



**Contract 3896Q**

**Supply and Installation of ICE RINK DASHBOARD SYSTEM**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

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

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

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

## Table of Contents

Cover Page .....	1
Table of Contents .....	2
Instructions to Bidders .....	3
Form of Security Requirements and Quotation Annexures .....	6
Quotation Form .....	8
Quotation Annexures comprising of:	
– Undertaking of Liability Insurance .....	9
– Undertaking of Surety .....	11
– List of Previous Contracts .....	12
– List of Subcontractors .....	13
– List of Equipment .....	14
List of Drawings .....	15
Specifications .....	16
General Conditions of the Contract .....	GC1-GC7
Notice of No Bid	

### **Instructions to Bidders**

1. Three (3) copies of the quotation, plainly marked on the envelope:

**CONTRACT 3896Q - SUPPLY AND INSTALLATION OF ICE RINK  
DASHERBOARD SYSTEM**

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

**Wednesday, March 31, 2010**

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:
  - a) accept any Quotation;
  - b) reject any Quotation;
  - c) reject all Quotations;
  - d) accept a Quotation which is not the lowest Quotation;
  - e) accept a Quotation that deviates from the requirements, specifications, or the conditions specified in this Quotation;
  - f) reject a Quotation even if it is the only Quotation received by the City;
  - g) accept all or any part of a Quotation; and
  - h) split the requirements between one or more Bidders.

### **Instructions to Bidders (Cont'd)**

6. Quotations will be evaluated on the basis of the overall value to the City based on quality, service, price and any other criteria set out herein including, but not limited to:
  - a) the Bidders ability to meet the requirements, qualifications, and competencies as set out herein;
  - b) financial offer including but not limited to prices, operating, and maintenance costs, warranty, and any life cycle considerations,
  - c) the Bidder's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel; financial stability; track record ; and references of current and former customers;
  - d) equipment quality, configuration, age and condition; and
  - e) any other criteria as set out in this RFQ.
7. Except where stated otherwise herein, the specification describe what is considered necessary to meet the performance requirements of the City and Bidders should bid in accordance with such specifications, or if the bidder cannot meet the specifications, the Bidder may offer an alternative which believes to be the equivalent. The City is not obliged to accept any alternatives. The City will determine what constitutes allowable variation.
8. The City estimates that this contract will be awarded within four (4) weeks of the closing date.
9. Prices quoted will be in Canadian currency and exclusive of all taxes. F.O.B. destination to the sites named herein, with all freight unloading at destination, import duties, brokerage, royalties, handling, overhead profit and all other costs shall be included.
10. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

All policies and certificates shall be submitted to the Purchasing Section before a purchase order is issued to carry out the work.
11. Bids shall be accompanied by an Undertaking of Liability Insurance and an Undertaking of Surety on the forms included herein under Security Requirements or equivalent form, and a Bid Bond on a form approved by the Insurance Bureau of Canada, all issued by a Surety Company(s) licensed to conduct business in the Province of British Columbia. The Bid Bond shall be in an amount not less than 10% of the LUMP SUM TOTAL QUOTED PRICE. The Undertaking of Surety shall comprise a Performance Bond and a

### **Instructions to Bidders (Cont'd)**

Labour and Materials Payment Bond, each to be equal in value to 50% of the LUMP SUM TOTAL QUOTED PRICE and conditioned upon the fulfilment of the contract by the Contractor.

12. Bidders shall examine the contract documents and visit the site of the work to understand the contract requirements of the project. The City will not make allowances for the contractor's failure to make proper site investigation.
13. Each Bidder shall state on the lists provided to be submitted as part of his quotation, information regarding their previous contracts, subcontractors and equipment that he proposes to use to carry out this contract to completion. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
14. Inquires during submission of Quotation should be directed as follows:  
  

<u>Purchasing</u>	
Sumita Dosanjh	Telephone: 604-276-4097
Buyer II - Contracting Specialist	E-mail: purchasing@richmond.ca
Purchasing Section	
City of Richmond	
15. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the time / date set as the closing time for receiving Quotations.
16. Quotations shall be open for acceptance for 60 days following the submission closing date.
17. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
18. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and/or BC Bid to ensure that all available information has been received prior to submitting a bid.
19. The City, it's agents and employer shall not be responsible for any information given by way of verbal communication.

**Instructions to Bidders (Cont'd)**

20. 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 RFQ, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.

### **FORM OF SECURITY REQUIREMENTS AND QUOTATION ANNEXURES**

The Form of Security Requirements and Quotation Annexures form part of the Bid and comprise:

1. the form of Undertaking of Liability Insurance;
2. the form of Undertaking of Surety;
3. the List of Equipment;
4. the List of Supervisory Personnel;
5. the List of Subcontractors;
6. the List of Previous Contracts
7. the List of Drawings

### Quotation Form

Purchasing Section  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Undertaking of Liability Insurance, Quotation Form, Quotation Annexures, General Conditions of Contract, Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL QUOTED PRICE OF \$ \_\_\_\_\_**

**PAYMENT TERMS \_\_\_\_\_ EARLY PAYMENT TERMS \_\_\_\_\_**

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation with the exception of Federal, (including G.S.T.), and Provincial Taxes.

The undersigned Bidder hereby agrees with the conditions thereof and encloses herewith either:

- a) a BID BOND on a form approved by the Insurance Bureau of Canada in the amount not less than 10% of the LUMP SUM QUOTED PRICE tendered herein, issued by a Surety Company licensed to conduct business in the Province of British Columbia and approved by the City,

The BID BOND, shall be forfeited to the City as liquidated damages and not by way of penalty in accordance with the conditions specified on the form of Bid Bond as specified herein, if the undersigned Bidder declines or neglects to execute the Contract; to submit to the City a copy of the required Performance Bond as specified herein in the amount not less than 50% of the LUMP SUM TOTAL QUOTED PRICE tendered herein, issued by a Surety Company licensed to conduct business in the Province of British Columbia and approved by the City; to submit to the City a copy of the required Labour and Materials Payment Bond as specified herein in the amount not less than 50% of the LUMP SUM TOTAL QUOTED PRICE tendered herein, issued by a Surety Company licensed to conduct business in the Province of British Columbia and approved by the City; and to submit to the City certified copies of all CONTRACTOR'S LIABILITY INSURANCE policies and certificates required and specified in the General Conditions of the Contract forming part of the Contract, all within a period of 14 consecutive calendar days after being notified by the City in writing of the acceptance of the Bid submitted by the undersigned Bidder.



The undersigned Bidder agrees to complete the whole of the works within \_\_\_\_\_ weeks of acceptance.

Name of Bidder: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Name, Signature, and  
Title of Signing Officer: \_\_\_\_\_  
\_\_\_\_\_

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

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

FORM LETTER LI-1

**Undertaking of Liability Insurance**

(To be submitted with Quotation)

City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) \_\_\_\_\_ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) \_\_\_\_\_

EXCEPTIONS:

\_\_\_\_\_

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 2010.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY.

**UNDERTAKING OF SURETY  
(To be submitted with Bid)**

We, the undersigned \_\_\_\_\_ do hereby undertake and agree to become bound unto the City of Richmond in:

- (1) A PERFORMANCE BOND in the amount of 50% of the LUMP SUM TOTAL QUOTED PRICE shown on the Quotation Form and drawn up in accordance with the Instructions to Bidders,

and

- (2) A LABOUR AND MATERIALS PAYMENT BOND in the amount of 50% of the LUMP SUM TOTAL QUOTED PRICE shown on the Quotation Form and drawn up in accordance with the Instruction to Bidders,

if the Contract is awarded to:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

Signature and Corporate Seal of Surety  
Company Licensed to Conduct Business in  
the Province of British Columbia

**List of Previous Contracts**

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)





**List of Drawings**

<b>Drawing No.</b>	<b>Sheet No.</b>	<b>Title</b>
SK-1		

## **Specifications**

### **Location of Work**

Richmond Olympic Oval  
6111 River Road  
Richmond, BC

### **Scope of Work**

Supply and installation of two ice rink dasher board systems that meet the following performance specifications. The layout of the rinks and location of gates and removable sections is shown on SK-1 attached.

## **PART 1 - GENERAL**

### **1.1 INCLUDED IN SECTION**

- A All necessary labour and materials for the supply and installation of the following:
1. Two (2) complete dasherboard, 30m x 60m removable systems:
    - a. Galvanized steel frame dasherboards as base bid
    - b. Team boxes (regular)
    - c. Team boxes (sledge hockey)
    - d. Penalty boxes (regular and sledge hockey combined)
    - e. Scorekeeper's box
    - f. Tempered glass spectator and player shielding
    - g. Removable galvanized steel ice dam
    - h. Transport and storage equipment for all glass and dashers
    - i. Protective black netting around complete rink (2)
    - j. Goal lights for both rinks
  2. Existing ice slab anchors to be used to secure the ice dam as well as the back walls of the penalty and scorekeeper's box. No anchors are to be used on non refrigerated slab for the players boxes.
- B Coordinate with the Construction Manager for electrical access requirements to allow installation of all necessary electrical equipment such as microphones and scoreboard controls, etc.

### **1.2 SUBMITTAL**

- A General
1. The Dasherboard Contractor shall submit shop drawings in PDF format.



2. Submit colour and gauge samples of all plastic, steel and any other materials necessary for approval (as required by the Owner).

### 1.3 ASSURANCE OF QUALITY

#### A Qualifications for manufacturers and installers:

1. The systems installed shall provide complete, operable, galvanized steel frame dasherboard systems under the base bid including gates, protective spectator and player shielding and all necessary accessories for the ice rink as specified herein.
2. Manufacturers other than those named in Part 2.1 wishing to quote must provide the Architect with complete Shop Drawings and details meeting the specified design features, and must supply evidence of at least five installations, similar to these specifications.
3. No systems, including wood components or field welded fabrication, will be considered. (All framework must be hot dipped galvanized after fabrication)

### 1.4 DELIVERY, HANDLING AND STORAGE

- A All materials and equipment shall be delivered to the site by the manufacturer and installer.
- B All materials shall be stored off the ground and shall be covered.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

#### **A2Z Arena Products Ltd.**

Hardeep Baraich, Director	604-726-7400	info@a2zarenaproducts.com
7777- 18th Ave	604-526-7406	www.a2zarenaproducts.com
Burnaby, BC V3N 1J3		

#### **Cascadia Sport Systems Inc**

Murdo Paterson, General Manager	604-461-5208	charlenem@cascadiasport.com
3012 C Murray St.	604-469-7278	www.cascadiasport.com
Port Moody, BC V3H 1X2		

#### **Maple Leaf Gold**

Doug Fidelak, Manager	866-654-7465	doug@mlgarenaproducts.com
14 Boulder Blvd	780-963-3707	www.mlgarenaproducts.com
Stony Plain, AB T7Z 1V7		

#### **Sports Systems Unlimited**

Perry Coleman	604-583-3101	perry@recsportproducts.com
9487 118th Street	604-583.3202	www.recsportproducts.com
Delta, BC V4C 6J3		

## 2.2 MATERIALS

- A The Contractor shall furnish and install new galvanized steel frame system dasherboards utilizing a tempered glass system, around the entire system, 1825mm high around entire rink. 15mm thick on the ends of the rinks and 12mm otherwise.

## 2.3 STEEL FRAME DASHERBOARD SYSTEM

- A The Contractor shall include the furnishing and installation of new dasherboards.
- B Materials and Equipment: Materials and equipment shall conform to respective manufacturers' publications and in addition to all requirements as specified herein. Other materials and equipment shall be specified elsewhere herein, and shall be the products of manufacturers regularly engaged in the manufacture of such materials. Items of equipment shall essentially duplicate equipment that has been satisfactorily used for a period of at least five (5) years
- C Dasher Panels:
1. Dasher panels shall be fabricated in demountable sections of 2438 mm lengths and special sizes as noted on the drawings. The design of all panels, whether straight section, curved section or section in which a gate is located shall be fundamentally similar. Each section shall be made of one horizontal 80 mm x 40 mm x 2.5 mm tubes at the middle. The base of each section is to be constructed utilizing two 40 mm x 40 mm x 3 mm parallel tubes. The top rail is to be made from two members welded together, consisting 40 mm x 40 mm x 3 mm and 30 mm x 60 mm x 2.5 mm. The end posts are constructed of two vertical sections of 80 mm x 40 mm x 2.5 mm tubing joined at the base by welding and by means of a 4 mm x 38 mm flat plate diagonal support brace. There are two vertical 60 mm x 40 mm x 2.5 mm tubes running from mid-rail to top rail to accommodate the glass posts.
  2. Each end post shall have two (2) matching holes to accommodate 16 mm through bolts.
  3. No angle or channel to be used in fabrication (unless specifically approved).
  4. Each panel is to be complete welded construction. After the construction of the framing each panel frame shall be hot-dipped galvanized.
  5. Standard size of the dasher panels are to be 2438 mm long by 1067 mm high.
  6. The slab has been built with threaded inserts in the slab. The rink contractor is responsible for providing access to these inserts Include a removal threaded plug to keep anchors clean when not in use.
  7. Each panel shall be anchored to the ice dam using a minimum of two (2) anchors per 2438 mm panel.

8. On panels that require red and blue lines, they are to be installed using 12 mm high density polyethylene in these areas, attached to 12 mm white installed backer panels spanning on both sides of line.
9. The 12 mm polyethylene shall be attached to the horizontal and vertical tubing with 6 mm plated and painted screws. Spacing of the screws shall not exceed 203 mm on centre along all steel framing. Screws to have Torx head drive. No other drive designs will be accepted.

D Caprail:

1. Caprail shall be high density polyethylene 12 mm thick and shall be fastened to the top horizontal framing members. The front and back edges of the caprail shall have smooth and radiused edges. Colour to be as selected by Architect from standard colours.

E Gates:

1. All access gates 914 mm and wider shall be independent leafs attached to adjoining panel with (2) heavy duty adjustable hinges welded to frames prior to hot dip galvanizing. For gates with shielding where operation of the latch system is required from ice side, a push button latch shall be incorporated and be large enough to allow operation by players wearing gloves. There are 4 access gates per rink.
2. Standard Player gates (762 mm wide) shall be built into 1219 mm panels, left or right hand swing. The gate latch shall be equipped with a counter balanced mechanism so that the gate may be closed and latched in a single movement. There shall be two (2) hinges for player gates, lift-off type, welded to the frame. All player gates shall have two (2) door stops welded to the gate frame. Gates shall be placed as shown in the ice rink floor plan. For gates with glass shields, where operation of the latch system is required by hockey players, a push button latch shall be incorporated, and be large enough to allow operation by players wearing gloves. Exposed fasteners or mounting plates will not be acceptable. Bottom of gates in boxes shall be coordinated to function with the elevated box flooring. There are 6 players gates in each rink including one out of the ends of each (standard) players boxes
3. Equipment gates shall be double leaf gates to size as shown on drawings. The equipment gate hinges shall be two heavy duty adjustable type, welded to the frame prior to galvanizing. Equipment gate latch is to be the sliding bar type 50 mm x 50 mm steel tubing with a large grasp handle. Each equipment gate shall lock into the steel threshold sleeve by means of 19 mm cane bolts. Each equipment gate leaf shall be equipped with spring loaded adjustable castors. Double skaters gates shall be similar. All gates 1219 mm and over are to be equipped with spring loaded adjustable castors. There is one set of double wing equipment gates on each rink. 3.35 wide.

4. Special skaters gates shall be 3.66m wide and be equipped with two horizontal sliding zamboni closure bars. There is to be no threshold under these gates. No vertical attachment to the ice surface is to be included . There are two sets of double wing gates on each rink. Wheels required on these gates for easy use.

F Hardware:

1. All steel hardware shall be galvanized or zinc-plated for rust resistance after welding. Hardware shall include hinges, latches, nuts, bolts, washers and miscellaneous fastening devices necessary for complete installation.
2. All access, special skaters, and equipment gates are to be equipped with heavy duty adjustable hinges to allow for a full range of adjustment to maintain plumb, level, and properly opening and closing gates.

G Kickplate:

1. Kickplate shall be construction of 12 mm thick high density polyethylene 200 mm high. The top edge of the kickplate shall be bevelled. Colour to be selected by Architect from standard colours.

H Thresholds:

1. Access and player gates shall have 25 mm thick high density polyethylene thresholds that can be removed and replaced when wearing occurs. Thresholds to be attached to steel framework with countersunk screws.

I Spectator Shield Mounting Hardware:

1. Base bid is to include standard two (2) piece aluminium posts aluminium mill finish (6105 T5 alloy). Front face plate to be removable from ice side by removal of one flat head countersunk 6 mm bolt. Glass is designed to be removed from the ice side of the dasher board. Quick release face plates with a maximum of one bolt to be removed to detach the face plate from the back support.

J Spectator Shielding:

1. Spectator shielding shall be tempered glass. The shields shall have all four corners radius and all edges bevelled to minimize breakage and for safety in handling.
2. All shields shall be 1219 mm wide except those at gates, removable sections, or similar openings in the dasherboards.
3. Height of spectator shielding shall be 1925mm everywhere
4. Ends of rink shall be considered as excluding the curved sections of the dasherboards.
5. Glass shield supports shall be within 152 mm of the top of glass except for those posts that must extend 16' above the glass panels to support the

barrier netting around the entire rink. Allow for a minimum of 1/3 of the posts to extend to the a height from concrete to top of post of 25'6"

6. The glass shield supports at both ends of the players boxes and the supports at the front corners of the scorer's box shall be padded to provide safety from injury. Colour of padding shall be selected by Architect from standard colours.
7. Glass to be 15 mm thick on ends and 12mm for the sides.

**K** Boxes:

1. Boxes shall consist of two standard team boxes, two combination penalty boxes and one scorer's box and two sledge hockey players areas. The sledge hockey players areas and the combination penalty boxes require 12mm clear polycarbonate panels in lieu of the HDPE puck board
2. The rink dasher boards, within the standard team boxes shall be backed to prohibit the users from kicking at the backside of the dashers as well as the skate blades being kicked against metal structure. This is to be done with 9.5 mm pigmented white high density polyethylene sheets. Water bottle ledges shall be provided in player boxes.

**L** Elevated Flooring:

1. Include for elevated flooring in all able bodied player's boxes and timekeeper's boxes including galvanized tubular steel framework, 19 mm plywood, 9.5 mm rubber skate flooring.

**M** Benches:

1. The benches used in the standard players and penalty box areas shall be made of 12 mm x 200 mm solid HDPE bench top secured to galvanized steel 40 mm x 40 mm x 3 mm horizontal HSS tube.
2. The bench brackets shall not exceed 1219 mm on centre and shall be attached to the benches with self tapping screws.
3. Bench brackets shall be mounted to the elevated floor system by inserting into a welded steel socket to allow removal of benches.
4. Benches in the combination penalty boxes shall be at the back of the boxes and be equipped with a raised platform as get the penalized able bodied hockey player's skates off the ice that is contained in the penalty boxes.

**N** Ice Dam galvanized steel ice dam to suit existing anchors in the ice slab. Ice dame to be 2" high and include HDPE covering on the top and front to match the kick stip.

**O** Transport and Storage Carts

1. Provide sufficient glass storage racks and stackable dasher board panel pallets to store all dashers, glass and posts for both rinks.

- P. Netting system to the entire circumference of the rink including the backs of the standard Players boxes. The netting shall be NHL approved black Kevlar netting. Netting is to be Supported by glass support posts within the dasher board system that support a top rail that is bent to the same outline as the board system and is at a constant elevation from the ice. Post spacing for the netting must not exceed 3.66m on centre.
- Q. Advertising trim kit and protective panels. Include a routed sill band and kick strip and 4.5mm clear polycarbonate panels for the entire circumference of both rinks.
- R. Attic stock to be included consists of:  
4 pieces of standard sized 12mm tempered glass  
2 pieces of standard sized 15mm tempered glass  
2 pieces of 12.5mm x 1220mm x 2440mm cast clear acrylic  
2 of each size and style of aluminium support posts  
2 pieces of kick strip  
50 screws of each colour
- S. 3 only pair of Professional quality hockey goal frames with 5mm nylon nets, net protectors, bottom frame pads, centre post pads, freeze in anchors, and one frame transporter.
- T. Power to be located from the east end, through the ice to the timekeepers boxes for both rinks  
  
Power for score clocks and event power in the middle of the 2 rinks
- U. Two dasher board systems that if needed can be dropped from a 42" height to an 11/2 to 2" ice dam height and the ability to change these out efficiently and quickly;
- V. Both Olympic size, with 6' high glass all the way around and 20' high netting with post supports from the dasher board system, (No connection to the Oval roof)
- Player's entrance gates see attached drawing SK-1
- o North rink, SW corner
  - o South rink, NW corner
  - o Rubber matting to be laid down over the refrigerated slab in these locations
- Ice Resurfacers entrance see attached drawing SK-1
- o North rink, SE corner
  - o South rink, NE corner
- Maintenance gate North Rink, NE corner

North rink

- o Sledge Hockey Player's box, scorekeepers area and penalty box on south side
  - Between the blue lines
- o Additional able bodied Hockey player's box to be located on the north side

South rink

- o Sledge Hockey Player's box, scorekeepers area and penalty box on north side
  - Between the blue lines
- o Additional able bodied Hockey player's box to be located on the south side

Access gates located as follows

- o North rink on the south side on either side of the sledge hockey boxes
  - This will allow skaters to skate from the north rink to the south rink during a public skate
  - No ice dam plate here
  - Minimum 12' and bigger if possible
  - This could become a bottle neck if too small
- o South rink on the north side on either side of the sledge hockey boxes
  - This will allow skaters to skate from the north rink to the south rink during public skate
  - No ice dam plate here
  - Minimum 12' and bigger if possible
  - This could become a bottle neck if too small

LED lights to be located in the kick board of the south rink

Benches and rails to be secured to the 1 1/2 to 2" ice dam on the South rink in order to give a leisure feel.

### **PART 3 - EXECUTION**

#### **3.1 INSTALLATION**

- A Manufacturer will construct, fabricate and deliver all materials to job site per plans and specifications. All materials will be installed to result in a complete steel frame dasher system with all dashers and spectator shielding to be straight and true to line and properly supported.
  
- B The materials shall be delivered to the job site in an enclosed trailer or properly tarped flat deck for protection from road grime. All materials shall be installed under the constant supervision of the manufacturer.
  
- C It shall be the responsibility of the manufacturer to visit the site prior to starting fabrications to field measure all areas to ensure proper construction dimensions and details.



## **General Conditions of the Contract**

### **1. Definitions**

The two parties to the Contract/Purchase Order are the Contractor and the City, defined as follows:

**The Contractor:** The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

**The City:** City of Richmond.

Acceptance of the City of Richmond's Purchase order deems acceptance of all conditions of the supply and installation contract.

### **2. Work to Satisfaction of City**

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

### **3. Work to be in Conformity with Contract Documents and Drawings**

All work shall be done in strict conformity with the Contract Documents and drawings which form a part of the Contract. The intent of the contract documents is to include all labour, materials, equipment, services, supplies and all the things necessary for the proper and complete execution of the work.

### **4. Permits**

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay for all applicable permits, licences, and certificates.

### **5. Use of Premises**

The Contractor shall confine the use of the premises for his work as directed by the City and shall comply with regulations which govern the building or institution where the work is located.

At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

## **General Conditions of the Contract (Cont'd)**

### **6. Light, Power, and Heat**

The City's supply of electrical energy will be available to the Contractor without charge.

The City's supply of water will be available to the Contractor without charge.

The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

### **7. Warranty**

Unless otherwise specified, the Contractor warrants that only the best workmanship and materials will be employed and if, within a period of one (1) year from the date of acceptance of the work by the City, such work or supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the City.

### **8. Liens**

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

### **9. Patent Fees**

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

### **10. Default**

- (a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (b) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.

### **General Conditions of the Contract (Cont'd)**

- (c) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

#### **11. Taxes**

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

#### **12. Laws**

The laws of British Columbia shall govern the work.

Time

Time shall be the essence in this Contract.

#### **13. Assignment**

Neither party to the Contract shall assign the Contract without the written consent of the other.

#### **14. Notices**

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at Richmond "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

#### **15. Inquiries**

Contractor's inquiries to the City during construction should be directed to the following:

Greg Scott  
Director, Major Projects  
Project Dev & Facility Mgmt  
City of Richmond

Telephone: 604-276-4372  
E-mail: gscott@richmond.ca

## **General Conditions of the Contract (Cont'd)**

### **16. Settlement of Complaints Re: Work**

If, in the opinion of the Manager Purchasing and Risk, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing and Risk may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten working days, the Manager Purchasing and Risk may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

### **17. Personnel**

#### **17.1 Qualified Personnel**

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.

#### **17.2 Subcontractors**

The Contractor will perform the Work using its own personnel and those subcontractors as may be listed on the Quotation Form and approved by the City, and will bind all approved subcontractors to the terms of the Contract Documents, as applicable to the subcontractors work. The Contractor will be as fully responsible to the City for acts and omissions of subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

#### **17.3 Replacement of Personnel or Sub-Contractors**

If the City reasonably objects to the performance, experience, qualifications or suitability of any of the Contractor's personnel or subcontractors then the Contractor will, on written request from the City, replace such personnel or subcontractors.

#### **17.4 City's Own Forces and Other Contractors**

The City may have its own work forces and other contractors on the site while the Work is under way. The City will coordinate the work of all contractors on the site and require their coordination with each other. the Contractor will report to the City and apparent deficiencies in other contractors' work which

### **General Conditions of the Contract (Cont'd)**

would affect the Work, immediately after the deficiencies come to the Contractor's attention.

#### **18. Changes in the Work**

The City may make changes to the work; the Contract price, and time being adjusted accordingly. Except for emergencies, all changes will be made by written order.

#### **19. Protection**

The Contractor shall maintain protection of all his work and materials from damage and shall protect the City's and any adjoining property from injury due to the Contractor's work.

#### **20. Payments**

The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's invoice.

Except for the final payment, the City shall holdback 10% of the amount of progress claims. The City shall pay the holdback 55 days after completion of the work upon receipt of the contractor's written claim for final payment accompanied by a Statutory Declaration stating that the Contractor has discharged every obligation and paid or satisfied every just claim incurred by him in connection to the Contract, including claims by his subcontractors, and upon receipt of clearance from the WorkSafe BC.

#### **21. Indemnification and Insurance**

The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverage:

- (a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverage:

**General Conditions of the Contract (Cont'd)**

1. Contractual liability assumed under this agreement.
  2. Contingent employer's liability with respect to operations of sub-contractors.
  3. Owner's protective liability.
  4. Cross liability.
  5. Automobile liability (non-owned, hired).
  6. Completed operations liability 24 months after completed operations.
  7. Voluntary medical payments.
- (b) "Course of Construction" Property Damage Insurance covering all risks of physical loss or damage on an occurrence basis, including loss of use of property, and including losses or damage from flood or earthquake. The coverage provided shall amount to no less than 80% of the total value of the work done and material delivered to the site, or under the control of the Contractor, payable to the City and Contractor as their interests may appear, and protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

The City, its officers, officials, and employees shall be added as an additional insured on all such policies. All such insurance provided by these policies shall be primary regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.

The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Manager Purchasing and Risk a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days' written notice to the City.

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.

### **General Conditions of the Contract (Cont'd)**

It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

#### **22. WorkSafe BC Coverage/Prime Contractor**

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full WorkSafe BC coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such WorkSafe BC coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the WorkSafe BC premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

The Contractor agrees that it is the Prime Contractor for the purposes of the WorkSafe BC Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the WorkSafe BC and shall ensure that all WorkSafe BC safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the WorkSafe BC and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's WorkSafe BC registration number and a letter from the WorkSafe BC confirming that the Contractor is registered in good standing with the WorkSafe BC and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid WorkSafe BC assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any

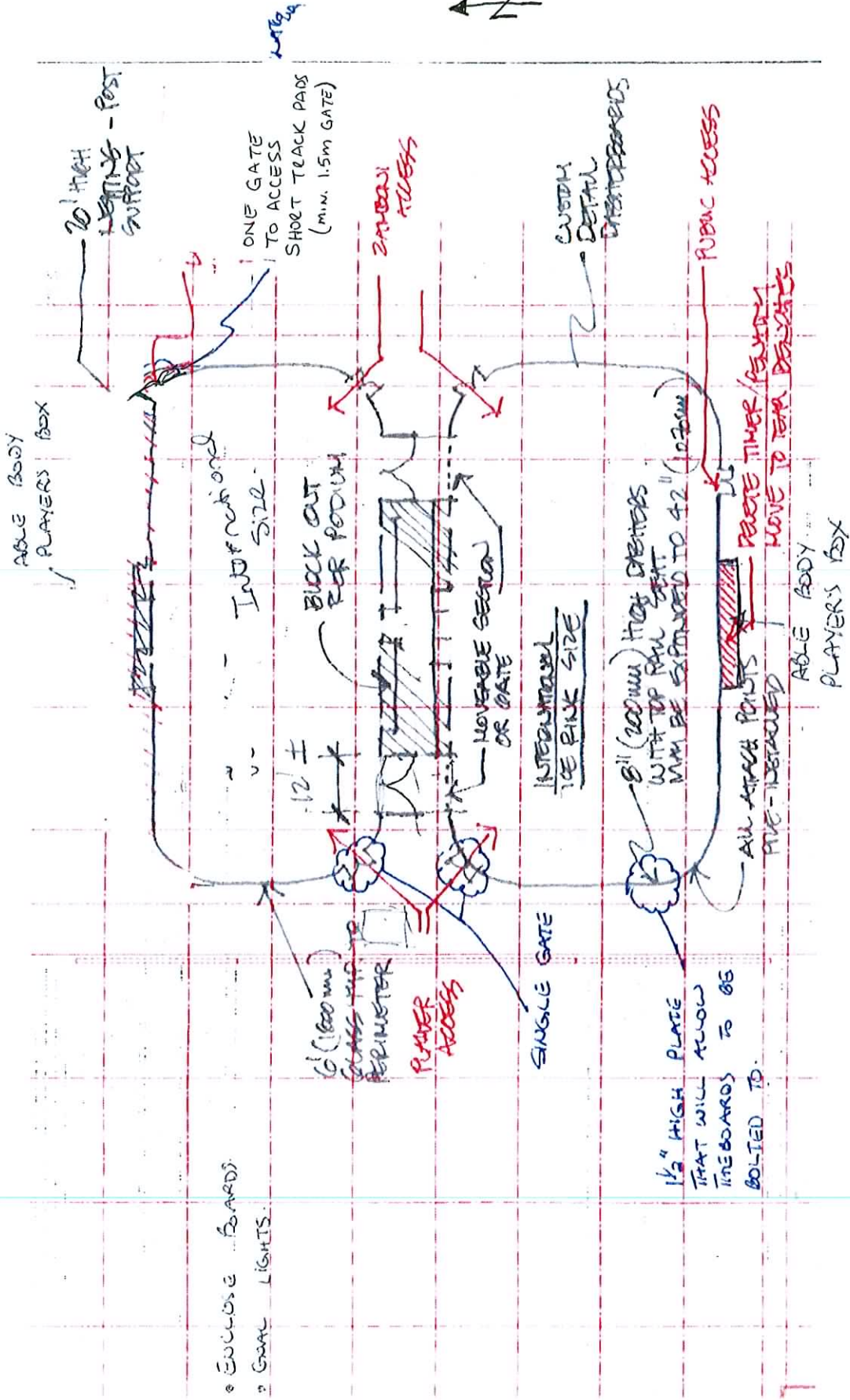
**General Conditions of the Contract (Cont'd)**

way related to the failure to observe safety rules, regulations and practices of the WorkSafe BC, including penalties levied by the WorkSafe BC.



\* INCLUDE NOTES FROM FEB. 8/10 E-MAIL.

\* INSTALLATION TO BE COMPLETED BY AUGUST 15, 2010.

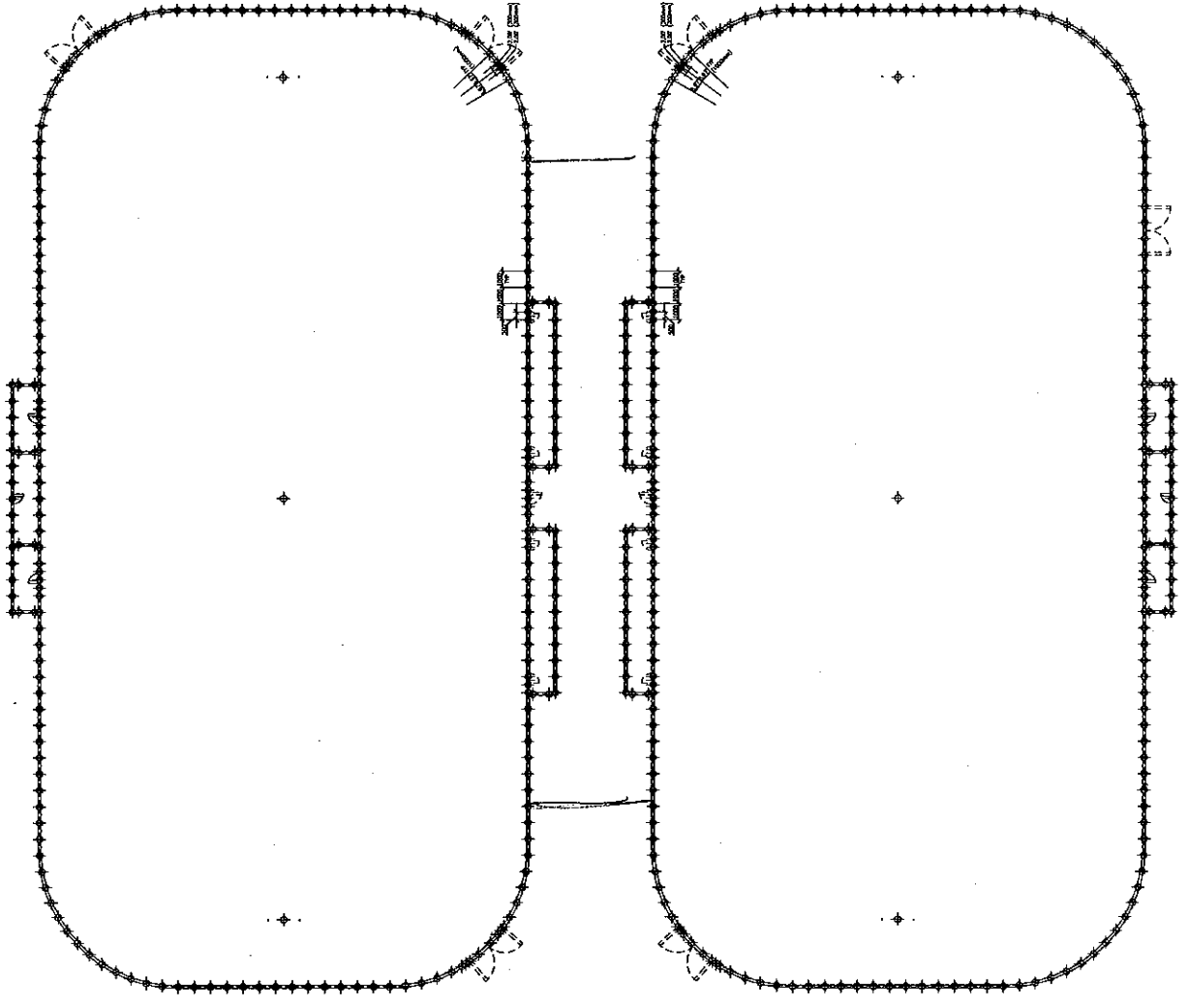


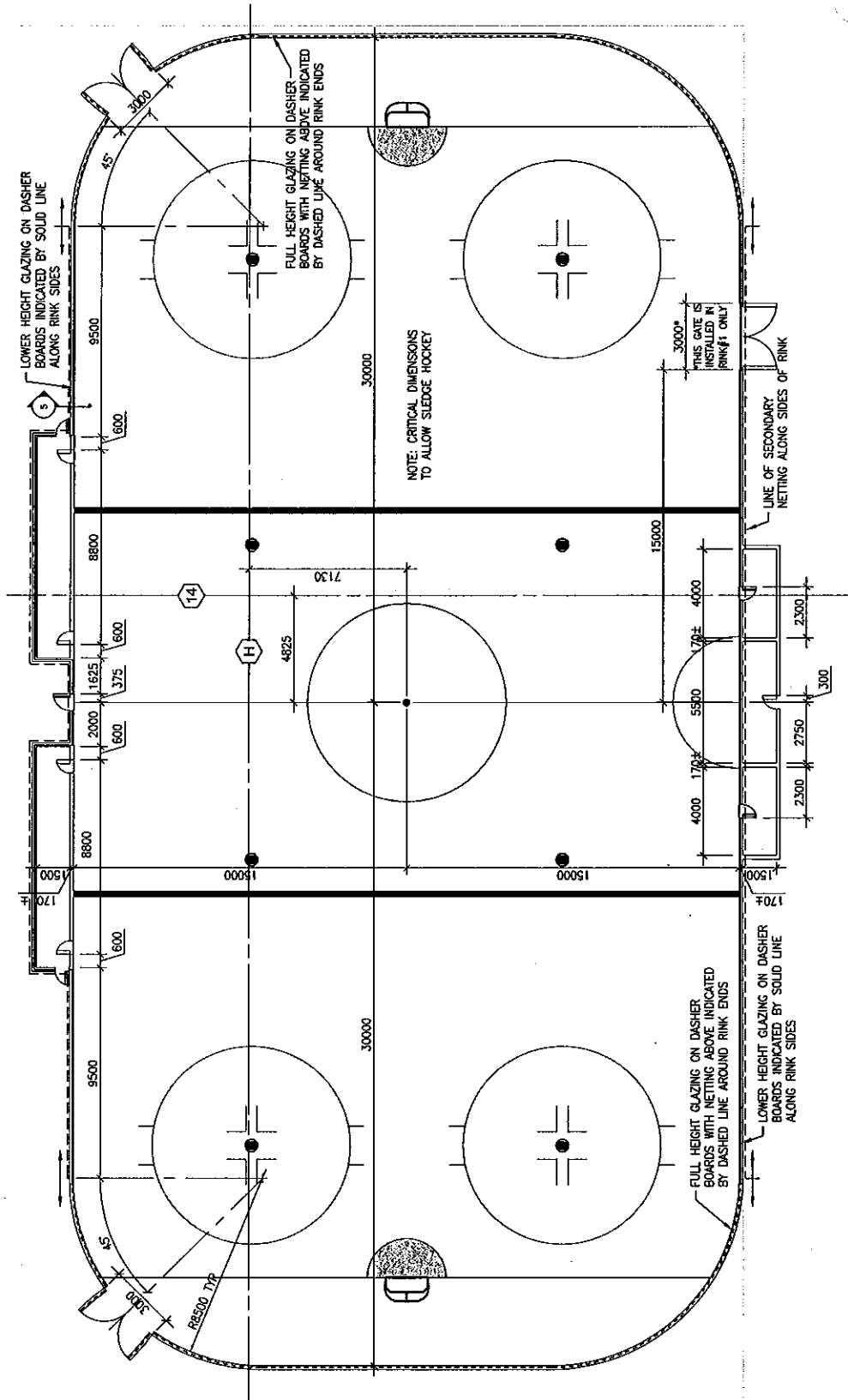
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MARCH 5, 2010

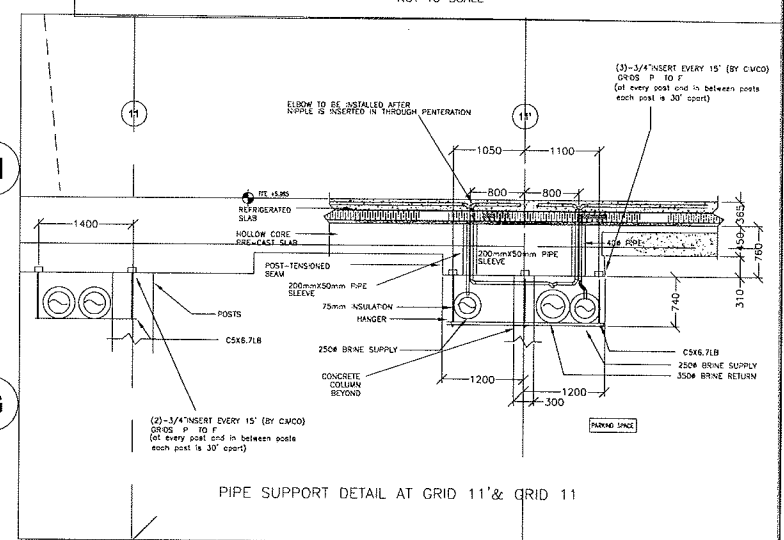
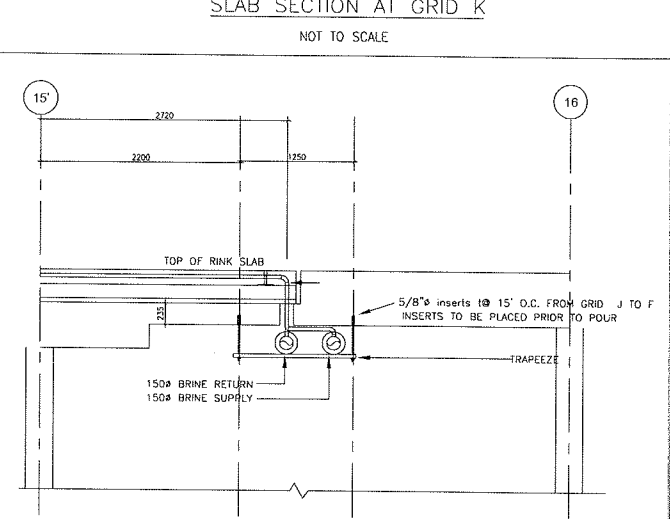
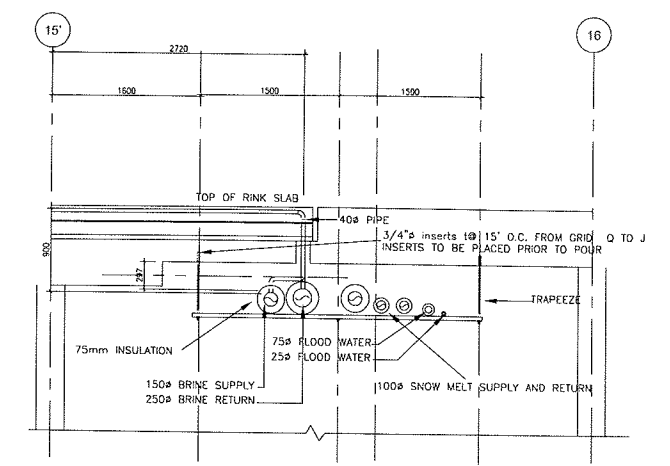
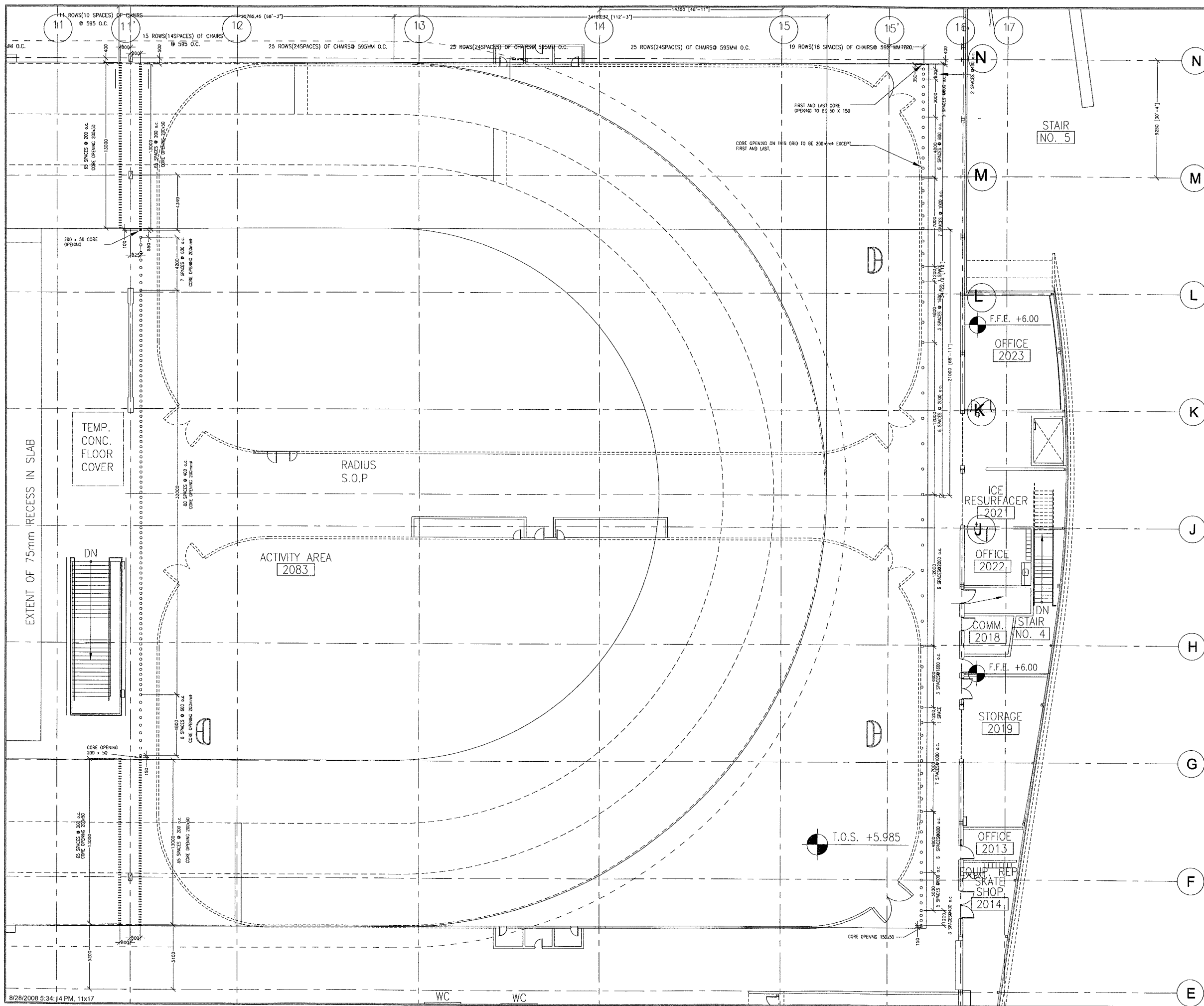
Appraisal  
Feb 26/08  
G. Deacon  
MPC

South Park  
Sledge hockey  
Board system





**1** DASHER BOARD PLAN  
 SCALE: 1:150



REV.	DATE	DESCRIPTION	BY	APPR'D
2	24 SEP 07	CHANGE 150X150 TO 200MM DIA OPENING		
1	5 SEP 07	CORRECT DIMENSION 789 TO 800 SOUTH OF GRID 11'		

<b>TOROMONT REFRIGERATION</b>		<b>CIMCO REFRIGERATION</b>	
St. John's	Dartmouth	Moncton	Quebec City
Ottawa	Toronto	London	Winnipeg
Saskatoon	Edmonton	Calgary	Vancouver
			Victoria

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FOR	RICHMOND SPEED SKATING OVAL RICHMOND BC	DRAWN	JTM	CHECKED	APP'D
DATE	20 JUL 07	SCALE	1:150		
TITLE	BLOCKING LAYOUT EAST	JOB NO.	A1050052	DWG. NO.	A1050052R4
		REV	2		



**City of Richmond**  
Business & Financial Services Department

**Notice of No Bid**

**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation form.  
Please remember to include Quotation No. at right.

Quotation No.  
**3896Q**

**A Quotation is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	