



# NEW WESTMINSTER

## REQUEST FOR PROPOSAL

**NWRFP-15-32**

**“8<sup>th</sup> Avenue Duct Bank”  
8<sup>th</sup> Avenue From 8<sup>th</sup> Street to 10<sup>th</sup> Street  
Underground Electrical Distribution  
New Westminister, BC**

Closing Time:

**November 23, 2015**

3:00 P.M., Local Vancouver Time

Closing Location:

Main Information Desk

City Hall

City of New Westminister

511 Royal Avenue,

New Westminister, 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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Scope of Work	Page 3
Submission	Page 4
Price and Bidder Info	Page 7
References	Page 9
Diagrams	Page 11

Further requests for information :

Marc Rutishauser, Electrical Engineer 604.527.4533, Fax 604.525-3713  
mrutishauser@newwestcity.ca

Ron Gidda, Purchasing Supervisor 604.517.5406, Fax 604.527.7783  
rgidda@newwestcity.ca

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



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PROJECT TITLE:           **“8<sup>th</sup> Avenue Duct Bank”**  
                                  **8<sup>th</sup> Avenue From 8<sup>th</sup> Street to 10<sup>th</sup> Street**  
                                  **Underground Electrical Distribution**  
                                  **New Westminster, B.C.**

PROJECT LOCATION:      8<sup>th</sup> Ave from 8<sup>th</sup> Street to 10<sup>th</sup> Street  
  
                                  New Westminster, BC

PROPOSAL DUE:                            **3:00 PM (Local Time) on Monday November 23, 2015**

DATE:                    November 4, 2015

**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 all works shown on drawing C679 sh.2, which includes:
  - a) Approximately 280 linear meters of 6 to 10 way 125mm and 75mm concrete-encased conduits in the roadway.
  - b) Installation of two C1 Precast Manholes.
- 1.3 A traffic management plan will be required. Hours of operation will be limited to 9 A.M. to 3 P.M. Monday to Friday where single lane alternating traffic is used. Any exception to these work hours due to necessity will require approval by the Engineering department.
- 1.4 The contractor will be required to keep driveways, sidewalks, streets and lanes passable except where City approval has been granted.
- 1.5 Installation shall be in accordance to City of New Westminster Specifications for Underground Distribution Structures. (2011-11-26)
- 1.6 A ventilation hose casting shall be installed in the manhole, as per attached drawing.
- 1.7 The Contractor is responsible for layout of the project, locating all utilities, and must provide a unit cost for over-excavation.
- 1.8 **All work must be completed by December 18<sup>th</sup>, 2015.** If the contractor is not able to complete all works by this date, their bid will be rejected.
- 1.9 Traffic loops must be reinstated where they are damaged due to the work.

## **2.0 Conditions of work**

- 2.1 The contractor 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 and pilaster supplied by the City of New Westminster will be available for pick up by the contractor at City Electrical Operations located at 901-1<sup>st</sup>



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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 Armtec at 19060 54th Ave., Surrey, BC. 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 Proposal**

- 5.1 Bidders shall submit the Proposal on the enclosed Proposal Form in a **sealed** envelope, clearly marked **NWIT-15-32 "8<sup>th</sup> Avenue Duct Bank" 8<sup>th</sup> Avenue From 8<sup>th</sup> Street to 10<sup>th</sup> Street Underground Electrical Distribution, New Westminster BC.**
- 5.2 Proposals shall be received at the location specified in 5.5 below, by **3:00 PM (Local Time) on Monday November 23, 2015.**
- 5.3 Bidders shall submit the Proposal Form with all blank spaces filled in. Alterations, qualifications, or omissions to the Proposal Form may render the Proposal liable for rejection by the City. The Bidder shall initial any erasures or corrections to the entries on the Proposal Form.
- 5.4 Proposals received by FAX or EMAIL **will not** be accepted.
- 5.5 Proposals shall be submitted at the Main Reception desk, 511 Royal Ave. The official time will be that on the clock located at City Hall. Late submissions will not be accepted.
- 5.6 The City will not open this Proposal in public.

#### **6.0 ACCEPTANCE OF PROPOSAL**

- 6.1 The City is not obligated to accept the lowest or any proposals and may reject all Proposals.
- 6.2 The City may waive any non-compliance with the Proposal 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 Proposal prices due to changes to the scope of work.



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

#### **7.0 REVISION OF PROPOSAL**

7.1 A Proposal 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 Proposal Form may be revised.

7.3 The City **will not** accept revisions of Proposals 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 Proposals 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 Proposal 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 GST shall be excluded from the price.



## **12.0 EQUIPMENT**

- 12.1 If requested, bidders shall provide, in the space allotted in the Proposal 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 Proposal Documents so an addendum can be issued.
- 13.2 After the Proposal 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:

Marc Rutishauser  
Manager Electrical Engineering Design and Planning  
City of New Westminster,  
E-mail: [mrutishauser@newwestcity.ca](mailto:mrutishauser@newwestcity.ca)

## **14.0 FORM OF CONTRACT**

- 14.1 Any contract arising from this Request For Proposal will be executed using the CCDC 2-2013 Stipulated Price Contract. Contractor will follow City of New Westminster, Electrical Department Standard General Terms and Conditions of Contract.(appendix 2)

## **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 Proposals 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 Proposals are protected from disclosure under the FIPP Act should specifically identify any information or records with their Proposals 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: "8<sup>th</sup> Avenue Duct Bank" 8<sup>th</sup> Avenue From 8<sup>th</sup> Street to 10<sup>th</sup> Street  
Underground Electrical Distribution New Westminister, BC

8<sup>th</sup> Ave From 8<sup>th</sup> Street to 10<sup>th</sup> Street

**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 Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, hereinafter referred to as the "City".

**4.0 OFFER**

4.1 The Bidder, having examined the Proposal 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 Proposal Documents for the amount of

\_\_\_\_\_ dollars

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



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- 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 Proposal 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 18, December 2015**.
- 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.

## **7.0 ADDENDA**

- 7.1 Any addenda issued by the City shall become part of the Proposal Documents.
- 7.2 The Contractor acknowledges receipt of the following addenda and confirms that the Proposal 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.





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

**9.0 CONTRACTOR NUMBERS**

9.1 Contractor's WorkSafe BC Firm Number is \_\_\_\_\_

9.2 Contractor's City of New Westminister 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 Westminister).

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: \_\_\_\_\_



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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 Proposal Form**



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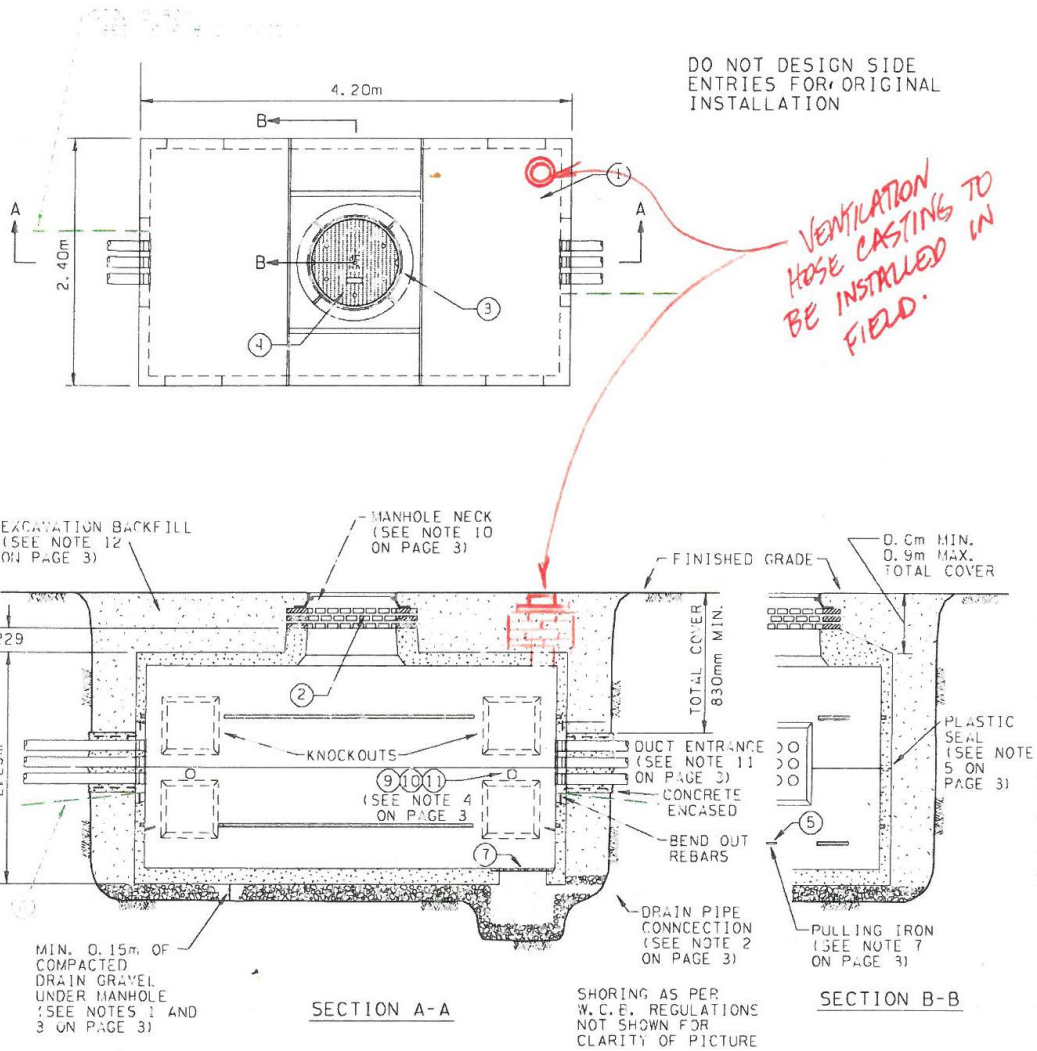
DIAGRAMS:

Appendix 1

<u>Title</u>	<u>Dwg. No.</u>	<u>Revision</u>	<u>Date</u>
8 <sup>th</sup> Ave, 8 <sup>th</sup> St to 10 <sup>th</sup> St Civil Layout	C679 sh.2	R0	October 19, 2015



# NEW WESTMINSTER



INSTALLATION DETAILS