



Old Firehall Renovation Project



Invitation to submit proposals

The Gabriola Community Bus Foundation invites qualified trades to submit proposals for the supply and installation of new windows and doors at the Old Fire Hall at 760 North Road, Gabriola Island

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1. PURPOSE AND SITE VISIT

This Request for Proposals (RFP) is an invitation to qualified, experienced and licensed contractors to submit proposals for the installation of 5 new windows and 2 new exterior doors at the Old Fire Hall 760 North Road, Gabriola (project site) on behalf of the Gabriola Community Bus Foundation (GCBF) as described in this document. See Appendix A: Description of Work.

A site visit may be arranged by contacting the Project Manager: steven.earle@viu.ca

2. QUALIFICATIONS REQUIRED

- 2.1. Proposer must have a WorkSafeBC account number and a WorkSafeBC clearance letter; be licensed and insured to work on Gabriola Island, BC.
- 2.2. Any installers or subcontractors must be certified and qualified for the installation of the specified materials.
- 2.3. Preference may be given to qualified suppliers, installers and trades resident on Gabriola Island

3. INSTRUCTIONS TO PROPOSERS

- 3.1. Proposers are required to consider all Proposal Requirements carefully together with the existing site conditions and any other conditions that may affect worksite performance so as to determine the full extent of the work, and to submit an accurate proposal.
- 3.2. Proposers are to verify to their own satisfaction the existing project site conditions and obtain or check all measurements and dimensions at the project site as necessary, and not rely on the accuracy of measurements and descriptions within this request for proposals.
- 3.3. Should any discrepancy appear between documents leaving doubt as to their intent or meaning, the GCBF shall be requested to clarify.
- 3.4. Under no circumstances will any claims be allowed against GCBF resulting from a failure to ascertain the full extent of the work herein described, specified, or implied.
- 3.5. Proposers must use the products, equipment, and/or suppliers named and identified by GCBF in Appendix A.
- 3.6. No deviation from specifications or drawings, will be allowed without prior written approval by GCBF, and if applicable, by the Manufacturer.
- 3.7. Proposers will notify GCBF in writing any discrepancies, errors, omissions, departures from building By-laws, deviations from good practice, so that GCBF may issue clarifications.
- 3.8. All questions regarding this Request for Proposals must be submitted in writing. Verbal discussions shall be deemed informal and will not be legally binding.
 - 3.8.1. Submit all queries at least 7 calendar days prior to Proposal Closing to the Project Manager: Attention: Steve Earle, Email: steven.earle@viu.ca

4. PROPOSAL SUBMISSION

1. Proposals are to be submitted electronically in pdf to the Project Manager: steven.earle@viu.ca no later than **2:00 PM on March 18th, 2021**.
2. Proposals must be signed, together with all required submission documents and certificates. Clearly identify in the subject heading: CERIP Window and Door Contract Proposal.
3. The project name, location and project manager for GCBF are:

Project Name: CERIP Fire Hall Upgrade

Place of Work: 760 North Road

Attention: Steven Earle

Email Address: steven.earle@viu.ca

Offers submitted after the closing deadline will be returned to Proposer unopened, at the discretion of GCBF.

4.1. Proposal Contents

Proposals to complete the work shall include the following documents:

- 4.1.1. A current WorkSafe BC Clearance Letter.
- 4.1.2. A Work Schedule, detailing start and completion dates for each phase of the work to substantial completion.
- 4.1.3. A List of Costs, itemized, for each phase of the work according to the Work Schedule.
- 4.1.4. A list of all subcontractors who are proposed for the work. The contractor is responsible for the work by subcontractors and employees and the compliance to the conditions of the contract.

4.2. The Work Schedule

- 4.2.1. The Work Schedule, as agreed upon, will become part of the Contract.
- 4.2.2. The Work Schedule must include a list of the subcontractors with their qualifications, and rates of pay, and when they will be on site.
- 4.2.3. GCBF may accept or reject any proposed subcontractors on the basis of their suitability for the work. In the event of a rejection, the Proposer may submit an alternate subcontractor at an equivalent price. The GCBF may require the proposed alternate subcontractor to provide evidence of their qualifications.
- 4.2.4. Our funding source requires that we supply information about the number of people employed, whether they fit specified categories (including: women, 1st nations, anyone aged under 35, and new Canadians) and the number that are paid below or above \$30/hour. The contractor will be required to submit that information on completion of the work, which would also have to include information from any subcontractors if they use employees on the worksite. An example table of this information is included in Appendix C.
- 4.2.5. Only those subcontractors named in the Proposal may be employed. Any changes must have the written approval of the GCBF.

4.3. The List of Costs

- 4.3.1. The List of Costs must include an itemized list of all material and labour costs for each phase of the work as well as all other costs such as permits or disposal fees. Suppliers / manufacturers must be shown for all materials as indicated in the Description of Work Appendix A.
- 4.3.2. Applicable PST and GST taxes must be shown separately.
- 4.3.3. Only "Fixed Price" or "Upside Limit Cost" proposals will be accepted.
- 4.3.4. The List of Costs, as agreed upon, will become part of the Contract.
- 4.3.5. See Appendix B for a sample List of Costs.

4.4. Proposal Acceptance

- 4.4.1. GCBF reserves the right to accept or reject any or all offers. The lowest or any proposal will not necessarily be accepted.
- 4.4.2. The GCBF reserves the right to clarify any perceived errors or ambiguities by contacting the Proposer and having them submit written clarifications.
- 4.4.3. The Successful Proposer will receive written notice of Proposal acceptance and Award by GCBF.
- 4.4.4. GCBF will award based on the overall best value considering cost, schedule, and quality of Proposal submission.
- 4.4.5. It is the responsibility of the Proposer to include in the submitted Proposal sufficient amounts to cover the cost of the Work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount, and must be listed separately.

4.5. Contract Documents

The successful Proposer shall sign a contract of acceptance, signed and dated, and including those items of the proposal such as:

- 4.5.1. A certified true copy of Liability Insurance certificate naming GCBF extra insured.
- 4.5.2. The Work Schedule and List of Costs updated to reflect any changes that have been negotiated and accepted by the contractor and GCBF.
- 4.5.3. A certified true copy of WorkSafe BC Clearance Letter
- 4.5.4. An updated project schedule indicating Start-up and Substantial Completion dates.
- 4.5.5. The list of all Subcontractors that the contractor proposes to use in the Work.
- 4.5.6. A warranty that meets or exceeds section 5, Warranty.

5. WARRANTY

- 5.1. Contractor's Warranty: The work included in this contract shall be fully guaranteed by written certification for a period of two (2) years from the date of Substantial Performance of the Project against any defects in design, materials and workmanship, and that any defect will be made good at no additional cost to the GCBF.
- 5.2. The contractor will be responsible for any Manufacturer Warranty claim within the 2 year Contractor Warranty.



- 5.3. Any Manufacturer Warranty that extends beyond the 2 year Contractor Warranty shall be provided to the GCBF.

6. PAYMENT

- 6.1. The Contractor will submit invoices for goods, services and deliverables that have been provided to the GCBF for the work performed on a monthly basis.
- 6.2. Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the GCBF. Invoices are to be sent in .pdf format to email: steven.earle@viu.ca and Katharine Patterson, KatharinePatterson@ubc.ca.
- 6.3. The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the GCBF.
- 6.4. Invoices shall show taxes separately.
- 6.5. GCBF will hold back payment of 20% of the contract value until final approval of all works is received.

APPENDIX A

DESCRIPTION OF THE WORK

1. Scope of Services

1. General Work Conditions

1. Work shall be performed not earlier than 7:00 AM or later than 6:00 PM, Monday through Saturday, unless otherwise approved by GCBF. Access to the project work site at other times must be arranged in advance with the Project Manager.
2. The contractor will perform the work according to the Work Schedule, unless otherwise authorized by GCBF in writing.
3. Safety on Site
 - a. The contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the contractor is to take immediate action to mitigate risk and damage, and then to notify the GCBF.
 - b. The locations of all such hazards are to be investigated and verified in the field by the Contractor.
 - c. Suppliers shall take adequate measures to protect the public, and all others on site from injury, damage, or other loss resulting from equipment drop off or pick up operations and related activities. The Supplier shall promptly report to the GCBF Project Manager and the Contractor regarding any safety incidents as they occur.
4. Permits & Regulations

The Contractor is to obtain permits, pay all fees and comply with all Provincial, Regional, and other legal regulations and by-laws applicable to the work. In the absence of local regulations, compliance with the National Building Codes of Canada, latest revision is



required. Workers Compensation Act and Workplace Hazardous Material Information System (“W.H.M.I.S.”) requirements and regulations are to be strictly adhered to.

5. COVID 19

COVID - 19 Site Safety Requirements

The Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industryinformation/construction>
- <http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

6. Environmental Protection

The Contractor shall be responsible for taking all necessary measures to comply with requirements of the Federal and Provincial environmental protection agencies and regional acts and bylaws in respect to air, earth and water pollution.

7. Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

2. Work Requirements

The Contractor will supply and securely install the following 5 new windows and 2 new doors, replacing existing windows and doors in all cases, as follows (all dimensions are approximate):

| Windows |
|---|
| North side of building (upper floor): |
| Replace existing metal windows with two ~72” x 36” vinyl horizontal double-glazed sliders |
| Replace existing metal windows with two ~28” x 16” vinyl fixed double-glazed windows |
| West side of building (upper floor): |
| Replace existing metal window with one ~46” x 32” vinyl horizontal double-glazed slider |

| Doors |
|---|
| North side of building (lower floor): |
| Replace existing exterior wooden door (downstairs kitchen), with one ~36” metal exterior door half glass (with security mesh) |
| East side of building (lower floor): |
| Replace existing ~72” exterior double door with double metal exterior door. |

All dimensions are approximate. New doors should be fitted with existing handles and dead-bolts. All existing windows doors and related equipment and any waste materials must be removed.

APPENDIX B EXAMPLE PROPOSAL SHEET

Quantities and Items, or Lump Sum Work

Example

| Item | Material / Work | Quantity and type | Labour cost | Materials cost |
|------|-----------------|-------------------|-------------|----------------|
| 1. | Doors | | | |
| 2. | | | | |
| 3. | Windows | | | |
| 4. | | | | |
| 5. | | | | |

List of Subcontractors

| Name of Person | Company Name | Type of Service | Contact Phone Number | Contact email |
|----------------|--------------|-----------------|----------------------|---------------|
| | | | | |
| | | | | |

List of numbers of persons employed at any time on the project in each category (to be filled on completion of the contract)

| Women | 1 st nations | Under 35 | New Canadians (resident for < 1 y) | Those earning less than \$30/h | Those earning more than \$30/h |
|-------|-------------------------|----------|---------------------------------------|-----------------------------------|-----------------------------------|
| | | | | | |