



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

**INVITATION TO QUOTE PS-24-05**

**COMMUNICATION TOWER INSPECTIONS**

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

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## INVITATION TO QUOTE – COMMUNICATION TOWER INSPECTIONS

The Regional District of Fraser-Fort George (the “Regional District”) invites written Quotations from qualified Bidders to provide Communication Tower Inspections for eight (8) of the Regional District’s Communication Sites, located in Prince George BC and the surrounding area.

### ITQ DOCUMENTS

Invitation to Quote (ITQ) documents may be obtained on, or after May 28, 2024 as follows:

- a) in a PDF (public document format) file format from the Regional District’s website at [www.rdffg.ca](http://www.rdffg.ca); or
- b) on the BC Bid website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

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 the ITQ documents, amendments and/or addenda. Upon submission of their Quotation, the Bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

### **Questions relating to this ITQ must be emailed directly to the Project Manager:**

Bonnie Seitz, Community Services Leader  
[bseitz@rdffg.bc.ca](mailto:bseitz@rdffg.bc.ca)

**Deadline for question submissions is 4:00 p.m. (local time) Tuesday June 4, 2024.**

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

### ITQ SCHEDULE

- Issue Date: Tuesday, May 28, 2024
- Deadline for Inquiries: 4:00pm PST, Tuesday, June 4, 2024
- **ITQ Closing: 2:00pm PST, Tuesday, June 11, 2024**
- Award Date: Anticipated Thursday, June 13, 2024

### DELIVERY OF QUOTES AND CLOSING DATE

Qualified Bidders must complete and submit pages 7 through 9, including the Schedule of Prices – Quoted Price, Goods and Services Tax Information, and Conflict of Interest Disclosure. Each amendment and addenda must be signed by the Bidder and be included with their quotation submission.

Quoted prices must remain in effect for thirty (30) days after the closing date and time. Quotations will be evaluated on the Quoted price and Bidder’s experience. The Regional District reserves the right to reject any and all Quotes; the lowest price will not necessarily be accepted.

All applicable taxes will be shown separately. The successful Bidder will be required to itemize taxes on all invoices submitted to the Regional District.

To be considered, the Quotation must contain the original signature of an authorized signatory of the Bidder. By signing the Quotation, the Bidder is bound to statements made in response to this. Any Quotation received by the Regional District that is unsigned will be rejected.

Quotations not submitted in strict accordance with these instructions or not complying with the requirements in this ITQ may be rejected.

The Regional District will accept Quotes submitted by email or by direct delivery to the Regional District main office. All Quotes must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on Tuesday June 11, 2024.

Submissions must be directly delivered to the Regional District in one of two ways.

### **Email Submission**

Email format with the Quote attached to the email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The subject line should read ITQ PS-24-05 – Insert Bidder's Name. Maximum collective file size able to be received by the Regional District is 35 MB.

For closing purposes, the official time of receipt of Quotation submission is determined by the time of receipt of the email.

The responsibility for submitting a response to this Invitation to Quote to the correct email address on or before the closing date and time, will be solely and strictly the responsibility of the Bidder.

### **Hard Copy Submission**

Bidders submitting in hard copy will complete and submit three (3) copies of their Quotation. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original Quotation. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District's determination will be final and binding on all parties.

Hard copy format, including three (3) copies, 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 (if sending by courier):

1. Attention: General Manager of Financial Services
2. Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
3. Invitation to Quote,  
PS-24-05 Communication Tower Inspections
4. Responding Bidder's name and address

Quotes submitted by fax or delivered to an email address other than the address identified will **NOT** be accepted. Please do not carbon copy any other Regional District emails. Any Quote received after the closing date and time will be considered disqualified.

The Regional District will not be responsible for any costs incurred by Bidders which result from the preparation or submission of documents pertaining to this ITQ. The accuracy and completeness of the Quotation is the Bidder's responsibility. Should errors be discovered they will be corrected by the Bidder at their expense.

### Rejection of Quote

The Regional District may, in its sole discretion, reject any and all Quotes, or accept the Quote deemed most favourable in the interests of the Regional District. The lowest, or any Quote, will not necessarily be awarded.

Quotes which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITQ may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Quotes which are non-conforming because they do not contain the content or form required by the ITQ, or for failure to comply with the process for submission set out in this ITQ, whether or not such non-compliance is material.

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.

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.

Without limiting any other provision of this ITQ, the Regional District may, in its sole discretion, reject a Quote submitted by a Bidder, if the Bidder or any officer or director of a corporate Bidder, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

#### Scope of Work for Inspections

All tower inspections are to be done according to CSA standards (CSA-S37). Tower inspections are to include, but not limited to the following:

1. plumb measurements;
2. antenna inventory and location;
3. identify discrepancies and other deficiencies;
4. antennas and antenna lines;
5. tower structure and members;
6. tower base and surrounding area;
7. guy anchors and wires;
8. ladders and platforms;
9. fall arrest, climbing clearances and warning signs; and
10. photographic documentation.

#### Site Locations for Inspections

<b>Name</b>	<b>Address</b>	<b>Elevation</b>	<b>Tower Height</b>
Bear Lake	353 Grizzly Rd. Bear Lake BC	732 (m)	30.0 (m)
Beverly	12560 Hwy 16 West Beverly BC	733 (m)	45.0 (m)
Foothills Site	Foothills Blvd. And Vellenche Prince George BC	802 (m)	45.0 (m)
Hixon	On Hill Top South East of Hixon BC	800 (m)	39.0 (m)



Hall 3 Vanway	3778 Konrath Blvd. Prince George BC	746 (m)	45.4 (m)
Pilot Mountain	Pilot Mountain Road	980 (m)	46.5 (m)
FOCC ( Hall 1 )	2012 - Massey Drive Prince George	574 (m)	45.0 (m)
PSOB	2259 Quinn St Prince George BC	607 (m)	45.0 (m)

**SCHEDULE OF PRICES**

To provide Communication Tower Inspections, for the Regional District's Communication Sites.

PRICE per Communication Tower Inspection \$ \_\_\_\_\_

PRICE for other, please specify \$ \_\_\_\_\_

Is GST Payable?  Yes  No

State expected delivery date: \_\_\_\_\_

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

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Contact



**GOODS AND SERVICES TAX INFORMATION**

Bidder:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

City

Province

\_\_\_\_\_

Postal Code

Phone Number

Are you a GST Registrant?    Yes \_\_\_\_\_    No \_\_\_\_\_

If YES, please indicate your registration number: \_\_\_\_\_

If NO, please fill in the following (check appropriate box)

Supplier qualifies as a small supplier under s. 148 of the legislation.

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





**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

PS-24-05 Communication Tower Inspections

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 big 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.

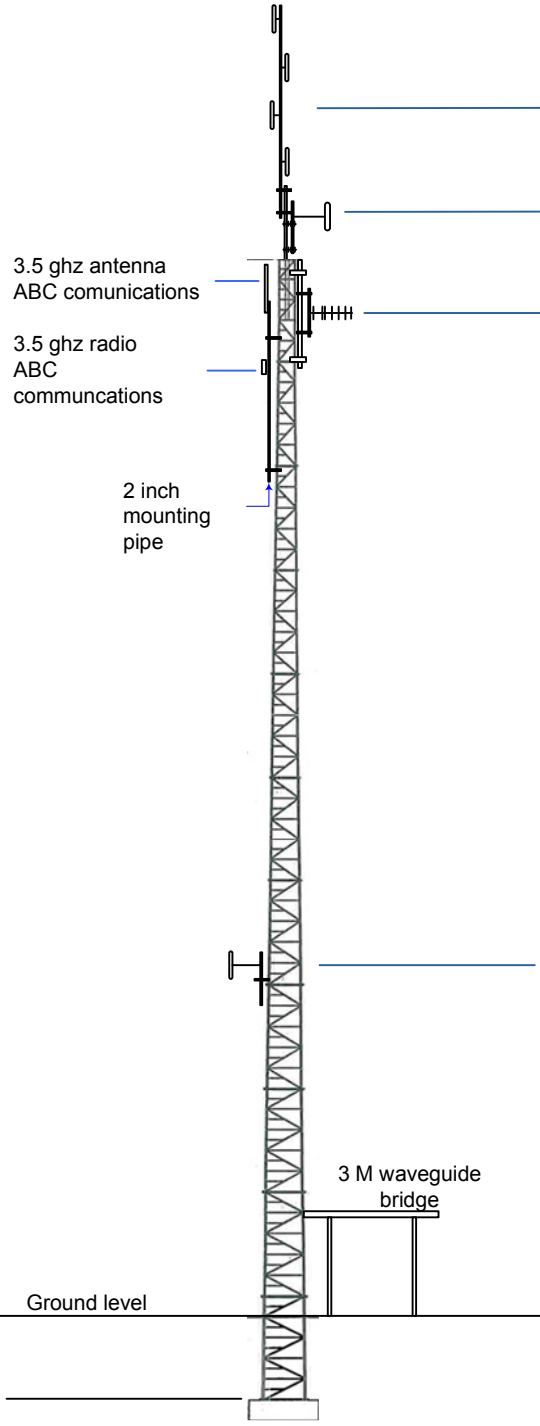
\_\_\_\_\_  
Print Name of Person Signing Disclosure

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

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

# Bear lake tower

LEGS	51Ø BAR	25Ø BAR	44Ø BAR	22Ø BAR	30Ø BAR	32Ø BAR	25Ø BAR
DIAGONALS							
HORIZONTALS	12	11	10	9	8	7	6
SECTION HEIGHT (kg)	316	255	255	229	191	182	166
PAINT		ORANGE	WHITE	ORANGE	WHITE	ORANGE	WHITE

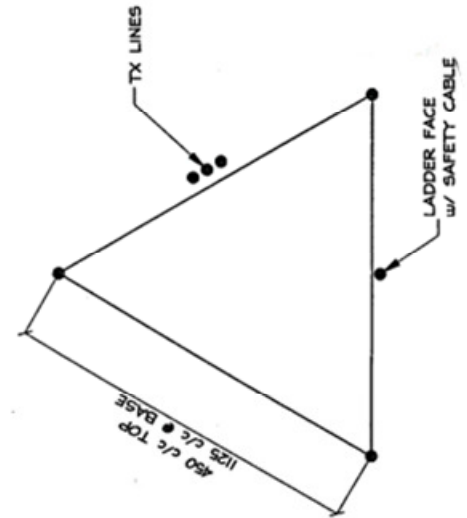


SD224 VHF Main 35.45 M, – LDF4-50

SD 210 – VHF backup, 31.7 M, azimuth 90 deg T.N., LDF4-50

SY307 UHF to Tabor 29 M, – LDF4-50 leg 1, Az 167 deg T.N.

#4 SD210 bi-dir VHF Transponder 10 M, LMR400



PLAN VIEW

Bear Lake tower layout		
Drawn by: Murray Scott	Drawn Date: June 22 2017	Revision #: 1
Revised by:	Revision Date:	Dawing#:









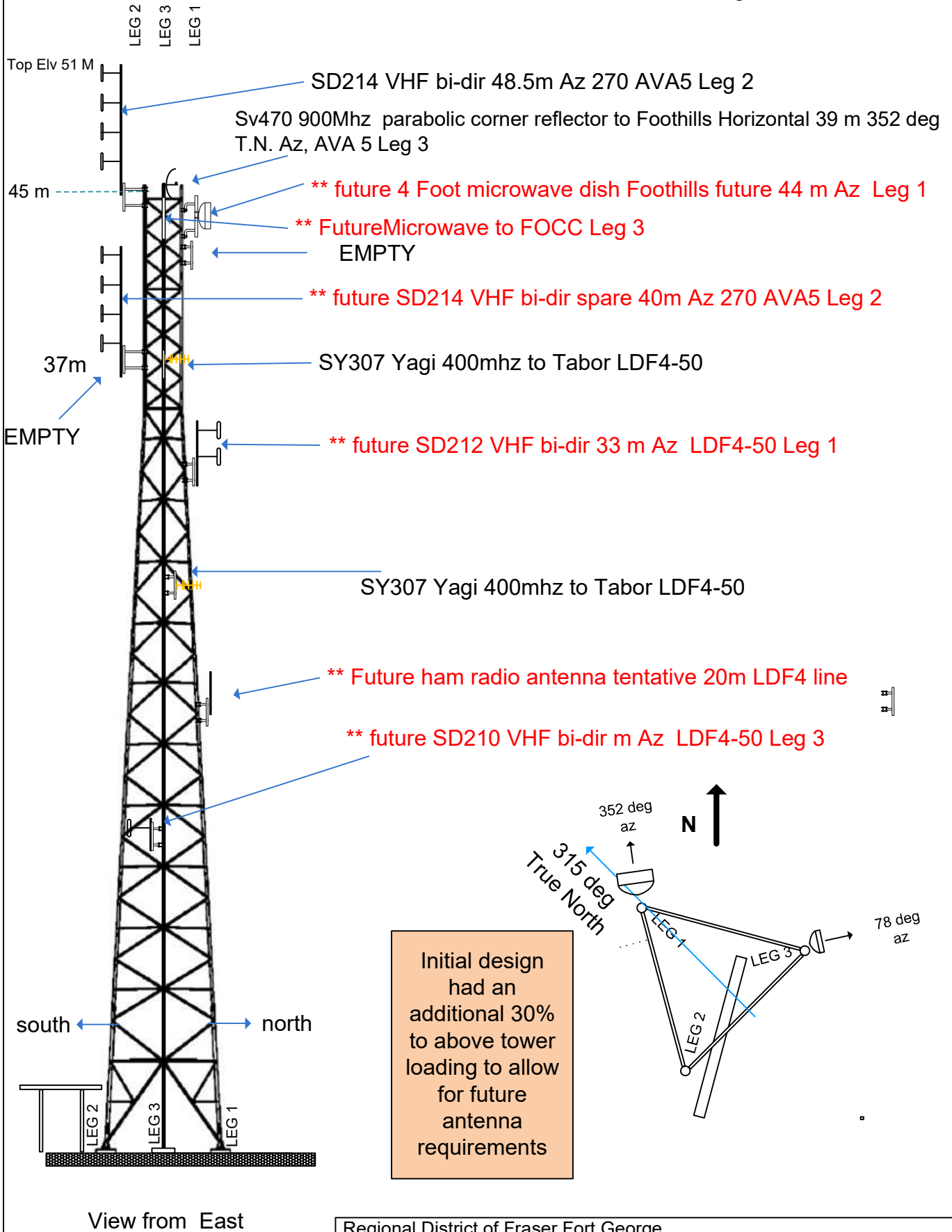






**Figure 1: Opie Cres and Ospika Blvd back up dispatch center tower layout**

- Elevations are to center of antenna radiating elements
- **\*\* future** were used for tower loading



Initial design had an additional 30% to above tower loading to allow for future antenna requirements

Regional District of Fraser Fort George		
Drawn by: Murray Scott	Drawn Date: Oct 3 2018	Revision #: 1
Revised by: Murray Scott	Revision Date: May 16 2024	Drawing#: