



File No. 1790-20
5460-07

September 5, 2018

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
2018 LINE PAINTING
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 2018 Line Painting project. The Quotation is to be submitted using the Quotation Form (Appendix 2). There will be a public opening of Quotations at the closing location at the closing date and time.

There will be no pre-bid meeting for this project. Any questions are to be directed to Brian Derrick by email at bderrick@sooke.ca or 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 3:00pm on Tuesday, September 18, 2018.

Regards,

Brian Derrick
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 the painting of stop bars, crosswalks, and centerlines in various locations around the District of Sooke. Unless otherwise specified, all pavement markings are to be done with thermoplastic. The Contractor is also expected to supply a unit price for additional thermoplastic stop bars, and for standard, non-thermoplastic single centerline painting (expecting very little layout required), with which the District can supplement the detailed program below if there is leftover budget following confirmation of the final contract price.

2) Scope of Work

The Contractor is responsible for applying the following pavement markings, including all traffic control, layout and site prep as necessary. “New” implies that layout is necessary; “existing” implies that there is existing faded paint off of which to base layout.

Thermoplastic Stop Bars

- Helgesen Road at Otter Point Road (new pavement)
- Cedar Ridge Drive at Helgesen Road (new pavement)
- Christan Drive at Helgesen Road (new pavement)
- Riverstone Drive at Sunriver Way (existing)
- Eakin Road at Otter Point Road (new pavement)
- French Road North at Otter Point Road (new pavement)
- Winfield Road at Rudd Road (old pavement/new marking)
- Pyrite Road at Beaton Road, north and south side (existing)

Thermoplastic Zebra-Stripe Crosswalks (3m-wide)

- Church Road in between Acreman Place and Church Hill Drive (existing, ~8m)
- Church Road at Throup Road, crossing both Throup Road and Church Road (existing, ~10.5m and 14m)
- Throup Road at school access road, crossing Throup at eastern side of intersection (existing, ~9.5m)
- Riverstone Drive at Sunriver Way, crossing Riverstone Drive (existing, ~9.5m)
- Phillips Road at Willowpark Way, crossing Phillips Road (existing, ~10.5m)
- Phillips Road at Sunriver Way, crossing Phillips Road (existing, ~8m)
- Maple Avenue North at French Road North, Crossing Maple Ave. N (existing, ~9m)
- Whiffin Spit Road at Wright Road, crossing Whiffin Spit Road on southern side of intersection (old pavement/new marking, ~7m)
- Otter Point Road at Eustace Road, crossing Otter Point Road (existing, ~9.5m)



Thermoplastic Single Centerline

- Eakin Drive from Otter Point Road to Cedar Ridge Drive (new, ~390m)
- Helgesen Road from Otter Point Road to Woodgrove Place (new pavement, ~305m)
- Sunriver Way from Driftwood Drive to Phillips Road (new, ~730m)
- Phillips Road from ~40m north of Sooke Road intersection to bridge (existing ~680m)
- Maple Avenue North from Allwood Terrace to French Road North (new ~410m)

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) The Contractor shall use materials and methods acceptable according to the British Columbia Ministry of Transportation and Infrastructure (MoTI) Pavement Marking Specifications Schedule 1, substituting the District's Contract Administrator into the role of the "Ministry Representative";
- c) All materials must be in accordance with the BC MoTI Recognized Products List; and
- d) The contractor Shall complete the work by November 15th 2018.



Appendix 2- Quotation Form

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

QUOTATION FORM

District of Sooke
2018 LINE PAINTING PROGRAM

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

Extra Work is charged at an hourly rate of:	Long Line (Paint)___ \$ _____/km
	Stop Bar (Thermo)___ \$ _____ each

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:

- a. Provide, prior to commencing work, certified copies of the Contractor's insurance;
- b. Provide a current Worker's Compensation Clearance Letter;
- c. 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