



REQUEST FOR QUOTATIONS 2017-18 GRAVEL SCREENING

The City of Dawson Creek requests quotations **for the screening of approximately 1000 cubic metres of 3/8 rock (sweepings)** at the City of Dawson Creek Public Works Yard for a **three year term ending July 12, 2019.**

- The 2017 Gravel Screening Program must be completed between May 23 and July 14, 2017.
- The 2018 Gravel Screening Program must be completed between May 22 and July 13, 2018.
- The 2019 Gravel Screening program must be completed between May 20 and July 12, 2019.

All contract documents are available through the City of Dawson Creek website 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 Richard Mathieson, Roads and Grounds Manager, Public Works, at 250-784-3661.

Quotations will be accepted up to **2:00 p.m. (local time), May 5, 2017.**

Quotations must be sealed in an opaque envelope, clearly marked with the name and address of the bidder and the project name/number and will be received by Brenda Ginter, Director of Corporate Administration, at:

Regular Mail:

Box 150, Dawson Creek, BC V1G 4G4

Physical Address (Courier):

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 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. The City reserves the right to negotiate scope with the lowest bidder.

Bidders must refer to the RFQ Documents for the terms governing the Bid process. All bids received by the City of Dawson Creek Director of Corporate Administration become the property of the Corporation of the City of Dawson Creek and as such are subject to the *Freedom of Information and Protection of Privacy Act*.

SPECIFICATIONS

1. Introduction

The City of Dawson Creek requires screening of approximately 1000 cubic metres of road sweepings at the City of Dawson Creek Public Works Yard. The successful bidder will be responsible to mobilize and demobilize equipment and screener to the Public Works Yard at 92 Vic Turner Road, Dawson Creek. The project includes the supply and operation of necessary equipment, tools, staff and fuel to screen the material on City property. The quantity of material will be surveyed by the City and agreed upon by both parties prior to screening. Bidders are to quote a **price per cubic metre** including all charges except GST. The City of Dawson Creek shall ensure reasonable access to the specified location for screening.

2. Scope and Location of Work:

The successful bidder will be responsible to:

- Mobilize and demobilize equipment to the City of Dawson Creek Public Works Yard. The supply and operation of a loader to feed the screener is the responsibility of the contractor.
- Supply all required tools, equipment, personnel, and fuel.
- Screen approximately 1000 cubic metres of 3/8 sweepings. The quantity of material will be surveyed and will be agreed upon prior to screening.
- Material over the size of 3/8, as well as under the size of 3/8 is to be screened off and separated. Material may need to be screened more than once in order to ensure that only waste remains.
- The contractor will do their best to minimize the amount of waste material remaining at the end of screening.
- Screening must be completed during the following time periods for the three year term:
 1. The 2017 Gravel Screening Program must be completed between May 23 and July 14, 2017.
 2. The 2018 Gravel Screening Program must be completed between May 22 and July 13, 2018.
 3. The 2019 Gravel Screening program must be completed between May 20 and July 12, 2019.

3. Submission Requirements

Bids **must include**:

- Bid Form, all pages completed in full:
- The bid must be received at the closing location by the specified closing date and time, delivered in an opaque envelope and clearly marked “**RFQ 2017-18 Gravel Screening**”.
- The bid must be signed by a person authorized to sign on behalf of the Proponent.
- The bid must be in English.

4. Evaluation

Only the information contained in the submission will be used for evaluation. There will not be an opportunity to make a presentation to the City beyond the information contained in your submission. Bids will be evaluated for compliance with the bid documents, with price the priority factor in selecting a contractor from those who demonstrate sufficient capacity and ability to complete the work.

5. Rejection of Bids

- The Owner has the right, in its sole discretion, not to award a Contract and has the right to reject any or all submissions (including the lowest Bid) without giving any reason for doing so.
- The Owner has the right, in its sole discretion, to evaluate any or all bids on any basis it considers desirable, including the overall cost of the bid in relation to the Owner's budget for the Work, the ability of the Bidder or Bidders to perform the Work, the finances or credit-worthiness of the Bidder or Bidders, and any experience of the Bidder or Bidders in performing work of a kind comparable to the Work.
- Unless otherwise expressly provided in the RFQ, the Owner is entitled, in its sole discretion, to waive any informality, incompleteness or error in any proposal.
- The Owner may, but is not required to, in its sole discretion, reject any submission which is conditional or obscure in any respect, or does not conform strictly with the requirements of the Contract Documents.

6. Additional Information

- Except as expressly and specifically permitted in the RFQ, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid, each bidder shall be deemed to have agreed that it has no claim.
- It is the sole responsibility of the bidder to determine the site condition and location.
- Bidders may amend their bid via fax to 250-782-3203. Fax changes must be received prior to the closing time of **2:00 p.m. (local time), May 5, 2017**. Any Bid change should disclose only price changes and any change that discloses a lump sum price, a unit price, an extended total, or total price will result in the entire bid being rejected. If a Bidder faxes a change to the Bid, the Bidder accepts all risk associated therewith, including lost or misdirected fax and any malfunction of the City's fax machine.
- The successful bidder will be required to provide and maintain throughout the term the following documentation, which must be submitted prior to the issuance of a contract.
 - City of Dawson Creek Business License;
 - Proof of good standing with WorkSafe BC;
 - Commercial General Liability policy covering bodily injury and property damage liability in the amount of at least Five Million Dollars (\$5,000,000) from an insurance company licensed to carry out general insurance in the province of BC. The policy shall be in the name of the bidder and have added as additional insured the Corporation of the City of Dawson Creek. The policy shall provide the City with 30 days' notice of cancellation or material changes to the policy.

7. Requests for Clarification

Bidders may inquire into and clarify any requirements of this RFQ. Questions must be communicated to the contact person at least five days prior to the RFQ closing. Inquiries, in writing, must be directed to Richard Mathieson, Roads and Grounds Manager, at rmathieson@dawsoncreek.ca

It is the Bidder's responsibility to clarify any details prior to submitting a bid. The Corporation of the City of Dawson Creek will assume no responsibility for any oral instruction or suggestion.

8. Omissions and Discrepancies

If a Bidder finds discrepancies in, or omissions from the bid documents, or if he/she is in doubt as to their meaning, he/she should advise the City immediately.

Responses, if not already addressed in the RFQ, will be addressed in the form of addendum, if required and posted to the City website at www.dawsoncreek.ca. No oral interpretations will be effective to modify any provisions of the Bid, unless a written addendum has been issued by the Director of Corporate Administration, prior to the advertised closing date and time. The Bidder is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Bidders must also acknowledge receipt of each addendum (if any) in the space provided on the bid form

9. Bid Irrevocability

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its bid prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original bid will result in disqualification of the Bidder. At closing time, all bids become irrevocable.

Bids shall be firm for a period of at least 30 days from the RFQ closing date, and shall be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected firm.

By submission of a bid, the Bidder agrees that should its bid be successful, the Bidder will enter into a contract for the work with the City of Dawson Creek, the content and format of such contract to be determined by the City of Dawson Creek.

BID FORM 2017-18 Gravel Screening

Section 1 - Bidder Contact Information

Company:	Contact:
Date:	Phone:
Address:	Email:

Section 2 – Pricing

Description	**Price
Price per cubic metre for screening of approximately 1000 cubic metres of sweepings as described in RFQ 2017-18.	\$
GST applicable per cubic metre	

** Price must include all applicable fees, levies and charges including PST but excluding GST

Section 3 – Conflict of Interest

Conflict of Interest Information - Please mark below the appropriate response:

Provided on a separate sheet:	No conflict exists for my company:
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Section 4 - References

Please provide contact information for your two most recent jobs similar in scope and value to the work specified.

Company Name:		
Contact:		
Phone:		
Email:		

X _____
 *Company Representative (signature)

Name: _____

Title: _____

*Your signature authorizes the City of Dawson Creek to contact the references provided.

Section 5 – Addenda

The Bidder acknowledges receipt of the following Addenda and agrees that this Bid has been completed in accordance with them:

Addenda. _____

Section 6 - CONTRACTOR ACKNOWLEDGEMENT FORM

As an authorized representative of _____, by my signature below I acknowledge: *Company Name*

- 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. My company and its employees are qualified to do this work. References will be provided upon request.
- The successful bidder must provide the required documents no later than one week after notification of the award of the contract. Failure to do so may result in the contract being awarded to a bidder who can meet the requirements.
- Except as expressly and specifically permitted in this RFQ, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid, each bidder shall be deemed to have agreed that is has no claim.
- I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
 - Information regarding company representatives, managers and staff, (and members of their immediate families) who are a member of the Council of the City of Dawson Creek or in a senior management capacity with the City of Dawson Creek. “Immediate family” is defined as an individual’s spouse and those dependent on the individual or the individual’s spouse, whether related or not.
 - Any other information that should be provided to the Council that may influence the consideration of the proposal.
 - If no conflict exists, I have so indicated on the bid form in the space provided.

X _____
*Company Representative (signature)

Name: _____

Title: _____

Section 7 - 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: March 30, 2015

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

X

*Company Representative (signature)

Name: _____

Title: _____

**PRIME CONTRACTOR
FOR THE CITY OF DAWSON CREEK
ACCEPTANCE LETTER**

The City of Dawson Creek is committed to health and safety and requires all Contractors to comply with applicable health and safety legislation at all times.

Any person wishing to act as Prime Contractor on a construction project for the City must be qualified as per Part 20 1, A of the Occupational Health and Safety Regulation, and be familiar with Duties and Responsibilities under Division 3 of the Workers Compensation Act.

In order to provide documented evidence of appropriate qualifications for projects within in City of Dawson Creek, please complete the section below.

1. Are you familiar with all aspects of the work involved with City Infrastructure?
 YES NO

2. Based on above, do you know what the reasonably foreseeable hazards are?
 YES NO

3. Did you gain your knowledge related to (1-3) above through:
 - a. Education? YES NO
 - b. Training (hands-on)? YES NO
 - c. Experience? YES NO
 - d. A combination of a, b, c? YES NO

4. Are you, or is your company registered with WorkSafeBC?
 YES NO

5. Are you, as an employer, able to provide written evidence of a formal health and safety program appropriate to the work involved in these types of projects?
 YES NO

UNLESS OTHERWISE STATED IN WRITING, I _____ ACCEPT RESPONSIBILITY AS PRIME CONTRACTOR WHILE WORKING FOR THE CITY OF DAWSON CREEK.