REQUEST FOR BID

CBSA PIER A STRUCTURED CABLING AND FIBRE BETWEEN PIER A & B
201 AND 185 DALLAS ROAD, OGDEN POINT
VICTORIA, BC V8V 1A1

Project Number 2017/01

“Celebrating the Past, Shaping the Future”
OGDEN POINT CBSA PIER A STRUCTURED CABLING AND FIBRE BETWEEN PIER A & B
Project File Number: 2017-01

PART 1: INVITATION TO BID/INSTRUCTIONS TO BIDDERS

1.1 INVITATION

a) Greater Victoria Harbour Authority invites qualified interested parties with relevant experience to provide tenders under this Request for Bid for the following project:

CBSA PIER “A” STRUCTURED CABLING AND FIBRE BETWEEN PIER A & B OGDEN POINT VICTORIA BC

1.2 SUMMARY OF BASIC INFORMATION

Table 1: SUMMARY OF INFORMATION

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Date or Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BID Issue Date</td>
<td>Thursday March 23rd, 2017</td>
</tr>
<tr>
<td>2.</td>
<td>GVHA Representative Simon Renvoise</td>
<td>Phone: 250-361-5586 E-mail: <a href="mailto:srenvoie@gvha.ca">srenvoie@gvha.ca</a></td>
</tr>
<tr>
<td>3.</td>
<td>Consultant: PBX Engineering</td>
<td>Irvin Naidu, P. Eng. Phone: 250-388-7222 E-mail: <a href="mailto:irvin.naidu@pbxeng.com">irvin.naidu@pbxeng.com</a></td>
</tr>
<tr>
<td>4.</td>
<td>Closing Date to Submit Price</td>
<td>Thursday April 20th, 2017, 2:00pm local time</td>
</tr>
<tr>
<td>5.</td>
<td>Proposal Delivery Location</td>
<td>GVHA Office at, 1st Floor, 1019 Wharf Street Victoria, BC, V8W 2Y9</td>
</tr>
<tr>
<td>6.</td>
<td>Construction &amp; Schedule Dates</td>
<td>October 2017 – December 2017</td>
</tr>
</tbody>
</table>
1.3 INTENT

.1 The intent of this bid call is to obtain an offer to perform work to complete for electrical conduit installation and structured cabling works at Ogden Point for the Canadian Border Services Authority (CBSA) Operations.

.2 Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract will be used for this project.

.3 Definitions: Per Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract

.4 Perform the Work within the time stated in the schedule provided.

.5 The construction schedule will be included with and form part of the Stipulated Price Contract. Contractors bidding for this work must allow for any costs directly and indirectly, in their tender to meet the above noted construction schedule dates.

.6 Time is the essence of this contract.

.7 The British Columbia Builders Lien Act Applies to this Project.

.8 Claims and Procedures shall be in accordance with the British Columbia Builder’s Lien Act.

.9 Bidders shall include all out of town expenses in the Bid Price. This includes, but not limited to food, lodging, and transportation.

1.4 SITE VISIT

a) Bidder’s Briefing and Site Examination:

.1 An OPTIONAL bidders briefing and site examination meeting has been scheduled for 10.00 AM on Wednesday 5th day April 2017 at Pier A Building at Ogden Point (Meet outside south side main door to Pier A building).

.2 All general contract bidders and their sub trades/suppliers are invited.

.3 Representatives of the Owner and Consultants will be in attendance.

.4 Summarized minutes of this meeting will be circulated to attendees and all known bidders. These minutes will not form part of the Contract Documents.

.5 Information relevant to the Bid Documents will be recorded in an Addendum and issued to known bidders.
1.5 QUERIES/ADDENDA

a) Direct questions as follows:

Direct Bidding, Contractual, and Project Management Inquiries during bidding period to:

Mr. Simon Renvoize, Project Manager,  
Greater Victoria Harbour Authority (GVHA)  
100 – 1019 Wharf Street  
Victoria BC, V8W2Y9  
Tel: (250) 383 8300 ext. 232  
Email: srenvoize@gvha.ca

All other Contract Document Inquiries during bidding period to: PBX Engineering

b) Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Include costs in the Bid Price.

c) The Consultant shall endeavor not to issue Addenda later than Five (5) days prior to tender closing.

d) Verbal answers are only binding when confirmed by written addenda. Spoken interpretations not subsequently confirmed in writing to all Bidders are void and without effect.

e) Clarifications requested by bidders must be in writing not less than seven days before date set for receipt of bids. The reply will be in the form of an addendum, a copy of which will be forwarded to known bidders via email, to the address or addresses provided by Proponents.

f) Inquiries made too late in the bid period to be addressed by an Addendum may not receive a response.

g) Each bidder shall ascertain prior to bid submission that they have received all Addenda issued.

h) Submitting with the tender a full copy of the signed addenda.

1.6 PRODUCT/SYSTEM OPTIONS

Alternative products will be considered if submitted as an attachment to the Bid Form.

a) The submission shall provide sufficient information to enable the Consultant to determine acceptability of such products.

b) Provide complete information on required revisions to other work to accommodate each alternative, the dollar amount of additions to or reductions from the Bid Price, including revisions to other work.

c) Unless alternatives are submitted in this manner and subsequently accepted, provide products as
d) Approval to submit alternatives prior to submission of bids will be required.

1.7 BIDDER QUALIFICATIONS

a) The GVHA reserves the right to reject a proposed general contractor and/or sub-contractor for reasonable cause.

b) Any, bidder during bid period or after bid submission shall be required to demonstrate qualifications by submitting ONE or More of the following:

1. Written Evidence of Bidders Qualifications and experience to do business in the Province of British Columbia in accordance with the laws of the Province of British Columbia, or a covenant to obtain such qualifications prior to contract award.

2. Written evidence of qualifications to perform the work, in the form of a completed Standard Form of Contractor’s Qualification Statement, CCDC Document 11 2016, and such other data as may be required.


1.8 BID SUBMISSION

a) Proponents wishing to bid shall submit by email to the Consultant the name and address of the company submitting the bid, the contact person’s name, email address or addresses and contact telephone number.

b) Bid Ineligibility:

1. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, [may] [shall] at the discretion of the GVHA, declared informal.

2. Bid Forms and enclosures which are improperly prepared [may] [shall] at the discretion of the Owner, be declared informal.

3. Failure to provide security deposit, bonding or insurance requirements if required shall at the discretion of the GVHA be declared informal.

1.9 SUBMISSIONS

a) Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

b) Submit three (3) copies of the executed offer on the Bid Forms provided, signed and corporate sealed together with the required security in a closed opaque envelope, clearly identified with bidder’s name, project name and Owners name on the outside.

c) Insert the closed and sealed Bid Form envelope and requested documentation in a larger opaque envelope and label this envelope as noted above.
Improperly completed information, irregularities in security deposit and bid bond if required, shall be cause not to open the bid envelope and declare the bid invalid or informal.

d) Discrepancies between words and figures will be resolved in favour of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favour of the correct sum.

e) Discrepancies between words and figures will be resolved in favour of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favour of the correct sum.

1.10 BID ENCLOSURES/REQUIREMENTS

a) Agreement to Bond
   .1 Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract.

b) Performance Assurance
   .1 Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract.
   .2 Include the cost of bonds in the Bid Price.

c) Insurance
   .1 Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract.

1.11 BID FORM REQUIREMENTS

a) The bidder, in submitting an offer, accepts the Time period stated in the Contract Documents for performing the Work. The completion date in the Agreement shall be this completion Time added to the commencement date.

1.12 FEES FOR CHANGES IN THE WORK

a) Canadian Construction Documents Committee (CCDC 2) 2008 Stipulated Price Contract

1.13 BID SIGNING

The Bid Form shall be signed under seal by the bidder.

a) Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.

b) Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.

c) Limited Company: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the President and Secretary of the company, or the President-Secretary-Treasurer of the company, a copy of the by-law resolution of the Board of Directors authorizing them to do so, must also be submitted with the Bid in the Bid envelope.

d) Joint Venture: Each party of the joint venture shall execute the Bid under their respective seals in a manner appropriate to such party as described above, similar to
the requirements of a Partnership.

1.14 APPENDICES TO THE BID FORM

.1 Appendix “A” – Contract Documents: Include a complete listing of all documents and information issued by which the Bid Price was derived.

.2 Appendix “B” – List of Subcontractors and Cost Breakdown: Include the names of all Subcontractors and the portion(s) of the Work the Bidder will perform including Cost Breakdown of items of Work by which the Bid Price was derived.

.3 Appendix “C” – Unit Rate Prices: Include a listing of unit prices specifically requested by the Contract Documents in its entirety.

.4 Appendix “D” – Alternative Prices: In its entirety, Include the cost variation to the Bid Price applicable to the work described. For each alternative requested, enter price to be added to or deducted from the base bid price entered in the bid form. If there is not change to the base bid price, so state. Submit with bid form.

1.15 OFFER ACCEPTANCE/REJECTION

a) Duration of Offer

.1 Bids shall remain open to acceptance and shall be irrevocable for a period of Sixty (60) days after the bid closing date.

b) Acceptance of Offer

.1 The Owner reserves the right to accept or reject any or all offers. The tender accepted will not necessarily be the lowest tender.

.2 This BID does not constitute an offer.

.3 No agreement shall result upon submission of a proposal.

.4 GVHA shall not be under any obligation to enter into any agreement with anyone in connection with this BID and any proposal received in response.

.5 GVHA will not have any obligation to anyone in connection with this BID unless GVHA executes and delivers an agreement in writing approved by GVHA.

.6 Neither acceptance of a Proposal nor execution of a Contract will constitute authorization of any activity or development contemplated in any Proposal that requires any approval or permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

.7 As the GVHA have a budget allowance for this project, it will be GVHA’s choice to complete all works relative to the available funds.
.8 After acceptance by the Owner, will issue to the successful bidder, a written bid acceptance, and the Bidder shall execute the contract within Fourteen (14) days of such notice of acceptance.

.9 After a bid has been accepted, all rejected bids will be returned to the respective bidders with submitted bid securities and other requested enclosures.

.10 GVHA is not bound to accept the lowest priced, highest ranked or any Proposal, and may, in its discretion, reject any Proposal that does not meet all of the requirements set out in this BID.

.11 GVHA’s decision on whether or not a Proposal is acceptable will be final and GVHA need not consult with the Proponent in making its determination.

.12 Without limiting but in addition to the foregoing, GVHA may in its discretion refuse to consider, remove from the evaluation process entirely, or reject outright any Proposal which in the opinion of GVHA is materially incomplete or irregular, which contains exceptions or variations not acceptable to GVHA, which contains a false or misleading statement, claim or information, which omits any material information required to be submitted under the BID by a Proponent or Proponent Team Member.

.13 None of GVHA or its Representatives shall under any circumstances, be responsible or liable to any person, including any Proponent for any costs incurred or damages suffered by any person or any Proponent in relation to the BID.

PART 2 SUMMARY OF WORK

2.1 Summary of Work

a) Work for this project comprises the construction of a telecommunications system throughout CBSA offices, and installation of conduit between the Pier B CBSA IT closet and the Pier A Warehouse Building at GVHA’s Ogden Point terminals and offices, as shown in the drawings and specifications. The work includes, but is not limited to, the following:

b) Supply and installation of structured telecommunications wiring system consisting of fibre optic cabling, unshielded twist-pair cables, terminations, connectors, face plates, cross-connection hardware, and related equipment for occupant’s telecommunications systems, including voice (telephone) and data.

c) Coordinate with voice (telephone) lines with Telus.

d) Supply of all cutting, patching, excavation, backfilling costs related to the work of this contract.

e) Restoration of all excavations, work areas, to their original condition or better.
f) Supply all necessary hoarding for protection of public and site security.

g) Supply and installation of electrical conduit.

h) Supply and installation of all underground concrete vaults.

i) Supply and installation of communication and power conduit and cabling.

j) Supply and installation of electrical equipment enclosures.

k) Testing and commissioning of the complete system.

l) System training.

m) Supply of spare parts.

n) Documentation.

### 2.2 WORK BY OTHERS

a) The structured cabling system conduit and back boxes within CBSA space in the Pier A warehouse building has been roughed in, unless noted otherwise on drawings and specifications.

b) Shared Services Canada to supply and install network switch and UPS in contractor supplied IT cabinet for Pier A IT Room.

c) Shared Services Canada to provide network configuration services. The contractor to allow for coordination of access for SSC to complete their work.

### 2.3 PROJECT SCHEDULE & WORK RESTRICTIONS

Work shall be restricted to periods of low public volume and generally outside of GVHA cruise season. Generally, work shall not be completed in areas prior to any other vessel arrivals and departures. Proponents are required to provide a proposed work schedule taking into consideration vessel arrival and departures and any other scheduled visits through Western Stevedoring (Port Operators).

### APPENDICES

### 2.4 CONTRACTOR’S OFFER

The Contractor is to provide the costs to complete the work as per the scope of Project and return the completed form below under company letterhead.
Table 2.  **ACKNOWLEDGEMENT OF ADDENDA AND CLARIFICATIONS**

We acknowledge the receipt of the following addenda or clarification forming part of this Request for Proposal.

<table>
<thead>
<tr>
<th>Addenda/Clarification No.</th>
<th>Date of Issue</th>
<th>Proponent Authorized Signature</th>
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Table 3.  **CONTRACTOR’S OFFER**

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<thead>
<tr>
<th>PROJECT ELEMENTS</th>
<th>CONTRACTOR COSTS</th>
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<tbody>
<tr>
<td>1. All work to complete Pier B to Pier A 53mm conduit installation.</td>
<td>$..................</td>
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<tr>
<td>2. All work to supply additional 2-100mm RPVC conduits within trench for future use capped at either end with draw cords.</td>
<td>$..................</td>
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<tr>
<td>3. All work to complete telecommunications system installation.</td>
<td>$..................</td>
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<tr>
<td>4. All work for the supply of the IT cabinet. Price to include empty cabinet delivered to site, excluding installation costs.</td>
<td>$..................</td>
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<tr>
<td>5. Addenda 1 if issued</td>
<td>$..................</td>
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<tr>
<td>6. Addenda 2 if issued</td>
<td>$..................</td>
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</tbody>
</table>

**SUB TOTAL**  $..................

**PST (if applicable)**  $..................

**GST (if applicable)**  $..................

**TOTAL (PLUS TAXES)**  $..................
### Table 4. HOURLY RATES

<table>
<thead>
<tr>
<th>HOURLY RATES</th>
<th>HOURLY RATE</th>
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<tbody>
<tr>
<td>1. Provide hourly rates for all proposed staff. Include all project roles that may be engaged for this project.</td>
<td>$.................</td>
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Price submitted and conditions agreed to this ____________ day of ____________, 2017.

_____________________________  ______________________________
TENDERER  SIGNATURE
<table>
<thead>
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<th>DRAWING No.</th>
<th>REV</th>
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<td>DRAWING INDEX</td>
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<td>E002</td>
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<td>LEGEND AND NOTES</td>
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<td>E004</td>
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<td>SITE PLAN – DETAILS</td>
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<td>E005</td>
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<td>PIER B - PLAN</td>
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<tr>
<td>E006</td>
<td>-</td>
<td>PIER A – POWER AND DATA PLAN</td>
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<td>E007</td>
<td>-</td>
<td>IT CABINET DETAILS</td>
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<tr>
<td>E008</td>
<td>-</td>
<td>COMMUNICATION BLOCK DIAGRAM</td>
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