



**REGIONAL DISTRICT
of Fraser-Fort George**

**Road Paving
Foothills Boulevard Regional Landfill**

CONTRACT ES-08-09

**Prepared by:
Regional District of Fraser-Fort George
Environmental Services**

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>

TABLE OF CONTENTS

INVITATION TO TENDER..... 3
INSTRUCTIONS TO TENDERERS 4
ACKNOWLEDGEMENT LETTER 7
TENDER FORM 8
SCHEDULE OF PRICES – TENDERED PRICE..... 10
TENDERER’S EXPERIENCE IN SIMILAR WORK..... 11
GOODS AND SERVICES TAX INFORMATION..... 12
CONTRACT AGREEMENT 13
GENERAL CONDITIONS..... 15
NOTICE OF PROTEST 21
OPERATIONAL SPECIFICATIONS..... 22

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, BC up to 2:00 p.m. on Thursday, July 24, 2008. Tenders must be sealed and returned in an envelope marked "ROAD PAVING – Foothills Boulevard Regional Landfill Contract ES-08-09". 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, July 24, 2008 at the Regional District Office.

The work to be performed under this Contract is described as Paving of the Active Face Road at the Foothills Boulevard Regional Landfill.

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 a hard copy format on or after Thursday, July 3, 2008 from the Regional District of Fraser-Fort George, Service Centre, 155 George St. BC, between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays. The cost for each hard copy tender package is ten dollars (\$10) (GST included) and is non-refundable.

A **mandatory pre-tender site meeting** will be held at 9:00 a.m. on Thursday, July 10, 2008 at the Foothills Boulevard Regional Landfill, Prince George, BC. Tenderers that show up later than 9:00 a.m. on Thursday, July 10, 2008 will be disqualified.

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:

Dana Ferguson, Operations Leader
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: dferguson@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>

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
Road Paving - Foothills Boulevard Regional Landfill
Contract ES-08-09

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

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, or
- B) In a hard copy format on or after July 3, 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. to 5:00 p.m., Monday to Friday, excluding Statutory holidays. The cost for each hard copy 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 Dana Ferguson, Operations Leader. Phone 250-960-4400 / Fax: 250-562-8676 / Email: dferguson@rdffg.bc.ca

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 Dana Ferguson, Operations Leader.

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.

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, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Thursday, July 24, 2008 to be opened in public at 2:15 p.m. on Thursday, July 24, 2008 at the Regional District Office at 155 George Street, Prince George, BC.

The Tender documents will be enclosed and sealed in an envelope marked:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
Road Paving - Foothills Boulevard Regional Landfill
Contract ES-08-09

Your organization's name and full mailing address must also be marked on the envelope. Facsimile Tenders and Electronic Tenders will NOT be accepted.

Any Tender received after the closing date and time (July 24, 2008, 2:00 p.m.) will be considered disqualified and will be returned unopened to the respondent.

Regional District's Right to Reject Tender

The lowest or any Tender will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Tenders.

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.

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 Dana Ferguson, Operations Leader. Upon receipt of the written request for clarification, Mr. Ferguson 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.

Examination of Contract Documents and Site

The Contractor will satisfy himself as to the practicability of executing the work in accordance with the Contract, and he will be held to have satisfied himself in every particular before making up his Tender by inquiry, measurement, calculation and inspection of the site.

The Contractor will examine the site and its surroundings and, before submitting his Tender will satisfy himself as to the nature of the site, the quantities and nature of the work and equipment necessary for the completion of the work, and the means of access to the site, the accommodation he may require, and in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence his Tender.

The Contractor will be deemed to have satisfied himself as to the sufficiency of the Tender for the work and the prices stated in the Schedule of Prices. These prices will cover all his 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, material, supervision, services, taxes and assessments, together with the Contractor's overhead and profit, except where otherwise provided elsewhere in this Contract.

Bid Prices

Tender prices must remain open for acceptance for a period of ninety (90) days from the time of Tender opening (July 24, 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.

Start and Duration of Contract

The Contract will be completed on or before September 30, 2008.

Location of Site

The Foothills Boulevard Regional Landfill is located at 6595 Foothills Boulevard within the City of Prince George.

Pre-Tender Site Meeting

A mandatory site meeting will be held for all prospective bidders. The meeting will be held at the Foothills Boulevard Regional Landfill, Prince George, B.C. at 9:00 a.m. Thursday, July 10, 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.

Tenderers that show up later than 9:00 a.m. on Thursday, July 10, 2008 will be disqualified.

Tender Submissions

Tenderers will complete pages 7 through 12 and submit this Document sealed in the envelope. The Tender's name and address must be written on the outside of the envelope. Submissions that contain qualifying conditions or otherwise that fail to conform to these instructions may be disqualified or rejected.

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.

ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents.

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:

Dana Ferguson, Operations Leader
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Fax Number: 250-562-8676

TENDER FORM

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, Tender Form, Contract Agreement, General Conditions of Contract and Operational Specifications and subsequent written addenda (if any), and having visited the site(s) and attended the mandatory pre-tender site meeting for purposes of examining site conditions and having become familiar with all conditions that affect the execution of the work, and having satisfied himself as to the sufficiency of the Tender, the undersigned agrees to furnish all labour, equipment, materials, supervision and services and do all work necessary for and reasonably incidental to the Paving of the Road to the Active Face at the Foothills Boulevard Regional Landfill as specified, in accordance with the contract documents.

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 ninety (90) days of the Tender opening and will not be withdrawn during that period of time.

The Tendered prices includes all taxes, duties and all other additional charges on any or all materials, equipment and labour, and it is understood that payment will be made for the completion of all work specified in the Contract on the basis of the prices 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 is notified in writing of the acceptance of this proposal, he agrees that within fourteen (14) days of the date of the acceptance notice, he 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 reject any and all Tenders.

Signed and Delivered by:

Name of Tenderer (Company)

In the presence of:

Signature of Individual Tenderer

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

Address of Tenderer

SCHEDULE OF PRICES – TENDERED PRICE

To supply all necessary equipment, labour, materials, supervision and all things necessary to Paving of the Road to the Active Face at the Foothills Boulevard Regional Landfill in accordance with the attached General Conditions and Operational Specifications.

Tender Price

	Lump sum price to provide all work, preparing and paving 2 sections of road approximately 9 metres wide x 207 metres long as per services and assurances required under Invitation to Tender ES-08-09	Price	
		GST	
		TOTAL	

TENDERER'S EXPERIENCE IN SIMILAR WORK

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

GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant?

Yes _____

No _____

If YES, please indicate your registration number: _____

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

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

Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

CONTRACT AGREEMENT

THIS AGREEMENT made this _____ day of _____ in the year of 2008 by and between the Regional District of Fraser-Fort George, herein after called the "Regional District" and _____ herein after called the "Contractor".

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

1. The Contractor will:
 - (a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfil everything as set forth in and in strict accordance with the Contract Documents for the project entitled "Paving of the Road to the Active Face at the Foothills Boulevard Regional Landfill" Contract ES-08-09;
 - (b) Complete the Work of the Contract on or before September 30, 2008.
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Instructions to Tenderers, executed Tender Form, Schedule of Prices, Tender's Experience in Similar Work, General Conditions of Contract, Contract Agreement and other Securities, General Conditions, Operational Specifications, 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.
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 Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at _____.

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

IN WITNESS WHEREOF the parties have hereunto set their hands on the date first above written:

SIGNED ON BEHALF OF THE

(Contractor - please print)

was hereunto affixed in the presence of:

(Appointment – Signature)

(Name and Title)

(Appointment - Signature)

(Name and Title)

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

Chair

General Manager of Corporate Services

GENERAL CONDITIONS

1.	INTENT OF CONTRACT DOCUMENTS	16
2.	LOCAL CONDITIONS	16
3.	MANAGER 'S STATUS	16
4.	SUPERVISOR AND LABOUR.....	16
5.	CHARACTER OF WORKERS.....	16
6.	ASSIGNMENT OF CONTRACT	17
7.	PERMIT AND REGULATIONS.....	17
8.	INJURY OR DAMAGE TO PERSONS OR PROPERTY.....	17
9.	OCCUPATIONAL HEALTH AND SAFETY	17
10.	CHANGES IN THE WORK.....	17
11.	PAYMENT.....	18
12.	GOODS AND SERVICES TAX (G.S.T.).....	18
13.	PAYMENT WITHHELD OR DEDUCTED	18
14.	INSURANCE.....	18
15.	DURATION OF CONTRACT	20
16.	WORKERS COMPENSATION BOARD	20
17.	DISPUTED WORK	20

1. INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide (subject to the obligation of the Regional District to supply access to all cover material), all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the Work described in the Tender documents or as directed by the Regional District and all incidental Work to complete the project.

2. LOCAL CONDITIONS

The Contractor will, by personal inspection, examination, calculations or tests, or by any other means, satisfy himself with respect to the local conditions to be encountered and the quantities, quality and practicability of the work and of his methods of procedure. No verbal agreements or conversation with any officer, agent or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

3. MANAGER 'S STATUS

The Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Contractor maintains the landfill site in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Manager will have the authority to stop the Work whenever such stoppage may be necessary, in his opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

If at any time the Manager is of the opinion that there exists a danger to life or to property, he may order the Contractor to stop Work or to take such remedial measures as he considers necessary.

The Contractor will comply with such an order immediately. Neither the giving or the carrying out of such orders thereby entitle the Contractor to any extra payment and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

4. SUPERVISOR AND LABOUR

The Contractor will keep on the Work at all times during its progress, a competent supervisor. The Contractor will identify the person who will act as the supervisor, in writing, to the Regional District. The supervisor will represent the Contractor in his absence and directions given to him will be considered to have been given to the Contractor. The supervisor will have the ability to report to the appointed Regional District's representative and have the authority to act on contractual obligations on behalf of the Contractor

The Contractor will keep on the Work at all times sufficient personnel to carry out the Work required by the Contract.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of any and all dues, levies, or charges made under or in relation to the Contract. The Contractor will make proof of payment available to the Manager when requested.

5. CHARACTER OF WORKERS

All workers must have sufficient knowledge, skill and experience to perform properly the work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor, equipment operator, or worker employed by the Contractor or Sub-contractor who, in the opinion of the Manager, does not perform his work in a competent manner, appears to act in a disorderly or intemperate manner, appears to be under the influence of drugs or alcohol or is wilfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager.

6. ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or his right, title or interest therein, or his obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

7. PERMIT AND REGULATIONS

The Regional District will acquire landfill or operational certificates issued by The Government of B.C. as necessary and will acquire burning permit authorization as required.

The Contractor will, at his own expense, procure all other permits, certificates and licences required by law for the execution of the Work and will comply with all federal, provincial and local laws and regulations affecting the execution of the Work, save in so far as the Contract Documents specifically provide otherwise.

8. INJURY OR DAMAGE TO PERSONS OR PROPERTY

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property on the site and will comply with the *Workers Compensation Act* of the Province of British Columbia. The Contractor will be liable for any and all injury or damage which may occur to person or to property on the site due to any act, omissions, neglect or default of the Contractor, or his workers, sub-contractors or agents and indemnify and save harmless the Regional District in this regard.

9. OCCUPATIONAL HEALTH AND SAFETY

The Foothills Boulevard Regional Landfill is a multi-employer work site as defined in the provincial *Workers' Compensation Act*. The Regional District is recognized as the prime contractor and is responsible for coordinating the occupational health and safety programs of all workers working at the Facility. The Contractor will ensure that he follows all occupational health and safety policies and procedures established by the Regional District. Contractors, their workers or agents not complying with the Regional District's health and safety expectations will be required to stop work and will not resume work until the safety requirements are met.

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

10. CHANGES IN THE WORK

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.

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, and the method of determining such value, will be decided by the Regional District having received a lump sum submitted by the Contractor and accepted by the Regional District.

11. PAYMENT

The Regional District will by the thirtieth (30th) day of the month following that for which payment is required on receipt of an invoice and on advice from the Manager that the Work has been satisfactorily carried out, pay the Contractor for Work completed in accordance with the Contract in the previous month. No payment will be made for materials supplied by the Regional District.

12. GOODS AND SERVICES TAX (G.S.T.)

Federal law states that five percent (5%) tax be paid on all goods and services. The Contractor is required to identify this tax on all invoices and the Regional District is liable to pay this amount to the Contractor.

13. PAYMENT WITHHELD OR DEDUCTED

The Regional District may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect himself from loss on account of one or more of the following:

- a. Where the Contractor is not performing the Work satisfactorily.
- b. Where any defective or faulty Work has not been remedied.

14. INSURANCE

The Contractor will at his own expense provide the following insurance. Each policy will contain a clause stating that:

"this policy will not be changed or amended in any way, nor cancelled or materially changed without the Insurer giving at least thirty (30) days notice by registered mail to the Regional District."

The Contractor will file certified copies of these policies with the Regional District prior to commencement of the Work. The Contractor will provide certified copies to the Regional District upon renewal of these policies. In all policies of insurance called for under this Contract (except automobile insurance on vehicles owned by the Contractor), the Regional District will be named as Additional Insured and all such insurance will contain a provision that the insurance will apply as though a separate policy had been issued to each named insured.

14.1 Liability Insurance

The Contractor will buy and keep in force at his expense until completion of the Contract Personal Injury and Property Damage Liability Insurance. Such insurance will be in the name of the Contractor and the Regional District, and will include a Cross Liability or Severability of Interest clause. Such insurance will be in a form and with an insurer acceptable to the Regional District. Both Personal Injury and Property Damage sections are to provide coverage on an "Occurrence Basis."

The term "Personal Injury" will include:

- Bodily injury, sickness or death resulting therefrom.
- Libel, slander or defamation of character.
- Malicious prosecution.

- Invasion of privacy or wrongful entry.

Exclusion pertaining to the following operations is to be deleted:

- Excavation
- Underpinning or shoring.
- Operations that could cause the accidental pollution or contamination of any property, land, air or water.
- Use of any industrial machine such as a forklift, crane, front-end loader, grader, earth mover or road building machine that is licensed, specially licensed or operating under permit.
- Use of any machinery or equipment such as hydraulic cranes, compressors, lift gates or winches that may be attached to or mounted on a licensed motor vehicle when such use is not insured by any form of automobile insurance specified in this article.

Such insurance will include by endorsement, contingent employer's liability insurance in the name of the Contractor for the limit specified in this section.

Such insurance will indemnify the Contractor for claims arising out of all premises, operations, products and for all liability for personal injury or property damage assumed by the Contractor under any Contractor agreement (including this Contract).

Such insurance will be for the following minimum limits:

Personal Injury and Property Damage - \$5,000,000 (five million dollars) inclusive.

14.2 Automobile Insurance

The Contractor will buy and keep in force at his expense until all conditions of the Contract have been fully complied with, a standard automobile policy covering all licensed vehicles owned by him, registered in his name, or leased to him, such insurance will include Liability Insurance for the following minimum limits:

Bodily Injury and Property Damage - \$5,000,000 (five million dollars) inclusive.

14.3 Non-Owned Automobile Insurance

The Contractor will buy and keep in force at his expense until all conditions of the Contract have been fully complied with, a standard non-owned automobile policy including Standard Endorsement S.E.F. # 96 Contractual Liability.

Bodily Injury and Property Damage - \$5,000,000 (five million dollars) inclusive.

14.4 Contractor's Equipment Insurance

Notwithstanding anything contained elsewhere herein, it is understood and agreed that the Regional District will not be liable for any loss or damage to Contractor's equipment including loss of use thereof. Each and every policy insuring Contractor's equipment to be used on this project will contain the following clause:

"It is agreed that the right to subrogation against the Regional District is hereby waived".

15. DURATION OF CONTRACT

The Contract will be completed on or before September 30, 2008.

16. WORKSAFE BC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with his WorkSafe BC number and will keep all assessments required to be paid in relation to the Contract amount.

17. DISPUTED WORK

If in the opinion of the Contractor, he is being required to perform work beyond that which the Contract requires him to do, whether at the discretion of the Regional District or otherwise, he will within five (5) days deliver to the Regional District a written notice of protest in the form prescribed herein prior to proceeding with any of the disputed work. The five (5) day time period commences from the time of direction given by the Regional District or the time at which the Contractor determines that he is required to perform such work, whichever occurs first.

The Contractor will keep accurate and detailed cost records which should indicate the cost of the work done under protest. The Contractor will not be entitled to payment if he fails to keep and produce such records.

NOTICE OF PROTEST

TO: General Manager of Environmental Services
Regional District of Fraser-Fort George

FROM: (Contractor)

DATE:

SUBJECT: THE CONTRACT

Date of Direction:

You have required me to perform the following work that is beyond the scope of the Contract.
(Set out details of work).
(Include dates where applicable)

The additional costs and claim for this work is as follows:
(Set out details of cost)

All supporting documentation and invoices are attached.

I understand that I am required to keep accurate and detailed cost records which will indicate the cost of the work done under protest and failure to keep such records will be a bar to any recovery by me.

Signature of Contractor

OPERATIONAL SPECIFICATIONS

1.	GENERAL.....	23
2.	SCOPE OF WORK.....	23
3.	HOURS OF OPERATION.....	24
4.	RESHAPING THE ROAD.....	24
5.	APPLICATION AND COMPACTION OF GRAVEL.....	24
6.	SPEED DIPS	24
7.	REMOVAL OF EXCESS MATERIALS ON ROAD	24

OPERATIONAL SPECIFICATIONS

1. GENERAL

The Contractor will provide all materials, equipment and labour to complete the road surfacing project and any other general service as specified in the Operational Specifications contained herein.

2. SCOPE OF WORK

- 2.1 The works within this document are to be referred to as the paving of the Active Face Road.
- 2.2 These specifications describe the re-graveling of two sections of road (approximately 2100 square meters of road in total) that is 9-10 meters wide. This includes the re-shaping of the existing road, application of gravel, and compaction of gravel, as well as the supply and placement of 75mm thickness compacted of Class 1 16mm Medium Mix Asphalt.
- 2.3 The Contractor will, at his expense, pay for and supply all personnel, supervision, equipment and tools, labour and materials to complete the works as specified herein.
- 2.4 The Contractor will not undertake storage, maintenance or servicing of his equipment at the landfill without the prior approval of the Regional District.
- 2.5 The Regional District accepts no responsibility for damage, vandalism or theft of any of the Contractor's equipment used or stored at the landfill.
- 2.6 The Contractor will not interfere with the day-to-day operations of the facility while completing the work required.
- 2.7 The Contractor will ensure that his work does not impede existing surface water drainage unless otherwise directed by the Regional District.
- 2.8 Payment will be a lump sum payment in accordance with the Schedule of Prices.
- 2.9 The Contractor will exercise good public relations while fulfilling his responsibilities under the contract and will ensure that his employees do the same.
- 2.10 The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
- 2.11 The work will be completed on or before September 30, 2008.

3. HOURS OF OPERATION

- 3.1 The Landfill is open from 7:00 a.m. to 7:00 p.m., Monday through Saturday, and 10:00 a.m. to 7:00 p.m. on Sundays. Work will be conducted during the normal operating hours of the Landfill.
- 3.2 As work is to be conducted during normal operating hours, the Contractor will ensure proper safety personnel is present to direct traffic safely during the work period.
- 3.3 The Contractor will maintain one lane of traffic during all operating hours while completing the Operational Specifications and traffic control.
- 3.4 Work conducted outside of the Landfill's normal operating hours requires approval from the Regional District. Such requests will be made in writing to the Regional District.

4. RESHAPING THE ROAD

Before new gravel is applied, the road is to be graded and compacted to create a sub-base surface.

5. APPLICATION AND COMPACTION OF GRAVEL

The Regional District will provide access to all required soil Cover Materials. The Contractor will excavate and transport soil Cover Material from the Facility borrow pit(s) to the Working Face area at his own expense. The Contractor will apply Cover Material over compacted Solid Waste at the end of each day before the Contractor leaves the Facility.

- 5.1 The Contractor will supply and spread the material for the road surface. The material is to be applied to a compacted 75 mm thickness compacted of $\frac{3}{4}$ inch crush gravel.
- 5.2 The Contractor will finish the road service by applying and placing compacted 75mm thickness compacted of Class 1, 16 mm Medium Mix Asphalt.
- 5.2 All material will be compacted so that a firm driving surface is created that will allow for the passage of a two-wheel drive vehicle.
- 5.3 The finished road surface will be shaped with a center crown that slopes at approximately 2% to each edge to allow for water to drain off the road surface without eroding the road surface.
- 5.4 The road should slope toward the existing ditch line.

6. SPEED DIPS

The Contractor will install 4 speed dips (2 in each new section) to help maintain a 30 km speed limit on the road.

7. REMOVAL OF EXCESS MATERIALS ON ROAD

The Contractor will supply an appropriate vehicle to remove excess gravel from the surface of the road.