



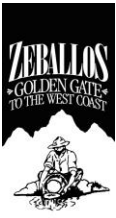
REQUEST FOR QUOTES

Zeballos Village Office Wildfire Risk Reduction
Access Ramp

ABSTRACT

The Village of Zeballos requests contractors to submit a quote based on the information in the documents provided.

VoZ



Village of Zeballos

PO Box 127 - 157 Maquinna Avenue, Zeballos, BC V0P 2A0
Telephone (250) 761-4229 Fax (250) 761-4331
Website: www.zeballos.com Email: reception@zeballos.com

1. **LOCATION:**

157 Maquinna Avenue, Zeballos, BC

2. **ENQUIRES:**

All inquiries related to this RFQ are to be directed by email, to:

Pete Nelson-Smith
Chief Administrative Officer, Village of Zeballos
Phone: 250-761-4229
Fax: 250-731-4331
Email: cao@zeballos.com

Information obtained from any other source is not official and should not be relied upon.

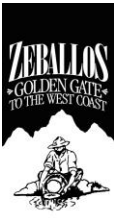
3. **SCOPE OF WORK:**

To construct an accessibility and FireSmart ramp for the public entrance to the Village Office

- Work with Village team to determine best design criteria including, but not limited to:
 - Optimal height/width and position of proposed ramp
 - Materials list (best suited to longevity, maintenance and FireSmart requirements)
- Coordination of material delivery to site and secure storage
- Construction and finishing of the ramp to match the exterior of the Village Office.
- Please include comprehensive charge out list if work is required outside of the scope of the project (ie. Hourly charge out rates, equipment charge out rates)
- Proposed plan to limit the interruptions to the day-to-day Village Office operations.

4. **DEFINITIONS:**

- a) **Owner:**
The Village of Zeballos (Village)
- b) **The Contractor:**
The party accepted by the Owner with whom a formal contract is entered to complete the work of this project.
- c) **The Work:**
The Work includes the whole of the works, materials, matter and things to be done, furnished and performed by the Contractor under the contract.
- d) **Others:**
Others includes all contractors, parties, stakeholders, owners, engineers, or consultants who have been instructed by the Owner to perform work at the site.



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5. COMMENCEMENT AND COMPLETION:

- a) Commencement immediately upon award of contract.
- b) Completion by November 30, 2024 (final date may be subject to change by the Village only)

6. MATERIALS

All materials to be provided by the Contractor.

7. INSPECTION OF SITE

Please contact Hudson Mihalick at 250-207-8768 or publicworks@zeballos.com if you wish to view the project site.

8. CONSTRUCTION WORK SCHEDULE

Contractor must provide a comprehensive work schedule highlighting expected dates of completion for various stages and milestones.

9. SETTING OUT OF WORK

The Contractor shall not enter or nor occupy with workers, tools, equipment or material, any ground outside the property of the Owner without the written consent of the party owning such ground. Other contractors or employees may, for all necessary purpose, enter upon the work and premises used by the Contractor, and the Contractor shall conduct his work so as not to impede unnecessarily any work being done by Others on or adjacent to the site.

10. CONTRACTOR'S PERSONNEL

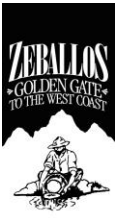
The Contractor's representative on site shall be completely familiar with the method of work to be employed. Such personnel shall remain on site for the duration of the work as required by the Owner.

11. PERMITS, CERTIFICATE, LAWS AND ORDINANCES

- a) The Contractor shall, at his own expense, procure all permits, certificates and licenses required of him by law for the execution of his work under this contract. The Contractor shall comply with all Federal, Provincial and BC Building Code, ordinances or rules and regulations relating to be performance of the work and in force during the duration of his contract.
- b) All disposable materials are to be disposed of in an environmentally acceptable manner.

12. RESPONSIBILIY TO PERSONNEL

The Contractor shall have full responsibility for the board, lodging and transportation of his personnel and subcontractors. The cost for this shall be incorporated into his unit prices. They shall comply with all labour requirements, Labour Canada regulations, WorkSafe BC regulations and general working conditions in the area.



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13. DRAWINGS:

The Village is requesting that the Contractor confirm all dimensions, elevations, and locations.

1. Design should follow the layout of the existing office entrance and conform to FireSmart specifications
2. Alternative designs may be considered

14. SITE SECURITY

The Contractor is responsible for all materials and equipment. The Contractor is responsible for the repair and replacement of stolen or damaged items. The Village may be able to secure lock up space if required.

15. CODES AND STANDARDS

- a) Where specific codes and standards are not dated, work shall conform to the latest issue of the specified standards, as revised and amended at the date of receipt of the quote.
- b) Perform work in accordance with the BC Building Code, WorkSafe BC and any other code of provincial or local application provided. In any case of conflict or discrepancy, the most stringent requirement shall apply.
- c) Meet or exceed requirements of specified standards, codes, WorkSafeBC requirements, and referenced documents.

16. SITE WORK

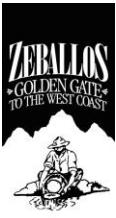
- a) All work shall meet or exceed all requirements set in the plans and specifications.
- b) Contractor to keep disruption of the work area to a minimum.

17. TERMS OF PAYMENT

- a) The quantities stated in the acceptance are given for the purpose of providing a basis for a comparison. Payment will be made only on the authorized quantities listed in this Contract or authorized by the Owner. No guarantee is given that actual quantities will conform to the quantities shown. The work may be terminated or extended at the discretion of the Owner.
- b) Payment under this Contract will be made after final inspection and acceptance of the completed works. Payment will be made based upon the prices as listed in the final contract.
- c) At the completion of the work, the Contractor will submit an invoice, on an approved form, for all the work satisfactorily completed and for all materials purchased and it will be reviewed by the Owner prior to processing for payment.

18. LUMP SUM PAYMENT

- a) Payment will be made on the basis of an agreed cash flow schedule, as determined by Owner.



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19. UNIT PRICES

- a) Payments will be made for extra work **only** if authorized by the Village in writing.

20. LOST TIME

- a) No measurement will be made of the time spent in repairing or maintaining equipment or for lost time expended due to the acts, omissions or inadequacies of the Contractor's personnel or equipment.

21. TAXES

- a) Pay all provincial and municipal taxes levied by law.

22. DESCRIPTION OF ITEMS

Mobilization, Demobilization, Clean up.

This item shall be lump sum and will include all materials and labour to mobilize and demobilize to the site and clean up the site and dispose of any materials after the work is complete.

23. CO-OPERATION WITH OWNER

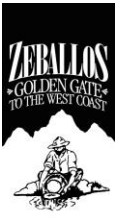
- a) The site shall be left in a safe condition at the end of each working day.
- b) The Contractor shall give the Owner a minimum of Seven (7) days written notice before any work commences including the exact day that work will commence. Works must continue consecutive days once starting (including Sat & Sun). Any costs incurred by the Owner as a result of delays in the works once scheduled will be paid for by the Contractor.

24. INSURANCE AND WORKSAFE BC COVERAGE.

- a) Contractor is to provide proof of insurance before commencing the works.
- b) All work to be performed within WorkSafe BC guidelines.

25. STORAGE OF EQUIPMENT.

- a) Store equipment and materials for the work in accordance with applicable safety and fire regulations.
- b) Provide safe storage for all materials and equipment.
- c) Do not unreasonably encumber site with materials or equipment. Move stored products or equipment that interfere with operation of the Owners or others.
- d) The Village may be able to secure lock up space if required.



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26. ORDER OF CLAUSES.

- a) The order of clauses in these contract documents are for clarity of components and do not represent the actual order in which the work is to be performed unless specified otherwise.

27. PROPOSAL SUBMISSION

Proposals will be accepted until 1:00 pm Monday October 07, 2024 at the Zeballos Village Office, located at:

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Fax: 250-761-4331

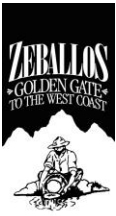
Email Submission to: reception@zeballos.com

Quotations may be faxed, mailed, or emailed. Please note that the Village will not be held responsible for transmission problems or other errors that could occur. Emails should be titled "Village Office Ramp Replacement".

28. PROPOSAL EVALUATION

Thank you for submitting your proposal!

1. A qualified proposal is one, which meets both the specifications as outlined in the enclosed specification section of the proposal document, as well as the Conditions contained in the proposal package. A qualified proposal must also meet cost expectations of the Owner for this particular project.
2. The Owner reserves the right to accept any or all proposals or parts of proposals and to waive any informalities, irregularities or technicalities. The Owner also reserves the right to award the contract for such goods and services as the Owner deems will best serve its interest.
3. A proposal which is not qualified is one which does not meet the specifications and/or conditions and/or exceeds the cost expectations and/or do not conform to specification, and/or do not meet the conditions. The Owner reserves the right to reject any or all quotations and seek alternative solution of its choosing.
4. The Owner will decide whether a quotation is qualified by evaluating it based on the specifications and price and Village's Procurement Policies and may opt to have the quotations examined by qualified individuals to ensure quality and conformity to the specifications. The Village staff will examine all quotations and recommend which, if any, is in the Owner's best interest.



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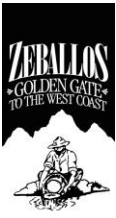
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5. The Owner recognizes that “BEST VALUE” is the essential part of purchasing a product and/or service and therefore the Owner may prefer a quotation with a higher quotation price, if it offers greater value and better serves the Owner’s interests, as determined by the Village, over a quotation with a low price.

NOTE: BEST VALUE IS THE VALUE PLACED ON SERVICE, QUALITY, PAST PERFORMANCE AND PRICE.

6. The Owner reserves the right to negotiate with the preferred bidder or any bidder on any details—including changes to specifications and price. If specifications require significant modification, all bidders shall have the opportunity to adjust their quotations or re-quote altogether, as determined by the Owner.
7. The Owner reserves the right to cancel this proposal at any time. The Owner also reserves the right to reject quotations from bidders who are unable to provide evidence that they are capable of providing the necessary labour, skills materials, and equipment to perform the work. Evidence of such competency and experience must be provided by the contractor upon request. The Owner further reserves the right to cancel any agreement with the contractor with 30 days’ written notice.
8. All goods, equipment, supplies, labour and workmanship associated with this proposal must conform to all necessary standards for use in Canada and the Province of British Columbia such as CSA, UCL, WCB, Canadian Weights and Measures, Canadian Electrical Codes and Occupational Health and Safety Standards.
9. All Chemical shipments, if any, must include MSDS sheets
10. The Owner will not be responsible for the costs of preparing proposals.
11. The successful proponent will be authorized to proceed only upon approval for the Owner.
12. All quoted prices shall include delivery F.O.B. to the site or other destination point as specified by the Owner and the successful bidder, here named the “Contractor”, shall bear all risk of loss or damage.
13. The contractor will guarantee that its quotation will meet the needs of the Owner. The Contractor will also guarantee that any goods supplies and/ or services rendered shall be correct. If the goods supplied and/or services rendered by the contractor are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Contractor.



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BID SHEET

SCHEDULE OF QUANTITIES AND LUMP SUM COSTS

AREA	DESCRIPTION	QUANTITY	LUMP SUM
1	Design/Drawings		
2	Materials		
3	Mobilization/Demobilization		
4	Removal of existing ramp		
5	Installation of new Ramp		

(All prices and *Quotations* including the *Contract Price* shall include all *Taxes*)

PROPOSAL PRICE	\$
PST	\$
GST	\$
TOTAL	\$