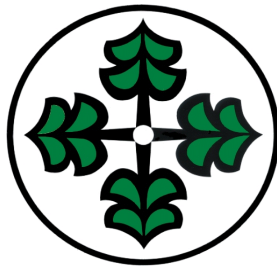


# CITY OF PORT ALBERNI



RFQ Tender No. RFT014-18

## **Parks & Recreation Outdoor Painting**

Closing Date

Thursday July 26<sup>th</sup>, 2018 @ 2:30 pm local time

Mandatory Site Visit July 24<sup>th</sup>, 2018 @ 11:00 am meet at City Hall



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<b>A.</b>	<b>INSTRUCTIONS TO TENDERERS</b>
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1.	The City of Port Alberni (Owner) is inviting RFQ Tenders from qualified contractors for the painting of outdoor and indoor surfaces in various Parks & Recreation areas and facilities in the City of Port Alberni.
2.	Sealed tenders marked "RFQ Tender for Facilities Painting" will be received at the Purchasing Department at the City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 <u>no later than 2:30 PM local time Thursday July 26th, 2018</u> at which time they will be opened in public. Tenders submitted via facsimile will not be accepted. It is incumbent upon the bidder to ensure their submission has been received by the City of Port Alberni Purchasing Department prior to the closing time. All tender offers shall become the property of the City of Port Alberni. Tenders received after the noted due time will not be considered and will be returned unopened to the Tenderer.
3.	<p>Two copies of the tender are provided, one for submission to the Owner, the other is provided for the Tenderers records. The submitted tender shall be filled out in ink or type written and the Tenderer must ensure that the submitted tender offer includes the following:</p> <ul style="list-style-type: none"> <li>a. A full and complete copy of the tender document and all attachments including addendums initialed in the bottom corner of the page by the company owner or signing officer.</li> <li>b. Information provided in all blank areas of the forms provided.</li> <li>c. The signature of the company's owner or, in the case of a corporation registered in the Province of British Columbia, the signature of a signing officer and corporate seal.</li> </ul> <p>Failure to provide a full and complete tender offer will in most cases result in rejection of the tender offer.</p>
4.	Unit prices shall be filled in where indicated in the Schedule of Quantities and Prices of the Tender Form. The unit prices shall be extended in accordance with the quantities shown and the extensions shall be inserted in the space provided. The total tender must be an accurate summation of all the unit prices. Should an error be found, the owner may, at its sole discretion, accept an amended total of the unit prices to prevail as the total bid amount. At no time will the owner accept an amendment of the unit prices in an attempt to reconcile a difference with the total bid amount.
5.	All bidders must carefully examine the documents and site of the proposed works to assess and satisfy themselves as to the probable conditions to be encountered and shall make allowance for such conditions in their submitted prices. There is no formal site visit scheduled for this tender.

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6.	Should a Tenderer find discrepancies, omissions, or inconsistencies in the supplied documents, or should there be in doubt as to their meaning, the Tenderer shall as soon as practicable and certainly prior to submitting a tender offer, notify Rosalyn Macauley of the Finance /Purchasing Department in writing. Bidders may not claim after submission of a bid that there was a misunderstanding with respect to the conditions imposed by the documents. Responses and clarifications will be issued to all Tenderers by way of an addendum prior to the bid closing and shall form part of the tender document.
7.	<p>Bid price revisions will be accepted for submitted tenders up to the closing date and time of the tender subject to the following conditions:</p> <ul style="list-style-type: none"> <li>a. Revisions must be received on the Tenderers letterhead</li> <li>b. The revision must state the tender number, description, and closing time and date.</li> <li>c. The revision must include the amount the tender is to be increased or decreased AND the increase or decrease to each unit price affected to reconcile with the total bid price.</li> <li>d. The revision must include the signature of the company's owner or, in the case of a corporation registered in the Province of British Columbia, the signature of a signing officer and corporate seal.</li> </ul>
8.	A Tenderer may, without prejudice to himself, withdraw his tender on written request at any time prior to the time set for the closing of tenders. Such requests shall comply with paragraph 7 above.
9.	The tender shall be based on the conditions, specifications, materials and scope of work supplied herein, however, a Tenderer may additionally supply an alternate proposal which may be considered if the objectives of the work are achieved through alternative material or procedures that demonstrate superior value. Such alternates will be evaluated, and accepted or rejected at the sole discretion of the Owner.
10.	The Tenderer must have the necessary competence, experience, qualified personnel, and equipment to carry out all aspects of the work. The Tenderer must furnish evidence that he has the necessary experience and is prepared to use the necessary personnel and equipment to carry out the work satisfactorily and within the time stated in the Tender Form. The <i>Contractor Questionnaire</i> section of the tender document shall be completed to assist the Owner in determining if a Contractor is qualified to perform the work. Failure to complete the questionnaire may result in the tender being considered incomplete.
11.	Under the provisions of the <i>Collective Agreement</i> between the City and the Canadian Union of Public Employees (CUPE) Local 118, contracted employees engaged by the City of Port Alberni are to "... receive wages and conditions of employment at least equal to the terms of this Agreement". Tenderers are to ensure that wage rates used to calculate the tender prices are reflective of the rates for the same or similar classification of City employee as listed in the " <i>Contractor Questionnaire</i> " section in this tender package. The tenderer shall list the classification and pay rate for any employee that he believes does not match an <i>Agreement</i> Classification.

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	The City may request a random check of wages paid to employees. Failure to adhere to the confirmed wage rates will affect a breach of contract. The City may withhold funds equal to the value of wages not paid and until such time that parity is paid to the Contractors employees.
10.	All prices tendered are to be in Canadian funds and shall include all applicable sales tax, duty, customs and brokerage fees, and handling and freight fees to the jobsite. Taxes shall be included in the price unless requested as a separate line item in the Tender Form.
11.	The working language of the City of Port Alberni is English and all offers must be in English.
12.	<p>Tenderers are to direct all communications related to this tender to the following staff. Communications directly to council members is not permitted without prior approval.</p> <p>For technical specifications and to view the jobsite contact: Rob Kraneveldt, Facilities Superintendent, Phone: 250-720-2511, Fax: 723-5633 or Email: rob_kraneveldt@portalberni.ca</p> <p>For any inquiries regarding the tender documents or process please contact: Roselyn Macauley Phone: 250-720-2812, Fax 250-723-1003 or Email: roselyn_macauley@portalberni.ca</p>

**B. GENERAL CONDITIONS**

1.	<p><b><u>Offer Acceptance and Rejection</u></b></p> <p>The Owner will evaluate all tender offers received and make a determination of which Contractors are qualified to do the work after consideration of the following criteria:</p> <ol style="list-style-type: none"> <li>The Contractors ability and capacity to complete the work within the delivery schedule.</li> <li>The Contractors history and ability to effectively manage the type of work specified.</li> <li>The Contractors history with respect to work quality, timeliness, safety record, and ability to accommodate changes in the work.</li> <li>The Contractors ability to recruit and retain qualified workers and employ qualified sub trades.</li> <li>The Contractors financial stability and solvency.</li> <li>The Contractors ability to warranty the work.</li> </ol> <p>The Owner reserves the right to reject the lowest or any offer if after consideration, the City concludes that the Contractor is not qualified to do the work and/or cannot do the work and perform the contract in a satisfactory manner.</p> <p>Tender offers are irrevocable and open for acceptance for a period of ninety (90) days after the closing date.</p>
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2.	<p><b><u>Award</u></b></p> <p>Upon selecting the Contractor and offer that presents the greatest value, the Owner will issue, in writing, a Purchase Order to the successful Contractor. This purchase order will be given as soon as possible following the evaluation process and Council approval (if required). The completed tender offer form, including all terms, addendums, and attachments, upon acceptance by the City of Port Alberni, by the issuance of a purchase order, shall form a contract between the successful Contractor and the City of Port Alberni.</p>
3.	<p><b><u>Budget Approval</u></b></p> <p>Proceeding with an award of this tender is subject to available funding and budget approval.</p>
4.	<p><b><u>Cancellation</u></b></p> <p>The City of Port Alberni reserves the right to cancel this tender at any time and for any reason and will not be responsible for loss, damage, cost or expense incurred or suffered by the Tenderer as a result of cancellation.</p>
5.	<p><b><u>Work Safe BC And Safe Work Procedures</u></b></p> <p>In submitting an offer the Contractor agrees to assume all of the responsibilities of a Prime Contractor as outlined in the <i>Work Safe BC</i> Act and Regulations. The Contractor shall provide <i>Work Safe BC</i> coverage for all workers on his payroll and shall provide their <i>Work Safe BC</i> Registration Number in their response. The Contractor and Subcontractors shall indemnify and save harmless the City from any and all liability whatsoever that might result from the Contractor's failure to pay <i>Work Safe BC</i> Board assessments or any other assessment or taxation that arises out of the Contractor's providing the service under this agreement.</p>
6.	<p><b><u>General Liability Insurance</u></b></p> <p>Prior to proceeding with any work, the successful Contractor shall at its own expense provide to the City a comprehensive general liability insurance policy in an amount not less than two million dollars all inclusive together with a standard non-owned automobile liability and statutory conditions endorsement. The insurance shall be maintained during the continuance of the work and shall insure both the contractor and the City and shall contain a cross-liability clause and shall not be capable of cancellation unless 30 days notice is first given to the City. A certified copy of the policy shall be deposited with the City.</p>
7.	<p><b><u>Business License</u></b></p> <p>The successful Contractor and any Subcontractors must have a current City of Port Alberni Business License. The business license must be obtained prior to commencing the work and a</p>

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	copy provided to Rob Kraneveldt, Facilities Operations Supervisor.
8.	<p><b><u>Injury or Damage to Persons or Property</u></b></p> <p>The successful Contractor, by submission of a tender offer, agrees to indemnify and save harmless the City from any and all liability whatsoever and against any and all actions, damages, liens, claims and demands of every nature and kind arising out of the performance by the Contractor or his employees, officers or agents of this agreement.</p>
9.	<p><b><u>Permits and Regulations</u></b></p> <p>The successful contractor shall at his own expense, obtain all permits, certificates and licenses required by law for the performance of the work and shall comply with all Federal, Provincial and City Laws and Regulations and affecting the execution of the work.</p>
10.	<p><b><u>Price Validity and Escalation</u></b></p> <p>The prices provided in the Tender offer shall be held firm throughout the tender acceptance period of three (3) months and upon award for the duration of the work. No claim for escalation of labour rates, material pricing, equipment rental or other costs will be considered. Increases in unforeseen tax rate increases will be compensated by the owner upon receiving a properly documented claim.</p>
11.	<p><b><u>Documentation Primacy</u></b></p> <p>The written terms of this document, addendums, and attachments shall govern in any dispute between the Owner and Contractor. No verbal agreement or conversation made or had at any time with any officer, agent, or employee of the Owner shall affect or modify any of the terms or obligations herein stated.</p>
12.	<p><b><u>Performance</u></b></p> <p>The successful Contractor's performance will be monitored and evaluated. This information shall then be taken into consideration in any future tender awards, as may be in the best interest of the Owner.</p>
13.	<p><b><u>Capacity of the Contractor</u></b></p> <p>The parties hereto agree that the Contractor, and any agents and employees of the Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the Owner.</p>
14.	<p><b><u>Dismissal of Contractor</u></b></p>

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	In the event the Contractor, at any time, fails to comply with the provisions of this Contract to the satisfaction of the Owner, the Owner shall immediately become empowered to dismiss and discharge the Contractor from any further execution of the Contract.
15.	<p><b><u>Communication</u></b></p> <p>The contractor shall immediately inform the Owner of conditions that will affect the contractor's ability to perform the contract as specified. The contractor shall furthermore provide the Owner with the name and contact numbers of the following individuals:</p> <ul style="list-style-type: none"> <li>• Project superintendent</li> <li>• Alternate superintendent</li> <li>• Company owner, General Manager or Regional Manager</li> </ul> <p>The aforementioned individuals must make themselves available to the Owner without unreasonable delay during regular business hours and provisions to leave a message by voicemail or e-mail shall be available to the Owner. At no time shall the contractor delay a communication with the Owner for more than 24 hours.</p>
16.	<p><b><u>Assign, Lease or Sublet</u></b></p> <p>The Contractor shall not assign, lease, sublet or otherwise delegate the Agreement without the written consent of the Owner.</p>
17.	<p><b><u>Payment Terms</u></b></p> <p>All invoices paid as a result of this tender will be paid as per the Owner's standard payment terms "net 30 days".</p>
18.	<p><b><u>Operating Facilities</u></b></p> <p>Unless otherwise specified, the facilities listed herein for work will remain in operation for the duration of the work. The successful contractor will be required to coordinate and manage the work in a manner that minimizes the disruption to users of the facility. Some facilities may be blocked from public use for limited durations provided sufficient advance notice is provided to the Facility Supervisor. The Owner will accept no claim for delay or additional costs where the contractor has failed to coordinate the timing of the work.</p>

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**C. SPECIFICATIONS**

**PART 1 - GENERAL**

**1.1 Description:**

- .1 Section Includes: All labor, materials, tools and other equipment, services and supervision required to complete all exterior repainting work as indicated on Finish Schedules and to the full extent of the specifications.
- .2 Work under this Contract shall also include, but not necessarily be limited to:
  - .a High pressure washing and abrasive blasting in accordance with the requirements of Section [**SPEC NOTE:** *see 1.2.1 and amend as required.*]
  - .b Moisture testing of substrates.
  - .c Surface preparation of substrates as required for acceptance of paint, including cleaning, small crack repair, patching, caulking, and making good surfaces and areas to the limits defined under **MPI** Repainting Manual Preparation requirements.
  - .d Specific pre-treatments noted herein or specified in the **MPI** Repainting Manual.
  - .e Sealing / priming surfaces for repainting in accordance with **MPI** Repainting Manual requirements.
- .3 Refer to the Finish Schedule for type, location and extent of exterior repainting required, and include all touch-ups necessary to complete work shown, scheduled or specified.
- .4 This Section forms part of the Contract documents and is to be read, interpreted and coordinated with all other parts.

**1.2 Quality Assurance:**

- .1 Only qualified journeypersons, as defined by local jurisdiction, shall be engaged in exterior repainting work. Apprentices may be employed provided they work under the direct supervision of a qualified journeyperson in accordance with trade regulations.
- .2 All materials, preparation and workmanship shall conform to the standards contained in the latest edition of the Master Painters Institute (**MPI**) Maintenance and Repainting Manual (herein referred to as the **MPI** Repainting Manual) as issued by the local **MPI** Accredited Quality Assurance Association having jurisdiction.
- .3 The Owner, at his discretion, may employ the services of a Paint Inspection Agency (Inspector). The contractor shall fully cooperate at all times with the requirements of the Inspector in the performance of their duties, including providing access and assistance as required to complete inspection work.

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- .4 **All surfaces requiring repainting shall be inspected** by the Contractor who shall notify the Owner or Inspector in writing of any defects or problems, prior to commencing repainting or after preparation work.

**1.3 Regulatory Requirements:**

- .1 Conform to work place safety regulations for storage, mixing, application and disposal of all paint related materials to requirements of those authorities having jurisdiction.
- .2 Conform to safety precautions in accordance with the latest requirements of Worksafe BC.
- .3 To reduce the amount of contaminants entering waterways, sanitary / storm drain systems or into the ground the following procedures shall be strictly adhered to:
- .a Retain cleaning water for water-based materials to allow sediments to be filtered out. In no case shall equipment be cleaned using free draining water.
  - .b Retain cleaners, thinners, solvents and excess paint and place in designated containers and ensure proper disposal.
  - .c Return solvent and oil soaked rags used during painting operations for contaminant recovery, proper disposal, or appropriate cleaning and laundering.
  - .d Dispose of contaminants in an approved legal manner in accordance with hazardous waste regulations.
  - .e Empty paint cans are to be dry prior to disposal or recycling (where available).
  - .f Close and seal tightly partly used cans of materials including sealant and adhesive containers and store protected in well ventilated fire-safe area at moderate temperature.
- .4 Where paint recycling is available, collect waste paint by type and provide for delivery to recycling or collection facility.

**1.4 Mock-Ups:**

- .1 When requested by the Owner or Inspector paint a designated exterior surface area or item to requirements specified herein, with specified paint or coating showing selected colors, gloss / sheen, texture and workmanship to **MPI** Repainting Manual standards for review and approval. When approved, exterior surface area and/or item shall become acceptable standard of finish quality and workmanship for similar on-site repainting work.

**1.5 Submittals:**

- .1 Submit list of all painting materials to the Owner or Inspector for review prior to ordering materials.

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- .2 Submit two sets of Material Safety Data Sheets (MSDS) prior to commencement of work for review and for posting at job site as required.
- .3 Submit certification reports for ecologo paint products used.
- .4 Submit a work schedule for various stages of work to the Owner or Inspector for review and approval if requested.
- .5 At project completion provide an itemized list complete with manufacturer, paint type and color coding for all colors used for Owner's later use in maintenance.

**1.6 Product Delivery, Storage and Handling:**

- .1 Deliver all painting materials in sealed, original labeled containers bearing manufacturer's name, brand name, type of paint or coating and color designation, standard compliance, materials content as well as mixing and/or reducing and application requirements.
- .2 Store all paint materials in original labeled containers in a secure (lockable), dry, heated and well ventilated single designated area meeting the minimum requirements of both paint manufacturer and authorities having jurisdiction and at a minimum ambient temperature of 45F (7 C). Only material used on this project is to be stored on site.
- .3 Where toxic and/or volatile / explosive / flammable materials are being used, provide adequate fireproof storage lockers and take all necessary precautions and post adequate warnings (e.g. no smoking) as required.
- .4 Take all necessary precautionary and safety measures to prevent fire hazards and spontaneous combustion and to protect the environment from hazard spills. Materials that constitute a fire hazard (paints, solvents, drop clothes, etc.) shall be stored in suitable closed and rated containers or removed from the site on a daily basis.
- .5 Comply with requirements of authorities having jurisdiction, in regard to the use, handling, storage and disposal of hazardous materials.

**1.7 Project / Site Requirements:**

- .1 Unless specifically pre-approved by the Owner or inspector and the applied product manufacturer, perform no exterior repainting work when the ambient air and substrate temperatures are below 50F (10C).
- .2 Perform no exterior repainting work unless environmental conditions are within MPI and paint manufacturer's requirements or until adequate weather protection is provided. Where required, suitable weatherproof covering and sufficient heating facilities shall be in place to

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maintain minimum ambient air and substrate temperatures for 24 hours before, during and after paint application.

- .3 Perform no exterior repainting work when the relative humidity is above 85% or when the dew point is less than 5F (3C) variance between the air / surface temperature.
- .4 Perform no exterior repainting work on wood when the maximum moisture content of the substrate exceeds 15%.
- .5 Conduct all moisture tests using a properly calibrated electronic Moisture Meter.
- .6 Test concrete and masonry surfaces for alkalinity as required.
- .7 Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surfaces.

**1.8 Scheduling:**

- .1 Schedule repainting operations to prevent disruption of and by other trades when applicable.
- .2 Schedule repainting operations to prevent disruption of Owner's operations or building occupants. Obtain written authorization from the Owner for changes in work schedule.

**1.9 Guarantee:**

- .1 Provide a written two (2) year Company guarantee on the quality of the finish covering 100% material and labour to correct any defects.

**1.10 Maintenance Materials:**

- .1 At project completion provide the quantity of paint specified in the finish schedule of each type and color of paint from same production run (batch mix) used in unopened cans, properly labeled and identified for Owner's later use in maintenance. Store where directed.

**PART 2 - PRODUCTS**

**2.1 Materials:**

- .1 All materials (primers, paints, coatings, varnishes, stains, lacquers, fillers, thinners, solvents, etc.) shall be products listed in the latest edition of the **MPI** Approved Product List and shall

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be from a single manufacturer for each system used.

- .2 Other paint materials such as linseed oil, shellac, turpentine, etc. shall be the highest quality product of an approved manufacturer listed in the **MPI** Approved Product List and shall be compatible with other coating materials as required.
- .3 All materials and paints shall be lead and mercury free.
- .5 All paint materials shall have good flowing and brushing properties and shall dry or cure free of blemishes, sags, air entrapment, etc. Refer to 3.5, Field Quality Control / Standard of Acceptance requirements.

**2.2 Equipment:**

- .1 Painting Equipment: to best trade standards for type of product and application.
- .2 Spray-Painting Equipment: of ample capacity, suited to the type and consistency of paint or coating being applied and kept clean and in good working order at all times.

**2.3 Mixing and Tinting:**

- .1 Unless otherwise specified or pre-approved, all paints shall be ready-mixed and pre-tinted. Re-mix all paint in containers prior to and during application to ensure break-up of lumps, complete dispersion of settled pigment, and color and gloss uniformity.
- .2 Paste, powder or catalyzed paint mixes shall be mixed in strict accordance with manufacturer's written instructions.
- .3 Where thinner is used, addition shall not exceed paint manufacturer's recommendations.
- .4 If required, thin paint for spraying in strict accordance with paint manufacturer's instructions. If directions are not on container, obtain instructions in writing from manufacturer and provide copy of instructions to Owner or Inspector.

**2.4 Finish and Colors:**

- .1 Unless otherwise specified herein, all exterior repainting work shall be done in accordance with **MPI** Premium Grade requirements.
- .2 Color selections shall comply with the Finish Schedule for identification and location. Some color selections may be furnished after award of the contract.

**2.5 Gloss / Sheen:**

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- .1 Paint gloss shall be defined as the sheen rating of applied paint, in accordance with the following **MPI** gloss / sheen standard values:

Gloss Level	Description	Units @ 60 degrees	Units @ 85 degrees
G1	Matte or Flat finish	0 to 5	10 maximum
G2	Velvet finish	10 maximum	10 to 35
G3	Eggshell finish	10 to 25	10 to 35
G4	Satin finish	20 to 35	35 minimum
G5	Semi-Gloss finish	35 to 70	
G6	Gloss finish	70 to 85	
G7	High-Gloss finish	> 85	

- .2 Gloss level ratings of all painted surfaces shall be as specified herein and as noted on Finish Schedule.

**PART 3 - EXECUTION**

**3.1 Condition of Surfaces:**

- .1 Prior to commencement of repainting work, thoroughly examine (and test as required) all exterior conditions and surfaces scheduled to be repainted and report in writing to the Owner or Inspector any conditions or surfaces that will adversely affect work of this section.
- .2 The degree of surface deterioration (DSD) shall be assessed using the assessment criteria indicated in the **MPI** Maintenance Repainting Manual. In general the **MPI** DSD ratings and descriptions are as follows:

Condition	Description
DSD-0	Sound Surface (may include visual (aesthetic) defects that do not affect film's protective properties).
DSD-1	Slightly Deteriorated Surface (may show fading; gloss reduction, slight surface contamination, minor pin holes scratches, etc.) / Minor cosmetic defects (runs, sags, etc.).
DSD-2	Moderately Deteriorated Surface (small areas of peeling, flaking, slight cracking, staining, etc.).
DSD-3	Severely Deteriorated Surface (heavy peeling, flaking, cracking, checking, scratches, scuffs, abrasion, small holes and gouges).
DSD-4	Substrate Damage (repair or replacement of surface required by

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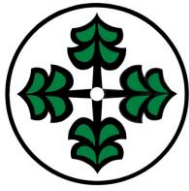
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- .3 Other than the repair of DSD-1 to DSD-3 defects included under this scope of work, structural and DSD-4 substrate defects discovered prior to and after surface preparation or after first coat of paint shall be made good and sanded by others ready for painting, unless otherwise agreed to by the Owner and painter to be included in this Work.
- .4 No repainting work shall commence until all such DSD-4 adverse conditions and defects have been corrected and surfaces and conditions are acceptable to the Contractor. The Contractor shall not be responsible for the condition of the substrate or for correcting defects and deficiencies in the substrate, which may adversely affect the painting work except for minimal work normally performed by the Contractor and as indicated herein. It shall always, however, be the responsibility of the Contractor to see that surfaces are properly prepared before any paint or coating is applied. It shall also be the Contractor's responsibility to paint the surface as specified providing that the owner accepts responsibility for uncorrected DSD-4 substrate conditions.

**3.2 Preparation of Surfaces:**

- .1 Prepare all exterior surfaces for repainting in accordance with MPI Repainting Manual requirements. Refer to the MPI Repainting Manual in regard to specific requirements for the following:
  - .a environmental conditions.
  - .b rust stain removal.
  - .c mildew removal.
  - .d vertical and horizontal concrete surfaces.
  - .e structural steel and miscellaneous metals.
  - .f galvanized and zinc coated metal.
  - .g dimension and dressed lumber.
  - .h wood doors.
  - .i wood paneling and casework.
- .2 Where required, pressure wash exterior surfaces prior to repainting in accordance with MPI standards for type of surfaces and recommended pressures to ensure complete removal of all loose paint, stains, dirt, and other foreign matter. This work shall be carried out only by qualified tradesman experienced in pressure water cleaning. The use of water hose cleaning will not be considered satisfactory, unless specifically specified. Allow sufficient drying time and test all surfaces using an electronic moisture meter before commencing work.
- .3 Sand, clean, dry, etch, neutralize and/or test all surfaces under adequate illumination, ventilation and temperature requirements.
- .4 Remove and securely store all miscellaneous hardware and surface fittings / fastenings (e.g. electrical lights, mechanical louvers, door and window hardware (e.g. hinges, knobs, locks, trim, frame stops) and, removable hazard / instruction labels. from wall and soffit surfaces,

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doors and frames, prior to repainting and replace upon completion. Carefully clean and replace all such items upon completion of repainting work in each area. Do not use solvent or reactive cleaning agents on items that will mar or remove finishes (e.g. lacquer finishes). Doors shall be removed before repainting to paint bottom and top edges and then re-hung.

- .5 Protect all exterior surfaces and areas, including landscaping, walks, drives, all adjacent building surfaces (including glass, aluminum surfaces, etc.) and equipment and any labels and signage from repainting operations and damage by drop cloths, shields, masking, templates, or other suitable protective means and make good any damage caused by failure to provide such protection.

**3.3 Application:**

- .1 Do not commence repainting unless substrates and all environmental conditions are acceptable for the application of products.
- .2 Apply primer, paint or stains in accordance with MPI Painting Manual Premium Grade finish requirements.
- .3 Apply primer, paint or stain in a workmanlike manner using skilled and trade qualified applicators as noted under Quality Assurance.
- .4 Apply primer, paint or stain within an appropriate time frame after cleaning and preparation to prevent weathering or water staining of substrate or before environmental conditions encourage flash-rusting, rusting, contamination or when the manufacturer's paint specifications require earlier applications.
- .5 Primer, paint or stain coats specified are intended to cover surfaces satisfactorily when applied at proper consistency and in accordance with manufacturer's recommendations.
- .6 Apply second and subsequent coats in the manner and within the time specified by the paint manufacturer or sand and dust between each coat to provide an anchor for next coat and to remove defects (runs, sags, etc.) visible from a distance up to 1000 mm (39").
- .7 Do not apply finishes on exterior surfaces that are not sufficiently dry. Unless manufacturer's directions state otherwise, each coat shall be sufficiently dry and hard before a following coat is applied.
- .8 To avoid air entrapment in applied coats, apply materials in strict accordance with manufacturer's spread rates and application requirements.

**3.4 Exterior Finish / Coating Systems:**

Repaint exterior surfaces in accordance with the following **MPI** Repainting Manual requirements:

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**.1 Cementitious Composition Board Surfaces:** (vertical surfaces, horizontal soffits)

REX 3.3A Latex eggshell finish. (Primer MPI #3, Finish MPI #15)

**.2 Structural Steel and Metal Fabrications:**

REX 5.1D Alkyd semi-gloss or gloss finish. (Primer MPI #23, Finish MPI #94 or #9)

REX 5.1J Aluminum Paint. (Primer MPI #23, Finish MPI #1)

**.3 Galvanized Metal:** (not chromate passivated)

REX 5.3B Alkyd semi-gloss or gloss finish. (Primer MPI #26, Finish MPI #94 or #9)

**.4 Dimension Lumber:** (columns, beams, exposed joists, underside of decking, siding, fencing, etc.)

REX 6.2A Latex eggshell finish. (Primer MPI #6, Finish MPI #15)

**.5 Dressed Lumber:** (doors, door and window frames, casings, battens, smooth facias, etc.)

REX 6.3L Latex satin finish. (Primer MPI #6, Finish MPI #15)

REX 6.3L Latex semi-gloss finish. (Primer MPI #6, Finish MPI #11)

REX6.3K Waterborne solid color stain finish. (Primer MPI #6, Finish MPI #16)

**3.5 Field Quality Control / Standard of Acceptance:**

.1 All surfaces, preparation and paint applications shall be inspected.

.2 Repainted exterior surfaces shall be considered to lack uniformity and soundness if any of the following defects are apparent to the Owner or Inspector:

- .a brush / roller marks, streaks, laps, runs, sags, drips, heavy stippling, hiding or shadowing by inefficient application methods, skipped or missed areas, and foreign materials in paint coatings.
- .b evidence of poor coverage at rivet heads, plate edges, lap joints, crevices, pockets, corners and re-entrant angles.
- .c damage due to touching before paint is sufficiently dry or any other contributory cause.
- .d damage due to application on moist surfaces or caused by inadequate protection from the weather.
- .e damage and/or contamination of paint due to wind-blown contaminants (dust, sand blast materials, salt spray, etc.).

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- .3 Repainted exterior surfaces shall be considered unacceptable if any of the following are evident under natural lighting conditions:
- .a visible defects are evident on vertical surfaces when viewed at 90 degrees to the surface from a distance of 1000 mm (39").
  - .b visible defects are evident on horizontal surfaces when viewed at 45 degrees to the surface from a distance of 1000 mm (39").
  - .c visible defects are evident on soffit and other overhead surfaces when viewed at 45 degrees to the surface
  - .d when the final coat on any surface exhibits a lack of uniformity of sheen across full surface area.
- .4 Repainted surfaces rejected by the Inspector shall be made good at the expense of the Contractor. Small affected areas may be touched up; large affected areas or areas without sufficient dry film thickness of paint shall be repainted. Runs, sags of damaged paint shall be removed by scraper or by sanding prior to application of paint.

**3.6 Protection:**

- .1 Protect all newly repainted exterior surfaces from rain and snow, condensation, contamination, dust, salt spray and freezing temperatures until paint coatings are completely dry. Curing periods shall exceed the manufacturer's recommended minimum time requirements.
- .2 Erect barriers or screens and post signs to warn, limit or direct traffic away or around work area as required.

**3.7 Clean-up:**

- .1 Remove all paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces.
- .2 Keep work area free from an unnecessary accumulation of tools, equipment, surplus materials and debris.
- .3 Remove combustible rubbish materials and empty paint cans each day and safely dispose of same in accordance with requirements of authorities having jurisdiction.
- .4 Clean equipment and dispose of wash water / solvents as well as all other cleaning and protective materials (e.g. rags, drop cloths, masking papers, etc.), paints, thinners, paint removers/strippers in accordance with the safety requirements of authorities having jurisdiction.

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**D. FINISH SCHEDULE**

**Echo Park Field House (4200 Wood Ave)** *See Addendum #1 for pictures*

Item	Location	Colour	Surface Preparation	MPI#	Sheen	Notes
Doors, door casings, and trim (presently painted a dark brown colour).	See Addendum 1.0 for pictures and further details.	Change to CA214 Bistre (Cloverdale).	Clean & sand, power tool clean as req'd, spot prime.	Primer: #26 Finish: #94 (preferred), #9 (alt.)	G5	Full coverage inside & out, two finish coats
Hand railings	Center of concrete stair case between buildings.	Change to CA214 Bistre (Cloverdale)	As above	Primer: #23 Finish: #94 (preferred), #9 (alt.)	G5 or G6	Full coverage, two finish coats
Hand railing	Around patio and to the west of the west building.	Change to CA214 Bistre (Cloverdale)	As above	As above	G5 or G6	Full coverage, two finish coats
Trash containers (lids only)	Outdoor trash bins adjacent to field house buildings, three (3) on upper level and three (3) on lower level.	Colour Match.	As above	As above	G5	Full coverage, two finish coats
West building	Deck railing	Change to CA214 Bistre (Cloverdale)	As above	As above	G5 or G6	Full coverage, two finish coats
Washroom Floors	Upper Public Washrooms (Mens & Women's)	Color Match	Clean and sand	As above	G5	Full coverage, two finish coats
Exposed Rafters Exterior	Front Balcony Peak & Rear Peak	CA214 Bistre (Cloverdale)	sand	As above	G5	Full coverage, two finish coats
Stain ledger board and protruding rafter beam	Front Balcony Peak & Rear Peak	Sikkens Cetol with slight tint.	Clean and sand	As above	G2	Full coverage, two finish coats

**Echo Centre (4255 Wallace Street)** *See Addendum #1 for pictures*

Item	Location	Colour	Surface Preparation	MPI#	Sheen	Notes
Exterior Siding Including upper fascia	Entire building	Dark brown change to CA214 Bistre (Cloverdale)  Light brown is CA094 Sand Sculpture	Power wash, sand, spot prime as req'd.	Primer: #6 Finish: #11	G5	Full coverage inside and out, two finish coats
Cinder Block	Exterior Front	Change to CA091 Warm Grey	Clean and sand	Primer: #6 Finish: #11	G5	Full coverage, two finish coats

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Stucco	Exterior	Change to CA094 Sand Sculpture	Power wash, sand, spot prime as req'd	G5		Full coverage, two finish coats
Metal Posts and rails		change to CA214 Bistre (Cloverdale)	Power wash, sand, spot prime as req'd	G5 or G6		One primer coat and two finish coats outside only.
Rear Loading Doors	Loading Dock Museum	Change to CA214 Bistre (Cloverdale)	Power wash, sand, prime as req'd	G5		One primer coat and two finish coats outside only.

**City Hall (4850 Argyle Street)** *See Addendum #1 for pictures*

Item	Location	Colour	Surface Preparation	MPI#	Sheen	Notes
Cinder Block	Exterior as noted in Addendum #1	Change to CA091 Warm Grey	Wash surface dust	Finish #15	G5	Full coverage, two finish coats
Lower Doors and Trim	Rear Exterior	Change to CA214 Bistre (Cloverdale)	Power wash, sand, full prime.	Prime: #6 Finish: #11	G5	One primer coat and two finish coats outside only.
Retaining Walls and concrete planter boxes	Exterior as noted in Addendum #1	Change to CA091 Warm Grey	Power wash, remove loose paint		G5	Full coverage, two finish coats

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<b>E. SCHEDULE</b>
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1. Mandatory Site Visit July 24<sup>th</sup>, 2018. 11:00am. Meet at City Hall
2. Tender closes July 26<sup>th</sup>, 2018 @ 2:30 pm
3. Work on Echo Park Fieldhouse, City Hall, and Echo Center can proceed at the contractor's earliest convenience.
4. All work shall be completed by September 7, 2018.

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**F. CONTRACTOR QUESTIONNAIRE**

We provide this information in order that the owner may judge our ability to fulfill the contract requirements:

Note: This form is to be completed by the General Contractor and all Sub-Trades

Registered Business Name:

Mailing Address:

City/Town:	Province:	Postal/Zip Code:
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Telephone No.:	Fax Number:	Toll Free Number:
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Business Structure:	Incorporated <input type="checkbox"/> Primary Directors Name:	Proprietorship <input type="checkbox"/> Owner's Name:	Partnership <input type="checkbox"/> Partner Names:
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Number of Years in Business:	Number of Full Time Employees:	Number of Part Time Employees:
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Workforce Collective Agreement: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Company Bonded: Yes <input type="checkbox"/> No <input type="checkbox"/>	Bond Holder:
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Primary Business Contact Name and Phone No.:

Insurance Company:	Policy Number:	Liability Coverage Amount:
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Work Safe BC No.:	G.S.T. No.:	Bank Name & Address: (Letter of good standing may be requested)
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**LIST TRADES LICENCES & ASSOCIATION MEMBERSHIPS**


**RELEVANT PERSONNEL & RATES OF PAY**

Name of Project Supervisor:	Years of Experience:	Trades Certificates/Licenses:
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POSITION	CITY OF PORT ALBERNI WAGE (2018)	CONTRACTOR WAGE
Maintenance Worker (Echo)	\$25.84	
Labourer 1	\$26.91	
Labourer 2 (Works)	\$28.00	
Labourer 2 (Parks)	\$29.08	

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Formsetter / Finisher	\$32.34	
Gardener	\$34.50	
Mechanic	\$34.50	
Carpenter	\$34.50	
Trades Helpers 1st year	\$28.64	
Trades Helpers 2nd year	\$30.01	
Trades Helpers 3rd year	\$31.39	
Trades Helpers 4th year	\$32.77	
Tenderer to Specify Labour Category and Rate Not Listed		
Tenderer to Specify Labour Category and Rate Not Listed		
Tenderer to Specify Labour Category and Rate Not Listed		
Tenderer to Specify Labour Category and Rate Not Listed		

**G. REFERENCES**

Provide three references for work performed in the past 12 months.

	Name and address of Company	Contact person and phone #	Name of project or description of work
1.			
2.			

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3.			
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<b>H. SCHEDULE OF PRICES</b>
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Area	Price	Taxes
Echo Centre Exterior	\$	\$
City Hall Exterior	\$	\$
Echo Park Field House Exterior	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

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**I. ADDENDUM #1 – SITE PHOTOS**

CITY HALL (4850 Argyle Street)	COMMENTS
	<p>Repaint metal grey hand rails out the front the main entrance. (south)</p> <p>Change to CA214 Bistre (Cloverdale)</p>
	<p>Repaint lower foundation of concrete lattice wall.</p> <p>CA091 Warm Grey</p>
	<p>Sand siding then paint with 1 coat of Sikkens Cetol SRD RE translucent matte finish. (east face)</p>

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	<p>Repaint posts along North face of compound</p> <p>Change to CA214 Bistre (Cloverdale)</p>
	<p>Repaint foundation of compound (east face)</p> <p>CA091 Warm Grey</p>
	<p>Sand siding then paint with 1 coat of Sikkens Cetol SRD RE translucent matte finish. (north east face)</p>
	<p>Sand siding then paint with 1 coat of Sikkens Cetol SRD RE translucent matte finish. (north face)</p>

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	<p>Repaint metal handrail. Sand and color match. Prime any bare metal. Paint with Tremclad or Marine paint.</p> <p>Change to CA214 Bistre (Cloverdale)</p>
	<p>Repaint foundation upper north entrance. Powerwash first.</p> <p>CA091 Warm Grey</p>
	<p>Repaint lower yellow doors (color change) (north side)</p> <p>CA214 Bistre (Cloverdale)</p>
	<p>Repaint overhang (north side)</p> <p>CA091 Warm Grey</p>

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	<p>Repaint lower retaining wall. Power wash first.</p> <p>CA091 Warm Grey</p>
	<p>Repaint soffit over IT back entrance. (north side)</p> <p>CA091 Warm Grey</p>
	<p>Repaint retaining wall (north side, east face). Power wash first.</p> <p>CA091 Warm Grey</p>
	<p>Repaint retaining wall (west side, east face). Powerwash first.</p> <p>CA091 Warm Grey</p>

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	<p>Repaint post (north west corner of building)</p> <p>Safety Yellow</p>
	<p>Repaint cinderblock (west face)</p> <p>CA091 Warm Grey</p>
	<p>Repaint stair faces (east side)</p> <p>CA091 Warm Grey</p>
	<p>Repaint retaining walls (east side)</p> <p>CA091 Warm Grey</p>

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	<p>Repaint retaining walls (east side)</p> <p>CA091 Warm Grey</p>
	<p>Repaint concrete flower box (east side)</p> <p>CA091 Warm Grey</p>
	<p>Repaint concrete flower box (east side)</p> <p>CA091 Warm Grey</p>
	<p>Repaint metal handrail. Sand and color match. Prime any bare metal. Paint with Tremclad or Marine paint.</p> <p>Black</p>

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ECHO PARK FIELDHOUSE (E108-4200 Wood Ave)	COMMENTS
	<p>Repaint all metal garbage cans. <u>Lids only.</u></p> <p>Color match</p>
	<p>Repaint all brown doors. Switch to new color. Approximately 24 doors.</p> <p>CA214 Bistre (Cloverdale)</p>
	<p>Repaint metal handrail. Sand and color match. Prime any bare metal. Paint with Tremclad or Marine paint. (new dark brown)</p> <p>CA214 Bistre (Cloverdale)</p>

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		<p>Repaint downspout. Change to Change to</p> <p>CA214 Bistre (Cloverdale)</p>
		<p>Repaint upper public washroom floor. Color Match. (painter to provide color code).</p> <p>Color Match</p>
		<p>Touch up Public Washroom cinderblock walls.</p> <p>Color match (painter to provide color code)</p>

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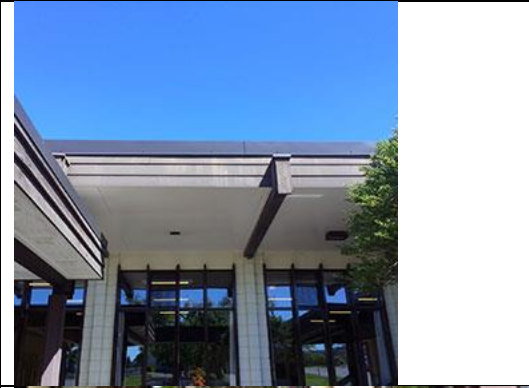


	<p>Sand and stain rafter and ledger board clear coat with Sikkens Cetol with slight tint.</p>
	<p>Paint exposed rafters with new city dark brown color.</p> <p>CA214 Bistre (Cloverdale)</p>
	<p>Paint brown box and trim above concession window.</p> <p>Change to CA214 Bistre(Cloverdale)</p>
	<p>Repaint metal handrail (including rails around patio). Sand and Prime any bare metal. Paint with Tremclad or Marine paint.</p> <p>Change to CA214 Bistre(Cloverdale)</p>

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	<p>Sand and stain rafter and ledger board clear coat with Sikkens Cetol</p> <p>Paint exposed rafters with new city dark brown color.</p> <p>CA214 Bistre LRV II (Cloverdale)</p>
<p><b>ECHO CENTRE</b> (4255 Wallace Street)</p>	<p><b>COMMENTS</b></p>
	<p>Pool fascia boards</p> <p>CA214 Bistre LRV II (Cloverdale)</p>
	<p>Paint stucco under Dogwood window</p> <p>CA094 Sand Sculpture</p>
	<p>Paint cinder blocks to the right of echo main door</p> <p>CA091 Warm Grey</p>

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	<p>Paint pony wall outside Hemlock Room</p> <p>CA091 Warm Grey</p>
	<p>Paint 3 metal posts outside Hemlock Room.</p> <p>Change to CA214 Bistre (Cloverdale)</p>
	<p>Paint stucco outside Hemlock/Fir/Prog Offices</p> <p>CA094 Sand Sculpture</p> <p>Cinderblock:</p> <p>CA091 Warm Grey</p>
	<p>Paint cinderblock columns outside Fir/Hemlock/Offices</p> <p>CA091 Warm Grey</p>



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	<p>Paint Karen's east exterior wall (cinderblock)</p> <p>CA091 Warm Grey</p>
	<p>Paint cement pillars under canopy</p> <p>CA091 Warm Grey</p>
	<p>Paint stucco</p> <p>CA094 Sand Sculpture</p>
	<p>Paint Stucco Museum side (South face)</p> <p>CA094 Sand Sculpture</p> <p>Cinderblock:</p> <p>CA091 Warm Grey</p>

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	<p><b>Paint Museum Loading Doors</b></p> <p>Change to CA214 Bistre (Cloverdale)</p>
	<p><b>Family Changeroom Exterior</b></p> <p>Change cinder block to CA091 Warm Grey</p> <p>Fascia to CA214 Bistre (Cloverdale)</p> <p>Exit door change to: CA214 Bistre (Cloverdale)</p>
	<p><b>Pool Front Exterior</b></p> <p>Fascia: CA214 Bistre (Cloverdale)</p> <p>Window trim: CA214 Bistre (Cloverdale)</p> <p>Hardiboard: CA094 Sand Sculpture</p>
	<p><b>Paint fascia (south face) above Guard's Room and lower kick plate (foundation).</b></p> <p>Hardiboard: CA094 Sand Sculpture</p> <p>Kickplate: CA214 Bistre (Cloverdale)</p>

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This tender is executed under seal at Port Alberni this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**FOR INDIVIDUAL OR PARTNERSHIP  
SIGNED, SEALED AND DELIVERED in the  
presence of:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_

\_\_\_\_\_  
**(Name of Company)**

\_\_\_\_\_  
**(Signature of Contractor)**

\_\_\_\_\_  
**Position**

**FOR LIMITED COMPANY THE  
CORPORATE SEAL OF \_\_\_\_\_  
was hereunto affixed in the presence of:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signing Officer  
Position**

\_\_\_\_\_  
**Authorized Signing Officer  
Position**

**NOTE:** If the Tender is by joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above

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