REGIONAL DISTRICT
of Fraser-Fort George

Invitation to Tender CS 12-03 – Low-E Ceiling Installation

Canoe Valley Recreation Centre
100 Elm Street, Valemount, BC

Closing Date: February 23, 2012

Prepared by:
Regional District of Fraser–Fort George
Community Services
155 George Street, Prince George, BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-959/ Fax 250-562-8676
http://www.rdffg.bc.ca

TABLE OF CONTENTS

INVITATION TO TENDER 2
INSTRUCTIONS TO TENDERERS 3
1. TENDER DOCUMENTS 3
2. ACKNOWLEDGEMENT LETTER 3
3. INTRODUCTION AND BACKGROUND 4
4. PURPOSE 4
5. CLOSING DATE AND OPENING OF TENDERS 4
6. TENDER SUBMISSIONS 4
7. REGIONAL DISTRICT'S RIGHT TO REJECT TENDER 5
8. PROOF OF ABILITY 5
9. DISCREPANCIES OR OMISSIONS 5
10. PRE-TENDER SITE MEETING 5
11. LOCATION OF SITE 6
12. BID PRICES 6
13. START AND DURATION OF CONTRACT 6
14. TENDER FORMAT 6
15. EVALUATION OF TENDERS AND AWARD OF CONTRACT 7
16. LICENSES, PERMITS AND INSURANCE 7
17. WORKSAFEBC 7
18. INDEMNITY 8
19. PAYMENT 8
20. SCOPE OF WORK 9
21. PROVISIONS FOR TERMINATION OF CONTRACT BY THE REGIONAL DISTRICT 10
22. RIGHTS OF WAIVER 10
23. SEVERABILITY 10
24. APPENDICES 10
25. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION 10
ACKNOWLEDGEMENT LETTER 11
BIDDER CHECKLIST 12
TENDER'S LETTER 13
LIST OF SUB-CONTRACTORS 15
TENDERER'S EXPERIENCE IN SIMILAR WORK 16
TENDER BREAKDOWN BY COMPONENT 17
INVITATION TO TENDER FORM 18

INVITATION TO TENDER

The Regional District of Fraser-Fort George (the "Regional District") invites tenders from qualified suppliers for the provision and installation of a Low-E (foil faced radiant barrier) ceiling upgrade for the Canoe Valley Recreation Centre at 100 Elm Street, Valemount BC, as specified in this invitation to tender.

Sealed tenders will be received by Diane Hiscock, General Manager of Financial Services, Regional District of Fraser-Fort George, 155 George Street, Prince George, B.C. up to 2:00 p.m. on Thursday, February 23, 2012. Tenders must be sealed and returned in an envelope marked "**Low-E Ceiling Installation for the Canoe Valley Recreation Centre - Invitation to Tender CS 12-03"**. 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 Thursday, February 23, 2012 at the Regional District office. Late proposals will not be accepted and will be returned unopened to the proponent.

Invitation to tender documents may be obtained on, or after Thursday, February 2, 2012:

A) In a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.bc.ca , or

B) In hard copy format from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays.

C) In hard copy format from the Canoe Valley Recreation Centre, 100 Elm Street, Valemount, BC, during regular business hours.

D) on the *BC Bid*® website www.bcbid.gov.bc.ca.

An optional site meeting will be held for all prospective tenderers. The meeting is scheduled for 3:00 p.m. Monday, February 13, 2012. **Photos of the facility are available upon request.**

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.

All questions relating to this project must be directed to the Project Manager:

Terry McEachen, General Manager of Development Services
Regional District of Fraser-Fort George
Telephone: 250-960-4400
Fax: 250-562-8676
Email: tmceachen@rdffg.bc.ca

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
LOW-E CEILING INSTALLATION FOR THE CANOE VALLEY RECREATION CENTRE
INVITATION TO TENDER CS 12-03

Tenders not submitted in strict accordance with these instructions, or not complying with the requirements identified in the document may be rejected.

1. TENDER DOCUMENTS

Invitation to 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 , or

B) In hard copy format on or after Thursday, February 2, 2012, from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays.

C) In hard copy from the Canoe Valley Recreation Centre, 100 Elm Street, Valemount, BC, during regular business hours.

D) On the *BC Bid*® website www.bcbid.gov.bc.ca.

It is the sole responsibility of the tenderer to ascertain that they have received a full set of invitation to tender documents. Upon submission of their bid, the tenderer 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 in writing and directed to:

Mr. Terry McEachen, General Manager of Development Services
Regional District of Fraser-Fort George, 155 George Street, Prince George, BC V2L 1P8, Telephone: 250-960-4400, Fax: 250-562-8676, Email: tmceachen@rdffg.bc.ca

2. ACKNOWLEDGEMENT LETTER

Upon receipt of this document, a potential tenderer will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter (page 11) to the attention of:

Mr. Terry McEachen, General Manager of Development Services
Regional District of Fraser-Fort George, 155 George Street, Prince George, BC V2L 1P8, Telephone: 250-960-4400, Fax: 250-562-8676, Email: tmceachen@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 or addenda and may be disqualified.

3. INTRODUCTION AND BACKGROUND

The Canoe Valley Recreation Centre is located in Valemount, BC. The installation of a Low-E (foil faced radiant barrier) ceiling to the Canoe Valley Recreation Centre is a component of the Canoe Valley Recreation Centre's energy upgrade.

The successful proponent is to supply, deliver, install, test, and provide a minimum one-year warranty for the ceiling materials and installation work.

4. PURPOSE

The intention of the tender is to award a contract to a proponent that can demonstrate the ability to deliver a high quality product, professional installation, and appropriate warranties for the product and installation.

5. 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, V2L 1P8 not later than 2:00 p.m. local time on Thursday, February 23, 2012 to be opened in public on Thursday, February 23, 2012 at 2:15 p.m. in the Regional District Office at 155 George Street, Prince George, B.C.

6. TENDER SUBMISSIONS

Tenderers will complete pages 13 through 18, provide a start to completion work plan and submit four (4) 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:**

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
LOW-E CEILING INSTALLATION FOR THE CANOE VALLEY RECREATION CENTRE
INVITATION TO TENDER CS 12-03

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 Thursday, February 23, 2012, at 2:00 p.m. will be considered disqualified and will be returned unopened to the tenderer.

7. 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.

The Regional District of Fraser-Fort George will not be responsible for any costs incurred by the tenderer which may result from the preparation or submission of documents pertaining to this tender call. 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.

The Regional District reserves the discretion to reject any tender submitted by a tenderer, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that tenderer (or 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 this tender, the tenderer further confirms that neither the tenderer (if an individual person) nor any 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.

8. PROOF OF ABILITY

It is essential that tenderers are able to supply a high quality product and capable of performing the work. Tenderers will be required to provide evidence of previous experience directly comparable to this project and financial responsibility before the contract is awarded.

A complete list of Sub-Contractors, which the tenderer will make available for the completion of the contract, will be included with each Tender.

9. DISCREPANCIES OR OMISSIONS

Tenderers finding discrepancies or omissions in the specifications or any other document 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 Mr. Terry McEachen, General Manager of Development Services, Regional District of Fraser-Fort George. Upon receipt of the written request for clarification, Mr. McEachen 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.

10. PRE-TENDER SITE MEETING

An optional site meeting will be held for all prospective tenderers. The meeting is scheduled for 3:00 p.m. Monday, February 13, 2012. **Photos are available upon request.** The purpose of this meeting is for the tenderer to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, view the facility, determine specifications and to have the opportunity to ask questions regarding the supply, installation, warranty, and any other circumstances which may influence their tender submission.

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

11. LOCATION OF SITE

The Canoe Valley Recreation Centre is located at 100 Elm Street, Valemount, BC.

12. BID PRICES

Tender prices must remain open for acceptance for a period of sixty (60) days from the time of tender opening (Thursday, February 23, 2012), unless otherwise stated by the Regional District.

Tenders will be evaluated as per Section 15: EVALUATION OF TENDERS AND AWARD OF CONTRACT.

13. START AND DURATION OF CONTRACT

The contract will begin on April 2, 2012 and the contract will remain in force until midnight May 31, 2012. Installation may commence upon award and signing of the contract.

14. TENDER FORMAT

Tenderers are asked to respond in a similar manner and to submit **four (4) complete copies** of the tender. The following format and sequence shall be followed in order to provide consistency in tenderers' response and to ensure each tender receives full and complete consideration.

a) Tenderers will complete pages 13 through 18,
   - The list of sub-contractors is to include the sub-contractor's legal name and the work to be performed by the sub-contractor.
   - The tenderer's experience in similar work requires a minimum of three references, and is to include a brief description of projects that were similar in size and scope to this invitation to tender, along with the corresponding contact names and phone numbers for reference checks.
   - The breakdown is to include component pricing where applicable, an installation price, and a final total (HST excluded).
   - The invitation to tender form is to include the contract tender price, tenderer's name, address, telephone number, signature of person in authority, HST Registration Number, and WorkSafeBC Registration Number.

b) A start to completion work plan: to include start and completion dates of installation.

c) Additional information that the tenderer may choose to provide.

d) Addenda and Amendments issued during the time of tendering must be signed by the contractor and included with the tender and will become a part of the tender documents.

15. EVALUATION OF TENDERS AND AWARD OF CONTRACT

Evaluation of tenders will be by a committee formed by the Regional District of Fraser-Fort George in order to provide a recommended award of contract. The following criteria will be used by staff to evaluate the tenders received.

15.1 Tender Evaluation Methodology

(a)	Proven, successful experience in supplying and installing similar Low-E (foil faced radiant barrier) ceiling upgrades in recreational or commercial buildings.	20%
(b)	Acceptability of reference checks conducted by the Regional District.	10%
(c)	Work plan, including start and completion dates of installation.	10%
(d)	Price	60%
	TOTAL	100%

15.2 The contractor will have seven (7) calendar days to provide documentation verifying required insurance coverage and WorkSafeBC coverage, upon notification that the Regional District has accepted its tender.

15.3 A sample contract agreement is attached as Appendix ‘B’.

15.4 Award of Contract

The award of contract is expected to be made no later than Friday, March 16, 2012.

The Regional District, in its sole judgement, may delay the award of contract date as deemed appropriate by the Regional District.

16. LICENSES, PERMITS AND INSURANCE

16.1 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*.

16.2 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.

16.3 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.

17. WORKSAFEBC

Prior to undertaking any of the work in this contract, the contractor will provide its 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 WorkSafeBC to the Regional District prior to commencement of work. Where the contractor may not be eligible for WorkSafeBC

coverage, the contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

18. 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.

19. PAYMENT

19.1 Following completion of work, the Regional District will pay for 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.

19.2 The contractor may submit a claim for payment upon completion of the installation and testing.

19.3 The Regional District will inspect the work before making payment.

19.4 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.

b. The Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the contract term.

19.5 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.

19.6 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.

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

20. SCOPE OF WORK

The scope of work includes:

1. Installation of a Low-E (foil faced radiant barrier) ceiling in the arena area of the Canoe Valley Recreation Centre, an approximate 28,442 square feet (bidder's responsibility to confirm all measurements for ceiling coverage for the purposes of submitting a tender). Low-E ceiling product must be one of the listed products in Appendix 'A'.

2. Contractor will, at their expense, pay for and supply all personnel, supervision, equipment and tools, labour and materials as specified herein to complete the project including; but not necessarily limited to:

   - all site preparation,
   - installation of Low-E (foil faced radiant barrier) ceiling, and
   - site clean up.

   A man-lift is required for installation of the ceiling in the facility. The man-lift must be capable of lifting to a height of 45 feet and have a boom able to extend to a distance of 25 feet. Lift equipment and the operation of the lift equipment must meet WorkSafeBC standards (Section 14). Refer to following link:

   http://www2.worksafebc.com/Publications/OHSRegulation/Part14.asp

   The weight of the lift equipment must not exceed the capacity of the facility floor and must be of a size that will be able to fit through the equipment access doors of the facility.

3. In the event of damage to the Regional District's facilities from actions of the contractor, the procedure will be as follows:

   a. The Regional District will notify the Contractor of damages to be repaired.
   b. If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the manufacturer's specifications, and deduct the cost of the repair from payment to the Contractor.

4. Provision of a minimum one-year warranty for all materials and installation work.

General Requirements:

I. The contractor will perform the work according to the Scope of Work, all terms of the tender documents and in compliance with the contract.

II. The contractor will exercise good public relations while fulfilling its responsibilities under the contract and will ensure that its employees do the same.

III. The contractor will ensure that workers have sufficient knowledge, skill, and experience to properly and safely perform the work.

IV. Quoted price is to include all transportation and delivery fees, the supply of components the labour for installation, and all necessary equipment and tools for installation.

V. The contractor must work in conjunction with the Recreation Facility Manager. All works must be done to the approval of the Regional District.

21. PROVISIONS FOR TERMINATION OF CONTRACT BY THE REGIONAL DISTRICT

In the event of the breach or non-performance by the contractor of any of the covenants, conditions and agreements contained in the contract to be performed, the Regional District reserves the right to take corrective actions. The Regional District may also deduct from the payments due to the contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

For unsatisfactorily performed work, the contractor will, with written notice, have 24 hours to correct deficiencies. If not completed within 24 hours the Regional District has the right to correct them at which time the Regional District has the right to withhold costs from payment to the contractor. After three such written notices, the contract will be terminated.

The Regional District will have the right to terminate the contractor's rights to continue with the work if the contractor at any time becomes bankrupt, makes an assignment of their property for the benefit of creditors, or if a receiver or liquidator should be appointed, and that such termination shall be effective upon the Regional District giving notice thereof.

22. RIGHTS OF WAIVER

A waiver of any breach of or provision of this Agreement 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.

23. 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.

24. APPENDICES

The following figure is attached for reference only:

- Appendix 'A' – Acceptable Low-E (foil faced radiant barrier) Product for Project
- Appendix 'B' – Sample Contract

25. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals 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.*

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act.*

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:

Mr. Terry McEachen, General Manager of Development Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400
Fax: 250-562-8676
Email: tmceachen@rdffg.bc.ca

BIDDER CHECKLIST

Before submitting your tender bid by 2:00 p.m., Thursday, February 23 2012, check the following points:

- ☐ Is the Acknowledgement Letter submitted? (Page 10) _____
- ☐ Was there a representative from your organization at the Optional Site Meeting on Monday, February 13, 2012? _____
- ☐ Is the List of Sub-Contractors completed? (Page 15) _____
- ☐ Is the Tenderer's Experience in Similar Work completed? (Page 16) _____
- ☐ Is the Tenderer's Letter completed? (Page 13) _____
- ☐ Is the Tender Breakdown by Component completed? (Page 17) _____
- ☐ Is the Invitation to Tender Form completed? (Page 18) _____
- ☐ Is the Start to Completion Work Plan completed and enclosed? (Page 6) _____
- ☐ Are all of the foregoing pages and any addenda (if applicable), complete with signatures, included with Tender package? _____

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

Ensure that the proposal is returned in a **SEALED** envelope clearly marked on the outside with:

- ☐ Attention Diane Hiscock, General Manager of Financial Services
  Regional District of Fraser-Fort George
  155 George Street
  Prince George, BC V2L 1P8
- ☐ Regional District of Fraser-Fort George
  Low-E Ceiling Installation for the Canoe Valley Recreation Centre
  Invitation to Tender CS 12-03
- ☐ Responding Organization's name and address.

Tender's Letter

Date: _____

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

ATTENTION: Diane Hiscock, General Manager of Financial Services

Dear Madam:

Having carefully examined the Instructions to Tenderers, Contract Agreement, general conditions of Contract and Scope of Work, and subsequent written addenda (if any), and having visited the site for purposes of examining site conditions, and having become familiar with all conditions that affect the execution of the work, and being satisfied as to the sufficiency of the tender the undersigned agrees to supply, deliver, install and test all materials, to provide all labour, supervision, tools, equipment, and perform all work necessary for and reasonably incidental to the installation of a Low-E (foil faced radiant barrier) ceiling for the Canoe Valley Recreation Centre as specified, in accordance with the contract documents. The tenderer also agrees to warranty all components and work for a minimum of one year.

The tenderer agrees that in consideration of having its tender considered for the prices shown on the Schedule of Prices, the tendered price is open for acceptance within sixty (60) days of the tender closing and will not be withdrawn during that period of time.

The Total Contract Tendered Price includes all taxes, duties, freight and all other additional charges on any or all materials, equipment and labour, excluding HST, and the provision of a minimum one year warranty for materials and installation work. It is understood that payment will be made for the completion of all work specified in the contract on the basis of the price tendered only and that any approved extras or refunds will be made by mutual agreement between the Regional District and the Contractor.

The undersigned agrees that the sub-contractor(s) employed will be as listed and further agrees that no changes or additions will be made to this list without written approval of the Regional District.

If the undersigned be notified in writing of the acceptance of this proposal, they agree that within fourteen (14) days of the date of the acceptance notice they will enter into a contract and execute an agreement for the stated sum in the form of the specimen submitted to guarantee completion of the contract in accordance with the contract documents and within the time stated in the tender documents.

The undersigned agrees that the Regional District of Fraser-Fort George 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.

Signed, Sealed and Delivered by:

_____

Name of Tenderer (Company) and
Corporate Seal

In the presence of:

_____

Signature and Seal of Individual Tenderer
(Seal affixed before Signature)

_____

(Witness to individual Tenderer or authorized
signing officers of Corporate Tender)

_____

_____

_____

Address of Tenderer

LIST OF SUB-CONTRACTORS

The General Contractor agrees to sub-contract the following parts of the work to the Sub-Contractor listed for each part. In the General Contractor's opinion, the Sub-Contractors named are reliable and competent to perform that part of the work for which each is listed.

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

TENDERER'S EXPERIENCE IN SIMILAR WORK

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

TENDER BREAKDOWN BY COMPONENT

LOW-E MATERIAL DESCRIPTION	Unit	Quantity	Unit Price	PRICE
			$_____	$ _____
			$_____	$ _____
			$_____	$ _____
INSTALLATION				$ _____
TOTAL CONTRACT TENDER PRICE (EXCLUDING HST)				**$** _____

INVITATION TO TENDER FORM

To supply all materials, labour, supervision and all things necessary for the the supply and installation of Low-E (foil faced radiant barrier) ceiling upgrade, in accordance with Section 20, Scope of Work.

Total Contract Tender Price (excluding HST) **$_____**

Contractor: _____
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 _____

APPENDIX 'A'

Acceptable Low-E (foil faced radiant barrier) Product for Project

Manufacturer	Product Name	Description	Model #
Energie Innovation	Astro Foil	reflective low emissivity ceiling insulation for ice rinks	Astro-Rink Foil
Poly-Tech Radiant	Foil Bubble Bubble Foil – 96IN x 125FT	reflective insulation for ice rinks	A2A96125
Poly-Tech Radiant	Foil Bubble Bubble Foil – 48IN x 125FT	reflective insulation for ice rinks	A2A48125
Poly-Tech Radiant	Foil Bubble Bubble White Poly – 96IN x 125FT	reflective Insulation for ice rinks	A2V96125
Poly-Tech Radiant	Foil Bubble Bubble White Poly – 48IN x 125FT	reflective Insulation for ice rinks	A2V48125
Polyair	Flexfoil	Foil Double Bubble Poly	F211
Sport Systems Unlimited Corp.	Low "E" Ceiling	reflective Insulation for ice rinks	WMP-F
Sport Systems Unlimited Corp.	Low "E" Ceiling	reflective Insulation for ice rinks	Arena – Shield
Sport Systems Unlimited Corp.	Low "E" Ceiling	reflective Insulation for ice rinks	VSF HD
Twin Maple Marketing	Low-e ceiling	ice rink reflective insulation reflects light and energy	BP48125

APPENDIX 'B'

CONTRACT AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
155 George Street
Prince George BC V2L 1P8
(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

"The Contractor"

(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) Supply, install, and warranty for a minimum of one year all materials and installation work, and will provide all labour, supervision, tools and equipment to perform all work, and fulfill everything as set forth in and in strict accordance with the Contract Documents for the project entitled "Low-E Ceiling Installation – Canoe Valley Recreation Centre, Invitation to Tender CS 12-03".

   (b) Commence to actively proceed with the work of the Contract on or after April 2, 2012 and work to be completed on or before May 31, 2012.

2. The Regional District will pay to the Contractor as full compensation for the performance and fulfillment of this Contract, $_____ (plus applicable taxes) in Canadian funds, which includes all applicable taxes at the times specified in the Contract Documents.

3. The Invitation to Tender, Instructions to Tenderers, List of Sub-Contractors, Tender's Experience in Similar Work, Tender Breakdown by Component, Invitation to Tender Form, all appendices and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.

SAMPLE

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 3, this Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement 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 Development Services of the Regional District for whom they are intended, or if sent by registered mail or by registered mail or by telegram as follows:

The Contractor at _____
(Address)

The Regional District of Fraser-Fort George, 155 George Street, Prince George BC V2L 1P8.

IN WITNESS WHEREOF the parties hereto have executed this Agreement this _____ day of _____, 2012.

Contractor:

_____
(Contractor's Name – *please print*)

_____	_____
(Signature)	(Signature)
_____	_____
(Name and Title – *please print*)	(Name and Title – *please print*)

Authorized Signatory of the
Regional District of Fraser-Fort George

_____	_____
Chair	Date
_____	_____
General Manager of Corporate Services	Date

SAMPLE