



**REGIONAL DISTRICT
of Fraser-Fort George**

INVITATION TO TENDER CS-18-01

AMMONIA MONITORING SYSTEM MODIFICATIONS

AT

**ROBSON VALLEY RECREATION CENTRE, MCBRIDE, BC
AND
VALEMOUNT RECREATION CENTRE, VALEMOUNT, BC**

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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the “Regional District”) invites tenders for the supply, installation, and warranty of the ammonia monitoring system modifications at the Robson Valley Recreation Centre, McBride, BC and the Canoe Valley Recreation Centre, Valemount, BC.

The Regional District’s objective is to award a contract to the successful tenderer who can demonstrate the ability to deliver a high quality product and a well-managed project for the ammonia monitoring system modifications.

Three (3) complete copies of your tender must be submitted in a sealed package marked:

Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

Invitation to Tender CS-18-01
Ammonia Monitoring System Modifications at the
Robson Valley Recreation Centre, McBride BC, and the
Canoe Valley Recreation Centre, Valemount BC.

up to **2:00 p.m. on Wednesday, April 4, 2018**. Responding tenderers must have their name and full mailing address clearly marked on the outside of the tender envelope and on the outside of the courier envelope (if sending by courier). Tenders will be opened in public at 2:30 p.m. on Wednesday, April 4, 2018 at the Regional District office. **The Regional District office will be closed Friday, March 30, 2018 and Monday, April 2, 2018 for Easter.**

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

1.1 Tender Documents

Tender documents may be obtained on, or after, Friday, March 16, 2018:

- a) in a PDF (public document format) file format from the Regional District’s website at www.rdffg.bc.ca;
- b) on the BC Bid@ website at www.bcbid.gov.bc.ca;
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding statutory holidays.

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

It is the sole responsibility of the tenderer to ascertain that they have received a full set of the ITT documents. Upon submission of their tender, the tenderer will be deemed conclusively to have been in possession of a full set of the ITT documents.

Inquiries relating to this ITT must be made by in writing by email to the Project Manager:

Lyle Lewis, Facilities Manager
Regional District of Fraser-Fort George
Email: llewis@rdffg.bc.ca

1.2 Acknowledgement Letter

Upon receipt of this ITT, a potential tenderer will complete and sign the Acknowledgement Letter, and either mail, or deliver a hard copy to the Regional District at 155 George St., Prince George, B.C. V2L 1P8, or email the signed Acknowledgement Letter to the Project Manager, at llewis@rdffg.bc.ca.

A tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a tender.

Any tenderer who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.

1.3 Closing Date and Opening of Tenders

Sealed tenders will be received by the General Manager of Financial Services, at the Regional District of Fraser-Fort George, 3rd Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Wednesday, April 4, 2018. Tenders will be opened in public at 2:30 p.m. on Wednesday, April 4, 2018, at the Regional District Office. **The Regional District office will be closed Friday, March 30, 2018 and Monday, April 2, 2018 for Easter.**

1.4 Tender Submissions

Tenderers will complete pages 14 through 18 and submit three (3) copies of these pages in a **sealed envelope**. The following information **must be written on the outside of the sealed envelope containing the tender submission, as well as the outside of the courier envelope (if sending by courier)**:

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Invitation to Tender CS-18-01
Ammonia Monitoring System Modifications at the
Robson Valley Recreation Centre, McBride, BC, and the
Canoe Valley Recreation Centre, Valemount, BC.
3. Responding Tenderer's name and address.

Tenders submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

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

The Regional District will not be responsible for any costs incurred by tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the tender is the tenderer's responsibility. Should errors be discovered, they will be corrected by the tenderer at their expense.

Any tender received after the 2:00 p.m. on Wednesday, April 4, 2018 will be considered disqualified and will be returned unopened to the tenderer.

1.5 Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the tender deemed most favourable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

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

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest.

The Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a tender, the tenderer confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

1.6 Claim for Compensation

No tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this ITT.

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 tender, a tenderer agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the tenderer in preparing their tender for matters relating to this ITT or in respect of the competitive tender process, and the tenderer, by submitting a tender, waives any claim for loss of profits if a contract is not entered into with the tenderer.

1.7 Proof of Ability

Tenderers will be competent and capable of performing the work as described as detailed in Appendix B – Scope of Work and Specifications. The tenderer may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

1.8 Sub-Contractors

The List of Sub-Contractors is to be completed by the tenderer and will form part of the contract documents. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.

The contractor is responsible to the Regional District for the acts and omission of their sub-contractors to the same extent that they are responsible for the acts and omissions of persons employed by them. Nothing in the contract documents will create any contractual relation between any sub-contractor and the Regional District. The contractor will bind every sub-contractor to the terms of the contract documents.

1.9 Discrepancies or Omissions

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form by email, clarification from the Project Manager. Upon receipt of the written request for clarification, the Project Manager will send written instructions or explanations by email to all tenderers registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions, will be done at the tenderer's risk.

NOTE: the last day that requests for clarification or inquiries may be made is Monday, March 26, 2018 in order that addendum(s), if necessary, are issued in time for all tenderers to complete their submission and have it delivered to the Regional District office prior to the closing time and date of the ITT. After March 26, 2018, should changes be necessary to the work of this ITT, they will be addressed through Section 9 PAYMENT, clause 4. **The Regional District office will be closed Friday, March 30, 2018 and Monday April 2, 2018 for Easter.**

1.10 Site Locations

The Robson Valley Recreation Centre (RVRC) is located at 441 Columbia Street, McBride, BC, V0J 2E0 and the Canoe Valley Recreation Centre (CVRC) is located at 100 Elm Street, Valemount, BC, V0E 2Z0, see Appendix C for location maps to the sites.

2.0 TENDER FORMAT

Tenderers are asked to respond in a similar manner and submit **three (3) complete copies** of their tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 14 through 18:
 - Tender Form: to be completed, signed, and witnessed.
 - List of Sub-Contractors: to include sub-contractor's legal name and the work to be performed by the sub-contractor.
 - Tenderer's Experience in Similar Work: a minimum of three (3) references are required, to include a brief description of projects completed within the last five years that are similar in size and scope to this ITT, together with the corresponding contact names and phone numbers for reference checks.
 - Schedule of Prices: to show tendered price by facility in order that the Regional District is able to accurately allocate the costs to each facility.
- b) A Start to Completion Workplan; to include project start date, milestones and completion date. Project is to be completed by June 30, 2018.
- c) Additional information that the tenderer may choose to provide.
- d) **All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be signed by the tenderer and included with the tender and will form part of the tender and contract documents.**

3.0 TENDER EVALUATION

Evaluation of tenders will be by a committee formed by the Regional District in order to provide a recommended award of contract (the "Contract"). Tenders should be clear, concise, and complete.

The following tender evaluation methodology will be used by the committee to evaluate the tenders received:

a) Compliance with ITT requirements	5%
b) Project management experience, length and quality of experience of the tenderer in doing similar work	20%
c) Acceptability of reference checks conducted by the Regional District	10%
d) Start to Completion Workplan and acceptable schedule	5%
e) Price	<u>60%</u>
TOTAL 100%	

Where tender prices are the same, the Regional District will consider the tenderer's experience in similar work beyond the minimum standards established in this ITT.

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process.

4.0 CONTRACT

4.1 Form of Contract

The form of contract will be similar to the sample contract in Appendix A and will include this ITT, Instructions to Tenderers, Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Start to Completion Workplan, Schedule of Prices, all appendices, amendments, and addenda, and the successful Tenderers submission.

4.2 Examination of Contract Documents

The tenderer will, by personal inspection, examination, calculations, or test, 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 their methods of procedure and will be held to have satisfied themselves in every particular before making up their tender submission by inquiry, measurement, calculation.

The contractor will be deemed to have satisfied themselves as to the sufficiency of the tender for the work and the Total Contract Price stated in the Schedule of Prices. The Total Contract Price will cover all the contractor's obligations under the contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment, transportation, materials, supervision, services, taxes and assessments, together with the contractor's overhead and profit, except where otherwise provided for in the contract.

4.3 Award of Contract

A contract for CS-18-01 (the "Contract") is expected to be awarded no later than Thursday, April 19, 2018. All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, award the Contract for the Ammonia Monitoring System Modifications project, or it may delay the date of awarding the Contract if deemed appropriate by the Regional District.

The tenderer awarded the Contract (the "Contractor"), will have seven (7) calendar days to provide the required proof of insurance under Section 11.0 and proof of WorksafeBC coverage under Section 13.0 upon notification that the Regional District has accepted its tender.

5.0 **INTENT OF CONTRACT DOCUMENTS**

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.

6.0 **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 an assignment to a bank of the payments to be received hereunder.

7.0 **WARRANTIES**

The Contractor shall provide a one-year warranty against defects on all parts, installation, and work completed. The one-year warranty period will begin on the project completion.

8.0 **CONTRACT PRICE**

The Schedule of Prices must be completed and included in the tender 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.

9.0 **PAYMENT**

1. Following completion of the work, the Regional District will pay for the work completed to the Regional District's satisfaction, by the thirtieth (30th) day of the month following that for which payment is required on receipt of an invoice from the Contractor. The Contractor must invoice separately for each recreation centre in order that the Regional District can accurately allocate costs to the RVRC or the CVRC.
2. The Regional District will inspect the work before making payment.
3. The Regional District may withhold 10% of the total payment due under the Contract as a performance assurance holdback. The holdback will be released to the Contractor once the following two conditions have been satisfied:
 - a) the work has been completed to the satisfaction of the Regional District; and
 - b) the Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.
4. 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 is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Total Contract Price, the Total Contract Price amount will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Total Contract Price will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

5. No payment will be made for materials supplied by the Regional District.

10.0 LICENSES AND PERMITS

The Contractor shall, at their expense, obtain all licences, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the Contract.

11.0 INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability. The Regional District is to be added as an additional insured.
- ii. Where the Contractor requires the use of Automobiles to undertake the work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined in Clause 11.

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

12.0 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 WORKSAFEBC

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

Prior to undertaking any of the work, the Contractor will provide its WorkSafeBC number and will keep current all assessments required by WorkSafeBC in relation to, and for, the duration of the work. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the work.

14.0 INDEMNITY

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), and actions recoverable by any third party from the Regional District and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges 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.

15.0 OWNERSHIP AND FREEDOM OF INFORMATION

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

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:

- a) be the exclusive property of the Regional District; and
- b) forthwith be delivered by the Contractor to the Regional District or the manager giving written notice to the Contractor requesting delivery of the same or at the end date of this Contract.

16.0 CONFIDENTIALITY

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Contractor will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of 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 obligation under this Contract, or by the laws of British Columbia.



17.0 RIGHTS OF WAIVER

A waiver, or any breach of provision of this ITT 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.

18.0 SEVERABILITY

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; the validity of the remaining paragraphs hereof will not be affected.

ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of ITT CS-18-01, Ammonia Monitoring System Modifications at the Robson Valley Recreation Centre, McBride, BC and the Canoe Valley Recreation Centre at Valemount, BC documents.

Authorized Signatory Signature

Name of Tenderer

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date

I/We presently intend to provide not to provide a Tender.

Please return immediately by email to:

Lyle Lewis, Facilities Manager
Regional District of Fraser-Fort George

Email: llewis@rdffg.bc.ca

TENDERER CHECKLIST

Before submitting your Tender, check the following points:

- Have you submitted the Acknowledgement Letter?
- Has the Tender Form been signed and witnessed?
- Has the List of Sub-Contractors been completed?
- Has the Tenderer's Experience in Similar Work been completed?
- Has the Schedule of Prices been completed and signed?
- Has a Start to Completion Workplan been included?
- Are all amendments and/or addenda, if any, included and signed?
- Is the tender submission complete?
- Have you included three (3) complete copies of your tender submission?
- Is the submission enclosed in a **sealed** envelope?
- Are the tender submission envelope and the courier envelope (if sending by courier) both labelled fully?

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

Ensure that the tender is returned in a **sealed** envelope clearly marked on the outside with:

- Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
- Invitation to Tender CS-18-01
Ammonia Monitoring System Modifications at the
Robson Valley Recreation Centre, McBride, BC and the
Canoe Valley Recreation Centre, Valemount, BC
- Tenderer's name and address

The Regional District office will be closed Friday, March 30, 2018 and Monday, April 2, 2018 for Easter.

TENDER FORM

Date: _____

Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Tender Documents, including the Sample Contract, Scope of Work and Specifications, Appendices, subsequent written amendments or addenda (if any), and having satisfied myself/ourselves as to the sufficiency of the ITT, the undersigned agrees to furnish all labour, transportation, equipment, materials, supervision and services and to do all work necessary for and reasonably incidental, as specified in accordance with the ITT, to do the work.

I/We agree that in consideration of having my/our tender submission considered for the Total Contract Price as shown on the Schedule of Prices, this price is open for acceptance for sixty (60) days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the awarded Contract only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the sub-contractor(s) employed will be as listed on the List of Sub-Contractors and further agree that no changes or additions will be made to the list without written approval of the Regional District.

If I am/we are notified in writing of the acceptance of our tender, I/we agree that within seven (7) days from the date of the acceptance notice I/we will enter into a contract for the project as awarded. The form of contract will be similar to the sample contract in Appendix A.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.

I/We hereby acknowledge receipt and inclusion of the following addenda to the ITT Documents:

Addendum No. _____ dated: _____ Addendum No. _____ dated: _____

Addendum No. _____ dated: _____ Addendum No. _____ dated: _____

Signed and Delivered by:

Signature of Authorized Signatory

Name of Tenderer

Name of Authorized Signatory (Please print)

Address

Title

City, Province, Postal Code

Signed in the presence of:

Signature

Address

Name of Witness (Please print)

City, Province, Postal Code

LIST OF SUB-CONTRACTORS

The Contractor advises that they will be sub-contracting the following parts of the work to the sub-contractor(s) listed below. In the Contractor's opinion, the sub-contractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate not applicable on this page if sub-contractors are not required and include it with your tender submission. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.

Sub-Contractor's Legal Name	Work to be Performed by Sub-Contractor



TENDERER'S EXPERIENCE IN SIMILAR WORK

(A minimum of three references)

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

SCHEDULE OF PRICES

The Total Contract Price submitted below reflects the full cost, taxes shown separately, for the work as specified in ITT CS-18-01. For Regional District cost tracking purposes please separate the tendered prices into work done at the Canoe Valley Recreation Centre and the Robson Valley Recreation Centre.

A. Canoe Valley Recreation Centre:

Price	\$	_____
Other (please specify):	\$	_____
Taxes Payable:	\$	_____
A. Tendered Price for work at Canoe Valley Recreation Centre	\$	_____

B. Robson Valley Recreation Centre:

Price	\$	_____
Other (please specify):	\$	_____
Taxes Payable:	\$	_____
B. Tendered Price for work at Robson Valley Recreation Centre	\$	_____

Total Contract Price A. + B.	\$	=====
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PROJECT COMPLETION DATE: _____

Are you a GST Registrant?

- Yes – Tax Registration # _____
- Not a registrant – supplier is small supplier under s. 148 of the legislation Yes No

WorkSafeBC Registration Number: _____

_____	_____
Authorized Signatory Signature	Business Name
_____	_____
Name (Please print)	Address
_____	_____
Title	City, Province, Postal Code
_____	_____
Phone Number	Email

Date	

APPENDIX A
SAMPLE CONTRACT

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:

THE CONTRACTOR

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

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary labour, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for the project entitled "Invitation to Tender CS-18-01 Ammonia Monitoring System Modifications at the Robson Valley Recreation Centre, McBride, BC and the Canoe Valley Recreation Centre, Valemount, BC.
 - (b) Commence to actively proceed with the work of the Contract once the Contract has been executed, project to be completed by June 30, 2018.
2. The Regional District will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ to be determined (plus applicable taxes) in Canadian funds, as specified in the contract documents.
3. The Invitation and Instructions to tenderers, Tender Form, List of Sub-Contractors, Tender's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, all appendices, amendments and addenda, as well as the tenderer's submission, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will endure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.

5. Subject to Section 4, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

The Contractor at: _____
(Address)

The Regional District at 155 George Street, Prince George, BC V2L 1P8.

7. The Contractor is to coordinate all parts of this Contract as indicated in Appendix B - Scope of Work and Specifications. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It shall be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

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

Chair)

Date)

GM of Legislative and Corporate Services)

Date)

SIGNED ON BEHALF OF)
THE CONTRACTOR)

DO NOT SIGN SAMPLE ONLY)

Signature)

Date)

(Name and Title) (Please print))

DO NOT SIGN SAMPLE ONLY)

Signature)

Date)

(Name and Title) (Please print))

APPENDIX B

SCOPE OF WORK and SPECIFICATIONS

SCOPE OF WORK

- A. The Scope of Work includes, but is not limited to the Ammonia Monitoring system modifications as detailed in this ITT. Tenderers are to meet the minimum requirements of the Scope of Work and Specifications in order that the Ammonia Monitoring System Modifications **meet or exceed WorkSafeBC regulations**. The tenderer may recommend changes where such changes result in a better quality project. In all cases, the tenderer shall provide written reasons for their recommended changes.
- B. The Contractor will provide all labour, equipment, transportation, materials, supervision, and services to perform all of the work necessary to do the ammonia monitoring system modifications as detailed in the Scope of Work and Specifications contained herein. The work of the contract is to be coordinated with the Regional District Project Manager, as Regional District staff must be on site whenever the Contractor is working.
- C. The Contractor is responsible for the clean-up and disposal of all materials and debris generated during the course of the Contract. Upon completion of the Contract, the Contractor will leave the sites clean.
- D. The Contractor will ensure that its employees and sub-contracted workers have sufficient knowledge, skill, and experience to properly and safely perform the work. The Contractor will exercise good public relations while fulfilling its responsibilities under the Contract and will ensure that its employees and sub-contracted workers do the same.
- E. The Contractor is solely responsible for the safe storage of their materials, tools, and equipment while on site during the Contract. The Regional District does not assume responsibility for any lost, stolen, or damaged materials, tools, and equipment on site.

SPECIFICATIONS:

Sensors for the ammonia relief valves will be installed within the piping located inside the building.

CANOE VALLEY RECREATION CENTRE

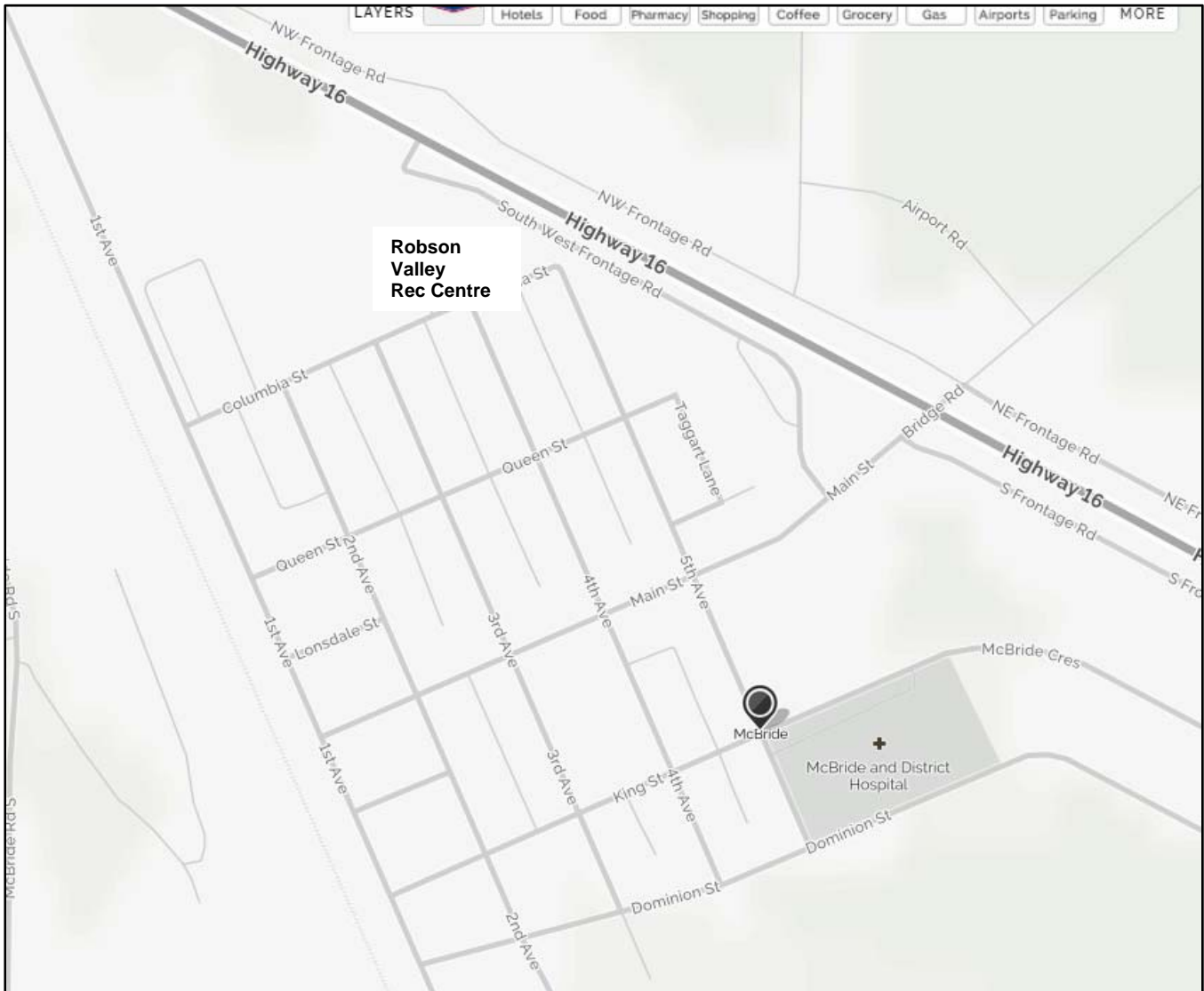
Item	Quantity	Description	
a.	1	CET QCC-M 4-channel controller <i>or equivalent</i>	
b.	1	LPT-A-VLT-NH3-HS vent line sensor <i>or equivalent</i>	
c.	1	LPT-A-NH3 room sensor <i>or equivalent</i>	
d.		Compressor Room - mounted strobe and horn	
e.	1	Replacement of relief valves and rupture disk installation in the compressor room:	
	4		3/4" inlet – 1" outlet
	2		1/2" inlet – 1/4" outlet
	2	1/2" inlet – 1" outlet	
	2	1/2" inlet – 3/4" outlet valves for outside of the building	
f.		All required electrical consumables	
g.		Programming of the controllers and adjustments of alarm set-points as required	
h.		Calibration of sensors	
i.		Provide to the Regional District all documentation, specifications, and manuals	
j.		One year (minimum) warranty on all parts, equipment, and installation work	

ROBSON VALLEY RECREATION CENTRE

Item	Quantity	Description	
a.	1	CET QCC-M 4-channel controller <i>or equivalent</i>	
b.	1	LPT-A-VLT-NH3-HS vent line sensor <i>or equivalent</i>	
c.	1	LPT-A-NH3 room sensor <i>or equivalent</i>	
d.		Compressor Room - mounted strobe and horn	
e.	9	Replacement of relief valves and rupture disk installation in the compressor room:	
	4		1/2" inlet – 3/4" outlet
	2		3/4" inlet – 1" outlet
	2	1/2" inlet – 3/4" outlet valves for outside of the building	
f.		All required electrical consumables	
g.		Programming of the controllers and adjustments of alarm set-points as required	
h.		Calibration of sensors	
i.		Provide to the Regional District all documentation, specifications, and manuals	
j.		One year (minimum) warranty on all parts, equipment, and installation work	

APPENDIX C SITE LOCATION MAPS

Robson Valley Recreation Centre
441 Columbia Street
McBride, BC



Canoe Valley Recreation Centre
100 Elm Street
Valemount, BC

