



CALL FOR TENDER

Demolition and Removal of St. Matthew Centre, Foundation, and Parking Lot

Issue Date: December 12, 2018

Closing Date: January 31, 2019 at 3:00 pm

Contact: Bishop David Lehmann
Anglican Diocese of Caledonia
201, 4716 Lazelle Ave
Terrace, BC V8G 1T2
T: 250.635.6016
F: 250.635.6026
E: caledonia@telus.net

INFORMATION AND INSTRUCTIONS

Definitions

Each company responding to this call will be referred to as a bidder. A bidder's response to this call will be referred to as a bid and the Anglican Diocese of Caledonia will be referred to as the Diocese.

Closing Date and Time

Bids must be received at the Diocese of Caledonia office by 3:00 p.m. local time on Thursday, January 31, 2019. Electronic or facsimile submissions will not be accepted.

SUBMISSION INFORMATION

Interested bidders are invited to respond to this call based on the Purpose and Scope of Work outlined in this document.

The original copy of the respondent's bid must be submitted to:

Bishop David Lehmann
Anglican Diocese of Caledonia
201, 4716 Lazelle Ave
Terrace, BC V8G 1T2
T: 250.635.6016

on or before the closing date and time in a sealed envelope marked:

**Demolition and Removal of St. Matthew Centre,
Foundation, and Parking Lot**

Bids submitted after the closing date and time will not be accepted.

PURPOSE

The Diocese of Caledonia is seeking bids from qualified, experienced trades to demolish and remove St. Matthew Centre, foundation, and parking lot. The site address is 4514 Lakelse Avenue, Terrace, BC V8G 1P4.

SCOPE OF WORK

- Demolish and remove building and foundation.
- Remove parking lot and fencing.
- Back fill all remaining holes with suitable materials as to leave the land level with existing grades.
- General site cleaning as to leave the land in an aesthetically pleasing state.

SUBMISSION REQUIREMENTS

1. **Proposed Budget** - Provide a proposed budget for carrying out the project.
2. **Project Schedule** - Estimated completion date.
3. **Completion of Attached 2 Page Bid Form.**

REQUIRED FORMS, AFFIDAVITS, AND CERTIFICATES

- Proof of liability insurance.
- Work Safe BC Clearance Letter.
- Proof of qualifications and training required upon request to confirm that all employees are properly licensed, qualified as required by contract, and trained for their duties.

GENERAL SPECIFICATIONS

Review Of Existing Site

The bidders shall be deemed to have examined the subject site and to have fully informed themselves as to the existing site and any limitations. Site visits must be arranged with Bishop Lehmann who will provide access to the site. Please call 250-635-6016 to arrange a site visit.

Inquiries

Please refer all tender inquiries to Bishop Lehmann by email to caledonia@telus.net or by phone at 250-635-6016.

Provisions

The work includes all materials, equipment, labour and permits required to complete the work described in the scope. A building demolition permit is required to complete this work. The successful bidder is responsible to obtain the permit and all other applicable permits and/or certificates. No work can commence until the building permit has been issued by the City of Terrace Planning Department. Once the building permit has been issued, work can commence at the bidder's discretion. The bidder will provide the Diocese with at least 3 days of notice prior to commencing the demolition work.

Hours of Work

The successful bidder shall limit working hours to between 8 am and 6 pm, Monday through Friday. No weekend work will be permitted except by permission of the Bishop.

Removal and Disposal of Demolition Materials

All demolition material is to be removed from the site and disposed of at an approved disposal site in accordance with the Environmental Protection Act and other applicable legislation. Best practices are to be used in sorting demolition materials in order to minimize the impact on approved disposal sites. The Diocese will require proof of disposal prior to payment.

No extra compensation shall be paid to the bidder under this Contract for performing the work in accordance with the requirements described. Tipping fees shall be included in the contract.

Payment

Payment(s) will be subject to a 10% holdback for 45 days under the Construction Lien Act. Holdback will be released after 45 days provided the demolition works have been completed to the satisfaction of the Diocese.

Tender Documents

Tender documents will be available at the Diocesan office and through the Diocesan website at www.caledoniaanglica.ca

SUPPLEMENTARY

Withdrawal of Bid Prior to Opening

A bidder who has submitted a bid may request that his/her bid be withdrawn. Adjustments or corrections to the bid submitted will not be allowed. The withdrawal shall be allowed if the request is made before the closing time for this tender call. Withdrawal requests may be directed to the official receiving the bids by letter, fax, email, or in person. Telephone requests will not be considered.

Withdrawal requests received after the closing time will not be allowed. The party concerned shall be informed by letter that the withdrawal request arrived too late for consideration.

NOTE: The withdrawal of a bid does not disqualify a bidder from submitting another bid on the same call for tender prior to the specified closing time.

Opening

There will be a private opening of bid submissions on Thursday, January 31, 2019 at 3:10pm.

Supplemental Information

The Diocese reserves the right to request supplementary or additional information from one or more bidders after the tender closing without affecting the validity of the bids submitted, as may be required to clarify a bid and facilitate the Diocese's decision to accept a bid. Such requested information shall not alter the bid, unless agreed upon by both parties, or necessarily constitute negotiation with the bidder, and the Diocese is not obligated to seek clarification from a bidder where its bid is deficient or not acceptable.

The supplementary or additional information solicited may be in one or more of the following forms: presentations, interviews, written form or graphic form.

Freedom of Information

All information obtained by the bidder in connection with this call for tender is the property of the Diocese and shall be treated as confidential and not used for any purpose other than for replying to this tender.

Bid Evaluation

The contract will be awarded to the bidder judged to provide the best value for the Diocese, based on the information provided.

Prospective respondents shall demonstrate the ability to perform this type of work and shall perform duties in compliance with applicable legislation(s), ie: Occupational Health and Safety Act, Workplace Safety and Insurance Act.

Selection of the successful bidder (if any) will be entirely at the Diocese's discretion as to which bid represents the Diocese's best interests. The Diocese also reserves the right, in its sole and absolute discretion, to reject any bid which, in the Diocese's opinion, does not sufficiently comply with the requirements of the call for tender.

Litigation

The Diocese reserves the right to reject any bids received from a company, that is, or whose principals are, at the time of submission engaged in a legal dispute with the Diocese.

Conflict of Interest

All bidders shall disclose to the Diocese any potential conflict of interest. If such conflict of interest does not exist, the Diocese may, at its discretion, withhold the selection.

Diocese's Use of Bid

The Diocese may reproduce the bidder's bid and any supporting documentation for internal use only.

Errors and Omissions

The Diocese will not be held liable for any errors or omissions in any part of this call for tender. While the Diocese has used considerable efforts to ensure an accurate representation of information in this tender, the information contained herein is supplied solely as a guideline for responding bidders. The information is not guaranteed or warranted to be accurate by the Diocese, nor is it necessarily comprehensive or exhaustive. Nothing in the tender is intended to relieve bidders from forming their own opinions and conclusions with respect to the matters addressed in the tender.

Should a bidder find omissions from or discrepancies in any of the tender documents or should the bidder be in doubt as to the meaning of any part of such documents, the bidder should notify Bishop Lehmann without delay. If the Diocese considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued and posted on the Diocese's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the tender documents.

Bidder Expense

Any expenses incurred by the bidder in the preparation of the bid submission are entirely the responsibility of the bidder and will not be charged to the Diocese.

Acceptance or Rejection of Bid

The Diocese reserves the right to reject any or all bids and to waive formalities as the interests of the Diocese may require without stating reasons.

Accordingly, the Diocese will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any bidder by reason of the acceptance or the non-acceptance by the Diocese of any bid or by reason of any delay in the acceptance of a bid except as provided in the tender document.

Contract Award Procedures

- The Diocese will notify the successful bidder of the award within thirty (30) calendar days of the tender closing.
- Notice of acceptance of the bid will be by telephone and written notice.
- Immediately after acceptance of the bid by the Diocese, the successful bidder will provide the Diocese with any required documents within thirty (30) calendar days of the date of notification of award.

Protection of Work or Property

The successful bidder will provide continuous and adequate protection of all work from damage and will protect the Diocese's property from injury or damage arising from or in connection with this work. The successful bidder will make good any such damage or injury.

Freedom of Information

Any personal information required on the bid form is received under the authority of the Diocese of Caledonia. This information will be an integral component of the quote submission.

All written bids received by the Diocese become a public record; once a bid is accepted by the Diocese, and an agreement is signed, all information contained in it is available to the public including personal information.

Confidentiality of Understanding

The successful bidder and its employees may have access to information confidential to the Diocese. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful bidder agrees that it and its employees who have access to this information will not, either during the term of the agreement or at any time thereafter, reveal to any third party any of this confidential information or use it in any way, whether on the successful bidder's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

Ownership

The information, documentation, plans, etc. that are a product of this award by the successful bidder, will become the exclusive property of the Diocese.

Bid Form

This page must be returned as part of the bid submission.

Tender for:

Demolition and Removal of St. Matthew Centre, Foundation, and Parking Lot

As Supplied by:

Bidder's Name

Address

Hereinafter called the Bidder

To:

Diocese of Caledonia
201, 4716 Lazelle Avenue
Terrace, BC
V8G 1T2

Hereinafter called the Diocese

The Bidder declares:

- The content and requirements of this tender document have been read and understood.

All or any bids not necessarily accepted.

Dated at _____ this _____ day of _____ 2019.

Witness

Signature of Respondent

Bid Form

This page must be returned as part of the bid submission.

Tender for:

Demolition and Removal of St. Matthew Centre, Foundation, and Parking Lot

Description

Unit Price

Total

Demolish and remove St. Matthew
Centre, foundation, and parking lot.
Backfill holes and level site to
existing grade.
General site clean up.

_____ \$ _____

Bid pricing is subject to PST and GST. These are to be shown as a separate line item on all invoicing but should not be included in the bid pricing herein.

Dated at _____ this _____ day of _____ 2019.

Witness

Signature of Respondent
