



**NEW WESTMINSTER
REQUEST FOR PROPOSAL**

NWRFP-13-52

**85 Merivale Street
Qayqayt Elementary School
Underground Electrical Distribution
New Westminster, BC**

Closing Time:

December 6, 2013

3:00 P.M., Local Vancouver Time

Closing Location:

Main Information Desk

City Hall

City of New Westminster

511 Royal Avenue,

New Westminster, B.C. V3L 1H9

This request for proposal contains the following documents (here after referred to As the "Contract Documents") which Bidders must sign/initial on each page:

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Price and Bidder Info	Page 7
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Diagrams	Page 12

Further requests for information :

Arne Hannula Manager Electrical Engineering 604.527.4531, Fax 604.525.3713

ahannula@newwestcity.ca

Ron Gidda, Purchasing Supervisor 604.517.5406, Fax 604.527.7783

rgidda@newwestcity.ca

COMPANY NAME	
Address:	
Telephone number	
Email	
<u>Signature:</u> by officer with express authority to enter into contract	Dated



PROJECT TITLE: **85 Merivale Street
Qayqayt Elementary School
Underground Electrical Distribution
New Westminster, B.C.**

PROJECT LOCATION: 200 Block Agnes Street, 100 Block Elliot Street, 0 Block Merivale Street, 100 & 300 Blocks Cunningham Street.

New Westminster, BC

BID DUE: **3:00 PM (Local Time) on –Friday 6 Dec 2013**

PREPARED BY: **Electrical Department, City of New Westminster**
APPROVED BY: **Arne Hannula, City of New Westminster**

DATE: **November 14, 2013**

**CITY OF NEW WESTMINSTER
905 First Street
New Westminster, B.C.
V3L 2J1**



1.0 Scope Of Work

- 1.1 The contractor shall supply all necessary materials, labour and equipment to construct and complete the works described on the attached drawings and or specifications as listed in the Proposal, unless otherwise noted:
- 1.2 Installation of one precast 12kV switchgear manhole, one 832 junction box, one 1232 junction box, one street lighting junction box, all grounding materials, and 4 large pilasters. (all supplied by the City) Approximately 515 linear trench meters of concrete encased DB2 conduits as per drawing E461- R0, and the City of New Westminster Specifications for Underground Distribution Structures. (2011-11-26)
- 1.3 A traffic management plan will be required. Contact Bruce Phillips at 604 527-4693 for more information.
- 1.4 Contractor is responsible for locating all utilities, and **must provide a unit cost for overexcavation.**

2.0 Conditions of work

- 2.1 The contractor shall be a holder of the BC Hydro Underground Civil Manual, and shall be a certified Electrical Contractor registered with the B.C Electrical Safety Branch to perform the work as described. The Contractor shall provide a list of Registered Representatives recognized by the Electrical Safety Branch.

3.0 Supply of Material

- 3.1 Grounding materials, street lighting junction box, and pilasters supplied by the City of New Westminster will be available for pick up by the contractor at City Electrical Operations located at 901-1st Street, New Westminster B.C. between the hours of 8:00 am and 3:30 pm Monday to Friday. Precast concrete materials will be available for pick up from the City yard at 734 Boyd Street, (Queensborough) New Westminster B.C. A minimum of 24 hours notice is required for pick up of all materials. The contractor shall sign for all materials taken and return all excess and salvaged material to the Electrical operations.

4.0 Owner

- 4.1 The Owner is the City of New Westminster, 511 Royal Avenue, New Westminster, B.C., V3L 1H9, herein after referred to as the "City".



5.0 Submission Of Proponent

5.1 Bidders shall submit the Proposal on the enclosed Bid Form in a **sealed** envelope, clearly marked: **NWRFP-13-52 85 Merivale Street - Qayqayt Elementary School, Underground Electrical Distribution, New Westminster BC.**

5.2 The completed Proposal shall be submitted to:

City of New Westminster
511 Royal Avenue
New Westminster, B.C. V3L 1H9
Attention: Ron Gidda, Purchasing Department

5.3 Proposals shall be received at the location specified in 5.2 above, by **3:00 PM (Local Time) on Friday, December 6, 2013.**

5.4 Bidders shall submit the Bid Form with all blank spaces filled in. Alterations, qualifications, or omissions to the Bid Form may render the Bid liable for rejection by the City. The Bidder shall initial any erasures or corrections to the entries on the Bid Form.

5.5 Bids received by FAX or EMAIL **will not** be accepted.

5.6 Bids shall be submitted at the Purchasing Department, New Westminster City Hall 511 Royal Avenue, New Westminster, B.C. The official time will be that on the clock located at the New Westminster City Hall. Late submissions will not be accepted.

5.7 The City will not open this Proposal in public.

6.0 ACCEPTANCE OF BID

6.1 The City is not obligated to accept the lowest or any Proposal and may reject all bids.

6.2 The City may waive any non-compliance with the Bid Documents.

6.3 The City may, prior to contract award, negotiate changes to the scope of work with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid prices due to changes to the scope of work.

6.4 Bids shall remain open for acceptance by the City for a period of sixty (60) days from the closing date.



7.0 REVISION OF BID

- 7.1 A Bid Form already delivered to the City may only be revised in the manner described below and, to qualify, the revision must be actually received by the City at the address given herein prior to the time and date specified for the closing of this Proposal.
- 7.2 Revisions shall be submitted only in a sealed envelope, in written form and shall be signed by the Bidder. Only the Bidder's entries on the delivered Bid Form may be revised.
- 7.3 The City **will not** accept revisions of Bids by FAX or EMAIL.

8.0 KNOWLEDGE OF SITE AND WORK

- 8.1 Bidders shall visit the site of the work and make allowances in their bids for such conditions as in the sole opinion of the bidder are warranted. The City makes no representation or warranty as to the conditions of the site.

9.0 PROOF OF INSURANCE

- 9.1 Within seven (7) days of acceptance of the Bid by the City and prior to the work starting, the Contractor shall provide proof of the required insurance coverage by delivering a completed certificate of insurance to the City.

10.0 PERMITS

- 10.1 If requested, the Contractor shall apply and pay for all permits required, by authorities having jurisdiction, to carry out the work.
- 10.2 A City of New Westminster Business license shall be obtained prior to commencement of work.

11.0 PRICING REQUIREMENTS

- 11.1 All prices shall be firm and shall include the cost of labour, materials, equipment, permits, transportation, services, fuel charges, and all Federal and Provincial taxes in force as of the date of submission of the offer, except that the HST shall be excluded from the price.



12.0 EQUIPMENT

- 12.1 If requested, bidders shall provide, in the space allotted in the Bid Form, a list of equipment that they will use to do the work: (requested - yes/no) NO.

13.0 QUERIES

- 13.1 Bidders are requested to advise the City of any errors, conflicts, or omissions in the Bid Documents so an addendum can be issued.
- 13.2 After the Bid is accepted, bidders shall abide by the City's decision in the correction of previously unidentified obvious errors, conflicts, or omissions.
- 13.3 Address all queries or requests for additional information to:

Arne Hannula
Manager Electrical Engineering, Design, and Planning
City of New Westminster,
E-mail: ahannula@newwestcity.ca

14.0 FORM OF CONTRACT

- 14.1 Any contract arising from this Invitation to Proposal will be executed using the CCDC 2-2008 Stipulated Price Contract. Contractor will follow City of New Westminster, Electrical Department Standard General Terms and Conditions of Contract.(appendix 1)

15.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 15.1 All documents submitted to the City of New Westminster become the property of the City, and as such, Bidders are advised that parts, or all, of their bids may be subject to the provisions of *British Columbia's Freedom of Information and Privacy Protection (FIPP)* and *Community Charter*. Bidders who wish to ensure that particular parts of their bids are protected from disclosure under the FIPP Act should specifically identify any information or records with their bids that constitute trade secrets and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the *Freedom of Information and Protection of Privacy Act* for further information. The City, as owner of the documents submitted, retains the right to copy the documents.



End of Instructions to Bidder

1.0 PROJECT

Title: **85 Merivale Street - Qayqayt Elementary School, Underground Electrical Distribution New Westminster, BC**

2.0 BIDDER

Name: _____
(Hereinafter referred to as the "Bidder".)

Address: _____

Contact Name: _____

Telephone No: _____

Facsimile No: _____

Email Address: _____

3.0 OWNER

The Owner is the City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, hereinafter referred to as the "City".



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4.0 OFFER

- 4.1 The Bidder, having examined the Bid Documents and having gained full knowledge of the scope, character and location of the work and having become familiar with the local conditions, hereby offers to the City to execute the Work for the above named project in accordance with the Bid Documents for the amount of

_____ dollars

(\$ _____), the contract price, which price shall be subject to adjustments as may be provided in the Bid Documents. The contract price **excludes** GST (Goods and Services Tax).

- 4.2 If the Bidder does not normally carry the amount of insurance specified in the General Conditions, identify the price for the additional insurance that has been included in the contract price. Additional insurance: \$_____.
- 4.3 The Contractor acknowledges that the City may, prior to contract award, negotiate changes to the scope of work with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid prices due to changes to the scope of work.

5.0 ADJUSTMENTS TO CONTRACT PRICE

- 5.1 The Contractor further offers to carry out any changes to the work authorized by the City and to be compensated as provided in the General Conditions.

6.0 SCHEDULE

- 6.1 The Contractor offers to commence the Work within 7 days from the date of contract award.
- 6.2 The Contractor will have completed the Work by **Friday 10 January, 2014.**
- 6.3 Failure to commence or complete the Work within the time stated may result in cancellation of the contract and completion of the Work by others.



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7.0 ADDENDA

7.1 Any addenda issued by the City shall become part of the Bid Documents.

7.2 The Contractor acknowledges receipt of the following addenda and confirms that the Bid has been prepared in accordance therewith:

<u>Addendum No.</u>	<u>Dated</u>	<u>No. of Pages</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8.0 SUBCONTRACTORS

8.1 The Contractor confirms that following is a list of all the subcontractors who will be employed for the Work. No other subcontractors will be employed unless prior written approval is received from the City.

<u>Name of Subcontractor</u>	<u>Item of Work</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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9.0 CONTRACTOR NUMBERS

9.1 Contractor's WorkSafe BC Firm Number is _____

9.2 Contractor's City of New Westminster Business License Number is _____
(to be obtained before contract award)

10.0 REFERENCES

10.1 NOTE: Failure To Complete This Section May Result In Disqualification

10.2 Bidders shall provide sources for three (3) references (companies for whom work of a similar nature was done in the past two (2) years, including the City of New Westminster).

1 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____

2 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____

3 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____



11.0 ACCEPTANCE

11.1 Acceptance of this offer by the City will be made verbally and confirmed in writing by the issuance of a Letter of Award and/or Purchase Order. Issuance of the Purchase Order authorizes the Contractor to proceed with the Work.

12.0 SIGNATURES

SIGNED, SEALED, AND DELIVERED by the Contractor:

(Contractor's Name)

(Legal Signing Authority)

(Corporate Seal)

(Print Name and Title)

(Date)

End of Bid Form

DIAGRAMS:

<u>Title</u>	<u>Dwg. No.</u>	<u>Revision</u>	<u>Date</u>
200 Blk Agnes Street U/G Distribution Civil & Schematic	E461	R0	November 12, 2013
Reference Drawings – B.C. Hydro Electric Distribution Standards			
Duct stub off details at URD,UD and feeder installations	ES54 H1-04		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.01		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.02		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.03		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.04		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.05		
12kV Padmount switchgear manhole Construction & installation details	ES54 E1- 01.06		
Three Ø Junction Box 832 Precast Concrete Installation Details	ES54 D4 - 01.01		
Three Ø Junction Box 832 Precast Concrete Installation Details	ES54 D4 - 01.02		
Three Ø Junction Box 832 Precast Concrete Installation Details	ES54 D4 - 01.03		
Three Ø Junction Box 1232 Precast Concrete Installation Details	ES54 D4 - 02.01		
Three Ø Junction Box 1232 Precast Concrete Installation Details	ES54 D4 - 02.02		
Three Ø Junction Box 1232 Precast Concrete Installation Details	ES54 D4 - 02.03		
Pilasters on wood poles Installation details	ES54 M1- 01.01		
Pilasters on wood poles Installation details	ES54 M1- 01.02		