



File No. 1790-20

February 20, 2018

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
MURRAY ROAD STAIRCASE CONSTRUCTION
INVITATION TO QUOTE FOR CONSTRUCTION**

Quotation General Terms and Instructions:

The District of Sooke (the "District") is requesting a quote (the "Quotation") for construction for the Murray Road Staircase Construction project. The Quotation is to be submitted using the Quotation Form (Appendix 2). There will be no public opening of Quotations.

There will be no pre-bid meeting for this project. Any questions are to be directed to Paul Butterfield by email at pbutterfield@sooke.ca by phone at (250) 642-1634.

It is expected that any person that submits a Quotation (the "Contractor") will be satisfied with the extent of work required and that minor modifications will not add additional costs to the District. By delivering a Quotation, the Contractor irrevocably agrees that the Contractor has received, read, examined the site, and fully understood the scope of work and all terms of reference within this Request and all the attached appendices. The full scope of work is described in the Project Specifications (Appendix 1). It is the responsibility of the Contractor to regularly check for addendums at <https://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/>.

The District may, in its sole discretion, disqualify any or all Quotations, cancel this Request for Quotes, reject any or all Quotations, and to re-bid the same or similar Work at any time. The District reserves the right to reject any or all Quotations. The lowest Quotation will not necessarily be accepted. The District reserves the right to waive informalities and accept the Quotation deemed most favorable to the District of Sooke at their sole discretion. Any Quotation provided by the Contractor shall remain open for 30 days.

Please provide your fully completed Quotation Form, to the attention of the undersigned electronically at info@sooke.ca, or in person at 2205 Otter Point Road by 2:00pm on Friday, March 16, 2018.

Regards,

Paul Butterfield
Engineering Technologist



Appendix 1- Project Specifications:

The Contractor is required to perform the various services and works shown in the attached figures and listed in the Project Specifications. All addendums issued by the District for this project are to be included as part of the Project Specifications listed hereunder:

1) Description of Work

The work involves construction of a staircase at the southern extent of Murray Road, following the approximate alignment of the previously existing staircase. The staircase will facilitate pedestrian traffic between Murray Road and the Boardwalk.

2) Scope of Work

The Contractor is responsible for the following:

- a) All site preparation and layout necessary for installation of footings and/or the staircase;
- b) Supply and install of all materials as required to construct the staircase to according to the specifications shown in the Reference Drawings.
- c) Remove and dispose of any organics, excess construction material, waste material, unused fill or other debris left over from excavation or construction;
- d) Provide all flagging, signage and traffic management as required to maintain a safe and controlled work site both during, and after working hours;
- e) Verify all property lines, elevations, grades, measurements, etc. as they relate to the design drawings;

3) General Conditions

- a) The Contractor shall be solely responsible for construction means, methods, techniques, sequences, and procedures for coordinating the various parts of the work in the Scope of Work;
- b) This is a "field-fit" project. There are no detailed design drawings. The Contractor is to construct the staircase along an alignment approved by the District, with structural members, fasteners, and connections conforming to the standards shown in the detailed construction specifications;
- c) Basic problem-solving and decision-making is expected as it relates to minor works, such as determining stair-tread rise/run, smoothly connecting railing sections, installing blocking, and notching wood to fit hangers/brackets, etc.;
- d) The Contractor is to construct the staircase to the approximate topographic layout and dimensions as shown in **Drawing #1- Staircase layout**;
- e) The detailed construction specifications are listed on **Drawing Set #2- Specification Drawings (Page One)**. The Contractor is responsible for adhering to all listed specifications from "HEL-001" through "HEL-027" (including "HEL-041", which is listed out of chronological order);
- f) Material types/dimensions and connection details are shown on **Drawing Set #2- Specification Drawings (Page Two)**. The Contractor is responsible for using grades



and dimensions of lumber, and constructing connections, stair, and platform sections in accordance with details "Detail 1" through "Detail 6" on the aforementioned drawing;

- g) The staircase is to be constructed in a way that all stringers, beams, and joists are to be at least 0.6m above finished grade.
- h) Large dimension lumber is to be incised and treated with ACZA. For smaller dimension lumber, such as 2x10 blocking or joist sections, the Contractor may use 'lumber-store' CCA or ACQ treated wood;
- i) Any changes to the general conditions, detailed specifications, materials, or alignment must be approved by a representative of the District's Department of Development Services.
- j) The Contractor is not responsible for works or details labelled "N.I.C" (Not In Contract) within the design drawings.

4) Reference Material

Attached are the drawings, showing general layout, as well as detailed specifications. Also included for reference are a site survey and a geotechnical report. It is the responsibility of the contractor to verify all measurements, quantities, materials, and processes required to complete the scope of work.

List of Contents:

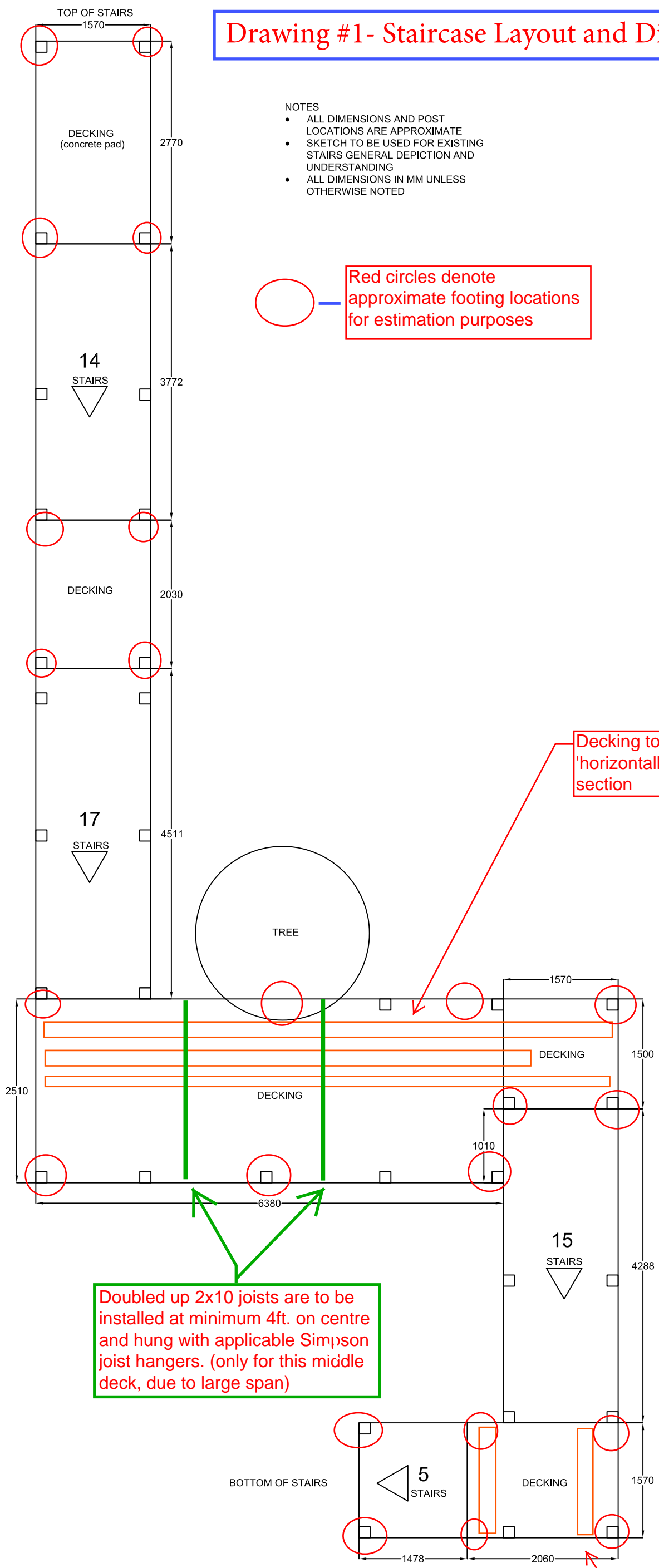
- A) Drawing #1- Staircase Layout
- B) Drawing #2- Specification Drawings (two pages)
- C) Attachment #1- Site Survey Plan
- D) Attachment #2- Geotechnical Report (3 pages)

Drawing #1- Staircase Layout and Dimensions

NOTES

- ALL DIMENSIONS AND POST LOCATIONS ARE APPROXIMATE
- SKETCH TO BE USED FOR EXISTING STAIRS GENERAL DEPICTION AND UNDERSTANDING
- ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED

Red circles denote approximate footing locations for estimation purposes



Decking to run 'horizontally' on this section

Doubled up 2x10 joists are to be installed at minimum 4ft. on centre and hung with applicable Simpson joist hangers. (only for this middle deck, due to large span)

Decking to run 'vertically' on this platform

GENERAL HEL-001

- 1. ALL DESIGN HAS BEEN COMPLETED IN ACCORDANCE WITH THE 2012 EDITION OF THE BRITISH COLUMBIA BUILDING CODE, INCLUDING ALL ADDENDA.
2. ALL CONSTRUCTION MUST BE IN ACCORDANCE WITH THE BRITISH COLUMBIA BUILDING CODE, INCLUDING ALL ADDENDA, ALL REFERENCED CODES AND ALL FEDERAL AND MUNICIPAL REGULATIONS AND BY-LAWS.
3. ALL REFERENCED CODES AND STANDARDS SHALL BE AS REFERENCED IN THE GOVERNING EDITION OF THE BRITISH COLUMBIA BUILDING CODE
4. DESIGN CRITERIA: kPa (psf)

Table with columns for SNOW LOADS, WIND LOADS, SEISMIC LOADS, and SITE CLASS. Includes sub-tables for SOOKE, SNOW LOADS, WIND LOADS, SEISMIC LOADS, and SPECIFIED LOADING.

- 5. THESE DRAWINGS INCLUDING DIMENSIONS SHALL BE READ IN CONJUNCTION WITH ALL OTHER PROJECT DRAWINGS AND SPECIFICATIONS. CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE STRUCTURAL ENGINEER FOR CLARIFICATION PRIOR TO COMMENCING CONSTRUCTION.
6. THESE DRAWINGS SHOW THE COMPLETED STRUCTURE ONLY. PROVIDE TEMPORARY BRACING AND SHORING FOR THE CONSTRUCTION LOADING CONDITIONS AND STABILITY OF THE STRUCTURE DURING CONSTRUCTION.
7. THE CONTRACTOR SHALL RETAIN A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA TO DESIGN AND TAKE RESPONSIBILITY FOR ANY TEMPORARY SHORING, BRACING OR OTHER DESIGNS REQUIRED TO COMPLETE CONSTRUCTION.
8. UNDER NO CIRCUMSTANCES SHALL DRAWINGS BE SCALED.
9. CONTRACTOR AND ALL SUB-TRADES SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING FABRICATION.

SUBMITTALS HEL-002

- 1. WHERE SHOP DRAWINGS ARE REQUESTED IN THE GENERAL NOTES THE CONTRACTOR SHALL PROVIDE THEM IN EITHER HARD COPY OR DIGITAL FORMAT TO THE FOLLOWING REQUIREMENTS FOR THE ENGINEER'S REVIEW PRIOR TO FABRICATION.
2. DRAWINGS NOT SEALED BY THE SPECIALTY ENGINEER SHALL BE ACCOMPANIED BY A LETTER WITH A DRAWING LIST IDENTIFYING ALL DRAWING NUMBERS, TITLES, MOST RECENT REVISION NUMBERS AND DATES.
3. IF A DIGITAL SUBMISSION IS MADE THE FILES SHALL BE IN PDF FORMAT ON A DISC OR TRANSMITTED VIA E-MAIL.
4. THE FOLLOWING SUBMISSIONS ARE REQUIRED FOR THIS PROJECT:
5. SHOP DRAWINGS WHICH ARE REQUIRED TO, BUT DO NOT HAVE THE APPROPRIATE ENGINEERS SEAL AND SIGNATURE WILL NOT BE REVIEWED.
6. SHOP DRAWINGS WILL BE REVIEWED ONLY FOR GENERAL CONFORMITY WITH THE PROJECT DRAWINGS AND SPECIFICATIONS.
7. SHOP DRAWING SUBMISSIONS FOR THE WORK OF SPECIALTY ENGINEERS SHALL BE AS SET OUT IN THIS SECTION.
8. THE QUALITY ASSURANCE FOR MATERIALS, FABRICATION AND INSTALLATION IS THE RESPONSIBILITY OF THE CONTRACTOR AND HIS SPECIALTY ENGINEER.
9. THE SPECIALTY ENGINEER OR HIS REPRESENTATIVE SHALL VISIT THE SITE AND REVIEW THE COMPLETED WORK DESIGNED AND DETAILED ON HIS SHOP DRAWINGS.
10. THE SPECIALTY ENGINEER OR HIS REPRESENTATIVE SHALL VISIT THE SITE AND REVIEW THE COMPLETED WORK DESIGNED AND DETAILED ON HIS SHOP DRAWINGS.

FIELD REVIEWS HEL-004

- 1. THE CONTRACTOR SHALL PROVIDE THE ENGINEER WITH A MINIMUM OF 24 HOURS (1 WORKING DAY) ADVANCE NOTICE FOR FIELD REVIEWS.
2. THE FOLLOWING FIELD REVIEWS ARE CONSIDERED TO BE THE MINIMUM NUMBER OF STRUCTURAL FIELD REVIEWS REQUIRED FOR THE PROJECT:
3. IF THE ENGINEER IS NOT PROVIDED WITH THE OPPORTUNITY TO PERFORM THE REQUIRED FIELD REVIEWS, FINAL CERTIFICATION OF THE PROJECT WILL NOT BE ISSUED.

FOUNDATIONS HEL-005

- 1. ASSUMED DESIGN VALUES:
2. ALLOWABLE BEARING CAPACITY TO BE CONFIRMED BY GEOTECHNICAL ENGINEER PRIOR TO CONSTRUCTION.
3. CENTRE ALL FOOTINGS UNDER COLUMNS AND WALLS UNLESS NOTED OTHERWISE.
4. FOUNDATION BEARING MATERIAL SHALL BE PROTECTED FROM RAIN, FROST, SNOW AND WATER INFILTRATION.
5. FOOTING ELEVATIONS INDICATED ON THE DRAWINGS REPRESENT MINIMUM VALUES TO BE USED.
6. ADJUSTMENT OF FOOTING ELEVATIONS. THE CONTRACTOR SHALL MAKE ALLOWANCES FOR MINOR VARIATIONS IN FOOTING ELEVATIONS IN HIS BID.

REINFORCING STEEL HEL-013

- 1. REINFORCING STEEL SHALL BE DEFORMED STEEL 400 GRADE AND SHALL CONFORM TO CAN/CSA-630.18-09
2. ALL REINFORCING BARS SHALL BE TIED SECURELY TO PREVENT DISPLACEMENT.
3. UNLESS NOTED OTHERWISE ON PLANS, LAP LENGTHS FOR REINFORCING STEEL SHALL BE AS FOLLOWS:

Table titled 'REINFORCING BAR LAP LENGTHS' with columns for CONCRETE MPa, BAR SIZE, and NOTES. Includes sub-tables for 10M, 15M, 20, 25, 30, 35 bar sizes.

- 4. NO SPLICES OTHER THAN THOSE NOTED ON THE DRAWINGS ARE PERMITTED WITHOUT WRITTEN PERMISSION FROM THE STRUCTURAL ENGINEER.
5. WHERE CONCRETE SURFACES ARE TO BE EXPOSED ONLY NON-CORROSIVE TYPE REINFORCING CHAIRS SHALL BE USED TO SUPPORT THE REINFORCING STEEL.
6. HOOKS ON ALL TIES SHALL BE BENT AT LEAST 135° AND HAVE A MINIMUM LEG OF 6 TIMES THE TIE BAR DIAMETER.

CAST-IN-PLACE CONCRETE HEL-014

- 1. ALL CONCRETE WORK SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA A23.1-09 AND A23.2-09.
2. CONCRETE MIXES, AGGREGATES AND CEMENTITIOUS MATERIALS, INCLUDING PORTLAND CEMENT AND PORTLAND LESTONE CEMENT, SHALL CONFORM TO CAN/CSA A23.1-09 AND A23.2-09 AND CAN/CSA-A3000-08 AND SHALL HAVE THE FOLLOWING PROPERTIES BASED UPON PERFORMANCE CRITERIA PROPORTIONING:
3. PORTLAND LESTONE CEMENT (PLC) SHALL MEET THE REQUIREMENTS OF CSA A3000 FOR LESTONE CEMENTS.
4. CONCRETE TESTING SHALL BE CARRIED OUT BY THE CONTRACTOR AND PAID FOR BY THE OWNER AND SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1-09 AND A23.2-09.
5. ALL CONCRETE CURING SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1-09.
6. UNLESS NOTED OTHERWISE, ALL REINFORCING STEEL SHALL HAVE THE FOLLOWING CLEAR COVER DISTANCES:

Table with columns for CLASS, 28 DAY STRENGTH, EXPOSURE, and CEMENT TYPE. Includes rows for FOOTINGS, FOUNDATION PIERS, FIRE RESISTANCE RATING, and FORMED SURFACES EXPOSED TO THE GROUND OR WEATHER.

MECHANICAL AND ADHESIVE ANCHORS HEL-041

- 1. ALL ANCHORS ARE TO BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS.
2. ALL ANCHORS ARE TO BE THE ADHESIVE TYPE. MECHANICAL ANCHORS ARE ONLY TO BE USED WHEN SPECIFICALLY CALLED-UP ON THE DRAWINGS.
3. UNLESS NOTED OTHERWISE ADHESIVE ANCHORS SHALL BE HILTI 'HAS-E' OR 'HIT-Z' ROD.
4. REFER TO DRAWINGS FOR MECHANICAL ANCHOR LOCATIONS, SIZES, CENTRES AND EMBEDMENT LENGTH.
5. HOLES FOR MECHANICAL ANCHORS SHALL BE CLEANED OUT WITH HIGH PRESSURE AIR OR BRUSH PRIOR TO ANCHOR INSTALLATION.
6. INSTALLERS OF HILTI PRODUCTS SHALL HAVE RECEIVED TRAINING BY HILTI (CANADA) CORP. IN THE USE OF THE SPECIFIED PRODUCTS.

WOOD FRAME CONSTRUCTION HEL-027

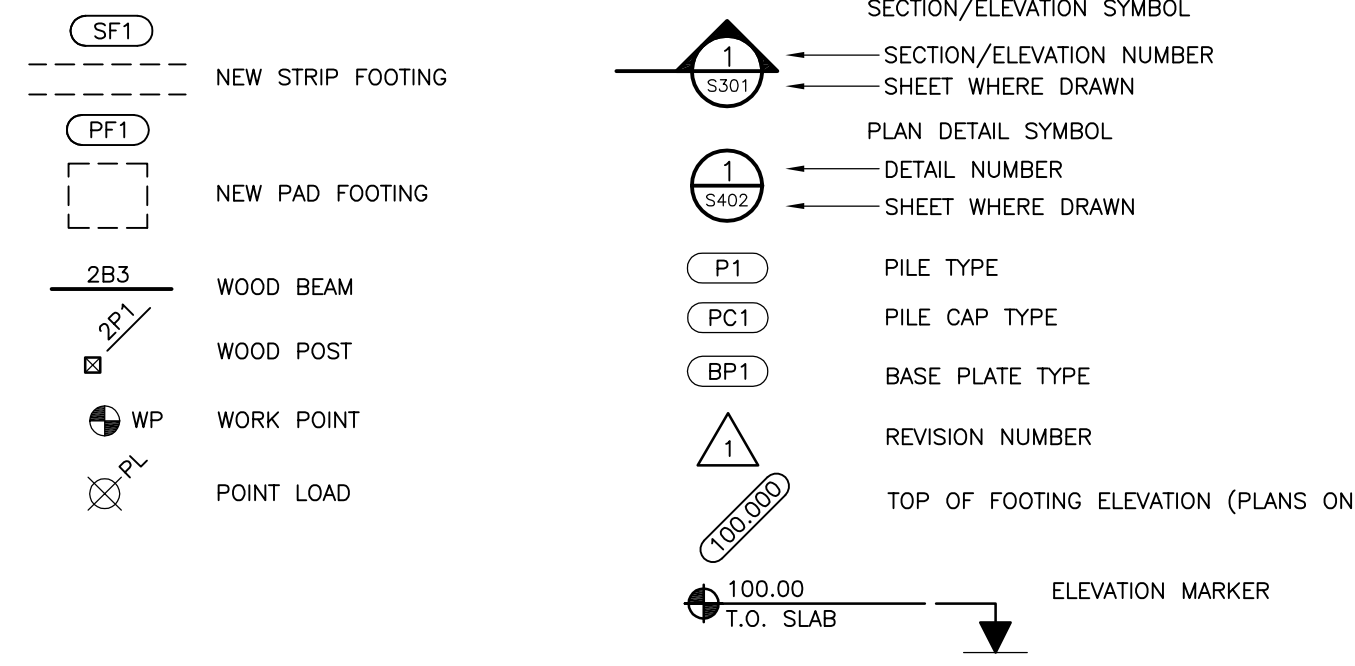
- 1. ALL WOOD FRAMING, INCLUDING BRIDGING, NAILING AND OTHER DETAILS SHALL BE AS INDICATED ON THE STRUCTURAL DRAWINGS AND COMPLY WITH CAN/CSA-086-09 AND THE CURRENT BRITISH COLUMBIA BUILDING CODE.
2. ALL NAILS SHALL BE COMMON ROUND STEEL WIRE NAILS CONFORMING TO CSA B111-1974 (R2003).
3. WOOD SCREWS SHALL MEET THE REQUIREMENTS OF ASME B18.61-1981.
4. BOLTS SHALL HAVE PRE-DRILLED HOLES 1-2mm LARGER THAN THE BOLT DIAMETER.
5. LAG SCREWS SHALL CONFORM TO CSA B34-1967. PRE-DRILLED HOLES FOR LAG SCREWS MAY BE LUBRICATED WITH SOAP OR OTHER NON-PETROLEUM BASED LUBRICANT.
6. THE FOLLOWING MINIMUM SHANK DIAMETERS SHALL APPLY TO NAILS SPECIFIED ON THE STRUCTURAL DRAWINGS:
7. NAILS SHALL BE FULL HEADED NAILS.
8. NAILS SHALL NOT BE LESS THAN 10mm (3/8") FROM THE EDGE OF THE FRAMING MEMBER.
9. ALL STRUCTURAL LUMBER SHALL COMPLY WITH CSA-0141-05 (R2009) AND SHALL BE KILN DRIED TO MAXIMUM 19% MOISTURE CONTENT PRIOR TO INSTALLATION.
10. ALL WOOD FRAMING TO BE DFIR#1 OR BETTER UNLESS NOTED OTHERWISE, BEARING THE GRADE STAMP OF AN AGENCY CERTIFIED BY THE CANADIAN LUMBER STANDARDS ACCREDITATION BOARD.
11. ALL TIMBER TO BE 'ACO' (AMINE COPPER QUAT) PRESSURE TREATED WOOD.
12. ALL FASTENERS FOR USE IN ACO TREATED TIMBER SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL IN ACCORDANCE WITH ASTM A853.
13. ALL BOLTS USED IN WOOD FRAME CONSTRUCTION SHALL CONFORM TO ASTM A307 OR SAE J429 GRADE 2.
14. ALL FRAMING ANCHORS SPECIFIED ON THE DRAWINGS ARE BY SIMPSON STRONG-TIE.

Drawing Set #2- Specification Drawings (page one)

LIST OF ABBREVIATIONS

Table listing abbreviations and their meanings, such as ALT (ALTERNATE), B/S (BOTH SIDES), C/W (COMPLETE WITH), etc.

SYMBOLS LEGEND



STRUCTURAL DRAWING LIST

Table listing drawing numbers (S01, S02, S03) and their descriptions (GENERAL NOTES, PHILLIPS ROAD, SUN RIVER TRAIL AND STAIR).

STRUCTURAL DRAWING ISSUE RECORD

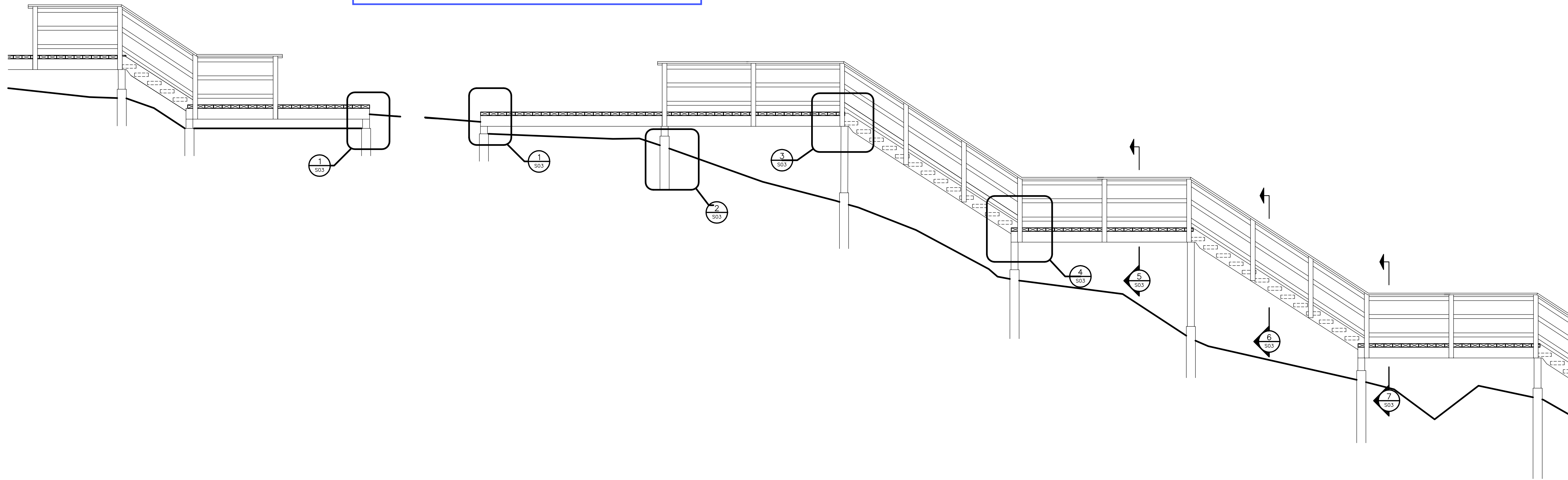
Table with columns for ISSUE No., ISSUE DATE, ISSUED FOR, and DRAWING NUMBER, showing a record for issue A on 2016.03.11.

Table with columns for No., DATE, and ISSUED FOR, showing a record for issue A on 2016.03.11 and issue B on 2016.06.13.

Design development
2205 OTTER POINT ROAD SOOKE BC V9Z 1J2
DISTRICT OF SOOKE

Herold Engineering is in no way affiliated with this project. These drawings were created by Herold Engineering for the District of Sooke to use for another project.

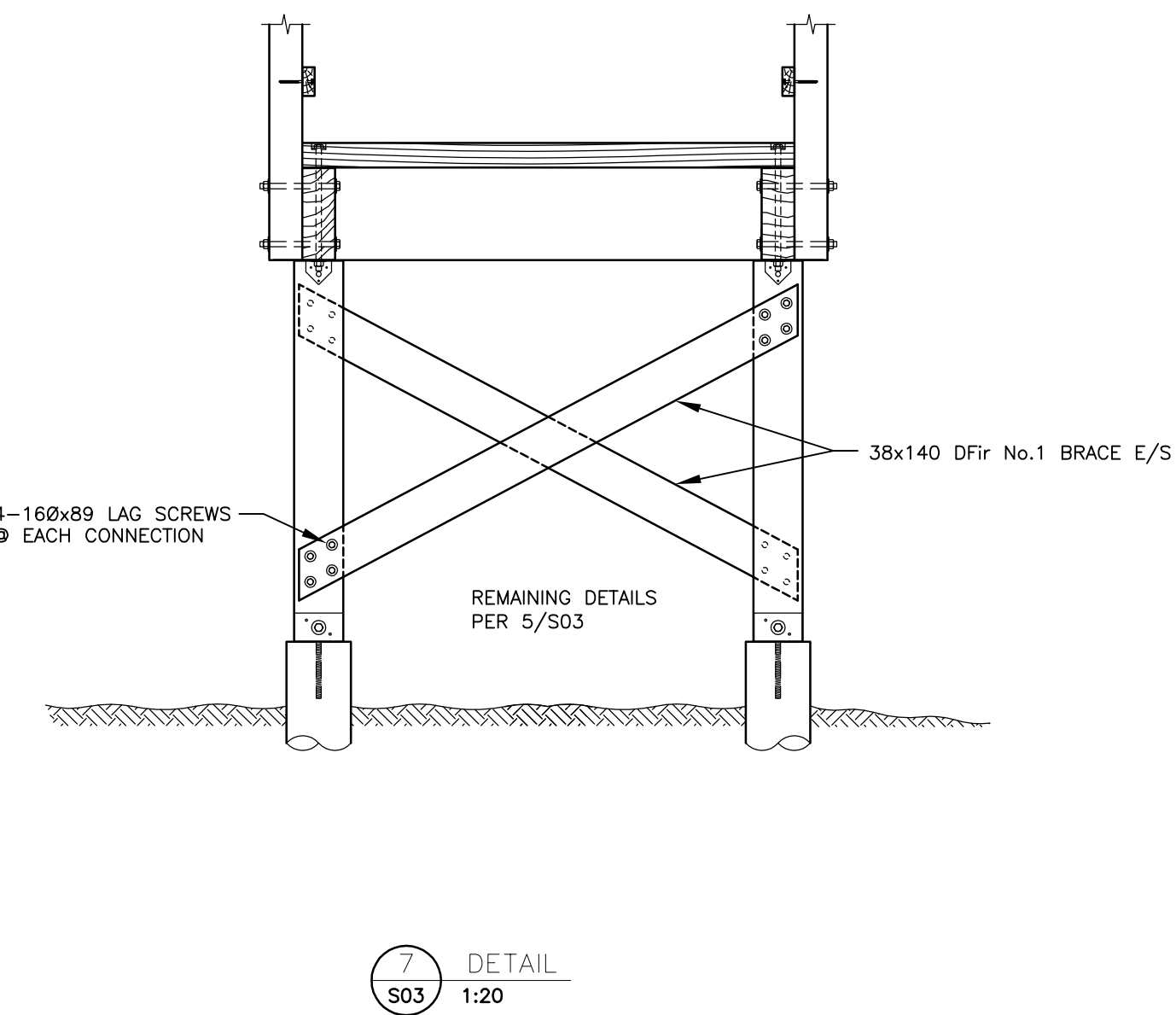
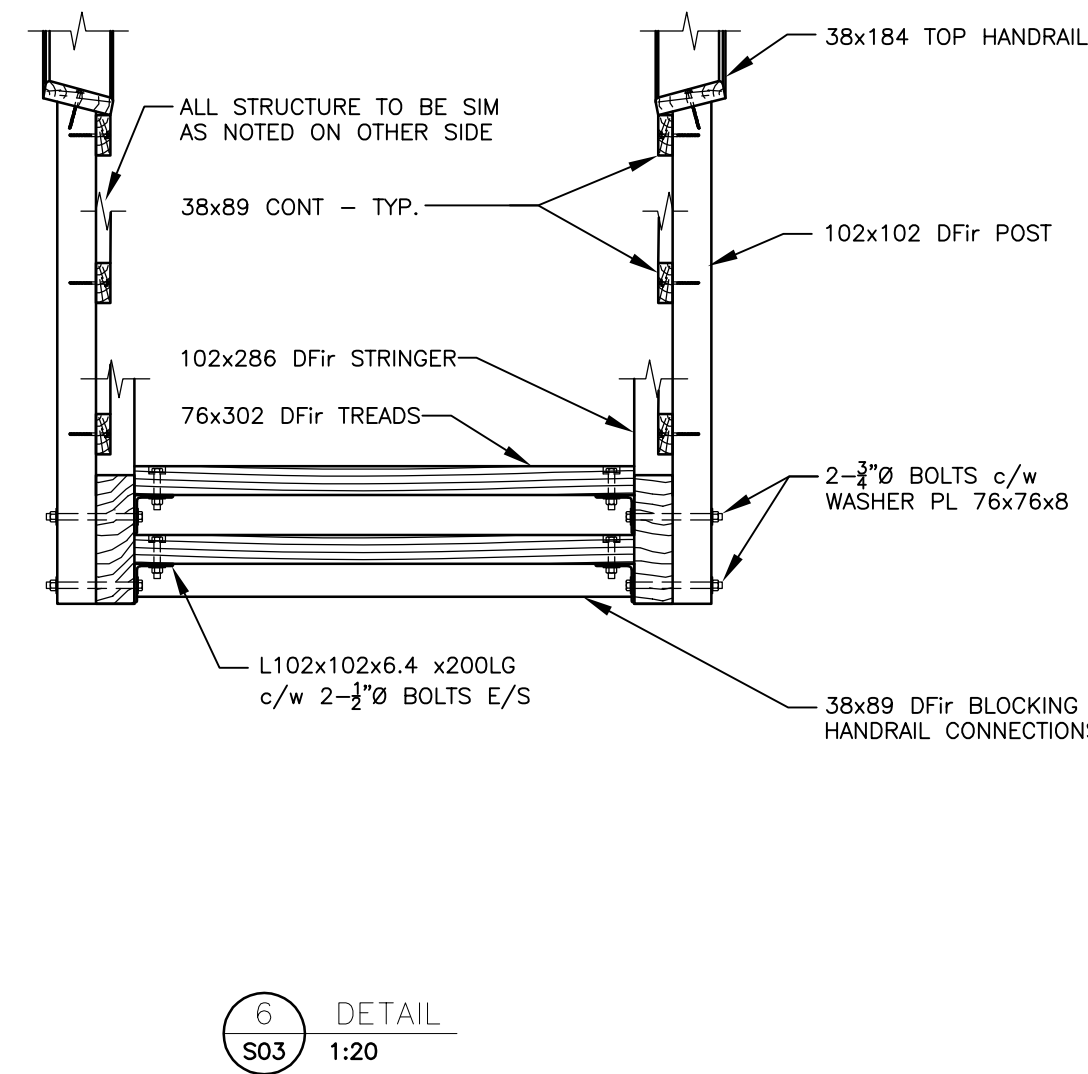
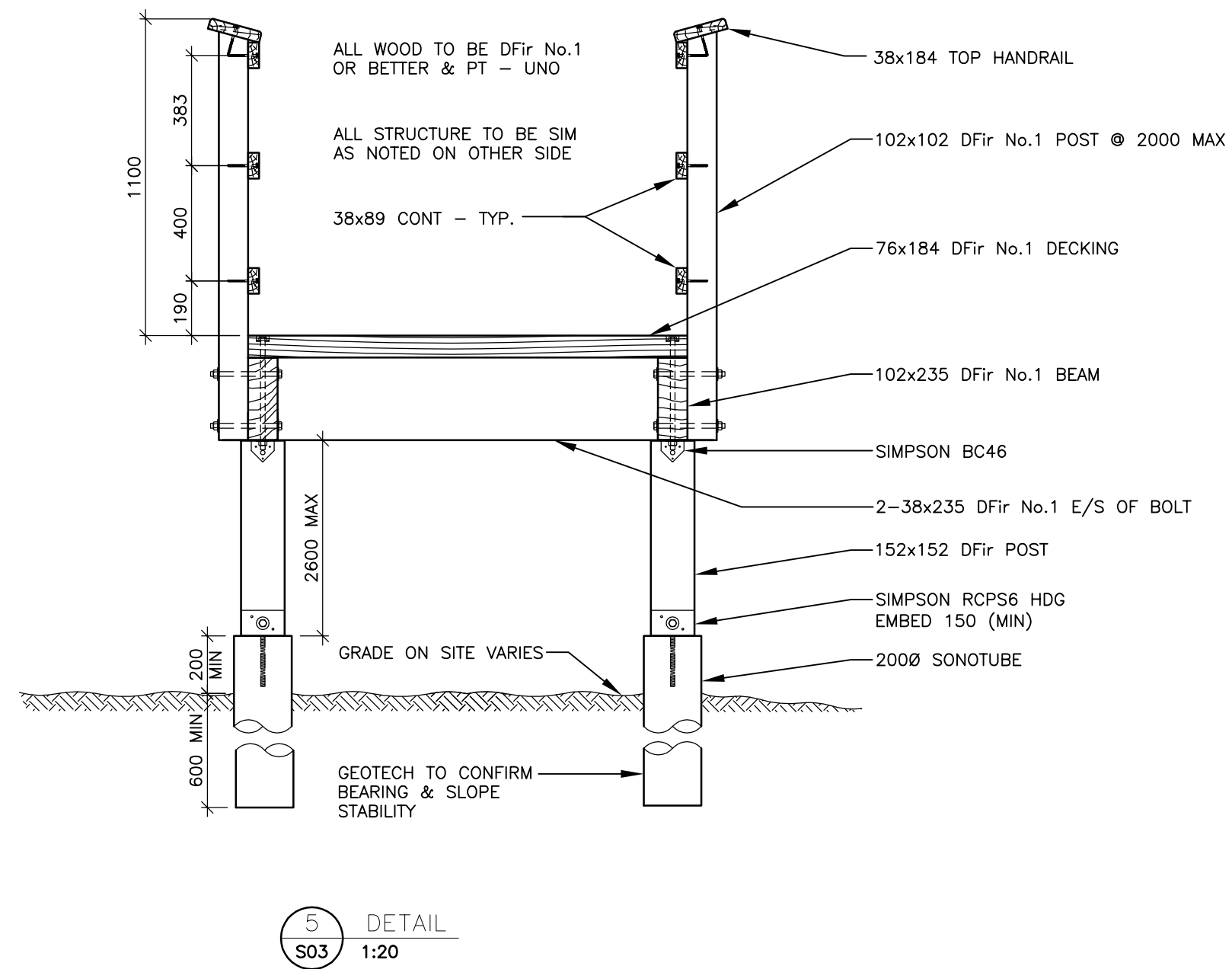
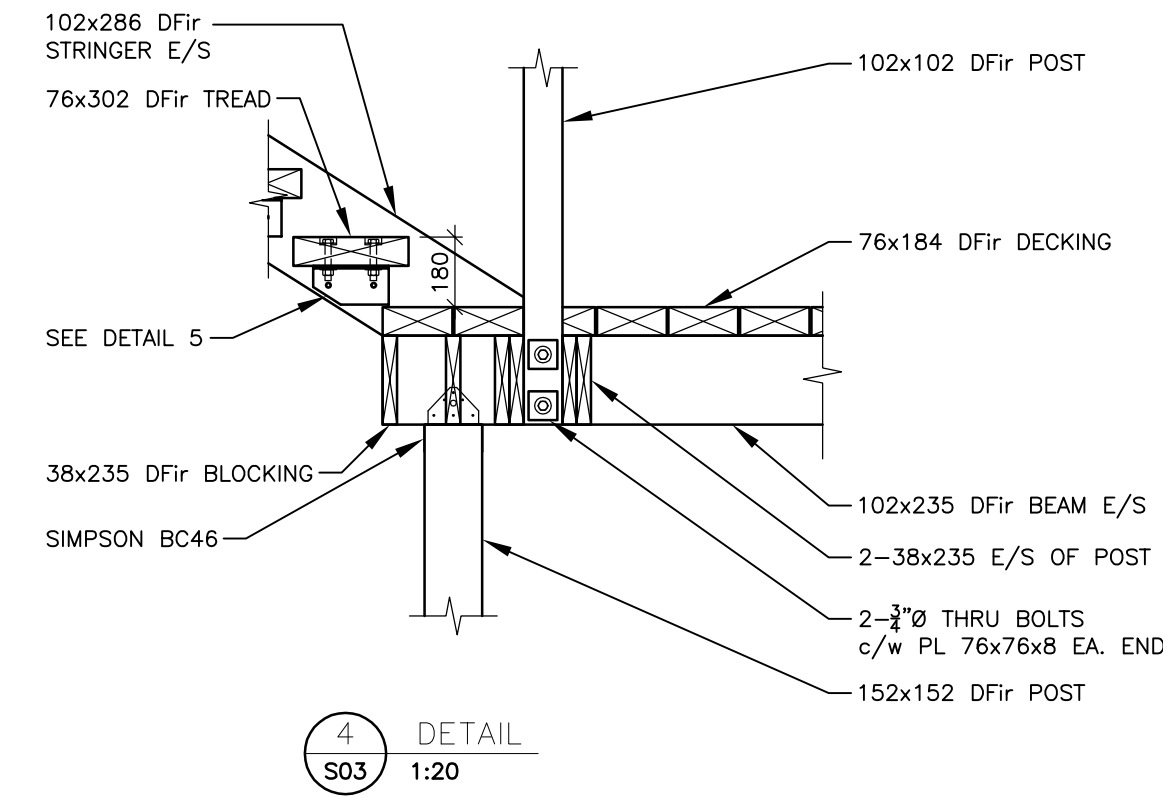
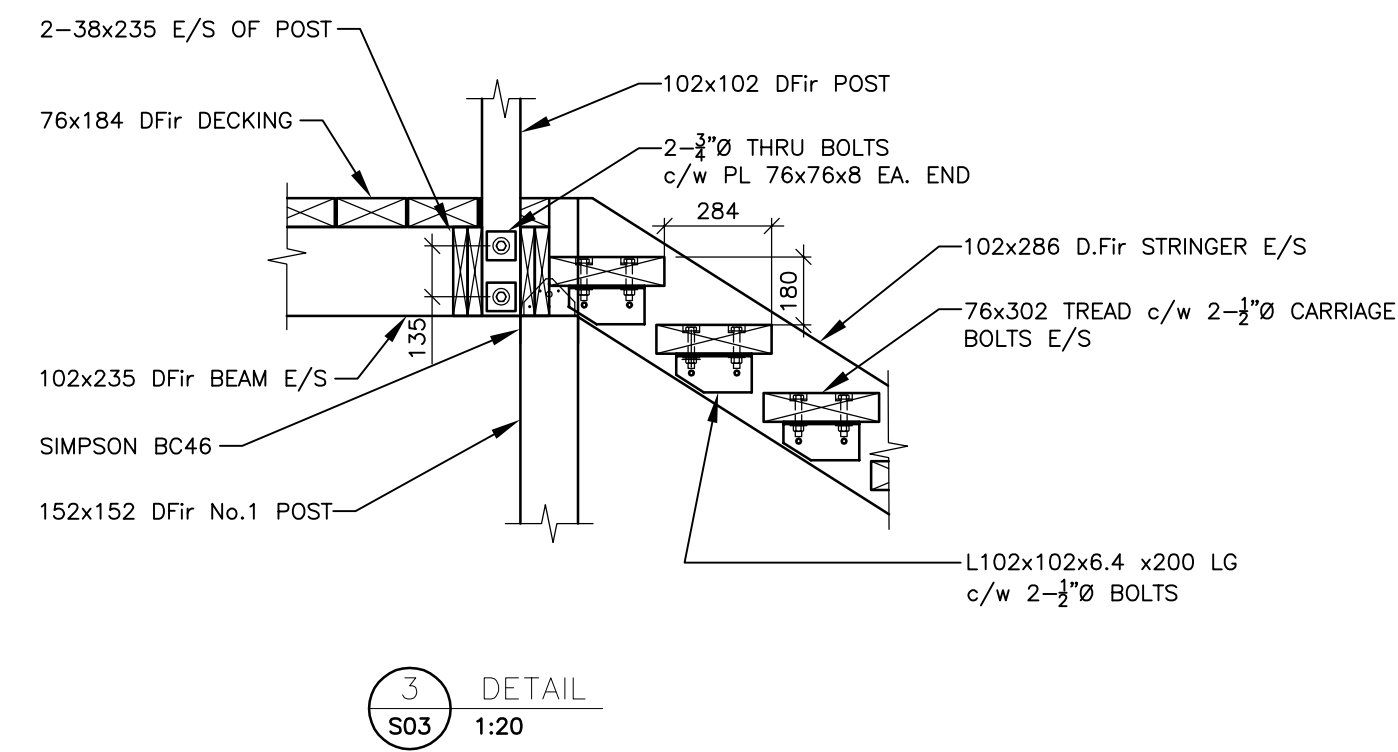
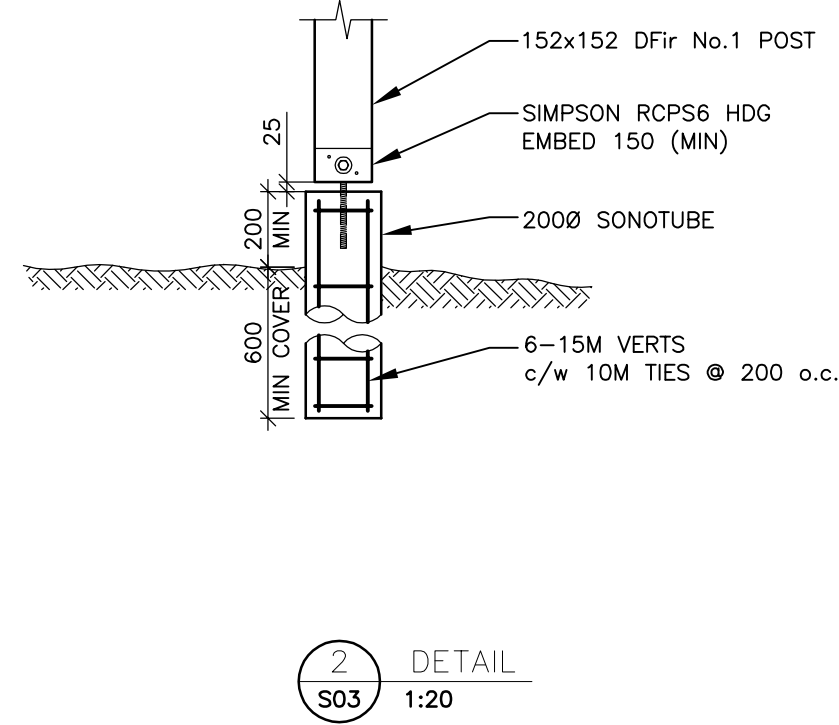
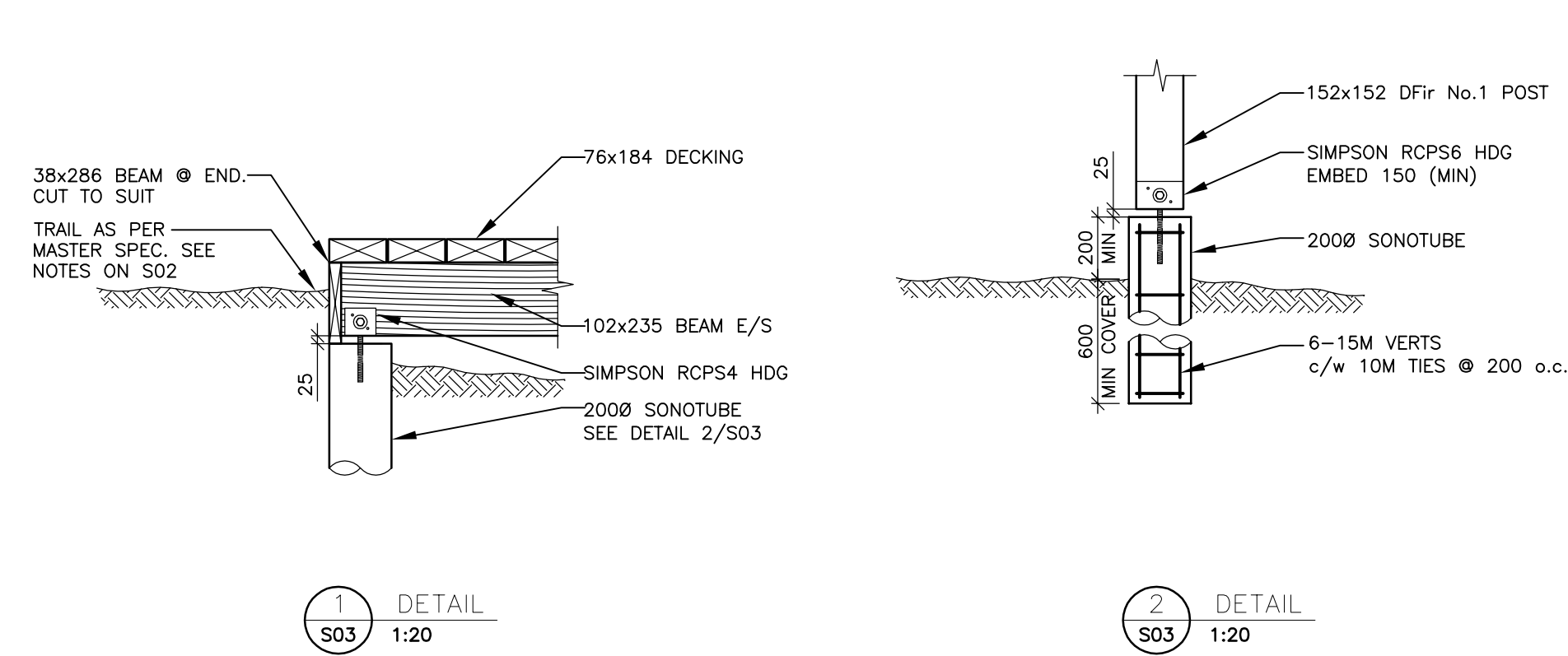
Drawing Set #2- Specification Drawings (page two)



ISSUES		
No.	DATE	ISSUED FOR
A	2016.03.11	PRELIMINARY REVIEW
B	2016.06.13	TENDER

CLIENT

PRELIMINARY



**Herold Engineering is in no way affiliated with this project. These drawings were created by Herold Engineering for the District of Sooke to use for another project. The District of Sooke has adopted some details/specifications within these drawings for use with the current project. Please direct all inquiries and questions regarding the drawings to the project contact at the District of Sooke

SITE PLAN OF PART OF MURRAY ROAD, SECTION 3, SOOKE DISTRICT.

Attachment #1- Site Survey Plan

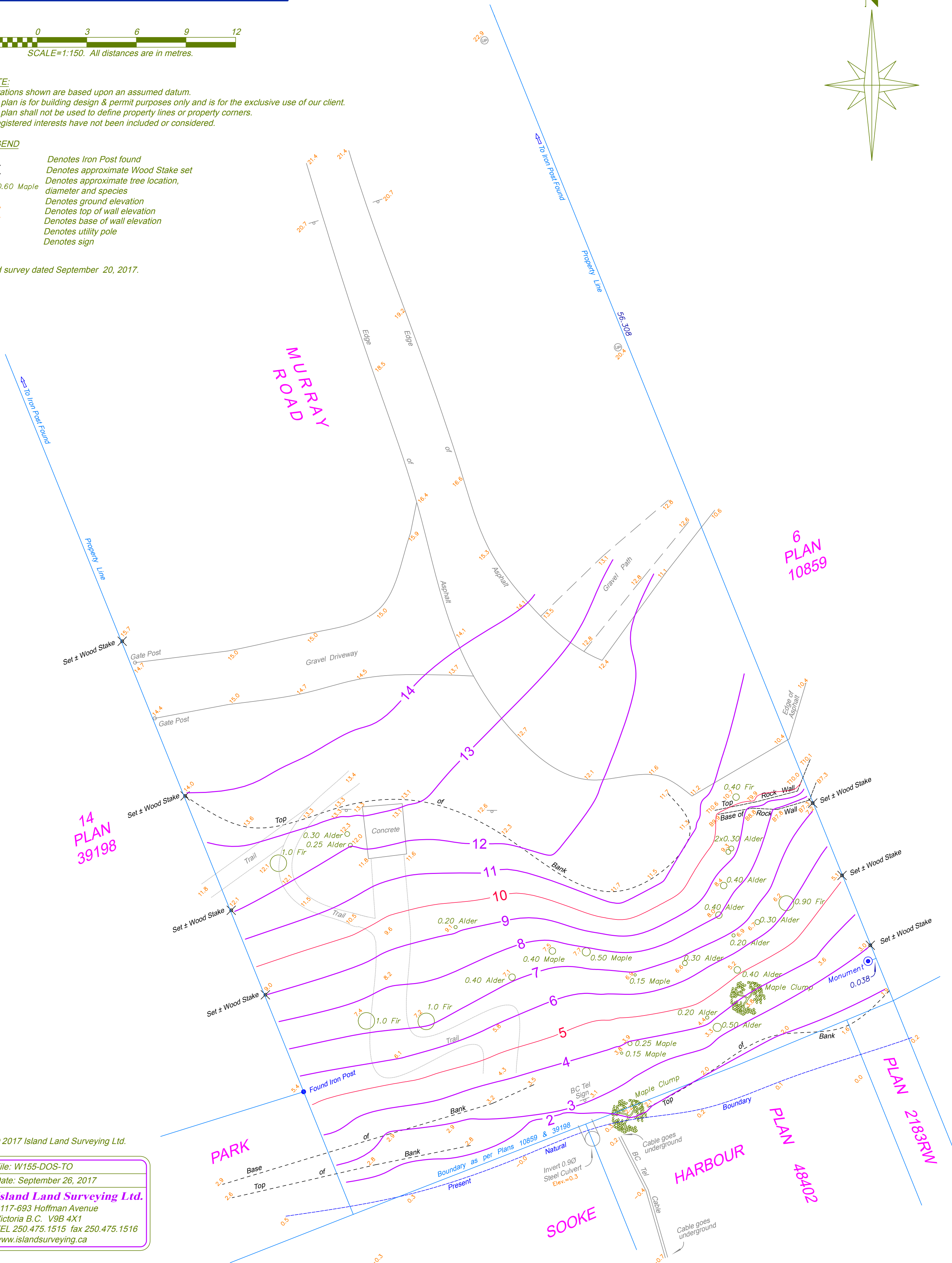
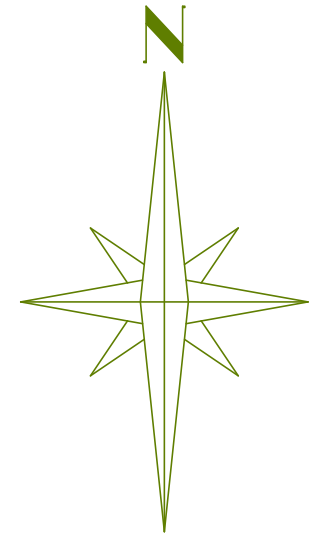


NOTE:
Elevations shown are based upon an assumed datum.
This plan is for building design & permit purposes only and is for the exclusive use of our client.
This plan shall not be used to define property lines or property corners.
Unregistered interests have not been included or considered.

LEGEND

- Denotes Iron Post found
- ✕ Denotes approximate Wood Stake set
- 0.60 Maple Denotes approximate tree location, diameter and species
- Denotes ground elevation
- Denotes top of wall elevation
- Denotes base of wall elevation
- ⊙ Denotes utility pole
- ⊙ Denotes sign

Field survey dated September 20, 2017.



© 2017 Island Land Surveying Ltd.

File: W155-DOS-TO
Date: September 26, 2017
Island Land Surveying Ltd.
#117-693 Hoffman Avenue
Victoria B.C. V9B 4X1
TEL 250.475.1515 fax 250.475.1516
www.islandsurveying.ca

Attachment #2- Geotechnical Report (three pages)

RYZUK GEOTECHNICAL

Engineering & Materials Testing

28 Crease Avenue, Victoria, BC, V8Z 1S3 Tel: 250-475-3131 Fax: 250-475-3611 www.ryzuk.com

October 12, 2017

File No: 4472-10

District of Sooke
2205 Otter Point Road
Sooke, BC
V9Z 1J2

Attn: Laura Hooper

(By email: lhooper@sooke.ca)

Re: Proposed Staircase Replacement
1906 Murray Road – Sooke, BC

As requested, we have intermittently attended the referenced site, most recently on September 25, 2017, to assess the existing geotechnical conditions as such relate to the proposed replacement of the staircase from the end of the road down to the foreshore area and boardwalk. In this regard, our investigation involved a review of survey plans, aerial imagery, as well as visual inspection during the noted site reconnaissance. Our observations and comments pertaining to potential geotechnical challenges at the site are contained herein. Our work has been undertaken in accordance with, and is subject to, the attached Terms of Engagement.

The attached Site Plan (dwg. 8-4472-10-1) indicates the layout of the site. Murray Road slopes moderately south-southeast, leading into the site location at Murray Road Park, along the shoreline of the Sooke Harbour. The site is densely vegetated, and the overall slope increases to a maximum of approximately 40° - 45°. Towards the west side of the site, a concrete landing sits at the crest of the slope. At the time of our attendance in early July, a wooden staircase descended from this landing to a point partway down the slope, crossed the slope to the east, and continued down the slope towards the shoreline. It had been partially removed at that time, and the remaining portions showed distortion due to downslope movement of some of the posts and piers. By September 15 it had been fully removed, and surficial soils were exposed in that area. Tidal action at the toe of the slope has eroded a 1.5 m – 2 m face along the present natural boundary.

Four test/auger holes were hand-excavated along the alignment of the staircase. Organic soil cover was found to be inconsistent, varying from not present to thicknesses of up to 0.5 m. Underlying the organic topsoil material is a native dense brown silty sand/sandy silt. Test hole locations are indicated on the Site Plan.

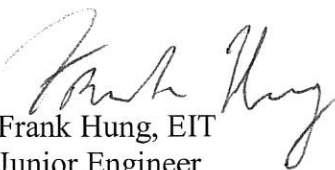
Consistent with previous observations, there were no indications of large scale slope instability. However, we are aware of the apparent past stability on private properties immediately to the west, although no geotechnical reports regarding such have been located. Minor surficial movement or creep is likely, especially within the organic topsoil layer, as evidenced by our observations in July. Provided further clearing of vegetation on the slope is minimized, risks of long term erosion can be minimized.

While specific designs have not yet been provided, we expect that the proposed staircase will likely follow the previous alignment, and will consist of relatively light loads. We consider the native silty sand/sandy silt to be suitable subgrade, and further recommend that any foundation elements are embedded a minimum of 0.5 m to mitigate sliding, subject to a geotechnical review at the time of construction. Narrow rectangular piers aligned down the slope can minimize the impact of surficial creep by allowing the surficial material to slide past while not pushing supports over, provided that the footings are set on/in stable ground.

Given the above, and provided our recommendations are followed, we consider that the proposed development can likely be completed without causing slope instability or being adversely impacted by shallow slope creep. However, there remains a possibility of larger-scale deep-seated natural slope instability unrelated to the proposed works that could impact the system. In this regard, we recommend inspection of the storm drain off the end of Murray Road just to the east, to ensure that it is still functioning as designed and is not contributing to erosion or slope instability. Subject to the above, it is our assessment that the site may be safely used for the use intended as an access trail/staircase.

We trust the preceding is suitable for your purposes at present, however if you have any questions with respect to the above, please contact us.

Yours truly,
Ryzuk Geotechnical


Frank Hung, EIT
Junior Engineer


Bruce Dagg, M.Sc., P.Eng.
Review Engineer



Attachment - Terms of Engagement
Site Plan – dwg. 8-4472-10-1



Appendix 2- Quotation Form

The Quotation Form is to be completed in full.
(Attached)

QUOTATION FORM

District of Sooke

Murray Road Staircase Construction

	Price (Excluding GST)
Please provide a LUMP SUM cost	\$ _____ Excluding GST

Extra Work is charged at an hourly rate of:	Foreman-	\$ _____
	Labourer-	\$ _____
Additional positions: (optional)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Proposed Construction Schedule:

State your intended start date if awarded this contract: _____

Estimated substantial completion date: _____

Contractor Numbers and Status:

District of Sooke (or Intermunicipal) Business License Number:

Worker's Compensation Registration Number:

Incorporation Number: _____ And Incorporation Date: _____

I/We meet the insurance requirements: YES / NO

Notification:

If notified in writing by the District of acceptance of this Quotation within 30 days after the RFQ closing date, we shall:

- Provide, prior to commencing work, certified copies of the Contractor's insurance;
- Provide a current Worker's Compensation Clearance Letter;
- Enter into and execute a General Services Agreement for the Work.

Initials of Contractor: _____



Appendix 3- Insurance Requirements

Insurance requirements are described within the District's Risk Management and Contract Services Policy.

(Attached)



Policy 5.4
File No. 2510-00
October 25, 2004
Amended March 25, 2013

Risk Management-Contract Services Policy

1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following *minimum* requirements have been met:
 - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
 - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
 - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer
Corporate Officer
Director of Finance
Municipal Engineer
Municipal Planner
Building Official