



The Village of  
**PORT CLEMENTS**

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
PH : 250-557-4295  
FAX :250-557-4568  
Email : [publicworks@portclements.ca](mailto:publicworks@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

1. LOCATION OF PROJECT & CLOSING DATE FOR BIDS:

Port Clements Clinic #12 Park Street – closing date for bids Monday April 3, 2017 at 1pm. Bids can be mailed, faxed, dropped off in person or emailed to [cao@portclements.ca](mailto:cao@portclements.ca)

2. ENQUIRES:

Public Works Superintendent Sean O'Donoghue (250)557-4295  
[publicworks@portclements.ca](mailto:publicworks@portclements.ca)

3. SCOPE OF WORK:

Remove flooring in three rooms per attached document and replace with heavy duty glue down floor covering product.

4. DEFINITIONS:

a). Owner:

The Village of Port Clements

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, and things to be done, furnished and performed by the Contractor under the contract.

5. COMMENCEMENT AND COMPLETION:

a). Commencement immediately upon award of contract or on an agreed date not to exceed four weeks from date of award of contract.

b). Contractor will submit completion date with tender in the form of days of works.

6. MATERIALS

a). Flooring product will need to be preapproved by the Village of Port Clements.

7. INSPECTION OF SITE

a). It is mandatory that each bidder attend the project site with the Public Works Superintendent. The Superintendent will sign off on the tender documents to confirm that this has happened.

b). It is the responsibility of each bidder to obtain all necessary information pertaining to local conditions and existing works.

8. CONSTRUCTION WORK SCHEDULE

- a) Work schedule shall be weekends or as pre-arranged with clinic staff.

#### 9. 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 or Municipal law, ordinances or rules and regulations relating to be performance of his work and in force during the duration of his contract.
- b). The Contractor is required to give all required notices, comply with all local, municipal, provincial, and federal laws, ordinances, codes, by-laws, rules and regulations relating to the works.
- c). All disposable materials are to be disposed of in an environmentally acceptable manner.

#### 10. RESPONSIBILIY TO PERSONNEL

- a). The Contractor shall have full responsibility for the transportation of his personnel. The cost for this shall be incorporated into his price. He shall comply with all labour requirements, Labour Canada regulations, Workers Compensation Board of BC regulations, and general working conditions in the area.

#### 11. TERMS OF PAYMENT

- a). 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 Tender and Acceptance Form.
- c). At the completion of the work, the Contractor will submit an invoice for all the work satisfactorily completed and it will be reviewed by the Owner prior to processing for payment.

#### 12. UNIT PRICES

- a). Payments will be made for extra work *only* if pre-authorized by the Owner.

#### 13. 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 5 (five) days written notice before any work commences.

#### 14. 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.

#### 15. FAILURE TO COMPLY WITH OWNER, PLANS OR SPECIFICATIONS

- a). The Owner shall be the sole judge as to the quality of the work performed.

**VILLAGE OF PORT CLEMENTS CLINIC FLOORING  
REPLACEMENT PROJECT TENDER DOCUMENT**

IN ACCORDANCE WITH THE INFORMATION SUPPLIED IN THE TENDER PACKAGE  
AND THE SITE INSPECTION WITH THE PUBLIC WORKS SUPERINTENDENT:

\_\_\_\_\_  
Sean O'Donoghue – Public Works Superintendent      Date of site inspection

WE, \_\_\_\_\_ BID THE FOLLOWING ALL IN PRICE  
(name of contracting company/individual)

FOR THE REMOVAL, SUPPLY AND REINSTALL OF FLOORING IN THE THREE  
IDENTIFIED AREAS OF THE PORT CLEMENTS CLINIC:

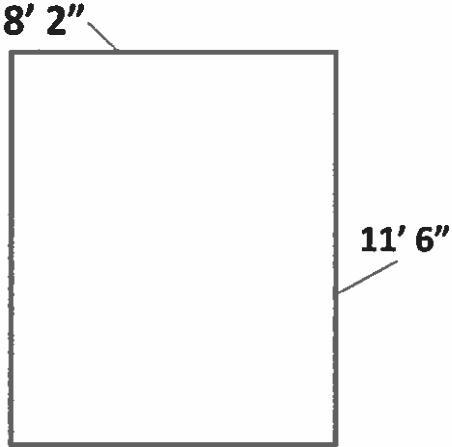
\$ \_\_\_\_\_

WORK TO COMMENCE ON OR BEFORE \_\_\_\_\_ AND TO BE  
CONCLUDED BY \_\_\_\_\_.

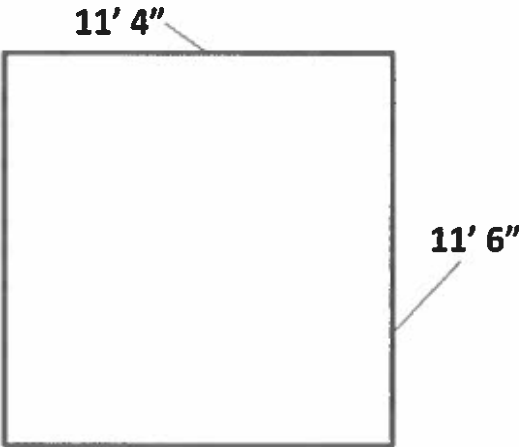
SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

\_\_\_\_\_  
Contractor

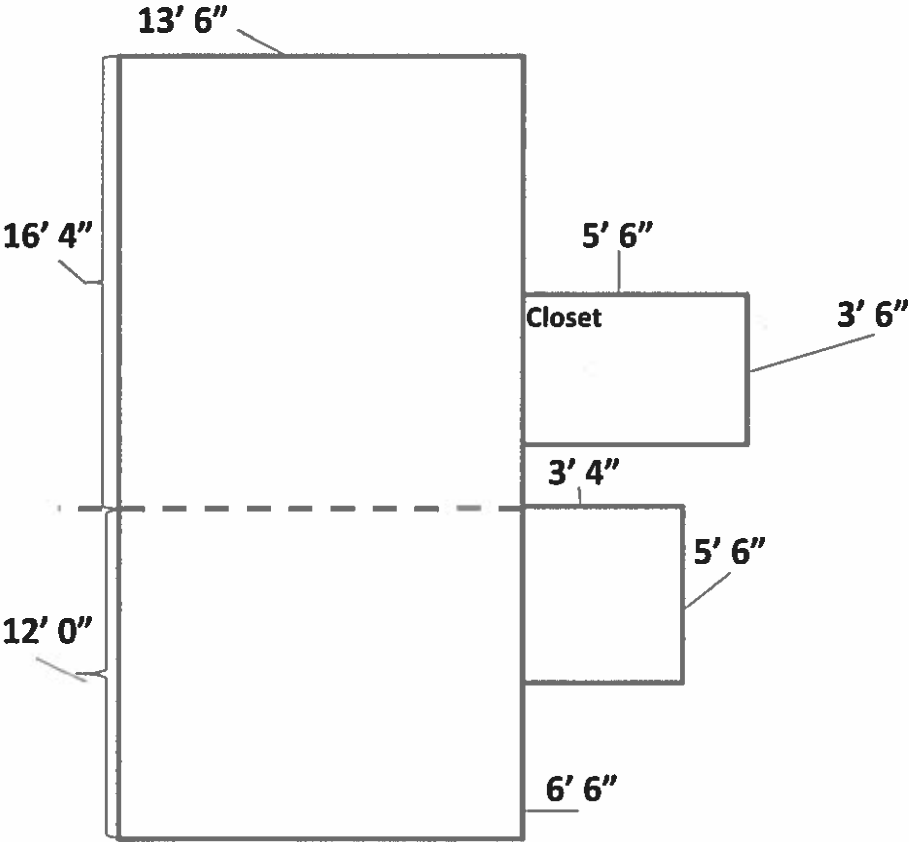
Room 7



Room 6



Room 10



\* Measurements are for estimating purposes only. Exact materials required to be determined by Contractor