



REQUEST FOR QUOTATIONS NO. 2011-32

SUPPLY, INSTALL AND COMPACT FILL @ 10225 – 10th STREET

The City of Dawson Creek is invites lump sum price bids from qualified contractors for the supply, installation and compaction of approximately 3200 cubic meters of clean, medium plastic fill material at 10225 – 10th Street, Dawson Creek, BC (formerly Wildcat Video). The proponent shall be responsible to compact the fill to 95% Standard Proctor Density and return the site to a level condition, free of any obstructions or hazards. The proponent shall also ensure that drainage from the site is not directed toward neighboring structures. See Specifications for a complete outline of the work.

All contract documents can be downloaded at www.dawsoncreek.ca. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their bid.

Questions regarding specifications can be directed to Kevin Henderson, Director of Infrastructure and Sustainable Development, City of Dawson Creek, 250.784.3622.

Quotations will be accepted up to **2:00 p.m. (local time) Friday, November 18, 2011**. Quotations must be completed on the approved quotation form, sealed in an opaque envelope, clearly marked with the supplier name and the project name/number and will be received by Brenda Ginter, Director of Corporate Administration, 10105 – 12A Street, Dawson Creek, BC V1G 3V7.

It is the sole responsibility of the Bidder to ensure that its Bid is received at the above location and by the time stipulated. Bids received after the stipulated time will be rejected and returned to the Bidder unopened. Faxed and emailed bids are not acceptable and will be rejected. The City reserves the right to accept or reject all or any bids and to waive any informality, incompleteness or error in any bid.

RFQ NO. 2011-32 - SPECIFICATIONS

LOCATION OF WORK

10225 – 10TH Street, Dawson Creek, BC (Legally known as Lots 8 & 9, Block 6, Plan 2244)

The Work

- Supply, install, and compact approximately 3200 cubic meters of clean, medium plastic (CI-CH) clay at 10225 – 10th Street.
- Proof of compaction to 95% Proctor Density every 2 feet of fill to be provided in the form of a report from a recognized testing company.
- All existing building drains shall be capped prior to backfill to prevent any soil from entering the drainage system.
- Site to be left in a level condition, free of any obstruction or hazards.
- Drainage from site shall not be directed toward any neighboring structures.
- Site shall be capped with approximately 100mm of topsoil and seeded to grass.
- Prior to commencement of the work, a traffic plan must be submitted and approved by the City of Dawson Creek.
- Prior to commencement of the work, the proponent shall confirm that all necessary site survey work has been completed by the City of Dawson Creek.
- Care must be taken to ensure that existing sidewalks and roadways are not damaged during the completion of the work. Any damage resulting from the work shall be repaired at the sole cost of the proponent.
- The proponent shall be responsible for site security for the duration of the project. Public access shall be prevented at all times, including security fencing for times when direct on site supervision is not available.

Questions relating to tender submissions or contractual requirements must be directed to:

Brenda Ginter

Director of Corporate Administration

Ph: 250.784.3614

Fax: 250.782.3203

Email: bginter@dawsoncreek.ca

Technical questions relating to this tender must be directed to:

Kevin Henderson, Director of Infrastructure & Sustainable Development

Ph: 250.784.3622

Fax: 250.782.3203

Email: khenderson@dawsoncreek.ca

Information obtained from sources other than the above is not official and may be inaccurate.

**SUPPLY, INSTALLATION AND COMPACTION OF FILL @ 10225- 10TH STREET
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 Tenderers/Bidders, no Tenderer/Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each tenderer/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 2011-32.

Company Representative (signature)

X _____

Name: _____

Title: _____

Contractor Requirements

1. All work must be performed in accordance with the City of Dawson Creek Subdivision and Servicing Bylaw and to good trade quality.
2. The Contractor is responsible for all tools and equipment.
3. The Contractor must be knowledgeable 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.

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

BID SUMMARY SHEET

Date: _____

Company: _____

Contact: _____

Address: _____

_____ **Postal Code:** _____

Phone: _____ **Cell Number:** _____

Fax: _____ **Email:** _____

**** Prices must include all applicable fees, levies and charges but not HST**

Lump Sum Price to supply, install, and compact fill @ 10225- 10th St.	\$

Company Representative (signature)

X _____

Name: _____

Title: _____