

BOWEN ISLAND MUNICIPALITY & WEST VANCOUVER SCHOOL DISTRICT 45 COMMUNITY PARTNERSHIP

BOWEN ISLAND COMMUNITY SCHOOL SYNTHETIC FIELD LIGHTING SUPPLY

Contract 10-01

March 23, 2010

TENDER DOCUMENT

SUBMISSION CLOSING DATE & TIME:

1:00 pm Local Time
Thursday, April 8, 2010

SUBMISSION LOCATION:

Bowen Island Municipality (Reception Desk)
981 Artisan Lane
Bowen Island, B.C. V0N 1G0



**WEST VANCOUVER
SCHOOL DISTRICT**
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Prepared by:

FHL CONSULTING SERVICES



ROY CAMPBELL LTD
Consulting Electrical Engineers

**BOWEN ISLAND COMMUNITY SCHOOL SYNTHETIC TURF FIELD
LIGHTING SUPPLY: CONTRACT 10-01**

**BOWEN ISLAND MUNICIPALITY & WEST VANCOUVER
SCHOOL DISTRICT 45 COMMUNITY PARTNERSHIP
INVITATION TO TENDER - CONTRACT No. 10-01**

Bowen Island Municipality invites tenders for Contract No. 10-01, Bowen Island Community School Synthetic Field Lighting Supply. This contract includes the field lighting supply only. Field lighting installation and associated electrical civil work will be tendered separately.

The synthetic field and lighting were tendered in spring 2009, however the field was built during the summer of 2009 without the lighting component. At that time, underground ductwork was installed for future field lighting. The scope of the electrical work and lighting has been revised accordingly and is being retendered in 2010.

This Tender is being posted to the BC Bid website (www.bcbid.gov.bc.ca) where suppliers, subcontractors and other interested parties may download the Tender documents directly at no charge. Hard copies of the complete Tender documents are available from Roy Campbell Ltd., attention Bruce Campbell, tel: 604-926-3251, fax: 604-926-2369, email: bruce@roycampbell.ca.

Submissions (two copies) of sealed tenders marked "Contract No. 10-01: Tenders for Bowen Island Community School Synthetic Turf Field Lighting Supply" must be delivered to the Bowen Island Municipality at the Main Reception Desk no later than 1:00 p.m. local time on Thursday April 8, 2010. Alternatively, sealed tenders may be delivered to Roy Campbell Ltd, 100-565 17th Street, West Vancouver, BC no later than 1:00 p.m. local time on Thursday, April 8, 2010, provided an electronic copy of the tender is also emailed to Bowen Island Municipality at bim@bimbc.ca prior to the submission deadline.

Direct any technical inquiries in writing to the Partnership's electrical consultant, Roy Campbell Ltd., attention Bruce Campbell, tel: 604-926-3251, fax: 604-926-2369, email: bruce@roycampbell.ca.

Direct any general inquiries in writing to the Partnership's Project Manager, FHL Consulting Services, tel: 604-947-2194, email: flevine@telus.net.

The lowest or any tender will not necessarily be accepted. The lowest tendered price will not be the sole factor considered in the evaluation of tenders and award of the Contract. Tenders will be evaluated based on the Tenderers' (and their subcontractors) qualifications and track record, recent experience with similar projects, overall project cost, proposed construction schedule, demonstrated ability to complete the project within the proposed schedule, as well as any other any factors the Partnership deems to be relevant to the project success. The Partnership reserves the right to reject any or all tenders, and to waive informalities in any or all tenders.

CONTENT OF TENDER DOCUMENTS

The Tender Documents shall consist of the following, which shall be the base documents for the Contract Documents of this Contract:

- Section A** **Instructions to Tenderers Part I**
 - Section B** **Blank Tender Submission Documents**
 - Section C** **Drawings & Specifications**
- Addenda, as issued

SECTION A – Instructions To Tenderers

Contract: Bowen Island Community School Synthetic Turf Field Lighting Supply (Reference No.10-01)

1. Introduction

- 1.1 These instructions apply to and govern the preparation of tenders for the Contract. The Contract includes lighting supply only.

- 1.3 A partnership of Bowen Island Municipality and West Vancouver School District 45 ('Partnership') has been established for the joint use of the synthetic turf sports field located at Bowen Island Community School.

The Bowen Island Municipality will be the Owner for the purposes of all Contract documents, including the Agreement between the Owner and Contractor.

2. Tender Documents

- 2.1 The tender documents which a Tenderer should review to prepare a tender consist of the Instructions to Tenderers, the Tender Submission Documents, as well as the Contract Documents listed in Section D attached.

- 2.2 Any additional information made available to Tenderers prior to the Tender Closing Time by the Owner or representative of the Owner, which is not expressly included in the documents, is not considered included in the Contract Documents. Such additional information is made available only as information to Tenderers who must make their own judgment about its reliability, accuracy or completeness and neither the Owner nor any representative of the Owner gives any guarantee or representation that the additional information is reliable, accurate or complete.

3. Submission of Tenders

- 3.1 Two sets of the Tender (one original and one copy) are to be submitted in a sealed package, marked on the outside with the Contract title and reference no., and must be received by the office of:

Bowen Island Municipality (Reception Desk)
981 Artisan Lane
Bowen Island BC, V0N 1G0

THE OUTSIDE OF THE ENVELOPE SHOULD CONTAIN THE NAME AND RETURN ADDRESS OF THE TENDERER AND BE CLEARLY MARKED:

**BOWEN ISLAND COMMUNITY SCHOOL SYNTHETIC TURF FIELD
LIGHTING SUPPLY CONTRACT 10-01**

Tenderers who fail to mark their envelopes in accordance with the foregoing shall be solely responsible for and bear the entire risk that their Tender may be lost, misfiled, misplaced or misdirected within the offices of the Owner and thus not available for opening at the Closing Time. In such case, if the Owner later locates the Tender and is satisfied that it was received by the Owner prior to the Closing Time, then the Owner in it's sole and absolute discretion may return the Tender unopened, or may open and consider the Tender along with the other Tenders received prior to the Closing Time.

3.2 Late tenders will not be accepted or considered, and will be returned unopened.

4. Opening of Tenders

4.1 The Partnership intends to open Tenders in private.

5. Conflict of Interest

5.1 In submitting a tender, the Tenderer represents and warrants that:

- a) prior to submitting the tender, the Tenderer has disclosed to the Owner in writing any actual or potential conflict of interest;
- b) the Tenderer has not and will not offer or provide any gifts or personal benefit to any elected or appointed representative or employee of the Owner;
- c) except as disclosed in writing by the Tenderer, no elected or appointed representative or employee of the Owner:
 - i) has any interest in the Tenderer by way of ownership or management, or
 - ii) has or is entitled to have any interest in the Contract or any benefit arising therefrom; and
- d) the Tenderer has not and will not solicit or lobby any individual elected or appointed representative or employee of the Owner in regard to the award of the Contract.

6. Project Schedule

Field lighting supply and installation will be tendered separately, in sequence, so that the lighting supplier will be selected in advance of the installation tender period. The lighting supplier will be expected to work as sub-contractor with the

'designated prime' Electrical Contractor, allowing the lighting supply to be coordinated within the installation schedule.

6.1 Key project milestone dates are as follows:

Lighting Supply Tenders Submitted:	April 8, 2010
Contract Award (approximate):	April 14, 2010
Lighting Infrastructure Tender:	April 14-April 22, 2010
Contract Award (approximate):	April 29, 2010
Lighting Installation Tender:	April 14-April 29, 2010
Contract Award (approximate):	May 6, 2010
Lighting Infrastructure Installation:	May 10-21, 2010
Last Day of School Session:	June 30, 2010
Lighting Installation:	July 5- August 13, 2010
Substantial Completion:	August 13, 2010

Since the site is in continuous use as a community school and public recreation facility, and for the safety of students and school users, onsite construction work will only be permitted with approval by the Partnership, once the contract is awarded. At all times, site hoarding will be required to maintain a safe work area separate from the school users.

7. Liquidated Damages

7.1 The Tenderer, by submitting a Tender, agrees that it will not make a claim against the Partnership for whatever reason, relating to the Tender, the Tender Documents, or the competitive tender process, in excess of an amount equal to the reasonable costs actually incurred by the Tenderer in preparing its Tender.

The Tenderer, by submitting a Tender, waives any claim or recovery for loss of profits or any prospective damages whatsoever if no contract is entered into with the Tenderer.

8. Bowen Island Subcontractors, Suppliers & Service Suppliers

8.1 The following is being provided as a convenience to those Tenderers who may be interested in obtaining contact information for Bowen Island suppliers, subcontractors and other on-island service suppliers:

- Bowen Island Chamber of Commerce, www.bowenisland.org
- BowenOnline's Island Directory of Community Groups & Businesses, www.bowen-island-bc.com/directory/index.html including courier/delivery information.
- Bowen Island Municipality (information for businesses and visitors including transportation information) <http://www.bimbc.ca>
- BC Ferries, www.bcferrries.com

Note that the above information is provided to Tenderers for information only. No review or pre-qualification of the companies listed has been conducted.

9. Prices

- 9.1 If a Tenderer has omitted to enter a price for an item of Work set out in the tender, unless the tender indicates to the contrary, the Tenderer shall be deemed to have allowed elsewhere in the tender for the cost to carry out that item of Work and no increase shall be allowed on account of such omission.
- 9.2 All of the prices are tendered based on a lump sum with the scope and extent of each lump sum item approximately described in the Schedule of Prices. The purpose of dividing the lump sums into general categories of work is to assist the Consultant in defining the value of progress payments and for determining the value of certain work that is being funded separately. Any work item that is not implicitly described, or inferred, as being included in any Regular Work, shall be included in the lump sum price tendered for 'Miscellaneous Work'.

10. Award

- 10.1 If there are any discrepancies in the Schedule of Prices between the extended totals of the individual Lump Sums and the total Tender Price, then the total Tender Price shall be deemed to be correct and the individual Lump Sums shall be corrected.

TENDERER'S CHECKLIST

Before submitting your tender, check the following points:

1. Has your tender been signed, sealed and witnessed? _____
2. Have you completed all prices & equipment types in the Schedules? _____
3. Have you completed the blanks in the Form of Tender to signify that all addenda issued have been taken in account in the preparation of the tender? _____
4. Have you shown the delivery dates for equipment in the Schedule of Equipment? _____
5. Are the documents complete? _____
6. Are the completed Tender Submission Documents (bound separately) ready for submission with all pages intact and the bottom of each page initialed? _____
7. Have you included one original and one copy of your submission? _____

NOTE: Your tender may be disqualified (at the Partnership's sole discretion) if ANY of the above points (if applicable) have not been complied with.

(This list is not guaranteed to be complete. Tenderers are responsible for the completeness of the tender submission.)

SECTION B

Tender Submission Documents

1. Tender Summary
2. Schedule of Prices
3. Schedule of Equipment
4. Form of Tender

TENDER SUMMARY

Contract: Bowen Island Community School Synthetic Turf Field Lighting Supply
Ref. No. Contract 10-01

NAME OF TENDERER

TENDER PRICE (incl. GST)

ADDRESS OF TENDERER

Phone: _____

Fax: _____

Email: _____

Tenderer's Initials

SCHEDULE OF PRICES

1.	Luminaires, Ballasts, and Lamps	\$ _____
2.	Poles	\$ _____
3.	Control Panel	\$ _____
4.	Miscellaneous	\$ _____
5.	Provincial Sales Tax	\$ _____
6.	Total (1 + 2 + 3 + 4 + 5)	\$ _____

Tenderer's Initials

SCHEDULE OF EQUIPMENT

- A. Luminaire Manufacturer _____
- B. Fixture Model Number _____
- C. Ballast Manufacturer & Model No. _____
- D. Quantity / Pole _____
- E. Pole Manufacturer _____
- F. Control Panel Manufacturer _____
- G. Delivery
 - Luminaires & Poles:
 - Shop Drawings _____
 - Delivery to Site after Approved Shop Drawings _____
 - Control Panel:
 - Shop Drawings _____
 - Delivery to Site after Approved Shop Drawings _____

* If available, submit standard product literature of materials to be supplied.

Tenderer's Initials

FORM OF TENDER

Bowen Island Municipality (the "Owner")

Contract: Bowen Island Community School Synthetic Turf Field Lighting Supply

Reference No.10-01

TO OWNER:

1. WE, THE UNDERSIGNED:

- 1.1 have received and carefully reviewed all of the Contract Documents, including the Instructions to Tenderers - Part I, Construction Specifications and Drawings, and the following Addenda:

(Addenda, if any)

- 1.2 have full knowledge of the Place of the Work, and the equipment required; and
1.3 have complied with the Instructions to Tenderers; and

2. ACCORDINGLY WE HEREBY OFFER:

- 2.1 to provide all the materials as set out in the Contract Documents, in strict compliance with the Contract Documents; and
2.2 to supply the Materials for the price, which is the sum of the lump sums or specific prices and adjustment amounts as provided by the Contract Documents. For the purposes of tender comparison, our offer is to supply the Materials for the "Tender Price" in the sum of

_____ Dollars
(\$_____) as set out on this Form of Tender. Our Tender Price is based on the lump sums listed in the Schedule of Prices, and includes GST.

Tenderer's Initials

3. WE CONFIRM:

3.1 that the following Tender Documents are attached to and form a part of the tender:

3.1.1 the Tender Summary, Schedule of Prices and Schedule of Equipment, as included with the Tender documents;

4. WE AGREE:

5.1 that in consideration of \$1, other good and valuable consideration paid by the Owner (the receipt of sufficiency of which is hereby acknowledged) we agree that the tender will be irrevocable and open for acceptance by the Owner for a period of 60 calendar days from the day following the Tender Closing Date and Tender Closing Time, even if the tender of another Tenderer is accepted by the Owner. If within this period the Owner delivers a written notice ("Notice of Award") by which the Owner accepts our tender, we will:

5.1.1 within 8 Days of receipt of the written Notice of Award deliver to the Owner:

a) a signed letter accepting the written Notice of Award.

6. WE AGREE:

6.1 that, if we receive written Notice of Award of the Contract and, contrary to paragraph 5 of the Form of Tender, we:

6.1.1 fail or refuse to deliver the documents as specified by paragraph 5.1.1 of the Form of Tender; or

6.1.2 fail or refuse to commence the Work as required by the Notice to Proceed,

then such failure or refusal will be deemed to be a refusal by us to enter into the Contract and the Owner may, on written notice to us, award the Contract to another party.

Tenderer's Initials

7. Our Address is as follows:

Phone: ___ ___ - _____

Fax: ___ ___ - _____

Email: _____

Attention: _____

This Tender is executed this _____ day of _____, 2010.

Contractor:

(Full Legal Name of Corporation, Partnership or Individual)

(Authorized Signatory)

(Authorized Signatory)

Tenderer's Initials

SECTION C

Contract Documents

- Supplementary Specifications – Division 16
Sports Field Lighting Equipment Supply
- Contract Drawings E1-E5 (bound separately)

List Of Drawings

(Complete listing of all drawings, plans and sketches that are part of the Contract Documents)

Title	Drawing No.	Sheet No.	Revision Date	Rev. No.
ELECTRICAL SITE PLAN	4511	E1 OF 5	February 2010	
FIELD LIGHTING PLAN	4511	E2 OF 5	February 2010	
DUCTS SECTIONS & DETAILS	4511	E3 OF 5	February 2010	
ELECTRICAL DETAILS	4511	E4 OF 5	February 2010	
ELECTRICAL ROOM & DETAILS	4511	E5 of 5	February 2010	

List of Specifications

Division 16 - Equipment Supply

Sections:

16010 General Provisions.....	1 – 2
16100 Distribution & Services.....	1 – 2
16400 Sports Field Lighting.....	1 – 6
16500 Lighting Control	1 – 4
16900 Submittals	1 – 2
16950 Testing & Commissioning	1 - 1