



File No. 1790-20  
5460-07

August 6, 2019

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE  
2019 LINE PAINTING  
INVITATION TO QUOTE FOR CONSTRUCTION**

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### **Quotation General Terms and Instructions:**

The District of Sooke (the "District") is requesting a quote (the "Quotation") for the 2019 Short-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](mailto: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](mailto:info@sooke.ca), or in person at 2205 Otter Point Road by 3:00pm on Thursday, August 22, 2019.

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, zebra-stripe crosswalks, and misc. symbols in various locations around the District of Sooke.

### **2) Scope of Work**

The Contractor is responsible for applying the following pavement markings, including all traffic control, layout and site prep as necessary. For estimation purposes, all crosswalks are assumed to be 7.5m long with 3m wide zebra stripes. Stop bars are assumed to be 3.5m wide. Actual paint dimensions will be based on actual road width and site conditions.

There is a fixed budget for these works. If the overall cost of the project equates to more than the available funds, crosswalks will be removed from the scope of work until overall contract price is within budget. No works will be added to the scope without the consent of the Contractor. Upon contract award, the Contractor will be provided with maps detailing the locations and orientations of the paint markings listed below.

#### **Stop Bars (3.5m wide x13)**

- Otter Point at: Wadams, Eustace, Beaton, French Foreman Heights, and Burr;
- Grant Road at: Pyrite, French Road South, Winfield, and Firwood; and
- Highway 14 at: Whiffin Spit, Maple Ave South, Dover, and Woodlands.

#### **Zebra-Stripe Crosswalks (7.5m long by 3.0m wide x45)**

- Eustace and: Otter Point x2, Shields;
- Otter Point and: Wadams, Rhodonite;
- Beaton and: Pyrite, French Road North;
- Maple Ave North and Brailsford\*;
- Grant and Haywood;
- Church and: Throup x2, Church Hill Drive, Acreman\*, Rhodonite/Arranwood x2, Country;
- Townsend and Nott\*;
- Golledge and: Dover, Charters, Kennedy Street North\*;
- Church Hill Drive: and: Worthington\*, Arranwood;
- Callumwood and: Arranwood, Arranwood\*;
- Arranwood and Caffery;
- Marsden and Stone Hearth;
- Haywood and Marsden x2;



- Horne and Murray x2;
- Phillips and: Seaparc entrance x2, Willowpark x2;
- Sunriver and: Phillips, Demamiel, Poplar x2, Demamiel\*, Willowpark, Cedarview, Driftwood, Riverstone; and
- Sooke River Road and: trail (2309 Sooke River Road)\*, Kirby.

Turn Arrows (x8)

- Church and Highway 14 x2;
- Murray and Highway 14 x2;
- Otter Point and Highway 14 x2; and
- Phillips and Highway 14 x2.

Miscellaneous (approximately 5m by 5m x2)

- 'No stopping' "x's" in front of both the entrance and exit of the RCMP station

**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 will provide an application rate and a corresponding unit cost per 100 Liters of paint, as well as the estimated painted surface area of the pavement markings listed in the Scope of Work;
- c) The Contractor may provide unit rates for multiple paint options and/or application rates;
- d) Payment will be according to actual paint usage recorded by the Contractor's equipment. The Contractor's equipment must be calibrated, and the Contractor will keep detailed records of material used for billing purposes;
- e) 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";
- f) All paint and materials must be in accordance with the most current version of the BC Ministry of Transportation and Infrastructure Recognized product list, found here: <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/recognized-products-list>; and
- g) The contractor Shall complete the work by November 15<sup>th</sup> 2019.



## **Appendix 2- Quotation Form**

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

# QUOTATION FORM

District of Sooke

## 2019 SHORT-LINE PAINTING PROGRAM

### Quotation Submission:

Project: 2019 Short-Line Painting Program

Project No.: 5460-07

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 fill in the blanks for the Surface Area, App Rate, and Unit Cost 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 may use the provided space to supply multiple options for paint types if desired.

Initials of Contractor: \_\_\_\_\_

# QUOTATION FORM

District of Sooke  
2019 SHORT-LINE PAINTING PROGRAM

$$\begin{array}{ccccc} & & \times & & \times & & \\ \hline & \text{Estimated Surface} & & \text{Application Rate} & & & \\ & \text{Area (m}^2\text{)} & & \text{(L/m}^2\text{)} & & \text{Unit Price (\$/L)} & \\ \hline & & & & & & \\ & & & = & & & \\ & & & & \hline & & & & \text{Overall Cost} & & \end{array}$$

## 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***

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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