



**REGIONAL DISTRICT
of Fraser-Fort George**

**INVITATION TO QUOTE
ES-20-13**

**Compaction and Cover of Demolition Materials
Mackenzie Select Waste Landfill**

- Date Issued:** Tuesday, June 16, 2020
- Closing Location:** Regional District Office,
3rd Floor, 155 George Street
Prince George, BC,
V2L 1P8
- Closing Date and Time:** **Thursday, July 2, 2020 10:00 am (Pacific Standard Time)**
No Public Opening
- Inquiries:** Email Aaron Moberg at amoberg@rdffg.bc.ca
- Note:** Late submissions will not be considered

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PART 1: GENERAL

1. Introduction

The Regional District of Fraser-Fort George invites written quotations from qualified contractors to provide compaction and cover of demolition materials at the Mackenzie Select Waste Landfill, Dump Road, Mackenzie, BC. The Contractor will provide personnel, supervision, labour, and heavy equipment to complete the compaction and cover specified in the Scope of Work contained herein.

Invitation to Quote documents may be obtained on or after Tuesday, June 16, 2020:

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca;
- b) On the BCBid® website at www.bcbid.gov.bc.ca; or
- c) In hard copy format from the Regional District Service Centre, 155 George Street, Prince George, BC **by appointment only**, between 8:00 a.m. and 5:00 p.m. Monday through Friday excluding statutory holidays. The cost for each hard copy Invitation to Quote is ten dollars (\$10), taxes included, and is non-refundable.

Two (2) complete copies of your Quote must be submitted in a sealed package marked “**ITQ ES-20-13 Compaction and Cover of Demolition Materials – Mackenzie Select Waste Landfill**”.

Quotations will be received until 10:00 a.m. local time, Thursday, July 2, 2020 to the attention of the General Manager of Financial Services at the Regional District of Fraser-Fort George office, 3rd floor, 155 George Street, Prince George, BC, V2L 1P8. Submissions received after the stated closing date and time will be disqualified and not be considered by the Regional District.

To be considered, quotes must be signed by an authorized signatory of the Supplier. By signing the quote, the contractor is bound to statements made in response to this INVITATION TO QUOTE (“ITQ”). Any quote received by the Regional District that is unsigned will be rejected.

Quoted prices must remain in effect for ten (10) days after the closing date and time.

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

The lowest, or any quote, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Quotes. Quotes submitted by fax, electronically, or not in original Regional District format will **NOT** be accepted. Late quotes will not be accepted and will be returned to the Supplier.

It is the sole responsibility of the Supplier to ascertain that they have received a full set of the ITQ documents. Upon submission of their Quote, the Supplier will be deemed conclusively to have been in possession of a full set of the ITQ documents.

For further information, please contact:

Aaron Moberg, Superintendent, Solid Waste Operations
Regional District of Fraser-Fort George
Phone: 250-960-4400 / Fax: 250-562-8676
Email: amoberg@rdffg.bc.ca

2. Award of Contract

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

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

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

3. Regional District's Right to Reject Quotation

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

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

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

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 quote, a bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

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

The Regional District reserves the discretion to reject any quote submitted by a bidder, where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that 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
- b) in the case of a quote 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

When submitting a quote, the bidder is required to complete a Conflict of Interest Disclosure Statement (page 11).

The Regional District reserves the right to reject any quote submitted by a bidder 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 quoted.

4. 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 \$3,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less than \$3,000,000 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 in Clause 4.

5. WorkSafeBC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with a WorkSafeBC Number and keep 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.

Out of Province Contractors 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 Contractor is in good standing with the appropriate Worker's Compensation Board, or like organization. The Contractor will pay and keep current all assessments required to maintain good standing in relation to the Service Agreement amount.

Where the Contractor may not be eligible for WorkSafeBC coverage, the Contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

6. Mines Act

The Contractor will comply with the provisions of the Mines Act of British Columbia.

7. Occupational Health and Safety Plan

The Contractor will maintain an Occupational Health and Safety Plan and provide a copy of such plan to the Regional District prior to commencement of work. The plan should include measures for social distancing, disinfecting, and hygiene.

8. 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), and actions recoverable by any third party from the Regional District, arising from or caused by a negligent act or omission of, or breach of this Agreement on the part of, the Contractor, and 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, and 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. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

9. Provisions for Termination or Suspension of the Contract by the Regional District

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions and agreements within this document, the Regional District reserves the right to terminate this Contract without notice.

10. Regional District's Right to Correct Deficiencies

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

11. Duration of Contract

The duration of the Contract will be from 12:01 a.m., August 1, 2020 to midnight, July 31, 2022. The Contract may be renewed on a period-by-period basis at the discretion of the General Manager of Environmental Services for up to three (3) years. Each extension will be for a one (1) year period and the total contract duration will not exceed five (5) years. Each period of renewal will be as per the Schedule of Prices at the quoted rates.

12. Payment

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

13. Payment Withheld or Deducted

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

- a) That the Contractor is not performing the Work satisfactorily.
- b) Where any defective or faulty Work or damage to the Regional District's facilities and equipment has not been remedied.
- c) In the event of damage to the Regional District's facilities the procedure will be as follows:
 1. The Regional District will notify the Contractor.
 2. If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the manufacturer's specifications, and deduct the cost of the repair(s) from payment to the Contractor.
- d) Where there are affidavits (or an affidavit) of claim of lien, or liens (or a lien) filed, against the site and premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits (or an affidavit) of claim of lien or of filing or registration of liens (or a lien).
- e) Where equipment that is inoperable and where the Contractor fails to meet the Contract requirements for Supply of replacement equipment, the Regional District may deduct the equivalent

amount to the tendered Unit Rate on the Schedule of Prices during each scheduled day that the equipment is inoperable.

- f) Where the Regional District has corrected a deficiency under Article 10, Regional District's Right To Correct Deficiencies.
- g) The Regional District receives notification from WorkSafeBC that all required WorkSafeBC assessments have not been paid and are not in good standing for the period covering the Contract term.
- h) The work has not been completed to the satisfaction of the Regional District.

PART 2: SPECIFICATIONS

The Contractor will provide and operate heavy equipment. The Contractor will also provide the personnel, supervision, and labour to complete the general service as specified in the Scope of Work contained herein.

1.0 Scope of Work

- 1.1 The Contractor will, at their expense, pay for and supply all personnel, supervision, equipment and tools, labour and materials to complete the works as specified herein.
- 1.2 The Contractor will not undertake storage, maintenance or servicing of their equipment that is not needed for the scope of work at the landfill.
- 1.3 The Contractor will cover and compact all deposited demolition, land clearing, and construction waste at the Landfill as directed by the Regional District.
- 1.4 The Contractor will not salvage materials from the Landfill or Transfer Station.
- 1.5 The Regional District accepts no responsibility for damage, vandalism or theft of any of the Contractor's equipment used or stored at the landfill.
- 1.6 The Contractor will not interfere with the day-to-day operations of the facility while completing the work required.
- 1.7 The Contractor will be responsible for costs associated with repairing or replacing any Regional District property damaged by the Contractor as a result of the Contractor's activities.
- 1.8 The Contractor will exercise good public relations while fulfilling their responsibilities under the contract and will ensure that his employees do the same.
- 1.9 The Landfill is located in the wilderness and may attract wildlife. The Contractor will take precautions and ensure that workers are properly trained so that conflicts with wildlife are avoided.
- 1.10 The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
- 1.11 The period of work is from the date of issuance of a Purchase Order. Following the initial cleanup and covering of the accumulated demolition, land clearing, and construction waste, frequency of work will be as needed based on seasonal impact of traffic volumes and materials brought into the facility.
- 1.12 The contractor will follow a site fill plan as directed by the Regional District

2.0 Hours of Operation

Mackenzie Select Waste Landfill is open 7 days a week.

Winter Hours: Nov 1st to March 31st

Monday to Friday 9 am – 5 pm

Saturday 10 am – 4 pm

Sunday 10 am – 4 pm

Summer Hours: April 1st to October 31st

Monday to Friday 10am – 6pm

Saturday: 10am – 4pm

Sunday 10am – 4pm

Holiday Operating Hours are from **10 am to 4 pm**

This facility is **CLOSED** on New Years' Day, Christmas Day

The Regional District retains the right to adjust operating hours, The Regional District will provide two (2) weeks advance written notice to the Contractor of any change in operating hours.

3.0 Supply and Stockpiling of Soil Cover Material

- 3.1 The Contractor will excavate and haul cover material from the burrow area of the landfill site.
- 3.2 The contractor will be responsible for any clearing of vegetation and creating any access that may be required to extract the cover material from the burrow area.
- 3.3 The Contractor will in addition, excavate, haul and place enough soil cover material to cover the entire area to be worked with 0.15m (6 inches) of soil cover material. Once placed, the soil cover material will then be spread and compacted using a track-type bulldozer or similar tracked vehicle in good working order.

Formula for determining amount of cover required: Length in meters X Width in meters X 0.15 divided by soil hauling capacity (in meters) equals number of loads required.

Use of alternate cover will not be permitted without authorization from the Regional District

4.0 Cover and Compaction of Demolition Materials

- 4.1 The Contractor will follow the Regional District's direction regarding the area of the Landfill that will be used for the disposal and compaction of deposited waste materials. The Contractor will undertake the relocation of any deposited waste material, as directed by the Regional District in accordance with the site fill plan.
- 4.2 The Contractor will provide and operate one (1) track-type bulldozer in good working order with an operating weight of not less than 15,876 kilograms. The bulldozer will be equipped with a push blade and compaction track shoes or teeth, with grouser bars.
- 4.3 The Contractor will spread deposited waste materials in layers of 0.6 metres or less and then compact the 0.6 metre layer of waste material with at least three (3) to five (5) passes of the bulldozer. After the spread layer of deposited waste material has been compacted, an additional layer of 0.6 meters of deposited waste material can be spread over the previously compacted waste materials and compacted with at least three (3) to five (5) passes of the bulldozer. This process is to be repeated until all the deposited waste material has been compacted in the working area.

4.4 The Contractor will then apply daily cover or when inadequate, a soil cover over the compacted material. The depth of compacted cover is to be 0.15 meters. Care will be taken to cover all areas of exposed waste material including the active fill area and edges (toe). The slope of the working edge of the active fill area and any finished edges will not exceed 3:1 (horizontal: vertical) after compaction unless directed otherwise by the Regional District. All soil cover loads will be recorded in the attached log sheet, Appendix B

5.0 Incidental Work

5.1 The Contractor may be asked to do extra work while onsite at the Mackenzie Select Waste Landfill.

5.2 Extra work may include but is not limited to:

- establishing ditches, separation of materials, pushing up metal pile(s), and smoothing out roadways and landings

5.3 The Contractor will do extra work only when directed by the Regional District to do so.

SCHEDULE OF PRICES

| | | |
|---|--------------|--|
| 1) Compaction and Cover of Demolition Materials Lump sum price to provide all work, services and assurances required under Invitation to Quote ES-20-13 Price Per Service. | PRICE | |
| | GST | |
| | TOTAL | |
| 2) Excavating, Hauling, and Applying Cover Material | PRICE | |
| | GST | |
| | TOTAL | |
| 3) Sum of 1 and 2. | TOTAL | |

| | | |
|---|--------------|--|
| 1) Compaction and Cover of Demolition Materials Lump sum price to provide all work, services and assurances required under Invitation to Quote ES-20-13 Price Per Service. | PRICE | |
| | GST | |
| | TOTAL | |
| 2) Applying Cover Material stored onsite for reuse | PRICE | |
| | GST | |
| | TOTAL | |
| 3) Sum of 1 and 2. | TOTAL | |

Contractor Signature

Date

CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-20-13 – Compaction and Cover of Demolition Materials
Mackenzie Select Waste Landfill

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder 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 Bidder 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

GOODS AND SERVICES TAX INFORMATION

The following must be completed:

Supplier:

NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER

FAX 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 Section 148 of the legislation
- Other: Specify _____

SIGNATURE OF AUTHORIZED PERSON

PRINT NAME

TITLE

DATE

LIST OF EQUIPMENT

The Contractor will list model, make, year and size of equipment he proposes to use to complete the Work herein. List of back up equipment to provide service in the case of equipment breakdown.

| Equipment Model / Make | Year | Size / Operating Weight | Hourly Rate for Incidental Work |
|---------------------------|------|----------------------------|------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

LIST OF REPLACEMENT EQUIPMENT

The Contractor will list model, make, year and size of equipment he proposes to use to complete the Work herein. List of back up equipment to provide service in the case of equipment breakdown.

| Equipment Model / Make | Year | Size / Operating Weight |
|---------------------------|------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



APPENDIX A – SITE LAYOUT



NOT TO SCALE



SITE LOCATION MAP

2013 ANNUAL OPERATIONS REPORT
MACKENZIE REGIONAL LANDFILL
REGIONAL DISTRICT OF FRASER-FORT GEORGE



| DATE | JOB NO. | FIGURE NO. |
|-------------|--------------|------------|
| AUGUST 2014 | 4-2428-03-03 | 1 |



APPENDIX B – COVER LOG SHEET



APPENDIX C – INCIDENT REPORT



This report must be completed immediately and filed within 24 hours of the incident. Please print in ink. Originals will be forwarded to Main Office.

MACKENZIE SELECT WASTE LANDFILL

DATE: _____

TIME: _____ AM/PM

A. Person Reporting Incident:

NAME: _____

POSITION: _____

B. Details of Incident:

(Include descriptions of person or persons involved, description of all vehicles involved, license plate numbers, what was observed and any additional relevant information - use back of page if more space required)

SIGNATURE: _____

DATE: _____

C. Witnesses:

1. NAME: _____

2. NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE #: _____

PHONE #: _____

SIGNATURE: _____

SIGNATURE: _____

D. Action Taken:

RCMP CONTACTED: YES ___ NO ___ OFFICER'S NAME: _____ FILE #: _____

INVESTIGATED: YES ___ NO ___

E. Reported to Regional District:

DATE: _____

TIME: _____ AM/PM

EMPLOYEE: _____

SUPERVISOR: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

