



## 2011-25 – REQUEST FOR QUOTATIONS

### FIRE HALL OVERHEAD DOORS AND OPERATORS

The Dawson Creek Fire Department is requesting proposals for the supply and installation of new overhead doors and operators in the Dawson Creek Fire Hall located at 10101 12 A Street.

All documents are available through the City of Dawson Creek website at [www.dawsoncreek.ca](http://www.dawsoncreek.ca). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid.

Inquiries regarding this Request for Quotations may be directed to Mr. Duncan Redfearn, Deputy Director of Community Services, at 250.784.3683, or via e-mail at [dredfearn@dawsoncreek.ca](mailto:dredfearn@dawsoncreek.ca). A viewing will be held for interested bidders on Wednesday, July 27<sup>th</sup> at 2:00 pm.

Proposals sealed in an opaque envelope, clearly marked with the supplier's name and the project name will be accepted up to **2:00 p.m. (local time), August 5, 2011** and will be received by:

Brenda Ginter, Director of Corporate Administration  
City of Dawson Creek  
10105 - 12A St.  
P.O. Box 150  
Dawson Creek, B.C. V1G 4G4

**Specifications/ Scope of Work**

Supply and installation of:

**Seven (7)** - TD134 R-16 Value overhead doors complete with 2 rows of sealed windows, 3" face hardware only and springs to balance, white in colour.

**Five (5)** - Liftmaster Trolley Operators.

Purchase of Trolley Operators pending budget availability

Price to include removal and disposal of old doors and panels.

Construction zone to be returned to pre-construction condition. The contractor shall be responsible for the acquisition of all necessary permits.

**CONTRACTOR REQUIREMENTS**

1. All work must be performed in accordance with all required permits and to good trade quality.
2. The Contractor is responsible for all tools and equipment.
3. The Contractor must be knowledgeable in all areas of the scope of the work.
4. The Contractor must carry a City of Dawson Creek business license. The license must be kept in good standing for the term of the Contract.
5. The Contractor must carry a valid WorkSafe BC number and be able to produce a clearance letter. All work must adhere to WorkSafe BC requirements and regulations.
6. A copy of the Company's Health and Safety program must be filed with the City.
7. Minimum \$5,000,000 Liability Insurance with the City named as Additional Insured.

**I have read and agree to comply with the above:**

Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF DAWSON CREEK**

**CODE OF CONDUCT - CONTRACTORS**

The relationship between City employees and representatives of contractors providing service to the City is critical to achieving the goals and objectives of the Corporation of the City of Dawson Creek.

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with City staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of City operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor's representatives and City employees. Therefore, the Contractor's representatives are expected to convey a friendly, approachable, positive and helpful attitude to City employees and to be honest, trustworthy, reliable, dependable and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the City.

**APPROVED BY COUNCIL:**

**DATE: August 23, 1999**

**REAFFIRMED BY COUNCIL:**

**DATE: April 30, 2001**

**I have read and agree to comply with the above Code of Conduct:**

Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

---

**CITY OF DAWSON CREEK**  
**FIRE HALL OVERHEAD DOORS AND OPERATORS**  
**CONTRACTOR ACKNOWLEDGEMENT FORM**

**Company:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I acknowledge that all employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws.

Except as expressly and specifically permitted in these Instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Quotations, and by submitting a bid, each bidder shall be deemed to have agreed that is has no claim.

The successful bidder must provide the required documents one week after bids are awarded. Failure to do so may result in contract being awarded to a bidder who can meet the requirements.

The undersigned has carefully examined the Contract Documents for the City of Dawson Creek RFQ 2011-25.

Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BID SUBMISSION FORM**

**2011-25 FIRE HALL OVERHEAD DOORS AND OPERATORS**

**10101 12A STREET, DAWSON CREEK, BC**

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

To furnish and deliver all materials, to provide all necessary equipment and to do and perform all work in accordance with the Specifications and Drawings for the above named works.

Seven (7) TD134 R-16 Value overhead doors complete with 2 rows of sealed windows, 3" face hardware only and springs to balance, white in colour \$ \_\_\_\_\_

HST @ 12% \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_

Five (5) – Liftmaster Trolley Operators \$ \_\_\_\_\_

HST @ 12% \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_

**UNIT PRICE FOR ADDITIONAL WORKS REQUIRED**

Please provide an hourly rate for equipment, including operator, for any additional work identified and approved by the City following initiation of the project, **excluding HST.**

Equipment & Operator (specify type of equipment) \$ \_\_\_\_\_

Materials Mark-up Cost: \_\_\_\_\_ %

The undersigned **BIDDER**, having carefully examined the Documents and the locality of the proposed work, and having full knowledge of the work required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour, and equipment to perform and complete all work and fulfil everything that is set forth in strict accordance with the Request for Quotations and Addendums numbered # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, for the prices stated in this Bid Submission Form.

Company Representative (signature)

X \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_