



Corporation of the City of  
**NEW WESTMINSTER**

**REQUEST FOR STANDING OFFER**

**NWRFQU-18-04**

**Standing Offer**

**for**

**Contractor(s) to Secure Unsecured Buildings  
Various Locations**

**Closing time:  
Wednesday, October 10, 2018  
3:00 PM, Local Time**

**Closing location:**  
Main Information Desk  
New Westminister City Hall  
511 Royal Avenue,  
New Westminister, BC, V3L 1H9

All requests for further information must be made  
on or before Friday, September 28, 2018 in writing and only to

**Purchasing Department:**  
City of New Westminister  
Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>COMPANY NAME</b>	
Address	
Contact Name	
Telephone	Email
Signature	Dated

## CORPORATION OF THE CITY OF NEW WESTMINSTER

**A. Overview**

The City of New Westminster invites submissions to this Request for Standing Offer (RFSO) for **Contractor(s) to Secure Unsecured Buildings** (on private property) to develop a list of contactors to perform the work on an as, if, and when requested basis.

The City requires a list of contractors to secure vacant buildings on an as, if, and when requested basis. When the need to secure a building arises, a City Bylaw Officer will contact one of the listed contractors with the specific location.

This is a Request for Standing Offers and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFSO process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFSO (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

**B. Background and Regulations**

There are potential fire and life safety issues associated with vacant properties, which pose risks to members of the community and city staff.

In the City of New Westminster, it is the responsibility of the property owner to secure and maintain the security of their vacant premises.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- Securing and maintaining the condition of their property (structures and land)
- Reducing the risk of fire and other life safety matters
- Inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Protection Bylaw 6940, 2004

[https://www.newwestcity.ca/database/files/library/6940\\_Fire\\_Protection%281%29.pdf](https://www.newwestcity.ca/database/files/library/6940_Fire_Protection%281%29.pdf)

### C. Summary of Requirements

The City requires a contractor(s) to be available to Secure Unsecured Buildings when the property owner(s) does not complete the work within the required period.

When the contractor's services are required, an authorized Bylaw Officer will contact one of the approved contractors to complete the work. The contractor will be provided the address and general description of the premises. The contractor will advise if staff can be on site within twenty-four (24) hours of the call. If the contractor is unable to complete the work within the stated period, the Bylaw Officer will contact another contractor.

Refer to Appendix A – New Westminster Fire & Rescue Services Vacant Building Securing Procedures for regulations and procedures for completing work.

### D. Terms of Reference

#### **Scheduling of Work:**

The Contractor in co-operation with City of New Westminster Bylaw Officers shall do scheduling of work. Bylaw Officer(s) will request the work and organize the securing. The Bylaw Officer will meet the Contractor on site. Fire Protection Officers may attend also.

**Regular Hours:** Hours of work will be between the hours of 8:00 am and 5:00 pm Monday to Friday.

**Overtime Hours:** Overtime Hours refers to any work that is urgently required after the regular hours of work stated above. This work shall be carried out ONLY with the expressed permission of a City of New Westminster Bylaw Officer and/or designates.

**Response Times:** The City requires that the Contractor respond to service requests within 90 minutes of initial contact.

#### **Project Site Conditions:**

The Contractor will be responsible for confirming all dimensions, materials, and conditions on site.

#### **Contacts:**

The Contractor will provide contact information that is accessible to Bylaw Officers from 8:00 am to 5:00 pm daily.

### **E. Summary of Work**

The contractor will be required to:

Barricade with plywood, all openings (doors and windows) in the basement, first floor, and any point of entry accessible from a porch, balcony, or other potential climbing points (this may include second floor doors and/or windows).

Refer to Appendix A – New Westminster Fire & Rescue Services Vacant Building Securing Procedures for regulations and procedures for completing work.

### **F. Content of Response**

Respondents shall provide details relating to a minimum of five (5) years' experience in:

1. Construction industry experience
2. Previous experience in emergency board-up services
3. Previous experience as a General Contractor
4. Previous experience working as a contractor with City's and/or Municipality's

The response to this Request for Pre-Qualification should also include:

1. Respondent's usual pricing for securing of:
  - Standard house front door – 80" x 36"
  - Standard house sliding patio door – 80" x 72"
  - Standard house window – 24" x 36"
  - Standard house window – 48" x 48"

### **G. Evaluation**

The City intends that an Evaluation Team, consisting of City staff will review responses to determine a list of Respondents to be identified as qualified contractors for this work.

The City intends to have responses evaluated according the following criteria, not in any order of importance:

1. Previous experience as a General Contractor;
2. Previous experience providing on-call requested services;
3. Previous experience securing vacant and unsecured properties;
4. Previous experience providing on-call services to City's and/or Municipality's;
5. Description and list of services offered to complete the scope of work.

The City will notify each Respondent of the outcome of the evaluation process.

## H. Instructions for Responses

### 1. Form of Response

- a) Respondents shall submit the following, either
  - i) in an envelope clearly marked “**Standing Offer Contractor(s) to Secure Unsecured Buildings NWRFQU-18-04**” one (1) hard copy of the response; and one (1) soft copy of the response, in Adobe (PDF) format on a CD, DVD, or memory stick **OR**
  - ii) by electronic upload in **one (1) Adobe (PDF)** file to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- b) The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.
- c) Email responses are not acceptable.
- d) Responses must be submitted at the Closing Location noted on page 1 of this document on or before **3:00 pm on Wednesday, October 10, 2018**
- e) Responses received after the deadline will be returned unopened and will not be considered.

### 2. Contacts

Except for the contacts stated herein, Respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Pre-Qualification.

### 3. Addenda

During the course of this Request for Standing Offer process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website. It is the sole responsibility of the Respondent to monitor the website regularly to check for updates.

### 4. Signatures

All responses should be signed by the Respondent and contain the Respondent's full name and address. All responses should contain the completed cover page to the RFSO document.

## I. General

### 1. **Ownership of responses and Freedom of Information**

All documents submitted to the City of New Westminster in response to this RFSO will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

### 2. **Respondent's Expenses**

Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Standing Offer.

### 3. **Conflict of Interest**

Respondents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a Contract. Failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Respondent may have with any employee, officer or director of the City shall be grounds for immediate termination of any agreement or contract with the City, in the City's sole discretion, without further liability of notice.

### 4. **Changes in a Respondent**

Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

### 5. **Living Wage Employer**

Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current wage rate for Metro Vancouver is \$20.91 per hour, assuming the employer provides no benefits.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination.

Please access the following website to determine your compatibility  
<http://www.livingwageforfamilies.ca/calculator>

The City will include with any future tender calls relating to this project, a Declaration referencing the City's expectations with regards to compliance of the Policy.

**Completion and submission of the Declaration is required prior to any contract award.**

Please review the City's [Living Wage Page](#) for further information.

CORPORATION OF THE CITY OF NEW WESTMINSTER

**APPENDIX A**

New Westminster Fire & Rescue Services  
Vacant Building Securing Procedures





**There are potential fire and life safety issues associated with vacant properties that pose risks to members of the community and city staff.**

In the City of New Westminster, it is the responsibility of the property owner to secure and maintain the security of their vacant premises until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- Securing and maintaining the condition of their property (structures and land)
- Reducing the risk of fire and other life safety matters
- Inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Protection Bylaw 6940, 2004 as defined below.

## **Regulations**

**VACANT BUILDING** means a building or structure

- I. That has remained unoccupied by the owner for a continuous period of 30 days;
- II. In respect of which a water, sewer, gas or electrical service has been intentionally disconnected other than for temporary maintenance; or
- III. Where a demolition permit has been applied for in respect of that building, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.
- IV. Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.
- V. Where in the opinion of the Fire Chief the securement of a vacant building undertaken pursuant to section 15.3 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant building or structure against unauthorized entry.
- VI. Where a registered owner fails to meet the requirements of sections 15.1 or 15.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the



property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.

## Procedures

### Security Measures

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, balcony, or other potential climbing point shall be barricaded with plywood, 2 x 4 braces and screws from the exterior side of the building. Particle board, wafer board, Masonite, or other similar material shall not be used for the purposes of boarding-up-a building.
2. Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, balcony, roof, or other climbing point can be secured with nails in each brace, and every 12" center to center around the perimeter. For all openings, the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact New Westminster Fire & Rescue Services for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-519-1000 or via email at [fire-fpo@newwestcity.ca](mailto:fire-fpo@newwestcity.ca)



# NEW WESTMINSTER

## **Board Up Materials**

1. 5/8" plywood, exterior grade (4ply)
2. 2 x 4 construction grade lumber
3. 3" wood deck screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame

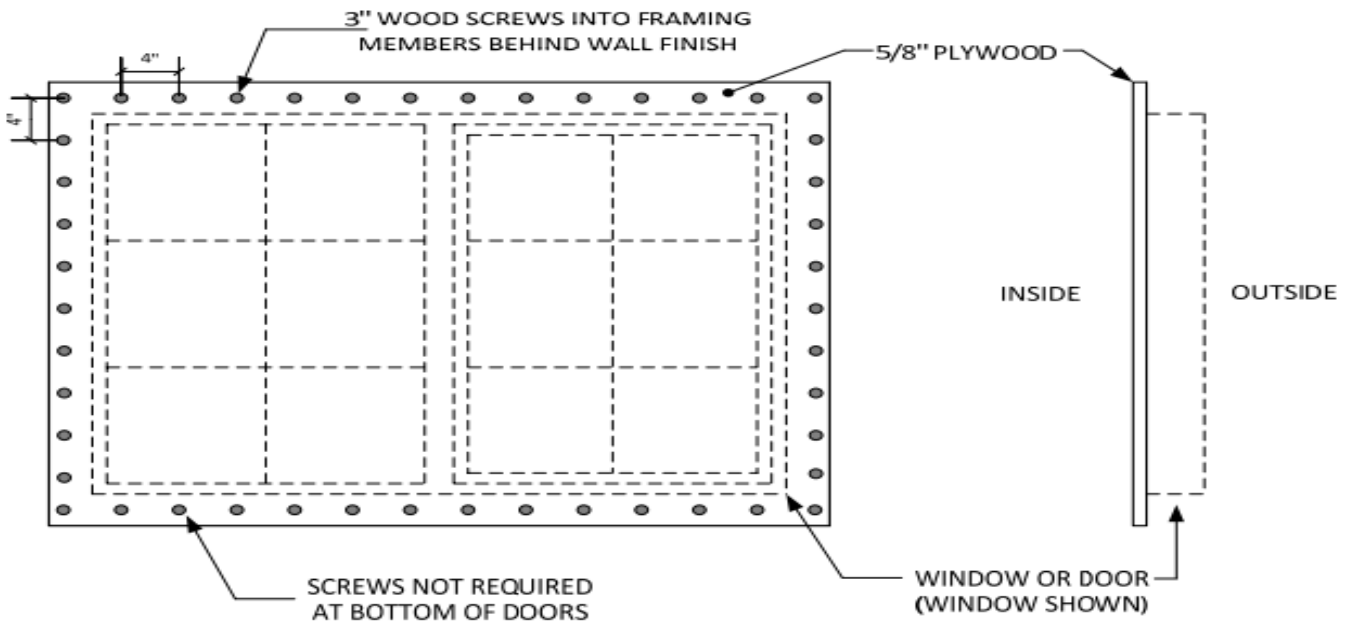
## **Barrier Assembly**

1. Applying barriers is accomplished with carpenters and appropriate tools and supplies
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces when required shall be cut to fit the horizontal or vertical dimensions of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre
6. 2 x 4 bracing ends shall be secured into building framing members with 4 -5" wood screws.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.



## SECURITY DETAILS - SMALL OPENINGS



## SECURITY DETAILS - LARGE OPENINGS

