



**REGIONAL DISTRICT  
of Fraser-Fort George**

**CONTRACT NO. ES-15-08**

**BEAR LAKE WATER SYSTEM UPGRADES**

OPUS DAYTONKNIGHT  
Consulting Engineers  
#201-1110 6<sup>th</sup> Avenue  
Prince George, BC V2L 3M6

REGIONAL DISTRICT OF  
FRASER-FORT GEORGE  
155 George Street  
Prince George, BC V2L 1P8



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## **INVITATION TO TENDER**

The Regional District of Fraser-Fort George invites tenders for the construction of water system upgrades in the Community of Bear Lake, BC. The work generally comprises the following:

1. 135m of 150mm diameter water main;
2. 175m of 200mm diameter water main;
3. A pre-fabricated, pre-piped concrete pressure sustaining chamber;
4. A chlorine disinfection system;
5. Upgrading of existing pump station controls and communications including an RTU and SCADA; and
6. Disconnecting the existing water system communications in the community fire hall.

Four (4) complete copies of your Tender must be submitted in a sealed package marked “**ITT ES-15-08 Bear Lake Water System Upgrades**” to be received by:

General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8

up to **2:00 p.m. on Friday, July 10, 2015**. Responding tenderers 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 Friday, July 10, 2015, at the Regional District office.

To be considered, tenders must be signed by an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this Invitation to Tender (“ITT”). Any tender received by the Regional District that is unsigned will be rejected.

Tender documents may be obtained on, or after, Friday, June 19, 2015:

- 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),
- B) On BCBid website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), or
- C) In a hard copy format on or after Friday, June 19, 2015 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 mandatory site meeting will be held for all prospective Tenderers. The meeting is scheduled for 2:00 p.m. on Friday, June 26, 2015, at the Bear Lake Community Office on Grizzly Avenue. Tender submissions received from any Tenderer who did not attend the mandatory site meeting will be rejected.**

The lowest, or any tender, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Tenders. Tenders submitted by fax, electronically, or not in original



Regional District format will NOT be accepted. Late tenders will not be accepted and will be returned, unopened, to the Tenderer.

**All questions relating to this project must be directed to:**

Technical Inquiries:

Julian Haysom, P.Eng.  
Opus DaytonKnight, Consulting Engineers  
#201 – 1110 6<sup>th</sup> Avenue  
Prince George, BC V2L 3M6  
Phone: (250) 562-0038  
Email: [julian.haysom@opusdaytonknight.com](mailto:julian.haysom@opusdaytonknight.com)

General Inquiries:

Bryan Boyes, Utilities Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8  
Phone: 250-960-4400 / Fax: 250-562-8676  
Email: [bboyes@rdffg.bc.ca](mailto:bboyes@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  
INVITATION TO TENDER ES-15-08  
BEAR LAKE WATER SYSTEM UPGRADES

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

### **1. TENDER DOCUMENTS**

Invitation to Tender Documents may be obtained on, or after, Friday, June 19, 2015:

- 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) On BCBid@ website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), or
- C) In a hard copy format on or after Friday, June 19, 2015, 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) (HST included) and is non-refundable.

A complete set of construction drawings for the entire project are included with the tender package and will be available in hard copy after June 19, 2015 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:

Technical Inquiries:

Julian Haysom, P.Eng.  
Opus DaytonKnight, Consulting Engineers  
#201 – 1110 6<sup>th</sup> Avenue  
Prince George, BC V2L 3M6  
Phone: (250) 562-0038  
Email: [julian.haysom@opusdaytonknight.com](mailto:julian.haysom@opusdaytonknight.com)

General Inquiries:

Bryan Boyes, Utilities Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8  
Phone: 250-960-4400 / Fax: 250-562-8676  
Email: [bboyes@rdffg.bc.ca](mailto:bboyes@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 Bryan Boyes, Utilities Leader.

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 Bear Lake community is located approximately 75 km north of Prince George, and services approximately 159 people. The community consists of 82 homes, gas station, general store, fire hall, community hall, ambulance station, Highway Maintenance Contractor Yard and Canfor's Polar Sawmill.

Water is supplied by a ground water well located south of the settlement area. The distribution system is comprised of a water reservoir and subsurface distribution system. The Regional district is responsible to ensure the drinking water is supplied in compliance with the Drinking Water Protection Act.

### **4. PURPOSE**

The purpose of this project is to undertake upgrades to the existing water system based upon the drawings and specifications included in the invitation to Tender.

### **5. 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, 3<sup>rd</sup> Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Friday, July 10, 2015 to be opened in public on Friday, July 10, 2015 at 2:15 p.m. in the Regional District Office.

### **6. TENDER SUBMISSIONS**

Tenderers will complete pages 13 through 26, provide a start to completion work plan and submit 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: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
- ii) REGIONAL DISTRICT OF FRASER-FORT GEORGE  
INVITATION TO TENDER ES-15-08  
BEAR LAKE WATER SYSTE UPGRADES
- iii) Responding Organization's name and address.

Tenders submitted by fax, electronically or not in original Regional District format will not be accepted. Any Tender received after the closing date and time Friday (July 10, 2015 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 Regional District reserves the right to reject any and all Tenders; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in Tenders, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District.

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

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a bid, a Tenderer agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing its bid for matters relating to the Contract or in respect of the competitive process, and the Tenderer, by submitting a bid, waives any claim for loss of profits if no agreement is made with the Tenderer.

If a Tender contains a defect or fails in some way to comply with the requirements of the Tender Documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the Tender.

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

The Regional District reserves the right to reject any Tender submitted by a Tenderer that is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

## **8. SECURITY DEPOSIT**

A certified cheque, bank draft or money order in the amount of Ten Thousand Dollars (\$10,000) in Canadian funds must accompany the Tender. This security deposit will be returned to all unsuccessful bidders within sixty (60) days of Tender opening and to the successful bidder when a contract has been executed. Failure of the successful bidder to execute the contract upon award by the Regional Board will result in forfeiture of the Ten Thousand Dollars (\$10,000) Security Deposit.

## **9. PROOF OF ABILITY**

Tenderers will be competent in the field of municipal infrastructure works 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.



## **10. 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 Bryan Boyes, Utilities Leader. Upon receipt of the written request for clarification, Bryan Boyes, Utilities Leader, 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.**

## **11. EXAMINATION OF CONTRACT DOCUMENTS AND SITE**

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

The Contractor will examine the site and its surroundings and, before submitting their Tender will satisfy themselves 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 they may require, and in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.

The Contractor will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the prices stated in the Schedule of Prices. These prices will cover all their 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.

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

**A mandatory site meeting will be held for all prospective Tenderers. The meeting is scheduled for 2:00 p.m. on Friday, June 26, 2015, at the Bear Lake Community Office on Grizzly Avenue.** 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, in general, to clarify their understanding of the scope of work, determine dimensions and to have clarified any questions regarding the attached Drawings and Specifications 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 site.

## **13. LOCATION OF SITE**

The Site is located in Northern British Columbia, approximately 75 km north of Prince George. The service area has a total of 99 parcels (90 residential, 7 commercial, 1 institutional and 1 industrial).



#### **14. BID PRICES**

Tender prices must remain open for acceptance for a period of sixty (60) days from the time of Tender opening June 19, 2015, unless otherwise stated by the Regional District.

Tenders will be evaluated as per Section 17: EVALUATION OF TENDERS AND AWARD OF CONTRACT.

Except as expressly and specifically permitted in this Invitation to Tender, no Tenderer shall have any claim for compensation of any kind whatsoever against the Regional District, its elected officials, officers, employees, agents or professional consultants as a result of the participation in the Tendering process by that or any other Tenderer, including not limited to:

- a. a claim that the Regional District has awarded a Contract other than in accordance with the terms of this Invitation to Tender;
- b. a claim that the Regional District has breached any term or condition of this Invitation to Tender including but not limited to a duty of fairness or any other implied term or condition that governed the Tender process;
- c. a claim that the Regional District has awarded a Contract to a Tenderer whose Tender does not comply with the requirements of this Invitation to Tender.
- d. a claim that the Regional District has awarded a Contract to a person who was not eligible to participate in this Tender process;

and by submitting a Tender each Tenderer shall be deemed to have irrevocably agreed that it has no such claim or claims.

#### **15. START AND DURATION OF CONTRACT**

The Contract will begin on August 1, 2015 and the Contract will remain in force until midnight, October 1, 2015. Construction will commence upon award and signing of the contract as laid out in Part 1 of the Tender.

A construction start date will be mutually agreed upon by the Regional District and the Contractor. Once construction works begin on-site, they will continue without interruption until project completion, on or before October 1, 2015.

#### **16. TENDER FORMAT**

Tenderers are asked to respond in a similar manner and 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 26,
  - Tender form – signed by person with authority to do so.
  - The list of Sub-Contractors: to include Sub-Contractor's 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 Schedule of Prices: to include section pricing before taxes, and a final total (GST excluded).
  - Invitation to Tender form Schedule of Additional Unit Prices to include contract Tender price, Tenderer's name, address, telephone number, signature of person in authority, GST 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.

**17. EVALUATION OF TENDERS AND AWARD OF CONTRACT**

The following criteria will be used to evaluate the Tenders received.

17.1 Tender Evaluation Methodology

(a) Proven, successful experience in providing similar works	20%
(b) Acceptability of reference checks	10%
(c) Preliminary Construction Schedule	10%
(d) Price	60%
TOTAL	100%

17.2 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.

17.3 A sample contract agreement is attached as Appendix 'C'.

17.4 Award of Contract

The Award of Contract is expected to be made no later than **July 23, 2015**.

For the purposes of this Tender, the Contract will become effective on **August 1, 2015**.

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

**18. LICENSES, PERMITS AND INSURANCE**

18.1 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*.

18.2 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 Five Million (\$5,000,000) dollars per occurrence as a minimum and the Regional District shall be identified as an Additional Insured on the Contractor's insurance policy.

18.3 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.

## **19. 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.

## **20. 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.

## **21. PAYMENT**

- 21.1 Payment will be made within thirty (30) days of the Engineer approving the invoice.
- 21.2 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.
- 21.3 The Regional District will inspect the work before making payment.
- 21.4 The Regional District will 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 and Consultant.
  2. The Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.
- 21.5 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.
- 21.6 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.

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

## **22. SCOPE OF WORK**

The scope of work includes:

1. Supply and install 135 m of 150 mm diameter water main;
2. Supply and install 175 m of 200 mm diameter water main;
3. Supply and install a pre-fabricated, pre-piped concrete pressure sustaining chamber;
4. Supply and install a chlorine disinfection system;
5. Supply and install upgrades to existing pump station controls and communications including an RTU and SCADA, and
6. Disconnect the existing water system communications in the community fire hall.

## **23. APPENDICES**

The following Appendices are attached to the Invitation to Tender:

- Appendix A – Specifications
- Appendix B – Drawings
- Appendix C – Contract Agreement and General Conditions
- Appendix D – Supplemental General Conditions

## **24. 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*.

## **25. INSURANCE**

The Contractor will, at their own expense, provide and maintain the following insurance. Proof that the following insurance is in full force and effect must be supplied to the Regional District in the form of a copy of the Insurance Certificate of the policy prior to commencement of the Work. Each Insurance Certificate of the policy must contain wording to the Regional District's satisfaction that 30 days notice of cancellation or material change in the terms of the policy shall be given to each insured.

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

## **25.1 Liability Insurance**

The Contractor will buy and keep in force at their 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:

- (a) Bodily injury, sickness or death resulting therefrom.
- (b) Libel, slander or defamation of character.
- (c) Malicious prosecution.
- (d) Invasion of privacy or wrongful entry.

Exclusions pertaining to the following operations are to be deleted:

- (a) Excavation
- (b) Underpinning or shoring.
- (c) Operations that could cause the accidental pollution or contamination of any property, land, air or water.
- (d) 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.
- (e) 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, and 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 – Five Million Dollars (\$5,000,000) inclusive.

Such insurance shall contain a clause waiving the insurer's right of subrogation against the Regional District, and its directors, officers and employees.

### **25.2 Automobile Insurance**

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

Bodily Injury and Property Damage – Five Million Dollars (\$5,000,000) inclusive.

### **25.3 Non-Owned Automobile Insurance**

The Contractor will buy, and keep in force at their expense until all conditions of the Contract have been fully complied with, a standard non-owned automobile policy.

Bodily Injury and Property Damage – Five Million Dollars (\$5,000,000) inclusive.

### **25.4 Contractor's Equipment Insurance**

The Contractor will buy, and keep in force at their own expense insurance on all equipment owned or rented by the Contractor to its full insurable value.

### **25.5 Fire Fighting Expenses Insurance**

The Contractor will buy, and keep in force at their expense until completion of the Contract, fire fighting expense insurance in the amount of Five Hundred Thousand Dollars (\$500,000.00). Such insurance is to include forestry fire fighting expenses and will be in the name of the Contractor and the Regional District.



**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:

Bryan Boyes, Utilities Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: 250-960-4400  
Fax: 250-562-8676  
Email: [bboyesdpaton@rdffg.bc.ca](mailto:bboyesdpaton@rdffg.bc.ca)





**BIDDER CHECKLIST**

Before submitting your tender bid by 2:00 p.m., July 10, 2015, check the following points:

- Was the Acknowledgement Letter submitted? (Page 13) \_\_\_\_\_
- Was the Tender Form Completed? (Pages 13 to 26) \_\_\_\_\_
- Was there a representative from your organization at the Mandatory Site Meeting on June 26, 2015? \_\_\_\_\_
- Is the List of Sub-Contractors completed? (Page 25) \_\_\_\_\_
- Is the Tenderer's Experience in Similar Work completed? (Page 26) \_\_\_\_\_
- Is the Schedule of Quantities and Prices completed? (Page 17 to 22) \_\_\_\_\_
- Is the Preliminary Construction Schedule completed? (Page 23) \_\_\_\_\_
- Is the Invitation to Tender Form completed? (Page 18) \_\_\_\_\_
- Are all of the foregoing pages included with Tender? \_\_\_\_\_
- Are four (4) copies of the Tender submission provided? \_\_\_\_\_
- Has the Security Deposit requirement been met? \_\_\_\_\_
- Has proof of Insurance been met? \_\_\_\_\_

**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: 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  
Invitation to Tender ES-15-08  
Bear Lake Water System Upgrades
- Responding Organization's name and address.



## **TENDER FORM**

Date: \_\_\_\_\_

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

ATTENTION: General Manager of Financial Services

Dear Madam:

Having carefully examined the Instructions to Tenderers, Form of Tender, Irrevocable Commercial Letter of Credit, Contract Agreement, General Conditions of Contract and Operational Specifications and subsequent written addenda (if any), and having visited the site(s) for purposes of examining site conditions and having become familiar with all conditions that affect the execution of the work, and having satisfied themselves 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 Water System Upgrade project at Bear Lake as specified, in accordance with the contract documents.

The Tenderer agrees that in consideration of having its Tender considered for the unit rate 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 Tenderer acknowledges and agrees that actual quantities, listed in the Schedule of Prices, involved in carrying out the work may be greater or less than the following estimated quantities in the Tender, and further agrees that it shall have no claim of any kind on account of any loss of anticipated profits for any matter or thing arising from or related, directly or indirectly, to any variation between estimated quantities set forth here and actual quantities as determined by the Engineer.

The Total Tendered price 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 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.

Accompanying this Tender please find our certified cheque, bank draft or money order as the security deposit in the amount of ten thousand dollars (\$10,000).



The undersigned agrees that the Regional District of Fraser-Fort George reserves the right to 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



**SCHEDULE OF QUANTITIES AND PRICES**

<b><u>TENDER FORM SUMMARY</u></b>	<b><u>Price</u></b> <b><u>(excluding taxes)</u></b>
Section 1: <u>General Contract Requirements</u>	\$ _____
Section 2: <u>Distribution Watermains</u>	\$ _____
Section 3: <u>Packaged PSV Station</u>	\$ _____
Section 4: <u>Chlorination System</u>	\$ _____
Section 5: <u>Controls and SCADA System</u>	\$ _____
<u>TENDER PRICE – EXCLUDING GST</u>	\$ _____
<u>GST as applicable</u>	\$ _____
<u>TOTAL TENDER PRICE – INCLUDING GST</u>	\$ _____



**INVITATION TO TENDER FORM**

To supply all equipment, labour, materials, supervision and all things necessary for the the construction the Bear Lake Water System Upgrades.

**Total Tender Price  
Including GST**

**\$ \_\_\_\_\_**

Contractor:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_

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

PHONE NUMBER \_\_\_\_\_

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

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

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Goods and Sales Tax Registration Number \_\_\_\_\_

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

**SECTION 1 – GENERAL CONTRACT REQUIREMENTS**

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT (excluding GST)
1.0		Mobilization & Demobilization	L.S.	1		
1.1		Insurance, Bonding, Safety Program, Environmental Protection, Temporary Facilities, Record Documents, etc.	L.S.	1		
1.2		Materials Testing (allowance)	-	-	-	\$10,000.00

**Subtotal General Requirements**

**\$ \_\_\_\_\_**



**SECTION 2 – DISTRIBUTION WATERMAINS**

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT (excluding GST)
2.0		Clearing and Grubbing	m <sup>2</sup>	1750		
2.1		Stripping	m <sup>3</sup>	180		
2.2		Watermain Connections	ea	4		
2.3		150mmø Watermain	lm	135		
2.4		200mmø Watermain	lm	175		
2.5		Coupling (Hymax) – DN150	ea	3		
2.6		Horizontal 90° Bend (Incl. Thrust Block) – 150mmø	ea	2		
2.7		Horizontal 11¼ Bend (Incl. Thrust Block) – 200mmø	ea	1		
2.8		Joint Restraints – 150mmø	ea	12		
2.9		Joint Restraints – 200mmø	ea	3		
2.10		Reducer – 150 x 200mmø (Incl. Thrust Block)	ea	1		
2.11		Gate Valve – 150mmø	ea	4		
2.12		Tee – 150mmø (Incl. Thrust Block)	ea	2		
2.13		Board Insulation – where pipe cover <2.0m	m <sup>2</sup>	35		
2.14		Asphalt Removal & Restoration (Includes 75mm Asphalt, 150mm IGB, 750mm SGS)	m <sup>2</sup>	50		
2.15		Remove & Reinstall Fire Hydrant & Assembly	ea	1		
2.16		Remove & Reinstall Ball Diamond Fence	lm	135		
2.17		Landscaping or Supplemental Reinstatement (allowance)	-	-	-	\$20,000.00

**Subtotal Distribution Watermains**

\$ \_\_\_\_\_



**SECTION 3 – PACKAGED PSV STATION**

<b>ITEM NO.</b>	<b>MMCD REF.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT PRICE</b>	<b>AMOUNT (excluding GST)</b>
3.0		Packaged PSV Station including excavation, backfill and compaction	ls	1		
3.1		Isolate, Excavate & Remove Ex. Pipe at PSV	ea	1		
3.2		150mmø PVC Watermain	lm	4		
3.3		200mmø PVC Watermain	lm	6		
3.4		Reducer – 150x200mmø – external to PSV	ea	2		
3.5		Joint Restraints – 1500mmø – external to PSV	ea	2		
3.6		Joint Restraints – 200mmø – external to PSV	ea	2		
3.7		Coupling (Hymax) – DN150 – external to PSV	ea	2		
3.8		100mmø SDR35 Drain Pipe (Inc. Flap valve)	lm	30		
3.9		Bollards	ea	3		

**Subtotal Distribution Watermains**

\$ \_\_\_\_\_



**SECTION 4 – CHLORINATION SYSTEM**

<b>ITEM NO.</b>	<b>MMCD REF.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT PRICE</b>	<b>AMOUNT (excluding GST)</b>
4.0		Chlorination system complete	LS	1		
4.1		Eye-wash station (Section 15000, 3.2.5)	LS	1		
4.2		Relocate and wall-mount existing compressor	LS	1		

**Subtotal Distribution Watermains**

\$ \_\_\_\_\_





**SECTION 5 – SCADA SYSTEM**

<b>ITEM NO.</b>	<b>MMCD REF.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT PRICE</b>	<b>AMOUNT (excluding GST)</b>
5.0		Supply and Install new RTU Panel	LS	1		
5.1		Supply and Install new power monitor	LS	1		
5.2		Supply and Install new wall thermostat	LS	1		
5.3		Supply and Install new UPS and UPS bypass switch	LS	1		
5.4		All other electrical / control modification work, mark-up drawings & items not included elsewhere – provide list	LS	1		
5.5		Disconnect/remove call-out provisions in District Firehall	LS	1		
5.6		Start-up and Commissioning	LS	1		

**Subtotal Distribution Watermains**

**\$ \_\_\_\_\_**





**EXPERIENCE OF SUPERINTENDENT**

Name: \_\_\_\_\_

Experience:

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

References: \_\_\_\_\_

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

References: \_\_\_\_\_

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

References: \_\_\_\_\_



## **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>