



qathet
REGIONAL DISTRICT

Palm Beach Regional Park Washroom Building Roof Replacement 2025

Request for Tender

TENDER NUMBER: 1220-329

ISSUE DATE: MONDAY, JUNE 2, 2025

CLOSING LOCATION:
qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

CLOSING DATE AND TIME:
Monday, June 30, 2025 – 4:00 pm Pacific Time

CONTACT INFORMATION:

Patrick Devereaux
General Manager of Operational Services

Tel: 604-485-2260
Email: operations@qathet.ca

NOTE: This RFT contains MANDATORY requirements. All mandatory requirements must be met, or your tender will not be reviewed. Please see Section 2.18 – Mandatory Requirements for more information.

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1. INVITATION TO TENDER

1.1 Purpose

qathet Regional District (qRD) is requesting Tenders from qualified contractors for the design, construction and installation of a roof structure on the Palm Beach Regional Park washroom building.

Sealed Tenders must be submitted to qRD at the Closing Location and before the Closing Date and Time as indicated on the cover page of this RFT and must include a copy of Section 1.3 of this Invitation to Tender page signed by an officer, employee or representative of the Proponent that confirms the Proponent's intent to be bound to the terms and conditions of the Contract Documents.

For further information and all inquiries, contact Patrick Devereaux, General Manager of Operational Services, 604-485-2260, operations@qathet.ca.

1.2 Registration of Intent to Respond

If you intend to submit a Tender for the Palm Beach Regional Park Washroom Building Roof Replacement 2025, qRD can supply you directly with any Addenda or other correspondence related to this RFT. Email operations@qathet.ca to advise of your intent to submit a Tender. Please provide the following information in your email:

- a) Statement that you intend to respond to the Palm Beach Regional Park Washroom Building Roof Replacement 2025 Request for Tender
- b) Company Name
- c) Company Address
- d) Contact Name
- e) Title or Position
- f) Contact Phone Number
- g) Contact Email

This option is offered for convenience only. It remains the sole responsibility of the Proponent to check for Addenda on the qRD website.

A Tender is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

1.3 Confirmation of Proponent's Intent to Be Bound

The enclosed Tender is submitted in response to the referenced Tender No. 1220-329; including any Addenda. By submitting a Tender, the Proponent agrees to all of the terms and conditions of this RFT and associated Contract Documents including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the Tender; and
- c) The Proponent agrees to be bound by the statements and representations made in its Tender.

Proponent Name (please print): _____

Name of Authorized Representative (please print): _____

2. INSTRUCTIONS TO PROPONENTS

2.1 Definitions

Throughout this Request for Tender, the following definitions apply:

“Addenda” means all additional information regarding this RFT, including amendments to the RFT;

“Closing Date and Time” means the closing date and time for this RFT indicated on the cover page of this RFT;

“Closing Location” means the location for submissions of this RFT indicated on the cover page of this RFT;

“Contract” means the written agreement resulting from this RFT executed by qRD and the successful Proponent as drafted in Appendix B;

“Contract Documents” has the meaning set out in Section A-3 of the Draft Agreement Between qRD and Contractor (Appendix B);

“Contractor” means the successful Proponent to this RFT who enters into a Contract with qRD;

“Must”, or **“mandatory”** means a requirement that must be met in order for a Tender to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a Tender in response to this RFT;

“qRD” means qathet Regional District;

“qRD website” means the website located at www.qathet.ca;

“Request for Tender” or **“RFT”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by qRD by Addenda;

“Should”, or **“may”** means a requirement having a significant degree of importance to the objectives of this RFT;

“Tender” means a written response to this RFT that is submitted by a Proponent; and

“Works” means Scope of Work as described in Appendix E.

2.2 Submission of Tenders

Submit Tenders in a sealed envelope, clearly marked:

**qathet Regional District
Palm Beach Regional Park Washroom Building Roof Replacement 2025**

Tenders submitted by email will be accepted.

Submit bids to:

Patrick Devereaux, General Manager of Operational Services
qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2 (Closing Location)
Email: operations@qathet.ca

no later than 4:00 pm Pacific Time on Monday, June 30, 2025 (Closing Date and Time).

Late Tenders will not be considered.

Tenders must be delivered weekdays between 8:30 am and 4:30 pm. Proponents outside of the qRD should be aware that overnight deliveries to Powell River typically require a minimum of two days to arrive at the qRD office. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Date and Time. Proponents are solely responsible for ensuring that qRD receives a complete Tender, including all attachments or enclosures, at the Closing Location before the Closing Date and Time.

2.3 Site Investigation

A site visit can be arranged upon request. Palm Beach Regional Park, located at 11193 Palm Beach Road, Powell River, BC. **This site visit is not mandatory.**

2.4 Form of Tender

The Tender Submission Form (Appendix A), including the following:

Statement of Proponent's Experience in Similar Works

Statement of Senior Supervisory Staff

Statement of Manufacturers and Suppliers

Statement of Environmental and Social Commitment

must be completed in its entirety and signed at the time of submission of the Tender by an officer, employee or representative having authority to bind the Proponent by that signature. Failure to complete the Tender Submission Form will cause your Tender to be rejected. See Section 2.18 Mandatory Requirements. The Draft Agreement Between qRD and Contractor (Appendix B) and the WorkSafeBC Safety Agreement (Appendix D) will not be signed until the Tender has been awarded and accepted.

2.5 Irrevocable Offer

Tenders are irrevocable after the Closing Date and Time and shall remain open for acceptance for a period of ninety (90) calendar days after the Closing Date and Time. qRD may at any time within such period accept this Tender whether any other Tender has previously been awarded or not.

2.6 Tender Acceptance/Rejection/Cancellation By qRD

The RFT shall not be construed as an agreement to purchase goods or services. The RFT does not commit qRD in any way to award a Tender. qRD's acceptance of any Tender is contingent upon having sufficient funds for the project and if qRD considers that all Tenders are priced too high, it may reject them all. The lowest or any Tender may not necessarily be accepted. qRD reserves the right to reject any and all Tenders for any reason or to accept any Tender in whole or in part on the basis of the Tenders received which qRD, in its sole unrestricted discretion, deems most advantageous to itself. Tenders that do not meet the mandatory requirements listed under Section 2.18 will be rejected. qRD reserves the right to cancel this RFT at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

If only one Tender is received qRD reserves the right to open the Tender in private or, if the Total Tender Amount exceeds the estimated budget for the Contract, qRD may cancel and re-tender, accept, not accept and cancel or re-scope the Works seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Tender is received from the same Proponent, the last Tender received, as determined by qRD, will be the only Tender considered.

The Proponent acknowledges qRD's rights under this clause and absolutely waives any right of action against qRD for qRD's failure to accept its Tender whether such right of action arises in contract, negligence, bad faith or any other cause of action.

2.7 Litigation

qRD may, in its absolute discretion, reject a Tender submitted by a Proponent if the Proponent, or any officer or director of the Proponent, is or has been engaged either directly or indirectly through another corporation in a legal action against qRD, its elected or appointed officers and employees in relation to:

- a) any other contract for Works or services; or
- b) any matter arising from the qRD's exercise of its powers, duties, or functions under the *Local Government Act* or another enactment, within five years of the date of the public process.

In determining whether to reject a Tender under this clause, the qRD will consider whether the litigation is likely to affect the Proponent's ability to work with the qRD, its consultants and representatives and whether the qRD's experience with the Proponent indicates that the qRD is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Proponent.

2.8 Tender Withdrawal or Revisions by Proponent

Tenders may be withdrawn by a Proponent by written notice provided such a notice of withdrawal is received prior to the Closing Date and Time. Tenders withdrawn will be returned to the Proponent unopened.

Revisions to a Tender already received may be submitted by electronic mail to operations@gathet.ca or by a signed letter delivered to the Closing Location prior to the Closing Date and Time. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusions of particular words. A Proponent is encouraged to confirm receipt of any revisions.

2.9 Proponent's Responsibility

Terms and Conditions

Each Proponent is responsible to review and understand the terms and conditions of this RFT and the Works being requested. Each Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFT, and to prepare and submit its Tender. qRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFT or as a result of any misunderstanding or misinterpretation of the terms of this RFT on the part of any Proponent.

Location of Works

Each Proponent shall, before submitting their Tender, satisfy themselves as to the nature and location of the Works and local conditions which might have a bearing on their Tender and the construction of all Works.

Supply of Equipment and Materials

The Contractor shall be responsible to supply all equipment needed preliminary to and during the execution of the Works unless stated otherwise in the Contract Documents. The Contractor shall be responsible for the supply of all temporary and permanent materials required to complete the Works in every detail as described in the Tender. Materials or products identified by name, manufacturer, model number, etc., shall be used or incorporated into the Works unless alternatives are specifically approved, in writing, by qRD as being "equal" or "equivalent" for the Contract.

2.10 Proponent's Expenses

The Proponent acknowledges and agrees that qRD will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Tender for the proposed Contract or the qRD's acceptance or non-acceptance of their Tender. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFT, and by submitting a tender each Proponent shall be deemed to have agreed that it has no claim.

2.11 Liability for Errors

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

2.12 Modification of Terms

qRD reserves the right to modify the terms of this RFT at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal Addenda.

2.13 Omissions or Discrepancies

If a Proponent finds any inconsistencies, errors, omissions or discrepancies in the RFT or its associated Contract Documents, or is in doubt as to their meaning, they shall immediately notify qRD in writing to the Closing Location or by email to operations@gathet.ca. Every request for an interpretation or information by a Proponent shall be made in writing to qRD. Any interpretation of, addition to, deletion from or any corrections to this RFT or its associated Contract Documents will be issued as written Addenda posted on the qRD website.

2.14 Addenda

All questions must be submitted in writing to the Closing Location address or by email at operations@gathet.ca. qRD reserves the right to share, with all Proponents, all questions and answers related to this RFT or its associated Contract Documents in the form of Addenda. All Addenda become part of the Contract Documents and must be considered when submitting a Tender. Verbal answers are binding only when confirmed by written Addenda. Information obtained from any other source is not official and should not be relied upon. All Addenda will be posted on BC Bid and on the qRD website. It is the sole responsibility of the Proponent to check for Addenda on one of these sites. The cut-off for submitting any questions related to this RFT will be 4:30 pm, five (5) working days prior to the Closing Date and Time. Questions received after this date and time may not be answered.

2.15 Tender Price

The Total Tender Amount provided by the Proponent on the Tender Submission Form (Appendix A) shall be a lump sum price, inclusive of applicable taxes, and shall be accepted as full compensation for the Works and everything supplied and done in connection therewith as described in the Contract Documents.

The Total Tender Amount shall include all costs of every kind and profit thereon including, but not limited to, all office charges, supervision, transport, labour and materials; the provision, maintenance, use, and efficient repair of all equipment and temporary Work of every description, and the performance of all Works that may be required for the proper execution and completion of the Works in accordance with the Contract Documents even though such Work and/or service may not be fully detailed in the Contract Documents.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their Tender.

In order to ensure a competitive tendering process, qRD will not disclose a budget amount for this project.

2.16 No Increase In Rates

No claim for increase in rates or other prices quoted in the Tender Submission Form (Appendix A) will be entertained after Closing Date and Time, nor shall the Proponent be entitled to make any claim on the grounds of misrepresentation, nor on the grounds that they were given any promise or guarantee by qRD or their agents or employees or any other person.

2.17 Alternatives

The Total Tender Amount provided by the Proponent on the Tender Submission Form (Appendix A) must be based on performing the specified Works.

Should a Proponent propose using alternate designs, materials and methods, a detailed description and breakdown of alternative costs should be provided on the Statement of Proposed Alternate Designs, Materials and Methods included as part of the Tender Submission Form (Appendix A).

Evaluation of proposed alternatives will be made by qRD and any acceptance will be incorporated in the Contract at the discretion of qRD. qRD will adjust the Total Tender Amount in accordance with the price variation indicated for any accepted alternative.

2.18 Mandatory Requirements

Those Tenders passing the mandatory requirements identified below will be further evaluated against the criteria listed in Section 2.19 Evaluation of Tender. Tenders not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

Signed Invitation to Tender page, confirming Proponent's Intent to Be Bound (Section 1.3 of this document)	
Receipt of Tender in a sealed envelope at the Closing Location by the Closing Date and Time	
Tender Submission Form (Appendix A) signed by authorized signatory	
Total Tender Amount included on Tender Submission Form (Appendix A)	

2.19 Evaluation of Tender

Tenders that meet all of the mandatory criteria will be further evaluated based on the following criteria:

Desirable/Point-rated Criteria		Points Assigned
a) Price		55
	<ul style="list-style-type: none"> • Lowest price to qRD of completing the Works. • Proponent's Score = $\frac{\text{Lowest Price Meeting Mandatory Requirements}}{\text{Proponent's Price}} \times 45$ 	
b) Experience		20
	<ul style="list-style-type: none"> • Proven related experience in successfully delivering similar project(s) of this scope as indicated on the Statement of Proponent's Experience in Similar Works and as confirmed through enquiries made by qRD. • Proven related experience of senior personnel to be assigned to this project in successfully delivering similar project(s) of this scope as indicated on the Statement of Senior Supervisory Staff and as confirmed through enquiries made by qRD. Resumes may be included with Tender. • Proponents are encouraged to provide information for references and projects not administered by the qRD. 	
c) Quality		20
	<ul style="list-style-type: none"> • Quality of the subcontractors, equipment, material, manufacturers and suppliers proposed for completion of this project as indicated on the Statement of Subcontractors, Statement of Equipment, and Statement of Manufacturers and Suppliers and as confirmed through enquiries made by qRD. 	
d) Environmental and Social Commitment		5
	<ul style="list-style-type: none"> • Proponent shares similar social and environmental values with qRD as identified in its 2023-2027 Strategic Plan. • Proponent shows intent to operate in a way that takes the environment and the social structure of qathet Regional District's community into account to the best of its ability during the course of this project as indicated on the Statement of Environmental and Social Commitment. 	
Total evaluation points		100

Tenders will be evaluated in private, including tenders that were opened and read in public, if applicable.

The evaluation process, conducted at the discretion of qRD, will be based on the above evaluation criteria and qRD may consider and apply the results of that evaluation in a manner that qRD considers is to its best advantage and, without limiting the generality of the foregoing, the price to complete the Works is not the only or primary criterion to be used by qRD in awarding the Tender.

During the evaluation process, Proponents may be required to provide clarification to statements made in their Tenders or to supply further documents or information which will then form part of their Tender. qRD reserves the right to seek additional references independent of those supplied by the Proponent. qRD reserves the right to make enquiries regarding the qualifications and experience of any one or more of the Proponents. qRD is not obligated to make the same requests from, or enquiries regarding all Proponents.

If there are any obvious discrepancies, errors or omissions in the Tender Submission Form (Appendix A), qRD shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Tender as submitted, and in particular:

- a) if there is a discrepancy between a unit price and the extended total, then the unit price shall be deemed to be correct, and corresponding corrections will be made to the extended totals;
- b) if a unit price has been given but the corresponding extended total has been omitted, then the extended total will be calculated from the unit price and the estimated quantity; and
- c) if an extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated from the extended total and the estimated quantity.

2.20 Award of Tender

In accordance with its Procurement Bylaw, qRD offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that qRD will receive the best overall value for the goods and services it requires.

qRD reserves the right, at its discretion, to cancel, award all or part of the Works described in this document to a single Proponent or it may split the award with multiple Proponents. qRD reserves the right, at its discretion, to negotiate with any Proponent that qRD believes has the most advantageous Tender, or with any other Proponent or Proponents concurrently. In no event will qRD be required to offer any modified terms to another Proponent prior to entering into a Contract with the successful Proponent and qRD shall incur no liability to any other Proponent as a result of such negotiations or modifications.

The acceptance of this Tender and the subsequent Notice of Award by qRD shall bind the successful Proponent to execute the Contract as defined in the Contract Documents. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the Notice of Award is issued and the Contract Documents are fully executed. Upon receipt of the documents identified in Section 2.26 Submission of Documents, a Notice to Proceed will be issued. No work shall take place on site until a Notice to Proceed is issued.

2.21 Contract Execution

A Proponent who is awarded the Tender is required to accept and execute the Contract Documents within ten (10) working days following receipt of the Notice of Award. If notice is sent by mail, it will be considered received by Proponent five (5) working days after mailing.

Failure to execute the Contract Documents within the time limit shall constitute a breach of agreement. qRD may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFT process and not enter into a Contract with any of the Proponents.

2.22 Construction Schedule

A construction schedule must be provided to qRD within ten (10) working days following Contract execution. Proponents should consider all applicable local bylaws, potential impact to neighbouring residents and businesses, and delays due to weather and environmental requirements when planning working hours.

2.23 Work Commencement & Mandatory Completion Date

The Contractor shall begin work before September 15, 2025, and will achieve substantial completion of all the Works required by the Contract Documents no later than October 15, 2025. If notice is sent by mail, it will be considered received by Proponent five (5) working days after mailing.

2.24 Insurance

The Contractor must have the ability to comply with the insurance requirements of the Contract Documents. The Contractor must further comply with the Workers' Compensation Act of British Columbia and must be in good standing during the term of the Contract. The Contractor must sign and remit the "WorkSafeBC Safety Agreement" (Appendix D) and supply a WorkSafeBC Clearance Letter to qRD upon Tender award and acceptance. The costs for providing all insurances shall be included in the Total Tender Amount.

2.25 Indemnification

The Proponent acknowledges that qRD does not owe a duty of care to the Proponent in the preparation of the RFT, supply of oral or written information to Proponents, review of Tenders or the carrying out of qRD's responsibilities under this RFT. The Proponent waives for itself, its successors and assigns, the right to sue qRD in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of this RFT, supply of oral or written information to Proponents, review of Tenders, or the carrying out of qRD's responsibilities under this RFT.

2.26 Submissions of Contract Documents

The Contractor is required to provide qRD with the following documents within five (5) working days of the Contract execution.

- a) Two copies of the original signed "Agreement between qRD and Contractor" (Appendix B)
- b) Construction Schedule as per Section 2.22 (supplied by Contractor)
- c) "WorkSafeBC Safety Agreement" (Appendix D)
- d) Certificate of Commercial General Liability Insurance, listing qRD as an "Additional Insured" (supplied by Contractor)
- e) Proof of Motor Vehicle Insurance (supplied by Contractor)
- f) WorkSafeBC Clearance Letter (supplied by Contractor)

2.27 Notices, Permits, Licenses

The Contractor must give all necessary notices, shall apply for all permits, licenses and inspections, and shall pay all fees for such notices, permits, licenses and inspections required to complete the Works. The Contractor shall notify the qRD before any application for license or permit is made in order that the qRD may be represented if they so elect when such application is made. No building permit is required by qRD, though all BC Building Code requirements must be met.

2.28 Payment Certifier

In accordance with the *Builders Lien Act*, the Payment Certifier designated under the Contract will be qRD.

2.29 Invoicing and Payment

Unless otherwise agreed, the qRD payment terms are net thirty (30) days following receipt of services or approved invoices from the Contractor, whichever is later. Original invoices are to be forwarded to the accounts payable department of the qRD, unless otherwise directed. The purchase order number assigned by qRD must be stated on the invoice otherwise payment may be delayed.

2.30 Ownership of Documents & Freedom of Information

All documents submitted in response to this RFT shall become the property of qRD and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Tender under that *Act*.

The requirement for confidentiality shall not apply to any Tender that is incorporated into a Contract for the Works. Further, qRD may disclose the recommended Proponent's Total Tender Amount and combined total evaluation score to the qRD Board at a public meeting, when making a recommendation for the award of the Tender.

2.31 Confidentiality

The Proponent agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Proponent by qRD or otherwise produced, developed or known by the Proponent in responding to this RFT and/or providing this service under Contract (collectively the "Confidential Information") will not be published or disclosed to any third party during or after the RFT and/or Contract except as otherwise authorized by qRD. This section shall survive the termination of the Contract.

2.32 Conflict of Interest/No Lobbying

The Proponent shall disclose in its Tender any actual or potential conflict of interest and existing business relationship it may have with qRD, its elected or appointed officials or employees. Otherwise, by submitting a Tender, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFT. A Proponent may be disqualified if the Proponent's

current or past corporate or other interests, or those of a proposed subcontractor, may, in qRD's opinion, give rise to an actual or potential conflict of interest in connection with the services described in this RFT. This includes, but is not limited to, involvement by a Proponent in the preparation of this RFT or a relationship with any employee, contractor or representative of qRD involved in preparation of this RFT, participating in the evaluation of Tenders or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the qRD Contact identified on the cover page of this RFT prior to submitting a Tender.

A Proponent must not attempt to influence the outcome of the RFT process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly, with any employee, contractor or representative of qRD, including any elected officials of qRD, or with the media, may result in disqualification of the Proponent.

2.33 Collusion

Except as otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent, has or will have any interest or share in this Tender or in the Contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with Tenders submitted for this project and the Proponent has no knowledge of the context of other Tenders and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of its Tender.

2.34 Law

The Contract shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

2.35 Time is of the Essence

Time is of the essence in this contract.

2.36 Force Majeure (Act of God)

Neither party shall be liable for any failure of or delay in the performance or execution of this RFT or its associated Contract Documents for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event.

APPENDIX A

TENDER SUBMISSION FORM

(to be completed and submitted by Proponent as per Instructions to Proponents)

TO: qathet Regional District
#202-4675 Marine Avenue
Powell River, BC V8A 2L2
Email: operations@qathet.ca

Chair and Members of the Board,

The undersigned Proponent, having carefully examined Tender No. 1220-329 and its associated Contract Documents and the locality of the proposed Works, and having full knowledge of the Works required and of the equipment and materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour, and equipment and perform and complete all Works and fulfil everything as set forth and in strict accordance with the Contract Documents and Addenda numbered ____ to ____ at which prices the cost of the Works set out therein would amount to:

TOTAL TENDER AMOUNT OF \$ _____
Including GST at 5%. Total Tender Amount is in Canadian funds.

The undersigned also agrees:

1. That qRD is in no way obligated to accept this Tender.
2. That the Proponent has reviewed and accepts the terms and conditions of the RFT as set out in the Contract Documents, and without limiting the foregoing agrees:
 - a) To be bound by the statements and representation made in its Tender;
 - b) That qRD may conduct its evaluation of the Tender in its sole discretion and may consider and apply the results of the evaluation criteria stated in the Contract Documents in a manner that qRD considers to be to its best advantage;
 - c) That the lowest or any Tender will not necessarily be accepted, and that the price to complete the Works is not the only or primary criterion that qRD may use in awarding the Tender; and
 - d) That qRD reserves the right in its absolute discretion to accept the Tender, which it deems most advantageous to itself and the right to reject any or all Tenders.
3. That Tenders that do not clearly demonstrate that they meet the mandatory requirements will be rejected.
4. That this Tender is made without knowledge of the Tender prices to be submitted for this Works by any other company, firm, or person.

5. That this Tender is made without any connection or arrangement with any company, firm, or person submitting a Tender for this Works.
6. That this Tender is made without any undisclosed connection or arrangement with any other company, firm or person having an interest in this Tender or in the proposed Contract.
7. That this Tender is irrevocable for ninety (90) calendar days after the Closing Date and Time and that qRD may at any time within such period accept this Tender whether any other Tender has previously been awarded or not.
8. That the acceptance of this Tender and the subsequent Notice of Award by qRD shall bind the successful Proponent to execute the Contract as defined in the Contract Documents.
9. That the Contractor shall begin work no later than September 15, 2025 and will complete all Works required by the Contract Documents no later than October 15, 2025.
10. That it is obligated to have the following in place before commencing any Works under the Contract:
 - a) WorkSafeBC coverage in good standing;
 - b) Prime Contractor qualified coordinator; and
 - c) Insurance coverage(s) for the amount(s) identified in the Contract Documents.

Name of Proponent

Address

City, Province, Postal Code

Date

Phone No.

Signature of Authorized Representative

STATEMENT OF PROPONENT'S EXPERIENCE IN SIMILAR WORKS

We provide the following information regarding comparable work experience in order that qRD may judge our ability to fulfil the Contract requirements.

(use additional sheets as required)

Project	Owner/Contact Name	Phone Number	Work Description	Value (\$)

STATEMENT OF SENIOR SUPERVISORY STAFF

The name of the superintendent and the senior supervisory staff that we propose to place on the project and their previous experience on this type of construction is as follows:

(use additional sheets as required)

Name:	
Experience:	
Dates:	
Project Name:	
Responsibility:	
References:	
Dates:	
Project Name:	
Responsibility:	
References:	
Dates:	
Project Name:	
Responsibility:	
References:	

STATEMENT OF MANUFACTURERS AND SUPPLIERS

The following is a list of suppliers from whom we intend to purchase the various items of material indicated, together with the product brand name or the name of the manufacturer of each.

We will alter neither products nor suppliers from those listed below without the written authorization of qRD.

[illegible]

STATEMENT OF ENVIRONMENTAL AND SOCIAL COMMITMENT

The Vision Statement in qathet Regional District's 2023-2027 Strategic Plan reads, "We are progressive and work collaboratively for the common good to support a thriving, inclusive and sustainable community." Two of the primary pillars on which the 2023-2027 Strategic Plan were built are:

1. Environmental Sustainability to "Ensure the resiliency, conservation and protection of the natural environment"; and
2. Social Sustainability to "Provide access, support and advocacy for a safe, secure and inclusive community".

The Regional District is interested in working with organizations that share similar values, who are committed to protecting the environment, and to improving the outcomes for individuals and the communities in which they work. Tenders submitted in response to this RFT will be evaluated not only on price, but the best value in relation to the delivery of integrated qualitative, environmental, and social impacts.

Describe your organizational practices, if any, in the following areas. Use a separate sheet of paper may be used. This is your opportunity to describe how your organization shows its commitment to the environment and to the social structure of the communities in which it works. Please provide support for your answers as applicable. You may be asked for further clarification or validation of the information provided in your response.

1. Environment

- ✓ Provide information on your organization's environmental policies, programs and practices that ensure the resiliency, conservation and protection of the natural environment.
- ✓ Describe how your organization strives to reduce greenhouse gas emissions, the generation of waste and its energy consumption.
- ✓ Provide suggestions or innovative ideas as to how any of the Work associated with this project could be conducted in a way that will reduce its environmental impact.

2. Employment

- ✓ Do you pay a living wage (<http://www.livingwagecanada.ca/index.php/living-wage-communities/>) to all employees of your organization? Yes or No. If No, please describe the rationale for your wage structure.
- ✓ Do you intend to employ any disadvantaged individuals (those individuals who have or experience barriers to entry into the workforce) or apprentices on this project (onsite or offsite)? Yes or No. If Yes, in what capacity? If No, please provide reasons.
- ✓ Describe how you currently recruit, retain and support employment for disadvantaged individuals in/across your organization.
- ✓ Describe the safety program strategy for your employees.
- ✓ Do you currently employ individuals with families residing in qathet Regional District, inclusive of the City of Powell River?
- ✓ Do you have a fair wage policy in effect?

3. Skills & Training

- ✓ Describe how you provide training or access to training opportunities that prepare disadvantaged individuals to be employed by your organization.
- ✓ Do you offer career development opportunities to employees within your organization?
- ✓ Have you had any apprentices or trainees on staff in recent years?
- ✓ Do you have a formal apprenticeship training program/plan?

4. Social Value Supply Chain

- ✓ What percentage of the total labour and equipment used to perform the Work will be conducted by local subcontractors and/or the use of local equipment/operators? In what capacity?
- ✓ Do you intend to source local materials where possible for this project?
- ✓ Describe if/how your organization engages small- or medium-size businesses or social enterprises during the course of your work. (Social enterprises are community-based businesses that sell goods or services to achieve a social, cultural and/or environmental purpose, then reinvest the majority of their profits to maximize their social mission.)

5. Community Development

- ✓ Describe how your organization engages/consults with the communities in which it works.
- ✓ Describe your record of providing community services or cultural contributions to community organizations/programs/projects in the communities in which you work.

6. Other

- ✓ Please expand on any other areas where you feel your organization could have a positive environmental and/or social impact on our local community through this project.

SIGNATURES

This Tender is executed under seal at _____ this _____ day of _____, 2025

Name of Company

Address

City, Province, Postal Code

FOR INDIVIDUAL OR PARTNERSHIP:

SIGNED by

(Print)

(Signature)

in the presence of:

Name of Witness

Address

Occupation

FOR A LIMITED COMPANY:

(Print Company Name)

Authorized Signing Officer and Title

DRAFT AGREEMENT BETWEEN qRD AND CONTRACTOR

(to be signed and dated upon Tender award and acceptance)

THIS AGREEMENT made this _____ day of _____, 2025.

BETWEEN:

qathet Regional District
#202-4675 Marine Avenue
Powell River, BC V8A 2L2

(hereinafter called “qRD”)

AND:

Contractor

Address

City, Province, Postal Code

(hereinafter called the “Contractor”)

A-1 THE WORKS

The Contractor shall:

- 1.1 perform the Works required by the Contract Documents for the installation of a roof on the washroom building at Palm Beach Regional Park located at 11193 Palm Beach Road, Powell River, BC; and
- 1.2 do and fulfill everything indicated by this Agreement; and
- 1.3 complete all required Works (Substantial Completion) no later than October 15, 2025.

A-2 AGREEMENTS AND AMENDMENTS

- 2.1 The Contract constitutes the entire “Agreement between qRD and the Contractor” and supersedes all previous expectations, understandings, communications, representations and agreements whether verbal or written between qRD and the Contractor relating in any manner to the Works, including the Tender documents that are not expressly listed in A-3 of the Agreement – Contract Documents.
- 2.2 The Contract may be amended only as provided in the Contract Documents.

A-3 CONTRACT DOCUMENTS

3.1 The following components form the Contract Documents:

- Invitation to Tender (Section 1)
- Instructions to Proponents (Section 2)
- Tender Submission Form (Appendix A), including the following:
 - Statement of Contractor's Experience in Similar Works
 - Statement of Senior Supervisory Staff
 - Statement of Manufacturers and Suppliers
 - Statement of Environmental and Social Commitment
- Agreement between qRD and Contractor (Appendix B)
- General Conditions of the Contract (Appendix C)
- WorkSafeBC Safety Agreement (Appendix D)
- Construction Schedule as submitted by Contractor as per Section 2.22 on the Instructions to Proponents
- Scope of Work (Appendix E)

A-4 CONTRACT PRICE

4.1 The Construction Contract Price, excluding GST, is:

_____ \$ _____

4.2 GST, of 5%, payable by qRD to the Contractor is:

_____ \$ _____

4.3 Total amount payable by qRD to the Contractor is:

_____ \$ _____

All amounts are in Canadian funds.

4.4 These amounts shall be subject to adjustment as provided in the Contract Documents.

A-5 PAYMENT FOR CONSTRUCTION WORK
--

5.1 Subject to a holdback of ten percent (10%) qRD shall:

- a) make progress payments to the Contractor within thirty (30) days of receipt of an accepted invoice and a Project Status Report (Appendix D) from the Contractor with GST as may be applicable. The purchase order number assigned by qRD must be stated on the invoice otherwise payment may be delayed;
- b) within thirty (30) days of Substantial Performance, pay to the Contractor the unpaid balance of the construction portion of Contract Price with GST as may be applicable; and within fifty-five (55) days after Substantial Performance, pay to the Contractor the balance of the 10% holdback together with any applicable GST.

A-6 NOTICES

- 6.1 All notices, claims, and communication required or permitted to be given hereunder shall be in writing and shall be considered to have been received if personally delivered to the designated officer of the party hereto to whom it is addressed, or if sent by regular mail, to have been delivered within five (5) working days of the date of mailing when addressed to qRD at:

qathet Regional District
 ATTN: Patrick Devereaux, General Manager of Operational Services
 #202-4675 Marine Avenue
 Powell River, BC V8A 2L2

and to the Contractor at:

Address

City, Province, Postal Code

A-7 SUCCESSION

- 7.1 The Contract Documents are to be read into and form part of this Agreement and the whole shall constitute the Contract between the parties. The Contract Documents shall tenure to the benefit of, are binding on the parties hereto and their respective successors, and permitted assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

qathet Regional District

Patrick Devereaux, General Manager of
Operational Services

Contractor

Company

Signature

Name and Title

Witness

Signature

Name and Title

GENERAL CONDITIONS OF THE CONTRACT

GC-1 Contract Documents

- 1.1 Nothing contained in the Contract Documents shall create any contractual relationship between qRD and a subcontractor, a supplier, or their agent, employee, or other person performing any of the Works.
- 1.2 qRD shall provide the Contractor, without charge, sufficient copies of the Contract Documents to perform the Works.

GC-2 Assignment

- 2.1 Neither party to the Contract shall assign or transfer the Contract or any part thereof without the written consent of the other, which consent shall not be unreasonably withheld.

GC-3 Control of the Works

- 3.1 The Contractor shall have total control of the Works and shall effectively direct and supervise the Works so as to ensure conformity with the Contract Documents.
- 3.2 The Contractor shall comply with all federal, provincial and local laws, ordinances, codes, bylaws, rules and regulations relating to the execution of the Works.

GC-4 Changes in the Works

- 4.1 qRD may issue to the Contractor a written change order to make changes to the Works, omit part of the Works, or require additional Works.
- 4.2 A change order shall form a schedule to this Agreement and the terms of the change order shall prevail over any other provision of the Agreement, in the event of an inconsistency between them.
- 4.3 qRD and the Contractor shall appraise the value of the changes to the Works specified by the change order, and within ten (10) calendar days of receipt of the change notice, agree on the new price to be paid for the Works.

GC-5 Protection of Persons and Property

- 5.1 The Contractor shall protect the Works and qRD's property from damage, which may arise as a result of the Contractor's operations under the Contract, and shall be responsible for such damage, except damage, which occurs as the result of error in the Contract Document.
- 5.2 The Contractor shall conduct operations with minimum interference to public or private accesses and will maintain protected egress and access at all times. If any of the Works

requires limited access closure, the Contractor must communicate details of closure with public stakeholders in advance of closure.

- 5.3 The Contractor will provide and maintain all legal and necessary guards, railings and warning signs during the execution of the Works to fully protect all persons and qRD from loss, damage, death or injury through the neglect, carelessness or incompetence of the Contractor or his employees or the condition or handling of equipment.
- 5.4 The Contractor shall be responsible for any needed traffic control into or around the work site. This work will need to be coordinated with qRD.
- 5.5 The Contractor shall assume full responsibility for the design and adequacy of any temporary shoring and/or bracing required during construction and shall include all necessary signs, barricades and screens as required for the safety of the structure, third parties and workers.
- 5.6 The Contractor shall protect any site improvements such as existing landscaped and asphalt areas.

GC-6 Insurance

- 6.1 The Contractor shall, at their own expense, continuously maintain in force during the term of this Agreement, for the benefit of qRD, its servants and agents, and of the Contractor, its servants and agents, **Commercial General Liability Insurance** against claims for personal injury, death or property damage arising from the performance by the Contractor of its obligations under this Agreement, such insurance to afford protection to the limit of not less than five million dollars (\$5,000,000) in respect of each occurrence. Each policy shall provide for non-cancellation or material change without the Insurer giving at least thirty (30) calendar days' notice to qRD. qRD shall be listed as a "Additional Insured".
- 6.2 The Contractor shall, at their own expense, continuously maintain in force during the term of this Agreement, **Motor Vehicle Insurance**, including bodily injury, death and property damage in an amount no less than [two million dollars (\$2,000,000) per occurrence from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Works.
- 6.3 The Contractor shall furnish qRD with a certificate(s) of insurance as evidence that such insurance as specified in Sections 6.1 and 6.2 of this Agreement is in force including evidence of any insurance renewal or policy or policies. Every certificate(s) of insurance shall include, certification by the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.
- 6.4 The Contractor will be responsible for deductible amounts under the insurance policies.
- 6.5 All of the Contractor's insurance policies will be primary and not require the sharing of any loss by qRD or any insurer of qRD.
- 6.6 The Contractor acknowledges that any requirements by qRD as to the amount of coverage under any policy of insurance will not constitute a representation by qRD that

the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Consultant from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.

6.7 Maintenance of such insurance and the performance by the Contractor of their obligation under this clause shall not relieve the Contractor of liability under the indemnity provisions set forth herein.

- a. **"Prime Contractor"** means, in relation to a multiple-employer workplace,
 - i. the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the Prime Contractor for the purposes of this Part, or
 - ii. if there is no agreement referred to in paragraph (a), the owner of the workplace.
- b. The Prime Contractor of a multiple-employer workplace must:
 - i. ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
 - ii. do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulations in respect to the workplace.
- c. Each employer of workers at a multiple-employer workplace must give to the Prime Contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

Performance of the Works including the Contractor's obligations during the maintenance period, issued by a Surety licensed to carry on the business of suretyship in the province of British Columbia and in a form acceptable to the qRD.

GC-7 Prime Contractor

- 7.1 The Contractor shall, for the purposes of the *Workers Compensation Act*, and for the duration of the Work of this Contract:
- a. be the "Prime Contractor" for the "work site"; and
 - b. do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the *Act* and its regulations, as required to ensure the health and safety of all persons at the "work site".

- 7.2 The Contractor shall direct all sub-contractors, sub-subcontractors, other contractors, employers, workers and any other persons at the "work site" on safety related matters, to the extent required to fulfill its "Prime Contractor" responsibilities pursuant to the *Act*, regardless of:
- a. whether or not any contractual relationship exists between the Contractor and any of these entities; and
 - b. whether or not such entities have been specifically identified in this Contract.
- 7.3 As per the requirements of the *Workers Compensation Act* Part 3, Division 3, Section 118(1-3) regarding multiple-employer workplaces:

GC-8 WorkSafeBC

- 8.1 The Contractor shall be solely responsible for construction health and safety within the working areas and for compliance with the *Occupational Health and Safety Act* and Regulations. Therefore, to avoid any misunderstanding as to the extent of the Contractor's responsibility, the Contractor, by executing the Contract unequivocally acknowledges that the Contractor is the Prime Contractor within the meaning of the *Workers Compensation Act*.
- 8.2 The Contractor shall, at its own expense, obtain WorkSafeBC coverage and shall provide evidence of good standing for all its employees working on this Agreement.
- 8.3 At any time during the term of the Contract, when requested by qRD, the Contractor shall provide such evidence of compliance by the Contractor and Subcontractor(s).

GC-9 Indemnification

- 9.1 The Contractor acknowledges that qRD, in the preparation of the Contract Documents, supply of oral or written information to Contractors, review of Tenders or the carrying out of qRD's responsibilities under this Agreement, does not owe a duty of care to the Contractor and the Contractor waives for itself, its successors and assigns, the right to sue qRD in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the Request for Tender, supply of oral or written information to Proponents, review of Tenders, or carrying out of qRD's responsibilities under this Agreement.
- 9.2 The Contractor hereby releases and shall indemnify and save harmless qRD, its officers, agents, employees and volunteers of and from any and all claims, costs, damages, actions, causes of action, losses, demands, payments, suits and expenses, legal fees or liability whatsoever (collectively "Claims") arising from, related to, occasioned by or attributable to:
- a. the errors, omissions or negligent acts of the Contractor, its employees, agents, and subcontractors, in connection with or resulting from the provision of any Works or service which is the subject of this Agreement;

- b. the breach or non-performance of this Agreement by the Contractor; or
- c. personal injury including death, property damage and loss arising out of, suffered or experienced by any person in connection with or resulting from the provision of any Works or service which is the subject of this Agreement.

The release and indemnity contained in this Agreement shall not apply to the extent that the Claims arise from the gross negligence or wilful misconduct of qRD, its employees or volunteers.

- 9.3 The provisions of these indemnity clauses will survive termination or completion of the Agreement.

GC-10 Disclaimers/Limitations of Liability

- 10.1 Nothing herein contained will be construed or considered to authorize or empower the Contractor to act as agent for qRD and the Contractor shall not conclude or contract or agree or make any commitment, representation or warranty which binds qRD or otherwise act in the name of or act on behalf of qRD.
- 10.2 Execution of an Agreement shall not constitute approval of any activity or development contemplated in any Tender that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw. It is the responsibility of the Contractor to obtain such prior to commencement of the services under the proposed contract.

GC-11 Relationship

- 11.1 The legal relationship between the Contractor and qRD arising pursuant to this Agreement shall only be that of an independent contractor and purchaser of such services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and qRD to be that of employee and employer.
- 11.2 This Agreement shall not prevent either party from entering into similar agreements for services from or to others.

GC-12 Warranty

- 12.1 All materials furnished and Works performed by the Contractor must be warranted for a period of one (1) year from date of substantial completion, unless specified otherwise in the Contract. Defects, faulty materials and failures, which occur during the warranty period, shall be rectified to the satisfaction of qRD at the cost of the Contractor.
- 12.2 The Contractor shall be responsible for the proper performance of the Works to the extent that the Contract Documents permit such performance.
- 12.3 qRD shall promptly give the Contractor notice in writing of observed defects and deficiencies that occur during the warranty period.

- 12.4 The Contractor shall correct promptly, at the Contractor's expense, defects or deficiencies in the Works, which appear during the warranty period, specified in the Contract Documents and shall correct or pay for damage resulting from the defects or deficiencies.

GC-13 General

- 13.1 Whenever the singular or masculine is used herein, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context of the parties so requires.
- 13.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.
- 13.3 If any part of this Agreement is or is declared invalid, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

WORKSAFEBC SAFETY AGREEMENT

(To be filled out upon Tender award and acceptance)

BETWEEN:

qathet Regional District
#202-4675 Marine Avenue
Powell River, BC V8A 2L2

(hereinafter called "qRD")

AND:

Contractor

Address

City, Province, Postal Code

(hereinafter called the "Contractor")

For the purposes of this safety agreement, the "Contractor" refers to any sub-contractor or to any designated Prime Contractor or any other worker as defined by the *Workers Compensation Act*.

The Contractor agrees to adhere to all of the *Workers Compensation Act* Regulations as set out in the *Occupational Health and Safety Regulation*, B.C. Reg. 296/97, as may be amended from time to time (the "Regulation") as well as the provisions of the *Workers Compensation Act*, RS2019, c. 1, as amended (the "Act").

Without limiting the generality of the foregoing, the Contractor agrees:

1. In every case the Regulation shall be followed by the Contractor, as well as any existing policies or procedures that qRD has developed and implemented. These shall be followed without exception.
2. In the opinion of the Contractor, if by following a policy or procedure for a particular task as set out by qRD, a worker is put at increased risk, the Contractor will seek a written change of policy or procedure from qRD applicable only to that particular job situation before proceeding with the task.
3. Contractors are expected to have read and to enforce every section of the Regulation that pertains to the job at hand, to understand the Regulation and what it means to the supervisor and to all of the workers, and to ensure that each worker under their supervision follows the Regulation. Contractors are also expected to know and adhere to the Policies and Procedures issued by WorkSafeBC.

4. The *Act* stipulates that qRD is required to enforce the *Act* and the Regulation and to report any infraction of the *Act* or Regulation. The Contractor accepts that qRD will be conducting periodic checks of the Contractor during the Contractors' Works for qRD and will be asking the Contractor to comply with the *Act* and/or Regulation in the event any contravention is observed. If the contravention is serious enough, the Contractor will be asked to leave the work site and will forfeit the Contract with qRD.
5. For the purposes of streamlining large construction projects and multiple employer work sites, qRD reserves the right to designate a Prime Contractor amongst contractors who are working on a job-site together. A designated person employed by the Prime Contractor will be appointed by qRD to act as the coordinator of the other contractors on that job-site, and will ensure that each of the contractors on the job site are following the *Act* and the Regulation including any site-specific policies and procedures. This includes having in place an approved WorkSafeBC Safety Program, and a list of the qualified persons amongst the other contractors who have been designated to be responsible for each of the other contractors' site health and safety activities.
6. It is the responsibility of the Contractor to determine whom qRD has appointed as the Prime Contractor for the work site and to comply with the requirements set out in the foregoing.

NOTE:

- a) All the foregoing constitutes requirements of WorkSafeBC for any workplace in the Province of British Columbia and constitutes qRD's expectations for contractors working on any of qRD's work sites.
- b) Payment of WorkSafeBC assessments by the Contractor does not preclude the responsibility of the Contractor for any of the foregoing.

THIS AGREEMENT MADE THE _____ day of _____, 2025

in _____ in the Province of _____

(city)

CONTRACTOR:

Company Name

President or Owner (signature)

SCOPE OF WORK

To replace the existing roof at the washroom building at Palm Beach Regional Park located at 11193 Palm Beach Road.

This will include:

- Supply 3/8" plywood sheathing over existing strapping
- Supply 26 Ga SMP pre-painted 12" Snaplock metal panels
- Supply Roofnado high temperature synthetic roofing underlay
- Supply 26 Ga SMP pre-painted eave, valley gable and ridge flashing
- Supply 26 Ga penetration flashing and rubber pipe flashing
- Set up ground protection to collect debris resulting from the tear off
- Set up necessary fall protection for the duration of the job
- Tear off and dispose of existing shingle roofing
- Waste disposal fees
- Install 3/8 standard grade plywood sheathing over strapping
- Inspect roof decking and complete all necessary woodwork repairs in coordination with the qathet Regional District
- Install synthetic metal roofing underlay
- Install eave drip edge flashing
- Install metal panels hooked at the eave for added wind uplift resistance
- Install gable, ridge and penetration flashing
- Install new valley hook flashing and hook all panels at valleys
- Install vented ridge detail
- Clean up site and remove any construction debris, screws and nails
- Maintain active WCB and General Liability insurance for duration of the project
- Provide metal manufacturers warranty and a 10-year installation warranty
- Freight and Shipping