



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

## **CANOE VALLEY RECREATION CENTRE ELECTRICAL FOR FITNESS AREA ADDITION**

### **INVITATION TO TENDER CS-02-08**



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.bc.ca>



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## **INVITATION TO TENDER**

The Regional District invites tenders for the electrical part of a 40'-0" x 20'-0" fitness area addition inside of the existing Canoe Valley Recreation Centre.

Sealed Tenders will be received by Diane Hiscock, General Manager of Financial Services, Regional District of Fraser-Fort George, 155 George Street, Prince George, BC up to 2:00 p.m. on Wednesday, May 21, 2008. Tenders must be sealed and returned in an envelope marked "**Invitation To Tender CS-02-08 – Canoe Valley Recreation Centre Electrical for Fitness Area Addition**". The responding organization or individual must have their name and full mailing address clearly marked on the outside of the Tender envelope. Tenders will be opened in public at 2:15 p.m. on Wednesday, May 21, 2008 at the Regional District office.

Tender Documents may be obtained:

- 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) , or
- B) In a hard copy format on or after Thursday, May 1, 2008 from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, BC between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding Statutory holidays, or
- C) In a hard copy format on or after Thursday, May 1, 2008 from the Village of Valemount Municipal Office located at 735 Cranberry Lake Road, Valemount, BC between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, closed between 12:00 p.m. and 1:00 p.m. on Monday, Tuesday and Friday, and excluding Statutory holidays.

The cost for each hard copy Invitation to Tender package is ten dollars (\$10) (GST included) and is non-refundable.

A **mandatory site meeting** will be held at 11:30 a.m. on Tuesday, May 13, 2008 at the Canoe Valley Recreation Centre, Valemount, BC.

The lowest or any Tender will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Tenders. Facsimile Tenders and Electronic Tenders will NOT be accepted.

For further information, please contact:

Diane Mudle, Structural and Civil Design Technician  
Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8

Phone: (250) 960-4400 / Toll Free: 1-800-667-1959

Fax: (250) 562-8676

Email: [dmudle@rdffg.bc.ca](mailto:dmudle@rdffg.bc.ca)

For information concerning other Prince George regional public sector bidding opportunities, please visit our Regional Marketplace web page at <http://www.marketplacenorth.ca>



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## **INSTRUCTIONS TO TENDERERS**

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites Tenders for:

REGIONAL DISTRICT OF FRASER-FORT GEORGE  
INVITATION TO TENDER CS-02-08  
CANOE VALLEY RECREATION CENTRE  
ELECTRICAL FOR FITNESS AREA ADDITION

**Tenders not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.**

### **1. TENDER DOCUMENTS**

Tender Documents may be obtained:

- 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), or
- B) In a hard copy format on or after Thursday, May 1, 2008 from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, BC between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding Statutory holidays, or
- C) In a hard copy format on or after Thursday, May 1, 2008 from the Village of Valemount Municipal Office located at 735 Cranberry Lake Road, Valemount, BC between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, closed between 12:00 p.m. and 1:00 p.m. on Monday, Tuesday and Friday, and excluding Statutory holidays.

The cost for each hard copy Invitation to Tender package is ten dollars (\$10) (GST included) and is non-refundable.

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

Inquiries relating to this Tender must be directed to Diane Mudle, Structural and Civil Design Technician. Phone (250) 960-4400 / Fax: (250) 562-8676 / Email: [dmudle@rdffg.bc.ca](mailto:dmudle@rdffg.bc.ca)

### **2. ACKNOWLEDGEMENT LETTER**

Upon receipt of these documents, a potential respondent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Diane Mudle, Structural and Civil Design Technician.

A respondent who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

**Any respondent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.**



### **3. CLOSING DATE AND OPENING OF TENDERS**

Sealed Tenders will be received by Diane Hiscock, General Manager of Financial Services, at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Wednesday, May 21, 2008 to be opened in public on Wednesday, May 21, 2008 at 2:15 p.m. in the Regional District Offices at 155 George Street, Prince George, B.C.

### **4. TENDER SUBMISSIONS**

Tenderers will complete pages 9 through 11 and submit these pages in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the tender submission:**

- i) Attention Diane Hiscock, General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8
- ii) REGIONAL DISTRICT OF FRASER-FORT GEORGE  
CANOE VALLEY RECREATION CENTRE  
ELECTRICAL FOR FITNESS AREA ADDITION  
INVITATION TO TENDER CS-02-08
- iii) Responding Organization's name and address.

Tenders submitted by fax or electronically will not be accepted.

Any Tender received after the closing date and time (Wednesday, May 21, 2008 at 2:00 p.m.) will be considered disqualified and will be returned unopened to the respondent.

### **5. REGIONAL DISTRICT'S RIGHT TO REJECT TENDER**

The lowest or any Tender will not necessarily be accepted. The Regional District reserves the right to waive informalities in the Tender, reject any or all Tenders or accept the Tender deemed most favourable in the interests of the Regional District and at its sole discretion, without prejudice. Furthermore, the Regional District reserves the right to negotiate with any Tenderer or Tenderers at its discretion.

**The Regional District of Fraser-Fort George will not be responsible for any costs incurred by the respondent which may result from the preparation or submission of documents pertaining to this Tender call.** The accuracy and completeness of the tender is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at his/her expense.

### **6. PROOF OF ABILITY**

A Tenderer will be competent and capable of performing the work. A Tenderer may be required to provide evidence of previous experience and financial responsibility before the contract is awarded.

A complete list of subcontractors, which the Tenderer will make available for the completion of the contract, will be included with each Tender.



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**7. DISCREPANCIES OR OMISSIONS**

Tenderers finding discrepancies or omissions in the specifications or any other documents herein, or having any doubts on the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email or by mail, clarification from Diane Mudle, Structural and Civil Design Technician. Upon receipt of the written request for clarification, Mrs. Mudle will send written instructions or explanations to all parties 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 Contractor's risk.

Addenda and Amendments issued during the time of Tendering will be signed by the Contractor and included with the Tender and will become a part of the Tender documents.

**8. MANDATORY SITE MEETING**

**A mandatory site meeting will be held for all prospective Tenderers.** The meeting will be held at the Canoe Valley Recreation Centre, 100 Elm Street, Valemount, B.C. at 11:30 a.m., Tuesday, May 13, 2008. A representative of the Regional District will provide an overview of the contract expectations and be available for questions pertaining to the tender package. The purpose of this meeting is for the Tenderer to satisfy himself as to the nature of the work and in general to obtain a clear understanding of the scope of work, determine dimensions and to verify any error or omissions on the attached Appendix A, forming part of this tender, and any other circumstances which may influence his/her Tender.

The Regional District will not, under any circumstance, make accommodations for rescheduling, or holding an additional site meeting or provide individuals access to the building.

**9. LOCATION OF SITE**

The Canoe Valley Recreation Centre is located within the Village of Valemount, 300 kilometres east of Prince George, off of Highway 5 South. See Appendix 'A', Title Sheet for project location map.

**10. BID PRICES**

Tender prices must remain open for acceptance for a period of sixty (60) days from the time of Tender opening (Wednesday, May 21, 2008), unless otherwise stated by the Regional District.

Tenders will be evaluated on the ability of the Tenderer to comply with Contract requirements, the Tendered Price and experience. Where bid prices are the same, the Regional District will consider experience in similar work beyond the minimum standards established in the Contract.

**11. START AND DURATION OF CONTRACT**

The Contract will begin on June 1, 2008 and the Contract will remain in force until midnight July 30, 2008. The Contract completion date may be extended at the Regional District's discretion.

**12. AWARD OF CONTRACT**

12.1 The Regional District intends to award the contract based on lowest cost and compliance with the Scope of Work and all specifications herein.



- 12.2 The Contractor will have 7 calendar days to provide documentation verifying required insurance coverage and Workers' Compensation Board coverage upon notification that the Regional District has accepted its Tender.
- 12.3 The Regional District reserves the right to disqualify any quote that fails to meet any requirement of this Invitation to Tender.
- 12.4 The Regional District reserves the right to not award this Tender for any reason whatsoever, at its sole discretion.
- 12.5 A purchase order issued to the Contractor will indicate acceptance of its Tender. No work will proceed without a purchase order issued by the Regional District.

### **13. LICENSES, PERMITS AND INSURANCE**

- 13.1 The Contractor shall obtain all licenses, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under this Contract. The Contractor shall be registered under the *Workers' Compensation Act*.
- 13.2 The Contractor shall save harmless the Regional District from any liability and the Contractor shall have and maintain commercial general liability insurance coverage in the amount of Two Million (\$2,000,000) dollars per occurrence as a minimum and the Regional District shall be identified as an Additional Insured on the Contractor's insurance policy.
- 13.3 The Contractor shall, for itself and for its employees, assume all risk of accidents, damage, injury or loss resulting from any cause whatsoever in the performance of work.

### **14. WORKSAFEBC**

Prior to undertaking any of the Work in this Contract, the Contractor will provide his WorkSafeBC Number and will keep current all assessments required to be paid in relation to the Contract amount. The Contractor will provide a clearance letter from the Workers' Compensation Board to the Regional District prior to commencement of work and every six (6) months thereafter during the term of the Contract.

Where the contractor may not be eligible for WorkSafeBC coverage, the contractor should provide a copy of a letter from the WorkSafeBC confirming ineligibility.

### **15. 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 officers, agents, servants, and employees from and against all actions, claims, demands of any kind, description and all such actions, causes of actions, claims and demands recoverable by any third party from the Regional District or the property of the Regional District, 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, 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.



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**16. PAYMENT**

- 16.1 Following completion of 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 of an invoice from the Contractor.
- 16.2 The Regional District will inspect the work before making payment.
- 16.3 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:
1. The work has been completed to the satisfaction of the Regional District.
  2. The Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.
- 16.4 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 any Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.
- 16.5 If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.
- 16.6 No payment will be made for materials supplied by the Regional District.

**17. SCOPE OF WORK**

The scope of work includes:

1. The Contractor will complete all works associated with this Contract in accordance with the attached Appendix 'A' Construction Drawings, including associated notes and specifications, on or before **Wednesday, July 30, 2008**, including:
  - perform all electrical work as indicated;
  - supply all materials and labour necessary to complete the project;
  - coordinate all disruptive work with the Canoe Valley Recreation Centre facility manager.
  - coordinate all electrical work with the framing contractor.
2. The Contractor will perform the work according to the attached drawings and in compliance with the BC Electrical Code.



3. The Contractor will ensure that all renovation work to the existing recreation centre will not disrupt the normal functional operations of the Canoe Valley Recreation Centre.
4. The Contractor is responsible for the cleanup and disposal of all materials and will leave the building and site in its pre-construction condition.
5. The Contractor will exercise good public relations while fulfilling its responsibilities under the contract and will ensure that its employees do the same.
6. The Contractor will ensure that workers have sufficient knowledge, skill, and experience to properly and safely perform the work.
7. Quoted price is to include all transportation, materials and labour costs.

**18. APPENDICES**

The following figures are attached for reference only:

- Appendix 'A' – Construction Drawings – April 1, 2008



**ACKNOWLEDGEMENT LETTER**

The undersigned has received the Tender Document and requests all amendments and addenda.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

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

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

We presently intend to \_\_\_\_\_ provide/ \_\_\_\_\_ not provide a Tender as requested.

Return immediately to:

Diane Mudle, Structural and Civil Design Technician  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8  
Fax Number: (250) 562-8676



**TENDERER'S EXPERIENCE IN SIMILAR WORK**

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



**INVITATION TO TENDER FORM**

To supply all equipment, labour, materials, supervision and all things necessary for the electrical part of a 40'-0" x 20'-0" fitness area addition to the existing Canoe Valley Recreation Centre, and any renovations as indicated on Appendix 'A', in accordance with Section 17, Scope of Work.

<b>Contract Tender Price</b>	\$ _____
GST at 5%	\$ _____
<b>Total</b>	\$ _____

Supplier:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON \_\_\_\_\_

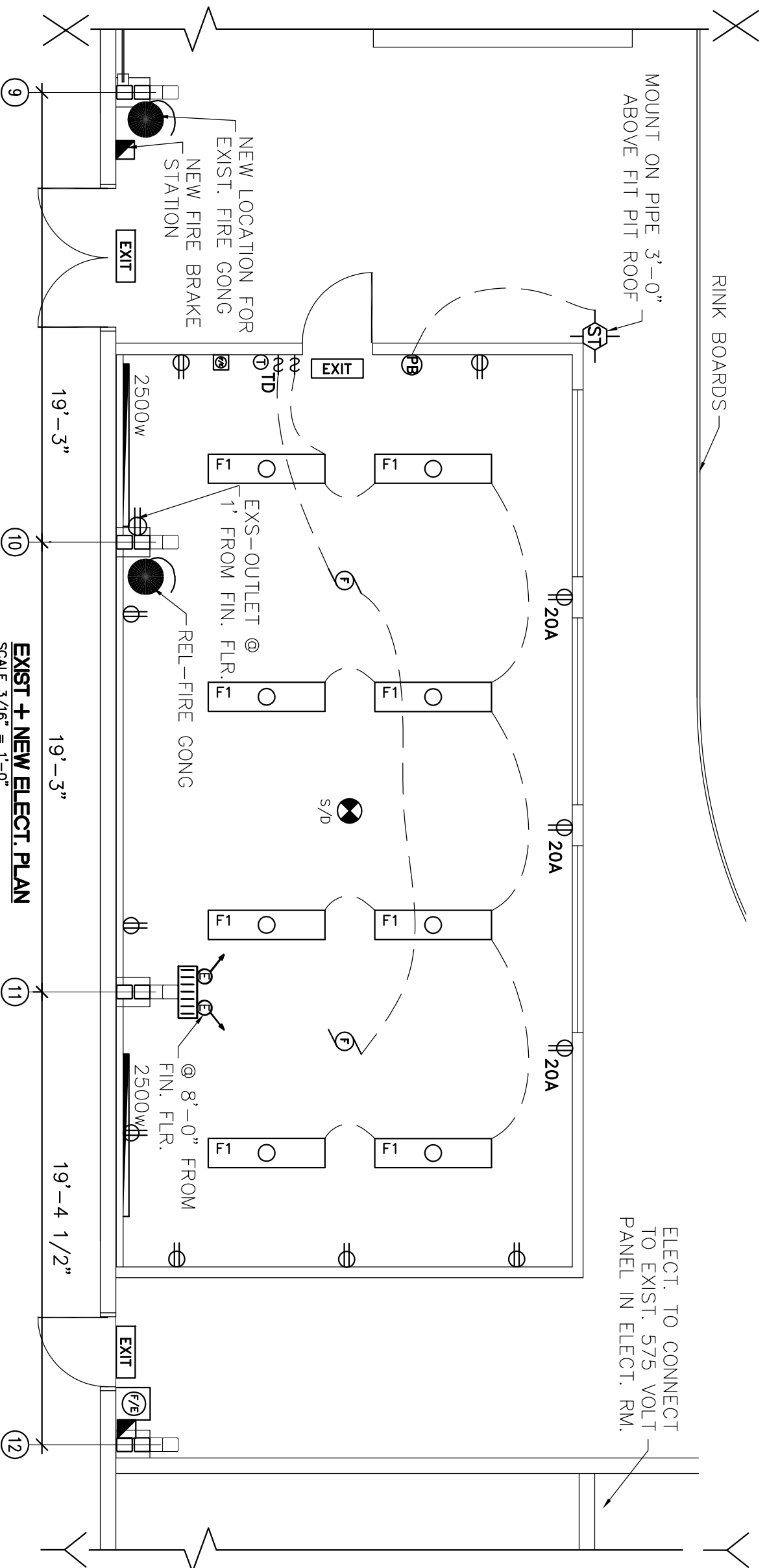
PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Goods and Services Tax Registration Number \_\_\_\_\_

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



**GENERAL NOTES:**

1. REMOVE ALL DEVICES TAGGED REL IN THE RENOVATED SPACE AND ALL ASSOCIATED WIRING AND CONTROLS. RELOCATE AS NOTED. ALL OTHER REMOVED FIXTURES ARE TO BE TURNED OVER TO THE OWNER AT THE END OF THE PROJECT.
2. MAINTAIN A MARKED UP SET OF "AS BUILT" DRAWINGS ON THE SITE AND SUBMIT TO THE ENGINEER AT COMPLETION OF PROJECT.
3. ALL EQUIPMENT AND INSTALLATION SHALL COMPLY WITH THE CANADIAN ELECTRICAL CODE C22.1, CURRENT EDITION AS MODIFIED FOR USE IN BRITISH COLUMBIA, TOGETHER WITH ALL DIRECTIVES, BULLETINS AND AMENDMENTS BY AUTHORITIES HAVING JURISDICTION OVER THE WORK AND ANY LOCAL BYLAWS.
4. ALL PRODUCTS PROVIDED SHALL BE APPROVED BY CSA, OR OTHER ACCREDITED TESTING AND CERTIFICATIONS ORGANIZATION, OR CARRY AN EQUIVALENT APPROVAL ACCEPTABLE TO THE BC INSPECTION AUTHORITY AND SHALL BE NEW, UNLESS OTHERWISE SPECIFIED.
5. THE CONTRACTOR SHALL PROVIDE ALL LABOUR, MATERIALS, TOOLS AND EQUIPMENT REQUIRED FOR THE WORK, TO PROVIDE A COMPLETE AND OPERATIONAL INSTALLATION.
6. PROVIDE DETAIL LABELING OF ALL ELECTRICAL EQUIPMENT.
7. PROVIDE ALL LIGHTING SYSTEMS, INCLUDING EXIT SIGNS AND EMERGENCY LIGHTING.
8. PROVIDE ALL WORK REQUIRED TO REMOVE AND PRESERVE ELECTRICAL SYSTEMS, AND EQUIPMENT PRIOR TO AND DURING CONSTRUCTION PHASE.
9. PROVIDE ALL PERMITS AND LICENSES.
10. PROVIDE A WRITTEN GUARANTEE AGAINST ALL DEFECTIVE MATERIAL AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION.
11. PROVIDE LOAD CENTRES, FIXTURES, SWITCHES, OUTLETS, CONDUIT AND WIRING TO FURNISH A COMPLETE AND OPERATIONAL SYSTEM FOR THE INTERIOR ROOM ADDITION.
12. PROVIDE A LOCATION LAYOUT FOR EACH OUTLET FOR THE INTERIOR ROOM ADDITION.
13. ELECTRICAL WORK TO BE DONE ON DESIGN BUILD BASIS. PROVIDE EVERYTHING REQUIRED FOR THE SYSTEM. THESE DRAWINGS ARE PROVIDED TO INDICATE THE SCOPE OF WORK AND DO NOT PURPORT TO BE COMPLETE.

**EXIST + NEW ELECT. PLAN**  
SCALE 3/16" = 1'-0"

**LIGHTING**

1. PROVIDE NEW LAMPS IN ALL FIXTURES. LAMPS ARE TO BE 32W, T8, 4100K, 85CRI UNLESS OTHERWISE NOTED. ALL LAMPS ARE TO BE NEW AND IN PLACE AND OPERATIONAL AT TIME OF FINAL INSPECTION.
2. FIXTURES ARE TO BE LOCATED TO SCALE FROM DRAWINGS. EXACT LOCATION IS TO BE DETERMINED BY SITE CONDITIONS.
3. ALL LIGHT FIXTURES WILL BE CLEANED AFTER INSTALLATION AND LEFT FREE OF DIRT, GREASE, CHIPS, DENTS AND DEFECTS.
4. REFER TO LIGHTING LEGEND FOR DESCRIPTION OF ALL LIGHT FIXTURES. PRE-APPROVED MANUFACTURERS FOR FLUORESCENT LIGHTING PRODUCTS ARE CFI, COLUMBIA, COOPER, LITHONIA, PEERLESS AND THOMAS. PROVIDED THAT EACH FIXTURE SUPPLIED PROVIDES ALL FEATURES AND PERFORMANCE OF THE SPECIFIED MODEL AND IS EQUAL OR SUPERIOR IN QUALITY OF CONSTRUCTION AND FINISH.
5. RECESSED FIXTURES SHALL BE REMOVABLE. THEY ARE TO BE CONNECTED TO JUNCTION BOX USING AT LEAST 3000mm OF 12mm FLEXIBLE CONDUIT AND APPROVED FIXTURE WIRE OR AC90 CABLE. JUNCTION BOX MUST BE ACCESSIBLE AND LOOPING BETWEEN FIXTURES WILL NOT BE ACCEPTED.
6. PROVIDE TWO HANGER WIRES, INDEPENDENT OF THE T-BAR CEILING, FOR ALL NEW, RECESSED FIXTURES. HANGER WIRES TO BE ON OPPOSITE CORNERS OF THE FIXTURE.

**NEW ELECTRICAL LEGEND**

- ⊖ 20A 110V DUPLEX OUTLET UP TO 12"
- ⊖ 20A 20 AMP DUPLEX OUTLET UP TO 12"
- ⊕ SWITCH
- ⊕ SWITCH WITH TIMER CONNECTED TO A DEHUMIDISTAT
- ⊕ ORANGE STROBE LIGHT CONNECTED TO PANIC PUSH BUTTON
- ⊕ PANIC PUSH BUTTON
- ⊕ EXIT LIGHT C/W BATTERY PACK
- ⊕ FIRE BREAK STATION
- ⊕ FIRE GONG
- ⊕ REMOTE HEAD EMERGENCY LIGHT
- ⊕ EMERGENCY LIGHT WITH BATTERY PACK
- ⊕ THERMOSTAT
- ⊕ FIRE EXTINGUISHER STATION BOX
- ⊕ EXS EXISTING DEVICE
- ⊕ REL EXISTING DEVICE TO BE RELOCATED

DWG TITLE		<b>EXISTING AND NEW ELECTRICAL LAYOUT</b>	
PROJECT		<b>CANOE VALLEY REC CENTRE INTERIOR ROOM ADDITION</b>	
CLIENT		<b>REGIONAL DISTRICT OF FRASER-FORT GEORGE</b>	
DATE	FEB 2008	ENGINEERING DESIGN	
SCALE		CO-DESIGNER	
DRAWN BY	DIANE MUDLE	checked	
PROJ. NO.		DWG NO.	ACAD FILE

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

155 GEORGE STREET  
PRINCE GEORGE, B. C.  
V2L 1P8

TEL: (250) 960-4400  
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