



## INVITATION TO QUOTE

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The Regional District of Fraser–Fort George invites written quotations for the following:

**Snow Clearing Services  
155 George Street, Prince George, BC  
ES-09-12**

**Closing Date: Thursday, October 22, 2009 (2:00 p.m.)**

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### **PART 1: GENERAL**

#### **1.0 Introduction**

The Regional District of Fraser-Fort George invites written quotations from qualified contractors to provide Snow Clearing Services at 155 George Street, Prince George, BC. The Contractor will provide personnel, supervision, labour, and heavy equipment to complete the Snow Clearing project specified in the Scope of Work contained herein.

Quotations will be received until 2:00 p.m. local time, Thursday, October 22, 2009 at the Regional District office, 155 George Street, Prince George, BC V2L 1P8. Qualified contractors must complete and submit the **Schedule of Prices** and **List of Equipment**. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District. Quotations submitted by fax to **250-562-8676** will be accepted.

A **mandatory** site meeting will be held at 9:00 a.m., Monday, October 19, 2009 at the Regional District office at 155 George Street, Prince George, BC for all qualified contractors wanting to submit a quote for consideration.

Invitation to Quote documents may be obtained:

- a) In a PDF (public document format) file format from the Regional District's website [www.rdffg.bc.ca](http://www.rdffg.bc.ca).
- b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. to 5:00 p.m., Monday through Friday excluding statutory holidays.

Quoted prices must remain in effect for thirty (30) days after the closing date and time.

All applicable taxes will be shown separately. The successful supplier will be required to itemize taxes on all invoices submitted to the Regional District.

All inquiries relating to this Invitation to Quote must be directed to:

Bryan Boyes, Field Supervisor  
Regional District of Fraser-Fort George  
Phone 250-960-4400  
Fax 250-562-8676  
Email: [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca)

## **2.0 Award of Contract**

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

The Contractor will provide the required documentation verifying required insurance coverage and WorkSafeBC coverage upon notification that the Regional District has accepted their quote and prior to the commencement of work.

The Regional District reserves the right to disqualify any quotation that fails to meet any requirement of this Invitation to Quote.

A purchase order issued to the Contractor will indicate acceptance of their quote. No work will proceed without a purchase order issued by the Regional District.

The Regional District reserves the right to not award this quotation, at its sole discretion.

## **3.0 Insurance**

The Contractor will provide and maintain, either by way of a separate policy, or by endorsement to an existing policy, commercial general liability insurance, acceptable to the Regional District and subject to the limits of not less than two million dollars (\$2,000,000) inclusive, per occurrence for bodily injury, death and damage to property including loss of use thereof.

The commercial general liability insurance will include coverage for:

1. Blanket contractual liability
2. Cross liability
3. Liability with respect to non-owned licensed vehicles
4. Personal injury liability

The Contractor will provide and maintain Owned Automobile liability coverage for not less than two million dollars (\$2,000,000) for any one accident Liability Insurance, Bodily Injury and Property Damage Liability.

The Regional District will be named as Additional Insured on all Comprehensive General Liability and Non-Owned Automobile Liability policies required by the Contractor to meet the insurance requirements herein.

Prior to commencement of work, the Contractor will provide the Regional District with a Certificate of Insurance demonstrating that the Contractor's insurance coverage meets or exceeds the insurance requirements herein.

## **4.0 WorkSafeBC**

The Contractor will abide by the provisions of the *Workers' Compensation Act* of British Columbia and provide proof to the Regional District that all assessments have been paid and that they are in good standing.

#### **5.0 Occupational Health and Safety Plan**

The Contractor will maintain an Occupational Health and Safety Plan and provide a copy of such plan to the Regional District prior to commencement of work.

#### **6.0 Indemnity**

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officers, agents, servants, and employees from and against all actions, claims, demands of any kind, description and nature whatsoever arising out of or in any way connected with the fulfillment of its contract; 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 from the Contractor.

#### **7.0 Provisions for Termination or Suspension of the 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 within this document, the Regional District reserves the right to terminate this Contract without notice.

#### **8.0 Regional District's Right to Correct Deficiencies**

The General Manager, or his or her delegate, will complete periodic inspections of works and give the Contractor a copy of inspections and/or any deficiencies in writing.

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy it may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies will be paid by the Contractor or may be deducted from monies payable to the Contractor.

#### **9.0 Duration of Contract**

The duration of the Contract will be from 12:01 a.m., October 23, 2009 to midnight, October 22, 2010. The Contract may be renewed on a period-by-period basis at the Regional District's discretion for up to one (1) year. Each period of renewal will be as per the Schedule of Prices at the tendered rates.

#### **10.0 Payment**

The Contractor may provide an invoice to the Regional District at the end of each four-week period during the term of the contract. The final invoice must be submitted within one week of the Contract completion date. The Contractor will identify taxes separately on each invoice.

The Regional District will inspect the work before making payment.

#### **11.0 Payment Withheld or Deducted**

The Regional District may withhold a minimum of 10% of the total payment due, or suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect itself from loss on account of one (1) or more of the following:

- a) That the Contractor is not performing the Work satisfactorily.
- b) Where any defective or faulty Work or damage to the Regional District's facilities and equipment has not been remedied.
- c) In the event of damage to the Regional District's facilities, the procedure will be as follows:
  1. The Regional District will notify the Contractor.
  2. 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(s) from payment to the Contractor.
- d) Where there are affidavits (or an affidavit) of claim of lien, or liens (or a lien) filed, against the site and premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits (or an affidavit) of claim of lien or of filing or registration of liens (or a lien).
- e) The Contractor will make good on any damage to the chain link fencing as a result of works carried out. Prior to starting works, an examination of the fencing will be done by the Regional District and the Contractor.
- f) Where equipment that is inoperable and where the Contractor fails to meet the Contract requirements for Supply of replacement equipment, the Owner may deduct the equivalent amount to the tendered Unit Rate on the Schedule of Prices during each scheduled day that the equipment is inoperable.
- g) Where the Regional District has corrected deficiencies under Article 8, Regional District's Right To Correct Deficiencies.
- h) The Regional District receives notification from WorkSafeBC that all required WorkSafeBC assessments have not been paid and are not in good standing for the period covering the Contract term.
- i) The work has not been completed to the satisfaction of the Regional District.

## **PART 2: SPECIFICATIONS**

The Contractor will provide and operate heavy equipment. The Contractor will also provide the personnel, supervision, and labour to complete the Snow Clearing Services and any other general service as specified in the Scope of Work contained herein. The work includes removing snow from road surfaces and other identified areas and the removal of snow from the premises.

### **Scope of Work**

1. The Contractor will, at his expense, pay for and supply all equipment and tools, labor and materials to complete the works as specified herein.
2. The Contractor will not interfere with the day-to-day operations of the facility while completing the work required.
3. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing and sanding activities of the Contractor.
4. The Contractor will ensure that his work does not impede existing surface water drainage unless otherwise directed by the Regional District.
5. Only rubber tired wheel loader equipment (no pickup trucks and no skid steer loaders) will be considered for the purpose of this project. The machine will be equipped with a working multi-directional blade that allows the operator to direct the movement of snow off the blade.
6. No track loaders will be allowed on any of the paved surfaces at the facility.
7. The Contractor will not undertake storage, maintenance or servicing of his equipment at the facility without the prior approval of the Regional District.
8. The Regional District accepts no responsibility for damage, vandalism, or theft of any of the contractor's equipment used or stored at the facility.
9. The Contractor will exercise good public relations while fulfilling his responsibilities under the Contract and will ensure that his employees do the same.
10. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
11. The period of work is from the date of issuance of a Purchase Order to October 22, 2010.
12. The contractor will make good on any damages made from their equipment during the operation of the equipment on the 155 George Street site.

#### Snow Removal

1. Snow clearing will include the front and rear parking lots and **front and rear** sidewalks at the 155 George Street facility.
2. A minimum of 2" of accumulated snow before 6:00 a.m. is required prior to removal. All cleared snow will be moved and hauled away at Contractor's expense.
3. **Heavy equipment is not to be used on sidewalks.**
4. Snow is to be removed from the site at the Contractor's expense. Storage will not be allowed on the site at any time.
5. Snow must not be cleared onto walkways, gardens, against buildings, equipment, fences, gates, hydrants, or blocking access to these areas.
6. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing activities of the Contractor.
7. Only rubber-tired equipment will be considered for the purpose of this project.

#### Security

1. The Contractor will be issued a gate key to allow for after hours access to the 155 George Street facility. The key will be used by the Contractor only for the purposes of providing snow clearing services.
2. The Contractor will ensure that the rear gate is closed and locked when finished providing snow clearing services during times outside the Regional District's regular operating hours of 8:00 a.m. to 5:00 p.m.
3. Keys for Regional District vehicles will be provided to move vehicles for snow clearing. The keys will be returned to the Owner at the completion of the Contract period or when requested to do so by the Regional District.

#### Other

1. The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its subcontractor, employees, or agents during the performance of the Contract.
2. The Contractor will not undertake storage, maintenance or servicing of his equipment at the facility without prior approval of the Regional District.
3. The Regional District accepts no responsibility for damage, vandalism or theft of any of the Contractor's equipment.
4. The Contractor will exercise good public relations while fulfilling his responsibilities under the Contract and will ensure that his employees do the same.
5. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.

#### Damages

The Contractor will make good on any damages as set out in Section 11, Part 1: General.

### Schedule of Prices

1)	<b>Snow Clearing of Parking/Sidewalk Areas</b> Lump sum price to provide all work, services and assurances required under Invitation to Quote ES-09-12 specific to snow removal at 155 George Street. Price Per Service.		
		<b>Price</b>	
		<b>GST</b>	
		<b>TOTAL</b>	

The following **must** be completed:

FIRM NAME OR INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

\_\_\_\_\_  
TITLE

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

\_\_\_\_\_  
DATE

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

ARE YOU A GST REGISTRANT?     YES     NO

IF YES, PLEASE INDICATE YOUR GST # \_\_\_\_\_

IF 'NO', PLEASE FILL IN THE FOLLOWING:

SUPPLIER IS NOT REGISTERED BECAUSE:  SUPPLIER QUALIFIES AS A SMALL SUPPLIER UNDER SECTION 148 OF THE LEGISLATION

OTHER: SPECIFY \_\_\_\_\_

\_\_\_\_\_

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### List of Equipment

The Contractor will list, model, make, year and size of equipment they propose to use to complete the Work herein.

<b>Equipment Model / Make</b>	<b>Year</b>	<b>Size / Operating Weight</b>