

City of Richmond
Request for Pre-qualification Submission
Contract 2956-PQ

Painting Contractors

The City of Richmond invites submissions for the pre-qualification of painting contractors to bid on seasonal painting projects. A list of these projects for 2007 is included at the end of this document. The object of this pre-qualification is to provide the City with a short list of qualified proponents – this list will be effective for two one-year periods with the option to extend for an additional one year period at the discretion of the City.

Contractors having experience with painting a variety of institutional, residential and heritage buildings and having a suitable staff complement of qualified journeymen painters, registered apprentices and labourers are invited to respond to this request by full completion of the attached pages of the Prequalification Form.

This pre-qualification process is open to only those contractors that have as part of their workforce qualified journeymen painters (holding either a Provincial or Interprovincial Painter & Decorator or Painting & Decorating Certificate of Qualification) and registered apprentices, are in good standing with the Worker's Compensation Board of British Columbia and have valid comprehensive general liability insurance (for an amount not less than five million).

Interested contractors are advised that all painting work required by the City of Richmond will be done to Master Painters and Decorators Association (MPDA) specifications and will be subject to MPDA inspections. Contractors may not subcontract the whole or any part of the work without the written consent of the City.

Three (3) copies of pre-qualification submissions sealed and marked "*Contract 2956 – PQ: Request for Pre-qualification for Painting Contractors*" and addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 3:00 pm, Local Time, Thursday, December 14, 2006. Submissions received after this time will be returned to the sender.

Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions and a list of qualified contractors will be determined. Contractors on this list will be invited to submit quotations for painting projects for the duration of the pre-qualification period.

Questions related to the painting projects can be sent to John Shaw, Trades Foreman, Facilities Management at 604-270-8721 x 1336 or by email to jshaw2@richmond.ca.

Questions related to the contract or the pre-qualification process can be directed to Kerry Gillis, Acting Buyer II, Purchasing Section at 604-276-4097 or by email to kgillis@richmond.ca.

Any questions and responses relating to this Pre-Qualification will be posted on both BC Bid and the City's website. It is the responsibility of each potential bidder to check these sites on a regular basis for amendments, addendums or questions relating to this request.

Any submission will not necessarily be accepted.

Contract 2956PQ - Prequalification Form

Business Name: _____

Purchasing Address:

Department: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Contact Name: _____

Do you have discount payment terms (i.e. 2% net 10): Yes No

If yes, indicate: _____

GST Registration No.: _____

Type of Organization (check one only):

Corporation Proprietorship Partnership Non Profit Other: _____

How long in business? _____ years **Dunn & Bradstreet No.:** _____

Names and Titles of Officers, Partners and Principal(s): _____

Financial Information:

Bank Name: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____ Contact Name: _____

Bonding Company:

Name: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____ Contact Name: _____

Do you provide any of the following (check all that apply)?

- Surplus/Resale Products Hazardous Product Disposal Recycled Products

Do you accept any of the following (check all that apply)?

- Purchase Orders Local PO's MasterCard Other (please specify) _____

Do you have multiple mailing addresses that we need to be aware of? Yes No

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

List all services that your firm provides (please be as detailed as possible and attach additional information as necessary):

Annual Value of Trades-Painting Work for the Previous Five Years

Year	Value	Year	Value	Year	Value
2005		2003		2001	
2004		2002		2000	

Principal Projects Completed in the past two years

Project Title and Location: _____

Description: _____ Project Value: \$ _____

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location: _____

Description: _____ Project Value: \$ _____

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location: _____

Description: _____ Project Value: \$ _____

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Major projects underway as of the date of this submission

Project Title and Location: _____

Description: _____ Project Value: \$ _____

Scheduled Completion Date _____ Per Cent Completed: _____%

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location: _____

Scheduled Completion Date _____ Per Cent Completed: _____%

Description: _____ Project Value: \$ _____

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location: _____

Scheduled Completion Date _____ Per Cent Completed: _____%

Description: _____ Project Value: \$ _____

Owner: _____ Date Completed: _____

Refer to: _____ Phone: _____

Consultant: (if applicable) _____

Refer to: _____ Phone: _____ Fax: _____

Signature of Signing Officer: _____

Title: _____

Print Name: _____

Date: _____

If you have any additional literature, please enclose it with the completed form.

Information to Potential Contractors

If you are pre-qualified to be a contractor, please be prepared to provide upon request:

1. *Worksafe* BC Letter of Good Standing, provided by the Worker's Compensation Board of BC;
2. Certificate of Insurance, listing the City of Richmond as additional insured prior to job start after confirmation of any order/contract.
3. Individual trade certification and apprentice registration number.
4. Valid City of Richmond Business License.

BONDS for quality control purposes on painting projects, the City may request a two (2) year Painting Association Guarantee or a 100% two (2) year Maintenance Bond both in accordance with the *Master Painters Institute (MPI) Repainting Manual* requirements (one year on wood fences). The Maintenance Bond shall be obtained from an approved bonding company, licensed to practice in British Columbia, and shall warrant that all painting work has been performed in accordance with *MPI Repainting Manual* requirements.

2007 Exterior Painting Projects

For 2007, the City of Richmond will be seeking contractors to repaint a number of buildings. This includes, but is not limited to the following:

- The Minoru Arenas;
- The Minoru Grandstand;
- The Minoru Sports Pavilion;
- The Blundell Park Caretaker's Building, and
- The Richmond Ice Centre (North and East Elevations only).

This list is subject to change at the discretion of the City. For further information on these projects, please contact John Shaw at 604-270-8721, extension 1336.