



## **INVITATION TO BID**

**Solicitation No. PW 24-02**

**THE TOWNSHIP OF ESQUIMALT – CITY HALL ROOFING PROJECT  
1229 Esquimalt Rd  
Esquimalt, BC V9A 3P1**

Invitation to Bid

Date: APRIL 29, 2024

## TIMETABLE

EVENT	DATE
Bid Issued	April 29, 2024
Mandatory Site Visit	May 3, 2024 10:30 AM
Bid Close/Submission Time	May 17, 2024 2 PM
Anticipated Award Date	June 3, 2024
Contract Start	June 15, 2024
Latest Substantial Completion	December 1, 2024

**Township of Esquimalt - City Hall**  
**1229 Esquimalt Rd., Esquimalt, BC V9A 3P1**

Date: April 17, 2024

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## 1.1 GENERAL

- .1 The project is for the replacement of upper roof section at the Township of Esquimalt - City Hall, located at 1229 Esquimalt Rd., Esquimalt, BC V9A 3P1.
- .2 Prior to Bid submission, examine the site and ascertain the extent and nature of all conditions, limitations or building regulations affecting the performance of the Work. All dimensions are to be confirmed by on-site measurement by the Contractor. Confirm all utility services in the vicinity of the Work that will require protection and maintenance during the course of the Work. Claims for an increase in Contract Price or Contract Time will not be accepted.
- .3 Bid shall include cost of all permits required (including building permit), royalties, freight, government duties and taxes where applicable.
- .4 Prices contained in the bid, whether as unit prices or lump sums are quoted in utmost good faith without any collusive arrangement or agreement with any person or corporation.
- .5 It is the intention of the Owner to award the selected work to one (1) Contractor.
- .6 The awarding of this Bid is subject to Township of Esquimalt executive approval and/or funding. Should Bid submissions not receive approval and/or exceed funding levels, Township of Esquimalt reserves the right to reject without penalty, any or all bids.

## 1.2 WORKSCHEDULE

- .1 Contractor to mobilize forces and trades to commence work on site as early as **June 15, 2024**, weather permitting.
- .2 Substantial Completion of Work must be achieved by no later than **December 1, 2024**.
- .3 The City Hall will remain operational from **0700 to 1700** hours on a daily basis, Monday to Friday for business. staff activities and scheduled public events. Include all costs to perform the work during times which do not interfere with City Hall operations.

## 1.3 CONTRACT FORM

- .1 The form of Contract between the accepted bidder and Owner will be CCDC 2 - 2020 Stipulated Price Contract.
- .2 The holdback percentage to be inserted into Article A-5 Payment, Sentence 5.1 shall be ten percent (10%).
- .3 Insert to Article A-5 Payment 5.3.1: “The Royal Bank of Canada”.

## 1.4 TECHNICAL ENQUIRIES

- .1 Any questions during the bid period shall be directed to Thomas Hekl (thekl@garlandcanada.com) or Ryan Bowman (rbowman@garlandcanada.com)

**1.5 PRE-BID SITE MEETING**

- .1 A mandatory site review is scheduled for Friday, **May 3, 2024 at 10:30AM**. All contractors must sign the Mandatory Site Review Attendance Sheet. All bids submitted by contractors that are not listed on the Mandatory Site Review Attendance Sheet shall have their bids returned unopened.

**1.6 BID CLOSING AND SUBMISSION**

- .1 **The closing date and time for this bid request is:**

**Friday, May 17, 2024**

**Time: 14:00:00 Hours Local Time**

- .2 Bidders have the sole responsibility to deliver and ensure bids are received and stamped with the date and time at;

**Township of Esquimalt – City Hall - Engineering & Public Works Department**

**1229 Esquimalt Rd, Esquimalt, British Columbia V9A 3P1-**

**Fax and email bids will not be accepted**

- .3 **Electronic Bid Amendments will not be accepted. Sealed tenders only.**
- .4 Bidders must complete and return all the mandatory documentation by the bid closing date and time.
- .5 Completed Bid Form together with the required submittals shall be enclosed in a sealed envelope clearly identified on the outside and Bidder's name typed on the reverse side of the envelope.
- .6 **Envelope shall be clearly marked "Township of Esquimalt City Hall Roofing Project".**
- .7 Facsimile submissions will not be accepted. Bidders are requested to submit one (1) hard copy.
- .8 The hard copy should be clearly marked "Original".
- .9 Submissions received after Closing will be returned unopened to the Contractor. It is the Contractor's responsibility to allow sufficient time for their agent to deliver their submission or any amendments, to the specific physical location by the Closing.
- .10 The Owner will not accept an amendment to a previously submitted Bid unless:
  - .1 It is in writing. Oral or electronically transmitted amendments to submissions will **NOT** be accepted.
  - .2 It is received at the specific physical location set out in this section prior to Bid Closing

in a sealed envelope or package, on the exterior of which shall be indicated the identification information set out in this section.

.3 It indicates a change to a Bid already submitted.

.4 It is signed by the same person(s) who signed the original Bid submission.

.11 A Submission may be withdrawn by written notice only, provided such notice is received at the main office at the specific physical location set out in this section prior to the Bid Closing.

.12 Submissions received by the Owner at the specified location prior to the Bid Closing will be opened in private as soon as reasonably possible after Bid Closing. All Submissions received by Bid Closing will be opened and are subject to review and evaluation by the Owner.

### **1.7 ACCEPTANCE / REJECTION OF BIDS AND IRREVOCABILITY**

.1 The Owner reserves the right to reject any or all Submissions, or to accept any part of any submission and to waive any informality or irregularity in Bids received. Submissions which contain qualifying conditions or otherwise fail to conform to the tender documents may be disqualified or rejected.

.2 Bids submitted will be irrevocable and open for acceptance for sixty (60) days following the Closing.

### **1.8 ADDENDA**

.1 Any explanation, interpretation or clarification of the tender documents will be made in the form of Addenda.

.2 No oral explanation, interpretation or clarification of the tender documents by any person whatsoever shall bind the Owner in the interpretation of the tender documents.

.3 Explanations, interpretations or clarifications, in the form of Addenda, may be issued by the Owner prior to Closing. Any Addenda issued will be emailed to the contractors. The Contractor is solely responsible to ensure that they have received any and all Addenda prior to submitting their bid

.4 All Addenda issued by the Owner shall be incorporated into and become part of the tender documents.

### **1.9 CONTRACTOR'S INCURRED COSTS**

.1 The submission of a Bid by the Contractor constitutes the agreement of the Contractor to be solely responsible for any and all costs and expenses incurred by it in preparing and submitting its Bid. This includes any costs incurred by the Contractor after Bid Closing, or due to the Owner's acceptance or non-acceptance of their Submissions.

### **1.10 DISCLAIMERS / LIABILITY FOR ERRORS**

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- .1 While the Owner has made considerable effort to ensure an accurate representation of information, the information contained herein is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the Owner, its directors, officers, servants, employees or agents, nor is it necessarily comprehensive or exhaustive. Nothing in this tender is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this tender.

#### **1.11 ASSIGNMENT**

- .1 The Contractor will not be permitted, without prior written approval of the Owner to assign or transfer this award or any part thereof.

**END OF SECTION**





To:  
**TOWNSHIP OF ESQUIMALT**  
**1229 Esquimalt Rd.,**  
**Esquimalt, BC V9A 3P1**

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Name of Company Phone Number

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Address

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WCB Registration Number

We acknowledge receipt of the following addenda to the tender documents:

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

**1. Township of Esquimalt – City Hall - Cold Adhesive Roof Project Work as specified**  
Upper Roof Section - Cold Applied System

SUB: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

GST: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

TOT: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

**2. 10 year RCABC Guarantee (Optional)**

SUB: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

GST: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

TOT: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

**ACCEPTANCE**

- .1 This Bid is open to acceptance for a period of ninety (90) days from the date of bid closing and is promised in consideration of the attached Bid Security.
- .2 Having examined the Project site, the Specifications and Drawings, including Addenda, we hereby offer to perform the Work set forth in the aforesaid documents.
- .3 Submission of this Bid implies acceptance of the existing conditions at the site.
- .4 We understand that selected items may be deleted from the Project as represented in the Bid Form.
- .5 In submitting this tender, we recognize and agree that the Owner reserves the right to accept any tender, to reject any or all tenders, to waive any irregularity or informality in a tender, and to negotiate with and award to one or more of the bidders after the Tender Closing. Without limitation, the Owner shall not be obligated to accept the lowest or any other tender, and by submitting a tender each bidder assumes all costs and risks associated therewith, and irrevocably releases any claim it may have against the Owner or any of its trustees, officers, employees or agents, whether based in contract, tort, legitimate expectation or any other principle of law, trade, custom or practice.

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Name of Company

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Date

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Signature & Name of Company Official

## **PART 1 - GENERAL**

### **1.1 DESCRIPTION**

- .1 Roofing Contractor to provide all labour, plant, equipment, and materials necessary to perform to completion Work as described in these Contract Documents for:
  - .1 Township of Esquimalt - City Hall, roof replacement on designated roof areas located at 1229 Esquimalt Rd., Esquimalt, BC V9A 3P1.
- .2 Contract Documents to be reviewed in their entirety with all sections, including Division 1 - General Requirements, to be considered interrelated and form part of this section.

### **1.2 PROJECT SCHEDULE**

- .1 Contractor to mobilize forces and trades to commence work on site as early as **June 15, 2024**, weather permitting.
- .2 Substantial Completion of Work must be achieved by no later than **December 1, 2024**.
- .3 The City Hall will remain operational from 0700 to 1700 hours on a daily basis, Monday to Friday for business. staff activities and scheduled public events.

### **1.3 EXAMINATION OF DRAWINGS, SPECIFICATIONS, AND WORKSITE**

- .1 Carefully examine and study, as indicated in Instructions to Bidders, all Bid Requirements together with existing site conditions and any other necessary data or conditions that may affect performance of Work in order to determine full extent of Work.

### **1.4 BID PRICING**

- .1 Provide a Stipulated Sum Price on Bid Form to perform all Work outlined in this Summary of Work, its related technical specification sections, and as shown on drawings.

### **1.5 OWNER OCCUPANCY**

- .1 Owner will occupy premises during entire construction period for execution of normal operations.
- .2 Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

### **1.6 CONTRACTOR USE OF PREMISES**

- .1 Contractor to limit use of premises for Work, for storage, and access.

- .2 Coordinate use of premises under direction of Owner and Consultant.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

## 1.7 GENERAL SITE REQUIREMENTS

- .1 Temporary Barriers, enclosures and signage will be highly enforced given use of property.
- .2 Contractor to ensure safety and proper execution of public routing; ensuring temporary access to fire exists if and when they are affected as part of Work.
- .3 Obtain Construction/Building Permit and sidewalk/roadway occupation permits as required by local municipality.
- .4 Determine nature and extent of all site services above and below grade prior to commencement of Work.
- .5 Responsibility is with the Contractor to ensure work begins as early as **June 15, 2024** and completed by **December 1, 2024**. Provide winter protection and heating as required to perform Work if required and as specified.
- .6 There will be no interior access to the roof. Supply, set-up, maintain and remove scaffolding, man-lift platforms and/or swing-stages during performance of Work to access work areas. Contractor to provide complete shop drawings bearing seal of a Professional Engineer, licensed to practice in Place of Work. Work to include review and approval of installed scaffolding by Designer. Allowance should be made for access to all elevations of building.
- .7 No public access to Work area to be allowed. Ensure access to fire exits are maintained and hoarded through Work area. Pedestrian access along sidewalks must be maintained as per Owner's requirements. No areas of access to or around building are to be restricted without approval of Owner.
- .8 Install temporary protection at all locations of Work, as required to ensure safe, clean, orderly removal and disposal work, and to provide protection for all interior and exterior building components, vehicles, pedestrians and occupants.
- .9 Provide temporary support to existing structural and cladding components during performance of work if required.
- .10 Install temporary protection for all materials and building components, which have been exposed during demolition/removals as specified.
- .11 Dispose of all materials at landfill site authorized by authorities having jurisdiction.

**1.8 PROTECTION OF ROOFS**

- .1 Protect all roof areas within area of Work and where equipment or materials are stored. Do not store equipment or materials directly on roof surface.
- .2 Protect existing roof systems to remain against damage from traffic generated by new Work.
- .3 Protection of existing and newly installed roof membranes to use sheets of 25mm (1”) expanded polystyrene insulation cover with 13mm (0.5”) plywood.

**1.9 SCOPE OF WORK**

- .1 The chart below summarizes the type of work for each roof section included in this tender.

<b>Section</b>	<b>Work Type</b>
UPPER ROOF SECTION	Cold Applied Mod. Bit.

**1.10 CLEANING**

- .1 Perform daily and final clean-up of work area and areas surrounding site.

**PART 2 - PRODUCTS**

Not Applicable

**PART 3 – EXECUTION**

Not Applicable

**END OF SECTION**