



File No. 1790-20

January 2019

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
EARTHEN STAIRS
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 construction of earthen stairs on Throup Road. The full scope of work is described in the Project Specifications (**Appendix 1**). The Quotation is to be submitted using the Quotation Form (**Appendix 2**). There will be no public opening of Quotations.

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. 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 Friday, January 18, 2019.

The project cost is expected to be under \$5000.

Regards,

Paul Butterfield
Engineering Technologist

Appendix 1- Project Specifications:

The Contractor is required to perform the various services and works shown in the attached figure(s) 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 Throup Road crosswalk, located on the east side of the driveway for Journey Middle School requires a set of stairs to get pedestrians from the crosswalk to the gravel parking lot for the fastball fields below. The contractor is given considerable latitude on the exact design; however, the intent is for a long-lasting set of stairs. Creativity in material may be used as long as the end product, life cycle, and functionality remain the same or better.

2) Scope of Work

In addition to all notes within the reference drawing and sketches, the Contractor is responsible for:

- a) Replacement of the broken concrete Brooks box;
- b) Clearing and grubbing the slope from the crosswalk to the parking lot, approximately 1m in height and 4m in length;
- c) Constructing a framework for earthen filled stairs constructed of available rough-cut wood of a style similar to the examples given below;
- d) Style/design of field fits stairs, to be approved before construction;
- e) Earthen material to be 19mm minus road base;
- f) One side of the stairs to have a wooden hand rail with sawn lumber or sanded rough timbers on all horizontal runs;
- g) Supply and install aggregate along the bottom of the stairs congruent with the drainage course of the driveway and does not impeded rainwater flow;
- h) Removal and disposal of any excess construction material, waste material, unused fill or other debris left over from excavation or construction;
- i) Provide all flagging, signage and traffic management as required;
- j) Verifying all dimensions, calculations, property lines, elevations, grades, measurements, etc.

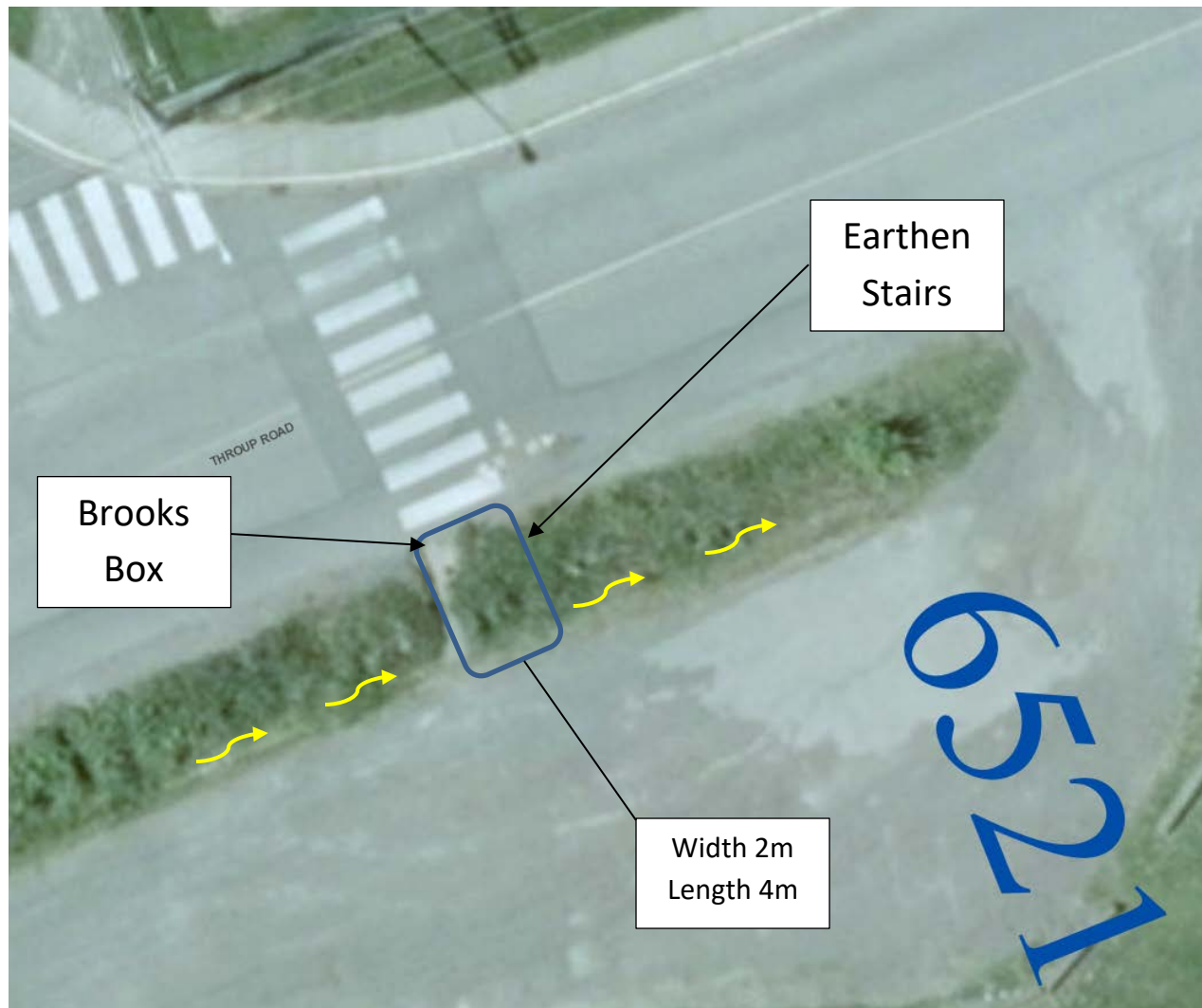
3) General Conditions

- a) All wood is supplied from a stockpile within the Parks Yard;
- b) Wood is rough cut pressure treated timbers that should be viewed prior to quote;
- c) 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;
- d) All construction and materials to be in accordance with BC Building Code, MMCD, Platinum Edition, and The District of Sooke Standard Specifications and Drawings unless otherwise noted. When a conflict between the specifications arises, the most stringent shall apply;
- e) The Contractor shall contact BC Hydro, Telus, Shaw Cable, and Fortis BC Gas two working days prior to the start of any excavation;

4) Reference Material

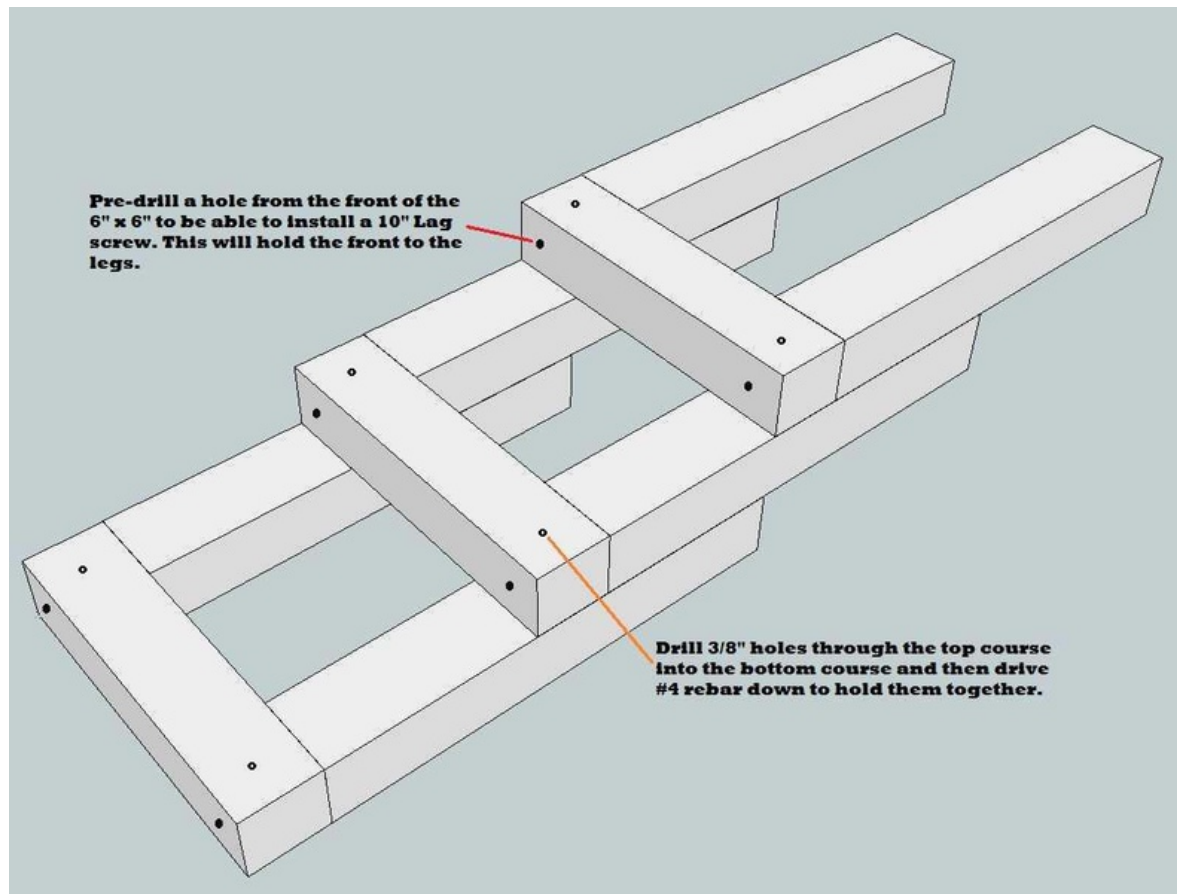
There will no survey or detailed design for this project. Attached are images intended to clarify the scope of work to the contractor. It is the responsibility of the contractor to verify all measurements, materials, and processes required to complete the project.

Drawing 1



Examples of Earthen Stairs





Rough Cut Timbers in Parks Yard



Appendix 2- Quotation Form

Quotation Submission:

Project: **Throup Stairs**

Project No.: 2019-1790-20

Date: _____

Company Name:

Address:

Email: _____ Telephone: () _____

Name of Bidder:

Signature*:

* must be an official signatory of the company

Certification:

I/We have carefully read and examined the RFQ and all included appendices, and have conducted such other investigations as were prudent and reasonable in preparing this response.

I/We certify that the statements made in this response are true and complete. These statements and prices as quoted represent our response to the District of Sooke. I/We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

I/We acknowledge receipt of all addenda up to and including the most recent,

Addendum # _____, Dated: _____

which become part of the work and are included in this quotation.

Contract Price:

The Contractor must provide Lump Sum Rates and Unit Rates (where applicable) for each of the items specified below. The Price is in Canadian funds which include the supply of all products, labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties, **excluding** Goods and Services Tax (GST), are included in the price.

The Contractor must also provide labour rates for Extra Work, should the need for it arise. Equipment rates for Extra Work will be based on the 2017/18 Blue Book Equipment Rental Rate Guide.

Initials of Contractor:

Please provide a Lump Sum cost \$ _____ (excluding GST)

Extra work is charged out at an hourly rate of:

Foreman \$ _____

Labourer \$ _____

_____ \$ _____

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