



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

## **SHELL-GLEN VOLUNTEER FIRE/RESCUE HALL PHASE 1 TO LOCK-UP BUILDING ADDITION AND RENOVATIONS**

### **INVITATION TO TENDER PS 02-09**



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 construction of a 50'-0" x 50'-0" four-bay addition to the side of the existing Shell-Glen Volunteer Fire/Rescue Hall; as well as all the necessary renovations to connect the new addition to the existing fire hall.

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, June 11, 2009. Tenders must be sealed and returned in an envelope marked "**Invitation To Tender PS 02-09 – Shell-Glen Volunteer Fire/Rescue Hall Phase-1 To Lock-Up Addition and Renovation**". 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, June 11, 2009 at the Regional District office.

Invitation to Tender Documents (Phase 1 to Lock-up) 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 Monday, May 25, 2009 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. The cost for each hard copy invitation to tender package is fifty dollars (\$50) (GST included) and is non-refundable.

A complete set of construction drawings for the entire project, including as-built drawings of existing building will be available in hard copy **for viewing only** after Thursday, May 28, 2009 from the Service Centre, Regional District of Fraser-Fort George, 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.

A **mandatory pre-tender site meeting** will be held at 10:00 a.m. on Thursday, May 28, 2009 at the Shell-Glen Volunteer Fire/Rescue Hall, 3985 Shelley Road, Prince George, B.C.

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>



## **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 PS 02-09  
SHELL-GLEN VOLUNTEER FIRE/RESCUE HALL PHASE 1 TO LOCK-UP  
BUILDING ADDITION AND RENOVATIONS

**Tenders not submitted in strict accordance with these instructions, or not complying with the requirements identified in the document may be rejected. Tenders not signed by a person with authority will be rejected.**

### **1. TENDER DOCUMENTS**

Invitation to Tender Documents (Phase 1 to Lock-up) may be obtained:

- C) 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
- D) In a hard copy format on or after Monday, May 25, 2009 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. The cost for each hard copy invitation to tender package is fifty dollars (\$50) (GST included) and is non-refundable.

A complete set of construction drawings for the entire project, including as-built drawings of existing building will be available in hard copy **for viewing only** after Thursday, May 28, 2009 from the Service Centre, Regional District of Fraser-Fort George, 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.

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 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 this document, a potential Tenderer 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 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 Regional District invites tenders for the Phase 1 To Lock-Up construction of a 50'-0" x 50'-0" four-bay addition to the side of the existing Shell-Glen Volunteer Fire/Rescue Hall; as well as all the necessary renovations to connect the new addition to the existing fire hall, and the construction of a 54 feet wide by 40 feet portion of driveway out from the new three bay side of the proposed addition. The Shell-Glen Fire/Rescue Hall is located within the community of Shell-Glen, approximately 15 km north/east of Prince George, off of Highway 16 East.

### **4. PURPOSE**

The intention of the Invitation to Tender is to award a contract to the successful tenderer who can demonstrate the ability to deliver a high quality, well managed project for the Phase 1 To Lock-up part for a 50'-0" x 50'-0" four-bay addition for Shell-Glen Volunteer Fire/Rescue Hall. The contract shall include an optional price for the construction of a 25-foot wide connecting driveway, installation of culvert, swale and site drainage work that extends 5 feet beyond the perimeter of new addition. This tender project is to be constructed in phases to meet budget allowances.

### **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, not later than 2:00 p.m. local time on Thursday, June 11, 2009 to be opened in public on Thursday, June 11, 2009 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 12 through 15, provide a start to completion work plan 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  
SHELL-GLEN VOLUNTEER FIRE/RESCUE HALL PHASE 1 TO LOCK-UP ADDITION  
AND RENOVATIONS  
INVITATION TO TENDER PS 02-09
- 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, June 11, 2009 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**

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.

## **9. 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.**

## **10. MANDATORY PRE-TENDER SITE MEETING**

**A mandatory site meeting will be held for all prospective Tenderers.** The meeting will be held at the Shell-Glen Volunteer Fire/Rescue Hall, 3985 Shelley Road, Prince George, B.C. at 10:00 a.m., Thursday, May 28, 2009. 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 themselves 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 errors or omissions on the attached Appendix 'A', forming part of this Tender, and any other circumstances which may influence their Tender submission.

Tender submissions received from any Tenderer who did not attend the mandatory site meeting will be rejected.

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.

## **11. LOCATION OF SITE**

The Shell-Glen Volunteer Fire/Rescue Hall is located within the community of Shell-Glen, approximately 15 km north/east of Prince George, off of Highway 16 East. See Appendix 'A', Title Sheet for project location map.

## **12. BID PRICES**

Tender prices must remain open for acceptance for a period of sixty (60) days from the time of Tender opening (Thursday, June 11, 2009), 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 Tuesday, June 23, 2009 and the Contract will remain in force until midnight, Friday, October 30, 2009. The Contract completion date may be extended at the Regional District's discretion.

## **14. TENDER FORMAT**

Tenderers are asked to respond in a similar manner and submit four 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 12 through 15,
  - The list of sub-contractors: to include sub-contractors legal name and the work to be performed by the sub-contractor.
  - Tenderer's experience in similar work: a minimum of three references required, to include a brief description of projects similar in size and scope to this invitation to tender, along with the corresponding contact names and phone numbers for reference checks.
  - The breakdown by section: to include section pricing where applicable, including PST, and a final total (GST excluded).
  - Invitation to tender form: to include contract tender price, optional price to construct driveway, Tenderer's name, address, telephone number, signature of person in authority, Goods and Services Tax Registration Number, and WorkSafeBC Registration Number.
- b) A start to completion work plan: to include start of construction and completion dates and milestone dates for completion for the major components of this project.
- 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. The Regional District's intent is to enter into a Contract with the Tenderer who has the highest overall scoring results from the evaluation process. The following criteria will be used by staff to evaluate the Tenders received.

### 15.1 Evaluation break down

- Capability – 35 points
- Methodology – 25 points
- Fee Structure – 40 points

- 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'

## **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 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 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 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.

19.2 The Contractor may submit a claim for payment on work done to date for each of the following phases:

1. Installation of concrete foundation footings, walls, and backfilling.
2. Renovations to existing and wood framing to lock-up including all doors, windows, roofing, 40 feet of driveway out from building, and site drainage around addition.
3. If applicable: construction of north driveway and installation of culvert.

19.3 Each progress payment claim is subject to a 10% hold back. All claims must be accompanied by supporting documentation as to its completion and proof of passing all required inspections.

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

19.5 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.

19.6 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.



19.7 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.

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

## **20. 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 **Friday, October 30, 2009**, including:
  - perform all renovation Work as indicated;
  - supply all materials and labour necessary to complete the project;
  - supply, install and perform all plumbing, electrical and mechanical Work as indicated;
  - remove existing metal siding as indicated and reinstall on south addition wall and/or where there is a good transition of colour between the existing and newly installed siding as approved by Regional District representative;
  - perform site drainage work to 5'-0" around perimeter of new addition as indicated on plans;
  - construct 40 feet of driveway as indicated on plans;
  - optional price item if approved: construct a 25-foot wide north driveway, installation of culvert, swale and site drainage work 5'-0" beyond perimeter of new addition;
  - coordinate all disruptive work with the Shell-Glen Volunteer Fire Chief or his delegate.
2. The Contractor will perform the work according to the attached Appendix 'A' Phase 1 Construction Drawings and in compliance with the BC Building Code.
3. The Contractor will ensure that all renovation work to the existing fire hall will not disrupt the normal functional operations of the Shell-Glen Volunteer Fire/Rescue Department.
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.



**21. APPENDICES**

The following figures are attached for reference only:

- Appendix 'A' – Phase 1 To Lock-Up Construction Drawings – May 19, 2009
- Appendix 'B' – Sample Contract Agreement

**22. ADDITIONAL REFERENCE MATERIAL**

For reference, a complete set of Project Construction Drawings – March 31, 2009 are available for viewing at 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.



**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



### **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.

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



**TENDERER'S EXPERIENCE IN SIMILAR WORK**

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



**TENDER BREAKDOWN BY SECTION**

<b><u>DIVISION</u></b>	<b><u>PRICE</u></b>
Section 1 – General Requirements	\$ _____
Section 2 – Site Work	\$ _____
Section 3 – Concrete	\$ _____
Section 4 – Masonry	\$ _____
Section 5 – Metals	\$ _____
Section 6 – Wood and Plastics	\$ _____
Section 7 – Thermal and Moisture Protection	\$ _____
Section 8 – Doors and Windows	\$ _____
Section 9 – Finishes	\$ _____
Section 10 – Specialties	\$ _____
Section 11 – Equipment	\$ _____
Section 12 – Furnishing	\$ _____
Section 13 – Special Construction	\$ _____
Section 14 – Conveying Systems	\$ _____
Section 15 – Mechanical	\$ _____
Section 16 – Electrical	\$ _____
<b><u>TOTAL TENDER PRICE – INCLUDING PST (EXCLUDING GST)</u></b>	<b>\$ _____</b>



**INVITATION TO TENDER FORM**

To supply all equipment, labour, materials, supervision and all things necessary for the construction of a four-bay addition to the existing Shell-Glen Volunteer Fire/Rescue Hall, and any renovations as indicated on Appendix 'A', in accordance with Section 20, Scope of Work.

**Contract Tender Price  
Including PST (excluding GST)** \$ \_\_\_\_\_

**Optional Price to Construct Driveway  
Including PST (excluding GST)** \$ \_\_\_\_\_

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 'B'

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Contract Documents for the project entitled "Shell-Glen Volunteer Fire/Rescue Hall Phase-1 To Lock-Up Addition and Renovation - PS 02-09".
  - (b) Commence to actively proceed with the Work of the Contract on or before Tuesday, June 23, 2009.
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 Section, 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.



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 Manager of Public Safety 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 \_\_\_\_\_, 2009.

Contractor:

\_\_\_\_\_  
(Contractor's Name – *please print*)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title – *please print*)

Authorized Signatory of the  
Regional District of Fraser-Fort George

\_\_\_\_\_  
Chair

\_\_\_\_\_  
General Manager of Corporate Services

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title – *please print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date