

# CITY OF PORT ALBERNI



Tender No. RFP023-18

## **Gyro Youth Centre Upper Washrooms**

Closing Date Thursday September 13, 2018 @ 2:30pm

Mandatory Site Visit  
Wednesday September 5<sup>th</sup>, 2018 @ 11:00a local time



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GYRO YOUTH CENTRE UPPER WASHROOMS**

**A. INSTRUCTIONS TO TENDERERS**

1.	The City of Port Alberni (Owner) is inviting Tenders from qualified contractors for the renovation of the Gyro Youth Centre Upper Washrooms in the City of Port Alberni.
2.	Sealed tenders marked “Tender for Gyro Youth Centre Upper Washrooms” 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 Sept 13th, 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.	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: <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.
6.	Should a Tenderer find discrepancies, omissions, or inconsistencies in the supplied documents,

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	<p>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 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.</p>
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> <ol 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> </ol>
8.	<p>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.</p>
9.	<p>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.</p>
10.	<p>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.</p>
11.	<p>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.</p>

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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:            Purchasing Dept. Phone: 250-723-2146, Fax 250-723-1003 or Email: purchasing@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>a. The Contractors ability and capacity to complete the work within the delivery schedule.</li> <li>b. The Contractors history and ability to effectively manage the type of work specified.</li> <li>c. The Contractors history with respect to work quality, timeliness, safety record, and ability to accommodate changes in the work.</li> <li>d. The Contractors ability to recruit and retain qualified workers and employ qualified sub trades.</li> <li>e. The Contractors financial stability and solvency.</li> <li>f. 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>
2.	<b><u>Award</u></b>

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	<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 copy provided to Rob Kraneveldt, Facilities Operations Supervisor.</p>

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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> <p>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</p>

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	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. Please note this is area is also going to be under construction of a new wheelchair ramp and new perimeter drains, so there could be active construction on site.</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 the renovation of the Gyro Youth Centre Upper Washrooms to Finish Schedules and to the full extent of the specifications and Accessibility Standards and to create two uni-sex washrooms.
- .2 Work under this Contract shall also include, but not necessarily be limited to:
  - .a Removal and disposal of existing doors.
  - .b Removal of existing toilets, urinal, sinks and vanities. Cap off un-needed toilet and urinal. Move plumbing for sink in men's washroom.
  - .c Removal and disposal of toilet partitions.
  - .d Removal of existing flooring, moldings and wall tiles.
  - .e Removal of window and light fixtures.
  - .f Install new toilets with accessible grab bars, sinks, and vanities to current accessibility standards.
  - .g Install new led lights and exhaust fans with insulated ducting to exterior tied to motion sensor.
  - .h Install new windows to current Building Code (supplied by the City)
  - .i Install new dispensers (supplied by the City)
  - .j Widen doorway and install new 36" in-swing doors with privacy lever handle.
  - .k Supply and install vinyl plank flooring, molding and cove base
  - .l Drywall over existing walls and ceilings with type X drywall (tape and mud)
  - .m Prime and paint walls and ceilings (2) coats
  - .n Supply and install (2) shatterproof mirrors
  - .o Contractor responsible for any bin rentals and proper disposal of any construction materials/waste.
  - .p Attic insulation, window mastic and ceiling tiles to be tested for asbestos. City will cover the cost of removal if needed.

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**D. FINISH SCHEDULE**

**Gyro Youth Centre (3245 7<sup>th</sup> Avenue) See Section I for floor plans**

Item	Material
Remove existing washroom doors, partitions, sinks, toilets, urinal, windows, flooring and wall tiles.	
Widen doorways to both existing washrooms to accommodate a 36" in-swing door and provide privacy lever handle (nickel finish). Supply (2) new doors and jambs.	
Supply (2) new accessible toilets with bolt down tanks and open front seats with grab bars on wall and two new vanities, sinks, and faucets w/ timer taps to all to current accessibility code standards. Sink in existing men's moved to left wall.	<b>SUGGESTED FIXTURES:</b> Sink: Kindred KSOV1619/7/1 Faucets: Delta 87T105 Metering Toilets: AS Cadet Pro 215 CA (4188A 164) Vanity: Custom to accessible standards w/ laminate finish
Install (2) exhaust fans with insulated exhaust ducting leading to exterior which is tied to motion sensor	<b>SUGGESTED FIXTURES:</b> Sensor: Greengate ONW-D-Neoswitch Dual Tech / Wall Switch Sensor Exhaust: Broan AE80 w/ ducting and vent to the outside
Install new Led lights on a motion sensor/timer	<b>SUGGESTED FIXTURE:</b> RAB FW4-LED40 4' vapourproof LED fixture
Existing heat detectors to remain	
Install two new windows (Supplied by the City) exterior window flashing and trim.	
Install new type X drywall (5/8 on ceiling, 1/2" on walls). Mud and tape to paint ready.	
Prime, Paint Walls and Ceiling (x2 coats).	Walls: Greyhound PPG1008-3 Semi Gloss Trim: Artillery PPG1008-1 Semi Gloss Doors: Stones Throw PPG1008-6
Install (2) new grab bars for toilets	
Install toilet paper, paper towel and soap dispensers, supplied by the City.	
Install (2) new 24 x 30 mirrors (shatterproof)	Shatterproof Glass
Supply and Install vinyl plank floors in washrooms, leveling floor where needed.	SCP-127 Mocha 7" x 48" 5mm
Supply and install new door and window trim and cove base.	4" black cove vinyl base
Contractor responsible for all electrical.	
Contractor responsible for all plumbing.	

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**E. SCHEDULE**

1. Mandatory Site Visit September 5<sup>th</sup> @ Gyro Youth Centre
2. Tender closes September 13<sup>th</sup>, 2018 @ 2:30 pm
3. Work on Gyro Youth Centre Washrooms can proceed at the contractor's earliest convenience.
4. All work shall be completed by October 30th, 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.			
3.			

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**H. SCHEDULE OF PRICES**

Area	Price	Taxes
Removal of existing doors and jambs, partitions, existing sinks, vanities and toilets and urinal. Removal of old windows and old light fixtures. Removal of existing flooring and wall tiles.	\$	\$
Cap off toilets and urinals that will be taken out of service. Supply and install new toilets (2) and new sinks (2) to accessibility standards.	\$	\$
Install new led light fixtures, exhaust fans with insulated ducting to Exterior tied to a motion sensor.	\$	\$
Install type X drywall over existing plywood and ceiling. Tape and Mud to paint ready.	\$	\$
Prime and Paint Walls and Ceilings. (2) coats. Color as listed.	\$	\$
Install new windows, Interior trim and flashings with Exterior trim, and dispensers (supplied by the City).	\$	\$
Install vinyl plank floors and install new trims and cove base.	\$	\$
Widen doorway to 38" and install 36" in-swing door with trim and privacy lever handle.	\$	\$
Total	\$	\$

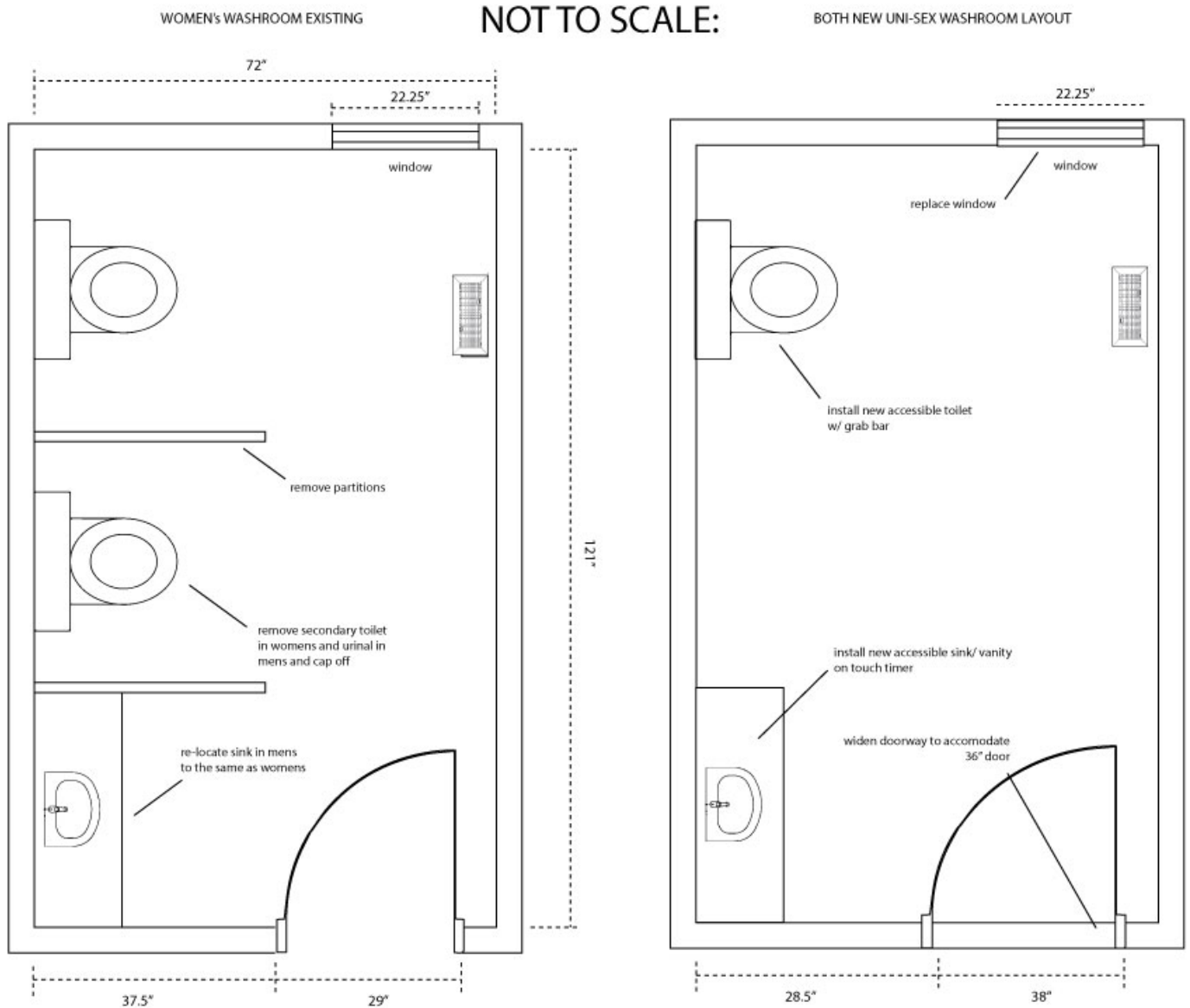
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**I. Gyro Washroom Floor Plan**

**GYRO UPPER WASHROOMS** (please email [rob.kraneveldt@portalberni.ca](mailto:rob.kraneveldt@portalberni.ca) for a larger pdf.)



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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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