



**INVITATION TO TENDER T.5078
SUPPLY AND INSTALLATION OF TWO SPORTS FIELD PLAYING SURFACE
SYSTEM AT MINORU PARK**

Tenders 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, on Thursday, February 6th, 2014.**

NOTES:

1. 3 (three) copies of Tenders shall be in a sealed envelope or package marked with the Bidder's Name, the Invitation to Tender ("ITT") Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed Tenders will not be accepted, received or considered.
4. The lowest or any Tender will not necessarily be accepted.

All queries related to the ITT shall be submitted
in writing to the attention of:

Sharon Bentley - Buyer II

email: purchasing@richmond.ca

The deadline for all enquiries is 12:00 pm, local time on Thursday, January 30rd, 2014

**CITY OF RICHMOND
INVITATION TO TENDER**

Contract T.5078

Contract: Supply and Installation of Two Synthetic sports Field Playing Surface System at Minoru Park

The City of Richmond (the “City”) invites tenders for construction work (the “Work”) of the Supply and Installation of Two Synthetic sports Field Playing Surface System at Minoru Park

The Work generally includes, but is not limited to:

- The supply and installation of 2 (two) in-filled artificial turf playing field surface systems at **Minoru Park** located at 7191 Granville Avenue.
- It is anticipated that the sub-base and base preparation of the fields will be completed thru a separate design build contract tender and will be ready for the artificial turf playing field surface system installation completed by **August 1st, 2014**.
- The supply and installation of two synthetic sports field playing surface systems must be completed in time for the Fall 2014 sports season opening on **October 1st, 2014**. The total area required for an in-filled artificial turf playing field surface system from both sites is up to 17,530 square metres (188,700 sq. ft).
- Field 1 (known as **Minoru 2**) shall be a combination full size soccer, field hockey, and field lacrosse sports field. [approx. field size 7526 square metres (81,009 sq. ft) that includes a 3.0 metre perimeter buffer]
- Field 2 (known as **Minoru 3 / La Trace**) shall be a combination full size soccer and baseball diamond sports field that includes the baseball infield completely separated from the soccer field area. Field size area for the baseball and soccer combination field may be up to 10,000 sq metres.
- A detail construction layout plan of the fields will be made available by March 31st, 2014)

Tenders are scheduled to close at:

Tender Closing Time: 12:00 noon local time

Tender Closing Date: **Thursday, February 6th, 2014**. No public opening will be held, however, bid results will be published at: <http://www.richmond.ca/busdev/tenders/currenttenders.htm>

Tender Submission Address: Manager – Purchasing
Front of House, Richmond City Hall
6911 No. 3 Road, Richmond, BC, V6Y 2C1

The lowest or any tender will not necessarily be accepted.

Manager – Purchasing

TABLE OF CONTENTS

PART A – INSTRUCTIONS TO BIDDERS.....	3
1.0 Description of Requirement.....	3
2.0 Contract Term - Intentionally Omitted	3
3.0 Pricing.....	3
4.0 Inquiries and Clarifications.....	3
5.0 Inspection of Site	3
6.0 Information Session	4
7.0 Submission of Tender	4
8.0 Conflict of Interest.....	5
9.0 Evaluation of Tenders.....	5
10.0 Acceptance and Rejection of Tenders.....	6
11.0 Award of Contract.....	6
12.0 Publication of the Results of the Invitation to Tender	7
13.0 Quantities – Intentionally Omitted.....	7
14.0 Brand Names – Intentionally Omitted	7
15.0 Alternates and/or Variations to Specifications.....	7
16.0 Freedom of Information and Protection of Privacy Act (BC).....	8
17.0 Confidentiality	8
18.0 Insurance and Undertaking of Surety	8
19.0 Bid Bond.....	8
20.0 Form of Agreement.....	9
PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2-2008.....	10
PART C - REQUIREMENTS.....	18
1.0 Location of Work.....	18
2.0 Scope of Work	18
PART D – TENDER FORM.....	28
Tender Form.....	29
Schedule of Quantities and Prices by Division.....	30
Separate Prices Options	31
Undertaking of Liability Insurance.....	32
Undertaking of Surety.....	33
Acknowledgment of Receipt of Addenda.....	34
List of Subcontractors	35
List of Previous Contracts.....	36

Preliminary Construction Schedule 37

PART E – APPENDICES 38

Appendix A: Drawings 38

PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Tenders are invited for construction services for the Supply and Installation of Two Synthetic sports field PLayering Surface system at Minoru park for the City of Richmond (the “City”) as set out herein.
- 1.2 Bidders are required to submit a Tender for the full requirement only. Partial responses will be put aside and given no further consideration.

2.0 Contract Term - Intentionally Omitted

3.0 Pricing

- 3.1 Prices quoted will be in Canadian currency and exclusive of all GST, F.O.B. destination to the sites named herein as applicable, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

4.0 Inquiries and Clarifications

- 4.1 It is the sole responsibility of the Bidder to thoroughly examine these documents, and amendments and addenda and satisfy itself as to the full requirements of this Invitation to Tender (“ITT”). Inquiries are to be in written form only and e-mailed to the contact person shown on the cover page. If required, an addendum will be published on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this Tender.
- 4.2 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

5.0 Inspection of Site

- 5.1 Where applicable, Bidders shall inspect the Work Site and make allowances in its Tender for such conditions as in the sole opinion of the Bidder are warranted. The City makes no representation or warranties as to the condition of the Site. No consideration will be given for extras resulting from conditions that would have been evident during a routine site visit.

PART A – INSTRUCTIONS TO BIDDERS

6.0 Information Session –Intentionally Omitted

7.0 Submission of Tender

- 7.1 The response to this ITT with all accompanying schedules, appendices, amendments or addenda submitted by the Bidder will be received up to the Closing Time. The Tender shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder's name and the ITT title and number.
- 7.2 Tenders received after the Closing Time or in locations other than the address indicated, may not be accepted and may be returned unopened.
- 7.3 The Bidder must enter its corporate or legal business name on the final page of the Tender Form. The Tender Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this ITT. All other pages of the Tender Form should be initialled by the authorized signatory.
- 7.4 Amendments to a Tender may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder's name and the ITT title and number.
- 7.5 Tenders may be withdrawn by written notice only, provided such notice is received at the Purchasing Section office or Font of the House prior to the Closing Time.
- 7.6 All costs associated with the preparation and submission of the Tender, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 7.7 By submitting a Tender, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Tender for the proposed Contract, or due to the City's acceptance or non-acceptance of their Tender or any breach by the City of the Tender contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Tender documents.

PART A – INSTRUCTIONS TO BIDDERS

8.0 Conflict of Interest

8.1 By submitting a Tender, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

9.0 Evaluation of Tenders

9.1 Tenders will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:

- a) the Bidder's ability to meet the Requirements, qualifications and competencies 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; track record; and references of current and former customers;
- d) financial stability, through reporting provided by Dun & Bradstreet and other sources; and
- e) any other criteria set out in the ITT.

9.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last 2 (two) fiscal years.

9.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.

9.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.

PART A – INSTRUCTIONS TO BIDDERS

- 9.5 Preference may be given to Tenders offering environmentally beneficial products or services

10.0 Acceptance and Rejection of Tenders

- 10.1 Notwithstanding any other provision in the Tender documents, the City has in its sole discretion, the unfettered right to:

- a) accept any Tender;
- b) reject any Tender;
- c) reject all Tenders;
- d) accept a Tender which is not the lowest Tender;
- e) accept a Tender that deviates from the Requirements, Specifications or the conditions specified in this Tender;
- f) reject a Tender even if it is the only Tender received by the City;
- g) accept all or any part of a Tender; and
- h) split the Requirements between one or more Bidders.

- 10.2 All Tenders shall be irrevocable and remain open for a minimum of 60 (sixty) days after the Closing Time, whether or not another Tender has been accepted.

- 10.3 The City may waive any minor non-compliance with the responses received to this ITT, the Requirements, the Specifications, or any conditions of this ITT and may elect to retain for consideration Tenders which are non-conforming, which do not contain the content or form required by the ITT or which have not complied with the process for submission set out herein.

11.0 Award of Contract

- 11.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.

- 11.2 The purchase order, the Tender, the ITT and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:

- a) The General Conditions of the Contract, including any mutually agreed to amendments between the Bidder and the City;

PART A – INSTRUCTIONS TO BIDDERS

- b) The City's purchase order including the standard purchase order terms and conditions;
 - c) The Tender; and
 - d) The ITT and any subsequent amendments or addenda.
- 11.3 Where the head office of the successful Bidder is located within the City, the successful Bidder is required to have a valid City business license prior to Contract execution.
- 11.4 The City is not under any obligation to award a Contract and may elect to terminate this ITT at anytime.
- 11.5 The City's Manager, Purchasing shall have the conduct of the Invitation to Tender and the Contract.

12.0 Publication of the Results of the Invitation to Tender

- 12.1 The City will publish the name of the successful Bidder on the following websites:
- BC Bid:** <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- City's website:** <http://www.richmond.ca/busdev/tenders.htm>
- 12.2 No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Invitation to Tender.

13.0 Quantities – Intentionally Omitted

14.0 Brand Names – Intentionally Omitted

15.0 Alternates and/or Variations to Specifications

- 15.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Bidders should tender in accordance with such Specifications, or if the Bidder cannot meet the Specifications, the Bidder may offer an alternative which it believes to be the equivalent.
- 15.2 If in addition to Tendering on goods, materials, equipment and/or services that meet the Specifications, the Bidder wishes to offer an alternative, the alternative Tender shall be submitted separately in the same format as the initial Tender.
- 15.3 The City is not obligated to accept any alternatives.

PART A – INSTRUCTIONS TO BIDDERS

15.4 The City will determine what constitutes allowable alternatives and/or variations.

16.0 Freedom of Information and Protection of Privacy Act (BC)

16.1 Bidders should note that the City is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

17.0 Confidentiality

17.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.

17.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

18.0 Insurance and Undertaking of Surety

18.1 The Contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

18.2 Bidders shall have the Undertaking of Liability Insurance and Undertaking of Surety Form Letters within the Part D of the document completed and submitted with their Tenders.

18.3 All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

19.0 Bid Bond

19.1 All Tenders are to include 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 % (ten) percent of the TOTAL TENDERED AMOUNT. Bidders may submit a Bid Deposit, in the form of a certified cheque, in an amount not less than ten 10% (ten) percent of TOTAL TENDERED AMOUNT drawn up in the name of the Owner, in lieu of a Tender Bond.

PART A – INSTRUCTIONS TO BIDDERS

20.0 Form of Agreement

- 20.1 Bidders are advised that the form of agreement consists of the Definitions and General Conditions of Stipulated Price Contract (CCDC2 – 2008 – not attached but incorporated by reference – see <http://www.ccdc.org/downloads/index.html>) and the City’s Supplementary Conditions to CCDC2-2008 included in Part B of this ITT.

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2-2008

SUPPLEMENTARY GENERAL CONDITIONS

For use with CCDC2 2008

These Supplementary General Conditions modify and amend Standard Construction Document CCDC-2 - 2008 and form a part of this Contract. In the event of any conflict between the provisions of the Contract Documents and any provision of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

GENERAL CONDITIONS OF THE CONTRACT

1. In GC 1.1.7:
 - (a) insert “• the Instructions to Bidders,” immediately after “• the Agreement between the *Owner* and the *Contractor*,” and immediately before “• the Definitions”; and
 - (b) insert “• Tender Form, including all appendices,” immediately after “Supplementary Conditions” and immediately before “• the General Conditions”.
2. In GC 2.2.7, delete the words “, except for GC 5.1 - FINANCING INFORMATION REQUIRED OF THE OWNER,” from the second and third lines.
3. Add the following GC 3.5.2:

“The *Contractor* will perform the *Work* in compliance with the construction schedule. If, for any reason, the *Work* falls behind the schedule for the *Work* set forth in the construction schedule the *Contractor* shall as part of the *Work* either:

 - (a) if in accordance with the Contract Documents the delay entitles the *Contractor* to a time extension the *Contractor* shall forthwith prepare and deliver to the *Owner* a revised construction schedule to the reasonable satisfaction of the *Owner* indicating the revised dates for the remaining activities of the *Work*; or
 - (b) if in accordance with the Contract Documents the delay does not entitle the *Contractor* to a time extension then the *Contractor* shall take such steps as required to bring the *Work* back into conformity with the construction schedule.

Failure to comply with the requirements of this section shall be deemed to be a default under the Contract to which the provisions of GC 7.1.2 apply.”

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

4. Add Paragraph 3.6.3 as follows:

“Any superintendent, foreman, or other mechanic whose work is unsatisfactory to the Owner or to whom the Owner may have a reasonable objection, shall be promptly dismissed from the work up on receipt of written notice from the Owner.”

7. Add the following at the end of GC 3.7.2:

“The *Contractor* shall not employ any *Subcontractor*, or change *Subcontractor*, without the written approval of the *Owner*, which approval will not be unreasonably withheld.”

8. Add the following GC 3.8.4:

“Immediately upon receiving from the *Owner* a written notice stating the *Owner's* reasonable objection to the work conduct of any superintendent, foreman or worker on the *Project* site, the *Contractor* will remove such persons from the *Project* site.”

9. In GC 3.9, following the words “*Contract Documents*,” in the first line, insert “reviewed shop drawings,”.

10. Add the following at the end of GC 3.10.2:

“The shop drawings provided by the *Contractor* will be complete and show the entire extent of the relevant portion of the *Work*.”

11. Add the following GC 3.10.13:

“Upon *Substantial Performance of the Work*, the *Contractor* will submit all reviewed and revised shop drawings to the *Owner* as a permanent record of the *Work*. As of the date of issuance of a final certificate for payment, the shop drawings will be retained by the *Owner* as the *Owner's* property.”

12. Add the following GC 3.10.14:

“The *Contractor* shall not proceed with the *Work* to which a shop drawing applies before the *Owner* has reviewed and approved the shop drawing as provided by GC 3.11.5.”

13. Delete GC 5.1, including all of GC 5.1.1 and GC 5.1.2, in its entirety.

14. Add the following at the end of GC 5.2.3:

“The *Contractor* will identify separately, with reference to the applicable *Change Order*, any application for payment for *Work* performed pursuant to a *Change*

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

Order. No payment for extras or changes will be made before the issuance of the applicable *Change Order.*”

15. Delete GC 5.2.7. in its entirety and insert:

“No claim shall be made for any *Product* which is delivered to the *Place of the Work* until it is incorporated into the *Work* and any claim for *Products* which are incorporated into the *Work* shall be supported by such evidence as the *Owner* may reasonably require to estimate the value of such *Products.*”

16. Add the following GC 5.3.2:

“The *Owner* may set off from payments owing to the *Contractor* costs, expenses and damages the *Owner* incurs or suffers as a result of the *Contractor’s* wrongful or negligent act or omission, or which the *Owner* incurs on the *Contractor’s* behalf.”

17. Add the following GC 5.3.3:

“The *Owner* may, in addition to other holdbacks as provided by the *Contract Documents*, hold back an amount equal to any lien which has been filed with respect to the *Work*, plus 10% as security for costs. The *Owner* may, at its option, after five days written notice to the *Contractor*, pay such amount into court to discharge the lien. If the lien is discharged without payment of the holdback into court, then the *Owner* shall pay such holdback to the *Contractor*, without interest.”

18. Add the following GC 5.4.4:

“In addition to builder’s lien holdbacks, the *Owner* may retain holdbacks to cover deficiencies in the *Work*, in an amount equal to twice the amount the *Owner* estimates as the total cost to complete the deficiencies.”

19. Add the following GC 5.4.5:

“The *Contractor’s* application for *Substantial Performance of the Work* will constitute a waiver by the *Contractor* of all claims except those previously made in writing to the *Owner.*”

20. Delete GC 5.5.3 in its entirety.

21. Add the following GC 5.7.5:

“The *Owner* will not issue the final certificate for payment until the *Contractor* has submitted a release from the Workers Compensation Board covering work of the *Contract* to completion, plus inspections and approval certificates of all authorities with jurisdiction.”

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

22. Add the following GC 5.7.6:

“The issuance of a final certificate for payment in no way relieves the *Contractor* from correcting defects or deficiencies not apparent at the time the certificate is issued.”

23. Add the following GC 6.1.3:

“Whenever the *Owner* delivers a written request to the *Contractor* for a quotation of a possible change, the *Contractor* will within 10 days after receiving such request provide to the *Owner* in writing a quotation of the value of the contemplated change (increase or decrease) and a statement of the effect, if any, of the contemplated change on the construction schedule. The *Contractor's* written quotation and statement will be interpreted to include all costs, including any indirect or “impact” costs, and all effects on the construction schedule. The *Contractor* will not be entitled to claim on account of any cost or schedule effect not included specifically in the quotation and statement unless the quotation and statement specifically itemize and describe such cost or schedule effect.”

With respect to any change, the allowance for overhead shall be 10% and the allowance for profit shall be 5%, each applied to the cost of the change, (including indirect costs, if any) as described in the previous paragraph, as full payment owing for the change.

24. Add the following at the end of GC 6.5.4:

“No claim for additional payment arising from a delay will be payable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

25. Add the following GC 6.5.6:

“The *Owner* may, at any time, give written direction to the *Contractor* for the *Contractor* to accelerate the *Work*, in which event the *Contractor* shall use reasonable best efforts to proceed with the *Work* more quickly, which may include hiring additional labour and equipment and/or working additional hours or shifts. If at the time of such direction by the *Owner* the *Contractor* is behind the approved construction schedule due to a cause within the control of the *Contractor*, then the cost of such acceleration shall be borne by the *Contractor*. If at such time the *Contractor* is not behind the construction schedule, or is not behind due to a cause within the *Contractor's* control, then the cost of such acceleration shall be for the account of the *Owner*.”

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

26. Add the following GC 6.5.7:

“If, for any reason, the *Contractor* deems it necessary to accelerate the *Work*, then the *Contractor* shall provide written notice of its intention to accelerate at least 24 hours prior to doing so.”

27. Add the following GC 6.5.8:

“In the event of a delay which results in a stoppage of the *Work*, the *Contractor* shall take all reasonable steps to protect the *Work* for the entire period of the delay. The cost of such protection shall be paid as follows:

(i) if under 6.5.1, or 6.5.2, the *Owner* will pay,

(ii) if under 6.5.3 the *Contractor* will pay.”

28. In GC 7.1.2, delete the words “and if the *Owner* has given a written statement to the *Owner* and *Contractor* that sufficient cause exists to justify such action” from the second and third lines.

29. Delete GC 7.2.3.1.

30. Delete paragraph 8.2.6 and 8.2.7. and substitute the following:

“If a dispute cannot be resolved by mediation, it shall be referred to a Court having jurisdiction.”

32. Delete GC 9.2.2.

33. Delete GC 9.2.3.

34. Delete GC 9.2.4.

35. In GC 9.3.5, delete the words “which were not disclosed by the *Owner*, or which were disclosed but have not been dealt with as required under paragraph 9.2.4,”.

36. In GC 9.2.5.3, following the words “stopping the *Work*” in the first line, insert “if necessary”.

37. Add the following at the end of GC 10.2.1:

“This *Contract* shall be construed according to the laws of British Columbia. The *Contractor* will undertake all *Work* in full compliance with all applicable building, environmental and other laws, including without limitation building codes, regulations and bylaws applicable in the City.”

38. In GC 10.2.6, delete the words “knowing it to be” from the second line.

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

39. Delete GC 10.4 in its entirety and substitute the following:

The Contractor agrees that it will at its own expense procure and carry or cause to be procured and carried and paid for, full WorkSafeBC 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 WorkSafeBC coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this Contract until the WorkSafeBC 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 WorkSafeBC Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor will have a safety program acceptable to the WorkSafeBC and will ensure that all WorkSafeBC 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 will complete and file a "Construction Notice of Project" with the WorkSafeBC and will provide a copy of the same to the City confirming that the Contractor will be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WorkSafeBC Occupational Health and Safety Regulations.

The Contractor will provide the City with the Contractor's WorkSafeBC registration number and a letter from the WorkSafeBC confirming that the Contractor is registered in good standing with the WorkSafeBC 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 will also provide a signed copy of the Prime Contractor Designation Document.

The Contractor will 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 WorkSafeBC 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 WorkSafeBC, including penalties levied by the WorkSafeBC.

40. Delete GC 11.1 in its entirety and substitute the following:

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

- (a) Wrap-Up Comprehensive Liability Insurance

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

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

or incidental to the performance of this agreement and include but not necessarily be limited to the following coverage:

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).
 2. Completed operations liability 24 months after completed operations.
 3. 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, 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 there under.

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 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 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 fulfill its obligations under this Contract. Any such additional

PART B – SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2 - 2008

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.

41. Delete GC 11.2.1 in its entirety and substitute the following:

“The *Contractor* will, prior to commencement of the *Work*, furnish

- (1) a Performance Bond in the amount of 50% of the *Contract Price* 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.
- (2) a Labour and Materials Payment Bond in the amount of 50% of the *Contract Price*, covering the prompt payment of all claimants and all labor 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.”

42. Delete GC 12.1 in its entirety and substitute the following:

“The *Contractor* will indemnify, hold, and save harmless the *Owner* 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.”

43. In GC 12.2.1.4, delete the words “a period of 6 years from the date of *Substantial Performance of the Work*, as set out in the certificate of *Substantial Performance of the Work*, or within such shorter period” from the first and second lines and substitute “such periods”.

PART C – REQUIREMENTS

PART C - REQUIREMENTS

1.0 Location of Work

1.1 The City is seeking qualified Tenderers to supply and install TWO (2) in-filled artificial turf playing field surface systems at the following location:

- **Minoru Park** located at 7191 Granville Avenue.

2.0 Scope of Work

- 2.1 The supply and installation of 2 (two) in-filled artificial turf playing field surface systems
- 2.2 Field 1 (known as Minoru 2) shall be a combination full size soccer field (65m x 100m), field hockey, and field lacrosse sports field. [approx. field size 7526 square metres (81,009 sq. ft) that includes a 3.0 metre perimeter buffer]
- 2.3 Field 2 (known as Minoru 3 / La Trace) shall be a combination full size soccer and baseball diamond sports field that includes the baseball infield completely separated from the soccer field area. Field size area for the baseball and soccer combination field may be up to 10,000 sq metres. Baseball field size shall be equivalent to a Professional, College, and High School baseball diamond measurement.
- 2.4 The scope of work includes all labour, material, equipment, transportation and services to design, manufacture, supply and install a complete new vertical draining, in-filled artificial turf playing field surface system, including game lines, over a pre-prepared granular base on the site of the Minoru Park, as per the drawings and specifications herein.
- 2.5 The Successful Tenderer will submit full specifications and shop drawings for their products and recommended specifications for their sub-base requirements. The Contractor will then provide a letter of acceptance stating that the permeable granular base is suitable for the application over it of the proposed in-filled artificial turf playing surface are required. A thorough site clean-up is required at completion and prior to the City's final acceptance of the work.

PART C – REQUIREMENTS

- 2.6 The artificial turf playing field surface system shall be comprised of a fibre mat assembly complete with grass-like fibres that are tufted into a primary backing mat, which is in turn coated with a secondary backing material. The complete system shall include all lines, which are either manufactured integral with the fibre mat assembly or in-laid on site using suitable glues, scrim material, etc. All components of the artificial turf playing field surface system and the complete artificial playing field system are to meet the requirements of the specifications herein.
- 2.7 These systems must be completed in time for the fall 2014 sports season opening on October 1st, 2014. The total area required for an in-filled artificial turf playing field surface system from both sites is up to 17,530 square metres (188,700 sq. ft)

3.0 Field Specifications

3.1 Dimensions and Material

- 3.1.1. The in-filled artificial turf (the “Turf”) shall be of high quality, with a well drained surface suitable for soccer, field hockey, field lacrosse, baseball, physical exercises, physical education activities, other amateur field sports; the Turf shall have the capacity to withstand the traffic of pneumatic rubber-tired maintenance and service vehicles, pedestrian traffic and other similar uses.
- 3.1.2 Detailed field dimensions for the Turf, perimeter concrete curb and players’ areas will be made available by March 31st, 2014 when the separate design build contract for the base construction of the fields has been tendered and awarded. The field dimensions must be verified by the Contractor prior to shipping materials.
- 3.1.3. The finished playing surface shall resemble green mowed grass of uniform length for all portions of the Turf in appearance, texture and colour, with no irregularities.
- 3.1.4. All Turf roll stock for this supply and installation is to originate from the same factory production batch to ensure colour and tuft blade dimension uniformity between adjacent rolls.
- 3.1.5. The Turf playing field surface system material shall be non-combustible and have smoke-developed and flame-spread ratings not greater than those required by the Uniform Building Code and pass the ASTM (American Society for Testing and Materials) D2859 pill burn test, (without in-fill materials).

PART C – REQUIREMENTS

3.1.6. The finished surface shall provide excellent traction for conventional athletic shoes of all types, resist abrasion and cutting from normal use, and mitigate injuries to athletes when playing on the completed Turf.

3.1.7. The fibres of the Turf shall be uniform in colour and height, and be stabilized against UV exposure. Pile height and surface shall be suitable for the proposed sports as listed:

Minoru 2 (Soccer and Field Hockey) with a pile height between 2 – 2.5 inches (pile height to be recommended by the Contractor for the current standards for the use of both sports).

Minoru 3/ La Trace (Baseball and Soccer) are to be 2.5” (two and a half) inches turf pile height.

3.1.8. The fibres of the Turf playing field system shall be either a monofilament or slit-film type technology comprising of Ultra Violet (UV) - resistant polyethylene to ensure durability from extended use.

3.2 Lines and Markings

3.2.1. On the Minoru 2 Sports Field, the Turf playing field surface system shall be inlaid with soccer lines in accordance with *Fédération Internationale de Football Association* (FIFA) regulations.

3.2.2. On the Minoru 2 Sports Field, the Turf playing field surface system shall also be inlaid with field hockey lines in accordance with Field Hockey Canada and Field Lacrosse lines in accordance to Canadian Lacrosse Association.

3.2.3. On the La Trace Sports Field where Baseball and Soccer lines are required, the lines shall be inlaid with soccer lines in accordance with *Fédération Internationale de Football Association* (FIFA) regulations, Field Lacrosse lines in accordance to Canadian Lacrosse Association, and lines for a Pro, College, and High School field measurement regulations for baseball.

The product and installation shall match that of the turf in which the lines are being inlaid. All markings shall be uniform in colour, providing a sharp contrast with the turf colour, and shall not vary more than 5 (five) mm from specified width and location.

PART C – REQUIREMENTS

- 3.2.4. Line colours shall be in white for the full size soccer field, yellow for the junior soccer fields, blue for field lacrosse, red for field hockey, and white for baseball.
- 3.2.5. Lines required for both sites include:
- 3.2.6. Minoru 2 - 1 (one) full size soccer play (65m x 100m), 1 (one) field lacrosse play (55m x 100m), 1 (one) full field hockey play (55m x 91.5m) 2 (two) junior soccer plays (45m x 65m), and 2 (two) junior field hockey plays.
- 3.2.7. La Trace – 1 (one) full size soccer play (65m x 100m) & 2 (two) junior soccer plays (45m x 65m) within the full size soccer field plus 1 (one) additional junior soccer field and 1 (one) Senior Baseball Diamond (minimum outfield dimension of 320'-0 on first and third base lines and 400'-0 at centre)
- 3.2.8. A complete field lining, marking and field boundary system with team area limits, etc., shall be provided with the initial installation of the artificial turf playing field surface system. The layouts shall be accurately surveyed and marked prior to installation.
- 3.2.9. The Contractor will be required to submit a field-marking plan to the City for approval prior to the inlaying of lines in the artificial turf sections.
- 3.2.10. The Turf manufacturer is to guarantee that the Turf is adaptable to painted lines in the event painting is utilised in the future.

3.3. Testing and G-Max Rating

- 3.3.1. The shock absorbency of the Turf sections at any location upon installation shall have a **G-Max of 125 or less**, according to the ASTM F-1936-98 and ASTM F355, Procedure A tests, and shall not exceed a G-Max of 175 thereafter throughout the life of the warranty period. Any increase from the initial G-Max of 125 to the allowable maximum G-Max of 175 shall be at a relative uniform rate, and not exceed 15 G-Max points in any single yearly period.
- 3.3.2. The Turf playing field system must pass the following ASTM tests, with all data provided from an independent testing laboratory and following the Standard Test Method for Comprehensive Characterization of Synthetic Turf Playing Surfaces and Materials (ASTM F1551-03):

PART C – REQUIREMENTS

ASTM D1335 tuft bind (excluding in-fill) must be a minimum of 7 lbs.,
ASTM D789 melting point must be a minimum of 250 degrees. F
ASTM D5848 Secondary Backing Weight must be a minimum of 16 oz/sq. yard
ASTM D5848 Primary Backing Weight must be a minimum of 8 oz/sq. yard
ASTM D1577 for yarn denier must be a minimum of 9,000 Dtex.,
ASTM D5034 grab tear strength (width) must be a minimum of 200 lbs.,
ASTM D5034 grab tear strength (length) must be a minimum of 225 lbs.
ASTM D2256 yarn breaking strength must exceed a breaking strength of 23lbs./foot,
ASTM D2859 pill burn test (excluding in-fill) must have a PASS rating,
ASTM D5823 pile height must be a minimum of 2.0 inches for Minoru 2 field and 2.5 inches for Minoru 3/ La Trace field,
ASTM D5848 pile face weight must be a minimum of 35 oz./yd.².

Tenderers shall be required to include test data from an independent testing laboratory which confirms the G-Max rating of Turf being offered in their tenders **and including all other ASTM Tests listed here within the tender.**

4.4. Construction Materials and Weather Resistance

- 4.4.1. The entire Turf playing field system, including all materials such as scrim, glue, seaming tape, etc., that is employed and becomes a permanent part of the system is to be resistant to weather, insects, rot and mildew, fungus. The materials must also be non-toxic and non-allergenic, and resist ultraviolet degradation.
- 4.4.2. Where applicable, the fabric seams shall not separate or become unglued or unattached, as applicable. The entire Turf playing system shall be constructed to maximize dimensional stability to resist damage and normal wear and tear from its designated use, and to minimize ultraviolet degradation.
- 4.4.3. All adhesives used in bonding the turf system together shall be resistant to moisture, bacterial and fungus attacks, and resistant to ultraviolet rays at any location upon installation.
- 4.4.4. Given the amount of rainfall that Richmond experiences, the drainage requirements of the artificial turf playing field system must accommodate the needs of the proposed sports. The backing permeability shall ideally

PART C – REQUIREMENTS

be 50 inches an hour or more to prevent standing water on the playing surfaces. The Tenderer is to detail the size and spacing of all holes in the fibre mat assembly to ensure that the specified drainage requirements are met and maintained throughout the entire warranty period.

- 4.4.5. The in-fill material shall be applied in a dried condition when the artificial turf playing field system is dry. It shall be applied in uniform layers effectively dragged to distribute the material uniformly to the backing of the fibre at assembly.
- 4.4.6. Sufficient quantities of the top-dressing in-fill material must be stored on site at the time of installation to be used 90 days after the completion of the installation to mitigate the differential settling of high traffic zones on the field. This fill addition must be carried out by the Tenderers within the schedule specified in section 3.0. – 3.11. herein.

4.5. Artificial Turf Playing Field Surface System Material

- 4.5.1. The product supplied must be an in-filled artificial turf playing field surface system as per the Specifications listed herein. The product supplied must be the standard product manufactured by the supplier. The product cannot be altered specifically for this project unless the alteration is required for the product to meet the specifications and minimum test results as set out in Sections 3.3 herein. Alterations of the standard product to meet the specifications and minimum test results herein, where the supplier's standard product normally exceeds the minimum test results herein, will not be accepted.
- 4.5.2. Roll width to be a minimum of 15'-0 (4572mm) and to coincide with tufted-in sports line markings where possible. Parallel seams only are acceptable in the main playing areas. No head seams are acceptable on the sports fields.
- 4.5.3. Prior to shipment of the artificial turf playing field surface system materials to the job site, turf material from every fourth roll shall be randomly sampled and tested by an independent testing laboratory experienced with testing artificial turf material as per the Standard Test Method for Comprehensive Characterization of Synthetic Turf Playing Surfaces and Materials (ASTM F1551-03) and for the following:

<u>ASTM</u>	<u>Property</u>
F1551-03	Test Method for Synthetic Turf
D789	Melting Point

PART C – REQUIREMENTS

D5848	Total Weight
D5848	Pile Weight
D5823	Pile Height
D5848	Primary Backing Weight
<u>ASTM</u>	<u>Property</u>
D5848	Secondary Backing Weight
D2256	Yarn Breaking Strength
D1335	Tuft Bind (without in-fill)
D5034	Grab/Tear Strength (width and length)
D1577	Yarn/Ribbon Denier

4.6. Synthetic Glue Material

4.6.1. Purpose-suited glue Hot Melt Technologies, or an equivalent approved by the City, is to be used to bind the seams of the fibre mat. The artificial turf playing field system's Tenderer and/or its Contractor(s) is to submit a written acceptance of the glue product specified prior to commencement of the installation.

4.6.2. Glue Products may be provided by: **Hot Melt Technologies**

1723 W. Hamlin Road, Rochester Hills, MI 48309, USA
Or another vendor that carries the required glue material.

4.6.3. Disposal of adhesive containers and unused adhesives as well as any fees resulting from such disposal shall be the responsibility of the Contractor.

4.7. Seaming Tape Material

4.7.1. To seam the joints in the turf fibre mat assembly, use a cordura nylon seaming tape or other approved textile tape.

4.7.2. The tape is to be a minimum of 300mm. in width.

4.7.3. Seaming tape to be used only in combination with other mechanical/chemical joining systems indicated by the manufacturer.

4.8. Synthetic Infill Material

4.8.1. The synthetic infill material shall 100% Truck Tire ground SBR (cryogenic or ambient) and with silica sand in sizes and proportions as determined by the system manufacturer. The mix ratio shall approximately be 70% rubber and 30% silica sand by volume.

PART C – REQUIREMENTS

- 4.8.2. Rubber products to be clean without recycled materials such as tire fibre or metal belting material.

4.9. Other Materials

- 4.9.1. Provide all other materials required for a complete installation of the artificial turf playing field surface system; including materials not specifically listed herein. All materials must be in accordance with general guidelines within these specifications as well as the turf manufacturer's proprietary specifications.

4.10. Turf Placement and Turf Installation

- 4.10.1. All rolls must be straight and true when laid out. Any roll that does not follow the straight and true edge of the preceding roll or concrete curb will be rejected. Each roll must form a common straight and true edge with the adjacent roll. No fitted pieces will be permitted. Head seams are not permitted except for lines and event markings in the main playing field area.
- 4.10.2. The method for the bonding or fastening of all material employed in the artificial turf playing field surface system must provide for a permanent, tight, secure and hazard-free playing field surface.
- 4.10.3. The Turf playing field surface system must be fastened to the fastening strip provided at points no greater than 100mm apart.
- 4.10.4. All line and event marking installations must be as per section 1.1 included herein.
- 4.10.5. The installation procedures for all materials must be in strict accordance with the manufacturer's specifications and provide for a long-term successful installation of all materials.
- 4.10.6. All sewn seams must be picked to free any turf fibres that have been trapped by the sewing threads.
- 4.10.7. The Turf playing field surface system is to be glued to the concrete curb as detailed.

4.11. In-fill Placement

- 4.11.1. The in-fill material shall be applied in a dry condition and when the artificial turf fibre mat assembly is dry. The in-fill materials must be

PART C – REQUIREMENTS

installed in sufficient quantities as to ensure that the depth of the in-fill material is a minimum of 46mm to allow for minor settlement. The contractor shall take a minimum of 60 measurements upon completion per field to confirm that the infill is uniform thru-out the field and with a deviation not greater than 3mm.

- 4.11.2. The in-fill material shall be applied in uniform layers with a minimum of 7 applications. After application of each layer the artificial turf shall be dragged and or brushed according to the manufacturer's recommendations to distribute the in-fill material uniformly to the backing throughout the artificial turf playing field surface system.
- 4.11.3. Where required, the Contractor(s) responsible for in-fill placement must have sufficient equipment to ensure a consistent mix ratio of the in-fill material.
- 4.11.4. The brushing of the in-fill material shall provide fiber fibrillation resulting in a natural surface appearance. If in the City's opinion more fibrillation is desired, the Contractor shall provide additional brushing of the surface to provide the desired level of fibrillation.
- 4.11.5. The Contractor(s) responsible for in-fill placement shall ensure that the in-fill material surface does not vary from a true plane by more than 6mm beneath a 4,000mm straight edge.
- 4.11.6. The in-fill materials shall have water applied to the surface to provide accelerated consolidation of the in-fill material prior to use by the City. The Contractor(s) responsible for in-fill placement shall utilize portable sprinkler heads to evenly apply a minimum of 2.5 cm of water over the entire field area for water settlement. Upon completion of the initial water settlement, the surface will be inspected by the City for footing stability and in-fill consolidation. The Contractor(s) responsible for in-fill placement shall provide any additional water settling as required by the City to achieve the desired level of in-fill stability and consolidation.

4.12. Maintenance and Operating Data

- 4.12.1. Provide descriptions of any equipment required for maintenance and repair, citing specific vendors for each unit.
- 4.12.2. Provide data stating approved activity usage for the Turf playing field surface system and activities not recommended relative to the warranty.

PART C – REQUIREMENTS

- 4.12.3. Provide data on material installed with their characteristics, general maintenance, small repair procedures, and minor seam repair procedures.
- 4.12.4. Provide data on precautions to be practiced and uses to avoid to protect the Turf playing field surface system, and to maintain installation's warranty.

PART D – TENDER FORM

PART D – TENDER FORM

INVITATION TO TENDER T.5078

GENERAL CONTRACTOR - Supply and Installation of Two Synthetic Sports Field Playing Surface System at Minoru Park

Name of Bidder: _____

Address: _____

City: _____

Province: _____

Postal Code _____

Telephone Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Fax Number:

PART D – TENDER FORM

Tender Form

Purchasing
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, Tender Form, Tender Annexures, General Conditions of Contract, Specifications and Drawings, all Addenda issued, 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 TENDERED AMOUNT OF \$ _____

The above prices include and cover duties, handling and transportation charges, and all other charges incidental to and forming part of this Tender, **except for G.S.T.**

The undersigned Bidder agrees to begin work _____ working days after the Owner provides a Notice to Proceed, and, subject to adjustment in the Contract Time as provided for in the Contract Documents, attain substantial completion of the whole of the works within _____ working days of acceptance.

Name of Bidder: _____

Name, and Title of Signing Officer: _____

Signature: _____

Date: _____

PART D – TENDER FORM

Schedule of Quantities and Prices by Division

Item	Description	Portion of Contract Price
1	Supply and Installation of synthetic sports surfacing system for Minoru 2 (Soccer, Field Hockey, and Field Lacrosse Sports Fields)	Unit price per square metres
2	Supply and Installation of synthetic sports surfacing system for Minoru 3/La Trace (Baseball and Soccer Sports Fields)	Unit price per square metres
3		\$
4		\$
5		\$
6		\$
	GST	\$
	PST	\$
	TOTAL (Carried forward to Tender Form and expressed as the Lump Sum Total Tendered Amount)	\$

PART D – TENDER FORM

Separate Prices Options

Item	Description	Lump Sum Price
1	Removal & Disposal of existing Minoru 2 surfacing	\$
2		\$
3	GST	\$
4	PST	\$
	TOTAL (Do not carry forward to Tender Form)	\$

PART D – TENDER FORM

Undertaking of Liability Insurance

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 (thirty) days written notice of cancellation delivered to the City Clerk of the City at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City 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 (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2014.

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 IS APPLICABLE.

PART D – TENDER FORM

Undertaking of Surety

We, the undersigned _____

do hereby undertake and agree to become bound unto the City of Richmond in:

- (a) A PERFORMANCE BOND in the amount of 50 (fifty) % 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

- (b) A LABOUR AND MATERIALS PAYMENT BOND in the amount of 50 (fifty)% 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 _____, 2014.

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

PART D – TENDER FORM

List of Previous Contracts

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

DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
Company: Contact Name: Phone: E-mail:			
Company: Contact Name: Phone: E-mail:			
Company: Contact Name: Phone: E-mail:			
Company: Contact Name: Phone: E-mail:			

(If additional space is required, attach additional)

PART D – TENDER FORM

Preliminary Construction Schedule

The Bidder must include a construction schedule in MS Project or in a similar scheduling format with major activity descriptions and timelines.

PART E – APPENDICES

PART E – APPENDICES

Appendix A:

Drawings: Minoru Concept Model Field Layout

