

**INVITATION TO QUOTE
CS-17-08**

August 3, 2017

**TETE JAUNE CEMETERY
SITE PREPARATION WORK**

The Regional District of Fraser-Fort George is establishing a cemetery on Carr Road in Tete Jaune, B.C. (see attached location map). We are seeking quotations from qualified contractors to perform the following work. Quotations must be received by Thursday, August 17, 2017 at 2:00 p.m.

1. Construct driveway entrance to the property in conformance with the Driveway Access Permit (already obtained by the Regional District, expires October 2017). Driveway gravelling is not part of this invitation to quote, work to be done at later date.
 - a. Construct commercial driveway access 10 metres wide (including corner cut offs).
 - b. Contractor to provide and install minimum 450 mm culvert for the driveway.
 - c. Driveway is to be constructed at 90 degrees to the public road for a distance of 15 metres from the shoulder.
 - d. Finished grade of the access at the ditch line shall be 15cm below the highway shoulder elevation.
 - e. Profile of the access shall not exceed 2% grade from the ditch line for a distance of at least 15 metres as measured away from the public road along the centre line of the access.
 - f. Contractor to sufficiently excavate the profile of the ditch along the road below and above the access point for proper installation of the access and culvert.
 - g. Contractor to provide pit run or suitable gravel material to properly install the culvert and meet the specified grade from the ditch into the property (see item e).
2. Clear cemetery site (pink flagged area) according to flagging and layout map (attached). Clearing to include, but not limited to: tree removal (trees to be removed are identified with orange flagging tape); brush removal, stumping, grubbing, and root raking.
3. Limb and stack trees near the front of the property so as not to obstruct access to the property.
4. Brush, limbs, roots and burnable debris are to be piled in preparation for burning. Burning pile(s) should be sized, constructed, and located to enable safe burning once safe to do so, in the fall of 2017.
5. Contractor to obtain burning registration number and to burn debris pile(s) when permitted by the Province to do so in the fall of 2017.
6. Prepare and seed (mixed hardy grass and wildflowers) the cleared cemetery site and ground disturbed during the clearing process. Contractor to provide seed.
7. Contractor to leave site in good accessible condition for future work and access by the public.
8. Contractor will, at their own expense, pay for and supply all equipment and tools, labor, materials supervision, travel, and permits to complete the works as specified herein.

ADDITIONAL REQUIREMENTS:

Examination of Conditions

The tenderer will, by personal inspection, examination, calculations, or test, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the work and their methods of procedure and will be held to have satisfied themselves in every particular before making up their quotation by inquiry, measurement, calculation.

Licences/Permits/Approvals

The Contractor shall obtain and pay for all licences, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to their own activity for this project.

Indemnity

The Contractor will indemnify and save harmless the Regional District from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgements of every kind brought or recovered against either of them by reason of any act or omission of the Contractor, its Sub-contractors, agents or employees arising out of the entering of the Contract or the carrying out of the Work, whether on lands owned by the Regional District and whether arising from statutory liability or not.

Insurance

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors of the Contractor, performing any Work for this Contract, meet the above insurance requirements.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

WorkSafeBC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with their WorkSafeBC Number and will pay and keep current all assessments required by WorkSafeBC in relation to the Contract amount. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the Work. The Contractor will make proof of payment available to the Regional District when requested.

Freedom of Information and Protection of Privacy

Quotes 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* and this ITQ. Each bidder should clearly identify any information that is considered to be confidential or proprietary information. Bidders are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including quotes, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for bidders, upon request by a bidder, subject to the *Freedom of Information and Protection of Privacy Act*.

Tendered Prices

Quoted prices must remain in effect for sixty (60) days after the closing date and time.

Quotations will be evaluated on the quoted price, bidder's experience, and completeness of the submission. The Regional District reserves the right to reject any and all quotes; the lowest price will not necessarily be accepted.

No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

Questions regarding this invitation to quote may be sent by email to:

Cindy Paton, Community Services/Public Safety Assistant
250-960-4400
cpaton@rdffg.bc.ca.

A signed, completed copy of Invitation to Quote CS-17-08, as well as signed copies of any applicable addendums (if any), must be emailed to the attention of Cindy Paton, Community Services/Public Safety Assistant- cpaton@rdffg.bc.ca by 2:00 p.m. local time, Thursday, August 17, 2017. The bidders name, contact information and address must be clearly and completely filled in. Quotations received after the stated closing date and time will not be considered.

Contractor/Company Name:	
Phone Number:	
Email Address:	
Project Completion Date:	

CS-17-08 Tete Jaune Cemetery Site Preparation Work:	\$
GST	\$
PST	\$
Total Quoted Price:	\$

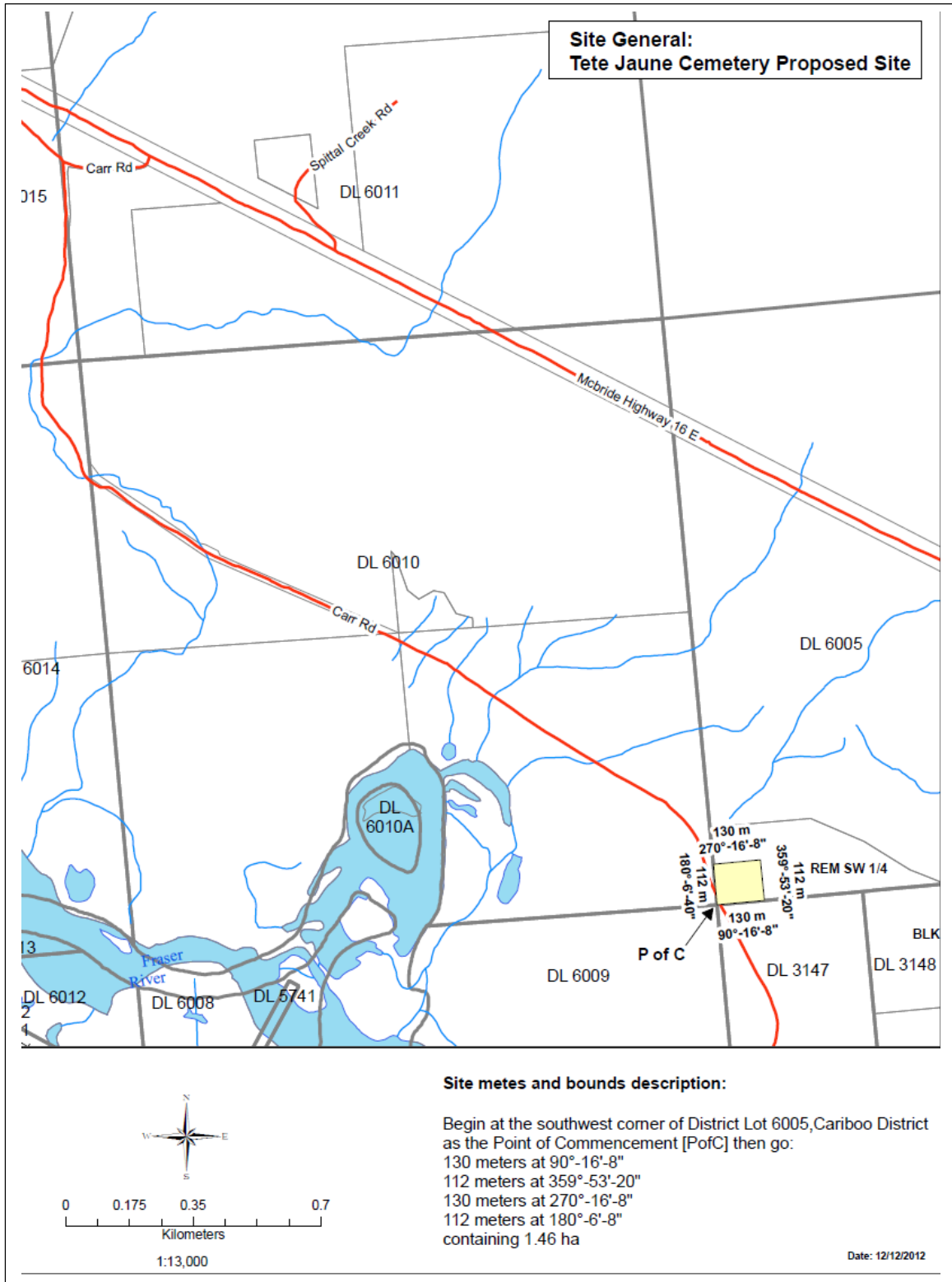
Signature

Date

Name (printed)

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

Location Map



Work Plan

