



Powell River Educational Services Society

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1. INSTRUCTIONS TO TENDERERS Goat Windsor Boardwalk Project

Are you interested in tendering a bid? These Instructions to Tenderers (IT) are contractual and they bind each Tenderer and govern the consideration of each Tender by the Owner. Please follow these instructions:

1.1 For Project #2

Proponent will submit a single fixed price cost including materials and labour to complete to project to specifications supplied.

2. DEADLINE

Responses must be received at PRESS' offices in Powell River before 12:00PM Tuesday September 6, 2022

3. SUBMISSION METHODS

(use one of the methods below to submit your tender):

- Via email at the only acceptable email address: michelle.murray@pressbc.com All email submissions must be less than 8MB
- Via hard copy: One (1) hard copy delivered to the 4476A Marine Ave. V8A 2K2
- It is the Proponent's sole responsibility to ensure their tender is received at the closing location prior to the posted closing date and time.

Tenders must be signed by an officer of the company in a position to legally bind the company to the statements contained herein. Signing the tender form is a mandatory requirement. Unsigned tenders will result in disqualification.

4. ATTENDANCE FOR MANDATORY SITE VISIT



A representative from your firm must Register and confirm attendance by e-mail hugh@terracentricadventures.com at mandatory on site bidders meeting. If you are unable to attend the meeting you must still register *Any additional Tender documents will be distributed at the site meeting. Registering helps ensure document availability. This meeting will take place on: August 30th 2022 At: 9:00 a.m. convening at the trail crossing on Rainbow Main Logging road as shown in this map. A sign in sheet will be provided for General Contractors in attendance.

5. BIDDER'S RESPONSIBILITIES

Before submitting a bid, it is the Bidder's responsibility to:

1. Examine and read the Bid Documents thoroughly.
2. Examine the site and ascertain the extent and nature of all conditions, limitations, or regulations affecting the performance of the Work. All dimensions are to be confirmed on by on-site measurement by the Contractor.
3. Immediately notify PRESS of all perceived omissions and discovered conflicts, errors and discrepancies in the Bid Documents.
4. The bidder shall not engage in collusion of any sort and, in particular shall ensure that no person or other legal entity, other than the bidder has an interest in the bidder's tender and prepare the tender without any knowledge of, comparison of figures with, or arrangement with any other person or firm preparing a Tender for the same work.
5. It is the bidder's responsibility to provide all labour, material, equipment and supervision to complete the work outlined in the specifications taking into account all site conditions, schedule and noise restrictions, work area restrictions, protection requirements, accessibility restrictions, etc. No extras will be entertained for inconveniences after award of this Contract.
6. PRESS may accept or waive a minor and inconsequential irregularity, or where practicable to do so, PRESS may, as a condition of bid acceptance, request a Bidder to correct a minor and inconsequential irregularity with no change in bid price. The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at the PRESS' sole discretion.
7. Addenda:
 - i) Direct all questions in writing to PRESS. Answers will be shared with all bidders.
 - ii) Answers to queries are only binding when confirmed by written Addenda, issued by PRESS.
 - iii) Addenda may be issued by the PRESS during the bidding period. All Addenda become part of the Bid and Contract Documents and costs arising from any Addenda are to be included in the Bid Price.
 - iv) Complete and return the "Receipt Confirmation Form" for addenda to be sent directly.
 - v) It is the contractor's sole responsibility to check with PRESS whether there has been addenda issued prior to submitting their tender.

6. DEFINITIONS

In the Contract:

- (a) "Addendum" means a document issued under section 4;
- (b) "Closing Time" means the deadline specified for receipt of Tenders by the Owner;

- (c) "Certificate of Completion" means the certificate of completion issued under GC 14;
- (d) "Completion" means total and satisfactory completion of the Work in accordance with the Contract Documents, as determined by the Owner's Representative under these General Conditions;
- (e) "Completion Date" means the date for Completion of the Work set out in the Contract;
- (f) "Construction Schedule" means the schedule of performance of the Work submitted by the Tenderer as part of its Tender;
- (g) "Contract" means the contract for performance of the Work to Completion that is entered into between the Owner and the Contractor, which contract is on the terms and conditions contained in the Contract Documents;
- (h) "Contract Documents" means
 - (i) Invitation for Tenders
 - (ii) Note to Bidders;
 - (iii) Instructions to Tenderers;
 - (iv) Tender Form;
 - (v) Form of Contract;
 - (vi) General Conditions; and
 - (vii) Specifications;
- (i) "Contractor" means the Tenderer to whom the Contract has been awarded.
- (j) "Form of Contract" means the document with that name contained in the Contract Documents;
- (k) "GC" is, when used in conjunction with a numeral, a reference to the section of the General Conditions with the same numeral;
- (l) "General Conditions" means the Contract terms and conditions of that name that are contained in the Contract Documents;
- (m) "Invitation to Tender" means the notice published or communicated by the Owner by which the Owner invited Tenders for the Contract;

- (n) "Note to Bidders" means the notice of that name by which the Owner expands on Invitation to tender; but is not limited to for the Contract;
- (o) "Notice of Award" means the notice of award of the Contract given in accordance with procedure identified.
- (p) "Owner" means Powell River Educational Services Society (PRESS)
- (q) "Owner's Representative" means, the person designated by the Owner in the Notice of Award as the Owner's representative for the Contract, and includes any other person expressly authorized by that person to act on that person's behalf;
- (r) "Special Conditions" means any Contract terms and conditions of that name that are contained in the Contract Documents;
- (s) "Specifications" means any plans, drawings or specifications, or all of them, for the Work contained in the Contract Documents;
- (t) "Tender" means a tender submitted to the Owner in accordance with the Instructions to Tenderers;
- (u) "Tender Documents" means the Instructions to Tenderers, Tender Form, General Conditions, Special Conditions and Specifications;
- (v) "Tender Form" means the tender form contained in the Contract Documents and any appendices to it that are expressly contemplated by the Contract Documents;
- (w) "Tenderer" means anyone who submits a Tender;
- (x) "Work" means the project of work described in the Contract Documents, including the Specifications; and
- (y) "Work Change" means a change in the Work ordered by the Owner's Representative under the General Conditions, that is:
 - (i) a deletion from the Work; or

- (ii) an addition to or revision of the Work which is within the general scope of the Contract but does not, in either of the above cases, include a variation in quantity of unit price items.

7. SUBMISSION OF TENDERS

7.1 Tenders must be submitted on the Tender Form, every part of which must be completely filled out and must either be typewritten or printed legibly in ink.

7.2 Tenders must be submitted in a sealed envelope addressed to the Administrative Director PRESS at the address set out on page 1 of the Tender Form, marked clearly on the front " Powell Forest Canoe Route Revitalization Projects".

7.3 PRESS is not responsible for;

- (a) an incomplete or lost Tender,
- (b) a lack of confidentiality of the Tender;
- (c) a failure or breakdown, or inadequacy, of any telecommunications equipment or service, including of the Tenderer, Owner or any third party; and
- (d) the inability of the Tender to be received by the Closing Time because the Owner's facsimile equipment or telephone line is busy.

7.4 Tenders must be received by Administrative Director PRESS no later than - _____.

7.5 Tenders received after the Closing Time will not be opened and must be rejected.

7.6 Tenders must be signed by an officer of the company in a position to legally bind the company to the statements contained herein. Signing the tender form is a mandatory requirement. Unsigned tenders will result in disqualification.

7.7 The Owner may extend the Closing Time in its sole discretion by notice given to Tenderers.

7.8 The Tender is an offer by the Tenderer to enter into the contract with the Owner on the terms and conditions contained in the Contract Documents.

8. UNDERSTANDING OF PROJECT

8.1 The Tenderer must inform itself as to all aspects of the Work, including Work site conditions. The Tenderer agrees that it is the sole responsibility and risk of the Tenderer to examine the Work site and the actual Work site conditions, including soil conditions, before beginning performance of the Work. The Owner is not liable for any expense, damage or loss incurred as a result of any misunderstanding or error by the Tenderer regarding the Work or conditions affecting it, including Work site conditions.

9. ADDENDA AND COMMUNICATIONS

9.1 Any change to the Contract Documents must be issued by the Director of Administration as an Addendum and a copy of each Addendum must be given to Tenderers. The Contract Documents may be changed or added to only by issuance of an Addendum. Each Addendum becomes part of the Contract Documents.

9.2 The Tenderer must indicate that it has received copies of all Addenda, and that its Tender has been completed in accordance with all Addenda, by completing the relevant part of the Tender Form.

10. PRICES

10.1 Prices must be given as and where indicated in the Tender Form. Failure to give a price for any item makes the Tender incomplete and the Tender must be rejected.

10.2 If the Tender contains an error in extending unit prices or lump sums, or both, the total Tender price is the total resulting from correct extension by the Owner of the prices or addition of the lump sums, or both.

10.3 Any quantities of Work set out in the Contract Documents are only estimates of quantity and the Owner does not represent, warrant or guarantee to the Tenderer that actual quantities of Work will be as estimated.

11. EXECUTION OF TENDER AND CAPACITY

- 11.1 If the Tenderer is an individual or partnership, the Tender Form must be executed by the individual or a partner, as the case may be, and must be witnessed in the case of an individual's signature. The individual signing must indicate the capacity in which he or she signs where indicated in the Tender Form.
- 11.2 If the Tenderer is a corporation, the Tender Form must be executed by the authorized signatories of the corporation. The full and correct legal name of the corporation, its incorporation number or extra-provincial registration number and business address must be given in the Tender Form.
- 11.3 If the Tenderer is a corporation, the Tender Form must be executed by the authorized signatories of the corporation. The full and correct legal name of the corporation, its incorporation number or extra-provincial registration number and business address must be given in the Tender Form.
- 11.4 If the Tenderer is a corporation incorporated outside British Columbia, that corporation must be registered as an extra-provincial corporation under the Companies Act. Proof of extra-provincial registration must be submitted with the Tender. A Tender submitted by a corporation that is not extra-provincially registered as required by this section must be rejected. Failure to submit proof of extra-provincial registration may be cause for rejection of the Tender. This section does not apply to a corporation incorporated under the Canada Business Corporations Act (Canada).

12. INFORMATION TO BE INCLUDED WITH TENDER

- 12.1 Bidder shall submit with its tender, on the prescribed forms attached hereto and forming part of the Tender Form, the following information:
 - a. Qualifications - The Bidder shall give a list of previous or current work, similar in nature, scope, and value to demonstrate ability and experience to perform this Work.
 - b. Equipment and Staffing Schedule - The Bidder shall specify the type and quantity of equipment in first class working condition that the Bidder proposes to employ for hauling and stockpiling. The Bidder shall specify any similar equipment in first class working condition that the Bidder is prepared to employ "In Reserve" if directed by the Contract Administrator.

13. SELECTION CRITERIA

- **Location (10 %):** PRESS encourages tenderers to bid from any region however Bidders within the qathet Region will be awarded 10 %, Sunshine Coast with a 5%, other regions within the Province of BC 2% and out of Province 0%.

- **Relevant Experience (10%):** Previous experience of the tenderer needs to be assessed in relation to the fields of expertise required to achieve the intended outcomes of the project. Recent experience is more valuable than historic experience. The company's previous experience in technical areas comparable to the tendered project, the scale of past projects and the role undertaken within those projects will be considered as well as overall safety record of the company.

- Contractor is required to fill in the form titled "Relevant Experience" for three (3) projects that is included with the tender form. Failure to provide the information on three projects will result in a score of zero. For example, if contractor provides information on two projects, they will get 2/3 of the points.

- **Past Performance (10%) :** The tendering organisation's performance in completing past projects to the quality standards required, time performance, within budget, claims history, project management, will be assessed. Contractor is required to fill in the form titled "Past
 - Performance" for three (3) projects that is included with the tender form.

- **Price (70%):** The price is the sum that the Owner would be required to pay to the tenderer for the work or service provided. This must include all costs over the duration of the contract.

- PRESS reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. PRESS reserves the right to accept a tender other than the lowest tender without stating reasons.