



SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

PURCHASING
1383 9th Ave
Kamloops, BC V2C 3X7

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Request for Proposals (RFP)

#12-018

Windows and Doors Upgrades Logan Lake Elementary

Issued: March 29, 2012

RFP Closing

Closing Date: **April 26, 2012**

Closing Time: **3:00 pm**

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SECTION I. INSTRUCTION TO PROPOSERS

This section defines the RFP preparation and submission procedures that are to be followed by all proposers. Proposers are cautioned to carefully read and follow the procedures required by this RFP, as any deviation from these requirements may be cause for rejection.

1.01 INTRODUCTION TO GOODS AND/OR SERVICES REQUIRED

School District No. 73 (Kamloops/Thompson) ("SD73") wishes to contract the services of a company(s) to supply, remove and install Exterior Commercial Windows and Doors, per attached specifications, at the SD 73 facilities listed herein.

1.02 RFP CLOSING AND DELIVERY INSTRUCTIONS

THE CLOSING DATE FOR THIS RFP IS:

APRIL 26, 2012 AT 3:00 P.M. PACIFIC TIME

Proposers have the sole responsibility to deliver and ensure proposals are received and time/date stamped at:

School District #73 (Kamloops/Thompson) Board Office
Attn: Purchasing Dept; **RFP 12-018**
1383 9th Avenue
Kamloops, BC V2C 3X7

Fax Proposals: Will **NOT** be accepted.

1.03 HOW TO SUBMIT YOUR PROPOSAL

- (a) **Proposers must complete and deliver the following by RFP closing time:**
- Signed SD73 Proposal Form contained in Appendix A of this document
 - Appendix "B" – Company Profile
 - Appendix "C" – Drawings
 - Proof of good standing with WorkSafeBC.
 - Proof of Insurance, as detailed in Section 3.14
 - Proposals, and the outside of its delivery packaging, shall be clearly marked with the designated RFP number - RFP #12-018

Proposers are not required to return sections containing the terms and conditions of this RFP.

1.04 **SUBMISSION CONDITIONS**

- (a) It is the Proposer's responsibility to ensure that it has received a complete set of documents as listed by the page numbers. By submitting a Proposal, the Proposer verifies that it has received a complete set of Proposal documents including any and all addenda.
- (b) Any additions and/or deletions after RFP closing time will not be accepted by SD73.
- (c) Proposers have the sole responsibility to allow sufficient time for the delivery of their Proposals by closing date and time. Proposals received after RFP closing time will be rejected.
- (d) Proposals will be opened in private after the RFP closing time, see section 1.11 for additional information.
- (e) Except as provided in the Withdrawal of Proposals clause, Proposals shall be irrevocable and shall remain open for acceptance by SD73 for a period of 60 calendar days after the RFP closing date.
- (f) There is a **MANDATORY** site meeting to review the scope of work at the Facilities. If you intend to bid you must meet Jim McFadden, SD73 Manager of Buildings, on the day and time indicated. Bids will only be accepted from bidders who participate in each site meeting.
 - (i) The site meeting tour begins at the the following location:
 - a) **Wednesday April 11, 2012, 9 A.M. PST Valleyview Secondary School**, 1950 Valleyview Drive, Kamloops BC, V2C 4C2.
 - (ii) Other facilities included in the scope of work are detailed in the table found in Section 2.01(c).

1.05 **WITHDRAWAL OF PROPOSALS**

The Proposer may withdraw their proposal at any time prior to the RFP closing time by submitting a written withdrawal letter to SD73 Purchasing and the proposal will be returned unopened.

1.06 **CLARIFICATION**

- (a) **Any question related to the RFP must be directed by email to the person whose name appears below.**

Raymond Miller, SCMP
Purchasing Manager
email: rmiller@sd73.bc.ca

- (b) The Proposer must submit by email any questions regarding the specifications, discrepancies, omissions or any apparent ambiguities to the attention of SD73 not less than Five (5) working days before RFP closing time.
- (c) The clarification will be reviewed, and where information sought is not already clearly indicated, SD73 will issue an addendum to all Proposers which will become part of the contract documents.
- (d) Addenda are the only means of verifying, clarifying, or changing any of the information contained in this RFP. Other than a member of Purchasing, no employee or agent of SD73 is authorized to change the content of this Request for Proposal and/or any addenda. Receipt of all addenda must be acknowledged in the space provided on the Proposal Form.

1.07 **INELIGIBILITY OF PROPOSALS**

It is essential that the Proposal thoroughly address and complete each requirement identified in the RFP:

- (a) Incomplete Proposals may be declared "non-responsive";
- (b) Proposals that are improperly signed, conditional, illegible, obscure, or contain arithmetical errors, erasures, alterations, or irregularities of any kind may be considered invalid.
- (c) Where there is a discrepancy, written amounts shall take precedence over figure amounts.

1.08 **PROPOSAL SIGNING**

SD73 Proposal Form contained in Appendix A **MUST** be executed by a principal duly authorized to bind contracts on behalf of the company. The Proposer's legal name and the capacity in which the signing officer acts shall be against the signature. Proposal Forms that do not contain an authorized signature **will** be rejected.

1.09 **EVALUATION OF PROPOSAL**

- (a) The Proposals shall be evaluated and the contract awarded on best

overall value including, but not limited to:

- (i) ability to meet specifications including installation timeframe
- (ii) pricing
- (iii) warranty provided
- (iv) Quality of References for same work performed

1.10 ACCEPTANCE OF PROPOSAL

- (a) SD73 is not bound to award to any Proposer or to the lowest qualified Proposer. The awarding of the contract (if any) will be made upon all the evaluation criteria disclosed in this RFP and shall be in the owner's sole discretion, based upon the best overall value to SD73.
- (b) This RFP is subject to SD73 Secretary Treasurer Approval and funding. Should all Proposals exceed SD73's budget or if approval is not received, SD73 reserves the right not to accept any Proposals.
- (c) The right is reserved, as the interests of SD73 may require, to reject any or all proposals or to waive any minor irregularity in proposals received.

1.11 NOTIFICATION OF SUCCESSFUL PROPOSER(S)

SD73 Purchasing Department will notify the successful Proposer(s). All respondents are invited to request in writing the name of the successful Proposal. No further information regarding this RFP will be released in order to maintain confidentiality of commercial quotations.

1.12 CONTRACT DOCUMENTS

- (a) SD73 shall issue a P.O./Contract to the successful Proposal referencing the RFP documents and any addenda issued prior to issuance of the agreement.
- (b) Where the terms and conditions of the contract conflict with those of any other contract document, the terms and conditions of the SD73 contract document will prevail.

SECTION II. SCOPE OF SUPPLY/WORK AND ADDITIONAL CONDITIONS

2.01 SCOPE OF WORK

- (a) SD73 is seeking a supplier to supply, remove and install exterior commercial windows as outlined in 2.01 (c).
- (b) Appendix C shows sample drawing(s). The overall openings will change slightly from location to location; therefore each fixture dimension is to be verified by the proposer during the mandatory site meeting.
- (c) Facilities Locations:

Install Site	Mandatory site meeting	Quantities
Logan Lake Elementary, 4 Gelena Avenue, Logan Lake BC, V0K1W0	April 11, 2012	6 units

(1) NOTE: The tour starts at Valleyview Secondary School, 1950 Valleyview Drive, Kamloops BC, V2C 4C2, on April 11 2012 at 9:00 a.m. and the group will follow the SD73 representative, per Section 1.04 (e), to the other facilities from there.

2.02 TIMEFRAME

- (a) The successful proposer and SD73 representative shall determine a project timeframe at time of contract award, however all work **MUST** be completed no later than **August 17, 2012**.

2.03 MATERIAL SPECIFICATIONS

(a) WINDOWS

- (i) Steel Framed
- (ii) Standard 2" Base
- (iii) Open and Beaded
- (iv) Glass – Twin Sealed, Light Tempered

(v) All glass tempered, maximum 42" in height with mullion every 42"

(vi) Panels shall be Steel Skinned and insulated minimum 1" thick

2.04 **LABOUR SPECIFICATION**

The Contractor shall:

- (a) remove existing walls and glass where applicable.
- (b) Dispose of all removed materials. Contractor is to advise SD73 as to how and where they intend to dispose of the framing and glazed materials. It is SD73's preference that all materials where practical are recycled and/or reused, such as being donated to Restore/Habitat for Humanity.
- (c) caulk and finish trim where required.
- (d) ensure all Install Sites are secure during renovations.
- (e) ensure work area is safe for SD73 students and staff.
- (f) provide electrical wiring in conjunction with an SD73 representative with the exception of security alarm wiring which shall be done by Sage Security.
- (g) paint all units with:
 - a) one (1) coat of ICI Wood Metal Galvanized Primer Prod. #1535*
 - b) two (2) coats of Devoe Semi Gloss prod. #4336*
 - c) Note;- colours to be provided by SD73.*

2.05 **CODES and STANDARDS**

- (a) All work shall be completed in accordance with applicable codes and standards.
- (b) **CSA/ULC APPROVAL:** The vendor agrees that all materials supplied hereunder shall be manufactured and produced in compliance with all applicable laws, regulations, codes, standards and/or requirements of CSA and/or ULC, all Federal, Provincial and Territorial authorities, and all other authorities having jurisdiction, and that performance of this order shall be in accordance with the above laws, regulations, codes, terms, standards and/or requirements. The vendor agrees upon request to furnish SD73 with a certificate of compliance with this provision in such

terms as SD73 may require.

- (c) **SCHOOL DISTRICT CONSTRUCTION POLICY;** Contractors and their employees and subcontractors shall comply with SD73 Construction Project Policy #1036.1 which outlines the parameters within which construction projects and/or renovations shall be conducted on all SD73 property. Details of the construction policy are available on the SD73 public website at <https://bcsd73.civicweb.net> .
- (d) **CLEAN - UP**
 - (i) The successful bidder shall keep the work area orderly, clean and tidy and free of debris and at the end of each work day shall sweep and clean the area and remove all rubbish, at the successful bidder's cost and expense.
 - (ii) Prior to application for final payment, the successful bidder shall remove all waste products and debris. The successful bidder shall ensure the work area is clean and suitable for occupancy by School District 73.

SECTION III. GENERAL TERMS AND CONDITIONS

3.01 **TAXES**

SD73 is subject to Provincial Sales Tax and Goods and Services Tax where applicable.

3.02 **FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT**

All Proposals submitted become the property of SD73 and, as such, are subject to the Freedom of Information and Protection of Privacy Act of BC (Bill 50). If disclosure of any portion of your Proposal or Proposals may cause harm to your company, please provide details of the harm in accordance with Section 21 of the Act. The vendor will treat as confidential all information and material received as a result of entering an agreement with SD73. The vendor will not disclose any such information or material to any party without the prior written consent of SD73.

3.03 **OCCUPATIONAL HEALTH and SAFETY**

- (a) The successful Proposer shall be designated as “prime contractor” for the purpose of complying with the Worker’s Compensation Act for all their service work at SD73 sites.
- (b) The successful Proposer shall be required to provide copies of Material Safety Data Sheets for all applicable products used at the SD73 site.
- (c) In performing the Work at SD73 sites, the successful Proposer shall and its employees and subcontractors shall comply with all applicable health and safety regulations, including, without limitation, the Industrial Health and Safety Regulations, the First Aid Regulations, the Occupational Environment Regulations, Controlled Products Legislation and the Federal and Provincial Workplace Hazardous Materials Information System (WHMIS) Regulations.

3.04 **WARRANTIES AND GUARANTEES**

The Proposer shall guarantee labour and materials for the term of the contract. If within the term of the contract, such goods and/or services or any portion thereof are found by SD73 to be defective or faulty due to imperfect or bad construction or material, the Proposer agrees to replace such defective goods and/or services forthwith without expense to SD73.

3.05 **LIABILITY FOR ERRORS**

While SD73 has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proposers and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proposers from forming their own opinions and conclusions in respect of the matters addressed in the RFP.

3.06 **ASSIGNMENT**

Any contract resulting from this RFP shall not be assigned by the Proposer without prior consent of the Purchasing Manager.

3.07 **INFRINGEMENT**

All Proposers warrant that the articles described herein, and the sale or use of them, will not infringe on any patent. The Proposer covenants that it will defend at its own cost and expense, every action which may be brought against SD73 or those selling or using purchased product for any alleged infringement of any patent by reason of the sale or use of such articles and Proposers agree to pay all costs, damages, fines, and profits recoverable in any such action or to indemnify SD73 for such costs damages, fines, and profits claimed from SD73 in any such action.

3.08 **COMPLIANCE**

Proposer agrees to comply with all laws and regulations affecting this RFP document in any manner and agree to take further steps as may be necessary to effect such compliance. All laws and regulations required to be incorporated in contracts of this character are hereby incorporated by inference.

3.09 **GOVERNING LAW**

Any legal dispute arising under this contract not resolved by SD73 and the supplier will be resolved according to the laws of the Province of British Columbia.

3.10 **CANCELLATION**

SD73 reserves the right to cancel all or any part of the contract if materials, services, or deliveries are not in accordance with the specifications identified herein. Such cancellation shall not result in any penalty or other charges to SD73. In addition, SD73 shall reserve the right to terminate the contract at its sole discretion if there are any procedural or budget changes that may effect the terms of contract upon providing sixty (60) days notice.

3.11 **PERSONAL HARRASSMENT**

All Proposers who provide goods and/or services to SD73 are subject to SD73 *Personal Harassment Policy*. SD73 will not tolerate behavior, which is likely to undermine the dignity, self-esteem, or productivity of any SD73 employee.

Violation of the Personal Harassment Policy is a fundamental breach of this contract. If the Superintendent or Secretary Treasurer of SD73 is satisfied after investigation that the Proposer has interacted with a SD73 employee in this manner, the contract may be cancelled without notice. SD73 is entitled to receive as damages from the Proposer a sum equal to any costs incurred by SD73 in completing the contract service over and above the original contract price. Details of the *Harassment Policies #241 and 326* will be provided on request.

3.12 **INDEMNIFICATION**

The contract shall include the following Indemnification Clause.

If you are not willing to accept the terms of the clause, please indicate. The successful Proposer indemnifies and holds harmless SD73, its employees, trustees, authorized representatives and agents, from and against any and all damages,

claims, liabilities, costs, suits, actions, legal or administrative proceedings, demands, payments, loss, charges, causes of action, judgments and expenses (including the costs of litigation and legal fees and disbursements on a solicitor and his or her own client basis) of whatever nature and kind arising from or occasioned by the following:

- (a) The Contractor failing to observe or perform any provision of this Agreement that the Contractor is required to observe or perform; or
- (b) any loss or damage to property or any injuries to or death of any persons including the Contractor and any employee, subcontractor or agent of the Contractor and any licensee, invitee, agent, customer or employee of the Library, occurring as a result of the Work or which in any manner, directly or indirectly is caused, occasioned or contributed to in Whole or in part, by any act, error, omission or fault whether active or passive of the Contractor, its agents, employees, invitees, subcontractors, or anyone acting under its direction or control or on its behalf in connection with or incidental to the Contractor's performance of the Agreement:

and this indemnity shall survive the expiry or sooner termination of this Agreement.

3.13 ***FORCE MAJURE***

Either party shall be absolved from its obligation under this Contract when and to the extent that performance is delayed, prevented and in School District No. 73's case, when and to the extent that its need for the articles, materials or work to be supplied hereunder is reduced or eliminated by any course, except financial, for reasons beyond its control, including but not limited to fire, explosion, war, riots, strikes, labour disputes, and governmental laws, orders or regulations.

3.14 ***LIABILITY INSURANCE and WorkSafeBC***

(a) **Comprehensive General Liability**

The Successful Proposer shall during the term of the agreement provide, acquire and maintain in force at its own expense Comprehensive General Liability Insurance in an amount not less than two million dollars (\$2,000,000). Such insurance shall apply to all injuries to and death of persons and to damage to property arising from the Work and the Contractor's operations and shall name SD73 as additional insured. The Contractor shall provide SD73 with evidence of such insurance before the Contractor commences the Work. Such insurance policy shall contain a waiver of subrogation clause in favour of SD73, a clause requiring the insurer not to change or cancel the insurance without first giving SD73 thirty (30) days prior written notice of such proposed change or cancellation and shall list School District No.73 (Kamloops /Thompson) as a Certificate Holder. The Contractor shall effect and maintain such insurance with insurers satisfactory to SD73, acting reasonably.

(b) **Automobile Insurance**

The Proposer shall maintain a minimum of \$2 million of Automobile Liability Insurance including owned, non-owned and hired units.

(c) WorkSafeBC

During the term of this agreement the Proposer shall maintain registration and good standing with WorkSafeBC, and provide SD73 with a current copy of their WorkSafeBC clearance letter.

3.15 **INVOICING**

- (a) The vendor shall submit an invoice upon final approval of substantial completion of the project
- (b) Payment terms will be net 30 days, from date of substantial completion, as approved by the project manager.
- (c) A builders lien holdback will be retained per the BC Builders Lien Act [SBC 1997] CHAPTER 45.

3.16 **IDENTIFICATION OF EMPLOYEES**

The successful Proposer shall ensure that his/her employees who are working on School District 73 (Kamloops/Thompson) sites are wearing identification tags. The identification tags must be reviewed and accepted by the Manager of Buildings, or his/her delegate (inspection authority).

3.17 **SAFETY PRECAUTIONS**

The successful Proposer shall take particular care to ensure the safety of children, Board's employees and the general public while working on school property. He/she shall, where necessary, erect barriers or guards, post watchmen, etc., and shall be fully responsible for carrying out his/her work in safe manner.

Where the services described in this agreement require employees of the Contractor to work in schools or otherwise come into contact with children, the school board may require the Contractor to have its' employees consent to criminal record checks under the Criminal Records Review Act. This would require employees to complete criminal record check authorizations and return them to the School Board, and may require fingerprinting in some instances. Any employee of the Contractor who fails or refuses to submit an authorization or fails or refuses to be fingerprinted if requested, or who is found to be a risk to children on completion of the record check process, shall not be assigned work under this contract.

3.18 **INSTALLATION SUBCONTRACTOR**

- (a) If the successful Proposer uses a subcontractor to complete the

installation, the subcontractor shall supply proof of liability insurance and WCB coverage as detailed in Section 3.14.

- (b) If the subcontractor cannot provide said proof of coverage, the supplier shall be fully responsible and liable for the actions of the subcontractor working as its agent.

3.19 **DEFAULT**

- (a) If the successful Proposer fails or neglects to perform any of its obligations contained in this agreement, SD73 may, at its option:
 - (i) notify the Contractor in writing that it is in default of its obligations specifying such default and if the Contractor does not remedy such default to the satisfaction of SD73 within twelve (12) hours after the Contractor receives or is deemed to receive such notice, SD73 may, without prejudice any other right or remedy it may have, cure such default, in which case SD73 may deduct all costs and expenses, including an administration fee of eighteen percent (18%) of such costs and expenses, that SD73 incurs or pays from any payment then or thereafter due to the Contractor, which amount shall be a debt due from the Contractor to SD73 until the Contractor pays SD73 that amount or until SD73 sets that amount off against any amounts that SD73 pays to the Contractor; or
 - (ii) forthwith terminate this Agreement.
- (b) Without limitation, SD73 may notify the Contractor in writing that the Contractor is in default of its obligations contained in this Agreement, if the Contractor:
 - (i) refuses or fails to supply sufficient properly skilled workers or proper workmanship, products, materials, tools and equipment, for the performance of the Work;
 - (ii) fails to make payments due to its suppliers or its workers on a timely basis; or
 - (iii) fails to observe or comply with all laws or ordinances, including all requirements of governmental or quasi-governmental authorities, including federal, provincial and municipal enactments, bylaws and other regulations now or, following the date of this Agreement, in force that pertain to or affect the Lands or the Work; or

- (iv) fails to observe or comply with SD73's reasonable instructions; or
- (v) otherwise violates any provision of this Agreement.

3.20 ***IMMEDIATE TERMINATION OF THIS AGREEMENT***

On the happening of any of the following events, SD73 may, at its option, without prejudice to any other right or remedy it may have, immediately terminate this Agreement:

- (a) if any execution, judgment or other court process becomes enforceable against the Contractor, or if a distress or analogous process should be levied on the Contractor's property, or any part of it, or if a receiver or trustee is appointed for the Contractor or the Contractor's assets or if any of the Contractor's goods and chattels be, at any time, seized in execution or attachment by any creditor of the Contractor;
- (b) if any party claiming a security interest, charge, mortgage or lien on the Contractor's assets enforces or takes steps to enforce its security against the Contractor or such collateral;
- (c) if the Contractor becomes insolvent, a petition for a receiving order under the Bankruptcy and Insolvency Act (Canada) is filed against the Contractor, the Contractor makes an assignment for the benefit of its creditors under the Bankruptcy and Insolvency Act (Canada), or otherwise, or the Contractor otherwise acknowledges its insolvency; or
- (d) if the Contractor files a proposal or a notice of intention to make a proposal under the Bankruptcy and Insolvency Act (Canada), makes an application under the Companies' Creditors Arrangement Act (Canada) or otherwise seeks to reorganize its financial affairs, either formally or informally; or
- (e) any formal or informal proceedings or steps are taken for the dissolution, liquidation or winding-up of the Contractor's business or the Contractor ceases or demonstrates an intention to cease to carry on its business; or
- (f) if the Contractor makes or shows an intent to make a bulk sale of its assets; or
- (g) if SD73 suspects or has actual grounds to believe that the Contractor is committing negligent, dangerous, unethical or criminal activities.

3.21 ***REMEDIES CUMULATIVE***

- (a) SD73 may, from time to time, resort to any or all the rights and remedies available to it in the event of a default on the part of the Contractor, whether such rights and remedies are available as a result of any

provision of this Agreement or of statute or the general law, all of which rights and remedies are intended to be cumulative and not alternative.

3.22 ***DAMAGE***

- (a) The successful Proposer shall be responsible for and shall restore, at its expense, or pay for all damage to the Buildings, Lands, and any personal property located on or about the Lands, whether belonging to SD73 or others, caused by or attributable to the Contractor, its agents, employees, subcontractors or anyone acting under its direction or control or on its behalf in connection with or incidental to its performance of this Agreement.
- (b) The Contractor shall not be responsible for damages that are caused by SD73 or anyone acting for or on behalf of SD73.

3.23 ***TIME OF ESSENCE***

- (a) Time shall be of the essence of this Agreement.

3.24 ***ENTIRE RELATIONSHIP***

- (a) Other than as set forth in this Agreement, there are no covenants, representations, warranties, Agreements or conditions, express or implied, collateral or otherwise, forming part of or in any way affecting or relating to this Agreement and this Agreement constitutes the entire Agreement between SD73 and the successful Proposer and may not be modified except as expressly provided in this Agreement or by subsequent Agreement in writing executed by SD73 and the successful Proposer.

APPENDIX A. PROPOSAL FORM (MUST BE COMPLETED FULLY AND SIGNED)

Project/RFP Number: _____

Project/RFP Name: _____

From (Proposer) Name: _____

Address: _____

City, Prov., Postal Code: _____

To (Owner) Name: _____

Address: _____

I/We, the undersigned, hereby offer to furnish all services outlined in the attached Proposal and to enter into a contract at the stated prices and fulfill the other requirements in the contract documents.

ADDENDA: I/We acknowledge receipt of Addendum Numbers (s): ____; ____; ____; ____; ____ to this RFP.

APPENDICES TO RFP: Any appendices as called for in the RFP must be completed and attached to this Proposal form. All appendices form an integral part of this Proposal. I/We enclose:

- Appendix B: Company Profile
- Appendix C: Drawings

CONTRACT PRICES

For the purposes of comparative pricing, please quote a lump sum price (with details as shown) for the product configurations outlined in Section 2. SD73 will confirm the final size and configuration with the successful bidder.

Pre-tax Lump Sum Total For Material	\$ _____
Pre-tax Lump Sum Total For Labour	\$ _____
Project Grand Total	\$ _____

All Prices are before Taxes (***Do NOT include GST, PST or HST***):

PROJECT MILESTONES

State lead time for delivery of products upon receipt of contract award: _____ Weeks

State expected installation start date: _____ (DD/MM/YY)

State expected date for Substantial Completion: _____ (DD/MM/YY)

INSURANCE

WCB: The Proposer shall maintain registration and good standing with WorkSafeBC during the term of the Agreement. Please provide your WorkSafeBC account number : _____; and attach a current copy of your clearance letter addressed to SD73.

LIABILITY and AUTOMOBILE INSURANCE: Attach copies of the required Comprehensive General Liability and Automobile Liability Insurance Policies, per RFP clause 3.14.

WARRANTY

Indicate warranty provided: Windows Material - _____(Months)
Door Material - _____(Months)
Labour - _____(Months)

The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the contract if awarded by any law of Canada or of the Province of British Columbia. The undersigned also acknowledges receipt, understanding, and has taken into consideration all the information presented in this RFP. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the company and to bind it to this response and contracts awarded pursuant to it and in all matters relating to or arising out of the subject matter of this response.

The undersigned authorizes SD73 to contact any of the listed references submitted in its response.

Authorized signing officer

<i>Company Name:</i>	
<i>Address:</i>	<i>Telephone Number:</i>
<i>Signature:</i>	<i>Title:</i>
<i>Print Name:</i>	<i>Date:</i>

APPENDIX B. COMPANY PROFILE**B.1 GENERAL INFORMATION**

1. Name of Company: _____

Address: _____

Postal Code: _____

Telephone: _____

Fax: _____

Email: _____

2. Type of Company:

Corporation: _____ OR Partnership / Proprietorship: _____

B.2 EXPERIENCE and REFERENCES

1. Number of years experience in the Industry: _____

2. Number of years under present company name: _____

3. If applicable, number of years under another company name(s). Please provide name(s).

4. Please provide three (3) references of organizations for which you have supplied and installed Commercial Doors and Windows:

a) Organization: _____

Contact Name: _____

Telephone: _____

b) Organization: _____

Contact Name: _____

Telephone: _____

c) Organization: _____

Contact Name: _____

Telephone: _____

B.3 **SUBCONTRACTORS**

Please provide names of any non-employee subcontractors who will possibly be engaged in this project, including the specific role of their involvement in this project and their years of experience

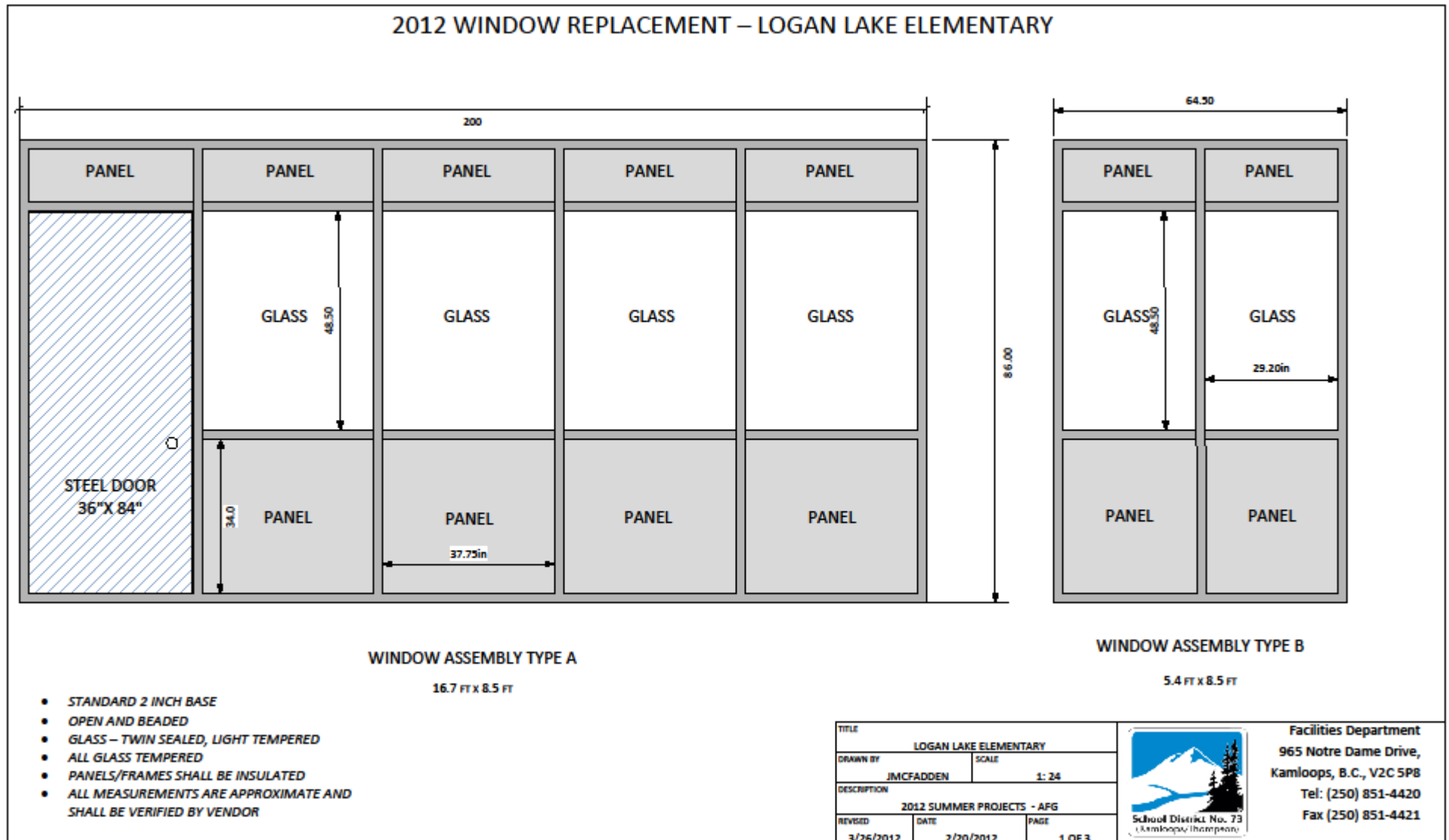
a) Organization or Person

b) Organization or Person

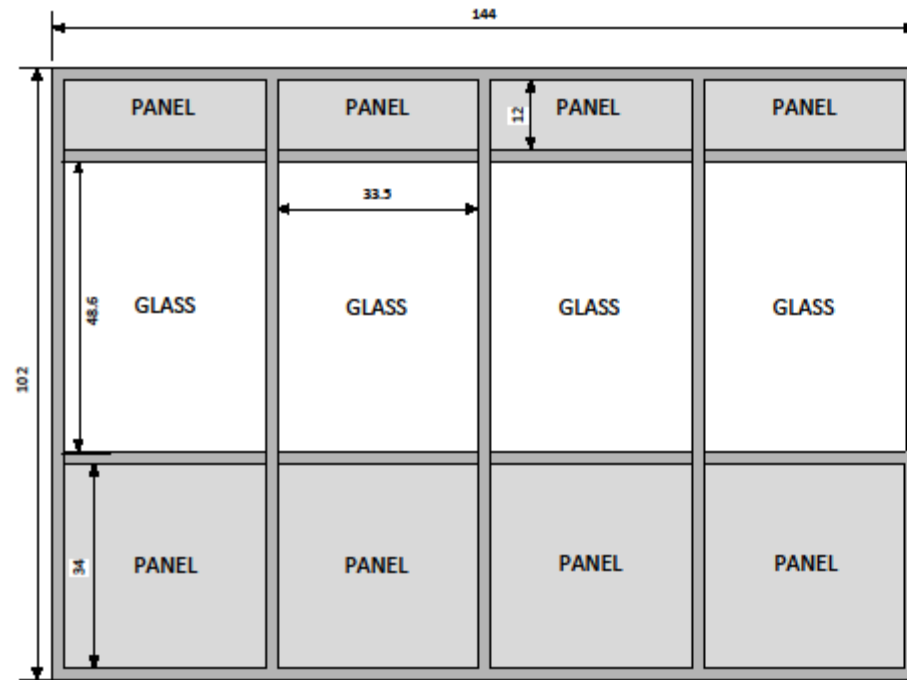
c) Organization or Person

APPENDIX C. DRAWINGS

C.1 Logan Lake Elementary

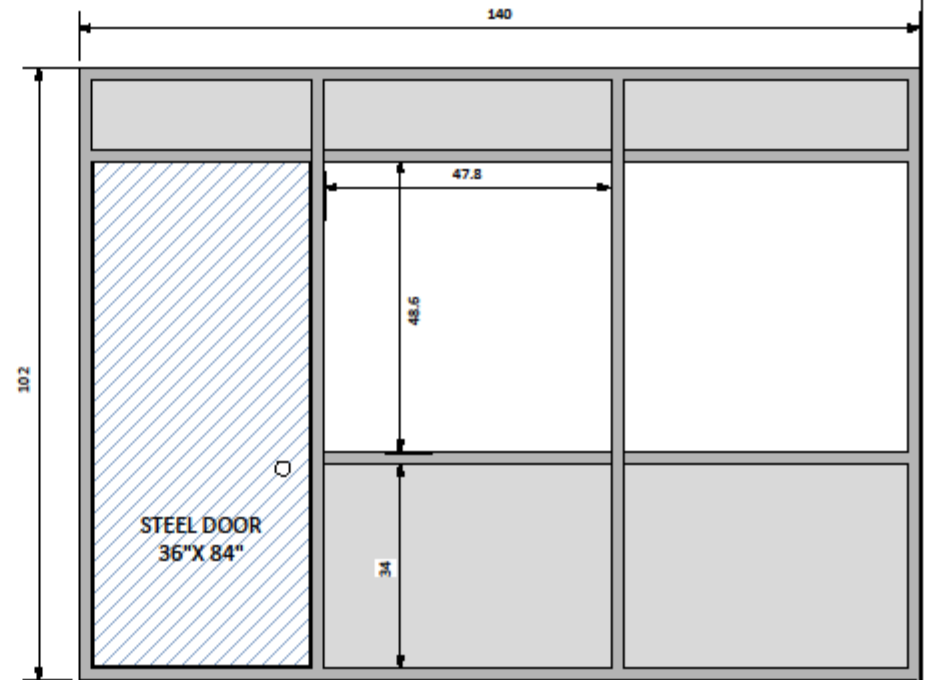


2012 WINDOW REPLACEMENT – LOGAN LAKE ELEMENTARY



WINDOW ASSEMBLY TYPE C

12 FT X 8.5 FT



WINDOW ASSEMBLY TYPE D

11.6 FT X 8.5 FT

- STANDARD 2 INCH BASE
- OPEN AND BEADED
- GLASS – TWIN SEALED, LIGHT TEMPERED
- ALL GLASS TEMPERED
- PANELS/FRAMES SHALL BE INSULATED
- ALL MEASUREMENTS ARE APPROXIMATE AND SHALL BE VERIFIED BY VENDOR

TITLE		
LOGAN LAKE ELEMENTARY WINDOW REPLACEMENT		
DRAWN BY		SCALE
JMC FADDEN		1: 24
DESCRIPTION		
2012 SUMMER PROJECTS - AFG		
REVISED	DATE	PAGE
3/26/2012	2/20/2012	2 OF 3



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