



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INVITATION TO TENDER CS-19-08**

**BUCKHORN FIRE HALL  
ROOF REPLACEMENT**



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## 1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the “Regional District”) invites tenders for replacement of the Buckhorn Fire Hall roof, located at 5645 Buckhorn Lake Road, Prince George, BC (the “Site”).

The Regional District’s objective is to award a contract to the successful tenderer who can demonstrate the ability to deliver a high quality, well managed project.

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

**“ITT CS-19-08 Buckhorn Fire Hall Roof Replacement”**

to be received by:                                    General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8

up to **2:00 p.m. on Friday, August 9, 2019**. 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 Friday, August 9, 2019 at the Regional District office.

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, July 23, 2019:

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

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 are to be directed by email to the Project Manager:

Melanie Perrin, Manager of Public Safety Operations  
Regional District of Fraser-Fort George  
Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

1.2 Mandatory Site Meeting

**The meeting is scheduled to start promptly at 10:00 a.m, Monday, July 29, 2019 at 5645 Buckhorn Lake Road, Prince George, BC (the "Site") Tender submissions from tenderers who did not attend the mandatory site meeting will not be considered.**

The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to the ITT. The purpose of this meeting is for tenderers to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the Site, to determine specifications and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their tender submission.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding an additional site meeting or providing individuals access to the Site.

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, 3<sup>rd</sup> Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Friday, August 9, 2019. Tenders will be opened in public at 2:30 p.m. on Friday, August 9, 2019, at the Regional District Office.

1.4 Tender Submissions

Tenderers will complete pages 12 through 17 and submit three (3) copies of these pages, together with a start to completion work plan, 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  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
2. INVITATION TO TENDER CS-19-08  
BUCKHORN FIRE HALL ROOF REPLACEMENT
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.**

Any tender received after the closing time and date, 2:00 p.m., Friday, August 9, 2019, 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 cost tendered, or any tender, will not necessarily be awarded.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or

form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, 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.

When submitting a tender, the tenderer is required to complete, sign, and include with their tender a Conflict of Interest Disclosure Statement (Appendix "A").

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 Waiver of Claim for Compensation

Except for a claim for the reasonable cost of preparation of its tender, by submitting a tender, each tenderer irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- a) any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation, any alleged unfairness in the evaluation of a tender or award of a contract;
- b) a decision by the Regional District not to award a contract to that tenderer; or
- c) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

#### 1.7 Errors, Omissions, Clarifications

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, Melanie Perrin, [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca). The Regional District will not accept responsibility for any damages, costs or expenses incurred by a tenderer in reliance on oral instructions. Any work done in preparation of a tender after discovery of discrepancies, errors, or omissions in the RFP will be done at the tenderer's risk unless the discrepancy, error, or omission is reported to the Project Manager in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by tenderers must be submitted in writing by email to the Project Manager by 2:00pm on Thursday, August 1, 2019 in order that amendments, if necessary, are available to all tenderers in time to be considered for the preparation of their tender.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website and BC Bid (see S. 1.0). **It is the sole responsibility of the tenderer to check for addendums.**

## 1.8 Ownership of Tenders 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*.

## 1.9 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, tenderers and the Contractor awarded the Contract that results from this ITT 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 their knowledge as a result of this ITT process and resulting Contract, except insofar as such publication, release or disclosure is necessary to enable the them to fulfill their obligation under the ITT process and resulting Contract, or by the laws of British Columbia.

## 1.10 Proof of Ability

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

## 1.11 Sub-Contractors

- a) The Regional District will accept tenders where the tenderer proposes to have sub-contractors provide some of the services so long as the tenderer is the lead entity and has sole responsibility to deliver the services under the Contract. The Regional District will enter into a contract with the Contractor only.
- b) Sub-contractors will be bound by all the terms and conditions of this ITT and resulting Contract with the Contractor, including, but not limited to Insurance, Indemnity, Conflict of Interest and Confidentiality.
- c) All sub-contractors and the work that they will be performing must be clearly identified in the tenderer's tender on the List of Sub-Contractors form. No additional sub-contractors will be added, nor other changes made, without the written consent of the Regional District.

## 2.0 **TENDER FORMAT**

Tenderers are asked to respond utilizing the following format and sequence and to submit **three (3) complete copies** of their tender in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 12 through 17:
  - 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 similar in size and scope to this ITT, together with the corresponding contact names and phone numbers for reference checks.

- Schedule of Prices to include: Project Price; Taxes Payable; Total Contract Price; GST Tax Registration Number; WorkSafeBC Registration Number; Work Completion Date; tenderer's name; address; telephone number; email address; and signature of the authorized person.
- b) Completed Appendix A – Conflict of Interest Disclosure Statement.
- c) **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 documents.**
- d) A Start to Completion Workplan: to including construction start date, milestones and completion dates.
- e) Additional information that the tenderer may choose to provide.

### 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	<b>5%</b>
b) Project management experience, length and quality of experience of the tenderer in doing similar work	<b>10%</b>
c) Acceptability of reference checks conducted by the Regional District	<b>10%</b>
d) Start to Completion Workplan and acceptable schedule	<b>10%</b>
e) Price	<b><u>65%</u></b>
<b>TOTAL 100%</b>	

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 B and will include this ITT, Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's bid submission.

#### 4.2 Examination of Tender and Contract Documents

The contractor will satisfy themselves as to the practicability of executing the work in accordance with the contract, and they will be held to have satisfied themselves in every particular before making up their tender by inquiry, measurement, calculation and inspection of the Site.

All measurements within this tender document are approximate. The contractor will be responsible for any final measurements required for the purpose of preparing a bid.

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, warranty, taxes and assessments, together with the contractor's overhead and profit, except where otherwise provided for in the Contract.

#### 4.3 Award of Contract

The Contract is anticipated to be awarded Thursday, August 15, 2019. All tenderers will be advised, in writing, as to the awarding of the contract.

The Regional District may, in its sole discretion, delay the date of awarding the contract if deemed appropriate by the Regional District. The tenderer awarded the Contract (the "Contractor"), will have fourteen (14) calendar days to provide the required insurance certificate under Section 12.0 and proof of WorkSafeBC coverage in Section 14 upon notification that the Regional District has accepted its tender. Contractor must be duly incorporated under the laws of British Columbia.

#### 5.0 **START TO COMPLETION WORKPLAN**

As specified in Section 2.0 d), the tender submission will include a Start to Completion Workplan. At a minimum, the work is to be completed by **October 31, 2019**. At the discretion of the Regional District, the Contract completion date may be extended.

#### 6.0 **WARRANTY**

RCABC ten (10) year warranty to be provided by contractor. Cost of inspection, RCABC 10-year warranty and re-inspection costs to be included in the tender price.

#### 7.0 **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. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price, but are to be listed separately from the Total Contract Price. The Total Contract Price must be open for acceptance for sixty (60) days from the time of tender opening, unless otherwise stated by the Regional District.

#### 8.0 **PAYMENT**

Following completion of the work, the Regional District will pay for the work completed to the Regional District's satisfaction, by the thirtieth (30<sup>th</sup>) day of the month following that for which payment is required on receipt by the Regional District of an invoice from the Contractor. The Regional District will inspect the work before making payment. No payment will be made for materials supplied by the Regional District.

#### 9.0 **HOLDBACK**

The Regional District may withhold 15% 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:

- i. the work has been completed to the satisfaction of the Regional District; and
- ii. the Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.

#### 10.0 **CHANGES**

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.

#### **11.0 LICENSES AND PERMITS**

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

#### **12.0 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. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Automobile Liability on all vehicles owned, operated, or licensed 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 \$3,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined in Clause 12.

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

#### **13.0 DAMAGE TO EXISTING PROPERTY OR FACILITY**

In the event of damage to the Regional District's facility or 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 facility or 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.



#### **14.0 WORKSAFEBC**

The Contractor will use due care and take all necessary precautions to assure the protection of persons or property at the Site 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.

#### **15.0 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.

#### **16.0 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.

#### **17.0 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.



### **TENDERER CHECKLIST**

Before submitting your Tender, check the following points:

- Was the mandatory site meeting attended?
- 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?
- Has Appendix A - Conflict of Interest Disclosure Statement been completed?
- 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?
- Is the tenderer duly incorporated under the laws of British Columbia?
- Are both 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  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
- INVITATION TO TENDER CS-19-08  
BUCKHORN FIRE HALL ROOF REPLACEMENT
- Tenderer's name and address



**TENDER FORM**

Date: \_\_\_\_\_

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

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Invitation to Tender, including the Appendices, Drawings and subsequent written amendments or addenda (if any), and having satisfied myself/ourselves as to the sufficiency of the tender, 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 considered for the Total Contract Price as shown on the Schedule of Prices, the Total Contract 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 Total Contract Price 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 fourteen (14) days from the date of the acceptance notice I/we will enter into a contract for the Total Contract Price. The form of contract will be similar to the sample contract in Appendix B.

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:

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

\_\_\_\_\_  
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.

<b>Sub-Contractor's Legal Name</b>	<b>Work to be Performed by Sub-Contractor</b>



**TENDERER'S EXPERIENCE IN SIMILAR WORK**

(A minimum of three references)

<b>Year</b>	<b>Work Performed</b>	<b>Reference Contact (name and phone number)</b>	<b>Value</b>



**SCHEDULE OF PRICES**

The Total Contract Price submitted below reflects the full cost, including taxes, for the work as specified in ITT CS-19-08.

Project Price	\$ _____
Other (please specify): _____	\$ _____
Taxes Payable:	\$ _____
<b>TOTAL CONTRACT PRICE:</b>	<b>\$ _____</b>

Are you a GST Registrant?  Yes  No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please complete the following:  
Supplier qualifies as a small supplier under s. 148 of the legislation  Yes  No

Is the company duly incorporated under the laws of BC  Yes \_\_\_\_\_  
Registration No.

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

Work Completion Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory Signature Name of Tenderer

\_\_\_\_\_  
Name (Please print) Address

\_\_\_\_\_  
Title City, Province, Postal Code

\_\_\_\_\_  
Phone Number Email

\_\_\_\_\_  
Date





**APPENDIX A**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Invitation to Tender CS-19-08  
Title of Document**

Tenderer's Name: \_\_\_\_\_

The tenderer, including its officers, employees, and any person, sub-contractor or other entity working on behalf of, or in conjunction with, the tenderer 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 tenderer 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 reasons(s) for Conflict of Interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I certify that all statement 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 B**

**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-19-08 Buckhorn Fire Hall Roof Replacement.
  - (b) Commence to actively proceed with the work of the Contract once the Contract has been executed, project to be **completed by October 31, 2019**.
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, at the times specified in the contract documents.
3. This Invitation to Tender, the Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's bid submission, 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. The Contractor will adhere to the warranty conditions outlined in the Scope of Work, Contractor to provide RCABC ten (10) year warranty.
5. 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.



- 6. Subject to Section 5, 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.
- 7. 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 Project 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.

- 8. The Contractor is to coordinate all parts of this Contract as indicated in Appendix C - Scope of Work. 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

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
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 C  
SCOPE OF WORK**

The Contractor will provide all labour, equipment, transportation, materials, supervision, and services to perform all of the work necessary to the removal of the existing roof and replacement with a new roof as specified in the Scope of Work contained herein. Roof replacement project is to be completed by October 31, 2019.

1. Site location is 5645 Buckhorn Road, Prince George, BC V2N 6B2.
2. The Contractor will be responsible for any final measurements required for the purpose of preparing a bid.
3. The Contractor is responsible for regularly scheduling the cleanup and disposal of all materials and debris generated by their activities during the course of the project.
4. The Contractor will not interfere with the day-to-day operations on the property or other work being conducted on the property while completing the work required.
5. The Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's equipment used or stored at the site.
6. The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
7. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
8. **All work must comply with WorkSafeBC standards. Guard railings must be used. A one-hour fire watch is mandatory after torching is completed.**
9. Inspection to be carried out by Aase Roof Inspection Ltd. Cost of inspection, warranty (10 year RCABC) and re-inspection costs to be included in the tender price.
10. The Contractor is to provide Aase Roof Inspection Ltd. a minimum 48 hours notice prior to the commencement of the project.
11. **Demolition:** remove all existing roof components to the existing wood deck surface. The existing roof system consists of a plywood deck, 4 ply No. 15 felt (one dry to deck) mop 3 plies in asphalt, with a flood coat of asphalt and 3/8" gravel embedded. Membrane must be removed off all perimeters and projections to allow for new wood work and membrane. Sweep clean and vacuum all fines and debris.
12. **New Woodwork:**
  - flipped 3" cant and one layer of 2"x4" blocking to the perimeter;
  - dimensionally size the tops of all fan and vent curbs to allow room for the new membranes and metal so that the fan or vent bases can be re-installed without damage;
  - box in all service lines with 2"x12" curbs and flash as per RCABC Detail 8.3.5, page 3; and
  - supply and install new 2"x12" curbs for all vents and chimneys.



All new **woodwork must be kept dry and covered**. Wood and plywood surfaces to be in contact with membrane must be primed with compatible primer. **Use peel and stick base for all wood surfaces.**

13. **Flame barrier:** to be installed over the wood deck surface – one layer 30 lbs. felt.
14. **Insulation and Recovery Board:**
- all insulation to be kept dry and covered with undamaged tarps;
  - over dry 30 lbs. felt surface install one layer of ¼" Dens Deck prime recovery board;
  - dry in parallel courses;
  - stagger end and side joints a minimum 12" on sheet;
  - cut and fit insulation tightly around all projections, curbs and perimeter walls;
  - clearly mark out any conduit lines on top of the insulation so that mechanical fasteners are not driven into the conduit;
  - mechanically fasten insulation with screws and plates, 8 fasteners per 4'x8' sheet in field area, 12 fasteners per 4'x8' sheet for 8' on perimeter;
  - take care to ensure no voids occur between the deck and insulation;
  - MANDATORY that all perimeters and projections and boxes be pre-stripped with Peel and Stick fire tape; and
  - then install roof membranes as specified.
15. **Installation of Roofing Membranes:**
- install 2 plies of SBS modified bituminous membrane to the roof surface as specified herein;
  - over the Dens Deck surface, torch apply membrane base sheet;
  - side laps and end laps are to have the thermo-fusible film torched off prior to the installation of the next sheet;
  - poly-film on side laps to be burned off at end of working day;
  - lap side joints to the manufacturers specifications and end joints 6" minimum;
  - stagger end joints 3' minimum;
  - terminate the base sheet at the edge of the roof;
  - to seal end lap and side lap cut off the corner piece of the selvage edge at the end lap that will be covered by the next roll;
  - torch apply one ply of base sheet flashing, up the deck 6" and to the outside of the modified drip edge flashing (or to the 1" upstand on the gable end gravel stop flashing);
  - at curbs, extend the base sheet flashing across the top flat portion;
  - base sheet flashing must be installed the same day as the base sheet;
  - all laps must be staggered.

**NOTE: all debris must be swep up and removed prior to torching of cap sheet and stripping.**

- over the membrane base sheet, fully torch the membrane cap sheet;
- lap side joints to the manufacturers specifications and end joints 6" minimum;
- stagger cap end laps 3' minimum from base end lap below;
- stagger cap end laps 3' minimum;
- stagger joints between plies of membrane so that at no location will the distance between joints of the bottom ply and top ply be less than 12";
- care must be taken not to burn the membrane and its reinforcement;
- provide a smooth application, free of air pockets, wrinkles, fish-mouths, tears, and bitumen bleed outs in excess of ½".
- for end lap and side lap sealing, cut off the corner piece of the selvage edge at the end lap that will be covered by the next roll;



- terminate field cap membrane ply at the edge of the modified gravel stop or at the gable end 1" upstand;
- install one ply of cap sheet flashing using a propane torch to outside wall, down vertical surfaces, down the slope of the cant and extending onto the flat surface of the roof membrane a minimum of 6" from the bottom of the cant;
- stagger joints of the cap sheet flashing and membrane cap sheet a minimum of 4";

**NOTE: EXTREME CAUTION must be used when torching near clad walls, gas vent pipes and heat sensitive materials.**

- **Peel and Stick base to be used on all wood surfaces;**
- lap all joints 3 ½" on the cap membrane flashing;
- seal top of perimeter flashing ply with SBS mastic;
- all laps must be staggered from base, cap and stripping plies;

**NOTE: bleed out is strongly encouraged to ensure a proper watertight seal between lap surfaces. Granule embedment or the preparation of the selvage where the cap sheet will overlap on the mineral surface is MANDATORY, this operation will guarantee good adhesion at these critical surfaces.**

- all bitumen overflow, footmarks and discolouration of the granules are to be repaired to provide a neat, attractive finished surface;
- filed capped area must be kept clean and free of debris, equipment, material and excessive traffic;
- techniques such as trowelling of selvage edges, sponging, or rolling of laps may be required to ensure total adhesion and elimination of bridging between sheets – **bridging between sheets will not be accepted, total adhesion must be achieved.**

**16. Metal Flashing (metal colour is stone grey):**

- make up and install new 24 gauge modified drip edge flashing (1" flattened return) on the lower eave perimeters;
- on the rake edges of the roof install gravel stop flashing with a 1" upstand;
- install a total of 4 face screws (front and back) per 8' length;
- all perimeter blocking and metal to be back sloped;
- supply and install all new tall cone flashings, storm collars, and caps to all chimney and vents curbs;
- **drip edges are to be locked together at the location of S-Locks;**

**NOTE: All flashing shall be done in a quality workmanship manner and to R.C.A.B.C. 10 year standards. No exposed nails or drywall screws.**

**17. Plumbing Vent Flashing:**

- supply new aluminium plumbing vent flashings with aluminium caps;
- plumbing vent flange primed with compatible primer 24 hours to installation;
- plumbing vent to be set in layer of compatible mastic;
- assembly to be firmly secured to deck;
- base flam flashing to be torched in place over plumbing vent flange;
- ensure finished plumbing vent flange has two membrane seals;
- **install liquid membrane fill into small area around plumbing vent flange (1" wide bead);**
- granulate to provide a neat and attractive finish.



**18. Drains:**

- supply and install new modified drip edge flashing, 4" flange on the deck;
- match profile of existing on the fascia (1" return and 4" fascia minimum);
- screw in an offset pattern 6" OC;
- gable end flashing is typical gravel stop with a 1" upstand

**MATERIALS LIST**

- a. Dens Deck Prime 1/4" 4 ft x 8ft Georgia Pacific CAN –ULC-S102
- b. Sopralene Flam stick Base 3 mm (Peel and stick Base)
- c. Sopralene Flam stick 3.0 mm or IKO Armourbond 180 (Stripping)
- d. Sopraply Base 520 or IKO Equal (Base)
- e. Sopraply Traffic cap 560 (granules, light grey) Or IKO Equal
- f. Sopraply Traffic cap 561 FR (Fire Rated Cap) (granules, light grey) Or IKO Equal
- g. Fire tape by Soprema or IKO (Peel and Stick)
- h. Sopralene Flam 180 stripping (torch base stripping)
- i. Wood STD & BTR assorted sizes dimension lumber
- j. Nails, spikes: to CSA B111-1974
- k. Dallas, Fernco, U-Flow coupling, blue seal
- l. 24 gauge pre-painted metal (stone grey)
- m. Aluminium plumbing vent flashing and cap by Menzies CSA B272.
- n. Modified bitumous primers and cements to match membrane as specified by manufacturer
- o. Menzie copper drains with aluminium strainer.
- p. Caulking reference product: Sika Flex
- q. 30 lbs felt by Hal Ind.



**APPENDIX D**

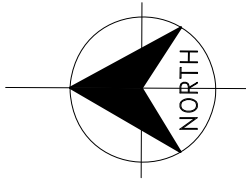
**CONSTRUCTION DRAWINGS:**

- **Fire Hall Roof Plan – p 25**
- **Roof Sealing Details – p 26**
- **Plumbing Vent – p 27**
- **Curb Mechanical Services – p 28**

Field  
A

Field  
B



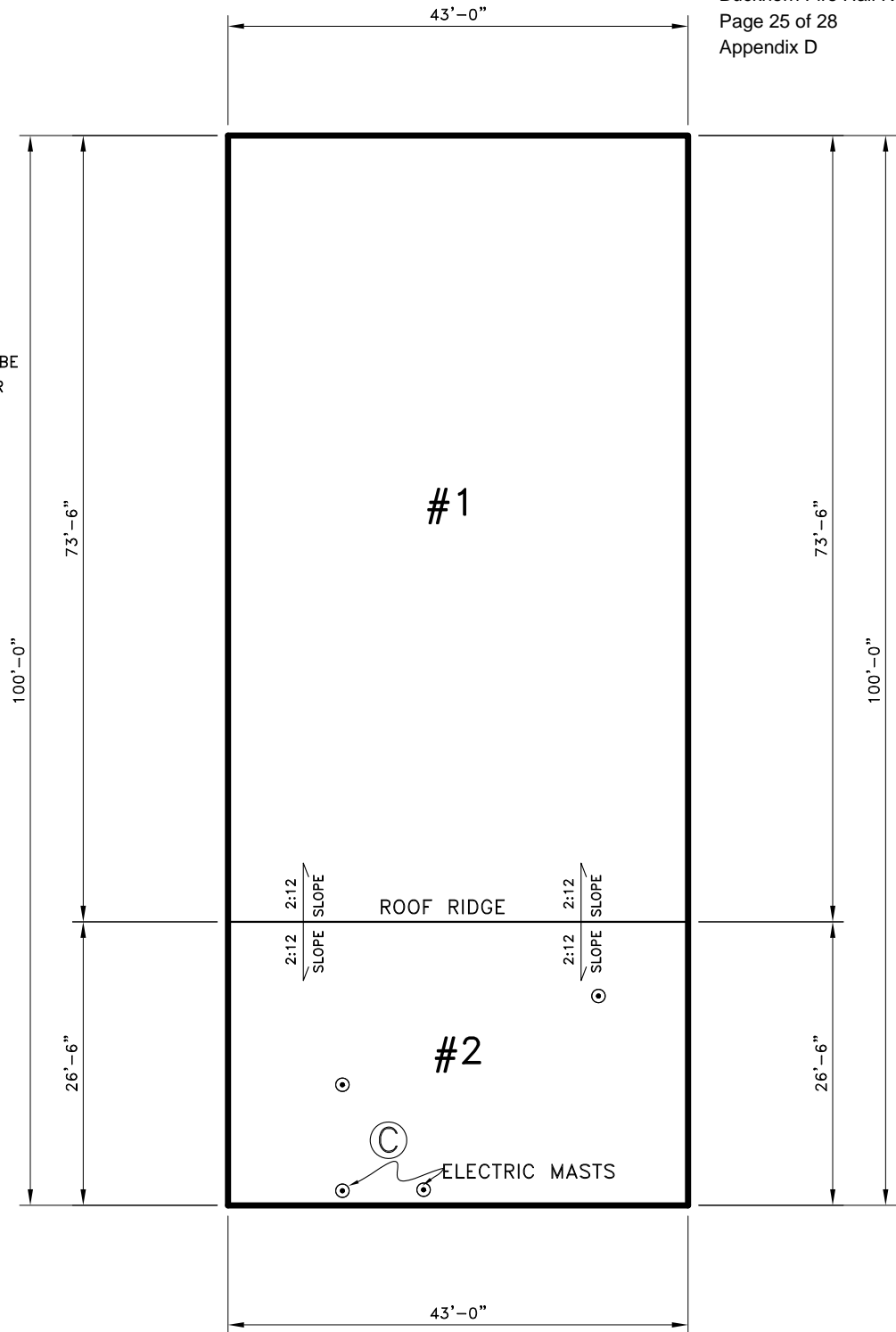


**NOTE:**

1. THE MEASUREMENTS ARE TO BE VERIFIED BY THE CONTRACTOR

**AREA:**

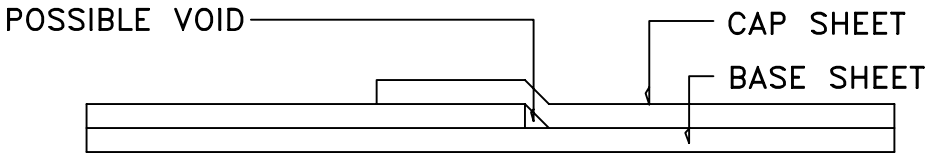
# 1.	3,161	sqft
# 2.	1,140	sqft
TOTAL	4,301	sqft



<p><b>AASE ROOF INSPECTION LTD.</b>                  ROOF CONSULTING &amp; INSPECTION                  ROOF SURVEYS                  BUDGET COST CALCULATIONS                  ROOF SPECIFICATIONS                  PH. 250 964 2204                  FAX. 250 964 2287</p>	L E G E N D							
	☐	MASONRY CHIMNEY	▨	CONTROL JOINT	☐	PLUMBING VENT CURB	☐	SKY-LIGHT
THIS DRAWING AND THE COPYRIGHT ARE THE PROPERTY OF AASE ROOF INSPECTION LTD. OMISSIONS OR DISCREPANCIES SHALL BE REFERRED TO THE INSPECTOR FOR CORRECTION OR INTERPRETATION. THE MEASUREMENTS ARE TO BE VERIFIED BY THE CONTRACTOR.	⊙	METAL CHIMNEY	≡	PARAPET WALL	⊙	PLUMBING VENT	☑	VENTILATOR
	⊗	CURB CHIMNEY	≡	SLEEPER	●	ROOF DRAIN	☑	FAN
	⊠	WIRE HOUSE	—	ROOF SLOPE	⊗	ROOF JACK	☑	ROOF UNIT
	†	T. V. ANTENNA	⌋	LADDER	☒	ROOF HATCH	☑	SCUPPER
	TO	TIE OFFS	☒	WHIRLYBIRD	■	PITCH PAN	☐	CURB OPEN
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="border-bottom: 1px solid black; width: 100%; text-align: center;">1</div> <div style="width: 100%; text-align: center;">BHF</div> </div>		<p><b>BUCKHORN FIREHALL</b>  <b>PRINCE GEORGE, B.C.</b>  <b>ROOF PLAN</b></p> <p style="font-size: small;">5645 BUCKHORN                  LAKE ROAD                  PRINCE GEORGE, B.C.</p>			DATE: 12/06/19 SCALE: 1"=16'-0" DRWN: T.Ezaki CHECK: M. AASE	SCHL. NO. <b>BHF</b> DRWING.NO. BUCKHORN FIREHALL, B.C.	

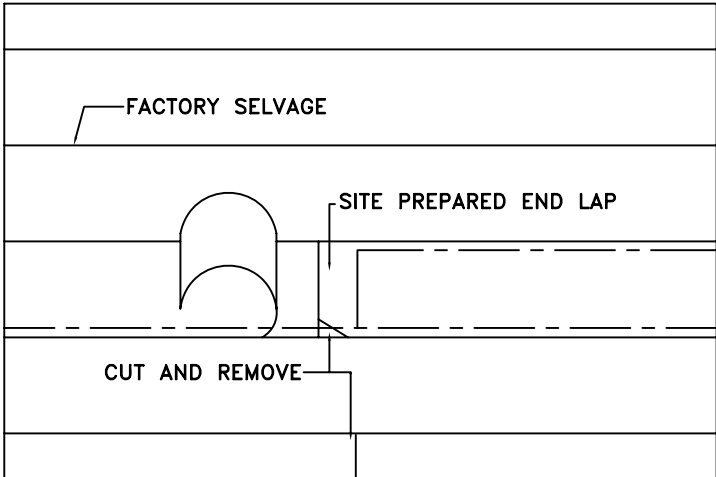
# END LAP AND SIDE LAP SEALING

OVERLAPS ARE AREAS OF POSSIBLE INFILTRATION OF WATER DUE TO AN EXCESSIVE THICKNESS OF MEMBRANE CAUSING A VOID AS SHOWN ON THE DIAGRAM BELOW:

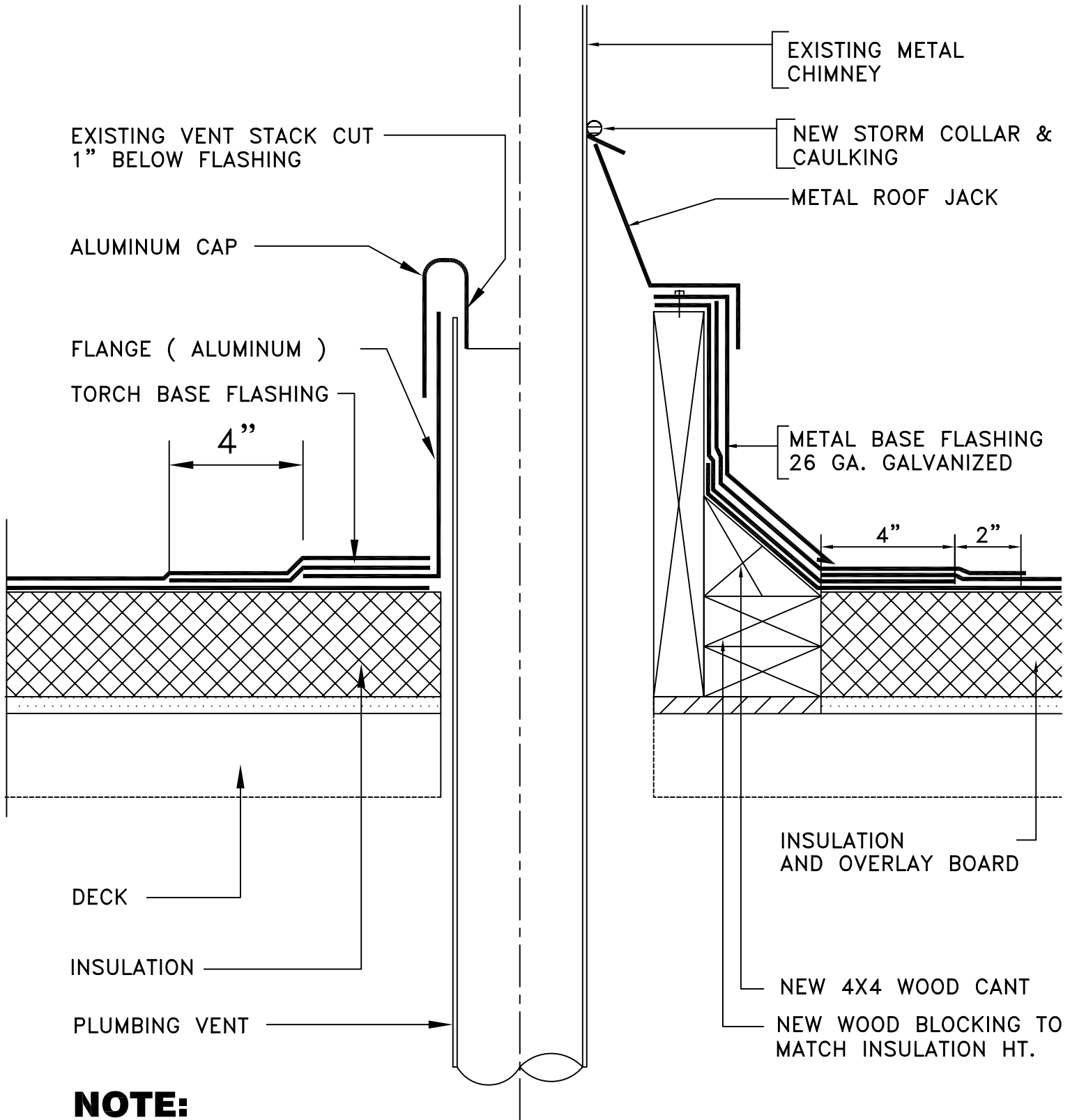


## PROCEDURE:

- 1 ) CUT OFF THE CORNER PIECE OF THE SELVAGE EDGE AT THE END LAP THAT WILL BE COVERED BY THE NEXT ROLL.
- 2 ) MAKE SURE YOU CUT OFF THE CORNER WHEN MEMBRANE IS UNROLLED DRY BEFORE TORCHING IN PLACE.
- 3 ) APPLY THIS RULE FOR BASE AND CAP SHEET MEMBRANES AS WELL AS FOR FLASHING DETAILS.

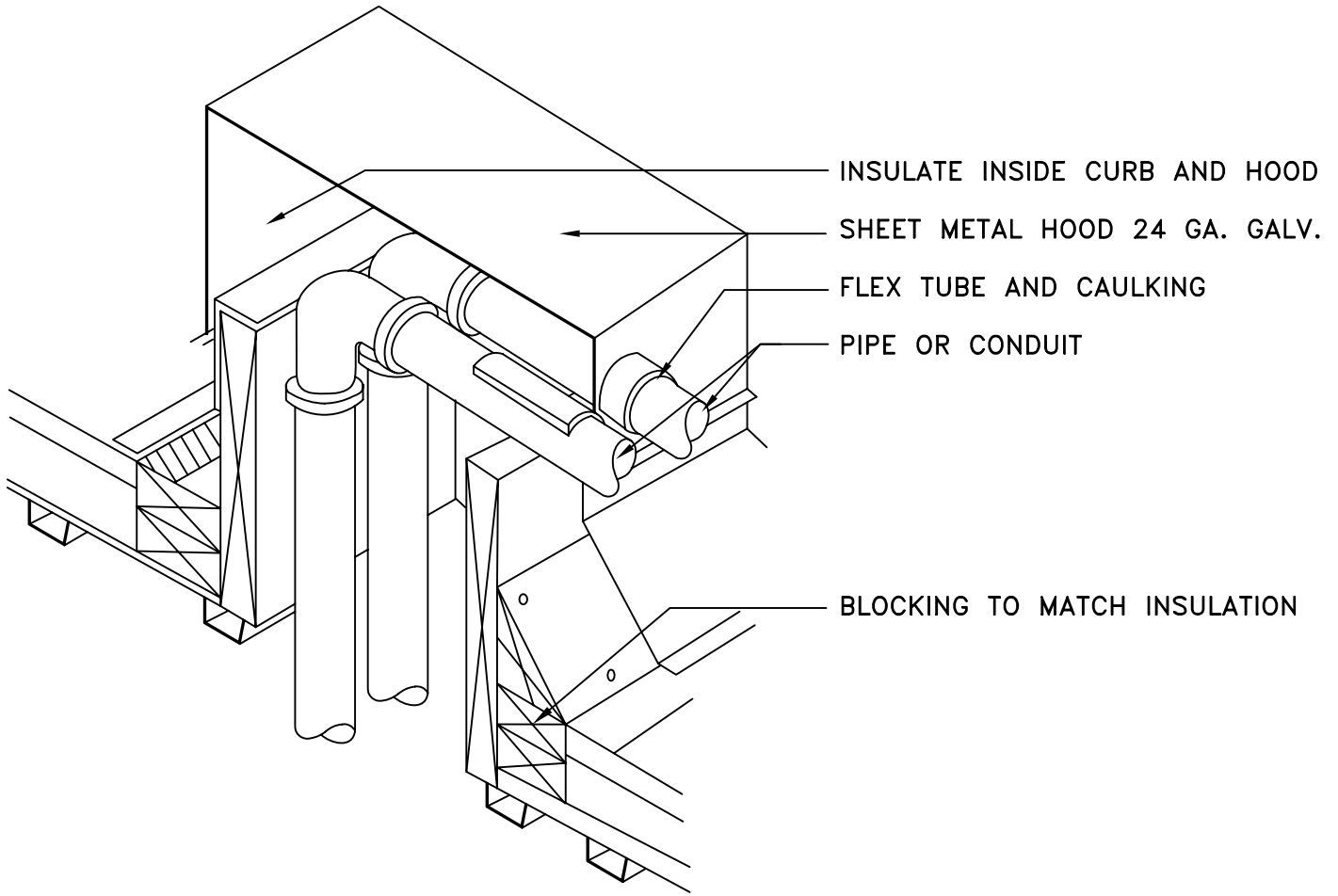


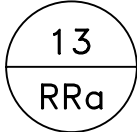
<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span style="margin-bottom: 5px;">14</span> <span>RRa</span> </div>	<p><b>STANDARD                  ROOF SEALING DETAILS</b></p>	DATE: 15/05/08	SCHL. NO.
		SCALE: 3' = 1'-0"	398
		DRWN: T. Ezaki	DRWING.NO.
		CHECK: M. AASE	398SWE



**NOTE:**  
**ROOF ASSEMBLY ARE NOT EXACT.**

<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <span>12</span> <hr style="width: 80%; margin: 2px 0;"/> <span>RRa</span> </div>	STANDARD PLUMBING VENT DETAIL ROOF CURB DETAIL	DATE: 15/05/08	SCHL. NO.
		SCALE: 3' = 1'-0"	398
		DRWN: T. Ezaki	DRWING.NO.
		CHECK: M. AASE	398SW



	<b>STANDARD CURB MECHANICAL SERVICES</b>	DATE: 15/05/08	SCHL. NO.
		SCALE: N.T.S.	1
		DRWN: T. Ezaki	DRWING.NO.
		CHECK: M. AASE	<b>398SWE</b>