INVITATION TO TENDER
ES-19-05

AERIAL SURVEY SERVICES
REGIONAL LANDFILLS
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1. INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites public tender submissions from organizations interested in providing aerial survey services for three landfill facilities.

The Regional District owns and operates three (3) Regional Landfills within the boundaries of the Regional District. They are the Foothills Boulevard Regional Landfill in Prince George, the Mackenzie Regional Landfill in Mackenzie, and the Legrand Demolition and Construction Waste Landfill in the Robson Valley.

Aerial Surveys are carried out to determine, with high accuracy, current ground elevations. In the case of landfills, the change in ground elevations from the previous aerial survey in order to accurately estimate the volumes and location of materials placed within the time interval between surveys.

1.1 Tender Documents

Invitation to Tender Documents may be obtained on, or after, Tuesday, March 5, 2019 as follows:

A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca, or

B) On BCBid® website at www.bcbid.gov.bc.ca, or

C) In a hard copy format from the Regional District of Fraser-Fort George Service Centre, 155 George Street, Prince George, BC V2L 1P8 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 ten dollars ($10) (GST included) and is non-refundable.

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:

Darwin Paton, Environmental Services Technician
Regional District of Fraser-Fort George
155 George Street, Prince George, B.C. V2L 1P8
Phone: 250-960-4400 / Toll Free: 1-800-667-1959 / Fax: 250-562-8676
Email: dpaton@rdffg.bc.ca

1.2 Mandatory Site Meeting

No mandatory site meeting will be held for prospective Tenderers.

1.3 Tender Close and Opening

All tenders must be submitted to the Regional District’s General Manager of Financial Services by 2:00 p.m. (local time) on Tuesday, March 26, 2019. Tenders will be opened in public at 2:15 p.m. on Tuesday, March 26, 2019 at the Regional District Office.

NOTE: The last day that requests for clarification or inquiries may be made is Tuesday, March 19th, 2019 in order that addenda, if necessary, are issued in time for all proponents to complete their proposal submission and have it delivered to the Regional District office prior to the closing time and date of the ITT.
1.4 Tender Submissions

- Tenderers will complete pages 13 through 20 and provide a start to completion work plan, (Gantt chart);
- **Two (2) complete copies of your Tender must be submitted in a sealed envelope** with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope (if sending by courier):

  1. Attention: General Manager of Financial Services  
     Regional District of Fraser-Fort George  
     3rd Floor, 155 George Street  
     Prince George, BC V2L 1P8

  2. Invitation to Tender ES-19-05  
     Aerial Survey Services  
     Regional Landfills

  3. Responding Tenderer's name and address.

Tenders submitted by fax, electronically or not in original Regional District format will **NOT** be accepted.

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.

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

Any Tender received after the closing date and time (Tuesday, March 26, 2019 at 2:00 p.m.) will be considered disqualified and will be returned unopened to the Tenderer.

The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the tender is the Tenderer’s responsibility. Should errors in a tender be discovered, the Tenderer shall be solely responsible for any additional costs incurred by that Tenderer in the performance of the work and shall be solely responsible to correct any deficiencies or errors in that tender at their expense.

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.

1.5 Acknowledgement Letter

Upon receipt of this document, a potential Tenderer will sign one copy of the Acknowledgement Letter and email or fax the signed Acknowledgement Letter to the attention of Darwin Paton, Environmental Services 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.**
1.6 Regional District’s Right to Reject Tender

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. The lowest, or any tender, will not necessarily be awarded.

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 right to reject a tender based on potential or perceived conflict of interest on the part of a Tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

a) one or more 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; or

b) 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.

When submitting a tender, the Tenderer is required to complete a Conflict of Interest Disclosure Statement (Appendix A).

The Regional District reserves the right to reject any tender submitted by a Tenderer who 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.

1.7 Proof of Ability

Tenderers will be competent in the field of Aerial Surveys and capable of performing the work. Tenderers will possess all licenses and permits required to complete 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.

1.8 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 Darwin Paton, Environmental Services Technician. Upon receipt of the written request for clarification, Mr. Paton, 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 Tenderer's risk.

Addenda and Amendments issued during the time of Tendering will be signed by the Tenderer and included with the Tender and will become a part of the Tender documents.
2. TENDER FORMAT

Tenderers are asked to submit two (2) complete copies of their 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 20,
   - Tender form – signed by person with authority to do so.
   - 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.
   - Conflict of Interest Disclosure Statement.

b) A preliminary suggested start date, (to be agreed upon by the Regional District and the Tenderer and as described under SECTION 8) and an estimate as to length of time required to complete the works.

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 Tenderer and included with the Tender and will become a part of the Tender documents.

3. PURPOSE

The purpose of this project is to conduct Aerial Surveys at three regional landfills and provide the Regional District with all the required data, maps, PDFs and Ortho photos to industrial standards of accuracy. Submission of all the required data, maps, PDFs and Ortho photos will be digital format. All data, maps, pdfs and Ortho photos will be presented on USB mass storage devices. Two (2) hard copies of the map sheets will also be required for all sites as per Appendix B – Survey Specifications.

Both Unmanned Aerial Vehicle (UAV) and Airplane generated technologies will be considered within this Invitation to Tender.

4. EVALUATION OF TENDERS

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

Tender Evaluation Methodology

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Proven, successful experience in providing similar works</td>
<td>35%</td>
</tr>
<tr>
<td>(b) Acceptability of reference checks</td>
<td>15%</td>
</tr>
<tr>
<td>(c) Price</td>
<td>50%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
</table>
5. SECURITY DEPOSIT

No Security Deposit will be required to accompany a submitted Tender for the purpose of this contract.

6. CONTRACT INFORMATION

6.1 Form of Contract

The form of contract will be similar to the sample contract attached as Appendix ‘B’.

6.2 Award of Contract

The Award of Contract is expected to be made no later than April 18, 2019.

For the purposes of this Tender, the Contract will become effective on May 1, 2019.

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

The Tenderer 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.

7. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

The Tenderer 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 remote inspection of the site.

NOTE: All sites included in this Invitation to Tender document are owned and operated by the Regional District and no unauthorized public access is allowed.

The Tenderer 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 Tenderer's overhead and profit, except where otherwise provided elsewhere in this Contract.

8. START AND DURATION OF CONTRACT

The Contract will begin 12:01 am on May 1, 2019 and the Contract will remain in force until midnight, April 30, 2020. At the discretion of the General Manager of Environmental Services the Contract may be renewed on a period by period basis for up to two (2) years. Each renewal period will be for one year and the total Contract duration will not exceed three (3) years. Each period of renewal shall be as per the pricing, terms and conditions as originally tendered.

All Aerial Survey flights to be completed once snow has left the site but before leaf-out (green-up) occurs or before May 14, 2019. All maps, data, drawings, photos and other work required by the Tenderer to fulfill the terms of the contract regarding the Foothills Boulevard Regional Landfill, the Mackenzie Regional Landfill and the Legrand Demolition and Construction Waste Landfill must be submitted to the Regional District by May 28th, 2019. Only in the event of a late snow melt or adverse weather conditions will an extension to the contract be considered.
9. LOCATION OF SITES

1) The Foothills Boulevard Regional Landfill is located at 6595 Foothills Boulevard, Prince George, BC. Google Earth coordinates: 53 59'22.23"N 122 49'05.93"W

2) The Mackenzie Regional Landfill is located approximately four (4) km out of Mackenzie, BC on Dump Road, Mackenzie, BC. Google Earth coordinates: 55 18'22.62"N 123 05'52.93"W

3) The Legrand Demolition and Construction Waste Landfill is located approximately 20km west of McBride, BC on Legrand Dump Road, south side of Highway. Google Earth Coordinates: 53 23'42.02"N 120 25'08.38"W

10. BID PRICES

Tender prices must remain open for acceptance for a period of sixty (60) days from time of Tender opening, unless otherwise stated by the Regional District of Fraser-Fort George.

Tenders will be evaluated as per Section 4: EVALUATION OF TENDERS.

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.

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

11. LICENSES, PERMITS AND INSURANCE

a. The successful Tenderer (Contractor) shall obtain all licenses, permits, approvals, and insurance required under the laws of Canada and the Province of British Columbia with regard to its own activity under this Contract. The Contractor shall be registered under the Workers’ Compensation Act.

b. 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.

c. Only bids from service providers with all valid certifications and permits will be considered.

d. Specific insurance requirements are included in Section 16: INSURANCE
NOTE: All sites listed in this document are operational. No allowance will be made for requests to alter, suspend or change daily operational activities in order to accommodate aerial surveys.

12. WORKSAFEBC

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property while undertaking the work of the Contract and will comply with the Workers Compensation Act of the Province of British Columbia.

Prior to undertaking any of the work of the Contract, the Contractor will provide the Regional District with a Clearance Letter confirming they are in good standing with WorkSafeBC and will pay and keep current all assessments required by WorkSafeBC.

Out of Province Contractor will be compliant with WorkSafeBC’s registration requirements pertaining to out of Province firms. Where WorkSafeBC registration requirements allow for a Contractor to be registered with another Province’s Worker’s Compensation Board, or like organization, the Contractor will provide the Regional District with their registration number and written documentation confirming that the Tenderer is in good standing with the appropriate Worker’s Compensation Board, or like organization. The Tenderer will pay and keep current all assessments required to maintain good standing in relation to the Service Agreement amount.

The Contractor will maintain an Occupational Health and Safety Plan (OHSP) and ensure that their employees and Sub-Service Providers are well trained and aware of OHSP.

13. 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 officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs, hereafter referred to as “claims”), including any such claims brought by a third party against the Regional District for personal or bodily injury, including death, or for property damage, that arise out of or are connected with or caused by the negligence, breach of contract, or other error or omission in the performance of the work, on the part of the Contractor and its directors, officers, employees, agents and sub-contractors. If the Regional District pays, or is required to pay, any claims, or if the property of the Regional District is charged or encumbered by any liens, judgments or other charges as a result of any claims, then the Regional District shall be entitled to recover from the Contractor all damages, costs, fees or other charges incurred by the Regional District in satisfying such claims together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

14. PAYMENT

a. Payment will be made within thirty (30) days of the Contractor submitting the invoice.

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

c. 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 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 or has received a copy of a letter from WorkSafeBC confirming the Contractor's ineligibility.

d. 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.

e. 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.

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

15. SCOPE OF WORK

The scope of work includes:

1 Supplying Aerial Survey Services at three regional landfills as specified in the Appendix “C”, Survey Specifications;

2 Supply all Materials and Labour to produce all the required maps, data, drawings, photos and other work required as specified in Appendix “C”, Survey Specifications

16. 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 $5,000,000 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. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.

ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than $5,000,000 per occurrence.

iii. Non-owned Automobile Liability insurance in an amount not less than $5,000,000 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 forming from this Contract meet the insurance requirements outlined.

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

17. APPENDICES

The following Appendices are attached to the Invitation to Tender:

- Appendix A – Conflict of Interest Disclosure Statement
- Appendix B – Sample Contract
- Appendix C – Survey Specifications
- Appendix D – Drawings

18. 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*. 
NOTICE OF PROTEST

TO: General Manager
Regional District of Fraser-Fort George

FROM: (Contractor)

DATE:

SUBJECT: THE CONTRACT

Date of Direction:

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

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

All supporting documentation and invoices are attached.

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

____________________________________
Signature of Contractor
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
______________________________________________________________________________
Email
______________________________________________________________________________
Date

We presently intend to _________ provide/ _________ not provide a Tender as requested.

Return immediately to:

Darwin Paton, Environmental Services Technician
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400
Fax: 250-562-8676
Email: dpaton@rdffg.bc.ca
BIDDER CHECKLIST

Before submitting your tender bid, check the following points:

❑ Was the Acknowledgement Letter submitted?  
❑ Has the Tender Form been signed, sealed and witnessed?  
❑ Is the Schedule of Prices completed?  
❑ Is the Conflict of Interest Disclosure Statement completed?  
❑ Are the following pages included:
  ‣ Acknowledgement Letter?  
  ‣ Tender Form?  
  ‣ Schedule of Prices?  
  ‣ Invitation to Tender Form?  
  ‣ List of Contractor’s Personnel?  
  ‣ Tenderer’s Experience in Similar Work?  
  ‣ Goods and Services Tax Information?  
  ‣ Any Addendums that were issued?  
❑ Are the documents complete?  
❑ Are two (2) copies of the Tender submission enclosed in a sealed envelope?  

Note: Your proposal may be disqualified if ANY of the applicable foregoing points have not been complied with.

Ensure that the tender is returned in a SEALED envelope clearly marked on the outside with:

❑ Attention  
  General Manager of Financial Services  
  Regional District of Fraser-Fort George  
  3rd Floor, 155 George Street  
  Prince George, BC, V2L 1P8

❑ Regional District of Fraser-Fort George  
  Invitation to Tender ES-19-05  
  Aerial Survey Services  
  Regional Landfills

❑ 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 Sir/Madam:

Having carefully examined the Instructions to Tenderers, Form of Tender, Contract Agreement, General Conditions of Contract and Survey 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 Aerial Survey Services at Regional Landfills as specified, in accordance with the contract documents.

I/We agree that in consideration of having its Tender considered for the unit rates 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 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.

I/We agree 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 I am/we are notified in writing of the acceptance of our tender, I/we agree that within fourteen (14) days of the date of the acceptance notice I/we 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.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.
SCHEDULE OF PRICES

To Supply all equipment, labour, materials, supervision and all things necessary to provide Aerial Survey Services at three (3) Regional landfills as specified in the Survey Specifications;

To Supply all Materials and Labour to produce all the required maps, data, drawings, photos and other work required as specified in the Survey Specifications;

<table>
<thead>
<tr>
<th>A. Required Sites to be Surveyed:</th>
<th>PRICE (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Foothills Boulevard Regional Landfill</td>
<td>$______________</td>
</tr>
<tr>
<td>2) Mackenzie Regional Landfill</td>
<td>$__________</td>
</tr>
<tr>
<td>3) Legrand Demolition and Construction Waste Landfill</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**TENDER PRICE** – Sum of 1 to 3 Excluding GST

 $__________

GST for 1 to 3 (as applicable)

$__________

**TOTAL TENDER PRICE (INCLUDING GST)**

$__________
INVITATION TO TENDER FORM

To supply all equipment, labour, materials, supervision and all things necessary to provide aerial surveys at three (3) Regional landfill facilities (Prices to carry out and complete the work must be submitted for all sites).

Total Tender Price for All sites 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 ________________________________

Page 16
### EQUIPMENT LIST

Specified equipment to be used to complete the work required as described within this Tender.

<table>
<thead>
<tr>
<th>Type, Make, Model,</th>
<th>Year</th>
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<tbody>
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</tbody>
</table>

### LIST OF CONTRACTOR’S PERSONNEL

The Contractor agrees that the personnel employed by them will be as listed below and further agrees that any changes or additions made to this list will be made in writing to the Regional District.

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Employee’s Experience / Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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## TENDERER’S EXPERIENCE IN SIMILAR WORK

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## GOODS AND SERVICES TAX INFORMATION

**Supplier:**

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant?  Yes ______  No ______

If YES, please indicate your registration number: ________________________________

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

- [ ] Supplier qualifies as a small supplier under s.148 of the legislation
- [ ] Other: Specify__________________________________________________________

______________________________  ________________________________
Signature of Authorized Person  Print Name

______________________________  ________________________________
Title  Date
APPENDIX “A” - DISCLOSURE STATEMENT

PROCUREMENT PROCESS
ES-19-05 Aerial Survey Services Regional Landfills

Vendor Name: __________________________________________

The Vendor, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Vendor on this Procurement Process:

☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.

☐ has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.

☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

________________________________________________________
Signature of Person Making Disclosure                        Date Signed
APPENDIX “B” - CONTRACT

CONTRACT AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
a local government incorporated pursuant to the Local Government Act and having its business office located at:
155 George Street
Prince George BC V2L 1P8
(hereinafter called the “Regional District”)

AND:

Company
a company duly incorporated under the laws of British Columbia and having a place of business at:
Street Address:
City, Province, Postal Code
(hereinafter called the “Contractor”)

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

1. The Contractor will:
   (a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Contract Documents for the project entitled “Aerial Survey Services – Regional Landfills” Contract ES-19-05 from May 1, 2019 to June 30, 2019 and;
   (b) Commence to actively proceed with the Work of the Contract on May 1, 2019.

2. The Regional District will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.

3. The Instructions to Tenderers, executed Tender Form, Schedule of Prices, General Conditions of Contract, Contract Agreement and other Securities, Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.

4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or form any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are and will be the only contract, covenants and agreements on which any rights against the Regional District may be founded.
5. Subject to Section 3, this Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.

6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at ____________________________________________________________.

(Address)

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

IN WITNESS WHEREOF the parties have duly executed this Agreement.

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

Chair ____________________________ Date ______________

General Manager of Legislative and Corporate Services ____________________________ Date ______________

SIGNED ON BEHALF OF
Company ____________________________ ____________________________ Date ______________

Authorized Signature ____________________________ Date ______________

(Name and Title) (Please print) ____________________________
APPENDIX “C” - SURVEY SPECIFICATIONS

Aerial Surveys are carried out to determine, with high accuracy, current ground elevations to
determine, in the case of landfills, the change in ground elevations from the previous aerial survey
in order to determine exact volumes and location of materials placed within the time interval
between surveys.

Submission of all the required data, maps, PDFs and Ortho photos will be digital format for all data,
maps, PDFs and Ortho photos on USB mass storage devices. 3 hard copies of the Map sheets
(Item 7 below) will also be required for all sites.

All surveys will be to current industry standards. The following requirements will be the minimum
standard to which the contractor will carry out the work;

1) All graphic and/or digital information will be provided at a 1:2000 scale.
2) Contours will be generated for both treed and cleared areas for each site.
3) All AutoCAD files will be in .DWG format and produced from AutoCAD 2007 or a more
recent version.
4) Photographs produced from each site will be in TIFF format.
5) AutoCAD drawings (.DWG) are to be provided for each site.
6) PDF copies of photos and AutoCAD Maps are to be provided from each site. They will
include;
   a. The scale
   b. UTM Coordinates of the site
   c. Legend describing map details
7) Three (3) Map sheets will be provided for each site and will include as follows;
   a. (1) one showing property boundary, (see Appendix C)
   b. (1) one showing property boundary and working area (areas of elevation change
      since date of last survey).
   c. (1) one showing property boundary with working area and contours in one (1)
      meter intervals of the facility.
   d. map sheets to be provided will be at a 1:1000 scale and will be 24” by 36” in size.
8) Level of repeatable accuracy is to be provided for both the horizontal and vertical plane will
   be stated.
9) All aerial surveys within this Invitation to Tender will be carried out using the same
   technology, aircraft or Unmanned Aerial Vehicle, (UAV: drone).

All available information pertaining to the carrying out of the above surveys will be supplied
to the successful bidder. All sites have been previously surveyed. All surveys will be of a
resolution expected of professional aerial survey standards being used for highly accurate
topographical content and volume calculations.

Areas of Survey will match those shown in “Appendix C”
APPENDIX “D” - DRAWINGS

C-01 – Foothills Boulevard Regional Landfill

C-02 – Mackenzie Regional Landfill

C-03 – Legrand Demolition and Construction Waste Landfill
The Foothills Boulevard Regional Landfill is located at 6595 Foothills Boulevard, Prince George BC. Google Earth coordinates: 53°59'22.23"N 122°49'05.93"W
The Mackenzie Regional Landfill is located approximately (4) four km out of Mackenzie BC on Dump Road, Mackenzie BC. Google Earth coordinates: 55 18’22.62"N 123 05’52.93"W
The Legrand Regional Landfill is located approximately 20km west of McBride BC on Legrand Dump Road. South side of Highway. Google Earth Coordinates: 53°23'42.02"N 120°25'08.38"W