



REQUEST FOR QUOTATION

RFQ-2018-13

Arts & Cultural Centre Renovation-Phase One-Exterior Work

Issue Date: Friday, October 19, 2018

Deliver one (1) complete printed copy of the Quotation" AND one (1) complete electronic copy of the Quotation in a sealed envelope plainly marked "RFQ-2018-13, Arts & Cultural Renovation-Exterior"

Attn: Mark Greenhalgh
Arts & Cultural Centre
Project Manager
District of Summerland
13211 Henry Ave Avenue, P.O. Box
159 Summerland, BC, V0H 1Z0
mgreenhalgh@summerland.ca

RFQ Closing Time: **2:00 pm PST**

RFQ Closing Date: **Thursday, October 25th, 2018**

Quotes received after the Closing Time and Date will not be considered and Quotes will not be opened in public. The District cannot guarantee that emailed Quotes are received. If no reply email is received from the District confirming receipt of an emailed Quote, please contact the District to confirm receipt, or arrange to submit the Quote via alternate means before the Closing Date and Time. **Please note that the District will not be responsible for any transmission problems that may occur. Faxed copies will not be accepted.**

It is the sole responsibility of the Contractor to check the District's website at www.summerland.ca for any updated information and addenda issued before the closing Date and Time. The District's website is the only authorized website to obtain competitive bid documents for District of Summerland opportunities. The District of Summerland shall not be held responsible for our competitive bid documents that may be located on any other website.

Project Work Completion Date : Nov 30th 2018

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1. INTRODUCTION

1.1. General

This Request for Quote (RFQ) is being issued by the District of Summerland (the District) who is soliciting Quotes from qualified Contractors (the Bidder) with a demonstrated expertise in this type of project.

The general scope of work to be considered under the terms of this RFQ is outlined in Schedule 'A' – Scope of Work.

The Contractor must demonstrate compliance with all applicable bylaws and regulations of the District and all applicable laws of the Province of British Columbia and the Government of Canada.

2. INSTRUCTIONS TO CONTRACTORS

2.1. Not a Tender

This RFQ is not a tender call and the submission of any response to this RFQ does not create a tender process. This RFQ is not an invitation for an offer to Contract and it is not an offer to Contract made by the District.

By this RFQ, the District reserves the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select and shortlist Contractors, or attempt to negotiate a Contract with the Contractor that the District considers the most preferable.

2.2. Local Conditions

It is the Contractor's responsibility, either personally or through a representative, to examine the Project site to determine local conditions and all matters pertaining to the Work. The Contractor is fully responsible for obtaining all information necessary for the preparation of their Quote. By submitting a Quote, the Contractor is confirming that he has examined the Project site, or that he has specifically elected not to do so. No additional payment will be claimable or due because of difficulties experienced by the Contractor relating to any condition which was reasonably foreseeable by a Contractor qualified to undertake the Work.

2.3. Contract Documents

Contractors shall carefully examine the Contract Documents and shall fully inform themselves as to all existing conditions and any limitations that may affect the execution of the Work. No consideration will be given, after the submission of a Quote, to any claim that there was any misunderstanding with respect to the terms and conditions imposed by the Contract Documents.

2.4. Submission of Quotes

- a. The Quote shall be submitted on the attached Quote Form as outlined in Schedule 'B' and include:
 - the Contractor's legal status and business address;
 - signatures of a duly authorized official and, in the case of a Corporation, be sealed with the Corporate Seal.

- b. The cover of the Quote shall include the name and address of the Contractor and be clearly marked "RFQ-2018-13, Arts & Cultural Renovation-Exterior Work".
- c. Written amendments to a Quote will be permitted if they are received prior to the Closing Date and Time and are endorsed by the same parties who signed and sealed the original Quote. All amendments shall include the name and address of the Contractor and be clearly marked "RFQ-2018-13, Arts & Cultural Renovation-Exterior Work".
- d. Contractors are advised that, except as expressly and specifically permitted in these Instructions to Contractors, no Contractor shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Quotation and by submitting a bid each Contractor shall be deemed to have agreed that it has no claim.
- e. Contractors are advised to contact the District, as per item 2.5.b to discuss any questions or issues regarding this competition.
- f. The District will issue a written Notice of Removal to any Contractor whose submission is being removed from consideration for this competition.

A Contractor who wishes to dispute the Notice of Removal must submit a formal written appeal to the District of Summerland's Director of Works and Utilities within five (5) working days of the issuance of the Notice of Removal or before the Request for Quotation closing date and time, whichever is earliest.

The appeal must clearly state the reasons the Contractor feels their submission should be reinstated. Under this process, if the Contractor is not satisfied with the Director of Works and Utilities decision, then the appeal will be submitted to the Chief Administrative Officer who will make the final decision.

2.5. Addenda

- a. A Contractor must immediately notify the District if they find discrepancies or omissions in the RFQ or if they have any doubt as to the meaning or intent of any part of the RFQ.
- b. Every request for an interpretation shall be made in writing and addressed and forwarded to:

Attn: Mark Greenhalgh
Arts & Cultural Centre
Project Manager
District of Summerland
13211 Henry Ave, P.O. Box 159
Summerland, BC, V0H 1Z0
mgreenhalgh@summerland.ca
- c. All responses to queries regarding this RFQ will be made by the District in a form of a written addendum.
- d. The District will not be responsible for or be bound by any verbal instructions, interpretations, or explanations issued by its officials, employees, agents, successors, or assigns.
- e. Addenda will be posted on the District of Summerland website at www.summerland.ca. It is the sole responsibility of the Contractor to check the District's website for any addenda issued before the Closing Date and Time.

- f. Contractors must acknowledge receipt of all addenda in their Quote.
- g. Addenda may be issued up to 48 hours prior to the Closing Date and Time. After this time the RFQ will be considered complete and no further Addenda will be issued.
- h. For emailed inquiries, the Contractor takes full responsibility for the risk that the inquiry may not reach the intended recipient.

2.6. Acceptance or Rejection of Quotes

- a. The District reserves the right to:
 - consider and analyze Quote submissions;
 - meet with the Contractors, either individually or collectively, to discuss the RFQ and their submissions;
 - negotiate any changes, amendments, or modifications with the preferred Contractor, without offering the other Contractors the right to amend their Quotes;
 - cancel this RFQ at any time without incurring liability to any Contractor;
 - reject any or all Quotes;
 - accept any Quote whether complete or not;
 - not accept the Quote with the lowest Contract Fee; and
 - alter any aspects of this RFQ.
- b. A Quote may be rejected for reasons that include, but are not limited to, the following:
 - the District considers a Quote not in the District's best interest;
 - incomplete, conditional, or non-compliant submissions;
 - obscure or irregular erasures or alterations;
 - omitted or unbalanced prices;
 - insufficient or irregular guarantees;
 - insufficient evidence of qualifications, experience, financial stability, or capacity to perform the Work; or
- c. Quotations shall be based on the specifications. Equivalent alternatives to products specified may be considered if full descriptive data on proposed alternatives is submitted with the Quotation. The District reserves the right to determine, at its sole discretion, whether the alternatives are equal to products specified.
- d. The District will notify the successful Contractor through the issuance of a formal written 'Notice of Award'.

2.7. Freedom of Information

All documents, including bids, submitted to the District become the property of the District and are subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

2.8. Validity Period

Quotes shall remain valid and irrevocable for sixty (60) days after the Closing Date and Time.

3. GENERAL CONDITIONS

3.1. Definitions

In the Contract Documents, unless the context requires otherwise,

- a. **Contract Documents** means the documents outlined in Section 3 - Contract.
- b. **Contract Fee** means the lump sum rates as outlined in Schedule 'B' – Quote Form.
- c. **Contractor** means the individual, firm, co-partnership, or corporation retained by the District to perform the Work in accordance with the Contract Documents.
- d. **Contractor's Representative** means the Contractor's representative who is responsible on a daily basis to ensure the Work is completed in accordance with the Contract Documents.
- e. **CAO** means the Chief Administrative Officer, as appointed by the Council of the District, and his duly appointed representative.
- f. **District** means the Corporation of the District of Summerland.
- g. **District's Representative** means that person or persons appointed by the CAO to manage and administer the Contract.
- h. **Equipment** means anything and everything, except persons and material, used by the Contractor in the performance of the Work.
- i. **Person** means an individual, a body corporate, a firm, partnership, association, or any other legal entity or an employee or agent thereof.
- j. **Work** means all materials, labour, equipment, transportation, traffic control or other ancillary items required by the Contractor to complete the Work, in accordance with the Contract Documents.

3.2. Notice to Proceed

- a. The District will issue a formal Notice to Proceed.
- b. The Contractor must commence the Work on the date specified in the Notice to Proceed.

3.3. Changes to the Scope of Work

- a. Where the District requests the Contractor to provide Work that the Contractor considers is not included in the original scope of work, the Contractor must notify the District that a change order will be required.
- b. The District shall not be required to pay for any Work not included in the Scope of Work unless the District's Representative approves a Change Order prior to the Contractor performing the Work.

3.4. Payment

- a. The Contract Fee shall be firm, expressed in Canadian currency, and shall be all inclusive for the Work to supply the equipment as described in a turnkey manner, including delivery, fees and all taxes except GST and PST. GST and applicable PST shall be in addition to the Contract Fee.
- b. The District will pay the Contractor within 30 days from the date the Contractor submits an invoice for payment.
- c. The District's Representative may request the Contractor to submit, at no cost to the District, with the final invoice, a Statutory Declaration or other proof, that there are no outstanding costs, assessments, liens, or claims against the Contractor or against the District's property arising out of or in connection with the Work.

3.5. Taxes, Tariffs, and Duties

The Contractor is responsible for all taxes, tariffs, and duties applicable to labour, Work and equipment and these taxes, tariffs, and duties shall be included in the Contract Fee. notwithstanding, GST and applicable PST shall be billed as a separate item.

3.6. Payment Withheld

- a. The District may withhold or nullify the whole or part of any payment to the extent necessary to protect themselves from loss due to one or more of the following:
 - the Contractor is not performing the Work to the satisfaction of the District's Representative;
 - defective Work is not being remedied;
 - there is an affidavit, claim of lien, or lien filed against the equipment on which the Work is done or is being done, or reasonable evidence of the probable filing of an affidavit, claim of lien, or lien;
 - the Contractor is failing to make prompt payments to anyone employed by the Contractor in connection with the Work; or
 - an unsatisfied claim exists for damages caused by the Contractor in connection with the Work.
- b. Where subcontractors or contractors of material are not receiving prompt payment, the District may deduct the amount of such payments from amounts otherwise due to the Contractor and will, if deducted, hold these funds in trust until such time as the Contractor has resolved the issue to the satisfaction of the CAO.

3.7. Inspection of Work

- a. The District's Representative may, at any time, enter into any place or premises where the Contractor is undertaking Work to inspect the Work and to ensure the Work is being performed in accordance with the Contract Documents.
- b. The District's Representative, upon written notice to the Contractor, has the authority to stop the Work or to order the Contractor to take remedial action where,
 - the Contractor is not performing the Work in accordance with the Contract Documents;
 - or
 - he is of the opinion that there exists a danger to life or to property.

The Contractor shall immediately obey the provisions of the notice and will not be entitled to any extra payment unless approved by a Change Order.

- c. The District is not required to make inspections. Inspections made by the District do not relieve or release the Contractor from being responsible for the supervision of its operations under this Contract, from making its own inspections, and for ensuring the Work is being performed in accordance with the Contract Documents.
- d. The District shall notify the Contractor in writing within seven (7) days after delivery of the vehicle, whether such unit shall not be acceptable. Such notification will clearly itemize specific contract deviations in the event of non-acceptance. Non-compliance with the terms and specifications of the contract will be the only basis for non-acceptance. The vehicle shall be deemed to have been accepted once the District has put the vehicle into service.

3.8. Wages and WorkSafeBC

- a. The Contractor shall comply with the requirements of the British Columbia Employment Standards Act, the Workers Compensation Act, and all other applicable federal and provincial legislation regarding wages and labour regulations.
- b. The Contractor shall, upon request by the District, provide proof of payment in good standing with WorkSafeBC.

3.9. Permits

The Contractor shall, at their own expense, procure all permits, certificates, and licenses required by law for the execution of the Work.

3.10. Bankruptcy or Default by Contractor

- a. If the Contractor:
 - is adjudged bankrupt; or
 - makes a general assignment for the benefit of creditors due to insolvency; or
 - has a receiver appointed because of his insolvency,the District may, without prejudice to any other of the District's rights or remedies, give the Contractor, the receiver, or the trustee written notice and terminate the Contract.
- b. If the Contractor fails to perform the Work in accordance with the Contract Documents, the District may provide written notice informing the Contractor that he is in default of his contractual obligations and instruct the Contractor to correct the default within five days, or such other longer specified time as outlined in the notice.
- c. If the Contractor fails to correct the default within the time specified, the District may, without prejudice to any other of the District's rights or remedies,
 - correct the default and deduct the District's direct costs from any payment owing to the Contractor or any security held by the District; and/or
 - deduct any portion of the remaining Work from the Contract; or
 - terminate the Contract.

3.11. Liability

The District is not responsible for any risks of loss or damage to equipment supplied until the equipment is finally accepted by the District and is registered in the name of the District of Summerland within the Province of BC.

3.12. Dispute Resolution

- a. The CAO shall be the interpreter of the requirements of the Contract.
- b. In the event of any Dispute, which shall be any disagreement or misunderstanding between the District and the Contractor after initial attempts at resolution, either party may provide the other with a written summary of the Contract question at issue and the redress sought. Within fourteen calendar days of receipt of such communication the recipient shall acknowledge and respond in writing addressing all the issues raised in the initial communication or request a time extension.
- c. If a party does not provide any written response to the written communication issued as per the foregoing, the communication will be deemed to have been accepted by the receiving party.
- d. If there is an exchange of communication and issues remain unresolved, both parties shall:
 - make immediate bona fide efforts to resolve the outstanding issues by amicable negotiations involving the assistance of senior persons in both parties' organizations and;
 - provide frank, conditional, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.
- e. If the dispute cannot be settled within fourteen calendar days of the end of the above negotiations, or such other time period as agreed to by both parties, the dispute may be referred to and finally resolved by arbitration conducted by a single arbitrator, agreed to by both parties, and under the rules of the British Columbia International Commercial Arbitration Centre. The place of arbitration shall be in Summerland, B.C. unless otherwise agreed to by both parties. The findings of the arbitrator shall be final and binding upon both parties.
- f. The Contractor shall not delay any of the Work on account of or during any dispute, negotiation, or arbitration proceedings. The parties shall each bear their own costs throughout the process and the costs of a mediator or arbitrator shall be divided equally between the parties.

3.13. Termination Notice

A termination notice shall be in writing, delivered by registered mail, and specify the date the Contract will be terminated. Termination notice must be a minimum of 30 days unless the termination is due to fraud, dishonesty, bankruptcy, default, or other significant issue that irrevocably damages the relationship between the District and the Contractor.

3.14. Remedies

On any early termination of the Contract by the District:

- The District shall pay to the Contractor the money owing to them under this Contract to the date of termination and upon such payment being made the District shall have no further obligation to the Contractor under this Contract; and
- If the Contractor's right to perform the Work is terminated in accordance with the provisions of the Contract, the District shall not be liable to the Contractor for any damage or loss, including economic loss, sustained, or suffered by the Contractor as a result of any action taken by the District.

SCHEDULE 'A' – SCOPE OF WORK

The District of Summerland (The District) is seeking a contractor to do exterior work on the Arts & Cultural Centre as part of the District of Summerland Arts & Cultural Centre Renovation Plan

The Arts & Cultural Centre Renovation project has grown out of the 2016 Cultural Plan which identified that Summerland needs a “home” for arts and culture. A number of public engagement events have already occurred, and a list of priorities have been identified by stakeholders.

The former public library building at 9525 Wharton Street in Summerland has been identified as the future home to as many arts and culture users as possible. It is situated next door to the Summerland Museum and across the street from Okanagan Regional Library. The building was erected in 1981; as such, it will require updates and retrofits to best accommodate its new users.

The comprehensive Arts & Cultural Centre Renovation Plan, which is the first step in this overall project, will include the incorporation of previously identified strategic priorities that will define the renovation of the former Public Library building at 9525 Wharton Street in Summerland.

In this first phase we will see exterior work done which includes:

- **Removing and replacing existing cladding. (Prodema, Hardy Board)**
- **Painting the exterior.**
- **Removing and replacing Soffit**
- **Redirection of an existing accessibility ramp.**
- **Removing existing exterior stairs.**
- **Creation of concrete steps and concrete accessibility ramp from sidewalk to main floor grade.**
- **Project Completion Date: Nov 30th 2018**
- **If portions cannot be completed as weather is not permitting, The District shall exclude these portions from contract.**

Further details can be found in Schedule 'C' of this RFQ.

SCHEDULE ‘B’ – QUOTE FORM

The Contractor may provide information on a separate page if there is insufficient room on this page.

Contractor Information

Contact: _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Lump Sum Rates

The Contractor must provide a Lump Sum Rate for the items specified. Pricing to be evaluated and will be awarded based on pricing, term, and lead time the District deems most beneficial to its interests. The lump sum rates shall be all inclusive and include, but not be limited to, all materials, labour, equipment and all applicable taxes and levies, required to complete the Work.

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Remove and Replace Cladding	ls	1		
2	Paint Building Exterior	ls	1		
3	Remove Existing Stairs	ls	1		
4	Redirect Last Leg of Access Ramp	ls	1		
	Concrete Pad at Ramp	ls	1		
5	Concrete Ramp and Stairs: Sidewalk to Grade at Main Floor	ls	1		
6	Removal of Juniper Bushes	ls	1		
7	Remove and Replace Soffit	ls	1		

Quoted Price..... _____

GST _____

PST..... _____

TOTAL QUOTED PRICE _____

Schedule

Describe the estimated schedule to complete the project

Contractor by its authorized signatories:

SCHEDULE 'C' – DRAWINGS



Stairs To Be Removed



Concrete Access Ramp and Stairs to Be Installed



Last Leg of Ramp To Be Redirected



Junipers To Be Removed



SCHEDULE 'D' - SAMPLE CONTRACT

ARTS & CULTURAL CENTRE RENOVATION-EXTERIOR WORK

Reference Number: RFQ-2018-13

THIS CONTRACT made in duplicate and entered into effective as of the _____ day of _____, 201__.

BETWEEN:

The Corporation of the District of Summerland
Box 159, 13211 Henry Ave
Summerland, BC V0H 1Z0

(hereinafter referred to as the "District")

AND:

Contractor name
Contractor address

(hereinafter referred to as the "Contractor")

NOW THIS CONTRACT WITNESSETH that in consideration of their mutual rights and obligations to one another as hereinafter set forth the parties hereto agree as follows:

1. Contract Description

The Work for which this Contract pertains to is titled **Arts& Cultural Centre Renovation-Exterior Work** and hereinafter shall be referred to as the "Project".

2. Contract Documents

The Contract Documents, in order of precedence, for which this Contract pertains, are:

- Instructions to Contractors
- General Conditions
- Schedule 'A' – Scope of Work
- Schedule 'B' – Quote Form

Where there is a conflict between the wording and interpretation of the Contract Documents the wording or interpretation contained in the Contract Document with the highest precedence shall apply.

3. Successors or Assigns

- a. This Contract and the terms and conditions herein contained shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- b. Neither party shall assign this Contract, or any portion thereof, without the prior written consent of the other.

4. Applicable Laws

This Contract shall be governed by all applicable bylaws and regulations of the District and all applicable laws of the Province of British Columbia and the Government of Canada.

5. Waiver

The waiver by the District of any breach of this Contract by the Contractor, shall not require, nor be construed to require, the District to waive any subsequent breach of the same condition, covenant, or obligation.

6. Indemnification

- a. The Contractor shall indemnify and save harmless the District, its elected officials, officers, agents, servants and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and the District, by reason of any act or omission of the Contractor, their agents, employees, or subcontractors in the execution of the Work and shall pay any and all legal or other costs incurred by the District as a result of such act or omission.
- b. The Contractor hereby waives all rights of recourse against the District, its elected officials, officers, agents, servants and employees with regard to damage to the Contractor's property.

7. Entire Contract

This Contract constitutes the sole and entire Contract between the District and the Contractor relating to the Work and completely supersedes and abrogates any prior Contracts existing between the District and the Contractor whether written or oral.

8. Notification

- a. All Notices shall be in writing.
- b. Notices between the parties shall be considered to have been received by the addressee:
 - on the date of delivery if delivered by hand to the individual or to a member of the company for whom they are intended;
 - within one working day if sent by email;
 - within five working days if sent by mail.

c. Notices must be sent to the following addresses:

The Corporation of the District of Summerland

Box 159, 13211 Henry Avenue

Summerland, BC, V0H 1Z0

and

Contractor Name

Contractor address

IN WITNESS WHEREOF the parties have executed this Contract on the day and year written above by their officers or persons duly authorized to execute on their behalf.

THE CORPORATION OF THE DISTRICT OF SUMMERLAND by its authorized signatories:

CONTRACTOR by its authorized signatories:
