



Request for Proposal (RFP)

Project Name: 325 Lewis Drive Demolition and Remediation
Closing Date and Time: April 22nd, 2026, 1:30pm

PROJECT CONTACT

Name: Brad Emslie
Title: Capital Works Project Manager
Email: bemslie@quesnel.ca

SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format via email to bemslie@quesnel.ca
The total file size must not exceed 30MB.

Late submissions will not be accepted.
Enquiries regarding this Request for Proposal are to be directed to Project Contact.

KEY DATES

ACTIVITY	DATE
Issue Request for Proposal (RFP)	April 8 th , 2026
Deadline for Inquiries	April 20 th , 2026, 4:30pm Local Time
Receive Proposals by	April 22 nd , 2026, 1:30pm Local Time
Award of Contract	April 29 th , 2026

Dates are not guaranteed and may change based upon circumstances. Amendments & cancellations to a Proposal may be submitted prior to the Closing.

By submitting the RFP, the Contractor acknowledges that the City of Quesnel will not be responsible for any costs, losses, or damages resulting from the submission, acceptance, or rejection of the Proposal, or from any contract award decisions made outside the terms of the Proposal documents.

Any changes & inquiries related to the RFP will be issued in the form of a written addendum. Each addendum will be incorporated into and become part of the RFP document. The decision to issue or not issue an addendum is entirely at the sole discretion of the City of Quesnel.

All applicants will be notified of the Request for Proposal outcome via email from the City of Quesnel.



INTRODUCTION

The City of Quesnel is seeking proposals from qualified contractors to complete the demolition and site remediation of the building located at **325 Lewis Drive**. The project involves full removal of the existing 1,200 sq. ft. wood-frame structure and associated concrete elements, followed by restoring the property to a condition suitable for future development.

Contractors must demonstrate capability in structural demolition, hazardous materials compliance, waste management, and environmental protection. The successful proponent will be responsible for providing all labour, equipment, and methodologies necessary to carry out the work safely, efficiently, and in accordance with all applicable regulations and the requirements outlined in this RFP.

BACKGROUND

The demolition of the building at **325 Lewis Drive** is part of the City of Quesnel's ongoing efforts to maintain safe, functional, and development-ready municipal lands. A comprehensive **Pre-Demolition Hazardous Building Materials Survey** has already been completed and is included in this RFP package. Contractors will be required to follow all directives in the assessment and adhere to applicable regulatory standards for handling and disposing of designated materials.

This project will prepare the site for future use by removing the structure and remediating the land to ensure long-term stability, public safety, and environmental compliance, with minimal disruption to the surrounding neighbourhood.





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KEY DEFINITIONS

For the purposes of this Request for Proposal (RFP), the following terms shall have the meanings described below. These definitions apply throughout the RFP and to all work performed under any resulting contract.

“Abatement” means the process of safely identifying, containing, removing, handling, transporting, and disposing of hazardous building materials in accordance with regulatory requirements and the Pre-Demolition Hazardous Building Materials Survey.

“BC One Call (BC1C)” means the provincial utility-locating service used to identify underground utilities prior to excavation or demolition activities. Clearance from BC1C is mandatory before demolition begins.

“City” means the City of Quesnel, including its employees, representatives, and authorized agents.

“Contractor” means the company, firm, or individual selected through this RFP process and entering into a contract with the City to complete the demolition and site remediation work.

“Demolition” means the systematic deconstruction, removal, and disposal of the entire building structure, including wood-frame components, foundation, slab, fixtures, attached elements, and associated debris.

“Designated Materials / Hazardous Materials” means materials identified in the Pre-Demolition Hazardous Building Materials Survey—including but not limited to asbestos-containing materials, lead, silica, mercury, or other regulated substances—requiring specialized handling and disposal.

“Disposal Facility” means a licensed, approved site authorized to receive hazardous or non-hazardous demolition debris, in accordance with municipal, provincial, and federal regulations.

“Hazardous Materials Assessment / Survey” means the Pre-Demolition Hazardous Building Materials Survey included in this RFP package, identifying all hazardous building materials observed and outlining required removal procedures.

“Hazardous Materials Abatement Plan” means a Contractor-developed plan that outlines the methodology, containment measures, worker protections, disposal procedures, and sequencing for hazardous materials removal.

“Project Contact” means the individual designated by the City to respond to inquiries, receive submissions, approve documentation, and oversee project requirements as identified on the RFP cover page.

“Site Remediation” means all work required following demolition and hazardous materials removal, including debris removal, backfilling, compaction, grading, topsoil installation, and seeding.



1. SCOPE OF WORK

The Contractor shall supply all labour, materials, equipment, supervision, and services required to complete the full demolition and site remediation of the building located at **325 Lewis Drive**. The structure is approximately 1,200 sq. ft. and consists of mixed wood-frame construction with concrete elements including slab, foundation, and interior fixtures.

The work shall be completed in accordance with all applicable municipal, provincial, federal, WorkSafeBC, and environmental regulations, as well as the requirements outlined in this RFP and the **Pre-Demolition Hazardous Building Materials Survey** provided by the City. The Contractor is responsible for coordinating all aspects of the work described below.

a) General Requirements

The Contractor shall:

- Complete the full demolition and removal of the structure, including wood-frame components, 4' concrete foundation, footings and slab, interior fixtures, and any associated building materials.
- Remove all below-grade structural components, including underground water and sewer service piping running from the building to the property line.
- Perform all work in a manner that protects public safety, minimizes environmental impacts, and prevents damage to adjacent properties.
- Maintain a clean, organized, and safe work zone throughout the duration of the project.
- Ensure all equipment and methodologies used are appropriate for the scale and complexity of demolition activities at the site.

b) Hazardous Materials and Contractor Responsibilities

A comprehensive **Pre-Demolition Hazardous Building Materials Survey** is included with this RFP. The Contractor must fully comply with all findings and directives in that assessment.

i. Requirements:

- Develop and implement a **Hazardous Materials Abatement Plan** aligned with the assessment and all regulatory requirements.
- Ensure that all workers engaged in hazardous materials handling hold the required certifications and training, with documentation available upon request.
- Perform the containment, removal, transport, and disposal of all identified hazardous materials using approved and safe work practices.
- Complete all hazardous materials abatement **prior to structural demolition**, unless the assessment explicitly permits concurrent activities.



- Use only approved and licensed facilities for disposal of hazardous materials, maintaining chain-of-custody, manifests, and all required documentation.
- Provide the City with **written confirmation** that hazardous materials have been fully removed in accordance with the assessment before demolition proceeds.

ii. **Compliance Monitoring:**

The City reserves the right to:

- Inspect work at any stage of hazardous materials handling or demolition.
- Request supporting documentation at any time.
- Require corrective action if work is found to be non-compliant.

iii. **Concealed Materials:**

If concealed or unexpected hazardous materials are encountered, the Contractor shall:

- Suspend work in the affected area.
- Notify the City immediately.
- Conduct any required sampling or analysis.
- Update the abatement plan while maintaining regulatory compliance and project timelines.

c) **Items Left Inside the Building**

All materials, debris, contents, and personal property remaining inside the building after the official start-work date shall become the property of the Contractor for disposal, salvage, or recycling. No contents will be added prior to RFP deadline.

d) **Waste Handling, Recycling, and Disposal**

The Contractor shall:

- Sort materials to maximize recycling and waste diversion.
- Process and dispose of concrete in manageable dimensions suitable for transport and disposal, with individual pieces generally not exceeding 24" in any dimension, unless approved by the City.
- Concrete diverted to the City landfill must be free of protruding or exposed metal up to 6" in length. Metal segregated from concrete shall be directed to a recycle facility.
- **The City's landfill tipping fees will be waived;** however, Contractors must have an account set up specifically for this project for tracking disposal of loads and materials.
- Comply with all WorkSafeBC and environmental requirements for waste handling and disposal.



e) Site Safety, Dust Control, and Public Protection

The Contractor shall implement and maintain:

- Dust control measures throughout the demolition period.
- Access to City water is available on site providing the Contractor supplies their own certified backflow prevention device.
- Appropriate barriers, fencing, signage, and traffic/pedestrian control to ensure public and worker safety.
- A clean and secure work area with debris contained at all times.

f) Site Remediation

Following demolition and hazardous materials removal, the Contractor shall:

- Remove all debris in accordance with hazardous materials and demolition specifications.
- Backfill all excavated or disturbed areas using **clean, free-draining pit run** suitable for long-term stability, future development and approved by the City prior to placement.
- Compact backfill in lifts and proof-roll to achieve a stable, uniform surface with no voids or settlement pockets.
- Grade the site to a **clean, level, development-ready condition**.
- Install a **75 mm triple mix topsoil cap** and apply **seed mix** to establish ground cover and prevent erosion.
- Leave the site neat, safe, and free of debris upon completion.

g) Site Visit

- An **optional site visit** will take place on **April 16th at 1:00 pm** for Contractors to review site conditions prior to proposal submission.
- A **pre-construction site meeting** will be held with the successful Contractor before commencement of work.

h) Deliverables

The Contractor shall provide:

- Completion of all demolition and material removal.
- Waste tracking documentation from the landfill account.
- Written confirmation of hazardous materials removal.
- Completed site remediation to the satisfaction of the City.



i) Utility Disconnections and Locating

The City has **disconnected and capped all City-owned underground utilities at the building perimeter**. BC Hydro has disconnected electrical service to the building, and FortisBC has disconnected natural gas service.

Upon request, the City will provide available **utility maps** and will **verify the locations of the city utility disconnections**.

- The Contractor is responsible for satisfying themselves that **all utilities—underground and overhead—have been fully located, isolated, and disconnected** prior to beginning demolition activities. This requirement is in addition to, and not a replacement for, the Contractor's obligation to obtain a **BC One Call (BC1C)** clearance. BC One Call submission remains **mandatory**, and demolition may not begin until all clearances have been obtained.

j) Schedule & Completion Requirements

- **Project Completion Date: May 29, 2026**
- All waste disposal supporting documentation associated with the project shall be emailed to the City Representative in PDF format.
- All demolition, hazardous materials abatement, waste handling, backfilling, remediation, and restoration must be fully completed by this date.
- Final payment will not be released until the City Representative inspects and confirms that all work meets project requirements and all supporting documentation has been received.
- The Contractor is responsible for coordinating inspections to avoid delays.

2. PROPOSAL CONTENT

Contractors must provide a clear, complete, and well-organized proposal, no more than 20 pages, that demonstrates their capability to successfully undertake the demolition and remediation of 325 Lewis Drive. Submissions **must include**, at minimum, the following components:

a) Company Background and Relevant Experience

- A description of the company, including years in operation, areas of specialization, and organizational structure.
- Demonstrated experience with demolition projects of similar scale and complexity, particularly those involving mixed-material buildings and hazardous materials management.



- Examples of past municipal or government-sector projects, if available.

b) Project Team and Qualifications

- Names, roles, and relevant experience of key personnel who will be assigned to the project.
- Identification of any subcontractors, along with their qualifications and specific roles.

c) Work Plan and Methodology

- A detailed description of the Contractor's planned approach to completing the demolition and site remediation, including:
 - Demolition methodology
 - Hazardous materials handling procedures
 - Waste sorting and recycling strategy
 - Site safety management, traffic/pedestrian control, and dust mitigation
- Strategies for minimizing disruption to nearby properties.

d) Project Schedule and Milestones

- A proposed project timeline aligned with the required **May 29th, 2026**, completion date.
- Key stages, anticipated durations, and critical path considerations.

e) Pricing

Proponents must provide a **single, all-inclusive Lump Sum Price** for completing the full scope of work described in this RFP, including demolition, hazardous materials compliance, waste handling, site remediation, backfilling, final grading, and all associated labour, equipment, materials, subcontractors, and disposal activities.

The Lump Sum Price must represent the **total cost to complete the project**, with no additional fees, surcharges, or allowances.



f) Pricing Format

Proponents must submit pricing in the following format:

Item	Amount
Lump Sum Price (All-Inclusive)	\$
PST	\$
GST	\$
Total Price	\$

g) Price Validity

All prices must remain valid for **30 days** from the RFP closing date.

h) References

- A minimum of three references, preferably from municipalities or public agencies, who can verify the Contractor's performance on similar work.
- Reference contact information must be current and complete.

i) Proof of Insurance and WorkSafeBC Compliance

- Certificates of insurance meeting or exceeding the minimum coverage levels specified in the RFP.
- Proof of WorkSafeBC registration and compliance.

j) Required Forms and Appendices

- **Appendix A – Contractor Acceptance Form**, completed and signed by an authorized signatory (mandatory; unsigned forms will result in rejection).
- **Appendix B – Non-Acceptance of Conditions Summary Sheet** (if applicable), clearly indicating any exceptions to RFP requirements.
- Any additional documentation required to support the Contractor's submission.

3. INQUIRY PERIOD

Proponents may seek clarification regarding any aspect of this Request for Proposal (RFP) during the designated inquiry period. All inquiries must follow the requirements outlined below to ensure consistent and transparent communication.



a) Method of Submission

- All questions must be submitted **in writing by email** to the Project Contact identified on the cover page of this RFP.
- Verbal inquiries will **not** be accepted or considered.

b) Deadline for Inquiries

- Questions must be submitted **no later than 4:30pm, April 20th, 2026**, indicated in the Key Dates table.
- Inquiries received after the deadline may not receive a response and will not result in an extension of the submission deadline.

c) No Reliance on Verbal Information

- Only information issued through formal addendums shall be considered valid and binding.
- Proponents must not rely on any verbal statements made by City staff or representatives.

4. ADDENDUMS

Addendums will be posted on the City's website and will communicate any changes, clarifications, or additional information related to this Request for Proposal (RFP). All addendums will be issued in writing and will form an integral part of the RFP. It is the responsibility of the Contractor to:

- Review all issued addendums prior to submitting a proposal.
- Acknowledge receipt of all addendums in their proposal submission.
- Ensure all requirements, modifications, or clarifications contained in the addendums are incorporated into their proposal.

Failure to account for any addendum in the proposal submission may result in disqualification.

5. OPTIONAL ADDITIONAL DEMOLITION WORK

The City of Quesnel reserves the right, at its sole discretion, to offer the Successful Proponent additional demolition or site-remediation work beyond the scope of the **325 Lewis Drive Demolition and Remediation Project**. This option may be exercised where the City determines that:



- The Contractor has demonstrated **satisfactory performance**, including quality of work, adherence to safety requirements, environmental compliance, and timely completion of the 325 Lewis Drive project; and
- The City and the Contractor are able to reach **mutually acceptable, negotiated pricing** for the additional work.

Any additional demolition work offered under this provision:

- **Is not guaranteed** and will be awarded solely at the City's discretion.
- May be subject to the City's available budget and operational priorities.
- Will be formalized through a **separate written agreement, contract amendment, or purchase order**, as determined appropriate by the City.
- Will follow the same general terms and conditions outlined in this RFP unless otherwise negotiated.

The Contractor acknowledges that acceptance of additional work is voluntary and subject to mutually agreed-upon terms. This provision does not obligate the City to pursue or award further work, nor does it create any expectation of future contracts.

6. EVALUATION CRITERIA

Criteria	Weight (%)
Relevant Experience <ul style="list-style-type: none">• Company Background• Similar Project Experience• Hazardous Materials Experience	25%
Work Plan and Methodology <ul style="list-style-type: none">• Demolition Methodology• Hazardous Materials Handling• Waste Sorting & Recycling• Site Safety & Dust Control• Traffic/Pedestrian Control	25%
Schedule and Completion Date <ul style="list-style-type: none">• Schedule Quality• Milestones & Critical Path• Inspection Readiness	10%
Pricing <ul style="list-style-type: none">• Total Project Cost• Cost Breakdown• Value & Cost Efficiency	35%
References and Past Performance <ul style="list-style-type: none">• Quality of References• Past Performance	5%



7. TERMS AND CONDITIONS

A City of Quesnel business license is required upon signing a contract.

a) Indemnification

By accepting the contract and purchase order, the successful Contractor agrees to indemnify and hold harmless the City of Quesnel, including its elected officials, employees, and agents, from any losses or expenses resulting from bodily injury (including death) or property damage (including loss of use) arising from the performance of the work outlined in the RFP and any resulting agreement.

b) Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub- Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.

c) Submission format

The City of Quesnel is requesting proposals from Contractors who are both interested and capable of undertaking The Project. The onus is on the Contractor to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of Quesnel of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

d) Evaluation of Proposals

The City of Quesnel may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Contractors without having any duty or obligation to advise any other Contractors or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City of Quesnel shall have no liability to any other Contractor as a result of such negotiations or modifications.

e) Request for Proposal Process

This RFP does not commit the City of Quesnel to purchase any goods or services, award a contract, or begin negotiations. The City of Quesnel reserves full discretion and may:

- Accept non-compliant or higher-cost proposals.
- Accept part or all of any proposal.
- Change the scope or required qualifications.
- Assess and reject proposals based on perceived contractor capacity.
- Cancel or restart the RFP process at any time.
- Reject any or all proposals, even the lowest-priced or sole submission.
- Disregard incomplete or altered proposals.



- Split the requirements & award the contract to multiple contractors if desired.

f) Opening of Proposals

All proposals received by the closing date and time will be opened in a non-public setting by City staff. No pricing or Contractor information will be disclosed at the time of opening. The City reserves the right to verify any information submitted and may contact Contractors for clarification or additional details as needed.

g) Contract Award and Formation Process

The selected contractor will enter into a Contract Agreement with the City of Quesnel based on this RFP, their proposal, and any negotiated changes. If a contract cannot be finalized within 30 days of notifying the contractor, the City of Quesnel may end negotiations and either approach the next qualified contractor or cancel the RFP altogether.

A contract award depends on approved funding and authorization by the City of Quesnel. No contract exists until both parties have agreed on terms, a purchase order is issued, and the contract agreement is signed by an authorized City of Quesnel representative.

In case of conflict, the order of precedence is:

- a) The executed Contract Agreement
- b) Purchase Order
- c) The Contractor’s proposal

h) Workers’ Compensation

The successful Contractor shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City of Quesnel, supply proof that all assessments have been paid.

i) Insurance and Indemnification Requirements

The successful Contractor shall, at its own cost, obtain and maintain the following insurance coverage for the duration of the Contract, and must provide satisfactory evidence of such coverage to the City of Quesnel:

Type of Insurance	Minimum Coverage	Requirements
Commercial General Liability	\$5,000,000 per occurrence	- Name the City as an additional Insured - Include cross liability clause
Automobile Liability	\$2,000,000 per accident	Applicable to owned, leased, or hired vehicles used in connection with the work



Workers' Compensation (WCB)	As required by law (WorkSafeBC)	Provide proof of WorkSafe BC registration and compliance
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The City of Quesnel is to be provided with 30 days' written notice of cancellation or material change resulting in reduction of coverage. The Contractor's insurance shall respond first for all work performed under this contract. Any insurance or self-insurance held by the City of Quesnel will apply only in excess of, and without contribution to, the vendor's coverage.

j) Conflict of Interest

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

k) Confidentiality

Information about the City of Quesnel obtained by Contractors must not be disclosed unless prior written authorization is obtained from the City of Quesnel. The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City of Quesnel.

l) Relationship of the Parties

The Contractor and the City of Quesnel expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.

m) Information Disclaimer Summary

The City of Quesnel is not responsible for any errors, omissions, or inaccuracies in this RFP or any related information provided. Contractors must rely on their own assessments and cannot hold the City of Quesnel or its representatives liable for any information or advice, whether written or verbal, given during the RFP process.

n) Freedom of Information and Protection of Privacy Act (BC)

Contractors should note that the City of Quesnel is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City of Quesnel's Contractors to protect all personal information acquired from the City of Quesnel in the course of providing any service to the City of Quesnel.



o) Procurement Protest Procedure

If a contractor wishes to challenge the RFP process, it must provide written notice to the RFP. Contact within ten (10) days of notification of the final outcome of the procurement process, and the City of Quesnel will respond accordingly.

p) Ownership of Proposals and Deliverables

All proposals, reports, documents, data, and materials submitted to or prepared for the City of Quesnel in connection with this RFP and any resulting Contract shall become the property of the City. The City of Quesnel reserves the right to use such materials for its purposes without restriction or further compensation to the Contractor.



APPENDIX A: CONTRACTOR ACCEPTANCE FORM

Contractors must complete this form and include it with the Proposal Submission. Failure to sign Appendix A will result in rejection of the submission.

Vendor Legal Name	
Contractor's Main Contact Individual	
Full Address	
Office Phone:	
Cellular:	
Email:	
GST Account # (if applicable)	

Contractor

Signature

Date

Note: All forms that require a signature must be signed by a person authorized to legally bind the Contractor to statements made in response to this RFP.

The Contractor hereby acknowledges that:

1. It understands and agrees with the RFP process as described in this RFP; and
2. The information provided in this Proposal is accurate, has been thoroughly reviewed, and complies with the requirements of the RFP, including all applicable addenda and posted questions and answers.



APPENDIX B: NON-ACCEPTANCE OF CONDITIONS SUMMARY SHEET

If a Contractor is unable to comply with one or more of the conditions set out in this RFP, but still wishes to submit a proposal, they must complete Appendix B – Non-Acceptance of Conditions Summary Sheet. This appendix provides an opportunity to clearly identify any conditions the Contractor does not accept, along with explanations and, where possible, proposed alternatives. Submission of Appendix B does not guarantee acceptance of any exceptions by the City of Quesnel. The City reserves the right to reject any proposal that includes material deviations from mandatory conditions, or to negotiate terms with the successful Contractor at its sole discretion. Failure to disclose non-acceptance of any condition at the time of submission may result in disqualification. Bidders are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your Tender.

CONDITION:

EXPLANATION OF NON-ACCEPTANCE:

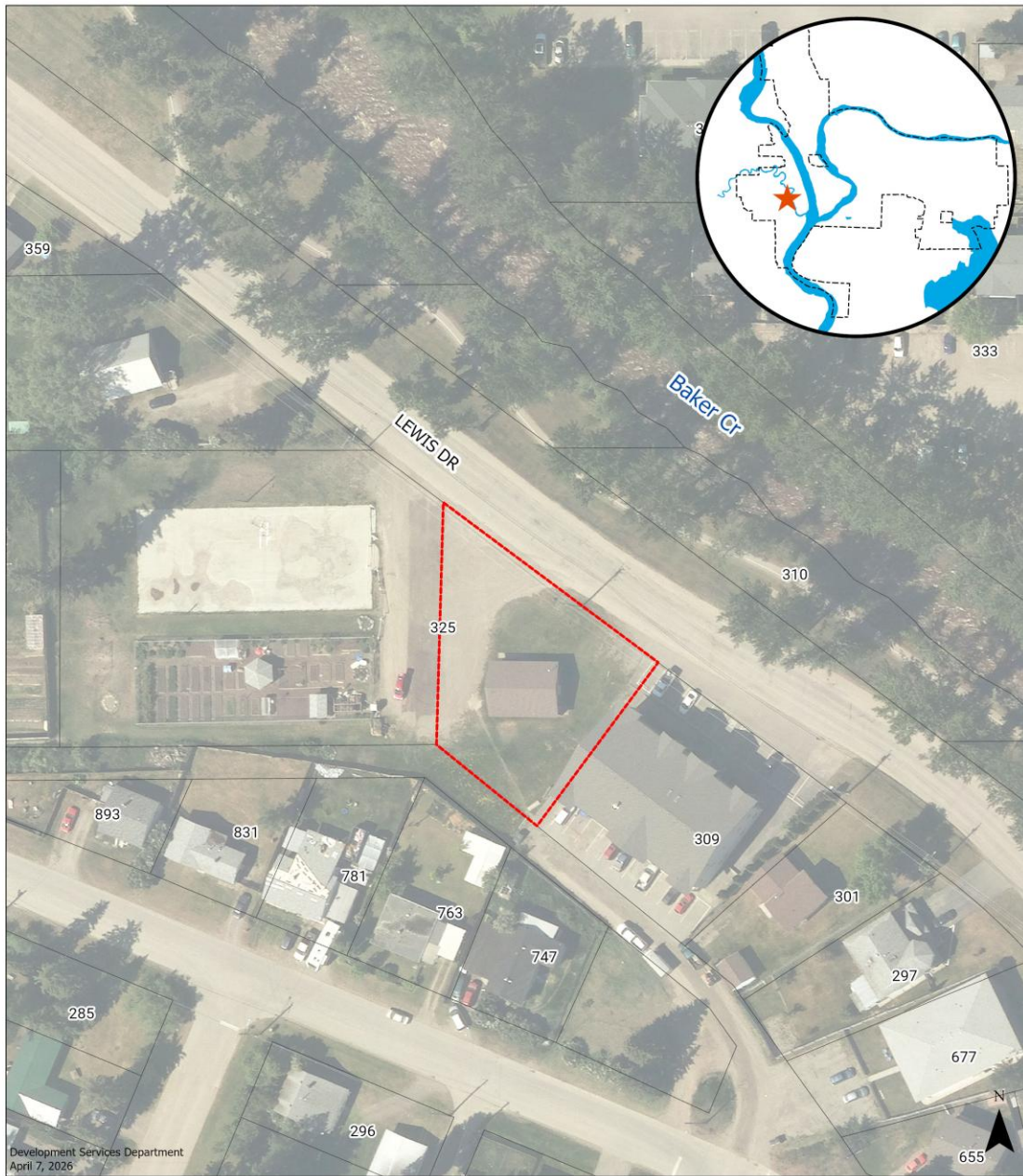


REFERENCE MATERIAL

- Location Map (see below)
- Pre-Demolition Hazardous Materials Survey (separate attachment)
- TCLP Lead Leachate Analysis (separate attachment)



Location Map - 325 Lewis Dr Demolition & Remediation



0 5 10 20 Meters

CITY OF
Quesnel

Legend

- Municipal Boundary
- Parcels
- Subject Property