



File No. RFP2021-015

July 9, 2021

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
ED MACGREGOR PARK CHAIN LINK FENCE
INVITATION TO QUOTE FOR CONSTRUCTION**

Quotation General Terms and Instructions:

The District of Sooke (the "District") is requesting a quote (the "Quotation") for the supply and installation of chain link fencing in Ed Macgregor Park. 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**). Insurance requirements are described in **Appendix 3**. 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 electronically to parks@sooke.ca, or hand delivered to Municipal Hall reception, located at 2205 Otter Point Road, by Friday, July 23, 2021, 4:30 PM local time.

Yours sincerely,

Jessica Boquist
Parks and Environmental Services Coordinator



Appendix 1- Project Specifications:

1) Context and Description of Work

The District of Sooke requires the supply and installation of approximately 100 linear meters of 1.8m black chain link fence at 6765 West Coast Road. District staff will remove the existing wooden fence and any brush required to facilitate the completion of this work.

2) Scope of Work

The Scope of Work shall consist of the following:

- Supply and installation of approximately 100 linear metres of 1.8 metre-high black chain link fence installed as per MMCD, Platinum Edition, Chain Link Fences and Gates, Section 32 31 13 along the western property line of Ed Macgregor Park; and
- Remove and dispose of any excess construction material, waste material, unused fill or other debris left over from excavation or construction.
- Note that District staff will remove and dispose of the existing wooden fence and complete any required brush clearing.

3) General Conditions

The Contractor shall:

- Maintain public access to the park and ensure public safety;
- Be solely responsible for construction means, methods, techniques, sequences, and procedures for coordinating the various parts of the work in the Scope of Work;
- Verify all dimensions, calculations, elevations, grades, measurements, etc. as required.
- Ensure all work and materials are in accordance with MMCD, Platinum Edition, and the District of Sooke Standard Specifications and Drawings unless otherwise noted. Should a conflict between the specifications arise, the most stringent shall apply; and
- 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 be no detailed design for this project. Section 8, Figure 1 is 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.



5) Site Meeting

There will be no site meeting. All questions can be directed to jboquist@sooke.ca and all addendums will be posted to the web site.

6) Budget

The District is not disclosing a budget as part of this RFQ process. Proponents must provide their required remuneration in their Quotation Submission in Appendix 2 – Quotation Form.

7) Timeline

The District's desired completion date for this project is within 90 days of award to the contract, or a date as agreed upon by the District and the Contractor.

8) Site

Ed Macgregor Park is located at 6765 West Coast Road. Figure 1 illustrates the location of the fence to be supplied and installed.



Figure 1



Appendix 2- Quotation Form

Quotation Submission:

Project: **Ed Macgregor Chain Link Fence**

Project No.: RFP2021-015

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

Addendum # _____, Dated: _____

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.



Initials of Contractor: _____

Lump Sum:

100 metres of 1.8 metre-high (6') black chain link fence

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

Unit Rates:

Please provide a per metre cost for 1.8 metre-high (6') black chain link fence, supplied and installed:

- Per Metre \$ _____ (excluding GST)

Please provide a per metre cost for 1.8 metre-high (6') black privacy slats, supplied and installed:

- Per Metre \$ _____ (excluding GST)

Proposed Project Start Date:

Proposed Project Completion Date:

Contractor Numbers and Status:

District of Sooke (or Intermunicipal) Business License Number:

Worker's Compensation Registration Number:

Incorporation Number: _____

Incorporation Date: _____

I/We meet the insurance requirements:

YES / NO

Guarantees & Warranty:

State all guarantees and warranties being offered.



Subcontractors:

If you will be using sub-contractors for the Work please provide their business name, contact names phone numbers and aspect of the Work they will perform.

Notifications:

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- see below.



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