

1.0 Preface

1.1 Project Location

This project comprises the Duncan City Call Building, located at 200 Craig St, Duncan, BC.

1.2 Project Design Intent Statements

1. Replace the existing sloped roof systems with new systems and repair any substrate damage.

1.3 Project Description

This project consists of the following:

1. Roof replacement, including but not limited to:
 1. Removal and disposal of existing roof systems (slate shingles and two-ply modified bitumen membrane) and associated accessories (e.g., flashing, vents, etc.) from the roofs
 2. Removal and disposal of existing roof sheathing.
 3. Supply and installation of new roof sheathing and backing (framing) to provide a new structural diaphragm for the roof.
 4. Supply and installation of new roofing underlayment, synthetic slate shingles, flashings (copper synthetic slate shingles) and associated accessories.
 5. Supply and installation of new two-ply modified bitumen membrane (SBS), flashings and associated accessories throughout the gutters.
 6. Supply and install new drains throughout the gutters, including tie-ins to existing plumbing system.
 7. Cut back stucco siding, wood cladding and/or trim at roof-to-wall upturns to complete appropriate membrane/flashing tie-ins and protect the tie-in with new trim and flashing as shown on the drawings.
 8. New copper flashings at all masonry interfaces, including reglet detailing.
 9. New mechanical vents and passive air vents.
 10. Include all lifts, scaffolding, hoarding, sidewalk protection, utility protection, etc that may be required is to be included in scope of work.
2. Unit Price Work:
 1. Repair, replacement and repainting of existing wood trims where directed by the Consultant.

1.4 Building Occupancy

The Work shall be completed on an occupied commercial building and, as result, every effort shall be made to minimize disruption to the occupants' use of the buildings and not create unsafe conditions. The third floor will be vacant during the course of construction.

2.0 General

2.1 Documents

2.1.1

The Bid Documents shall include:

1. The General Conditions of the Stipulated Price Contract, Canadian Standard Construction Document, CCDC 2 – 2008. The document is not reproduced here but is available at local construction association offices.

- 2. All items as listed in Appendix “A” to the Bid Form.

2.1.2

Each Bidder shall examine the Tender Documents as soon as possible after receipt thereof and should any errors, omissions or contradictions be discovered therein, the Bidder shall notify the Consultant in writing as soon as possible prior to the date set for receiving Tenders so that further instructions may be issued to all Bidders before the closing date.

2.2 Site Visit

2.2.1

It is the responsibility of the Bidder to visit the site and review all aspects of the Work prior to submitting the Bid Documents.

2.2.2

Each Bidder shall attend a mandatory pre-bid site meeting to review the buildings and the scope of the work. The site meeting is scheduled to commence at the following time and place:

Date	TO BE DETERMINED
Location	200 Craig Street, Duncan BC

2.3 Existing Conditions

2.3.1

Each Bidder shall carefully examine the buildings, site, and services thereon which affect the proper execution of the Work and obtain for themselves a clear and comprehensive knowledge of the existing conditions.

2.3.2

The Bidders shall, prior to submitting their Bid Documents, visit the site and satisfy themselves regarding all issues which may affect their work or the Bid, including the following:

1. The Bid Documents.
2. The site and location of the Work on the site as to their state and condition.
3. The local conditions and requirements affecting performance of the Work.
4. The means of access to the site.
5. All foreign, federal, provincial, and municipal taxes and charges applicable to the Work.
6. All laws, by-laws, regulations, ordinances, codes, licensing, Workers Compensation Board requirements, and permit requirements applicable to the Work.
7. The availability of services and utilities requested for the performance of the Work at and around the site.
8. Labour market and trade union conditions.
9. All other circumstances of site conditions which may affect the Bid.

2.4 Project Completion

2.4.1 Bid Submission

The time quoted in the Bid Form shall be maintained.

2.4.2 Working Hours

The Contractor shall be permitted to work between 07:00 and 21:00, 7 days a week. Work to be completed within constraints of applicable noise bylaws.

2.4.3 Completion Date Alterations

Deletion of work (“credits”) or the addition of work (“extras”) may result in a change to the stipulated working days for completion. Such reductions or increases in the number of working days will be evaluated on an individual basis. The total number of working days specified within the Contract may be modified by the Consultant and shall form a part of the Change Order.

2.5 Contractor’s Options for Selection of Materials for Tendering**2.5.1**

Where materials are required to be listed on the “Canadian General Standards Board, Qualified Products List”, select any manufacturer so listed.

2.5.2

Where materials are specified by performance, select any material meeting or exceeding specification.

2.5.3

Where materials are specified by naming one or more materials, select any material named. For these specifications, the term “Acceptable Material” is deemed to be a complete and working commodity as described by a manufacturer's name, catalogue number, trade name, or any combination thereof.

2.5.4

When materials are specified by a standard or performance specification, upon request by the Consultant, an independent testing laboratory report from the manufacturer(s) shall be obtained which shows the material or equipment meets or exceeds the specified requirements.

2.6 Substitution**2.6.1**

Substitutions for specified materials shall not be permitted without the Consultant’s prior written approval.

2.6.2

Proposals for substitution may only be submitted after award of contract. Such requests shall include statements of respective costs of items originally specified and the proposed substitution.

2.6.3

Substitution proposals will be considered by the Consultant should one of the following apply:

1. Materials selected by the Contractor from those specified are not available.
2. Delivery date of materials selected from those materials specified would unduly delay completion of the Contract.
3. The proposed substitute material is considered by the Consultant to be functionally equivalent to the material specified.

2.6.4

When proposing to furnish materials and/or equipment other than those specified, the Contractor shall submit a written request for all substitutions to the Consultant. Such a request shall be accompanied with complete descriptive (manufacturer, brand name, catalogue number, etc.) and technical data.

2.6.5

Where substitutions are permitted, the Contractor shall bear any extra cost of evaluating the equality of the materials and equipment to be installed, and additional costs for preparation of drawings, sketches, and specifications by the Consultant or others.

2.6.6

Should the proposed substitution be accepted, either in part or in whole, the Contractor shall assume full responsibility and costs when the substitution affects other work on the project and shall pay for design or drawing changes required as result of substitution.

2.6.7

Amounts of all credits arising from the approval of substitutions will be determined by the Consultant and Contractor. The Contract Price shall then be reduced accordingly.

3.0 Prior to Tender Closing**3.1 Addenda****3.1.1**

During the Bid period, Bidders may be advised by Addenda of required additions to, deletions from, or alterations to the requirements of the Bid Documents. All such changes shall become an integral part of the Bid Documents and shall be allowed for in arriving at the Contract Price.

3.1.2

Bidders shall insert in the spaces provided in the Bid Form the Addenda numbers of all Addenda received by them during the Bid period, including any bound into the Bid Documents. If no Addenda have been received, the word "NONE" shall be inserted in the space provided.

3.1.3

Clarifications requested by Bidders shall be submitted in writing and received by the Consultant no less than three working days before the date set for receipt of bids. The reply will be made in the form of an addendum.

3.2 Inquiries**3.2.1**

Questions related to the Tender Documents shall be directed in writing to:

Chris Raudoy
craudoy@morrisonhershfield.com

3.2.2

Subcontractors and material suppliers shall direct their questions to the Consultant via the Bidders.

3.3 Site Access

3.3.1

Access to the site, other than the Tender Period site visit, shall be arranged with the Owner and will be discussed at the site visit.

3.3.2

No claims for extra payment shall be made for extra work made necessary by, or for difficulties encountered due to, conditions of the site which were visible upon, or reasonably inferable from, an examination of the site at the time before Bid closing date. Commencement of Work will signify that the Contractor accepts all previous work and condition of substrate materials as found.

4.0 Tender Submissions**4.1 Bid Method****4.1.1**

Each Bidder shall state the stipulated price for which the Bidder will undertake to carry out all the Work as described in the Bid Documents. All prices, as required, shall be submitted per the Bid Form.

4.1.2

Unless otherwise specifically requested in the Bid Documents, all prices shall be "Work Completed" and, for all materials, labour, and other expenses, shall be understood to include all fees, insurance, compensation, taxes, permits, and other items required by governing laws (including all licensing fees as required by the Homeowners Protection Office for mandatory warranty coverage but excluding the building permit), as well as overhead and profit for the Work concerned.

4.1.3

The Bid Form shall be returned in a sealed, opaque envelope. The following information shall appear on the envelope:

1. Project name.
2. Bidder's name and return address.
3. Office and address to which the bid is to be returned.

Bid Forms that have not been fully completed and executed shall be considered incomplete and void.

4.1.4

The completed Bid Form shall be received until March 17th at 2:00 PM at the following address:

Morrison Hershfield Ltd.
536 Broughton Street, Second Floor
Victoria, BC V8W 1C6
Attention: John Little, EIT

Email submissions can be sent through to caudoy@morrisonhershfield.com. Bidders are responsible to ensure emails are received.

4.1.5

The Owner reserves the right to require each Bidder to submit evidence of any proposed Subcontractor's experience and capabilities in similar work previously executed.

4.1.6

The Owner reserves the right to disqualify any Bids not submitted in strict accordance with the requirements of the Bid Documents.

4.1.7

Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may be considered invalid and thereby rejected by the Owner.

4.1.8

Bidders shall submit their price according to the requirements of the Bid Documents.

4.1.9

The signature of the Bid shall be submitted in longhand and executed by a Principal duly authorized to make contracts. The completed forms shall be without interlineation, alterations, or erasures. Where the Bidder is a corporation, the corporate seal shall be affixed.

4.1.10

The Tender Documents shall not be marked, altered, or mutilated. They must be returned with the bid, bound in order, as originally issued.

4.2 Bidder Qualification**4.2.1**

Bidders shall have extensive experience acting as Prime/General Contractor for similar work.

4.2.2

Subcontractors shall have at least five years of experience with similar work.

4.2.3

The Contractor shall not subcontract the Work or change subcontractors during the Work, without first obtaining the Owner's consent.

4.3 Permits

The Contractor shall include the costs for all required permits or damage deposits in the Contract Price, except for the Building Permit.

4.4 Taxes

The Contractor shall include all applicable taxes and duties within the Contract Price, excluding G.S.T., which is reported separately.

4.5 Offer Acceptance and Withdrawal**4.5.1**

The lowest or any bid offer need not necessarily be accepted by the Owner. The Owner reserves the right to accept or reject any or all offers in its sole discretion, on any basis, at any time, without further explanation or to accept any offers considered advantageous to the Owner.

4.5.2

In evaluating the Bids, the Owner may consider any criteria, with such consideration to be exercised by the Owner in its sole discretion including the following:

1. The Bid Price.
2. The Contract Time and Proposed Schedule.
3. The Bidder's ability to effectively manage and perform the Work.
4. The Bidder's ability to co-operate and work effectively with the Owner, the Consultant, other Contractors, and their respective representatives.
5. The Bidder's understanding of the Work.
6. The Bidder's Unit Prices, Alternative Prices, and/or Separate Prices, as applicable.
7. The Bidder's ability to present cost saving opportunities, which may be appropriate and acceptable to the Consultant and the Owner.
8. The Bidder's qualifications, experience, competence, and crew size, as well as that of its Subcontractors and Suppliers, in performing work similar to the Work.
9. The financial strength and capability of the Bidder.
10. The experience, qualifications, and abilities of the Bidder's supervisory personnel.
11. The Bidder's past performance on other projects, which the Owner may determine in its sole discretion, based on the degree of satisfaction with the Bidder's previous work expressed by other owners and consultants.
12. The Owner's authorized budget for the Work.
13. Completeness of the Bid.
14. Other criteria, with the Owner, in its sole discretion may consider appropriate to its evaluation.

4.5.3

Offers which contain qualifying conditions or otherwise fail to conform to these Bid Documents may be accepted or may be disqualified or rejected.

4.5.4

The Owner may, prior to and after Contract award, negotiate changes to the scope of work, the materials, the specifications, or any conditions with the low Bidder or one or more of the bidders without having a duty or obligation to advise any other Bidder, or to allow them to vary their prices as a result of such changes, and the Owner shall have not liability to any other Bidder, including the low Bidder, as a result of such negotiations or changes.

4.5.5

The Bidder acknowledges and agrees that the Owner will not be responsible for any costs, expenses, losses, damages, or liabilities incurred by the Bidder as a result, or arising out of, submitting a bid for the proposed Contract, or due to the Owner's acceptance or non-acceptance of its bid.

4.5.6

The offer shall remain open for 30 calendar days from the closing date for submission of bids whether any other bid for the Work has been previously accepted or not.

4.5.7

After acceptance by the Owner, the Consultant, on behalf of the Owner, will issue to the successful Bidder a written letter of intent to contract.

4.5.8 Withdrawal of Bids

Bids may be withdrawn at any time prior to the Bid closing date.

4.6 Insurance

Submit with the Bid Form a signed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the Bidder in accordance with the insurance requirements of the Contract Documents.