



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO QUOTE ES-25-12

Front Walkway Replacement 155 George Street, Regional District Office Building

Date Issued:	August 21, 2025
Closing Location:	Regional District Office 3 rd Floor, 155 George Street, Prince George, BC V2L 1P8 purchasing@rdffg.bc.ca
Mandatory Site Meeting:	August 26, 2025 at 9:00 am
Closing Date:	September 4, 2025 2:00 pm (Pacific Standard Time) No Public Opening
Inquiries:	Email Gina Layte Liston at gina.layteliston@rdffg.bc.ca Inquiries deadline: August 29, 2025 at 2:30 pm
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 for the construction of a concrete walkway at the entrance to the Regional District of Fraser-Fort George office building at 155 George St. The work includes site preparation, formwork, concrete placement, finishing, and related tasks as detailed in the scope below.

This project is subject to the requirements of the Local Government Act of British Columbia and must meet or exceed current BC Building Code and municipal engineering standards as further described in Appendix A.

Invitation to Quote documents may be obtained on or after August 21, 2025

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.ca;
- b) On the BCBid® website at 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 pm local time on **September 4, 2025** (the "**Closing Date**"). Qualified contractors must complete and submit:

- a. Appendix C through F:
- 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.

Quotes will be evaluated based on:

- Price (lowest qualified quote)
- Compliance with scope/specifications
- Contractor experience and references
- Availability and schedule

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-25-12
Front Walkway Replacement – 155 George Street Regional District Office Building
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-25-12 – Front Walkway Replacement – 155 George Street Regional District Office Building– (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@rddfg.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.

Mandatory Site Meeting

All prospective Bidders must attend the site meeting. The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to this ITQ. The purpose of the site meeting is for Bidders to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work and specifications, to view the site and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their quote.

Oral questions will be allowed at the site meeting. However, questions of a complex nature, or questions where the Bidder requires anonymity, should be forwarded in writing, prior to the meeting, to the Project Manager.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings.

The mandatory site visit will be held at 9:00 am on August 26, 2025, at the 155 George Street Regional District office building.

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 favorable 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:
Gina Layte Liston, Senior Manager, Environmental Services
Regional District of Fraser-Fort George
Phone: 250-960-4400 Email: gina.layteliston@rdffg.bc.ca

Inquiries deadline: August 29, 2025 at 2:30 pm.



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.

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

"Senior Manager" means the Senior 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 SENIOR MANAGER'S STATUS

The Senior 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 Senior 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 Senior Manager, fully inform the Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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. September 8, 2025 to November 1, 2025.

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 **SCOPE OF WORK AND SPECIFICATIONS**



GENERAL

The Regional District is seeking a qualified and experienced Contractor to provide Front Walkway Replacement services at 155 George Street, Prince George, BC. The scope of work includes the removal of the existing walkway and installation of a new walkway, meeting all applicable codes, safety standards, and accessibility requirements.

Building permits and City of Prince George coordination by contractor.

PRICING

- The Schedule of Prices must be completed and included in the quote submission.
- All prices must be stated in Canadian dollars (CAD).
- Taxes must be shown as separate line items. All applicable Federal or Provincial taxes or levies must be included in the Total Contract Price.
- Prices must remain firm for 60 days from the submission deadline.

EVALUATION

Quotes will be evaluated based on:

- Price (lowest qualified quote);
- Compliance with scope and specifications;
- Contractor experience and references; and,



- Availability and proposed timeline considering dates specified in this document, see Appendix C.

SCOPE OF WORK

The scope of work includes, but is not limited to:

- **Submittals:**
 - Phased plan for completion of walkway to allow public and staff access. The front entrance to the office building can be closed September 25-30, 2025.
 - Concrete mix designs
 - Reinforcing steel details
 - Construction joint layout plan
 - Relevant product specification sheets
- **Demolition & Site Preparation**
 - Removal and disposal of existing surfaces, reinforcing and, receptacle poles c/w associated electrical cabling pulled back to nearest junction box
 - Retain existing fence structure and lampposts on north side of walkway
 - Protect existing vegetation and landscaping
 - Ensure site safety setup and erosion control (as required)
 - Existing pedestrian grating to be reinstalled
 - Existing curb and gutter to remain
 - Existing City of Prince George sidewalk along George St. to remain
- **Preservation of EV Charging Infrastructure**
 - An EV charging station, including wiring and conduit, is present in the work zone
 - Contractor must locate and protect all underground infrastructure
 - Any temporary disconnection or relocation must be approved by the Regional District and performed by a qualified electrician
 - Contractor is fully responsible for any damage and associated repair/replacement costs
- **Formwork and Base**
 - Reuse existing gravel base where possible; supplement with 19 mm minus crushed gravel as required
 - Grade to a subgrade elevation of 80 mm
 - Install concrete forms aligned to required dimensions and slopes
 - New walkway to be formed such that top of new concrete is flush with adjoining existing hard surfaces
- **Concrete Supply and Placement**
 - Pour minimum 100 mm thick, 32 MPa air-entrained concrete
 - Apply broom finish for slip resistance
 - Install:
 - Control joints at 1.5 m max spacing
 - Expansion joints every 6 m and at fixed structures
 - Tactile warning strips and curb drops where applicable at wheelchair ramp locations and where dictated by local building codes



- **Finishing and Curing**
 - Cure concrete in accordance with CSA A23.1/A23.2
 - Apply sealant:
 - Two coats of linseed oil mixture at 8 m²/L, allowing adequate drying time between coats
 - Optionally, a poly-siloxane resin blend sealer may be used at 4 m²/L
- **Site Restoration & Cleanup**
 - Backfill, level, and reinstate surrounding areas to original or improved condition
 - Remove and properly dispose of all debris per local bylaws

SPECIFICATIONS

1. Design Standards

- Dimensions: Walkway- 42.0 m by 8.5 m and wheelchair accessible ramp
- Accessible ramp- ramp is required to be 1.6 m wide and be designed in accordance with Clause 8.2.1 of CSA B651, "Accessible design for the built environment.". Please refer to [BCBC-2024-Illustrated-Guide-on-Accessibility-V6-2024-09-05](#) through the link on page 15 of the document. Wheelchair ramp location and quantity
- Walkway Cross Slope: Max 2% crown

2. Subgrade and Base Preparation

- Subgrade: Compacted to 98% Standard Proctor Density
- Granular Base: 80 mm of 19 mm crushed gravel (Granular A)

3. Concrete Specifications

- Compressive Strength: 32 MPa at 28 days
- Air Entrainment: 5–8%
- Slump: 80 mm (adjusted with admixtures if necessary)
- Water-Cement Ratio: ≤ 0.45
- Cement Type: CSA Type GU or Type HS (as required)

4. Reinforcement

- Reinforcement with #10 rebar at 300 mm O.C. each way. Minimum cover 50 mm.

5. Joints and Finishing

- Control Joints: Every 1.5 m
- Expansion Joints: Every 6.0 m and at interfaces with structures using 12.0 mm pre-moulded joint filler
- Filler strip as required for match to building frontage
- Finish: Light broom finish, tooled edges (10 mm radius minimum)

6. Curing and Protection

- Cure for minimum 7 days using wet blankets or curing compound

7. Drainage

- Ensure no ponding and, that surface water is directed away from structures through max 2% crown

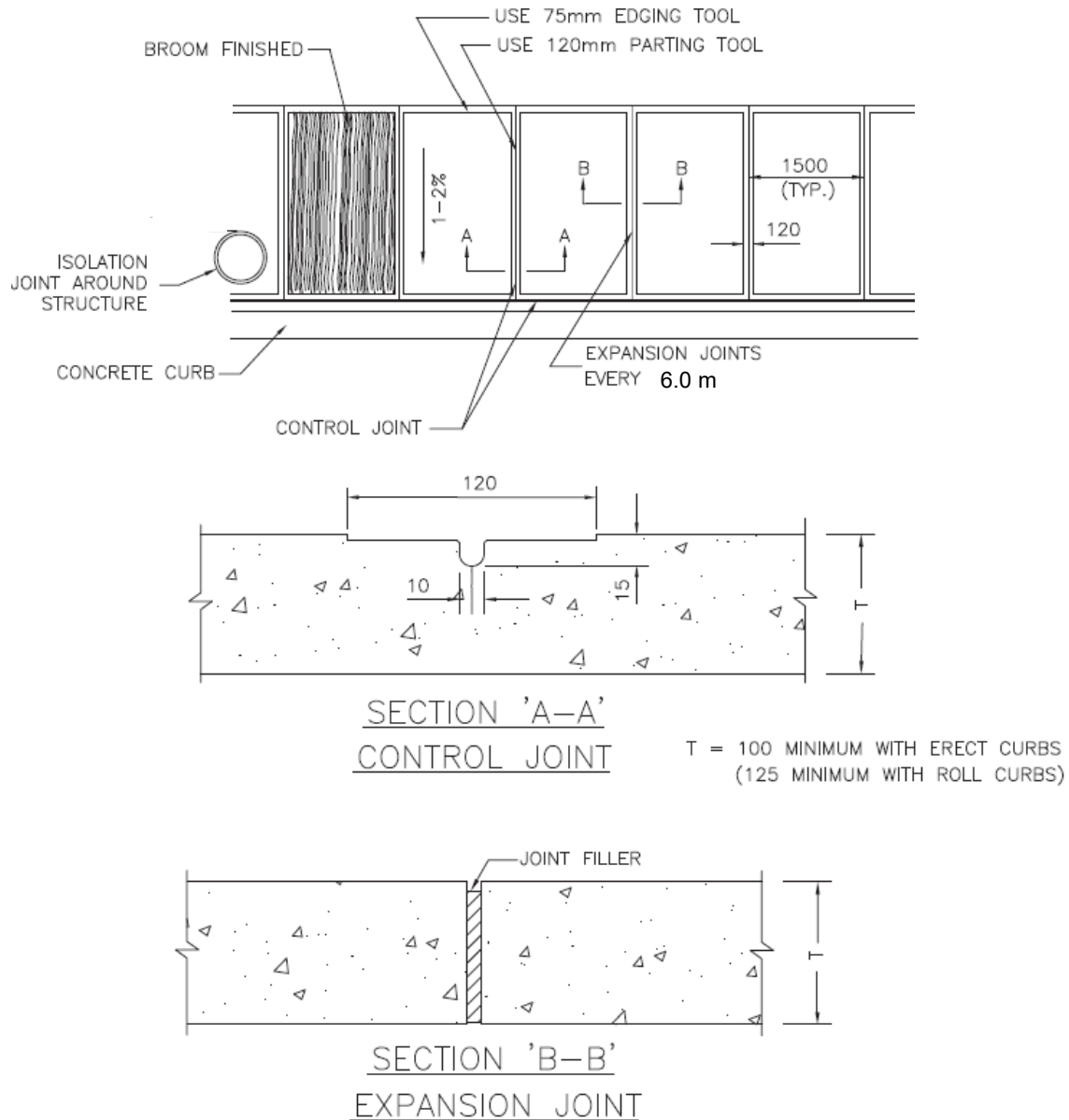


8. Compliance

- All work to conform with:
 - CSA A23.1/A23.2 concrete standards
 - BC Building Code
 - Applicable municipal bylaws (e.g., accessibility, snow clearing, slope)



Walkway Concrete Construction



NOTE: 1. PLACE ISOLATION JOINT FILLER EXPANSION MATERIAL BETWEEN THE SIDEWALK AND ADJOINING STRUCTURES SUCH AS BUILDINGS OR UTILITY POLE BASES.

*Based on City of Prince George Sidewalk Construction detail drawing



SITE ACCESS AND PUBLIC SAFETY

The Contractor must:

- Maintain safe and continuous public access to the building throughout the project duration except from September 25 to 30, 2025 (inclusive) where the front entrance can be closed for this work;
- Coordinate with building staff to minimize disruption to operations;
- Provide temporary signage, barriers, and wayfinding to redirect pedestrian traffic;
- Ensure all accessible routes (ramps, entrances) are maintained or temporarily detoured with equivalent access;
- Maintain a clean, hazard-free worksite, including emergency egress routes; and,
- Comply with all local bylaws regarding construction hours and noise limits.

The Contractor is fully responsible for ensuring public, staff, and site visitor safety at all times. Any planned interruption to public access must be approved in advance by the Regional District's Project Manager.





APPENDIX B
BIDDERS CHECKLIST

Before submitting your quote, check the following points:

- ☐ Is the Schedule of Prices completed? _____
- ☐ Are the following pages included? _____
- Schedule of Prices – Quoted Price _____
 - Proposed Timeline _____
 - 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) _____
- ☐ Are the documents complete? _____

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:

- ☐ Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC
V2L 1P8
- ☐ INVITATION TO QUOTE - ES-25-12
Front Walkway Replacement – 155 George Street Regional District Office Building
- ☐ 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. DO NOT deliver a physical copy of the package to the Regional District of Fraser Fort George.

Subject of the file to be:

ES-25-12 Front Walkway Replacement – 155 George Street (Insert Responding Tenderer's Name)



APPENDIX C
SCHEDULE OF PRICES AND PROPOSED TIMELINE

Tender Price

Lump sum tendered price for Front Walkway Replacement-
155 George St Office Building (excluding GST)

\$ _____

GST

\$ _____

Total including GST

\$ _____

TOTAL Contract Value (including GST)

\$ _____

Proposed Timeline

Note: The Regional District front entrance can be closed to the public September 25 – 30, 2025.

TASK	DURATION	DATES



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-25-12

**Front Walkway Replacement
155 George Street Regional District Office Building**

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:

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:

CONTRACTOR
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 "ES-25-12 - Front Walkway Replacement – 155 George Street Regional District Office Building" from September 8, 2025 to November 1, and
 - (b) Commence to actively proceed with the Work of the Contract on September 8, 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 Senior 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 Senior 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 Senior 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
CONTRACTOR

)
)
)

DO NOT SIGN SAMPLE ONLY

Authorized Signature Signatory

Date

)
)
)

(Name and Title) (Please print)

)
)