

# **REQUEST FOR QUOTATIONS QUESNEL CITY HALL TRACTION ELEVATOR PROJECT**

## **GENERAL INSTRUCTIONS TO BIDDERS**

### **1.0 Closing Time:**

The City of Quesnel will receive bids from qualified contractors for the above noted project no later than **2:00 p.m., local time, Wednesday April 12, 2023** to:

City of Quesnel  
410 Kinchant Street  
Quesnel, B.C.  
V2J 7J5

Any bid received after the Closing Time will not be considered.

### **2.0 Submission of Bids:**

Bids shall be submitted on the forms provided and enclosed in a sealed envelope, addressed to the City of Quesnel and clearly marked "**Quesnel City Hall Traction Elevator Project**".

Bids shall be for the work in its entirety and partial or incomplete submissions will not be considered. Each bid shall be dated, shall show the full legal name and business address of the bidder, and shall be signed with the signature of the person or persons authorized to bind the bidder. The name of each signature shall be typed or clearly imprinted below each signature.

### **3.0 Contractors Qualifications:**

Bidders may be required after the opening to submit evidence of their resources, and their ability to carry out the work.

### **4.0 Examination of Documents and Site Conditions:**

Before submitting a bid, the bidder shall carefully examine the contract documents and all addenda thereto issued and shall fully inform himself as the existing conditions and limitations which may influence his bid.

Any failure to fully investigate the sites of the work or the foregoing conditions, shall not relieve the bidder from responsibility for estimating

properly the difficulty or cost of successfully performing the work. Neither the City of Quesnel nor any of its representative or agents, assume any responsibility for any understanding or representation made by any of his representative or agents, during or prior to the awarding of the contract.

#### **5.0 Omissions and Discrepancies:**

Should the Bidder find discrepancies in, or omissions from, the specifications, or other documents, or should the intent or meaning of the documents appear unclear or ambiguous to the bidder, the bidder should at once forward to the City of Quesnel a written request for correction, clarification or interpretation before submitting his bid. The bidder making such a request will be solely responsible for its timely receipt by the City of Quesnel. All such requests must be received not later than five (5) calendar days before the Closing Time. Replies to such inquiries will be made in the form of Addenda to the Contract Documents.

#### **6.0 Insurance Policies:**

The successful bidder shall provide the City with evidence that the required policies of insurance as outlined in the Contract Documents have been obtained by the bidder.

#### **7.0 Sub Contractors:**

Each bidder shall submit with his bid the name and business address of each Sub-Contractor whom he intends to use to perform work or to render service to the bidder during the course of the Contract. The selection of work pertaining to each named Sub-Contractor must be given and the information recorded on the Bid Form.

#### **8.0 Acceptance or Rejection of Bids:**

The City of Quesnel reserves the full right to, in its sole discretion, and according to its own judgment of its best interest:

- a. reject any or all bids for any reason whatsoever;
- b. waive any technical or formal defect in a Bid and accept that Bid;  
and
- c. award the contract to other than the low Bidder

In no event shall the Owner be liable for a Bidder's cost of preparing a Bid.

The City of Quesnel will notify the successful Bidder in writing.

The City reserves the right, at its sole discretion, to negotiate modifications of the terms with any Bidder, after the time of the closing, prior to

accepting a Bid and entering into a contract for the work. Such negotiations may be with those Bidders who, in the City's opinion, have the most advantageous Bids, and the City may negotiate with several Bidders simultaneously. The City may have such negotiations with only one or some of the Bidders but shall not be required to or obligated to have such negotiations with any Bidder, or to offer modified terms to any Bidder. The City shall not incur any liability whatsoever to any Bidder as a result of such negotiations or modifications.

Any Bid which, as determined by the City of Quesnel, appears so unbalanced amongst the various items in the Bid Form as to be detrimental to the interest of the City, may be rejected.

## **9.0 General Instructions:**

- 9.1 Project details are provided in the following documents and drawings included in the bid package:
  - Traction Elevator Specification
- 9.2 The successful bidder shall furnish all labour, materials, tools, and equipment to complete the work specified herein.
- 9.3 The bidder, in submitting his/her bid, warrants he/she shall comply with all Provincial and Municipal laws, rules, and regulations, shall obtain all required permits, and ensure all required inspections are completed.
- 9.4 The bidder shall carry out the work in accordance with Local Jurisdiction codes and standards or, where such code or standard does not exist, shall carry out the work consistent with standard industry practices. All material shall be new and comply with relevant C.S.A. Standards.
- 9.5 Prior to commencing the work, the successful bidder shall provide evidence of compliance with the requirements of the Worker's Compensation Board. The bidder shall ensure that all rules and regulations contained in the Workers Compensation Act are adhered to and that all fees in respect thereof have been paid in full. The successful bidder shall ensure that all aspects of safety training are documented for all employees involved with this project.
- 9.6 The bidder shall, upon acceptance of the bid, obtain and pay for Comprehensive Public Liability Insurance to the value of two million dollars (\$2,000,000). Such insurance shall remain in force and effect for twelve (12) months following acceptance of the work by

the City and naming the City of Quesnel as an additional insured. Certified copies of the insurance shall be provided to the City in a timely manner and before commencing the work.

#### **10.0 Conditions and Hours of Work**

10.1 The Contractor shall complete the work in a prompt and efficient manner.

#### **11.0 Workmanship:**

11.1 All workmanship and materials shall be in accordance with the project specifications and established practice and standards. The City shall have the right to reject any work that does not meet this standard.

#### **12.0 Payment:**

12.1 Payment shall be made following inspection and completion of the work to the satisfaction of the City at which time the contractor shall submit an invoice to the City of Quesnel for the total amount. Payment will be made by the City within thirty (30) days of receipt of this invoice.

12.2 No additional work shall be undertaken without the written approval of the City. The City shall not make payment for any additional work that has not been approved.

#### **13.0 Contact Information:**

Gary Stuart  
Facilities Manager  
City of Quesnel  
410 Kinchant Street, Quesnel BC, V2J 75J,  
Telephone: (250) 991-6676

[gstuart@quesnel.ca](mailto:gstuart@quesnel.ca)