necessary to meet code examination requirements, including cleaning and oiling machine, motor, signal devices, interlocks and controller;
  - b) greasing or oiling guides; and,
  - c) necessary oil and greases, rope preservative and wiping cloths as well as cleaning or car top, elevator pit and machine room;
- 6.5 The preventative maintenance shall be planned and implemented in accordance with the manufacturer's design and recommended performance and be in complete compliance with the codes listed in Section 4 Safety Code Requirements.
- 6.6 The Contractor will be required to maintain and post the preventative maintenance log in the elevator and/or elevator room, as required.
- 6.7 The Contractor will be required to have a Maintenance Control Program in place for the elevator no later than July 30, 2025, as per the codes listed in 4 Safety Requirements.

## **7 MAINTENANCE DUTIES AND SCHEDULES**

The following list of duties is not exhaustive; elevators are to be maintained and serviced in accordance with codes indicated in Section 4 Safety Code Requirements.



BUILDING NAME		Machine#		
ADDRESS				
Contractor #		GOV#		
Category 1 Test and Maintenance		Required Frequency	Initial and Month	
<div>Pressure Relief Valve &amp; System Test Confirm relief valve setting, test for pressure capacity, perform leak down test. Include test of limit switches, low pressure and low oil switches.</div> <div>Code reference's below</div> <div>8.6.5.5.1</div> <div>8.6.5.5.2 Gland Packings and Seals Collection of Oil Leakage</div> <div>8.6.5.6 Flexible Hoses and Fittings.</div> <div>8.6.5.9 Relief-Valve Setting (Seal)</div> <div>8.6.5.12 Anticreep and Low Oil Protection</div> <div>8.6.5.14.1 Relief Valve Setting and System Pressure Test</div> <div>8.6.5.14.2 Hydraulic Cylinders and Pressure Piping</div> <div>8.6.5.14.3 Additional Tests (a) Normal Terminal Stopping Devices (h) Terminal Speed-Reducing Device (CAD) (i) Low Oil Protection Operation</div> <div>8.6.5.14.4 Flexible Hose and Fitting Assemblies</div> <div>8.6.5.14.5 Pressure switch</div>		OMMS	12 Months	
<div>Car Door Performance Test Power operated doors are tested to confirm kinetic energy forces are within limits. Includes horizontal sliding power operated car and hoistway doors.</div> <div>Code reference's below</div> <div>8.6.4.19.8 or 8.6.5.14.6 - Power Operation of Door System.</div> <div>8.6.4.19.18 Door Reopening Device</div> <div>8.6.4.19.19 or 8.6.5.14.31(g) Sequence Operations of Power Door systems ( Vertical Biparting ).</div>		OMMS	12 Months	
<div>Emergency Communication Test Perform the steps in OMMS Required to complete the applicable components. Verify in-car communication devices for proper operation.</div> <div>Code reference's below</div> <div>8.6.4.15 Car Emergency System ( Communication Portion)</div> <div>8.6.4.19.15 Emergency Communications</div>		OMMS	12 Months	
<div>Evacuation Device Test Means to restrict hoistway car opening shall be tested to determine conformance.</div> <div>Code reference's below</div> <div>8.6.4.19.16 Means to Restrict Hoistway or car Door Opening</div>		If Applicable	12 Months	
<div>Standby Power/ Emergency Power Test Operate empty elevator on building's generator or emergency power source. Coordinate with building management. Test done with no load</div> <div>Code reference's below</div> <div>8.6.4.19.7 Standby or Emergency Power or Emergency Lowering Operation.</div> <div>8.6.5.14.3(f) Standby or Emergency Power Operation 18.6.4.19.71(Hydro)</div> <div>8.6.4.15 Emergency Car systems ( FE0 Portion 2.27)</div>		If Applicable	12 Months	
		OMMS		
<div>Rescue Operation Test Battery powered back-up operation systems designed to move the car are tested. Include test of Manual Rescue Operation or Emergency Return Units.</div> <div>Code reference's below</div> <div>8.6.4.19.7 Standby or Emergency Power or Emergency Lowering Operation.</div> <div>8.6.5.14.3(f) Standby or Emergency Power Operation (8.6.4.19.7) (Hydro)</div> <div>8.6.5.14.3(J) Auxiliary Power Lowering Device</div>		If Applicable	12 Months	
		OMMS		
<div>Annual Fire Service Test Perform complete test of Fire Service Operation, coordinate with building Mngt. Turn key switches, run elevator, test door operation, buttons, fixtures, signage, etc.</div> <div>Code reference's below</div> <div>8.6.4.19.6 Firefighters' Emergency Operation (Traction)</div> <div>8.6.5.14.3 (e) Firefighters' Emergency Operation. (Hydro)</div> <div>8.6.4.15 Emergency Car systems (FEO Portion 2.27)</div>		If Applicable	12 Months	
		OMMS		
<div>No Load Safety Test Governor is operated manually with no load in car, down direction at slow speed. Include test of governor, safeties, buffers and terminal stopping devices.</div> <div>Code reference's below</div> <div>8.6.4.S Safety Mechanisms (Maintenance of)</div> <div>8.6.4.11 Runby</div> <div>8.6.4.12 Governors</div> <div>8.6.5.14.3 (a) Normal Terminal Stopping Devices (8.6.4.19.5) (Item 2.28)</div> <div>8.6.5.14.3 (b) Governors (8.6.4.19.3) (Item 2.13)</div> <div>8.6.5.14.3 (c) Safeties (8.6.4.19.2) (Item 2.9)</div> <div>8.6.5.14.3 (d) Oil Buffers (8.6.4.19.1) (Items 3.29 and 5.8)</div> <div>8.6.5.14.7 Slack Rope Device</div> <div>Also perform MM20E</div>		If Applicable	12 Months	
		OMMS		



Page 2				
BUILDING NAME		Machine#		
ADDRESS				
Contractor #		CUSTOMER DESIGNATION		GOV#
OMMS 4.0 TASKS	Other Test Procedures	Required Frequency	Initial and Month	
	<b>Hoistway &amp; Car Door Exam &amp; Maintenance (05 - Biparting)</b> Examine all landing and car-door mechanical and electrical components. Maintain as needed to ensure safe and proper operation.	3 Months		
	<b>Code reference's below</b>			
	8.6.4.13.1 Door Systems General			
	a) hoistway door interlocks or mechanical locks and electric contacts			
	b) car door electric contacts or car door interlocks where required			
	c) door reopening devices (d) vision panels and grilles where required			
	d) vision panels and grilles where required			
	e) hoistway door unlocking devices and escutcheons			
	f) hangers, tracks, door rollers, up-thrusts, and door safety retainers, where required			
	g) astragals and resilient members, door space guards, and sight guards where required			
	h) sills and bottom guides, fastenings, condition and engagement			
	i) clutches, engaging vanes, retiring cams and engaging rollers			
	j) Interconnecting means (k) door closers, where required (l) door restrictors			
	k) door closers where required			
l) means to restrict hoistway or car door opening				
	<b>Hoist Rope Examination &amp; Maintenance</b> Examine ropes and drive sheave for lubrication, wear, tension or damage. Perform B, C, D task segments required to ensure proper operation.	Roped Hydro Only	12 Months	
	<b>Code reference's below</b>	OMMS		
	8.6.4.1 Suspension and Compensating Means - Suspension Portion			
	8.6.4.11 Runby			
	8.6.4.21 Drive Sheaves with Non-metallic Groove Surfaces and Steel Wire Ropes.			
	8.6.5.10 Runby and Clearances after Reroping or Shortening - Hydraulics			
	<b>Governor Rope Examination &amp; Maintenance</b> Examine Governor rope for wear, tension or damage and connection.	Roped Hydro Only	12 Months	
	<b>Code reference's below</b> 8.6.4.2 Governor Wire Ropes			
OMMS 4.0 TASKS	Other Test / Procedures	Suggested Frequencies	Initial and Month	
	<b>Emergency Light Test</b> Remove cab light normal power to activate battery back-up or alternate light source.	12 Months		
	<b>Code reference's below</b> 8.6.4.15 Car Emergency System (Lighting and emergency lighting - Portion)			
	<b>Earth Quake Protection/ Seismic Test</b> Manually trip seismic trigger to confirm proper operation	If Applicable	12 Months	
	<b>Code reference's below</b>	OMMS		
	8.4.5.14.8 Earthquake operation (Testing seismic)			
	8.6.4.22 Maintenance of Seismic Devices			
	<b>Piston Gripper Test</b> The plunger gripper shall be maintained as per manufactures recommendations which include activating/exercising the device without load. Check for on site documentation	If Applicable	12 Months	
	<b>Code reference's below</b> 8.6.5.17 Plunger Gripper Maintenance			
OMMS 4.0 TASKS	Category 5 Test	Required Frequency	Initial and Month	
	<b>Overspeed / Rupture Valve Test</b> Confirm over speed or rupture valve will activate and stop motion of elevator. Test in down direction at 110%-140% of operating speed.	If Applicable	60 Months	
	<b>Code reference's below</b>	OMMS		
	8.6.5.13 Overspeed Valve Setting: ( Check Seal is intact)			
	8.6.5.16.5 Overspeed Valve - Test With Rated Load			
	<b>Full Load Safety Test</b> Include safeties, governors, oil buffers & emerg term switches.	Roped Hydro	60 Months	
	<b>Code reference's below</b>	If Applicable		
	8.6.4.5 Safety Mechanisms	OMMS		
	8.6.4.12 Governors			
	8.6.4.20.6 Emergency Terminal Stopping and Speed-Limiting Devices			
	8.6.5.14.3 (a) Normal Terminal Stopping Devices (8.6.4.19.5) (Item 2.28)			
	8.6.5.14.3 (b) Governors (8.6.4.19.3) (Item 2.13)			
	8.6.5.14.3 (c) Safeties (8.6.4.19.2) (Item 2.9)			
	8.6.5.14.3 (d) Oil Buffers (8.6.4.19.1) (Items 3.29 and 5.8)			
	8.6.5.14.7 Slack Rope Device			
	8.6.5.16.1 Governors, safeties, and oil buffers as specified in 8.6.4.20.1, 8.6.4.20.2, and 8.6.4.20.3			
	8.6.5.16.2 Coated ropes If applicable			
	8.6.5.16.3 Wire rope fastenings AHJ See MH20A			
	Also perform MM20E			
	<b>Door Zone Confirmation Test</b> Power operated doors are tested to ensure opening only occurs when at landing. Include leveling zone, leveling speed under 150fpm and inner landing zone of max 3".	If Applicable	60 Months	
	<b>Code reference's below</b>	OMMS		
	8.6.4.20.7 Power Opening or Doors			
	8.6.4.20.8 Leveling Zone and Leveling Speed			
	<b>Piston Gripper Test</b> Test piston gripper operation, where provided it shall be tested in accordance with the manufactures recommendations. Full Load Testing.	If Applicable	60 Months	
	<b>Code reference's below</b>	OMMS		
	8.6.5.16.4 Plunger Gripper examination and tested. (CAT 5)			
	8.6.5.17 Plunger Gripper Maintenance			
	<b>Class 2 Loading Weight Test</b> Applies only to units with Class C2 loading, applies to 2010 units or later Sustain and level the elevator with the max load shown on the freight elev loading sign.	Hydro If Applicable	60 Months	
	<b>Code reference's below</b> 8.6.5.16.6 Freight elevators of Class C2 loading			

Page 3				
BUILDING NAME		Machine#		
ADDRESS				
Contractor #		CUSTOMER DESIGNATION		GOV#
OMMS 4.0 TASKS	Other Tests or Procedures	Suggested Frequencies	Initial and Month	
	<b>Car Door and Operator Examination &amp; Maintenance</b> Examine car door panels, operator and door linkage equipment. Perform B, C, D task segments as required to ensure proper operation. Code reference's below	3 Months		
	8.6.4.13.1 Door Systems General (Cab/Car door side)			
	b) car door electric contacts or car door interlocks where required			
	c) door reopening devices (d) vision panels and grilles where required			
	f) hangers, tracks, door rollers, up-thrusts, and door safety retainers where required			
	i) clutches, engaging vanes, retiring cams, and engaging rollers			
	j) interconnecting means (k) door closers, where required (l) door restrictors			
	Review TEDP1 Task			
	<b>Car top Examination &amp; Maintenance (Hydraulic)</b> Examine car top and equipment located on car top. Perform B, C, D task segments as required to ensure proper operation. Code reference's below	12 Months or 190080 Runs		
	8.6.4.3 Lubrication of Guide Rails			
	8.6.4.9 Cleaning of Top of Cars			
	8.6.4.14 Hoistway Access Switches			
	<b>Controller Examination &amp; Maintenance (Hydro)</b> Examine controller cabinet & components for cleanliness, wear or damage Perform B, C, D task segments as required to ensure proper operation. Code reference's below	12 Months or 190080 Runs		
	8.6.1.6.3 Controllers and Wiring			
	8.6.4.16 Stopping Accuracy. Controller portion			
	<b>Governor Examination &amp; Maintenance</b> Examine governor & rope for cleanliness, alignment, wear or damage. Perform B, C, D task segments as required to ensure proper operation. Code reference's below	3 Months		
	Roped Hydro Only			
	8.6.4.12 Governors			
	<b>Power Unit Examination &amp; Maintenance</b> Examine power unit & components for leaks, wear or damage. Perform B, C, D task segments required to ensure proper operation. Code reference's below	3 Months, 12 Months or 570,240 Runs		
	8.6.5.5.1 Gland Packings and Seals Examination and Maintenance			
	8.6.5.6 Flexible Hoses and Fittings.			
	8.6.5.9 Relief Valve Setting (Is it sealed)			
	<b>Machine Room Housekeeping (Hydro)</b> Maintain order and cleanliness of machine room floor and equipment. Perform B, C, D task segments required to ensure proper operation. Code reference's below	12 Months or 190080 Runs		
	8.6.4.8 Machinery Spaces Machine Rooms Control Spaces and Control Rooms			
	<b>Pit Examination &amp; Maintenance (Hydro)</b> Examine pit and pit equipment for cleanliness, lubrication and condition Perform B, C, D task segments required to ensure proper operation. Code reference's below	12 Months or 190080 Runs		
	8.6.4.4 Buffers (8.6.4.4.1 Oil if applicable - 8.3.4.4.2 Elastomeric if applicable)			
	8.6.4.7 Cleaning of Hoistways and Pits			
	8.6.5.5.2 Gland Packings and Seals, Examination and Maintenance, Collection of Oil Leakage			
	8.6.5.7 Record of Oil Usage			
	8.6.5.10 Runby and Clearances after Reropeing or Shortening (Roped Hydro)			
	<b>Cylinder Corrosion Protection Test</b> Examine, maintain and monitor device designed to protect cylinder from corrosion. Code reference's below	60 Months		
	8.6.5.11 Cylinder Corrosion Protection and Monitoring Cylinder Corrosion Protection Test			



**7.1 Exclusions**

- a) The contract shall include all portions of the elevator equipment at the site except as itemized herein. The contract does not cover the following including all damage caused by others;
- b) Mainline and auxiliary electrical power supply disconnect switches, fuses and feeders to control equipment;
- c) Related building items, such as machine room enclosures, entry doors & closers, smoke & heat detectors and card access control equipment;
- d) Cab interior finishes, cab door panels, Handrails, Floor covering;
- e) Hoist-way enclosure;
- f) Hoist-way doors and frames;
- g) Door sills;
- h) Buried or unexposed hydraulic cylinders except where provided with a protective annulus; and
- i) Buried or unexposed piping.

**8 CALL BACK AND ELEVATOR SHUTDOWNS**

- 8.1 The Contractor shall respond to *critical/emergency* shutdowns in person and onsite. The response time is to be within two hours.
- 8.2 Callbacks to release trapped passengers or as a result of all elevators in the building or in a group being out of service shall be responded to without extra charge regardless of whether overtime callbacks are included or not, except travel time and expense where applicable.

**9 OVERTIME PREMIUM, EXTRA CHARGES**

- 9.1 The cost of overtime for preventative maintenance or call backs shall be included where indicated for the specific equipment included in the scope of work.
- 9.2 No additional charges shall be invoiced other than the hourly rates as listed in the agreement and any materials excluded from this agreement. No additional surcharges for fuel or other disbursements shall be invoiced.
- 9.3 Extra charges for work outside the scope of the agreement shall be submitted by the Contractor to the Regional District for approval prior to commencement of any such work.

**10 PERSONNEL AND WORKING HOURS**

- 10.1 The Contractor personnel shall wear appropriate attire including but not limited to uniforms, identification tags as necessary in accordance with the requirements of the Regional District.
- 10.2 The Contractor personnel shall follow the Regional District's Respectful Workplace Policy.



- 10.3 The Contractor personnel shall be trained in and work in accordance with industry standard best practices, WorkSafeBC and Technical Safety BC requirements for public safety.
- 10.4 In accordance with WorkSafeBC, the Regional District requires that the elevator maintenance technicians sign in and out during each visit in a logbook placed in a mutually convenient location.
- 10.5 The Contractor personnel shall have a designated supervisor assigned to the sites, and the supervisor shall be named and known to the Regional District.
- 10.6 The Regional District's normal operating hours are 8:30 a.m. to 5:00 p.m., Monday to Friday, excluding statutory holidays. Only straight time will be paid during these hours.

## **11 LABOUR DISRUPTION**

- 11.1 In the event of a labour disruption involving the Contractor's field personnel, the Contractor shall endeavour to perform the work as required by the scope of contract using qualified elevator mechanics, which may include supervisory or management personnel.
- 11.2 In these circumstances, emergency situations involving accidents, incidents or passenger entrapment shall be responded to within two hours. In other situations, involving equipment malfunction or breakdown shall be responded to within 24 hours.
- 11.3 In the event that the Contractor cannot respond to work required at the site in a timely manner then the Regional District shall retain the right to obtain outside assistance to complete the work and deduct the cost of such outside assistance from the contract price.
- 11.4 In the event that a labour disruption exceeds two weeks, the Regional District reserves the right to adjust the billing to reflect routine maintenance that was not performed during that time period.

## **12 PERFORMANCE, RELIABILITY AND QUALITY**

- 12.1 The Contractor shall maintain the equipment performance in accordance with the manufacturer's design and recommended performance and be in compliance with the codes listed in Section 4 Safety Code Requirements. This includes levelling accuracy, performance times, door times, speed and acceleration of the equipment
- 12.2 Where equipment reliability does not meet these requirements, the Contractor shall implement a call back reduction program to carefully track trouble calls and to implement corrective action to eliminate repetitive calls and to identify troublesome components which can be replaced or repaired to improve reliability.
- 12.3 The Contractor shall maintain the equipment to provide good quality operation including smooth ride quality (including acceleration, vibration, noise and deceleration) and smooth door operation.

## **13 REPORTING**

- 13.1 The Contractor shall maintain a logbook for the maintenance and call-backs located at the site. This logbook shall include the minimum requirement of CSA-B44 as listed in Appendix A- Operational specifications. The logbooks shall have space to provide the unit values for items that require measurement including but not limited to "times" for the doors,



- “diameters” for hoist ropes, “pressure” for the hydraulic working pressure and relief pressure, “force” for door closing etc.
- 13.2 The Contractor shall provide a quarterly report with the number of shutdowns for the reporting period. The report shall be in a format that is easy to read and highlight units that have exceeded the allowable number of callbacks for that period.
- 13.3 The Contractor shall provide an annual report to advise on the reliability, major repairs and include recommendations for the any improvements that are recommended for the equipment.
- 13.4 The Contractor shall advise if any device cannot be restored to operation on the same day, before the end of the business day, and shall provide a best estimate for the restoration of the elevator.

#### **14 EMERGENCY ELEVATOR PHONE MONITORING**

The successful Contractor shall provide continuous remote monitoring of emergency elevator communication systems in accordance with the British Columbia Safety Standards Act, Elevating Devices Safety Regulation, and applicable provisions of CSA B44 Safety Code for Elevators and Escalators.

The scope includes:

- **24 hours a day, 7 days a week, 365 days a year** monitoring of the emergency elevator telephone at 155 George Street.
- Ensuring a **two-way voice communication link** is established with trapped passengers immediately upon activation of the emergency call button, as per CSA B44 requirements.
- Monitoring must be conducted by personnel trained to handle emergency situations and capable of initiating prompt response and coordination with emergency services or building management.
- All calls must be **logged and recorded** securely, with data retention for a minimum of **12 months**, or as otherwise required by Technical Safety BC.
- The monitoring service provider must ensure **real-time identification of the elevator location** and elevator identification number upon receiving an emergency call.
- Regular functionality testing (e.g., monthly test calls) must be performed to confirm operability and compliance, with reports submitted to the facility manager and retained for audit purposes.

All work must adhere to the latest editions of applicable codes and regulations as enforced by Technical Safety BC.

#### **15 DISPOSAL OF REFUSE**

The Contractor is responsible for the disposal of refuse and other waste (including any hazardous materials) that meets Provincial regulations as a direct result from performing the elevator maintenance. The Contractor shall cooperate with the Regional District staff to ensure if there is a suitable means to dispose of waste at the site.

#### **16 REPAIRS**

The Contractor shall perform all repairs necessary on the elevator equipment.



The Contractor shall immediately provide notice to the Regional District for any repairs that will take more than one full day to complete.

## **17 EQUIPMENT IMPROVEMENTS**

- 17.1 Periodic upgrades may be performed to the equipment outside the scope of this work. The Regional District reserves the right to obtain competitive pricing on any such work and their right to award this work to any qualified contractor of their choice.
- 17.2 Should work to upgrade, modernize or alter any equipment covered by this scope of work be awarded to another contractor the Regional District reserves the right to suspend the maintenance of the equipment for the period of time while the work is being performed and for any subsequent warranty maintenance period which may extend the term on this contract.
- 17.3 All new equipment added during the course of upgrading the elevators shall be covered under this maintenance agreement (with the exception of items listed under “exclusions” elsewhere in this agreement). The Contractor shall maintain any additional equipment provided by other contractors on the same basis. The Contractor shall be given the opportunity to inspect such work upon completion prior to assuming responsibility under the agreement.
- 17.4 Where the changes are major in nature and involve the installation of operational or motion control equipment, the Regional District may delete the equipment affected from the agreement by giving 30 days’ written notice once such a major alteration of the equipment is contracted out.
- 17.5 The Regional District reserves the right to renegotiate the unit monthly rate of an elevator that has undergone a major alteration of the control and drive system to a lower rate due to improvements to the system reliability. This pricing should be agreed upon in advance of any upgrade work.

## **18 SPARE PARTS, WIRING SCHEMATICS**

- 18.1 The Contractor shall have a stock of spare parts available to be able to take care of routine maintenance repairs.
- 18.2 The Contractor shall have the ability to obtain parts within 24 hours of a shut down for most boards or other parts that are not practical to have stocked on hand.
- 18.3 The Contractor shall ensure that all of the wiring schematics are available and advise the Regional District if any such schematics are missing.
- 18.4 The Contractor shall record any changes made to the equipment on the schematics and maintain a duplicate set of prints to be stored in a central location.
- 18.5 Wiring schematics shall be laminated and stored in a safe, tidy manner to avoid creases or other damage to the schematics.

## **19 EMERGENCY FEATURE TESTING AND REGIONAL DISTRICT ASSISTANCE**

- 19.1 The Contractor shall test the seismic safety features on the elevating devices during the scheduled maintenance modules.



- 19.2 The Contractor shall provide assistance to the Regional District as necessary to provide access to any fire alarm initiating devices in the hoist way for up to four regular time hours per year for this testing. At the discretion of the Regional District, this may be completed after hours at the applicable billing rates.

## **20 CUSTOMER SERVICE**

- 20.1 The Contractor shall provide a designated customer service representative. This representative will visit the sites at least quarterly, review the logbooks and check in with the Regional District.
- 20.2 The customer service representative will be responsible for preparing and presenting the quarterly and annual reports required in this specification.

## **21 QUALITY CONTROL, NON-PERFORMANCE AND TERMINATION**

- 21.1 The Contractor shall provide assistance (one hour twice per year) to the Regional District to survey the equipment to ensure compliance with these specifications.
- The Contractor shall correct any deficiencies within 15 days of receipt of notice of any deficiencies. The Regional District reserves the right to hire another qualified elevator contractor to correct outstanding deficiencies and charge back the Contractor for this work.
- 21.2 The Contractor shall provide assistance for any follow up inspections that may be required.
- 21.3 The Regional District may terminate the contract with 30 days' notice at any time during the term of the agreement in the event of non-compliance by the Contractor after being issued the deficiencies list in writing. After 30 days, if the Contractor is still non-compliant a notice of termination will be issued, however, if the Contractor presents a sufficient written plan of corrective action that is satisfactory to the Regional District, that a further extension may be considered.



**APPENDIX B**  
**BIDDERS CHECKLIST**

Before submitting your quote, check the following points:

- |                              |   |           |
|------------------------------|---|-----------|
| <input type="checkbox"/>     | Is the Schedule of Prices completed?        | _____     |
| <input type="checkbox"/>     | Are the following pages included?           |           |
|                              | • Schedule of Prices – Quoted Price         | _____     |
|                              | • Goods and Services Tax Information        | _____     |
|                              | • Conflict of Interest Disclosure Statement | _____     |
|                              | • List of Contractor's Personnel            | _____     |
|                              | • List of Sub-Contractors                   | _____     |
|                              | • Contractor's Experience in Similar Work   | _____     |
|                              | • Addendum(s)                               | _____     |
| <br><input type="checkbox"/> | <br>Are the documents complete?             | <br>_____ |

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

If submitting by hard copy:

Tenderers should ensure that the Tender is returned in a sealed envelope clearly marked on the outside with:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Attention: General Manager of Financial Services<br>Regional District of Fraser-Fort George<br>155 George Street<br>Prince George, BC<br>V2L 1P8 |
| <input type="checkbox"/> | INVITATION TO QUOTE - ES-25-09<br>Elevator Maintenance Services – 155 George Street  |
| <input type="checkbox"/> | Responding Organization's name and address.  |

If submitting by email:

**Bidders** should ensure that the files should not collectively exceed 35MB. Tenders must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). DO NOT deliver a physical copy of the package to the Regional District of Fraser Fort George.

Subject of the file to be:

ES-25-09 Elevator Maintenance Services – 155 George Street (Insert Responding Tenderer's Name)





**APPENDIX C**  
**SCHEDULE OF PRICES – QUOTED PRICE**

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. GST is additional.

\* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner (unless otherwise specified).

**Quarterly Maintenance Rates**

Please provide pricing for the quarterly maintenance for the elevator in the pricing table.

Location	Type	TSBC#		No. of Stops	Cost Per Quarter (Excluding GST) *	GST	Total Contract Rate per Service	
155 George Street	ED	18912	2500 lbs.	3				*

**Hourly Rates**

Please provide pricing for maintenance rates outside the regular monthly/quarterly maintenance.

The Regional District's normal operating hours are 8:30 AM to 5:00 PM, Monday to Friday, excluding statutory holidays. Only straight time will be paid during these hours

Labour Unit	Hourly Rate (Excluding GST) *	Total GST
Regular Time Mechanic		
Time and Half Mechanic		
Double Time Mechanic		
Regular Time Service Crew		
Double Time Service Crew		

**Summary Table**

Bid Form	Amount (Excluding GST) *	Total GST
Quarterly Maintenance Rates		
Annual Maintenance Rates		
Semi-Annual Maintenance Rates		
Subtotal Contract Amount:		

If there are any discrepancies between the quoted sum per month and the total quoted sum, the quoted price per month will be accepted as the correct amount.

Is GST payable? ☐ Yes ☐ No



**APPENDIX D**  
**GOODS AND SERVICES TAX INFORMATION**

Supplier: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Regional District Province

\_\_\_\_\_  
Postal Code Phone Number

\_\_\_\_\_  
Email address

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 Section 148 of the legislation

☐ Other: Specify \_\_\_\_\_  
\_\_\_\_\_

WorkSafeBC Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person Print Name

\_\_\_\_\_  
Title Date



**APPENDIX E**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**PROCUREMENT PROCESS**

**ES-25-09**  
**Elevator Maintenance Services - 155 George Street**

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 F**  
**LIST OF CONTRACTOR'S PERSONNEL**

The Contractor agrees that the personnel employed by them 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 of Employee	Employee's Experience / Qualifications

**LIST OF SUB-CONTRACTORS**

The Contractor agrees that the Sub-Contractors employed by them will be as listed below and further agrees that no changes or additions will be made to this list without the written approval of the Regional District.

Name of Sub-Contractor	Address of Sub-Contractor	Work to Be Performed by Sub-Contractor



**APPENDIX G**  
**CONTRACTOR'S EXPERIENCE IN SIMILAR WORK**

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



**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:

**Company**  
a company duly incorporated under the laws of British Columbia  
and having a place of business at:  
*Street Address*  
*Regional District, Province, Postal Code*

(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 materials, labour, supervision and equipment and perform all Work, and fulfil everything as set forth in and in strict accordance with the Contract Documents for the project entitled "**Elevator Maintenance and Inspection Services**" Invitation to Quote ES-25-09 from August 1, 2025 to July 31, 2028, and
  - (b) Commence to actively proceed with the Work of the Contract on August 1, 2025.
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 Schedule of Prices, List of Contractor's Personnel, List of Sub-Contractors, Contractor's Experience in Similar Work, General Conditions of Contract, Contract Agreement, and other Securities, General Conditions, Operational Specifications, and all addenda 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. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in the 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.



5. Subject to Clause 4, the Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to the Contract prior to the execution and delivery hereof.
6. This Contract is subject to the provisions of the Freedom of Information and Protection and Privacy Act. The Contractor will treat as confidential and will not, either or before, or after the expiration or sooner termination of this Contract, without the prior written consent of the General Manager of Legislative and Corporate Services publish, release or disclosed, any information supplied to, obtained by, or which comes to knowledge of the Contractor as a result of this Contract except insofar as such publication, release or disclosure is necessary to enable the Contractor to fulfil their obligations under this Contract, or by the laws of British Columbia. Any material produced, received, or provided by the Regional District to the Contractor as a result of this Contract and any equipment, machinery, or other property provided by the Regional District to the Contractor as a result of this Contract will:
  - be the exclusive property of the Regional District; and
  - forthwith be delivered by the Contractor to the General Manager or their designate having giving written notice to the Contractor requesting delivery of the same or at the end date of this Contract. Any material produced by the Contractor, including but not limited to, drawings, schematics, equipment logs, reports, any and all documents created that relate to elevator maintenance or modification, shall be provided by the Contractor to the Regional District in an amenable format (i.e. Word, Excel) and will become the property of the Regional District and the Regional District shall not be limited by Contractor's copyright or proprietary terms with regards to use by the Regional District.
7. The Regional District shall have and retain full authority to inspect the work of the Contractor to ensure that the requirements of the Contract are being fulfilled. Upon failure of the Contractor to perform the work in accordance with the Contract Documents, and after five days written notice to the Contractor, or without notice if any emergency or danger to the work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.
8. If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Contract, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of the Regional District.
9. In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, the Regional District reserves the right to terminate this Contract without notice. The Regional District may also deduct from the payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.
10. The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within 30 days from the specified date of payment and fails to remedy such default within ten days of the Contractor's written notice to do so.



11. All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void or unenforceable, the validity of the remaining paragraphs hereof will not be affected.
12. This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture, or agency and neither party will be responsible for the debts or obligations of the other.
13. The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for an assignment to a bank of the payments to be received hereunder.
14. 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 Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at \_\_\_\_\_  
(Address and email address)

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

IN WITNESS WHEREOF the parties have duly executed this Agreement.

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

\_\_\_\_\_  
General Manager of Financial Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
General Manager of Environmental Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please print)

SIGNED ON BEHALF OF  
**COMPANY**

**DO NOT SIGN SAMPLE ONLY**

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

\_\_\_\_\_  
Date

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