



July 10, 2025

Addendum No. 3

Invitation to Quote ES-25-09 Elevator Maintenance and Inspection Services 155 George Street

The addendum is being issued prior to the closing of the Invitation to Quote to provide further information, make changes to, or to clarify the Contract Documents and is to be read, interpreted and coordinated with all other parts of the Contract Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Bidders shall attach a signed copy of this addendum to their submission.** This addendum shall form part of the Contract Documents.

This addendum is being provided in clarification to ITQ ES-25-09 released June 27, 2025.

Question 1: May you please advise how you would like the values entered for the Summary Table on Appendix C?

If we provide the cost of the quarterly maintenance as well as the annual and semi-annual cost the subtotal contract value will be incorrect. Please advise exactly which values you would like to see entered within this table.

There is a disclaimer that if there is a discrepancy between the quoted sum per month vs. the total quoted sum that the quoted monthly price will be accepted. There is no monthly amount as this contract is for quarterly. Please advise

Answer 1: The **Quarterly Rate** is to represent the average cost of all maintenance services required to meet regulatory compliance on a quarterly basis. These costs must also be reflected in the **Summary Table**.

Costs associated with **Annual** (once per year) and **Semi-Annual** (twice per year) maintenance activities must be identified and listed separately in the **Summary Table**.

The Regional District requires these costs to be clearly itemized to ensure transparency in billing, particularly during the periods when annual or semi-annual services are delivered and invoiced.

Change to Appendix C – Schedule of Prices – Quoted Price on page 24 of the ITQ

- Shall be replaced with the updated Appendix C – Schedule of Prices – Quoted Price attached to this Addendum
 - The following line was added: Cost of monthly emergency phone line monitoring
 - Removed disclaimer at bottom

We hereby verify that we have considered Addendum No. 3 in our ITT submission.

Signature of Bidder

Name of Bidder

Date

Inquiries relating to this ITQ may be directed to:

Bryan Boyes, Utilities Leader
Phone: 250-960-4400 Email: b.boyes@rdffg.bc.ca



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

Please provide the average cost per quarter for the required quarterly maintenance of the elevator. This pricing must be included in the Summary Table.

Location	Type	TSBC#		No. of Stops	Cost Per Quarter (excluding GST) *	GST *	Cost Per Quarter (including GST) *
155 George St	ED	18912	2500 lbs.	3			

Semi-Annual (twice per year) Maintenance

Please provide the average cost per service for the required semi-annual maintenance of the elevator. This pricing must be included in the Summary Table.

Location	Type	TSBC#		No. of Stops	Cost Per Service (excluding GST) *	GST *	Cost Per Service (including GST) *
155 George St	ED	18912	2500 lbs.	3			

Annual (once per year) Maintenance

Please provide the cost per service for the required annual maintenance of the elevator. This pricing must be included in the Summary Table.

Location	Type	TSBC#		No. of Stops	Cost Per Service (Excluding GST) *	GST *	Cost per Service (including GST) *
155 George St	ED	18912	2500 lbs.	3			

Monthly Emergency Phone Line Monitoring

Please provide the cost of the Monthly Emergency Phone Line Monitoring. This pricing must be included in the Summary Table.

Location	Type	TSBC#		No. of Stops	Cost Per Month (excluding GST) *	GST *	Cost per Month (including GST) *
155 George St	ED	18912	2500 lbs.	3			

Hourly Rates

Please provide pricing for maintenance rates outside of 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) *	Hourly Rate (including GST) *
Regular Time Mechanic		
Time and Half Mechanic		
Double Time Mechanic		
Regular Time Service Crew		
Double Time Service Crew		

Summary Table with Total Annual Costs

Please exclude GST in the first column and include GST in the second.

Bid Form	Total Annual Cost (excluding GST) *	Total Annual Cost (including GST) *
Quarterly Maintenance		
Semi-Annual (twice per year) Maintenance		
Annual Maintenance (once per year)		
Monthly Emergency Phone Line Monitoring		
Total Annual Contract Cost		

Is GST payable?

☐ Yes

☐ No