



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INVITATION TO TENDER CS-22-02**

**BEAR LAKE FIRE HALL AND COMMUNITY COMMISSION  
ROOF REPLACEMENT**



**TABLE OF CONTENTS**

<b>1.0</b>	<b>INVITATION AND INSTRUCTIONS</b>	<b>4</b>
1.1	Tender Documents	5
1.2	Mandatory Site Meeting	5
1.3	Closing Date and Opening of Tenders	5
1.4	Tender Submissions	5
1.5	Regional District's Right to Reject Tender	6
1.6	Waiver of Claim for Compensation	6
1.7	Errors, Omissions, Clarifications	7
1.8	Ownership of Tenders and Freedom of Information	7
1.9	Confidentiality	7
1.10	Proof of Ability	7
1.11	Sub-Contractors	7
<b>2.0</b>	<b>TENDER FORMAT</b>	<b>8</b>
<b>3.0</b>	<b>TENDER EVALUATION</b>	<b>8</b>
<b>4.0</b>	<b>CONTRACT</b>	<b>9</b>
4.1	Form of Contract	9
4.2	Examination of Tender and Contract Documents	9
4.3	Award of Contract	9
<b>5.0</b>	<b>START TO COMPLETION WORKPLAN</b>	<b>9</b>
<b>6.0</b>	<b>WARRANTY</b>	<b>9</b>
<b>7.0</b>	<b>CONTRACT PRICE</b>	<b>9</b>
<b>8.0</b>	<b>PAYMENT</b>	<b>10</b>
<b>9.0</b>	<b>HOLDBACK</b>	<b>10</b>
<b>10.0</b>	<b>CHANGES</b>	<b>10</b>
<b>11.0</b>	<b>SERVICE SPECIFICATIONS</b>	<b>10</b>
11.1	Start and Duration of Contract	10
11.2	Licenses and Permits	10
11.3	Service Level	10
11.4	WorkSafe BC	11
11.5	Force Majeure	13
11.6	Vaccination Policy	11
11.7	Damage to Existing Property or Facility	11
<b>12.0</b>	<b>INSURANCE</b>	<b>11</b>
<b>13.0</b>	<b>INDEMNITY</b>	<b>12</b>
<b>14.0</b>	<b>RIGHTS OF WAIVER</b>	<b>12</b>
<b>15.0</b>	<b>SEVERABILITY</b>	<b>12</b>
<b>16.0</b>	<b>DISPUTE RESOLUTION</b>	<b>12</b>
<b>17.0</b>	<b>NOTICE OF DEFAULT</b>	<b>13</b>
17.1	Termination	13
	<b>TENDERER CHECKLIST</b>	<b>14</b>
	<b>TENDER FORM</b>	<b>15</b>
	<b>LIST OF SUB-CONTRACTORS</b>	<b>17</b>
	<b>TENDERER'S EXPERIENCE IN SIMILAR WORK</b>	<b>18</b>
	<b>SCHEDULE OF PRICES</b>	<b>19</b>
	<b>APPENDIX A: CONFLICT OF INTEREST DISCLOSURE STATEMENT</b>	<b>20</b>
	<b>APPENDIX B: SAMPLE CONTRACT</b>	<b>21</b>
	<b>APPENDIX C: SCOPE OF WORK</b>	<b>24</b>
	<b>APPENDIX D: ROOF SPECIFICATION</b>	<b>26</b>



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<b>1.0</b>	<b>Description of Work .....</b>	<b>26</b>
<b>2.0</b>	<b>Demolition .....</b>	<b>26</b>
<b>3.0</b>	<b>New Woodwork.....</b>	<b>26</b>
<b>4.0</b>	<b>Eve Protection/ Shingle Underlayment /Valley Membrane.....</b>	<b>26</b>
<b>5.0</b>	<b>Installation - Roofing Shingles.....</b>	<b>26</b>
5.1	Installation - Roofing Shingles continued .....	26
<b>6.0</b>	<b>Metal Flashing.....</b>	<b>27</b>
<b>7.0</b>	<b>Plumbing Vent Flashing.....</b>	<b>27</b>
<b>APPENDIX E: MATERIALS LIST .....</b>		<b>28</b>
<b>APPENDIX F: CONSTRUCTION DRAWINGS: .....</b>		<b>29</b>



## 1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the “Regional District”) invites tenders for the replacement of the Bear Lake Fire Hall and Community Commission roof, located at 353 Grizzly Avenue, Bear Lake, BC (the “Site”).

The Regional District’s objective is to award a contract to the successful tenderer who can demonstrate the ability to deliver a high quality, well managed project.

Tenders will be received up to **2:00:00 p.m. on Thursday June 2, 2022**. There will not be a public tender opening for the tender.

Tender submissions to ITT CS-22-02 may be delivered to the Regional District office by mail, drop off, courier or by email. Tenders submitted by fax will NOT be accepted.

For delivery by **mail, drop off or courier**, tenderers will complete and submit two (2) copies of their tenders in a sealed envelope with the following information written on the outside of the delivery envelope:

- a) Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3rd Floor 155 George Street  
Prince George, BC V2L 1P8
- b) REGIONAL DISTRICT OF FRASER-FORT GEORGE  
INVITATION TO TENDER CS-22-02  
BEAR LAKE FIRE HALL AND COMMUNITY COMMISSION  
ROOF REPLACEMENT
- c) Responding organization’s name and address.

For **email** tender submissions:

- d) Email the completed tender to:  
General Manager of Financial Services  
[purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)
- e) In the email subject line put **RDFFG CS-22-02** and your **Contractor/Business Name**.
- f) For closing purposes, the official time of receipt of the tender is determined by the time of receipt of the email. Tenders received by email after the closing date and time will not be accepted.
- g) The responsibility for submitting a response to this ITT to the correct email address on or before the closing date and time will be solely and strictly the responsibility of the Tenderer. Tenders sent to any email address other than the one identified in Section 1.0 (d) will not be accepted.
- h) Maximum file size able to be received by the Regional District is 35 MB.

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 ITT. Any tender submission received by the Regional District that is unsigned will be rejected.



### 1.1 Tender Documents

Tender documents may be obtained on, or after, Friday May 6, 2022:

- 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); and
- b) on the BC Bid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

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

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

Inquiries relating to this ITT are to be directed by email to the Project Manager:

Bonnie Seitz, Community Public Safety Assistant  
Regional District of Fraser-Fort George  
Email: [bseitz@rdffg.bc.ca](mailto:bseitz@rdffg.bc.ca)

### 1.2 Mandatory Site Meeting

**The meeting is scheduled to start promptly at 10:00:00 a.m. Monday, May 16, 2022 at 353 Grizzly Avenue, Bear Lake BC. Tender submissions from tenderers who did not attend the mandatory site meeting will not be considered.**

The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to the ITT. The purpose of this meeting is for tenderers to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the Site, to determine specifications and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their tender submission.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding an additional site meeting or providing individuals access to the Site.

### 1.3 Closing Date and Opening of Tenders

Tenders will be received until 2:00:00 p.m. local time on **Thursday June 2, 2022**, to the attention of the General Manager of Financial Services. There will not be a public tender opening for this tender.

### 1.4 Tender Submissions

Tenderers will complete pages 15 through 20 and submit in a PDF format, together with a start to completion workplan.

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

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. If errors are discovered, they will be corrected by the tenderer at their expense.

Any tender received after the closing date and time (**Thursday, June 2, 2022 @ 2:00:00 p.m. local time**) will be considered disqualified.



### 1.5 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 cost tendered, or any tender, will not necessarily be awarded.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

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, sign, and include with their tender Appendix A – Conflict of Interest Disclosure Statement.

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.

### 1.6 Waiver of Claim for Compensation

Except for a claim for the reasonable cost of preparation of its tender, by submitting a tender, each tenderer irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- a) any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation, any alleged unfairness in the evaluation of a tender or award of a contract;
- b) a decision by the Regional District not to award a contract to that tenderer; or
- c) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.



1.7 Errors, Omissions, Clarifications

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from the Project Manager:

Bonnie Seitz  
[bseitz@rdffg.bc.ca](mailto:bseitz@rdffg.bc.ca)

The Regional District will not accept responsibility for any damages, costs or expenses incurred by a tenderer in reliance on oral instructions. Any work done in preparation of a tender after discovery of discrepancies, errors, or omissions in the ITT will be done at the tenderer's risk unless the discrepancy, error, or omission is reported to the Project Manager in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by tenderers must be submitted in writing by email to the Project Manager by **4:00:00 p.m. on Wednesday May 25, 2022**, in order that amendments, if necessary, are available to all tenderers in time to be considered for the preparation of their tender.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website and BC Bid (see Section 1.1). **It is the sole responsibility of the tenderer to check for addendums.**

1.8 Ownership of Tenders and Freedom of Information

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

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

1.9 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, tenderers and the Contractor awarded the Contract that results from this ITT will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to their knowledge as a result of this ITT process and resulting Contract, except insofar as such publication, release or disclosure is necessary to enable the them to fulfill their obligation under the ITT process and resulting Contract, or by the laws of British Columbia.

1.10 Proof of Ability

Tenderers will be competent and capable of performing the work as described as detailed in Appendix C – Scope of Work. The tenderer may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

1.11 Sub-Contractors

a) The Regional District will accept tenders where the tenderer proposes to have sub-contractors provide some of the services so long as the tenderer is the lead entity and has sole responsibility to deliver the services under the Contract. The Regional District will enter into a contract with the Contractor only.



- b) Sub-contractors will be bound by all the terms and conditions of this ITT and resulting Contract with the Contractor, including, but not limited to Insurance, Indemnity, Conflict of Interest and Confidentiality.
- c) All sub-contractors and the work that they will be performing must be clearly identified in the tenderer's tender on the List of Sub-Contractors form. No additional sub-contractors will be added, nor other changes made, without the written consent of the Regional District.
- d) Please indicate on page 14 - List of Subcontractors, not applicable if sub-contractors are not required and include it with your tender submission.

**2.0 TENDER FORMAT**

Tenderers are asked to respond utilizing the following format and sequence of their tender in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 15 through 20:
  - Tender Form: to be completed, signed, and witnessed.
  - 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 (3) references are required, to include a brief description of projects similar in size and scope to this ITT, together with the corresponding contact names and phone numbers for reference checks.
  - Schedule of Prices to include: Project Price; Taxes Payable; Total Contract Price; GST Tax Registration Number; WorkSafeBC Registration Number; Work Completion Date; tenderer's name; address; telephone number; email address; and signature of the authorized person.
- b) Completed Appendix A – Conflict of Interest Disclosure Statement.
- c) **All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be signed by the tenderer and included with the tender and will form part of the tender documents.**
- d) A Start to Completion Workplan: to including construction start date, milestones and completion dates.
- e) Additional information that the tenderer may choose to provide.

**3.0 TENDER EVALUATION**

Evaluation of tenders will be by a committee formed by the Regional District in order to provide a recommended award of contract (the "Contract"). Tenders should be clear, concise, and complete. The following Tender evaluation methodology will be used by the committee to evaluate the tenders received:

a) Compliance with ITT requirements	<b>5%</b>
b) Project management experience, length and quality of experience of the tenderer in doing similar work	<b>10%</b>
c) Acceptability of reference checks conducted by the Regional District	<b>10%</b>
d) Start to Completion Workplan and acceptable schedule	<b>10%</b>
e) Price	<b>65%</b>
<b>TOTAL 100%</b>	

Where tender prices are the same, the Regional District will consider the tenderer's experience in similar work beyond the minimum standards established in this ITT.

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process.





## **4.0 CONTRACT**

### **4.1 Form of Contract**

The form of contract will be similar to the sample contract in Appendix B and will include this ITT, Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's submission.

### **4.2 Examination of Tender and Contract Documents**

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.

All measurements within this tender document are approximate. The contractor will be responsible for any final measurements required for the purpose of preparing a bid.

The contractor will be deemed to have satisfied themselves as to the sufficiency of the tender for the work and the Total Contract Price stated in the Schedule of Prices. The Total Contract Price will cover all the contractor's 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, transportation, materials, supervision, services, warranty, taxes and assessments, together with the contractor's overhead and profit, except where otherwise provided for in the Contract.

### **4.3 Award of Contract**

The Contract is anticipated to be awarded on or before **Thursday, June 16, 2022**. All tenderers will be advised, in writing, as to the awarding of the contract.

The Regional District may, in its sole discretion, delay the date of awarding the contract if deemed appropriate by the Regional District. The tenderer awarded the Contract (the "Contractor"), will have fourteen (14) calendar days to provide the required insurance certificate under Section 12.0 and proof of WorkSafeBC coverage in Section 11.4 upon notification that the Regional District has accepted its tender. Contractor must be duly incorporated under the laws of British Columbia.

## **5.0 START TO COMPLETION WORKPLAN**

As specified in Section 2.0 d), the tender submission will include a Start to Completion Workplan. At a minimum, the work is to be completed by **October 15, 2022**. At the discretion of the Regional District, the Contract completion date may be extended.

## **6.0 WARRANTY**

RCABC ten (10) year warranty to be provided by contractor. Cost of inspection, RCABC 10-year warranty and re-inspection costs to be included in the total contract price.

## **7.0 CONTRACT PRICE**

The Schedule of Prices must be completed and included in the tender submission. All prices for the work shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price, but are to be listed separately from the Total Contract Price. The Total Contract Price must be open for acceptance for thirty (30) days from the time of tender opening, unless otherwise stated by the Regional District.



## **8.0 PAYMENT**

Following completion of the work, the Regional District will pay for the work completed to the Regional District's satisfaction, by the thirtieth (30<sup>th</sup>) day of the month following that for which payment is required on receipt by the Regional District of an invoice from the Contractor. The Regional District will inspect the work before making payment. No payment will be made for materials supplied by the Regional District.

## **9.0 HOLDBACK**

The Regional District may withhold 15% 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:

- a) the work has been completed to the satisfaction of the Regional District; and
- b) the Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.

## **10.0 CHANGES**

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 the Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Total Contract Price, the Total Contract Price amount will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Total Contract Price will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

## **11.0 SERVICE SPECIFICATIONS**

### **11.1 Start and Duration of Contract**

The Contract becomes effective upon execution by both parties and will remain in force until completion of the work.

### **11.2 Licenses and Permits**

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.

### **11.3 Service Level**

The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure their employees and sub-Contractors do the same. The Contractor will ensure their employees and sub-Contractors have sufficient knowledge, skill and experience to properly and safely perform the work.



#### 11.4 WorkSafe BC

The Contractor will use due care and take all precautions to assure the protection of persons or property and will comply with the Workers' Compensation Act of the Province of British Columbia.

Prior to undertaking any of the work in this Contract, the Contractor will provide their 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 the execution of this Contract.

#### 11.5 Vaccination Policy

The Regional District of Fraser-Fort has a Communicable Disease Plan and supporting program to minimize the risk of COVID-19 and other identified infectious agents capable of transmission in our operations. The Regional District has implemented a COVID-19 targeted vaccination compliance program as an additional measure towards protecting our workers, contractors and customers from workplace exposure to the COVID-19 virus and to take reasonable measures to ensure uninterrupted service delivery.

- a) Any Regional District employees working with the successful tenderer or the tenderer's workers will be fully vaccinated.
- b) The Contractor will ensure that any workers and/or sub-contractors it provides for this project that are required to work inside a Regional District facility or work side-by-side with Regional District employees are fully vaccinated.

Fully vaccinated individuals are those that have obtained a full series of COVID-19 vaccines authorized by Health Canada. All Individuals must be prepared to provide proof of vaccination by way of a BC Vaccine Card in a digital or paper version (or equivalent format if vaccinated in a different jurisdiction) when requested to do so. Tenderers and contractors that do not reside in Canada and commute across border will be required to produce validated International Entry documentation prior to entering Regional District facilities.

#### 11.6 Damage to Existing Property or Facility

In the event of damage to the Regional District's facility or property arising from actions of the Contractor, their employees or Sub-Contractors, the procedure will be as follows:

- a) The Contractor will immediately advise the Regional District of any damage to the Regional District's facility or property.
- b) Upon investigation, the Regional District will notify the Contractor of damages to be repaired.
- c) If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment to the Contractor.

The Contractor shall, at their expense, obtain all licenses, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the Contract.

#### 12.0 **INSURANCE**

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



required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. 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 licensed in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$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 Section 12.

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

### **13.0 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 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.

### **14.0 RIGHTS OF WAIVER**

A waiver, or any breach of provision of this ITT will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

### **15.0 SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.

### **16.0 DISPUTE RESOLUTION**

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Contract, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of the Regional District.



## **17.0 NOTICE OF DEFAULT**

If the Contractor is in default of the performance of any of its material obligations set out in the Contract, the Regional District may, by written notice to the Contractor, require such default to be corrected. If within fifteen (15) days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate the Contract.

### **17.1 Termination**

The Regional District shall compensate the Contractor for all Service performed hereunder through to the date of any termination and all-reasonable costs and expenses incurred by the Contractor in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Contractor prior to the termination of the Contract, will be provided to the Regional District within ten (10) business days of the termination date.

## **18.0 Force Majeure**

If either the Contractor or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the condition constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 16 "Dispute Resolution" of the ITT. Whereas a result of Force Majeure there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Section 7 "Contract Price" of this ITT, as may be agreed by the Contractor, or as determined under Section 16 "Dispute Resolution" of the ITT. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Contract. If the Regional District terminates this Contract following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 17.1 "Termination" of this Contract.



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### **TENDERER CHECKLIST**

Before submitting your Tender, check the following points:

- Was the mandatory site meeting attended?
- Has the Tender Form been signed and witnessed?
- Has the List of Sub-Contractors been completed?
- Has the Tenderer's Experience in Similar Work been completed?
- Has the Schedule of Prices been completed?
- Has Appendix A - Conflict of Interest Disclosure Statement been completed?
- Has a Start to Completion Workplan been included?
- Are all amendments and/or addenda, if any, included and signed?
- Is the tender submission complete?
- Is the tenderer duly incorporated under the laws of British Columbia?
- Are both the tender submission envelope and the courier envelope (if sending by courier) both labelled fully?

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



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**TENDER FORM**

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

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

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Invitation to Tender, including the Appendices, Drawings and subsequent written amendments or addenda (if any), and having satisfied myself/ourselves as to the sufficiency of the tender, the undersigned agrees to furnish all labour, transportation, equipment, materials, supervision and services, and to do all work necessary for and reasonably incidental, as specified in accordance with the ITT, to do the work.

I/We agree that in consideration of having my/our tender considered for the Total Contract Price as shown on the Schedule of Prices, the Total Contract Price is open for acceptance for thirty (30) days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the Total Contract Price only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the sub-contractor(s) employed will be as listed on the List of Sub-Contractors and further agree that no changes or additions will be made to the 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 from the date of the acceptance notice I/we will enter into a contract for the Total Contract Price. The form of contract will be similar to the sample contract in Appendix B.

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.



I/We hereby acknowledge receipt and inclusion of the following addenda to the ITT Documents:

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Signed and delivered by:

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Name of Authorized Signatory (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

Signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Witness (Please print)

\_\_\_\_\_  
City, Province, Postal Code





**LIST OF SUB-CONTRACTORS**

The Contractor advises that they will be sub-contracting the following parts of the work to the sub-contractor(s) listed below. In the Contractor's opinion, the sub-contractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate not applicable on this page if sub-contractors are not required and include it with your tender submission. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.

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



**TENDERER'S EXPERIENCE IN SIMILAR WORK**

(A minimum of three references)

Year	Work Performed	Reference Contact (name and phone number)	Value



**SCHEDULE OF PRICES**

The Total Contract Price submitted below reflects the full cost, including taxes, for the work as specified in ITT CS-22-02.

Section #1 (as per Appendix F Drawings) - Bear Lake Fire Hall and Community Commission Roof Replacement	\$ _____
Other (please specify): _____	\$ _____
Taxes Payable:	\$ _____
<b>TOTAL CONTRACT PRICE:</b>	<b>\$ _____</b>

Are you a GST Registrant?  Yes  No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please complete the following:  
Supplier qualifies as a small supplier under s. 148 of the legislation  Yes  No

Is the company duly incorporated under the laws of BC  Yes \_\_\_\_\_  
Registration No.

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

Work Completion Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory Signature Name of Tenderer

\_\_\_\_\_  
Name (Please print) Address

\_\_\_\_\_  
Title City, Province, Postal Code

\_\_\_\_\_  
Date Email

\_\_\_\_\_



**APPENDIX A: CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Invitation to Tender CS-22-02  
BEAR LAKE FIRE HALL AND COMMUNITY COMMISSION ROOF REPAIR AND REPLACEMENT**

Tenderer's Name: \_\_\_\_\_

The tenderer, including its officers, employees, and any person, sub-contractor or other entity working on behalf of, or in conjunction with, the tenderer 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 tenderer 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 reasons(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

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed



**APPENDIX B: SAMPLE CONTRACT**

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")

OF THE FIRST PART

AND:

**THE CONTRACTOR**  
a company duly incorporated under the laws of British Columbia and having a place of business at:

(hereinafter called the "Contractor")

OF THE SECOND PART

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

1. The Contractor will:
  - (a) Provide all necessary labor, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for the project entitled "Invitation to Tender CS-22-02 BEAR LAKE FIRE HALL AND COMMUNITY COMMISSION ROOF REPAIR AND REPLACEMENT.
  - (b) Commence to actively proceed with the work of the Contract once the Contract has been executed, project to be **completed by October 15, 2022**.
2. The Regional District will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ to be determined (plus applicable taxes) in Canadian funds, at the times specified in the contract documents.
3. This Invitation to Tender, the Tender Form, List of Sub-Contractors, Tenderer's Experience in Similar Work, Schedule of Prices, Start to Completion Workplan, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Tenderer's submission, 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. The Regional District may withhold 15% 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:
  - (a) the work has been completed to the satisfaction of the Regional District; and
  - (b) the Regional District has received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.



5. The Contractor will adhere to the warranty conditions outlined in the Scope of Work, Contractor to provide RCABC ten (10) year warranty.
6. The Contractor, by signing this Contract and completing Appendix A – Conflict of Interest Disclosure Statement, further affirms that no conflict of interest exists or prevents their entering into this Contract.
7. In the event of a dispute between the Regional District and the Contractor, this Contract will be governed by, and will be construed in accordance with, all the laws of the Province of British Columbia.
8. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.
9. This Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
10. 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 Project Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

The Contractor at: \_\_\_\_\_  
(Address)

The Regional District at 155 George Street, Prince George, BC V2L 1P8.

11. The Contractor will not sublet, sell, transfer or otherwise dispose of this Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received.
12. This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture, or agency and neither party will be responsible for the debts or obligations of the other.
13. The Contractor is to coordinate all parts of this Contract as indicated in Appendix C - Scope of Work. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It shall be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.



IN WITNESS WHEREOF the parties have duly executed this Contract.

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

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF  
**THE CONTRACTOR**

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

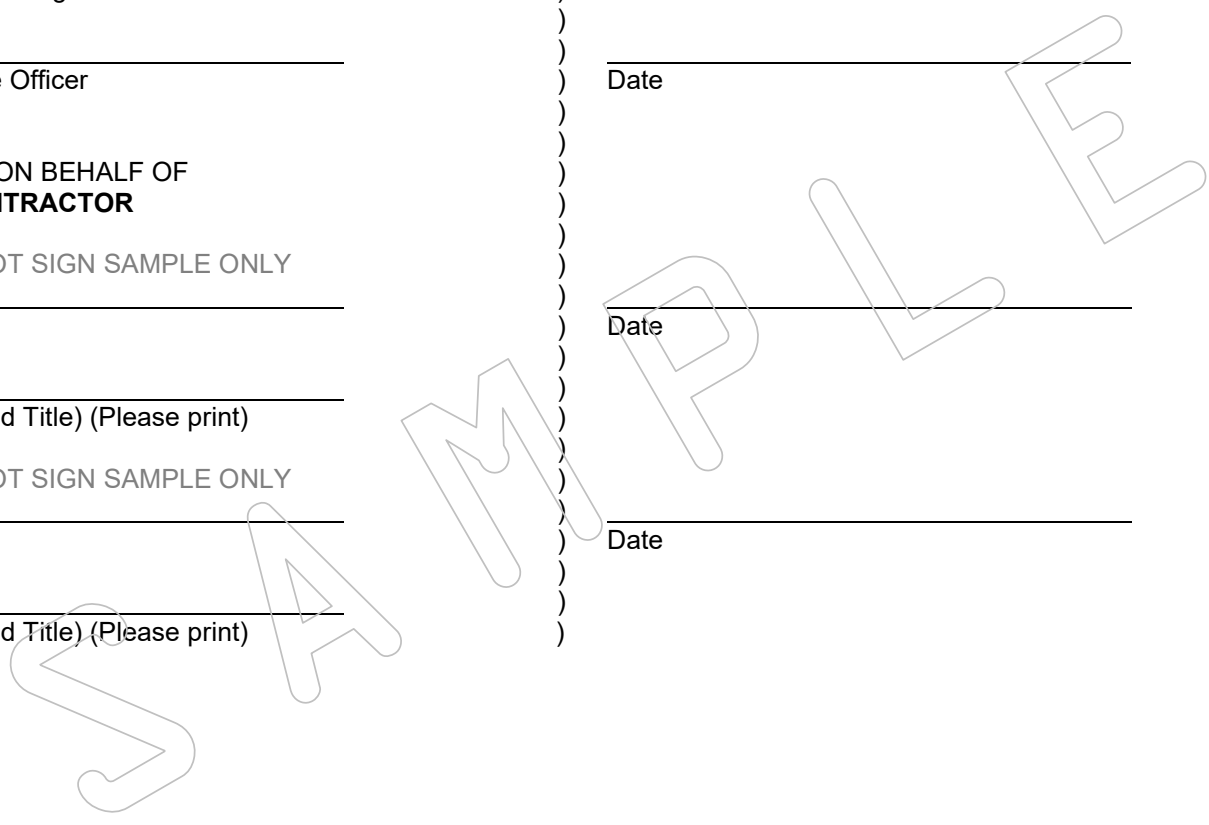
\_\_\_\_\_  
(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)





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### **APPENDIX C: SCOPE OF WORK**

The Contractor will provide all labor, equipment, transportation, materials, supervision, and services to perform all of the work necessary to the removal of the existing roof and replacement with a new roof as specified in the Scope of Work contained herein. Roof replacement project is to be completed by October 15, 2022.

The work performed under this contract consists of shingle roof and additional repair work, as specified herein

- Site location is 353 Grizzly Avenue, Bear Lake BC V0J 3G0.
- The Contractor will be responsible for any final measurements required for the purpose of preparing a tender submission.
- The Contractor is responsible for regularly scheduling the cleanup and disposal of all materials and debris generated by their activities during the project.
- The Contractor will not interfere with the day-to-day operations on the Site or other work being conducted on the Site while completing the work required. The building space underneath the roof covered by this specification will be utilized for concurrent ongoing operations.
- The Regional District accepts no responsibility for damage, vandalism, or theft to any of the Contractor's equipment used or stored at the Site.
- The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
- The Contractor shall re-work areas at perimeters, vents, drains, etc. as required by the written specifications, roof plans and details enclosed and as required to perform the work.
- The Contractor shall furnish all labour, materials, and equipment necessary to remove and dispose of all roofing materials, flashings, etc. as necessary to comply with the specifications, roof plans and details, and as required to complete the work.
- Further, the Contractor to furnish all labour, materials, and equipment deemed necessary to install new wood, drains, vent flashings, insulation, membrane, sheet metal flashings, etc.; as required by the written specifications, roof plans, RCABC minimum requirements.
- All materials, roofing or otherwise, to be installed by qualified BC licensed tradesmen. The roofing crew to be a minimum of sixty percent (60%) journeyman with past experience applying the products specified.
- Inspection of the substrate and deck. Any and all deterioration found in the substrate is to be reported to the owner's representative, the Project Manager. All necessary repairs are to be the responsibility of the owner.
- All work must comply with WorkSafeBC standards. Guard railings must be used.
- All work must be done to applicable standards as detailed by Roofing Contractors Association of BC, and herein after as specified.
- Inspection to be carried out by Aase Roof Inspection Ltd. Cost of inspection, services, warranty, (RCABC ten (10) year warranty provided by the Contractor) and re-inspection costs to be included in the total contract price.
- The Contractor is to provide Aase Roof Inspection Ltd. a minimum forty-eight (48) hours' notice prior to the commencement of the project.





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- Refer to the roof plan drawing and instructions for the areas of work.
  - Deliver and store all materials in their original containers in undamaged condition, sealed with labels intact, having manufacturers name, brand, weight, CSA and other references to accepted standards clearly shown.
  - Protect all materials from weather. In particular, insulation and roofing membranes must be kept absolutely dry and only as much removed from storage as can be applied and made watertight in the same day.
  - No installation work shall be performed during rainy or inclement weather. Follow manufacturers recommendations for cold weather application.
  - The roofing assembly shall be sealed in watertight manner on the same day it is installed.
  - Exercise extreme care to avoid spilling roofing material on exposed finished surfaces. Costs of correction for spills and damage shall be the responsibility of the roofing contractor.



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## APPENDIX D: ROOF SPECIFICATION

### 1.0 Description of Work

The work performed under this contract consists of roof replacement Bear Lake Fire Hall and Community Commission. Sections #1. as specified herein.

#### The existing roof system consists of:

Deck: 1/2" Plywood 3/12 East Side, 4/12 Slope West side (See CAD Plan)  
Underlayment: East side Ice and water on with 2 ply felt underlayment  
West side 30lbs felt on eave + No. 15 felt underlayment  
Surface: There tab shingles green

### 2.0 Demolition

Remove all components to the wood deck. Sweep, clean all fines and debris.

### 3.0 New Woodwork

Roofing Inspector/Consultant to be notified prior to any deck replacement or repair.

**NOTE:** Rotten deck replacement will be extra (cost +10%).

### 4.0 Eve Protection/ Shingle Underlayment /Valley Membrane

On the east side install peel and stick eave protection membrane to the entire roof area. West side install peel and stick eave protection membrane to the lower perimeter extending to a point 2 ft past the warm side of the inside wall horizontally.

Cover the entire deck including the peel and stick areas with synthetic shingle underlayment.

Lap side joints to the manufacturer's specifications and end joints 6" minimum. Stagger end joints 3 feet minimum.

### 5.0 Installation - Roofing Shingles

Over the prepared roof surface, install SBS shingles as specified herein:

First course of **starter** shingles applied with tab side facing up the slope, and on all rakes and eaves. Overhang the shingles on the fascia 1" to 1.5".

All shingles shall be applied with the maximum exposure recommended by the manufacturer. All horizontal lines shall run true.

#### 5.1 Installation - Roofing Shingles continued

Each shingle shall be sealed with a manufacturers accepted asphalt sealing strip. With this method shingle course offsets are as per manufacturer installation instructions. **Six nails per shingle is required or as recommended by the manufacturer for high wind nailing applications.** Nails must be flush and driven in firmly.

**Over driven or crooked nails will be removed and repaired at each nail hole or shingle replaced entirely. High nails will not be accepted, shingle will need to be tore off and replaced with new.**

Ridge capping and starters must be of the same manufacturer as the shingles and must be installed to provide double coverage. **No exposed nails permitted.**



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## 6.0 Metal Flashing

**Supply and install new drip edge flashing and gable end flashing (24 Gauge) charcoal.**

Install all new B-vent chimney tall cone flashing and storm collars. **Strip in all vents with peel and stick membrane. Install 5 new metal AF-50 air vents at Locations provided on CAD Plan.**

When fasteners are required to secure exposed metal counter flashings **only** cladding screws, minimum No. 8 (1/8") with a rubber gasket grommet or washer, made of metal compatible and corresponding in colour to the metal flashing material are acceptable. Nails are not acceptable as exposed fasteners to secure exposed metal counter flashings.

**All flashing shall be done in a quality workmanship manner and to RCABC standards.**

## 7.0 Plumbing Vent Flashing

Aluminum flashing and cap (RCABC Acceptable)

**NOTE: All work must comply with RCABC Asphalt Shingle standard. Specification STR-AS or better as per specification.**



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**APPENDIX E: MATERIALS LIST**

CertainTeed Northgate Fiberglass SBS shingle CSA Standard A 123.5 Wind resistant ASTM D3018 Type1, ASTM D 3161 Class F or Equal, granite grey or owners choice (Standard Color)

CertainTeed Swift starter shingle by CertainTeed or equal

CertainTeed Northgate Ridge Accessories or equal

SBS Eave protection Elastobond 240 or Ice and water shield or CertainTeed equal

Ft Synthetics Hydra Shingle breathable underlayment, or equal RCABC accepted

Duraflow Weather Pro ventilator 4 tier vents 60Pro150BR or RCABC equal, Lomanco, Vent air Brown. CSA

Menzie AF-50 VI Residential metal roof vent Brown

Bathroom fan exhaust flashing and adapter collar, by Dura flow or RCABC equal

Goose neck vents Galvanized soldered seams

Menzie Aluminium Sloped Plumbing vent flashing and cap CSA B272-93

Caulking Reference Product: Sika Flex

Bitumous cements to match shingle as specified by manufacturer.

Nails, spikes: to CSA B111-1974 **Hot dipped galvanized only.**

24 Gauge Pre-painted metal, valley, Cap, wall, Drip edge, rake metal back-wall and step flashings as per RCABC standards. (Charcoal grey)

Wood STD & BTR assorted sizes dimension lumber

Nails, spikes: to CSA B111-1974

Dallas, Fernco, U-Flow coupling, blue seal

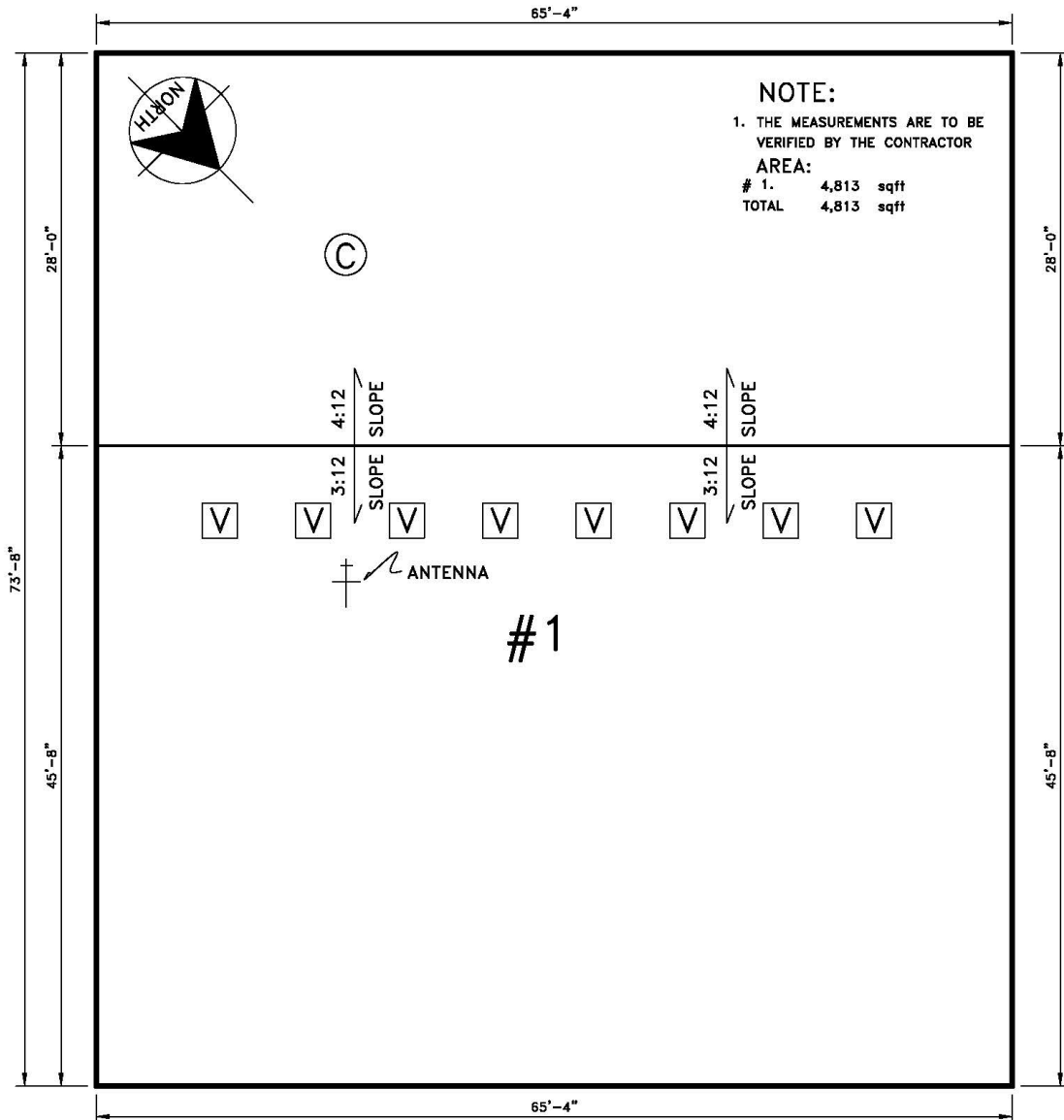
Screws and Plates RCABC accepted.

Menzie Aluminium plumbing vent flashing and cap CSA B272.



**APPENDIX F: CONSTRUCTION DRAWINGS:**

**Bear Lake Fire Hall & Community Commission**



<b>AASE ROOF INSPECTION LTD.</b> <small>ROOF CONSULTING &amp; INSPECTION ROOF SURVEYS BUDGET COST CALCULATIONS ROOF SPECIFICATIONS</small> <small>CE. 230 614 3368 PH. 250 983 8711</small>	<b>L E G E N D</b>			
	<input type="checkbox"/> MASONRY CHIMNEY <input type="checkbox"/> METAL CHIMNEY <input type="checkbox"/> CURB CHIMNEY <input type="checkbox"/> WIRE HOUSE <input type="checkbox"/> T. V. ANTENNA <input type="checkbox"/> TIE OFFS	<input type="checkbox"/> CONTROL JOINT <input type="checkbox"/> PARAPET WALL <input type="checkbox"/> SLEEPER <input type="checkbox"/> ROOF SLOPE <input type="checkbox"/> LADDER	<input type="checkbox"/> PLUMBING VENT CURB <input type="checkbox"/> PLUMBING VENT <input type="checkbox"/> ROOF DRAIN <input type="checkbox"/> ROOF JACK <input type="checkbox"/> ROOF HATCH <input type="checkbox"/> PITCH PAN	<input type="checkbox"/> SKY-LIGHT <input type="checkbox"/> VENTILATOR <input type="checkbox"/> FAN <input checked="" type="checkbox"/> ROOF UNIT <input type="checkbox"/> SCUPPER <input type="checkbox"/> CURB OPEN
<small>THIS DRAWING AND THE COPYRIGHT ARE THE PROPERTY OF AASE ROOF INSPECTION LTD. OMISSIONS OR DISCREPANCIES SHALL BE REFERRED TO THE INSPECTOR FOR CORRECTION OR INTERPRETATION. THE MEASUREMENTS ARE TO BE VERIFIED BY THE CONTRACTOR.</small>	<b>FIREHALL, POST OFFICE, AND COMMUNITY COMMISSION AT B. LAKE ROOF PLAN</b> <small>353 GRIZZLY AVE BEAR LAKE, B.C.</small>		DATE: 15/04/22 SCALE: 1"=10'-0" DRWN: T.Ezaki CHECK: M. AASE	SCHL. NO. <b>APC</b> DRWING.NO. 