

TENDER SUBMISSION SUMMARY SHEET

The Tenderer is to provide Name, Address, Postal Code and Telephone No. below in clear typewritten form:

Name of Tenderer: _____

Address: _____

Telephone No: _____

SECURITY DOCUMENTS:

The tender submission will be checked by representatives of the Tender Opening Committee to ensure the following security or insurance documents accompany the tender:

	Required	Received
Bid Bond or Certified Cheque	3Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Undertaking of Liability Insurance • Insurance on file will not be accepted and each tender must be accompanied by an undertaking of Liability Insurance.	3Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Undertaking of Surety	3Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the above tender security requirements do not accompany the tender, it is put aside and not considered in accord with the Public Tendering Policy adopted by Richmond Council on January 23, 1986.

Any clarifications of tender must be resolved before tender opening. Any letters or statements regarding same and attached to tender will render the tender null and void.

To be signed at Tender Opening:

City Clerk
(or Designate)

Manager – Purchasing &
Insurance (or Designate)

Department Head
(or Designate)

**UNDERTAKING OF LIABILITY INSURANCE
(Undertaking Must Accompany Form of Tender)**

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

Dear Sirs:

We, the undersigned

do hereby, undertake and agree to insure the Contractor in the amount of **\$5,000,000** Comprehensive Liability Insurance as outlined in the attached "Contract Documents" and agree to:

- A. Name the City of Richmond, its officers, officials, agents and employees, and the projects developer and contractor 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 on 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 Tender and specifically that the insurance required by such Tender shall be consistent with the requirements therein

if the Contract is awarded to

EXCEPTIONS:

Dated at _____, British Columbia, this _____ day of _____ 20_____

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorised 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 Form of Tender)**

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 total tendered amount shown on the Form of Tender and drawn up in accordance with the requirements specified in the Contract Documents,

and

- (2) A LABOUR AND MATERIALS PAYMENT BOND in the amount of 50% of the total tendered amount shown on the Form of Tender and drawn up in accordance with the requirements specified in the Contract Documents,

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

FORM OF TENDER

Manager - Purchasing & Insurance
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Tenderer, having carefully read and examined the Instructions to Tenderers, Form of Tender, Security Requirements, Form of Tender Annexures, the Agreement, General Conditions of the Contract, Supplemental Conditions of Contract, Specifications, Drawings and Addenda # ___ to Addenda # _____, hereby agrees to the same, and having carefully examined the locality and the site of the work, and having full knowledge of the work required and of the materials to be furnished and used, does hereby tender and offer to enter into a Contract to perform and complete the whole of the said works and provide all necessary labour, plant, tools and materials, as set forth and in strict accordance with the Specifications, Drawings and other Contract Documents, and to do all therein called for on the terms and conditions and under the provisions therein set forth at the,

TENDERED AMOUNT \$ _____ **EXCLUSIVE OF GST**
GST \$ _____
TOTAL TENDERED AMOUNT \$ _____ **INCLUSIVE OF GST**

The undersigned Tenderer agrees to complete the whole of the works within: _____
(insert completion time in weeks following award of contract).

The undersigned Tenderer hereby agrees that the said Total Tendered Amount include and cover all applicable duties, Federal and Provincial taxes, handling charges incidental to and forming part of this Contract.

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

- a) a TENDER DEPOSIT in the form of a CERTIFIED CHEQUE made payable to the City of Richmond (hereinafter referred to as the Owner) in the amount not less than 10% of the TOTAL TENDERED AMOUNT as tendered herein.

OR

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

The TENDER DEPOSIT, or BID BOND, shall be forfeited to the Owner 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 Tenderer 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 TOTAL TENDERED AMOUNT tendered herein, issued by

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FORM OF SECURITY REQUIREMENTS AND TENDER ANNEXURES

The Form of Security Requirements and Tender Annexures form part of the tender 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 Subcontractors;
5. the List of Drawings; and
6. Proposed Construction Schedule.

The form of Bid Bond (if the Tenderer submits a Surety Bid Bond in lieu of a Tender Deposit), the form of Undertaking of Liability Insurance, the form of Undertaking of Surety shall be provided as set out in the Instructions to Tenderers. The List of Equipment, and the List of Subcontractors shall be completed in accordance with the requirements specified in the Contract Documents on the forms provided herein, and shall be attached to the Tender.

SUPPLEMENTAL SCHEDULE OF QUANTITIES AND PRICES

SEPARATE PRICES

The following separate prices **are included** in the Tendered Amount. (excluding GST)

	SEPARATE PRICE	AMOUNT
1	Roof Replacement	\$ _____
2	Air Handling Units	\$ _____

Tender Total \$ _____
(excluding GST)

Initials of Signing Officer

LIST OF SUBCONTRACTORS

The Tenderer agrees that the subcontractors shown herein is the list of subcontractors that he proposes to use to carry out those parts of the work shown on the list and, subject to their approval by the Architect, the Tenderer agrees to so employ the listed subcontractors and no others in their stead.

Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the Owner.

The Tenderer agrees that if he is awarded the contract, he will bind every subcontractor by the terms of the contract documents, as far as applicable to his work.

ITEM OF WORK	NAME OF SUB-CONTRACTOR	VALUE OF WORK
.1 Roofing	_____	_____
.2 Air Handling Units	_____	_____

Project Personnel names and resumes to be attached to Tender Form.

- Name of Project Manager:
- Site Superintendent:

(If additional space is required, use reverse side of this page.)

LIST OF DRAWINGS

**AHU REPLACEMENT
FOR STEVETON
COMMUNITY CENTRE**

S1 , Rev.1 – Structural Plans and Specifications

S2 – Structural Section and Details

M1- Version 2, -Specification/Notes/Details

M2 – Version 2, Roof Plan Demo

M3 – Version 2, Roof Plan Construction

M4, Version 2, Partial Floor Plan, Demolition/Construction

CONSTRUCTION SCHEDULE

Within 10 working days of Notice of Award of Contract, the Tenderer must submit a planned construction work schedule indicating all benchmarks and timeframes.

The schedule shall be prepared in a Bar Chart format in weeks of construction activity.

CALL FOR TENDERS

Sealed Tenders, clearly marked on an envelope:

T.2719 – Roof Replacement and Installation of Air Handling Units – Steveston Community Centre

will be received at the, Information Counter, addressed to the Purchasing & Insurance Department, City of Richmond, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, up to 3:00pm, Local Time, on:

Thursday, June 30, 2005

The work is located at 4111 Moncton, Richmond, B.C. area in the City of Richmond.

Contract documents, specifications and drawings may be obtained from the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1, 15, June 2005.

Each set of the contract and tender documents may be purchased for the non-refundable sum of \$50.00. A valid tender consists of a submission delivered on time, complete with the required Bid Bond, Undertaking of Surety and the Undertaking of Liability Insurance.

The lowest of any tender will not necessarily be accepted.

Purchasing & Insurance Department

INSTRUCTIONS TO TENDERERS**1. DEFINITIONS:**

For the purposes of tendering on this project, the following definitions shall apply:

"Owner" means City of Richmond.

"Instructions to Tenderers" means the instructions contained in this document.

"Tender Documents" means:

- (a) Tender Submission Summary Sheet;
- (b) Table of Contents;
- (c) Security Requirements;
- (d) the Form of Tender;
- (e) the Form of Tender Annexures.

"Contract Documents" means:

- (a) the Instructions to Tenderers;
- (b) the Tender Documents;
- (c) the General Conditions of the Contract;
- (d) the Supplemental Conditions of the Contract;
- (e) the Agreement;
- (f) the Specifications; and
- (g) the Drawings.

2. FAMILIARITY WITH PROVISIONS, REQUIREMENTS:

The tender shall be subject to each and every condition, requirement and qualification contained in the contract documents, and the submission of such tender shall be considered by both the Owner and the Tenderer as conclusive evidence that the Tenderer has carefully read each and every one of the contract documents including all drawings and specifications; and that he has ascertained the provisions and requirements of all pertinent laws and regulations (Local, Provincial and Federal) relating to labour, the purchase of materials, the payment of taxes and duties, the carrying out of the work, and the necessity for licences and permits.

3. FAMILIARITY WITH SITE AND CONDITIONS:

The Tenderer shall inspect and examine the site and its surroundings, and shall satisfy himself before submitting his tender as to the nature of the ground and sub-soil, the form and nature of the site, the quantities and nature of work and materials necessary for completion of the work, the means of access to the site, the accommodation and facilities he may require, and in general, shall himself obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect his tender.

4. SUFFICIENCY OF TENDER:

The Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the work which tendered amount covers all his obligations under the contract, and all matters and things necessary for the proper execution of the work.

5. CLARIFICATIONS, ADDENDA:

If any Tenderer finds any inconsistencies, errors, or omissions in the contract documents or requires clarification of any provisions contained therein, he shall submit his query in duplicate, in writing, addressed as follows:

Purchasing & Insurance Department
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Any interpretation of, additions to, deletions from, or any other corrections to the contract documents, will be issued as written addenda by the Owner delivered to all parties registered by the Owner as having obtained a copy of the tender documents and a copy of the contract documents.

The Owner shall not be responsible for any instructions or information given to the Tenderers by means of oral communication.

6. INQUIRIESTechnical

Ricardo T. Soliven
Project Coordinator
Facility Management
Planning & Construction
City of Richmond

Telephone: 604-244-1237
E-mail: rsoliven@richmond.ca

Technical

GCW Consultants Ltd.
502 11TH Street
New Westminster, B.C.V3M 4G3

Telephone: (604) 524-4071
Fax (604) 524-4078
email: davegcw@telus.net

Contractual

Sheryl Hrynyk
Buyer II
Purchasing
City of Richmond

Telephone: (604) 276-4135
email: shrynyk@richmond.ca

7. SPECIFICATIONS AND DOCUMENTS

Copies of the Tender Documents Roof Replacement and Installation of Air Handling Units at Steveston Community Centre are available for pick up at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1, on or after 14 June 2005.

8. EXAMINATION OF DOCUMENTS:

Upon receipt of the Contract documents, the Tenderer shall be responsible for checking the sets of drawings and the pages in the specifications against the pages listed in the Index and ensure that all Contract Documents are complete and shall notify the Owner immediately should any set of Contract Documents be incomplete.

Note: There will be a **MANDATORY** site visit/review at 10:00 am, 16, June 2005, with sign-in attendance forms at 4111 Moncton Street, Richmond. B.C.

9. CONTRACTOR'S EXPERIENCE:

Each Tenderer shall attach to the Form of Tender Annexures to be submitted as part of his tender, information regarding the firms and personnel experience that he proposes to use to carry out this contract to completion.

It is the intention of the Owner not to award the Contract to any Tenderer who does not furnish satisfactory evidence that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the Owner, and to complete and deliver said works as tendered in his tender. The successful Tenderer shall be required to submit a detailed construction schedule.

10. INSURANCE, UNDERTAKING, BONDS:

Tenders 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 TOTAL TENDERED AMOUNT. Tenderers may submit a Tender Deposit, in the form of a certified cheque, in an amount not less than 10% of the TOTAL TENDERED AMOUNT drawn up in the name of the Owner, in lieu of a Bid Bond. The Undertaking of Surety shall comprise a Performance Bond and a Labour and Materials Payment Bond, each to be equal in value to 50% of the TOTAL TENDERED AMOUNT and conditioned upon the fulfilment of the contract by the Contractor.

Where insurers have submitted an equivalent form, it must be attached to the appropriate form included in the tender documents.

11. DISPOSITION OF TENDERS:

Tenders shall be open for acceptance by the City for 60 calendar days after the opening of tenders. The successful Tenderer will be notified in writing by the City of the acceptance of his tender as expeditiously as possible.

12. CONTRACT EXECUTION:

Contract execution shall be by the Canadian Construction Documents Committee Stipulated Price Contract CCDC 2 - 1994.

13. TIME FOR EXECUTING CONTRACT:

The successful Tenderer shall furnish, within 14 DAYS after the date of mailing of the notification of the acceptance of his tender, and prior to the commencement of the work or the supply of materials, the Performance Bond and the Labour and Materials Payment Bond as required in this Contract.

14. INSURANCE PROVISION:

The successful Tenderer shall obtain the insurance coverage required under the General Conditions of the Contract, and such other provisions as are enumerated in the Supplementary Specification and schedules. Certified copies of all insurance policies and certificates, as required, shall be filed with the Owner prior to the commencement of work under this contract.

15. DISPOSITION OF BONDS:

In the event of failure on the part of any Tenderer, whose tender has been accepted, to perform the obligations set out in the Form of Tender, the Bid Bond shall become payable according to the provisions thereof, or, the amount of the certified cheque shall be forfeited to the extent provided in the form of Bid Bond.

Within 15 DAYS after the tenders are opened, the Owner will return the Bid Bonds or Tender Deposits accompanying such of the tenders as are unlikely to be further considered for acceptance. All other Bid Bonds or Tender Deposits shall be held until a contract and the requisite Performance Bond, Labour and Materials Payment Bond and Insurance Policies have been fully executed and delivered to the Owner, after which they will be returned to the respective Tenderers.

16. PRICES TO GOVERN:

Tenderers MUST TENDER on the work described in the Specifications and Drawings. Tenders received with qualifications may, at the discretion of the Owner, be disqualified.

17. TENDERER'S SEAL:

The signature of the Tenderer shall be under seal and in his handwriting or, if the Tenderer is a corporation, the tender shall be executed under its corporate seal.

18. TENDER WITHDRAWAL:

No tender shall be permitted to be withdrawn for any reason whatsoever without the consent of the City after the closing date for submission of tender has expired.

19. INFORMAL OR UNBALANCED TENDERS

Tenders which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations, errors or irregularities of any kind, or contain prices which appear to be unbalanced as to be likely to adversely affect the City, may be rejected as informal. All blanks must be legibly and properly filled in. The City reserves the right to waive informalities at its discretion.

20. TENDER SELECTION AND EVALUATION

The lowest or any tender will not necessarily be accepted.

21. BUSINESS LICENCE:

The successful Tenderer is required to hold a valid business licence for the City of Richmond.

22. TENDERS ADDRESSED:

Tenders marked:

Contract T.2719 – Roof Replacement and Installation of Air Handling Units at Steveston Community Centre.

and clearly show the name of the Tenderer

that are signed, sealed and enclosed in a sealed envelope addressed to:

Purchasing & Insurance Department
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

shall be accepted at the "Information Counter, Main Floor" Richmond City Hall at the above noted address.

23. TIME OF TENDER OPENING:

Tenders shall be delivered to the above address not later than 3:00 p.m. local time on:

Thursday, June 30, 2005

and will be opened publicly immediately thereafter in Council Chambers, Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1

24. LATE TENDERS:

Tenders not received at the "Information Counter" by 3:00 p.m. on the date above-mentioned will be returned to the Tenderer unopened.

25. FREEDOM OF INFORMATION LEGISLATION

Tenderers are advised that submissions of tenders are subject to the Freedom of Information and Privacy Act.

26. LOCATION OF WORK

The work is located at the Steveston Community Centre, 4111 Moncton Street, Richmond, B.C.

27. CHANGES TO THE WORK

All site instructions and change orders are to be co-ordinated through GCW Consultants Ltd. and verified with the Owners representative.

28. OWNERS REPRESENTATIVE

The Owners representative for this project is:

Ricardo T. Soliven
Project Coordinator
Facility Management
Planning & Construction
City of Richmond

E-mail: rsoliven@richmond.ca

30. PAYMENT

The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's invoice. Progress Payments shall be submitted to the GCW Consultants Ltd. and verified with the Owners representative for approval. Each progress payment shall identify all sub-trade or components of the work with values and per-cent complete for verification by the consultants.

I.SPECIFICATIONS

STEVESTON COMMUNITY CENTRE
4111 Moncton Street, Richmond, B.C.
UPPER AND LOWER ROOF AREAS
(Existing BUR and EPDM Systems)

PREPARED BY
GCW CONSULTANTS LTD.
502 11TH STREET
NEW WESTMINSTER, B.C.
V3M 4G3
PHONE: 604-524-4071
FAX: 604-524-4078

PROJECT #2804
January 24, 2005

1.1 DESCRIPTION OF WORK

Work under this section covers the rehabilitation of roof systems located at the Steveston Community Centre, Moncton Road Richmond, B.C.; including all new and altered work, and items of work as follows.

1. Removal and disposal of the existing roof systems and sheet metal flashings, etc., to the deck level or existing insulation level.
2. Supply and installation of all new modified bituminous roof membrane, new drains/scuppers, vent flashings, sheet metal flashings, etc., and all other items specified or as necessary to complete a proper roof rehabilitation.
3. Supply and installation of new insulation, overlay, fasteners, and plates, etc..
4. Careful removal of sufficient cladding or siding etc., to facilitate installation of the membrane and re-installation of same.
5. Provide a per lineal metre price for the replacement and installation of deteriorated wood components.
6. Protection of the inside contents of the building and owner's property.
7. Make good all damages occurring to the grounds, parking areas, premises, and inside contents of the building, as directed by the Consultant, and at no cost to the Owners.
8. Leave site in a clean and tidy condition.
9. Owner's forces are to shut down and start up all units as needed to allow for new service line flashings. The Roofing Contractor is to lift all units and supply and install all flashings as necessary to allow for a proper roofing application.
10. Owners forces are to remove all antenna bases to allow for proper installation of the roof system.

1.2 DOCUMENTS REQUIRED

- .1 Maintain at jobsite one copy of the following:
 - .1 Specifications
 - .2 Addenda
 - .3 Change orders
 - .4 Other modifications to contract
 - .5 Copy of approved work schedule
 - .6 Manufacturer's installation and application instructions
 - .7 Contract documents
 - .8 Permits and documents required to perform work

1.3 WORK SCHEDULE

1. Provide within ten working days after contract awarded, schedule showing anticipated progress stages and final completion of work within time period required by the contract documents.
2. Interim review of work progress based on work schedule will be conducted as decided by consultant; and schedule updated by the contractor in conjunction with and to approval of the Consultant.
3. Ensure that the roof system is securely sealed and watertight at the end of each work day, so that no water leakage will occur.

1.4 COST BREAKDOWN

1. Before submitting first progress claim, submit breakdown of contract price in detail as directed by the Consultant, and the contract price. After approval, cost breakdown will be used as basis for progress payment.

1.5 CONTRACTORS USE OF SITE

1. All demolition and alteration work shall be executed with the least possible interference or disturbance, of normal use of premises.
2. Coordinate with the Consultant, all operations on the, storage and equipment areas, parking and access. Confine construction operations to areas designated by the Consultant.
3. Do not unreasonably encumber site with materials or equipment, avoid damage to the grounds and premises, providing protection where required.
4. Move stored products or equipment which interfere with normal use of the facilities.

1.6 CODES AND STANDARDS

1. Perform work in accordance with the National Building Code of Canada (N.B.C.), National Fire Code, and any other code or regulation of provincial or local authorities.
2. Meet or exceed requirements of specified standards, codes, and referenced documents.

1.7 PROJECT MEETING

1. Consultant will arrange project meetings and resume responsibility for setting times and recording and distribution of minutes of meetings.

1.8 CUTTING, FITTING AND PATCHING

1. Execute cutting, fitting, and patching required to make work fit properly together.
2. Where new work connects with existing and where existing work is altered; cut, patch and make good to match existing.
3. Where demolition of alteration work opens portions of the existing building to damage by weather conditions, provide protection to avoid damage to the building or contents. This includes weatherproofing all open areas at completion of each days work and during inclement weather.
4. Fit work airtight to pipe, sleeves, ducts and conduits.

1.9 EXISTING SERVICES

1. Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to occupants.
2. **Before commencing work, establish location and extent of service lines in area of work and notify Consultant of findings.**
3. **Submit schedule to, and obtain approval from, Consultant for any shutdown or closure of active service or facility, adhere to approved schedule and provide notice to affected parties.**
4. Where unknown services are encountered, immediately advise Consultant and confirm findings in writing.

1.10 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING

1. Execute work with the least possible interference or disturbance to public and normal use of premises. Arrange with the Consultant to facilitate execution of work
2. Where security has been reduced by work of contract, provide temporary means to maintain security.
3. Accept liability for damage, safety of equipment and overloading of existing structures.
4. Provide temporary dust screens, barriers and warning signs in locations where work to be performed is adjacent to areas used by occupants, public or governing staff.

1.11 FAMILIARIZATION WITH SITE

1. Before submitting tender, visit site and become familiar with all conditions likely to affect the work. Discuss with Consultant methods of access, temporary power, water, sanitary and other facilities and restrictions applicable to work. Provide and pay for all services except those specifically provided by the owners.
2. Execute the contract based on investigations carried out prior to tender. Information derived from any quantities, dimensions tests, specifications, plans, maps, or profiles made, given or furnished by the Consultant, his employees or agents is made, given or furnished for the general information of bidders and is not in any way warranted or guaranteed by or on behalf of the owner, and no extra allowance will be made to the contractor by the owner for any loss or damage sustained in consequence of or by reason of any such statement, representation or information being incorrect or inaccurate or on account of unforeseen difficulties of any kind.
3. Remove any temporary services for facilities after completion of work and make good any damage to conditions previously existing or to match new work as acceptable to the Consultant.

1.12 CONSTRUCTION SAFETY MEASURES

1. Observe and enforce construction safety measures, required by Canadian Construction Safety Code, Provincial Government, Workers Compensation Board of B.C., National Fire Code, Dominion Fire Commissioner and any other authorities having jurisdiction with the most stringent provisions to apply.
2. Ensure that no part of the work is subjected to a load which will cause damage or endanger safety.
3. Provide a two (2) hour fire watch at the completion of each day of torch application.
4. One fire extinguisher is required for each propane torch in use.

1.13 SIGNS

1. No signs will be permitted on site unless approved by the Consultant.

1.14 DISPOSAL AND CLEANING

1. No Fires or burning of rubbish will be permitted.
2. Remove all demolished, waste materials, rubbish, and excess materials from site.
3. Maintain site clean and free of rubbish during construction and upon completion of project. Thoroughly clean all surfaces of buildings, walk, paved areas, etc. Brush or rake clean other surfaces of grounds.

1.15 SYSTEM OF MEASUREMENTS

1. The Metric system of measurements (SI) will be employed in this contract.

1.16 TENDER

1. Lowest or any tender will not necessarily be accepted.

1.17 ENQUIRIES

1. Enquiries pertaining to interpretation of plans and specifications shall be directed to the following:

Mr. George Wilson
GCW Consultants Ltd.
502 11th Street
New Westminster, B.C. V3M 4G3
Tel. 604-524-4071 Fax. 604-524-4078
E-Mail – davegcw@telus.net

1.18 INSURANCE & BONDING

1. Companies tendering the project are required to have a liability insurance policy in the amount of five (5) million dollars Canadian funds in effect at the time of tendering, and is to remain in effect until the completion of the project.
2. A bid bond in the amount of ten percent (10%) will be required with the tender.
3. A performance bond in the amount of fifty percent (50%) of the tender amount will be required.
4. Materials and labour bonds will be required.

1.1 GENERAL

1. Use new materials and equipment unless otherwise specified.
2. Provide material and equipment of specified design and quantity, performing to published ratings.

1.2 MANUFACTURER'S INSTRUCTIONS

1. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
2. Notify Consultant in writing of any conflict between these specifications and manufacturer's instructions.

1.3 FASTENINGS-GENERAL

1. Provide metal fastenings and accessories in the same texture, colour, and finish as the base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
2. Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs are not acceptable.
3. Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
4. Do not use explosive actuated fastenings.

1.4 DELIVERY AND STORAGE

1. Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
2. Prevent damage, adulteration, and soiling of materials and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
3. Store materials and equipment in accordance with supplier's instructions.
4. Touch up damaged factory finished surfaces to Consultant's satisfaction.

MATERIALS AND EQUIPMENT

1.5 CONFORMANCE

1. When material or equipment is specified by standard or performance specifications, upon request of the Consultant, obtain from the manufacturer an independent testing laboratory's report, stating that materials meet or exceed specified requirement.

1.6 SUBSTITUTION

1. Proposals for substitution must be submitted seven (7) days prior to tender opening. Such requests must include statements of respective costs of items originally specified and proposed substitutions.
2. Proposals will be considered by the Consultant if:
 - a) Products specified are not available;
 - or
 - b) Delivery date of products selected from those specified would unduly delay the completion of the contract;
 - or
 - c) Alternative products to those specified which are brought to the attention of, and considered by the Consultant as equal to those specified and will result in a credit to the contract amount.
3. Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on the project. Pay for design or drawing changes required as a result of substitution.
4. Amount of all credits arising from approval of substitutions will be determined by the Consultant and the contract price will be reduced accordingly. Substitutions will not be permitted without prior written approval of the Consultant.

1.7 SAMPLE SUBMISSIONS

1. Submit samples to the Consultant of new materials such as roofing membrane, sheet metal flashings, etc.

1.8 DESCRIPTION

1. This section outlines the general requirements for the removal of the existing roof membrane, metal flashings, projections through the roof, etc., and the provision and installation of the complete new system and the installation of new sheet metal flashings for a watertight installation.

1.9 RELATED WORK

1. Modified Bituminous Roofing -- Section 01008

MATERIALS AND EQUIPMENT

2. Metal Flashing and Trim -- Section 01009

1.10 DEMOLITION AND PROTECTION

1. In demolition of any portions of the existing system to prepare for new work, take care to make clean, straight cuts and to avoid damage to existing materials and surfaces that remain. Protect all adjacent materials and surfaces. In the event of damage, immediately replace to make good to the satisfaction of the Consultant at no additional cost to the owners.

1.11 CAULKING AND SEALANT

1. To C.G.S.B. 19-GP-13M single component, polysulphide base, chemical curing, of colour to match adjoining work where exposed.

1.12 PAINTING

1. Paint materials shall be C.G.S.B. standard materials to match existing for repainting or touch up of all surfaces damaged.

1.13 ROOF FLASHINGS (Plumbing, Electrical, etc.)

1. Match existing materials for plumbing vents, roof vents, etc.

REMOVAL AND REPLACEMENT**1.1 GENERAL**

1. This outline specification is intended to amplify the extent required to complete the work to be performed in accordance with the National Building Code, best industry practice, and other building trades as applicable without detailed instructions for each section.
2. Installation and workmanship, not otherwise specified, shall be to match existing or as acceptable to the Consultant.
3. After removal of existing membrane carefully examine all wood decking, cant strips and blocking, etc. Report any deterioration found to the Consultant. NOTE: A per lineal metre price is required for the deteriorated wood components, and is to be separate from the base bid and is to accompany the bid documents.

1.2 REFERENCE STANDARDS

1. Perform in accordance with the specifications and to the manufacturer's recommendations.

1.3 GUARANTEE

1. Provide a manufacturer's ten (10) year materials and application guarantee, signed and issued in the name of the owners, for the full ten (10) year period commencing at the completion of the project.

MODIFIED BITUMINOUS ROOFING

PRODUCTS

1.1 MATERIALS

1. Roofing membranes shall be the product of one manufacturer and shall comply with Canadian and C.G.S.B. standards.
2. All materials shall be compatible with each other. Particular care shall be exercised that temperatures of preparation, handling, and application are closely monitored and controlled. These items shall be subject to inspection and approval of the Consultant. Rejections and removal of substandard work will be enforced. Do not overheat the membrane during torch application.
3. Asphalt shall be type three (3).
4. Insulation shall be Isocyanurate to match the existing in R Factor, and overlay shall be asphalt impregnated fibreboard 11mm x 1200mm x 2400mm in size.
5. Fasteners for the insulation shall be screws and plates of sufficient length to secure the insulation properly. 12 fasteners and plates are required per sheet.
6. Base sheet shall be 95 gram/M² surface glass mat S.B.S. membrane, sanded bottom surface with a fusible top surface.
7. Cap sheet shall be 180 gram/M² polyester reinforced S.B.S. membrane granulated top surface and fusible bottom surface for torch application (Colour to be chosen by owners from stock colours).
8. Base sheet stripping shall be 180 gram/M² S.B.S. membrane fusible both surfaces for torch on application.
9. Cap sheet stripping shall be 180 gram/M² polyester reinforced S.B.S. membrane fusible bottom surface for torch on application.
10. Sheet metal shall be, 26 gauge prepainted steel (Owner to choose colour from stock colours).
11. Drains, vents, curb flashings, etc., shall match the existing in size and detail. Note: drains and plumbing vent flashings are to be as manufactured by Menzies Metal Products.
12. Wood components for the replacement of deteriorated wood shall match the existing in size, type, etc. Note: a per lineal metre price is required with the bid price.

MODIFIED BITUMINOUS ROOFING

1.2 PREPARATION

1. After removal and disposal of the existing roof systems, metal flashings, etc., carefully examine all wood components for deterioration. Report any deterioration found to the Consultant, and replace all deteriorated wood components to match the existing.
2. **Remove the existing roof systems to the deck level at all tar and gravel locations.**
3. **Remove the existing EPDM systems to the substrate level (gypsum board or insulation level).**

1.3 WORKMANSHIP

1. Complete the roofing application to the specifications and manufacturer's recommendations.
2. Apply roofing over clean and dry substrates in accordance with the specifications, the code requirements, and the manufacturers recommendations and requirements.

1.4 APPLICATION

1. Apply the specified insulation and overlay and fasten with twelve (12) fasteners and plates per 1200mm x 2400mm sheet.
2. Apply the specified base sheet in full moppings of hot asphalt to the entire roof area.
3. Install all roof penetration flashings and drains, etc. as specified. Seal in with one ply of the specified torch on base sheet stripping membrane. Strip in all curbs and perimeters. Note: carry the stripping down the outside face 75mm.
4. Apply one ply of the specified cap sheet fully torched to the base sheet to the entire roof area.
5. Apply one ply of specified cap sheet stripping, fully torched, to all curbs and perimeters, etc.. Carry the stripping to the outside edge of the perimeter.
6. Install sheet metal flashings to proper size and detail to good workmanship and practice.
7. Leave site in a clean and tidy condition.

1.5 FIELD QUALITY CONTROL

1. Inspections and testing of the roofing will be carried out by GCW Consultants Ltd.
2. Inspection fees will be paid for by the owner.

MODIFIED BITUMINOUS ROOFING

1.6 PROTECTION OF FINISHED WORK

1. When work must continue over finished roofing membrane, protect surface with minimum 12mm plywood sheets, or other protection approved by the Consultant.

AHU REPLACEMENTS

Contractors bidding on the roof system replacement are to include in their tender pricing for the supply and installation of the new Air Handling Units. The pricing is to include all items listed on the drawings and notes supplied by Bycar Engineering and R.N.P. Engineering Ltd. The pricing shall be included in the tender as a separate price. Close attention is to be given to items #7, #8, and #9. All work is to be performed by a professional licensed mechanical and structural contractor for this project.

GENERAL**1.1 RELATED WORK**

1. Removal and Replacement
SECTION 01007

PRODUCTS**1.1 SHEET METAL MATERIALS**

1. 26 gauge prepainted galvanized iron, colour to be chosen by the owner.

1.2 ACCESSORIES

1. Sealant for bedding and jointing of metal flashings and exposed beads shall be single component to C.G.S.B. 19-GP-13 applied within air temperature range of 4 to 27 degrees Celsius to a clean and dry substrate. Colour to match prefinished sheet metal.
2. Fasteners: To match existing
3. Washers: To be neoprene of same colour as the sheet metal, 1mm thick with rubber packing.
4. Touch up paint as recommended by metal flashing manufacturer, in colour to match.

1.3 FABRICATION

1. Fabricate metal flashing to suitable size and detail where required.
2. All joints shall be locked and cleated and filled with sealant.

EXECUTION**1.1 INSTALLATION**

1. Install sheet metal flashings in accordance with the specifications and to good practice.
2. Lock end joints and caulk with sealant.

3. Caulk flashings where required with sealant.

END OF SPECIFICATION

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract shall be those of the Canadian Construction Documents Committee, Stipulated Price Contract CCDC-2 - 1994.

The Supplemental conditions of Contract attached hereto shall take precedence over the requirements stated elsewhere in the Contract Documents.

The City's Consultants shall oversee the work. The Consultants that prepared their respective drawings are responsible for their interpretations.

The actual Conditions of Contract and Agreement documents shall be affixed to the balance of the contract documents comprising of the Instructions to Tenderers, The Tender Documents, the Specifications, Supplemental Conditions, Drawings, and any addenda issued during the bidding phase.

SUPPLEMENTAL CONDITIONS OF CONTRACT

Replace CCDC-2 GC11.2 with the following:

BONDS

The Contractor shall furnish a Performance Bond in the amount of 50% of the Total Tendered Amount covering the faithful performance of the Contract, including the corrections after completion, and the payment of all obligations arising under the Contract, on a form approved by the Insurance Bureau of Canada, and with such sureties as the Owner may approve.

The Contractor shall furnish a Labour and Materials Payment Bond in the amount of 50% of the Total Tendered Amount, covering the prompt payment of all claimants and all labour and material used, or reasonably required for use, in the performance of the Contract, including all extra works and the corrections after completion, on a form approved by the Insurance Bureau of Canada, and with such sureties as the Owner may approve.

Replace CCDC-2 1994 GC11.1 Insurance and GC12.1 Indemnification with the following:

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 coverages:

- (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 coverages:
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) "Broad Form" 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, 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 additional named 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 a responsible 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 Insurance a certified original copy of all such policies as evidence that such insurance is enforced. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days 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 and the City to determine their own additional insurance coverage, if any, that are 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 and/or the City at their own expense.

It is understood that this agreement is strictly between the Contractor and the City and in no way shall be interpreted as an employment relationship between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Should any differences arise between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees, they shall be resolved directly between them and the Contractor in this connection.

Replace CCDC -2 -1994 GC10.4 Worker's Compensation with the following

WORKERS' COMPENSATION BOARD COVERAGE/PRINCIPAL 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 Workers' Compensation Board 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 Workers' Compensation Board 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 Workers' Compensation Board 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 Principal Contractor for the purposes of the Workers' Compensation Board Industrial Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, materialmen 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 Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Principal Contractor responsible for co-ordination of safety and health under Regulation 4.02 and 34.16 (2) of the Workers' Compensation Board Industrial Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board 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 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 Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.