



INVITATION TO

TENDER

---

DISTRICT OF SPARWOOD  
ARENA COMPLEX  
REGRIDGERATION PLANT COMPRESSOR REPLACEMENT

**Date Issued:**

June 12, 2014

**Closing Date:**

July 3, 2014

2:00 pm MST

**Closing Location:**

District of Sparwood Leisure Centre  
367 Pine Ave, Box 669  
Sparwood BC, V0B 2G0

**Attention:**

Duane Lawrence  
Director of Community & Facility Services

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**PART I: NOTICE TO BIDDERS**

Bid for: Sparwood Arena Complex Compressor Replacement  
FOR THE DISTRICT OF SPARWOOD

Individual consultants, businesses or companies are invited to submit detailed TENDERS by which the goals, objectives and other requirements of this request may be best met.

TENDERS will be received in a sealed envelope, clearly marked with the name and address of the TENDERER, the name of the Project: "Invitation of TENDER: Sparwood Arena Complex Compressor Replacement" and be addressed to Duane Lawrence, Director of Community & Facility Services, no later than **2:00 pm (MST), Thursday July 3<sup>rd</sup>, 2014** (the "Closing Deadline"), at the following address

District of Sparwood – Leisure Centre  
367 Pine Ave.  
Sparwood, BC  
V0B 2G0

The work generally comprises of the removal and replacement of one Mycom N8A compressor and oil separator in the arena refrigeration plant room

Copies of the Invitation for TENDER can be obtained from the District of Sparwood Leisure Centre at 367 Pine Avenue, Sparwood, BC V0B or online on BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)) on or after June 12, 2014.

It is expected that the contract will be awarded by mid July, 2014.

Inquiries regarding this project shall be directed to:

Duane Lawrence  
Director of Community & Facility Services  
District of Sparwood

Phone: 250.425.6821  
Fax: 250.425.0551  
Email: [dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca)

## **PART 2: ADMINISTRATION**

### **1. General Scope of Work**

The work specified herein shall be the removal and replacement of the existing N8A Compressor and oil separator within the Arena complex. The Work shall be conducted by competent and willing persons, in arena plant refrigeration.

### **2. Invitation**

Individual consultants, businesses or companies certified in and with demonstrated experience and expertise in arena refrigeration systems are invited to submit detailed TENDERS setting out one or more means by which the goals, objectives and other requirements of this request may be best met.

### **3. Instructions to Tenderer's**

The following terms will apply to this TENDER and to any subsequent contract. Submission of a TENDER in response to this TENDER indicates acceptance of all the following terms:

#### **3.1 General**

The District of Sparwood invites detailed TENDERS from TENDERER's in strict accordance with these TENDER documents. The TENDER will be evaluated for the selection of a Contractor with the intent to enter into a contract to remove and replace an arena compressor in Sparwood Arena Complex.

The law applicable to this TENDER shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this TENDER shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

In carrying out its obligation hereunder, the TENDERER shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licences, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or code applications to the services, the more restrictive shall apply.

In case of any inconsistency or conflict between the provision of the TENDER, the provisions of such documents and addenda thereto will take precedence in governing in the following order: (1) Addenda; (2) TENDER; (3) Special Conditions; (4) Specifications; (5) Drawings; (6) Executed Form of TENDER; (7) All other documents.

The TENDER, accepted submission, and the District contract documents represent the entire Agreement between the District and the successful TENDERER and supersede all prior negotiations, representations and agreements either written or oral. The contract documents may be amended only by written instructions agreed and executed by the Successful TENDERER and the District.

#### **4. Terminology**

The following terms will apply to this Invitation for TENDER and to any subsequent Contract. Submission of a TENDER in response to this Invitation for TENDER indicates acceptance of all the following terms:

- a) "District" means the District of Sparwood;
- b) "Best Value" means the value placed upon quality, service, past performance and price.
- c) "Invitation to TENDER" (TENDER) includes the documents listed in the index of the Invitation to TENDER and any modifications thereof or additions thereto incorporated by addenda before the close of TENDER'S.
- d) "Contract" means the written agreement resulting from the Invitation for TENDER executed by the District of Sparwood and the successful TENDERER;
- e) "Contractor" means the successful TENDERER selected from this Invitation for TENDER;
- f) "Must", "Mandatory", "Shall" or "Required" means a requirement that must be met in order for a TENDER to receive consideration;
- g) "TENDERER" means an individual or a company that submits, or intends to submit, a TENDER in response to this Invitation for TENDER;
- h) "Should" or "desirable" means a requirement having a significant degree of importance to the objective of the Request for TENDER.
- i) "Special Conditions" means the special conditions, which are included in the TENDER.
- j) "Specifications" means the specifications, which are included in the TENDER.
- k) "Subcontractor" includes, inter alia, a person, firm or corporation having a contract with the successful TENDERER for the execution of a part or parts, or furnishing to the successful TENDERER materials and/ or equipment invitation for in the TENDER.
- l) "Successful TENDERER" means the TENDERER submitting the most advantageous TENDER as determined by the District of Sparwood.
- m) "Work" means any labour, duty and/or efforts to accomplish the purpose of this project.

#### **5. Modification**

The District reserves the right to modify the terms of the Invitation for TENDER at any time at its sole discretion. The District will endeavour to distribute all modifications to TENDERER'S that register. To register, please submit an email address, contact phone and fax number any time between May 9th and 27th, 2013.

Modifications to the TENDER will be made in the form of written addenda or re-issued documents. All addenda shall be considered to be integral to the TENDER and having the same effect as if part of the original TENDER. It is the TENDERER'S responsibility to ensure that they have all modifications. The modifications will be made available on BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)). TENDERS should include acknowledgement of receipt of all addenda.

## **6. Liability**

While the District has used considerable efforts to ensure an accurate representation of the information in this Invitation for TENDER, the information contained in the Invitation for TENDER is supplied solely as a guideline for TENDERER's. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this Invitation for TENDER is intended to relieve TENDERER's from performing their own due diligence and forming their own opinions and conclusions with respect to the matters addressed in this Invitation for TENDER.

## **7. Limitation of Damages**

The TENDERER, by submitting a TENDER agrees that it will not claim damages, for whatever reason, relating to the TENDER, by reason of submitting a TENDER, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any costs incurred by the TENDERER in preparing its TENDER. The TENDERER, by submitting a TENDER, waives any and all such claims.

## **8. Confidentiality**

This document or any portion thereof may not be used for any purpose other than submission of TENDER. The successful TENDERER shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is the District's policy to maintain confidentiality with respect to all confidential information related to the Invitation to TENDER, but the District is subject to the Freedom of Information and Privacy Act.

All documents, including TENDERS submitted in response to this Invitation for TENDER become the property of the District of Sparwood. They will be held in confidence by the District, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **9. Safety**

The successful TENDERER will be designated as the Prime Contractor for this project, assuming all health and safety obligations and requirements.

## **10. Insurance & Indemnity**

The successful TENDERER must indemnify the District, their employees, officers, directors and agents (each an "Indemnified Person") against all claims, actions, proceedings, damages, losses, costs, expenses and liabilities of any kind incurred that an Indemnified Person may sustain, incur, suffer or be put to, either before or after this Contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors, or subcontractors in providing the Services, except liability arising out of any independent negligent act by the District.

The successful TENDERER will be asked to provide proof of Worker's Compensation Board of BC registration and coverage and proof of Comprehensive General Liability insurance coverage for a minimum of five million dollars (\$5,000,000.00). Within seven (7) days of contract award notification the Successful TENDERER must submit certification that the District as an additional named insured.



## **11. Agreement**

The successful TENDERER agrees that by submitting a TENDER, the TENDERER agrees to all the terms and conditions of this Invitation for TENDER and will form part of the contract. TENDERER's who have obtained the Invitation for TENDER must not alter any portion of the document, with the exception of adding information requested. To do so will invalidate the TENDER.

## **12. Contract Price**

The *Contract Price* shall be the entire compensation owing to the *Contractor* for the *Work* and this compensation shall cover and include all profit and all costs of supervision, labour, material, equipment, overhead, financing, and all other costs and expenses whatsoever incurred in performing the *Work*. The price for the *Work* ("*Contract Price*") shall be the sum in Canadian dollars

## **13. Payment**

Subject to applicable legislation and the provisions of the *Contract Documents*, the *Owner* shall make payments to the *Contractor*.

If the *Owner* fails to make payments to the *Contractor* as they become due in accordance with the terms of the *Contract Documents* then interest calculated at 2% per annum over the prime commercial lending rate of the Bank of Canada on such unpaid amounts shall also become due and payable until payment. Such interest shall be calculated and added to any unpaid amounts monthly.

## **14. Rights and Remedies**

The duties and obligations imposed by the *Contract Documents* and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Except as specifically set out in the *Contract Documents*, no action or failure to act by the *Owner*, *Contract Administrator* or *Contractor* shall constitute a waiver of any of the parties' rights or duties afforded under the *Contract*, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach under the *Contract*

## **15. Notices**

Communications among the *Owner*, the *Contract Administrator* and the *Contractor*, including all written notices required by the *Contract Documents*, may be delivered by hand, or by fax, or by pre-paid registered mail to the District of Sparwood, Box 669, 367 Pine Avenue, Sparwood, BC, V0B 2G0.

## **16. Cost of Preparation**

Any cost incurred by the TENDERER in the preparation of this TENDER will be borne solely by the TENDERER.

## **17. No Collusion**

Except as otherwise specified or as arising by reason of the provision of the *Contract Documents*, no person whether natural, or body corporate, other than the TENDERER has or will have any interest or share in this TENDER or in the proposed contract which may be completed in respect thereof. There is no collusion or

arrangement between the TENDERER and any other actual or prospective TENDERER's in connection with TENDERS submitted for this project and the TENDERER has no knowledge of the contents of other TENDERS and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the TENDER.

### **18. Use of Invitation to Tender**

This document, or any portion thereof, may not be used for any purpose other than the submission of TENDERS.

### **19. Irrevocability**

Prior to the time and date of the Invitation for TENDER closing deadline, any TENDERER may withdraw or change their TENDER, without penalty or forfeiture, by giving notice in writing to:

Duane Lawrence  
Director of Community & Facility Services  
District of Sparwood  
Box 669, 367 Pine Ave.  
Sparwood, BC V0B 2G0  
[dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca)

Upon the closing deadline, all TENDERS become irrevocable and no words or comments may be added to, or removed from, the TENDER unless requested by the District for purposes of clarification. By submission of a TENDER, the TENDERER agrees that should its TENDER be deemed successful, the TENDERER will enter into a Contract with the District. This irrevocability is only valid for a period of 90 days after the closing date.

### **20. Award**

The District may not necessarily accept the lowest priced TENDER or any TENDER. At its sole discretion, the District reserves the right to reject any or all TENDERS received and to accept any TENDER which it considers advantageous, whether or not it is the lowest priced TENDER.

The District is not under any obligation to award a contract, and reserves the right to terminate the Invitation for TENDER process at any time and to withdraw from discussions with all or any of the TENDERER's who have responded. The District shall not be obligated in any manner to any TENDERER whatsoever until a written agreement has been duly executed relating to an approved TENDER.

No Contract is formed as a consequence of this Invitation to TENDER. The District reserves the right to accept the TENDER offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the District.

TENDERS must meet all the requirements herein to be eligible for consideration. TENDERS that are unsigned, incomplete, conditional, illegible, unbalanced, and obscure or that contain additions not invited for, reservations, erasures, alterations, or irregularities of any kind may be rejected. The District reserves the right to obtain additional information from the TENDERER's to clarify the information in their submission.

In the event that only one TENDER is received, the District reserves the right to return the TENDER unopened. The acceptance of the TENDER by the District shall be made only by notice in writing, and will be addressed to the Successful TENDERER at the address given in the TENDER; and if the TENDER documents are so worded, the TENDER may be accepted either in whole or in part.

## **21. Evaluation Criteria**

Notwithstanding any other provisions in the TENDER, or any practice or custom in the industry, the District, in its sole discretion, shall have the unfettered right to accept or reject any or all TENDERS. All TENDERDS will be evaluated by a team consisting of District representatives. Evaluation criteria are as follows:

- a) Responsiveness to terms and conditions and ability to meet the specifications of this TENDER.
- b) Understanding of issues specific to this assignment including proposed work methodology, proposed level of effort, and proposed work schedule.
- c) Experience and capability of firms and staff in similar assignments.
- d) Past experience in arena refrigeration installation
- e) Award will be made on the Best Value offered, and the District will determine Best Value.
- f) Fee schedule and total cost of services to the District.
- g) Current standing with Worksafe BC and the BC Safety Authority

Following submission and initial evaluation of technical TENDERS, interviews may be arranged with the TENDERER's as part of the TENDER evaluation process.

The following weighting will be used.

- Experience & Safety Record - 20%
- Price - 50%
- Proposed Equipment - 30%

The Evaluation Committee will valuate TENDERS to identify the TENDER with the best overall value to the District. The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the TENDERS by comparing one TENDER to another TENDER.

No totals, weighting, or score will be provided to any TENDERER.

## **22. Evaluation Committee**

The evaluation of TENDERS will be undertaken on behalf of the District by the Evaluation Committee, which may consist of one or more persons. The Evaluation Committee may consult with others including District staff members, third party consultants and references, as the Evaluation Committee may in its discretion decide is required. The Evaluation Committee will give a written recommendation for the selection of a Preferred TENDERER to the District.

## **23. Negotiations**

The District reserves the right to negotiate specific terms of the contract prior to the final award with the Successful TENDERER. If a written Contract cannot be negotiated within thirty days of notification of the Successful TENDERER, the District may, at its sole discretion at any time thereafter, terminate negotiations with that TENDERER and either negotiate a Contract with the next qualified TENDERER or choose to terminate the TENDER process and not enter into a Contract with any of the TENDERER's.

## 24. Closing Date and Location

To be considered, TENDERS must be received in a sealed envelope no later than 2:00 pm (MST), Thursday July 3<sup>rd</sup>, 2014 (the “Closing Deadline”), at the following address:

District of Sparwood  
Box 669, 367 Pine Ave  
Sparwood, BC V0B 2G0

TENDERS and their envelopes must be clearly marked with the name and address of the TENDERER and the name of the Project: **“Invitation to TENDER: Sparwood Arena Compressor”**.

Print TENDER packages must include two (2) hard copies with your submission.

TENDERS submitted by facsimile will not be accepted.

TENDERS received after the closing deadline will not be accepted. Please keep in mind that courier services such as DHL, Purolator or Canada Post generally cannot provide one day delivery service to Sparwood.

## 25. Site Visit

Site visits will be provided for TENDERER’s upon request between June 23 and 25, 2014. All visits are to be arranged in advance with the Sparwood Leisure Centre via email at [dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca).

## 26. Other Conditions

- a) A qualified TENDER is one that meets the needs and specifications of the District; the terms and conditions contained in the TENDER. The preferred TENDER is a qualified TENDER offering the best value, as determined by the District.
- b) The District will decide whether a TENDER is qualified by evaluating all of the TENDERS based on the needs of the District, specifications, terms, and conditions and price. The District will examine all TENDERS and recommend which TENDER is in the District’s best interest.
- c) A TENDER which is unqualified is one that exceeds the cost expectations of the District and/or does not meet the terms and conditions contained in the TENDER and/or does not meet the needs and specifications of the District. The District reserves the right to reject any or all unqualified TENDERS.
- d) The District recognizes that “Best Value” is the essential part of purchasing a product and /or service and therefore the District may prefer a TENDER with a higher price, if it offers greater value and better serves the District’s interests, as determined by the District, over a TENDER with a lower price. The District’s decision shall be final.
- e) All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
- f) All TENDER prices shall include the delivery F.O.B. to the Sparwood Leisure Centre or other destination point, as specified by the District, and the Contractor shall bear all risks of loss and/or damage.

- g) Where only one TENDER is received, the District reserves the right not to make public the amount of the TENDER. The amount of the TENDER will be made public if a contract is awarded. The District reserves the right to accept or reject a TENDER, where only one TENDER is received.
- h) The District reserves the right in its sole discretion to accept or reject all or part of any TENDER which is non-compliant with the requirements of this Invitation.
- i) The District shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.
- j) The District reserves the right to cancel the Contract Agreement for goods and/or services as outlined in this TENDER, at any time, by providing 30 days written notice to the contractor

## **27. Late Tenders**

TENDERS received after the final date and time for receipt of TENDERS will be considered "Late TENDERS". Late TENDERS will not be accepted and will be returned unopened to the sender.

## **28. Failure or Default of Tenderer**

If the TENDERER for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the TENDERER under the terms of this TENDER, the District at its option may consider the TENDERER has abandoned the offer made or the contract if the offer has been accepted, whereupon the acceptance, if any, of the District shall be null and void and the District shall be free to select an alternate solution of its choosing.

## **29. Bylaw Compliance**

The TENDERER and all sub-trades will be subject to all Municipal Bylaws and will be responsible for all Business Licenses, including fees, as necessary. Separate business licences are required for all contractors and subcontractors. More information is available on our website at [www.sparwood.ca](http://www.sparwood.ca)

In carrying out its obligations hereunder, the TENDERER shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licences, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Services, the more restrictive shall apply.

## **30. Solicitation**

TENDERER's and their Agents are hereby warned that any attempt to solicit support of individual members of the Council and/or Staff of the District in regards to the award of this contract may jeopardize their TENDERS.

## **31. Inquiries and Addenda**

Requests for clarification of these instructions or the requirements of the services to be provided shall be addressed to:

Duane Lawrence  
Director of Community & Facility Services  
Phone 250.425.6821  
E-mail [dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca)

The District of Sparwood shall not be responsible for information received by the TENDERER from any other source. If a TENDERER is in doubt as to the meaning of any part of the TENDER documents, or finds omissions or discrepancies therein, a request for interpretation or correction thereof may be submitted and, if deemed necessary by the District, an addendum will be issued to all pre qualified persons of record receiving TENDER documents.

Addenda will also be issued by the District to all pre-qualified persons of records receiving TENDER documents, should the District of its own accord, wish to expand, delete or change any portion of the TENDER document.

No oral explanation, interpretation or clarification of the TENDER documents by any person whatsoever shall bind the District in the interpretation of the TENDER document.

### **32. Conclusion**

Thank you for your interest in submitting a TENDER. It is hoped that the information provided is of value and should anything be unclear, please contact Duane Lawrence at 250-425-6821 or [dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca).

## **PART 3: PROJECT INFORMATION**

### **1. Introduction**

This document outlines the general scope of the TENDER, sets out the basic requirements for the TENDER document and provides the evaluation criteria to be used as the basis for awarding the assignment. The objectives of the TENDER is to evaluate the TENDERER's experience, technical expertise, project methodology, schedule and fees to provide the goods and or services for this assignment.

### **2. General Scope of Work**

The successful TENDERER will be responsible for the removal and replacement of existing Mycom N8A compressor and associated oil separator, including all related controls, systems, lines, and connections. The work includes, but is not limited to:

- Re & Re arena physical plant compressor with a high efficiency compressor
- Adapt mains, structure and base to accommodate new compressor
- Supply new equivalent size high efficiency compressor
- Install new thermometers, valves, pressure relief valves, cut outs, lines and related operational and safety controls;
- Re & Re new oil separator with automatic return line to compressor
- Reconnect all components and safety controls
- Install new belts compatible with compressor
- Pressure test all components
- Commission and provide proper permitting
- Start up new compressor and components
- Ensure that all work and materials are in compliance with British Columbia Safety Authority, the Safety Standards Act and the Power Engineers, Boilers, Pressure Vessels and Refrigeration Safety Regulations

### **3. Time Line**

All works in its entirety must be completed by September 10<sup>th</sup> 2014.

### **4. Content of the Tender**

All TENDERS shall contain the following:

#### **4.1. Cover letter**

A cover letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honored for a specified period from the submission date.

#### **4.2. Tenderer Profile**

A description of the Contractor's organization, size, and services provided; areas of expertise and length of time in operation must be addressed.

### **4.3. Equipment**

A list of proposed equipment must be provided and include energy ratings and specifications.

### **4.4. Scheduling**

The TENDER will include the TENDERER's itinerary to complete the work proposed (site visit, site preparation, site cleanup.)

### **4.5. Tender Price**

The bid shall be in the form of a firm price for each line item during the contract period. The bid price shall include charges such as equipment, including, but not limited to ladders, hand and power tools, generators, all vehicles, and any supplies not itemized above. Charges not specified in the bid will not be honored. All bids shall be in Canadian Dollars exclusive of PST & GST.

### **4.6. Certification**

Bidders and their employees must be certified as required by Worksafe BC and any and all Federal, Provincial and local legislation, for the purpose of arena plant refrigeration systems. All TENDERER's must submit proof of certification or qualifications.

### **4.7. References**

Provide at least three specific recent (within last 10 years) references that are clearly related to past experience for this scope of work and the results after completion of the measures. For each project provide name, project location, contact name, contact title, phone and fax number.

## **5. Tender Preparation**

### **5.1. Changes to Tender Wording**

The TENDERER will not change the wording of its TENDER after closing and no words or comments will be added to the TENDER unless requested by the District for the purpose of clarification.

### **5.2. Limitation of Damages**

The TENDERER, by submitting a TENDER agrees that it will not claim damages, for whatever reason, relating to the TENDER, by reason of submitting a TENDER, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any costs incurred by the TENDERER in preparing its TENDER. The TENDERER, by submitting a TENDER, waives any and all such claims.

### **5.3. Firm pricing**

TENDERS must be firm for at least 90 days after the final date. Pricing will be firm for the entire contract period.



#### **5.4. Currency and taxes**

Prices quoted are to be in Canadian Dollars, including duty, where applicable; FOB destination, delivery charges included where applicable; and excluding PST & GST.

### **6. Additional Terms**

#### **6.1. Liability of Errors**

While the District has spent considerable efforts to ensure an accurate representation of information in this TENDER, the information contained in this TENDER is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this TENDER is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this TENDER.

#### **6.2. Agreement with Terms**

By submitting a TENDER the Contractor agrees to all the terms and conditions of this TENDER. Contractors who have obtained the TENDER electronically must not alter any portion of the document, with the exception of adding the information requested. To do otherwise will invalidate the TENDER.

### **7. Specifications**

All measurements are thought to be as accurate as possible. It is the TENDERER's responsibility to insure these measurements are correct, and make changes to the quote if needed. It is expected that a site visit take place prior to the closing date.

**PART 4: BID SHEET**

**Invitation to TENDER: District of Sparwood Arena Complex Compressor replacement.**

**Closing Date:** July 3<sup>rd</sup>, 2014, 2:00 pm MST.

The undersigned TENDERER has carefully examined the conditions & specifications (if applicable) contained within this TENDER and will provide the services as described in the bid package in response to the TENDER.

This TENDER is valid for 90 days.

<u><b>ITEM</b></u>	<u><b>Bid Price</b></u>
Compressor replacement	_____
Other _____	_____
<b>Subtotal</b>	_____
GST	_____
PST	_____
<b>Total</b>	_____

**SIGNED AND DELIVERED**

at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Business/Organization Name

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name & Title of Signatory

\_\_\_\_\_  
Witness Name & Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address & Contact Number