

District of Sechelt
Request for Proposal #2021-08
Rockwood Lodge Exterior Painting

Date of Issue: October 25, 2021

Closing Location:

District of Sechelt
Attention: Procurement
2nd Floor, 5797 Cowrie Street
Sechelt, BC, V0N 3A0

Closing Date and Time:

Proposals must be received on or before November 29, 2021, 2:00 pm Pacific Time
at 2nd Floor, 5797 Cowrie St., Sechelt, BC.

Contact:

All inquiries must be directed in writing via email,
stating "RFP #2021-08 Rockwood Lodge Exterior Painting —Inquiry" to:
Procurement Agent, District of Sechelt
Email: procurement@sechelt.ca



1. OVERVIEW

The District of Sechelt (the “District”) is requesting Proposals for the provision of exterior work at Rockwood Lodge (“Facility”).

1. *Paint exterior, deck, and stairs of Rockwood Lodge (“Facility”). Heritage paint colours will be determined by the District of Sechelt and will adhere to Heritage BC Guidelines.*

The Facility is located at 5511 Shorncliffe Avenue, Sechelt, British Columbia.

The District of Sechelt is located on the west coast of British Columbia (“BC”) approximately 30 kilometres (“km”) north of Vancouver. The region, known as the Sunshine Coast, includes approximately 3900 square km on the Sechelt Peninsula surrounded by the waters of the Strait of Georgia, Howe Sound, and Sechelt Inlet. The Sunshine Coast does not have an overland route to the BC mainland and is dependent on the BC Ferry Corporation for the movement of vehicles or by barge for other items. A passenger ferry service runs between Horseshoe Bay and Langdale in the south and a smaller passenger service between Earl’s Cove and Saltery Bay in the north.

Rockwood Lodge was constructed between 1935 and 1936. Located in the downtown core of Sechelt, it is the only registered Heritage building in Sechelt. The Lodge has a high community profile over the years making it a landmark in Sechelt. The facility provides rental space for small and large community events, and temporary office space for the District of Sechelt staff. The facility is also used for washroom access to renters as well as events held on the grounds.

Repair and renovation of this iconic Heritage building is extremely important, and all repairs and or restoration will be kept within the guidelines of the BC Building Code, BC Fire Code, BC Electrical Code, BC Plumbing Code, Heritage BC guidelines, Conservation of Historic Places in Canada, the Wood First Act and Vancouver Coastal Health. The new accessible washroom will allow renters and visitors to have full accessible washroom access. The new commercial kitchen will allow local artisans and small businesses a place to prepare, cook and serve foods, restoring the dining room and hallway floors, will preserve them for years to come.

This Request for Proposal (“RFP”) is being issued electronically through BC Bid (www.bcbid.gov.bc.ca), CivicInfo BC (www.civicinfo.bc.ca) and the District’s website (www.sechelt.ca).

Intended Term of Agreement

Successful Proponents will enter an Agreement with the District for a one and half (1.5) years term.

A copy of the Agreement is included for reference in **Attachment A** to this RFP.

Definitions

Throughout this RFP the following additional definitions apply:

“24/7” means twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year.

“Addendum” or **“Addenda”** means document(s) issued by the District as a supplement to this RFP that corrects errors, explains inconsistencies, provides clarifications or responses to questions submitted by Proponents or otherwise details or updates information provided in the RFP.

“Agreement” means a legal document and any attachments that bind the District to other parties subject to the terms of the RFP.

“Business Days” means Monday through Friday, inclusive, excluding statutory holidays.

“Closing Date and Time” means the closing date and time as set out on the cover page of the RFP.

“District” means the District of Sechelt, BC.

“MB” means megabyte, which is equal to 1024 kilobytes or 1,048,576 bytes of digital information.

“Must,” “Shall,” or **“Mandatory”** means a requirement of this RFP that must be met in order for a Proposal to receive consideration.

“Proponent” means an individual, partnership or company that submits, or intends to submit, a Proposal in response to this RFP.

“Proposal” means a response/submission provided by a Proponent in response to this RFP.

“RFP” means this Request for Proposal, including all appendices, schedules and addenda.

“Should” means a requirement having a significant degree of importance to the objectives of this RFP.

“USB stick” means an external flash drive that can be used with any computer that has a USB port.

“Facility” means the Rockwood Lodge

2. SCOPE OF WORK & SPECIFICATIONS

Scope of work: Please review the Scope of Work – Schedule B.

Location Considerations

Sechelt is located on the Sunshine Coast, 30 kilometers northwest of Vancouver, BC and is only accessible by BC Ferries or by barge. Engagement opportunities will depend upon provincial health orders and the ability to meet in person. Proponents should take this into consideration when preparing their Proposals. It may be beneficial for Proponents to conduct a visit of the area before submitting a Proposal.

Warranty of Services

Proponents shall warranty all works completed for the District for a period of 5 years, for warranty of services and work completed.

Proponent will be held responsible for any deficiencies for the first 12 months after completion.

RFP Schedule of Events

The following table outlines the anticipated schedule of the Request for Proposal and contract process. The District may vary the timing or the sequence of events. The times identified in the table are in Pacific Time.

Event	Anticipated Time (Pacific Time)
RFP Available	October 25, 2021
Site Visit	November 15, 2021
Enquiries Deadline	November 22, 2021
Closing Date and Time	November 29, 2021
Reference checks conducted	December 6, 2021
Proponents Notified	December 9, 2021
Contract Execution	December 16, 2021
Contract Commences	Between May - July 2022
Contract Completion	September 30, 2022

Site Visit

A site visit will be held at Rockwood Lodge (5511 Shorncliffe Avenue, Sechelt, BC, V0N 3A0), on November 15, 2021 from 1:00pm to 4:00pm. Proponents must reserve a half an hour timeslot to view the facility. Contact: Lucy Clark at: lclark@sechelt.ca.

3. SUBMITTING A PROPOSAL

Proponents are solely responsible for submitting their Proposals on or November 29, 2021, **2:00 pm Pacific Time**; and to ensure their Proposals are received when, where and as specified in this RFP. The District is not responsible for lost, misplaced or incorrectly delivered Proposals.

Proposals may be delivered in one (1) of the following two (2) methods **only**

1. **By hand/courier delivery:** Proponents should submit two (2) hard copies and one (1) digital copy of their Proposal on a USB stick (PDF format only) in a sealed envelope/package clearly marked "RFP #2021-08 Rockwood Lodge Exterior Painting—Proposal." Proposals must be delivered to: The District of Sechelt, 2nd Floor, 5797 Cowrie St., Sechelt, BC;

OR

2. **By Email:** Proponents should submit one (1) digital copy of their Proposal in PDF format only to procurement@sechelt.ca, with the subject line clearly marked “RFP #2021-08 Rockwood Lodge Exterior Painting - Proposal Attached.”

Note that the maximum file size limit is 15MB, or less, and that the District cannot accept zipped files (“filename.zip”). In addition, the District will not consider materials that are posted on websites or stored in a drop box or similar technological means as part of any Proposal

Electronically submitted Proposals will be deemed to be successfully received when the delivered time as noted by the District server is at or before the Closing Date and Time. The District will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, quarantine, etc.

The District will provide a reply email acknowledging receipt of submission. If Proponents do not receive such confirmation, they must assume that Proposals have not been received and should follow up directly with the District.

Proponents warrant that electronic files/media submitted are free, in whole or in part, from any malicious file that could cause damage to the District’s technological infrastructure.

The following Proposals will not be accepted or considered:

- Proposals received by facsimile (fax);
- Proposals received in a language other than English ; and
- Proposals received after the Closing Date and Time.

Proponent Expenses

Proponents are solely responsible for their own expense in preparing, delivering or submitting a Proposal, and for subsequent negotiations with the District, if any. The District will not be liable to any Proponent for any claims, whether for costs, expenses, damages, losses or liability incurred by the Proponent in preparing its Proposal, loss of anticipated profit in connection with any final Agreement, or any other matter whatsoever.

Acceptance and Rejection of Proposals

The District reserves the right to reject any and all Proposals, or any parts thereof, or to waive any informality or defect in any Proposal if it is in the best interests of the District.

All Proposals, plans and other documents submitted shall become property of the District. Responses to this RFP are considered public information and are subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

Inquiries Related to this RFP

All inquiries must be directed in writing via email only to the District's Procurement Agent at procurement@sechelt.ca. The subject line must read: "RFP #2021-08 Rockwood Lodge Exterior Painting—Inquiry."

No other verbal or written instruction or information shall be relied upon by Proponents, nor will they be binding upon the District.

All inquiries regarding this RFP must be received by **November 22, 2021 at 2:00pm Pacific Time**.

If an Addendum is necessary, it will be posted on the BC Bid, CivicInfo BC and District's websites, and shall become part of the RFP. It is the responsibility of Proponents to ensure that they have retrieved any and all Addenda/Addendum issued prior to the Closing Date and Time.

Withdrawal

Proponents may amend or withdraw their Proposals before the Closing Date and Time by submitting a request in writing via email only to the District's Procurement Agent at procurement@sechelt.ca. The subject line must read: "RFP #2021-08 Rockwood Lodge Exterior Painting—Amend/Withdrawal."

Upon Closing Date and Time, all Proposals become irrevocable and Proponents cannot change any part of their Proposals, unless clarification is specifically requested by the District.

Selection criteria

Proposals will be opened in private and will be evaluated against these pre-defined criteria:

#	Evaluation Criteria	Points
1	Preference will be made to local contractors on the Sunshine Coast. <ul style="list-style-type: none"> • Ensure job creation for local contractors. 	5
2	Experience <ul style="list-style-type: none"> • Must have over 5 years experience in construction Industry. • Provide curriculum vitae for the team. • Experience managing sub-contractors. • Must have experience with painting Heritage homes or work in a similar field. • Demonstrated understanding of project requirements. 	35
3	Proposal <ul style="list-style-type: none"> • Show adherence to the standards and guidelines for the Conservation of Historic Places in Canada. • Show adherence to Heritage BC guidelines. • Adhere to the Wood First Act, if applicable with this project. • Completeness. • Overall quality and level details submitted including code compliance. • Work plan. 	25

#	Evaluation Criteria	Points
	Value Added <ul style="list-style-type: none"> Value added service 	10
4	Price <ul style="list-style-type: none"> Fixed Price. Must include rate sheet, outlining hourly rate for employees. Provide a realistic schedule. Must have a Sechelt or Intercommunity Business License Must have WorkSafe BC and Liability insurance. Must have GST/PST number 	25
	Total	100

4. GENERAL TERMS AND CONDITIONS

FORM OF OFFER

This RFP must be completed in its entirety and it is Proponents' sole responsibility to ensure that their Proposals and the number of copies in the form required are received on time and at the proper location. Failure to properly complete the requirements of this RFP may cause a Proposal to be rejected. Proposals received after the Closing Date and Time will be returned unopened.

INDEMNITY

The Proponent agrees to indemnify and save harmless the District, its employees, elected officials, contractors and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the District or any of the District's employees, elected officials, contractors or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, to the extent the loss is directly or indirectly caused or contributed to:

- any act or omission by the Proponent or by any of the Proponent's agents, employees, officers, directors or subcontractors in connection with this Agreement; or
- any representation or warranty of the Proponent being or becoming untrue or incorrect.

The provisions of this indemnity are paramount to any insurance requirements herein and shall survive the term of this Agreement.

INVOICING & PAYMENTS

Successful Proponents are required to issue invoices to the District for the goods or services that are rendered. Original invoices should be forwarded to the District as follows:

Accounts Payable
District of Sechelt
2nd Floor, 5797 Cowrie Street
PO Box 129, Sechelt, BC V0N 3A0
Email: finance@sechelt.ca

The District has payment terms of net thirty (30) days. Where applicable, the purchase order number assigned, or other meaningful reference/subject matter, must be stated on the invoice, otherwise payment may be delayed.

EXTRAS

No payments for extras will be made unless prior written approval or an approved change order has been issued by the District.

IRREVOCABLE SUBMISSION

Proposals will be open for acceptance for at least ninety (90) days after the Closing Date and Time. The District may request the date to be extended to one hundred twenty (120) days if the process requires more time to execute such as seeking elected officials' approval.

TIME IS OF THE ESSENCE

Time shall be of the essence in any Agreement. The District reserves the right to cancel any goods/services if not fulfilled within a reasonable time and in accordance with the terms and conditions specified herein.

ASSIGNMENT

The Proponent will not assign or transfer its obligations under any Agreement, in whole or in part, without the written consent of the District.

RESERVATION OF RIGHTS

In addition to any other reservation of rights set out in the RFP, the District reserves the right, in its sole discretion, to:

- modify the terms of the RFP at any time prior to the Closing Date and Time, including the right to cancel the RFP at any time prior to entering into an Agreement with a Proponent;
- in accordance with the terms of the RFP, to accept the Proposal(s) that it deems most advantageous to itself;
- waive any non-material irregularity, defect or deficiency in a Proposal;
- request clarification from a Proponent with respect to its Proposal, including clarification as to provisions that are conditional or that may be inconsistent with the specifications in the RFP, without any obligations to make such a request to all Proponents;

- reject any Proposal due to unsatisfactory references or unsatisfactory past performance under Agreements with the District, or any material error, omissions or misrepresentation in the Proposal;
- at any time, reject any or all Proposals; and
- at any time, terminate the competition without award and obtain the goods and services described in the RFP by other means, or do nothing.

ACCEPTANCE OF TERMS

Submission of a Proposal indicates acceptance of all terms and conditions, including those that follow and that are included in all schedules, appendices and any addenda.

PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms and conditions contained herein are fully understood and to obtain any further information required on its own initiative. The District reserves the right to share, with all Proponents, all questions and answers related to the RFP.

EVALUATION

Proposals will be assessed in accordance with, but not limited to, the evaluation criteria outlined in Section 4. The District will be under no obligation to receive further information, whether written or oral, from any Proponent. The District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a Proposal.

AWARD OF AGREEMENT

The District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

The RFP shall not be construed as an Agreement to purchase goods or services and does not commit the District in any way to award an Agreement. The lowest priced or any Proposal will not necessarily be accepted.

INSURANCE & WORKERS COMPENSATION

The Proponent shall provide proof of, and continuously hold for the term of any Agreement, insurance coverage with minimum limits of not less than those stated below:

- Commercial General Liability—not less than \$2 million per occurrence.
- Vehicle Third Party Liability—not less than \$2 million per occurrence.
- Errors and Omissions—not less than \$2 million per occurrence.

Successful Proponents are required to add the District as an "additional insured" on the Commercial General Liability policy of insurance.

Proponents must comply with, and must ensure that any subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Proponent's obligations under any Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Where applicable, Proponents must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the term of any Agreement at the Proponent's expense if:

- the Proponent is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
- such personal optional protection insurance is available for the Proponent from WorkSafe BC or other sources.]

Within ten (10) Business Days of any request to do so by the District, the Proponent must provide evidence of the Proponent's compliance with the *Workers Compensation Act*.

COLLUSION

Except as otherwise specified or as arising by reason of the provisions of the RFP, no person, partnership, or corporation other than the Proponent has or will have any interest or share in this Proposal or in any Agreement 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 responses submitted for this project and the Proponent has no knowledge of the context of other responses and has no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of the Proposal.

LIABILITY OF ERRORS

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

LAW

This RFP and any resulting Agreement(s) are governed by, and are to be interpreted and construed in accordance with the laws applicable in British Columbia, Canada.

CONFLICT OF INTEREST & SOLICITATION

A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to:

- involvement by a Proponent in the preparation of the RFP;
- a relationship with any employee, contractor, elected official or representative of the District involved in preparation of the RFP;
- participation on the evaluation committee or in the administration of any Agreement; or
- a relationship with any employee, contractor, elected official or representative of the District participating on the evaluation committee or in the administration of any Agreement.

If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the District's Procurement Agent prior to submitting a Proposal. By submitting a Proposal, the Proponent is required to represent any and all circumstances that would give rise to a conflict of interest that is actual or potential in respect of the RFP on Schedule F.

A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or agent of the District, including members of the evaluation committee and any elected officials of the District, or with the media, may result in disqualification of the Proponent.

DEFAULT & TERMINATION

The District at its sole discretion may immediately terminate any Agreement awarded through this process if there is a major violation of agreed terms and conditions or where the Proponent has taken an action against the District. During the Agreement period, should the District experience budget restraint or operational requirements that require a review of any Agreement, the District reserves the right to terminate any Agreement without penalty with three (3) weeks written notice. If key personnel change, the District reserves the right to terminate any Agreement prior to term.

The District may, by Notice of Default to the Proponent, immediately terminate, in whole or in part, any Agreement if the Proponent fails to perform the services required. In the event the District does terminate the Agreement, in whole or in part, as specified above, the District may acquire the goods or services in an alternative method for business continuity and the Proponent shall be liable to the District for any incurred additional costs such as liquidated damages.

FORCE MAJEURE (ACT OF GOD)

Neither party shall be responsible for any delay or failure to perform under its obligations under any Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, governmental action, Act of Public Authority, Act of God, or to any other cause or similar force majeure event beyond its control,

except labour disruption. In the event force majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.

CONFIDENTIALITY

The Proponent acknowledges that prior to the Closing Date and Time it may be required to enter into a confidentiality agreement with the District in order to obtain access to confidential materials relevant to preparing a Proposal.

RIGHT TO DO WORK

If the Proponent neglects to perform the work properly or fails to perform any provision of any Agreement, the District, after five (5) days written notice to the Proponent, without prejudice to any other remedy, may make good such deficiencies and may deduct all costs incurred from amounts due to the Proponent.

WORKERS & SAFETY

The Proponent shall employ sufficient workers to perform the work, and will not knowingly employ anyone who is not skilled in the assigned task or who may be a threat to the safety of public, employees or the smooth operation of the District. Anyone deemed to be a threat to safety will be immediately removed at the sole discretion of the District. All equipment used by Proponents must be in good repair, free of hazards of any kind and meet all applicable laws and regulations regarding licensing and operation.

ADVERTISEMENT

Successful Proponents will not use the name of the District or any of the contents of this document in any advertising or publication without prior written consent from the District.

BYLAW

Proponents will ensure compliance with and conform to all health and safety laws, bylaws or regulations of the Province of British Columbia, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto.

SUBCONTRACTORS

Unless the RFP states otherwise, the District will accept Proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the Proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under any Agreement. The District will enter into an Agreement with the Proponent only.

The evaluation of the Proponent will include evaluation of proposed subcontractors, if applicable, on Schedule E.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests may, in the District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to:

- involvement by a subcontractor in the preparation of the RFP;
- a relationship between a subcontractor and any employee, contractor, elected official or representative of the District involved in preparation of the RFP;
- participation by a subcontractor on the evaluation committee or in the administration of any Agreement; or
- a relationship between a subcontractor and any employee, contractor, elected official or representative of the District participating on the evaluation committee or in the administration of the Agreement.

If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the District's Procurement Agent prior to submitting a Proposal. By submitting a Proposal, 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 RFP, for any proposed subcontractor.

Where applicable, the names of approved subcontractors listed in the Proposal will be included in any Agreement. No additional subcontractors will be added or other changes made to this list in any Agreement without the written consent of the District.

5. PROPOSAL REQUIREMENTS

ALL PROPOSALS MUST INCLUDE THE FOLLOWING SCHEDULES COMPLETED IN THEIR ENTIRETY. IF A SCHEDULE, OR SECTION THEREOF, IS NOT APPLICABLE, IT SHOULD BE MARKED WITH "N/A". ADDITIONAL DOCUMENTATION, SCHEDULES, ETC. CAN BE INCLUDED IN THE PROPOSAL AT EACH PROPONENT'S DISCRETION.

- | | |
|-----------------------------|------------|
| 1. SIGNATURE AND ACCEPTANCE | SCHEDULE A |
| 2. SCOPE OF WORK | SCHEDULE B |
| 3. PROPOSED RATE SHEET | SCHEDULE C |
| 4. EXPERIENCE & REFERENCES | SCHEDULE D |
| 5. PROPOSED SUBCONTRACTORS | SCHEDULE E |

These following additional items must be submitted by successful Proponents within ten (10) Business Days after the award of any Agreement. Failure to do so may result in the Agreement being awarded to an alternate Proponent who can meet the requirements.

- | | |
|---|------------|
| 6. DISCLOSURE OF INTEREST | SCHEDULE F |
| 7. DISTRICT OF SECHELT BUSINESS LICENSE | |



8. CERTIFICATE(S) OF INSURANCE
9. WORKSAFE BC (OR EQUIVALENT) CLEARANCE LETTER
10. GST/PST NUMBER, AS APPLICABLE

SCHEDULE A—SIGNATURE AND ACCEPTANCE

Failure to complete this schedule, including a proper signature, will result in a Proposal not being considered. The authorizing signatory must be an officer, employee or agent having authority to legally bind the Proponent to the terms of the Proposal.

The Proponent is an ___ Individual ___ Partnership ___ Corporation (check where applicable) Incorporated under the laws of _____.	
Business Information	
Name:	
Address:	Postal Code:
Telephone #:	Website:
Contact Information	
Name:	Telephone #:
Email:	

We certify that we have read and understand the information provided in the RFP and all addenda. The information provided in our Proposal is accurate and we agree to be bound by all conditions, statements, representations and prices offered herein.

Executed this _____ day of _____, 2018.

Signature	
Name (print)	Title (print)
Witness Signature	Witness Name (print)

END OF SCHEDULE A – SIGNATURE AND ACCEPTANCE

SCHEDULE B—SCOPE OF WORK

Exterior Painting

The scope of work under this RFP includes the provision of all necessary materials, labour, tools and equipment to repaint the exterior of the facility.

Repaint exterior of this Craftsman style home, in true heritage colours. This includes wooden shingles, wood trim, window frames, windowsills, deck, stairs, and other related work as specified below. Must follow guidelines for Preservation, Rehabilitation and Restoration of Heritage Homes.

Scope of work includes:

1. Supply and paint exterior of the facility, wooden shingles, wood trim, window frames, windowsills, deck railings, deck ceiling, deck stairs and staining of deck floor. Using paint or coating systems of appropriate colour and texture.
2. Repair surfaces where appropriate.
3. Paint colours to conform to the True Colours Palette as per Vancouver Heritage Foundation.
4. Reinstating the historic paint colours from the restoration period should be based on physical or documentary evidence such as on-site paint analysis and colour photographs. (these will be supplied by the District of Sechelt) – (Appendix 1).
5. Supply all painting and finishing tools.
6. Ensure all surfaces are cleaned for exterior and woodwork, helping to kill any mildew spores. For more aggressive cleaning District of Sechelt staff should be consulted (No power washing will be allowed).
7. Remove all loose paint by scraping and sanding or using organic strippers.
8. Fill any holes in wood smaller than ¼" with a flexible filler such as linseed oil putty.
9. Protect adjacent character-defining elements from accidental damage, or exposure to damaging materials during painting or repair work.
10. Ensure facility is kept dust free, using sheeting to protect open areas.
11. Removal and disposal of all paint materials.
12. Supply all protection deemed necessary to grounds, vegetation, structure, and persons involved.
13. All damage to the exterior structure or grounds, wall, sidewalks, etc. is to be cleaned, repaired, or upgraded to the satisfaction of the District's representative. Cost of cleaning and restoration work is to be included and provided by the Contractor.
14. All work must be continuous from start to completion as agreed upon, with crews of adequate size and experience prior to start of work.
15. Access to the interior of the structure is to be supplied as required to perform work as related to this Contract only.
16. Parking for workmen employed on the job site shall be restricted to the area assigned for the purpose by the District or authority having jurisdiction.



17. Work to conform to the BC Building Code.
18. Work to conform to Heritage BC guidelines, making sure to conserve where possible, character defining elements.
19. Adhere to the standards and guidelines for the Conservation of Historic Places in Canada.

SCHEDULE D—EXPERIENCE & REFERENCES

EXPERIENCE
Years of experience Proponent has providing services set out in RFP:

Proponents shall provide three (3) separate customers, other than the District, with which they have undertaken work of a similar nature to this RFP. The District will use this information to assess Proponent’s experience in the appropriate fields of work, and may contact the references given below before awarding any Agreement. If additional space is required, please add an attachment to this form.

Reference 1	
Client Name	
Contact Name & Phone Number	
Year & Location of Work	
Contract Value	
Description of Work	
Reference 2	
Client Name	
Contact Name & Phone Number	
Year & Location of Work	
Contract Value	
Description of Work	
Reference 3	
Client Name	
Contact Name & Phone Number	
Year & Location of Work	
Contract Value	
Description of Work	



SCHEDULE D—EXPERIENCE & REFERENCES

QUALIFICATIONS

Please provide the educational credentials, certifications, specialized training, etc. of the key personnel of the Proponent expected to deliver the services requested in this RFP. If additional space is required, please add an attachment to this form.

Key Personnel—Name	Qualifications/Credentials	Year Obtained/Re-certified

END OF SCHEDULE D—EXPERIENCE & REFERENCES

SCHEDULE E—PROPOSED SUBCONTRACTORS

Proponents must provide a list of all subcontractors expected to be used to provide the goods or services requested under this RFP. This list is required to be updated if any changes occur during the term of any Agreement.

If additional space is required, please add an attachment to this form.

Company	Subcontractor	Contact Name & Phone Number	Nature of Work to be Performed

END OF SCHEDULE E—PROPOSED SUBCONTRACTORS

SCHEDULE F—DISCLOSURE OF INTEREST

As a condition of this Proposal, all Proponents shall make full disclosure of any business relationships within the last five (5) years, including any donations/gifts in excess of one hundred dollars (\$100.00), with any employees, contractors, or agents of the District, its elected officials or immediate relatives thereof.

If a Proponent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the District reserves the right to terminate or cancel any Agreement that it may have been entered into with the Proponent.

**Completion and submission of the Disclosure of Interest form is a mandatory part of the RFP.
Sign and return the form with the Proposal even if there is nothing to disclose.**

If additional space is required, please add an attachment to this form.

Nature of Business Activity/Interest	With Whom?	Dates of Relationship	Completed or Ongoing?	Dollar Value of Interaction

Authorized Signature _____

Date _____

Print Name _____

Print Title _____

END OF SCHEDULE F—DISCLOSURE OF INTEREST



Title	Reviewed and Approved By
Subject Expert	<i>Lucy Clark</i>
Director/Manager	 Kirn Dhillon
Finance	

