



INVITATION TO TENDER No. 19-032

Church Road Transfer Station Oil Water Separator and Holding Tank Replacement

ISSUED: April 18, 2019

CLOSING DATE AND TIME:

Tenders are requested to be received at the Closing Location on or before:
3:00 PM (15:00 hrs) Pacific Time on May 9, 2019

Regional District of Nanaimo (RDN) Contact for Questions:

Kevin Guizzetti, Supervisor, Church Road Transfer Station

Email Address: kguizzetti@rdn.bc.ca

Questions are requested to be received at least three (3) business days before the closing date.

Optional Site Visit Meeting:

A non-mandatory site visit will be held on April 25, 2019, at 9:00 a.m. at the Church Road Transfer Station, 860 Church Road, Parksville, B.C.. Interested parties will have the opportunity to view the site, take photos/measurements and ask any questions regarding the work. All persons in attendance must bring their own personal protection equipment (i.e. steel toe footwear, hard hat, high visibility vest, etc.)



Instructions to Bidders

Article 1. Closing Date/Time/Location

Bidders are requested to submit their Tender on or before the closing time of 3:00 PM (15:00 hrs), Pacific Time, on May 9, 2019 to:

By hand/courier delivery: One (1) copy of the Tender Form enclosed and sealed in an envelope clearly marked: "19-032 Church Road Transfer Station Water Tank Replacement Project" delivered to the:

Regional District of Nanaimo
Main Reception – 2nd Floor
6300 Hammond Bay Road
Nanaimo, B.C., V9T 6N2
Attention: Kevin Guizzetti, Solid Waste

Tenders received by email or facsimile will not be accepted.

ARTICLE 2. General Scope of Work

Tenders are invited from qualified and experienced Contractors to:

General work scope:

- a) Remove and legally dispose of existing equipment.
- b) Supply, install and wire new equipment.

Detailed work scope is outlined in the specifications from Newcastle Engineering:

- a) Site Plan Drawing 0110-016-01 REV03
- b) Oil Separator Replacement Details Drawing 0110-016-02 REV03

Contractor's general responsibilities:

- a) Unless advised otherwise in writing, any and all required permits and associated inspections.
- b) Be designated as the Prime Contractor for this project per WorkSafe BC OH&S Regulations and must have the necessary qualifications be willing to accept the responsibilities as Prime Contractor for the project.
- c) Ensure the access road remains open at all times.
- d) Locate all utilities affecting the work.
- e) Complete the work by September 15, 2019 at the latest.

RDN's general responsibilities:

- a) Provide reasonable access to power, water and washrooms.
- b) Remediate any contaminated soil although none expected.
- c) Provide a staging area for contractor use.



ARTICLE 3. Site Examination

It is the responsibility of the potential contractors to be familiar with the site to determine the existing conditions, layouts and limitations and ask any questions. In submitting a tender, the contractor confirms that he/she has viewed the site and the tender includes any equipment, materials and labour necessary for this project. The contractor will rely entirely upon his/her own judgment in submitting a tender and include a sum sufficient to cover all items required for the contract.

ARTICLE 4. Examine Documents

The Tenderer must carefully examine the Contract Documents and the site of the proposed works, judging for and satisfying himself as to the probable conditions to be encountered. Should a Tenderer find discrepancies in, or omissions from the documents, or should he be in doubt as to their meaning, he should, prior to submitting his tender, notify the RDN in writing. The Tenderer may not claim, after the submission of a tender, that there was any misunderstanding with respect to the conditions imposed by the documents.

No verbal agreement or conversation made or had at any time with any officer, agency or employee of the Owner shall affect or modify any of the terms or obligations herein stated, or deemed to be any representation of warranty.

Article 5. Addendums

If the RDN determines that an addendum is required, the RDN will post the addendum on the RDN website (www.rdn.bc.ca) and BC Bid website (www.bcbid.gov.bc.ca). Each addendum will be incorporated into and become part of the TENDER. No amendment of any kind to the TENDER is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Bidder to check and ensure any and all addendums are included prior to submitting their final Tender submission.

ARTICLE 6. Tender Price

Unit prices, in Canadian dollars, shall be filled in where indicated on the Tender Form. In the event of a price extension discrepancy when calculating the total contract value, the RDN reserves the right to correct the totals.

ARTICLE 7. Federal and Provincial Sales Taxes

Prices shall include provincial sales tax payable on all applicable materials and equipment incorporated in the work. GST is not to be included in the price. GST shall be shown separately on the Tender Form based on the total contract value.

ARTICLE 8. Tender Signing

The tender must be executed by an authorized signatory in a position to legally bind their Company to the information contained in the Tender Form.

ARTICLE 9. Revisions to Tenders

Any revision to the tender by the Tenderer must be in writing properly executed and received prior to the posted closing date and time as per the submission instructions outlined in Article 1.



Multiple Revisions

Where a Tenderer submits multiple revisions to the original tender price, each revision should be numbered sequentially by the Tenderer. Unless the Tenderer clearly stipulates to the contrary on the face of the revision, each successive revision will nullify and replace any previous revision to the identified item or tender price.

Unclear or Ambiguous Revisions

If in the opinion of the RDN, any revision is unclear, ambiguous as to meaning or intent, or does not comply with the requirements of Article 9, that revision will be disregarded and the original tender price, or the tender price determined by consideration of any other revisions will prevail. The RDN, its employees and agents will not assume any responsibility for timely receipt of any revisions.

ARTICLE 10. Tender Withdrawal

A Tenderer may, without prejudice to himself, withdraw his tender on written request received prior to the posted closing date and time as per the submission instructions outlined in Article 1.

ARTICLE 11. Tender Rejection

- .1 The RDN reserves the right to reject any or all tenders, or accept other than the lowest tender and to accept the tender which it deems most advantageous.
- .2 The RDN may reject a tender if:
 - a) After investigation and consideration, the RDN concludes that the Tenderer is not qualified to do the work and/or cannot do the work and perform the Contract in a manner satisfactory to the RDN.
 - b) A tender contains qualifying conditions or otherwise fails to conform to these Instructions to Tenderers.
 - c) A tender is incomplete, is considered incomplete in the Instructions to Tenderers, is obscure or irregular, which has erasures or corrections in the Tender Form, in which prices are omitted or are unbalanced, or which has an insufficient or irregular surety.
 - d) The RDN may, in its absolute discretion, reject a Tender submitted by Tenderer if the Tenderer, or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the RDN, its elected or appointed officers and employees in relation to:
 - any other contract for works or services; or
 - any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act or another enactment within five years of the date of this Call for Tenders.

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



- e) The RDN, however, may at its sole discretion elect to retain for consideration a tender which is non-conforming because it does not contain the content or form required by these Instructions to Tenderers or because a Tenderer has not complied with the procedures set out in the Instructions to Tenderers provided that the Tenderer complies substantially with the Instructions to Tenderers.
- .4 The RDN may reject all tenders if for any reason the RDN considers to be in its best interest to do so, including without limitation for any of the following reasons;
- a) the lowest tender that the RDN considers otherwise acceptable is higher than the funds budgeted or otherwise available for the project;
 - b) the RDN decides not to proceed with the project or to defer the project;
 - c) if only one bid is received, then the tender will be reissued unless a financial analysis indicates that the sole bid represents a good value for the taxpayers ; or
 - d) the RDN is delayed in obtaining, or is unable to obtain, all approvals or consents it considers necessary, whether required by law or otherwise.
- .5 The RDN reserves the right to consider and to reject any tender or all tenders without notice to a Tenderer or Tenderers and without permitting a Tenderer to provide additional information.
- .6 In no event will the RDN be responsible for a Tenderer's costs of preparing or submitting a tender.

ARTICLE 12. Award

Awards shall be made on tenders that will give the greatest value based on quality, service and price. The Owner will, following receipt of an acceptable tender, issue in writing a Notice of Intent to Award to the successful Tenderer.

ARTICLE 13. Form of Agreement

The draft form of agreement is attached to this solicitation for review. Any requested changes must be sent to the named RDN Contact Person for review well before the posted closing date & time. Any accepted changes will be issued via addendum.

ARTICLE 14. No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the tender, and by submitting a bid each Tenderer shall be deemed to have agreed that it has no claim.

ARTICLE 15. Solicitation of Board Members

"If a member of the Board, or a person who was a member of the Board in the previous six months has a direct or indirect interest in the contract, then the Tenderer shall report this to the RDN in accordance with Section 107 of the *Community Charter* upon being notified of the award of the contract.

The Tenderer warrants and represents that it has not received any information or a record from any Board member or former Board member contrary to Section 108 of the *Community Charter*." The



successful Tenderer will be required to direct all communications related to their contract through the staff members responsible for the project.

ARTICLE 16. WorkSafe BC Prime Contractor

1. The Tenderer is advised the workplace may have the following known operations and/or site conditions that could present a potential hazard to workers and other persons at the workplace. Other hazards may exist.

- Energized Equipment
- Electrical Systems

The successful Tenderer is designated as the Prime Contractor and shall fulfill the Prime Contractor responsibilities as defined in:

- a) WorkSafeBC *Occupational Health and Safety Regulation*, Notice of Project, Section 20.2, and Coordination of multiple employer workplaces, Section 20.3;
- b) *Workers Compensation Act* (BC), Coordination at multiple-employer workplaces, Section 118, Subsections (1) & (2); and
- c) General Requirements, Section 3.10 WorkSafe BC.

The Prime Contractor will be required to coordinate the safety of all workers on the work site, including their employees, their subcontractors, RDN work crews and their contractors, and private utilities, (BC Hydro, Telus, Shaw and FortisBC).

Prior to commencing work, the successful Tenderer will be required to provide the RDN with its latest WorkSafeBC Clearance Letter demonstrating it is a member in good standing and its remittance is up to date..

ARTICLE 17. Freedom of Information and Protection of Privacy Act

All documents submitted to the RDN will be held in confidence by the RDN, subject to the provisions of the Province of British Columbia's *Freedom of Information and Protection of Privacy Act*.



INVITATION TO TENDER No. 19-032

Church Road Transfer Station Oil Water Separator and Holding Tank Replacement

TENDER FORM

Page 1 of 2

Date: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

To: Regional District of Nanaimo

Having examined the Project site, and having carefully examined all of the tender documents including any addenda issued as supplements thereto, and having examined and complied with Instructions to Bidders, we hereby offer to perform the Work set forth in the aforesaid documents for the Stipulated Contract Price. Prices include the Contractor's labour, material, equipment, material costs, overhead and profit, all taxes and duties, and shall represent the cost to the Owner of such charges excluding GST which shall be shown separately.

Lump Sum Total: \$ _____

GST (5%): \$ _____

Total Stipulated Contract Price: \$ _____

TENTATIVE SCHEDULE

If notified as the successful Bidder by May 22, 2019, please advise when your firm would plan to start and complete the work:



INVITATION TO TENDER No. 19-032

Church Road Transfer Station Oil Water Separator and Holding Tank Replacement

TENDER FORM

Page 2 of 2

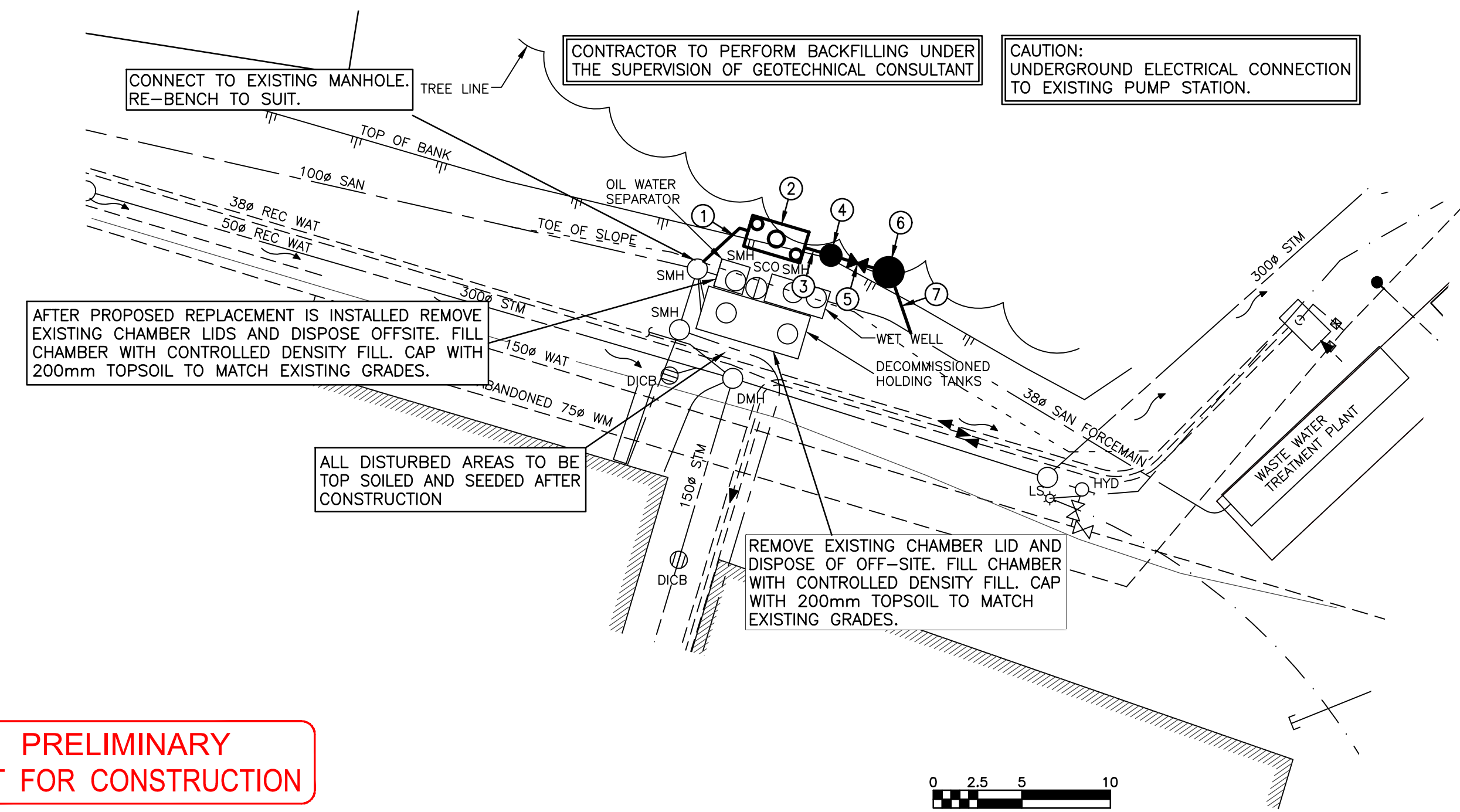
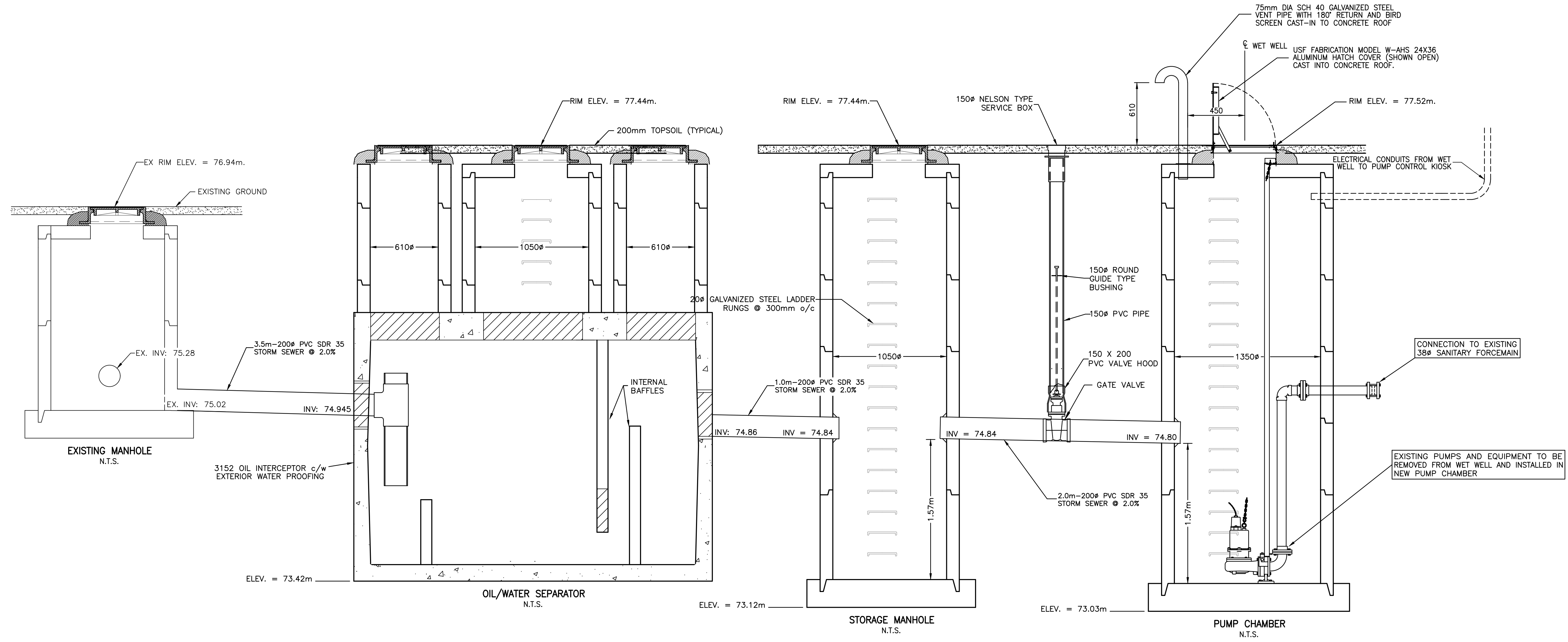
ACCEPTANCE

- .1 This Bid is open to acceptance for a period of sixty (60) days from the date of bid closing.
- .2 Submission of this Bid implies acceptance of the existing conditions at the site.
- .3 We understand that the lowest or any Bid will not necessarily be accepted. The Owner may also elect not to proceed with the Project.
- .4 The Owner reserves the right to waive minor defects or irregularities in the bid.
- .5 We agree to be designated as the Prime Contractor for this project per WorkSafe BC OH&S Regulations and have the necessary qualifications and are willing to accept the responsibilities as Prime Contractor for the project.
- .6 We can complete the work by September 15, 2019.

Company: _____

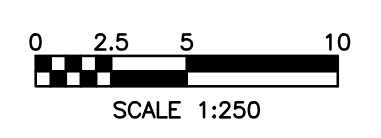
Signature: _____
(Authorized Officer)

Printed: _____
(Authorized Officer)



- ① 3.5m-200mm PVC SDR 35 STORM SEWER @ 2.0%.
- ② 3152 OIL INTERCEPTOR c/w EXTERIOR WATERPROOFING
- ③ 1.0m-200mm PVC SDR 35 STORM SEWER @ 2.0%.
- ④ 1050mm GASKETED CONCRETE STORAGE MANHOLE c/w EXTERIOR WATER PROOFING.
- ⑤ 2.0m-200mm PVC SDR 35 STORM SEWER @ 2.0% c/w 2 - PVC FLANGES, 1 - 200F x 200F D.I. GATE VALVE WITH BRONZE STEM, HOLIDAY FREE INTERIOR COATING AND NBR TYPE WEDGE.
- ⑥ 1350mm CONCRETE PUMP CHAMBER. EXISTING PUMPS AND EQUIPMENT TO BE REMOVED FROM WET WELL AND INSTALLED IN NEW PUMP CHAMBER. SPACING BETWEEN EXISTING WATER LEVEL CONTROLS TO BE MAINTAINED IN NEW CHAMBER. SEE DETAIL THIS SHEET
- ⑦ 3.0m-38mm HDPE SANITARY FORCEMAIN TO BE CONNECTED TO EXISTING 38mm SANITARY FORCEMAIN

**PRELIMINARY
NOT FOR CONSTRUCTION**



Rev. No.	DATE	BY	REVISION DESCRIPTION	ENG	LEGEND	SITE LEGAL DESCRIPTION	ENGINEER'S SEAL	DESIGN	CLIENT NAME	DRAWING TITLE																																																																																														
00	05/01/18	KE	SUBMITTED TO RDN FOR REVIEW - NOT FOR CONSTRUCTION	NBT	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0"> <tr><td>—</td><td>PROP.</td><td>—</td><td>EXIST.</td></tr> <tr><td>—</td><td>WATERMAIN</td><td>—</td><td>HYDRANT</td></tr> <tr><td>—</td><td>STORM SEWER</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>SANITARY SEWER</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>GAS MAIN</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>ELECTRICAL DUCT</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>INLET/OUTLET HEADWALL</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>DITCH INLET/OUTLET</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>SWALE</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>EDGE OF PAVEMENT</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>VALVE BOX</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>LIMIT OF CONSTRUCTION</td><td>—</td><td>FENCE</td></tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <table border="0"> <tr><td>—</td><td>EXIST.</td><td>—</td><td>PROP.</td></tr> <tr><td>—</td><td>HYDRANT</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>ABOVE GROUND FLUSHOUT</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>BELOW GROUND FLUSHOUT</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>CATCHBASIN</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>DITCH INLET CB</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>MANHOLE</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>CLEANOUT</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>HYDRO POLE</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>CAP</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>STREETLIGHT</td><td>—</td><td>FENCE</td></tr> </table> </td> </tr> </table>	<table border="0"> <tr><td>—</td><td>PROP.</td><td>—</td><td>EXIST.</td></tr> <tr><td>—</td><td>WATERMAIN</td><td>—</td><td>HYDRANT</td></tr> <tr><td>—</td><td>STORM SEWER</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>SANITARY SEWER</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>GAS MAIN</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>ELECTRICAL DUCT</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>INLET/OUTLET HEADWALL</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>DITCH INLET/OUTLET</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>SWALE</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>EDGE OF PAVEMENT</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>VALVE BOX</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>LIMIT OF CONSTRUCTION</td><td>—</td><td>FENCE</td></tr> </table>	—	PROP.	—	EXIST.	—	WATERMAIN	—	HYDRANT	—	STORM SEWER	—	ABOVE GROUND FLUSHOUT	—	SANITARY SEWER	—	BELOW GROUND FLUSHOUT	—	GAS MAIN	—	CATCHBASIN	—	ELECTRICAL DUCT	—	DITCH INLET CB	—	INLET/OUTLET HEADWALL	—	MANHOLE	—	DITCH INLET/OUTLET	—	CLEANOUT	—	SWALE	—	HYDRO POLE	—	EDGE OF PAVEMENT	—	CAP	—	VALVE BOX	—	STREETLIGHT	—	LIMIT OF CONSTRUCTION	—	FENCE	<table border="0"> <tr><td>—</td><td>EXIST.</td><td>—</td><td>PROP.</td></tr> <tr><td>—</td><td>HYDRANT</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>ABOVE GROUND FLUSHOUT</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>BELOW GROUND FLUSHOUT</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>CATCHBASIN</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>DITCH INLET CB</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>MANHOLE</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>CLEANOUT</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>HYDRO POLE</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>CAP</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>STREETLIGHT</td><td>—</td><td>FENCE</td></tr> </table>	—	EXIST.	—	PROP.	—	HYDRANT	—	ABOVE GROUND FLUSHOUT	—	ABOVE GROUND FLUSHOUT	—	BELOW GROUND FLUSHOUT	—	BELOW GROUND FLUSHOUT	—	CATCHBASIN	—	CATCHBASIN	—	DITCH INLET CB	—	DITCH INLET CB	—	MANHOLE	—	MANHOLE	—	CLEANOUT	—	CLEANOUT	—	HYDRO POLE	—	HYDRO POLE	—	CAP	—	CAP	—	STREETLIGHT	—	STREETLIGHT	—	FENCE	LOT 2, DISTRICT LOTS 103 AND 156, NANOOSE DISTRICT, PLAN VIP53572		NBT	REGIONAL DISTRICT OF NANAIMO	OIL WATER SEPARATOR REPLACEMENT DETAILS
<table border="0"> <tr><td>—</td><td>PROP.</td><td>—</td><td>EXIST.</td></tr> <tr><td>—</td><td>WATERMAIN</td><td>—</td><td>HYDRANT</td></tr> <tr><td>—</td><td>STORM SEWER</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>SANITARY SEWER</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>GAS MAIN</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>ELECTRICAL DUCT</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>INLET/OUTLET HEADWALL</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>DITCH INLET/OUTLET</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>SWALE</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>EDGE OF PAVEMENT</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>VALVE BOX</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>LIMIT OF CONSTRUCTION</td><td>—</td><td>FENCE</td></tr> </table>	—	PROP.	—	EXIST.		—	WATERMAIN	—	HYDRANT	—	STORM SEWER	—	ABOVE GROUND FLUSHOUT	—	SANITARY SEWER	—	BELOW GROUND FLUSHOUT	—	GAS MAIN	—	CATCHBASIN	—	ELECTRICAL DUCT	—	DITCH INLET CB	—	INLET/OUTLET HEADWALL	—	MANHOLE	—	DITCH INLET/OUTLET	—	CLEANOUT	—	SWALE	—	HYDRO POLE	—	EDGE OF PAVEMENT	—	CAP	—	VALVE BOX	—	STREETLIGHT	—	LIMIT OF CONSTRUCTION	—	FENCE	<table border="0"> <tr><td>—</td><td>EXIST.</td><td>—</td><td>PROP.</td></tr> <tr><td>—</td><td>HYDRANT</td><td>—</td><td>ABOVE GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>ABOVE GROUND FLUSHOUT</td><td>—</td><td>BELOW GROUND FLUSHOUT</td></tr> <tr><td>—</td><td>BELOW GROUND FLUSHOUT</td><td>—</td><td>CATCHBASIN</td></tr> <tr><td>—</td><td>CATCHBASIN</td><td>—</td><td>DITCH INLET CB</td></tr> <tr><td>—</td><td>DITCH INLET CB</td><td>—</td><td>MANHOLE</td></tr> <tr><td>—</td><td>MANHOLE</td><td>—</td><td>CLEANOUT</td></tr> <tr><td>—</td><td>CLEANOUT</td><td>—</td><td>HYDRO POLE</td></tr> <tr><td>—</td><td>HYDRO POLE</td><td>—</td><td>CAP</td></tr> <tr><td>—</td><td>CAP</td><td>—</td><td>STREETLIGHT</td></tr> <tr><td>—</td><td>STREETLIGHT</td><td>—</td><td>FENCE</td></tr> </table>	—	EXIST.	—	PROP.	—	HYDRANT	—	ABOVE GROUND FLUSHOUT	—	ABOVE GROUND FLUSHOUT	—	BELOW GROUND FLUSHOUT	—	BELOW GROUND FLUSHOUT	—	CATCHBASIN	—	CATCHBASIN	—	DITCH INLET CB	—	DITCH INLET CB	—	MANHOLE	—	MANHOLE	—	CLEANOUT	—	CLEANOUT	—	HYDRO POLE	—	HYDRO POLE	—	CAP	—	CAP	—	STREETLIGHT	—	STREETLIGHT	—	FENCE										
—	PROP.	—	EXIST.																																																																																																					
—	WATERMAIN	—	HYDRANT																																																																																																					
—	STORM SEWER	—	ABOVE GROUND FLUSHOUT																																																																																																					
—	SANITARY SEWER	—	BELOW GROUND FLUSHOUT																																																																																																					
—	GAS MAIN	—	CATCHBASIN																																																																																																					
—	ELECTRICAL DUCT	—	DITCH INLET CB																																																																																																					
—	INLET/OUTLET HEADWALL	—	MANHOLE																																																																																																					
—	DITCH INLET/OUTLET	—	CLEANOUT																																																																																																					
—	SWALE	—	HYDRO POLE																																																																																																					
—	EDGE OF PAVEMENT	—	CAP																																																																																																					
—	VALVE BOX	—	STREETLIGHT																																																																																																					
—	LIMIT OF CONSTRUCTION	—	FENCE																																																																																																					
—	EXIST.	—	PROP.																																																																																																					
—	HYDRANT	—	ABOVE GROUND FLUSHOUT																																																																																																					
—	ABOVE GROUND FLUSHOUT	—	BELOW GROUND FLUSHOUT																																																																																																					
—	BELOW GROUND FLUSHOUT	—	CATCHBASIN																																																																																																					
—	CATCHBASIN	—	DITCH INLET CB																																																																																																					
—	DITCH INLET CB	—	MANHOLE																																																																																																					
—	MANHOLE	—	CLEANOUT																																																																																																					
—	CLEANOUT	—	HYDRO POLE																																																																																																					
—	HYDRO POLE	—	CAP																																																																																																					
—	CAP	—	STREETLIGHT																																																																																																					
—	STREETLIGHT	—	FENCE																																																																																																					
01	08/10/18	KE	RDN COMMENTS ADDRESSED - NOT FOR CONSTRUCTION	NBT	BENCHMARK DESCRIPTION ELEVATIONS ARE GEODETIC DATUM AND ARE REFERENCED TO A MONUMENT ON CHURCH ROAD AT STATION 1+135. ELEVATION = 80.327		DRAWN KE	PROJECT NAME CHURCH ROAD TRANSFER STATION - OIL WATER SEPARATOR AND HOLDING TANK REPLACEMENT	PROJECT No. 0110-016 DRAWING No. 02 REVISION No. 03 RDN PLAN FILE No.																																																																																															
02	04/08/19	KE	RDN COMMENTS ADDRESSED - ISSUED FOR TENDER	NBT						CHECKED NBT																																																																																														
03	04/11/19	KE	RDN COMMENTS ADDRESSED - ISSUED FOR TENDER	NBT						PLOT DATE 04-11-19 PRINT DATE																																																																																														
						HORIZONTAL SCALE 1:250 VERTICAL SCALE	DESIGN NBT CHECKED NBT PLOT DATE 04-11-19 PRINT DATE			CLIENT NAME REGIONAL DISTRICT OF NANAIMO PROJECT NAME CHURCH ROAD TRANSFER STATION - OIL WATER SEPARATOR AND HOLDING TANK REPLACEMENT	DRAWING TITLE OIL WATER SEPARATOR REPLACEMENT DETAILS																																																																																													

NOTES:
THE LOCATIONS OF EXISTING SERVICES ARE SHOWN APPROXIMATELY AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF WORK. EXISTING & PROPOSED SERVICES MAY REQUIRE ADJUSTMENT WHERE A CONFLICT OCCURS. THE ENGINEER SHALL BE NOTIFIED OF ANY CONFLICT.



This document does not replace the Workers Compensation Act or OH&S Regulations

Sections 118 of the Workers Compensation Act:

“multiple employer workplace” means a workplace where workers of 2 or more employers are working at the same time.

Note:

- Workers of one employer do not necessarily have to come in contact with workers of the other
- They do not have to be in the same place at the same time
- Workers’ activities could affect the health and safety of another employer’s workers. This is true even if the workers at the workplace are workers of the owner or contractor.

“prime contractor” means, in relation to a multiple-employer workplace,

- (a) 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
- (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.

The prime contractor of a multiple employer workplace must


- Ensure that the activities of all employers, workers (including the owners), and other persons at the workplace relating to occupational health and safety are coordinated and
- Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the WC Act and the Regulation in respect of the workplace

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.

For the sake of clarity, the following apply in determining whether there is a “multiple-employer” workplace:

- Two or more adjacent workplaces do not constitute a “multiple-employer workplace”, even though the activities at one place might affect the health and safety of workers at an adjacent workplace.
- In contrast, the workplace will generally be a “multiple-employer” workplace in the following situations:
 - Workers of different employers are present at the same time working on the different projects; or
 - Workers of different employers are present at the same time working on the same project.

In either case the workplace would be considered a “multiple-employer” worksite.

 <p>REGIONAL DISTRICT OF NANAIMO</p>	<p>Prime Contractor General Information Form</p>
--	---

Page 2 of 3

- In determining whether “workers of 2 or more employers are working at the same time”, the phrase “at the same time” will be given such fair, large and liberal construction as may best attain the objectives of section 118. “At the same time” does not mean that, at any precise point in time, there are workers of 2 or more employers present in the workplace. Rather, it means that, over an appropriate interval, there are workers of 2 or more employers present in the workplace, whether or not the 2 or more groups of workers are actually present together in the workplace at any precise point in time at all. The duration of the interval of time to be considered will depend upon the circumstances of the individual workplace.
- Whether the workers of the one employer come into actual contact with the workers of the other employer does not generally affect the determination of whether the workplace is a “multiple-employer workplace”. An employer, the employer’s workers and their activities could well affect the health and safety of another employer’s workers who come into the workplace later in the day or on another day, even though there may be no actual contact between the two groups of workers.

However, the degree to which the activities of the first employer and its workers affect the health and safety of the second employer’s workers will generally affect the determination of the responsibilities of the prime contractor and of the two employers under Part 3 and the regulations

- Virtually all workplaces will be visited by workers of other employers. For example, workers may deliver or pick up mail, goods or materials or enter to inspect the premises. Short term visits of this type, even if regular, do not make the workplace a “multiple-employer workplace” for purposes of section 118(1).

The written agreement referred to in section 118(1) of the Act must be made available within a reasonable time if requested by a Board officer.

There can be only one "prime contractor" at a workplace at any point in time. If an owner enters into more than one agreement purporting to create a "prime contractor" for the same period of time, the owner is considered to be the prime contractor.

Section 119 of the Workers Compensation Act:

Every owner of a workplace must

- (a) provide and maintain the owner's land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace,
- (b) give to the employer or prime contractor at the workplace the information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace, and
- (c) comply with this Part, the regulations and any applicable orders.

Prime Contractor Qualified Coordinator OH&S Regulations 20.3:

If a work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to workers, and the combined workforce at the workplace is more than 5,

- (a) the owner, or if the owner engages another person to be the prime contractor, then that person must
 - (i) appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location, and
 - (ii) provide up-to-date information as specified in subsection (4), readily available on site, and
- (b) each employer must give the coordinator appointed under paragraph (a)(i) the name of a qualified person designated to be responsible for that employer's site health and safety activities.
- (3) The duties of the qualified coordinator appointed under paragraph (2)(a)(i) include
 - (a) informing employers and workers of the hazards created, and
 - (b) ensuring that the hazards are addressed throughout the duration of the work activities.
- (4) The information required by subsection (2)(a)(ii) includes
 - (a) the name of the qualified coordinator appointed under subsection (2)(a)(i),
 - (b) a site drawing, which must be posted, showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station, and
 - (c) a set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of this Regulation.



Date: _____ Meeting Location: _____

Firm Name: _____ Contract #: _____

Prime Contractor: _____

Prime Contractor's Superintendent: _____

RDN's Contract Representative: _____

AGREEMENT

The Prime Contractor:

- Acknowledges appointment as Prime Contractor defined by WorkSafe BC OH&S Regulations Sections 20.2 and 20.3, and in the *Workers' Compensation Act, Sections 118 Clauses 1 and 2*.
- Understands the Owners duties as defined in the *Workers' Compensation Act, Section 119*.
- Understands for any discrepancy establishing health and safety protocol, WorkSafe BC OH&S Regulation and/or the *Workers' Compensation Act (Part 3)* shall prevail.
- Acknowledges being informed of any known workplace hazards by the owner or owner's delegate, by signing attached "Existing Known Hazard Assessment" form.
- Shall communicate known hazards to any persons who may be affected and ensure appropriate measures are taken to effectively control or eliminate the hazards.
- Shall ensure all workers are suitably trained and qualified to perform the duties for which they have been assigned.
- Shall ensure or coordinate first aid equipment and services as required by WorkSafe BC OH&S Regulation.
- Shall coordinate the occupational health and safety activities for the project.
- Assumes responsibility for the health and safety of all workers and for ensuring compliance by all workers with the *Workers Compensation Act (Part 3)* and WorkSafe BC OH&S Regulation.
- Understands any WorkSafe BC violation by the Prime Contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the RDN.
- Understands any penalties, sanctions or additional costs levied against the Prime Contractor will be the responsibility of the Prime Contractor.
- Confirms the Prime contractor's safework procedures and risk assessments were prepared by, or approved by a Qualified Person as defined by WorkSafe BC OH&S Regulations.

- Accepts the following required documents shall be maintained and made available upon request from the RDN and/or WorkSafe BC Prevention officer at the workplace.

The documents required to be maintained and available by the Prime Contractor will include, but not be limited to:

- All notices which the Prime Contractor is required to provide to WorkSafe BC as per WorkSafe BC OH&S Regulation.
- Any written summaries of remedial action taken to reduce occupational health and safety hazards within the area of responsibility.
- All directives and inspection reports issued by WorkSafe BC.
- Records of any incidents and accidents occurring within the Prime Contractor's area of responsibility.
- Completed accident investigations for any incidents and accidents occurring within the Prime Contractor's area of responsibility.

On a construction workplace, these additional documents are required to be maintained and available by the Prime Contractor:

- Records of all orientation and regular safety meetings held between contractors and their workers, including topics discussed, worker names and companies in attendance.
- Written evidence of regular inspections within the workplace.
- Occupational first aid records.
- Worker training records.
- Current list of the name of a qualified person designated to be responsible for each subcontractor (employer's) site health and safety activities.
- Diagram of the emergency route to the hospital.

The following information must be provided to the RDN Contract Representative:

- WorkSafe BC Notice of Project
- WorkSafe BC Clearance Letter
- Prime Contractor's OH&S Safety Program
- Prime Contractor's OH&S Safety Program Document

First Aid Attendants:

Safety Supervisor:

Location of First Aid Station:

Signature of Prime Contractor:

Signature of RDN Contract Rep:

EXISTING KNOWN HAZARD ASSESSMENT

Discussion between the Prime Contractor and the RDN Contract Representative

Date: _____ Meeting Location: _____

Prime Contractor: _____

Prime Contractor Representative: _____

- RDN Contract Representative to make the Prime Contractor aware of any known extraordinary pre-existing hazards peculiar to the contract.
- It is recognized the known pre-existing hazards identified may not be a comprehensive list and due caution is always required.
- Use additional pages if necessary.

Identified Extraordinary Hazards	Action required to eliminate or control hazards and ensure worker safety
Comment:	
Comment:	
Comment:	

Prime Contractor Representative (signature)

RDN Contract Representative (signature)

Prime Contractor Representative (printed)

RDN Contract Representative (printed)

BETWEEN: _____ (the "Contractor")

AND: The Regional District of Nanaimo (the "Regional District")

THIS AGREEMENT WITNESSES that the Contractor and the REGIONAL DISTRICT agree as follows:

1. The Contractor shall provide all labour, Contractor's Plant and Equipment and materials required to perform the Work within the required time, as required by the Contract Documents.
2. The REGIONAL DISTRICT shall pay the Contractor the Contract Price, as required by the Contract Documents.
3. The Contract Price shall be the sum in Canadian Dollars of the following:
 - (a) Up to the Tender Price set out in the accepted Tender Form and;
 - (b) Payments made on account of change orders, as may be required by the Contract Documents.

The Contract Price shall be the entire compensation owing to the Contractor by the REGIONAL DISTRICT for the Work and shall cover and include all supervision, labour, materials, Contractor's Plant and Equipment, overhead, profit, financing costs and all other costs and expenses whatsoever incurred in performing the Contract.

4. The Contractor shall commence the Work within 7 Days after issuance of the Notice to Proceed from the REGIONAL DISTRICT, unless the Notice to Proceed states otherwise, and shall attain completion of the Work by [____].
5. The Contract Documents shall form a part of this Agreement as though recited in full.
6. The Contract supersedes all prior negotiations, representations or agreements, whether written or oral and is the entire agreement between REGIONAL DISTRICT and the Contractor with respect to the subject matter of this Agreement.
7. Defined terms in this Agreement shall have the same meanings as set out in the General Conditions, except where the contrary is expressed.
8. In entering into and executing this Agreement, the Contractor has relied on its own examination of the Site, access to the Site, and on all other data, matters and things requisite to the fulfilment of the Work, and on its own knowledge of existing services or utilities along or crossing or in the vicinity of the route or facility to be installed or

constructed under this Contract, and not on any representation or warranty of the REGIONAL DISTRICT.

9. The Contractor shall not assign the Contract, or any portion of the Contract, or any payments due or to become due under the Contract, without the express written consent of the REGIONAL DISTRICT.
10. No action or failure to act by the REGIONAL DISTRICT or an authorized representative of the REGIONAL DISTRICT shall constitute a waiver of any right or duty afforded any of them under the Contract, or constitute an approval or acquiescence in any breach thereunder, except as may be specifically agreed in writing.
11. This Agreement shall enure to the benefit of and be binding upon the REGIONAL DISTRICT and the Contractor and their respective heirs, executors, legal representatives, successors and permitted assigns. In the event of more than one person being the Contractor, the grants, covenants, provisos and claims, rights, powers, privileges and liabilities shall be construed and held to be several as well as joint.
12. Time shall be of the essence of this Agreement.
13. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument. Delivery by electronic transmission in portable document format (PDF) of an executed counterpart of this Agreement is as effective as delivery of an originally executed counterpart of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

The Regional District of Nanaimo by its authorized signatory on _____ day of _____, 20__ (the date of Agreement):

SIGNED on behalf of the REGIONAL DISTRICT by:

Signature: _____

Name: _____

Title: _____

[CONTRACTOR'S NAME]

by its authorized signatory on _____ day of _____, 20__:

SIGNED on behalf of the Contractor by:

Signature: _____

Name: _____

Title: _____

END OF SECTION

GENERAL TERMS & CONDITIONS OF CONTRACT

PART 1 LAW APPLICABLE

This Contract shall be construed under and according to the laws of the Province of British Columbia, Canada.

PART 2 ACCEPTANCE

For the purpose of this Tender, acceptance of the work shall mean the acceptance of the work for final payment of the contract price but not for the purpose of extinguishing any covenant or agreement on the part of the Contractor to be performed or fulfilled under this contract which has not in fact been performed or fulfilled at the time of such acceptance, all of which covenants and agreements shall continue to be binding on the Contractor until they have been fulfilled.

PART 3 PRIME CONTRACTOR DESIGNATION

The Contractor must be registered with WorkSafe BC and be in good standing with remittance up to date throughout the agreement and is designated as the Prime Contractor and shall fulfill the Prime Contractor responsibilities as defined in:

- a) *WorkSafeBC Occupational Health and Safety Regulation*, Notice of Project, Section 20.2, and Coordination of multiple employer workplaces, Section 20.3;
- b) *Workers Compensation Act (BC)*, Coordination at multiple-employer workplaces, Section 118, Subsections (1) & (2); and
- c) General Requirements, Section 3.10 WorkSafe BC.

PART 4 QUALITY OF WORK AND MATERIALS

The whole of the materials and/or the work, whether or not so stated herein, shall be done in the most substantial and professional manner with new materials, articles, equipment and work of the best quality and description and by employment of properly skilled trades and in strict conformity with and as required by this contract to the satisfaction of the REGIONAL DISTRICT whether or not so stated herein. Materials and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials or equipment.

Materials are to be installed or incorporated into the Work applied in accordance with the manufacturer's directions. Use the techniques and application best suited for the type of material being used.

PART 5 JUDGE OF WORK AND MATERIALS

The REGIONAL DISTRICT shall be the final judge of all work, materials and plants in respect of both quality and quantity and their decisions of all questions in dispute with regard thereto will be final.

All materials shall be subject to inspection and test by and shall meet the approval of the REGIONAL DISTRICT.

In case any materials, equipment and supplies are defective in material or quality or otherwise not in conformity with the specifications of the contract, the REGIONAL DISTRICT shall have the right either to reject them or to require their correction.

Acceptance or rejection of the materials, equipment, supplies, etc. shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

PART 6 C.S.A. SEAL OR PROVINCIAL CERTIFICATE APPROVAL

All electrical material and equipment, and all manufacturing and assembling procedures and workmanship, shall be in accordance with the requirements of the current edition and revisions of the Canadian Electrical Code Part 1 (CSA Standard C22.1 – 2012) as adopted and amended by the Province of British Columbia (hereinafter referred to as the “Electrical Code”), as amended from time to time.

Only approved materials and equipment shall be used and where specified materials and equipment do not have current approval, as required by the Electrical Code, the Contractor shall offer approved substitutes.

Each completed assembly shall carry the approval seal either of the Inspection Department, and where alterations are required by the Department the Contractor shall make these at his own expense. The Contractor shall pay all fees and costs incurred in obtaining the required approvals.

PART 7 RECTIFICATION OF DAMAGE AND DEFECTS

The Contractor shall rectify any loss or damage for which, in the opinion of the REGIONAL DISTRICT, the Contractor is responsible, at no charge to the REGIONAL DISTRICT and to the satisfaction of the REGIONAL DISTRICT. In the alternative, the REGIONAL DISTRICT may repair the loss or damage and the Contractor shall pay to the REGIONAL DISTRICT the costs of repairing the loss or damage forthwith upon demand from the REGIONAL DISTRICT. Where, in the opinion of the REGIONAL DISTRICT, it is not practical or desirable to repair the

loss or damage, the REGIONAL DISTRICT may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

PART 8 WARRANTY AND GUARANTEE

The work shall be warranted to be free of defects, and shall be guaranteed by the Contractor for a period of one (1) year from the date of acceptance. On receipt of notice from the REGIONAL DISTRICT the Contractor shall promptly make all repairs arising out of defective work or any equipment or materials supplied by him.

The REGIONAL DISTRICT is hereby authorized to make such repairs if, ten (10) days after the giving of such notice to the Contractor, the Contractor has failed to make or undertake with due diligence said repairs; provided, however, that in the case of an emergency, where, in the opinion of the REGIONAL DISTRICT delay would cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and all expense in connection therewith shall be charged to the Contractor.

PART 9 ASSIGNMENT

The Contractor shall not assign, sub-contract or let out as task work any part of the work, and shall not assign any interest herein or any right to payment hereunder without first having had and obtained the consent in writing of the REGIONAL DISTRICT; which consent the REGIONAL DISTRICT may withhold in its absolute discretion. If the REGIONAL DISTRICT should consent to any such assignment, sub-contracting or letting out as task work of all or any part of the work, the Contractor shall by reason thereof be in no ways relieved from his responsibility for the fulfillment of the work, but shall continue to be responsible for the same in the same manner as if all the work had been performed by the Contractor himself.

PART 10 TERMINATION

The REGIONAL DISTRICT may by written notice to the Contractor terminate the whole or any part of this contract in any one of the following circumstances:

- a) If the Contractor fails to perform the work within the time specified herein or any extension thereof.
- b) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms and in any of these circumstances, does not cure such failure within a period of ten (10) days, or such longer period as the REGIONAL DISTRICT may authorize, in writing, after receipt of notice from the REGIONAL DISTRICT specifying any such failure.

- d) In the event that the Contractor performs any act or does anything by which the REGIONAL DISTRICT shall incur any liability whatsoever.
- e) The REGIONAL DISTRICT may terminate the Agreement, without any cost or penalty or consequence whatsoever, if it concludes, acting reasonably on the information available to it, that the Contractor is in material non-compliance with, or has been convicted of a material offence or violation of, health, safety, labour or environmental laws.
- f) In the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the REGIONAL DISTRICT requiring the REGIONAL DISTRICT to pay to such creditor or to a sheriff or other public official or to the Court any portion of the consideration due to the Contractor under this Contract.
- g) In the event that the Contractor shall be adjudged bankrupt or if it should make a general assignment for the benefit of creditors or if it becomes insolvent or is appointed by a creditor of if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.

Upon termination of the Contract as aforesaid, the REGIONAL DISTRICT shall have no obligation to the Contractor except for such labour and materials as have been supplied or performed up to the date of the termination of the Contract.

PART 11 STATUTES, MUNICIPAL BY-LAWS AND PERMITS

Unless otherwise noted, the Contractor shall take out all necessary permits and licenses required to permit the Contractor to perform its obligations under the Contract. The Contractor shall give all notices and comply with all REGIONAL DISTRICT regulations, all laws, by-laws, ordinances, rules and regulations, whether federal, provincial or municipal, relating to the business it carries on and the services provided pursuant to the Contract, including the Workers' Compensation Act and the Employment Standards Act.

PART 12 SITE INSPECTION

The Contractor shall make site inspections of all appropriate areas to determine their general condition and to ensure the fulfillment of the contract requirements.

PART 13 USE OF PREMISES

The Contractor shall abide by, and shall ensure its employees abide by, all appropriate regulations, including but not limited to regulations relating to fire, safety, parking, traffic control and health. The Contractor will ensure that all of its employees are aware of the applicable regulations.

PART 14 DAMAGE TO PERSON AND PROPERTY

The Contractor shall use due care that no persons are injured, no property damaged or lost, and no rights are infringed in the performance of the Work, and the Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Work or caused in any other manner whatsoever by the Contractor, or its employees.

PART 15 CLEAN UP

The Contractor shall at all times conduct the work in an orderly and reasonably tidy manner, and shall at suitable intervals remove any accumulation of rubbish or refuse materials. At no time shall any person employed by the Contractor or by any of his Subcontractors discard any litter or garbage on or adjacent to the site, except into a suitable container. Upon completion and before final acceptance of the work, the Contractor shall remove all rubbish, surplus, or discarded materials and equipment and shall leave the site in a clean and neat condition.

PART 16 ACCESS AND PUBLIC SAFETY

The Contractor shall effectively warn and protect the public and other personnel from any danger as a result of the work being done.

No material or equipment shall be stored where it will interfere with the free and safe passage of vehicular or pedestrian traffic or where it creates a hazard or a nuisance.

PART 17 CURRENCY OF PAYMENT

All reference to money in this Contract shall refer to and mean lawful money of Canada.

PART 18 DAMAGES FOR DELAY

If the work is not completed and/or the materials delivered before or upon the expiration of the time limited therefore all costs which the REGIONAL DISTRICT shall be put to by reason thereof shall be charged to the Contractor.

PART 19 PAYMENTS

The Contractor will be solely responsible for invoicing the REGIONAL DISTRICT ensuring to include the REGIONAL DISTRICT's Purchase Order number on all invoices to assure timely payment.

All invoices are subject to prior review and approval by the REGIONAL DISTRICT and approved invoices will be paid on a net 30 day basis unless otherwise negotiated and agreed to in writing.

If the REGIONAL DISTRICT does not approve of the services or part of them which are the subject of the invoice, the REGIONAL DISTRICT shall advise the Contractor in writing of the reasons for non-approval and the Contractor shall remedy at no additional cost to the REGIONAL DISTRICT before the REGIONAL DISTRICT shall be obliged to pay the invoice or any part of it, as the case may be.

PART 20 CHANGE ORDERS

If for any reason it may become desirable during the course of the work to change the alignment, dimensions or design, or to add to or to omit portions thereof, the REGIONAL DISTRICT reserves the right to issue change orders to give effect to such changes as may, in the opinion of the REGIONAL DISTRICT be necessary or desirable.

The change may or may not result in a change in the amount of the work. If the changes do, in the opinion of the REGIONAL DISTRICT, change the amount of the work, the contract price shall be adjusted as mutually agreed between the Contractor and the REGIONAL DISTRICT.

Should the Contractor and the REGIONAL DISTRICT fail to agree on the value of the change in the amount of work, the Contractor shall nevertheless change the work so ordered, and the value thereof shall be referred to the arbitration of three persons, one to be appointed by the Contractor, one to be appointed by the REGIONAL DISTRICT, and the third to be appointed by such two persons before proceeding with the arbitration. The decision of any two of the arbitrators shall be binding, and shall be deemed to be a submission to arbitration within the provisions of the "Arbitration Act".

PART 21 STATUTORY DECLARATION

Prior to any payment to the Contractor, if requested by the REGIONAL DISTRICT, the Contractor shall deliver to the REGIONAL DISTRICT a statutory declaration in a form satisfactory to the REGIONAL DISTRICT declaring that all subcontractors, labour and accounts for material and equipment have been paid and that no persons, firms or REGIONAL DISTRICTs have any lien against the lands comprising the work site or the work

together with such other documentation as the REGIONAL DISTRICT, acting reasonably, determines is necessary or desirable.

PART 22 BUILDERS LIENS

The Contractor shall, at its own expense, cause any and all builders liens and other liens for labour, services or materials alleged to have been furnished with respect to the lands comprising the work site or the work which may be registered against or otherwise affect the lands or the work, except liens properly filed by the Contractor on its own behalf, to be paid, satisfied, released or vacated forthwith after the REGIONAL DISTRICT has sent written notice of any claim for any such lien. In the event of a bona fide dispute regarding the validity or correctness of any claim for such lien, the Contractor shall be entitled to defend against a claim for such lien in any proceedings brought in respect thereof after first paying into court the amount claimed plus any interest payable, or providing sufficient security therefor and such cost as the court may direct and registering all such documents as may be necessary to cancel such lien, or providing such other reasonable security in respect of such claims as the REGIONAL DISTRICT may in writing approve. Upon receiving satisfactory security for any costs and an indemnity in writing from the Contractor, the REGIONAL DISTRICT may authorize the Contractor to apply to the court in the name of the REGIONAL DISTRICT to have any lien removed upon payment into court or deposit in court of satisfactory security therefor.

PART 22 PROTECTION OF REGIONAL DISTRICT AGAINST CLAIMS

The Contractor shall assume the defense of, and indemnify and hold harmless the REGIONAL DISTRICT and its officers, employees and agents, from and against all claims relating to materials furnished and to inventions, copyrights, trademarks, or patents and rights thereto used by the Contractor in the execution of this contract and in subsequent use and/or operation by the REGIONAL DISTRICT.

PART 23 INDEMNIFICATION AND INSURANCE

23.1 Indemnification and Release

23.1.1 The Contractor shall save harmless and indemnify the REGIONAL DISTRICT and its directors, officers, servants, employees and agents (the "Indemnified Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising in any way out of or connected with the Work by the Contractor or its subcontractors, or their servants or employees under this Contract, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses,

damages, costs and expenses were caused by the Indemnified Parties or any on them.

23.1.2 Unless otherwise specified in the Contract, the Contractor shall save harmless and indemnify the Indemnified Parties from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature arising in any way from liability of any nature or kind for or on account of any copyrighted or un-copyrighted composition, secret or other process, patented or unpatented invention, articles or appliances manufactured, supplied or used in the Work, and/or to be used by the REGIONAL DISTRICT before or after completion of the Work as a result of the Work performed by the Contractor, and if the Contractor shall fail to save harmless and indemnify in manner aforesaid, any money collected from the Indemnified Parties shall be charged to the Contractor.

23.1.3 The Contractor shall release and discharge the REGIONAL DISTRICT and its directors, officers, servants, employees and agents (the "Released Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) which the Contractor or its subcontractors or their servants or employees might have in any manner arising in any way out of or connected with the Work by the Contractor or its subcontractors, or their servants or employees under this Contract, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Released Parties or any on them.

23.1.4 The indemnity provided in the Clause 23.1.1 by the Contractor to the Indemnified Parties shall not in any way be limited or restricted by any insurance or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statutes.

23.2 Insurance Obtained by Contractor

23.2.1 General

The Contractor shall itself and cause each subcontractor to obtain and maintain, at its own expense, the insurance set out below until all conditions of the Contract have been fully complied with.

23.2.2 Commercial General Liability Insurance

Commercial General Liability Insurance providing third party bodily injury, death and property damage coverage in an amount of not less than \$5,000,000 per occurrence, indicating that the REGIONAL DISTRICT is added as Additional Insureds. The policy shall include Premises and Operations Liability; Contractor's Protective Liability with respect to the Operations of sub-contractors; Completed Operations Liability; Contractual Liability; Non-Owned Automobile Liability; and a Cross Liability and/or Severability of Interest clause protecting each insured to the same extent as if they separately insured.

The policy shall also contain a clause providing that the REGIONAL DISTRICT will receive 30 days' notice of cancellation or of any material change in coverage which will reduce the extent of coverage provided to the REGIONAL DISTRICT.

The Contractor shall file with the REGIONAL DISTRICT, prior to the commencement of work, a certificate of insurance in a form acceptable to the REGIONAL DISTRICT evidencing this policy. The Contractor shall also file with the REGIONAL DISTRICT evidence of the renewal on this policy. The Contractor is responsible for paying all deductibles.

23.2.3 Automobile Third Party Liability Insurance

A Standard Owner's Form Automobile Policy for each vehicle used in the performance of the Contract and regulated by the Insurance (Motor Vehicle) Act or similar legislation. The Third Party Legal Liability Limits are to be in an amount not less than \$2,000,000 per occurrence.

23.2.4 Contractor's Equipment Insurance

The Contractor shall maintain an All Risk insurance policy covering all construction equipment, mobile equipment, miscellaneous equipment, tools, office contents and other miscellaneous property whether owned, leased or rented or for which the Contractor may be responsible, that is used in any way in connection with this Contract.

23.2.5 Other Insurance

The Contractor and subcontractors shall provide at their own cost any additional insurance which they are required by law to provide or which they consider necessary.

23.2.6 Waiver of Subrogation

Each insurance policy obtained by the Contractor or any subcontractor in accordance with clause 24.2.4 shall include the following clause:

“Waiver of Subrogation

It is understood and agreed that in the event of a loss and upon payment of any claim hereunder, the insurer will waive its right of subrogation against the REGIONAL DISTRICT and any of their servants, agents, employees, parent, subsidiary, affiliated or related firms.”

23.2.7 Indemnity Not Restricted By Insurance

The provisions for insurance shown above shall not in any way limit the indemnity granted by the Contractor to the Indemnified Parties elsewhere in this section.

23.2.8 Maintenance of Insurance

All required insurance shall be maintained until final completion of the work, including the making good of faulty work and materials, except that coverage of Completed Operations Liability shall in any event be maintained for 12 months from date of final acceptance by the REGIONAL DISTRICT.

PART 24 HOURS OF WORK

Unless alternate arrangements have been made in writing with the authority (ies) with jurisdiction, no work will be permitted outside the hours defined below:

“Before 7:00 a.m. or after 9:00 p.m., Monday to Saturday and before 9:00 a.m. or after 9:00 p.m., on Sundays and Statutory Holidays.”

PART 25 FORCE MAJEURE

Neither party shall be responsible for any delay or failure to perform its obligations under this agreement where such a 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 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. Should the force majeure event last longer than 30 calendar days, the REGIONAL DISTRICT may terminate this agreement immediately by written notice to the contractor without further liability, expense, or cost of any kind.

PART 26 DISPUTE RESOLUTION

26.1 If the parties to this Agreement are unable to agree on the interpretation or application of any provision in the Agreement, or are unable to resolve any other issue relating to this Agreement, the parties agree to the following process in the order it is set out:

- (a) the party initiating the process will send written notice to the other party (the “Dispute Notice”); and
- (b) the parties will promptly, diligently and in good faith, including the senior management of both parties, take all reasonable measures to negotiate an acceptable resolution to the disagreement or dispute.

26.2 If the parties are unable to negotiate a resolution within 30 days of the Dispute Notice, the parties may request the assistance of a mediator agreed to by the parties within 30 days written notice of a request to appoint a mediator by any party, failing which the mediator will be appointed by the B.C. International Commercial Arbitration Centre (BCICAC), and unless the parties agree otherwise, this mediation will follow BCICAC rules and will terminate 60 days after the appointment of the mediator.

26.3 The parties will be responsible for their own costs under this dispute resolution process.

PART 27 INDEPENDENT CONTRACTOR

27.1 The Contractor shall be, and in all respects be deemed to be, an independent contractor and nothing in this *Agreement* shall be construed to mean that the Contractor is an employee of the REGIONAL DISTRICT or that any agency, joint venture or partnership exists between the *Contractor* and the *REGIONAL DISTRICT*.

PART 28 BANKRUPTCY

28.1 The REGIONAL DISTRICT reserves the right to stop the work, or, terminate the contract immediately if the contractor commits an act of bankruptcy, threatens to commit an act of bankruptcy.

PART 29 CONTRACT ADMINISTRATION CONTACTS

30.1 Both parties shall designate one person from their respective organizations to be primarily responsible for coordinating contractual and financial matters.

For the Regional District of Nanaimo:

For the Contractor:

SAMPLE

