



Infrastructure Services

Request for Quotations

2025-IS-07

Sidewalk Installation

Colonia Drive, Malone Road to Mackie Road

For further information

please contact:

Michael Ganderton

Streets Supervisor

250-245-6444

mganderton@ladysmith.ca

RFQ Issue Date: **May 29, 2025**

RFQ Closing: **1:30 pm PST, June 20, 2025**

RFQ Opening: **1:45 pm PST, June 20, 2025**

Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith invites Quotations for Installation of two Sidewalks on Colonia Drive (East and West sides) between Malone Road and Mackie Road. Suppliers must provide as much information as possible in order for Town staff to make an informed decision on this purchase. The lowest price will not necessarily be accepted, as available equipment, schedule, and personnel best suited for the project will be considered as part of the evaluation process.

This project needs to be completed and invoiced before **September 30, 2025**.

2. Submission of Quotation

Quotations must be submitted on the "Quotation Form" attached as Schedule A in Appendix C to this Request for Quotations and clearly marked with the Quotation number as identified herein.

Quotations that are unsigned, incomplete, illegible, unbalanced, obscure or contain other irregularities may be rejected. Quotation Form must contain the bidder's business or home address and legal status must be disclosed.

The Quotation shall be open for acceptance for a period of **thirty (30) days** from the date of closing of this Quotation.

All respondents should include in their proposal a complete and comprehensive description of:

- available equipment;
- number of workers and roles used to complete the work;
- simple schedule or completion date;
- any deviations from specs, exclusions, caveats, or assumptions; and
- complete price estimate plus applicable taxes (Schedule A).
- complete Designation of Contractor as Prime Contractor form (Appendix B)

Respondents may submit additional or alternate Quotations if so desired. Each separate Quotation must be on a separate Quotation Form (Schedule A).

3. Enquiries

All enquiries related to this "Request for Quotation" are to be directed to:

Michael Ganderton, Streets Supervisor
Infrastructure Services
mganderton@ladysmith.ca
250-245-6444

4. Bidder Price

The Quotation shall be submitted in Canadian funds and shall cover the complete project (.ie. Removal of plants, subbase, concrete, placing pit run, 19mm road base, supplying finishing of concrete, saw cutting construction joints, coordination of pedestrian traffic, and restoration) as specified herein. Bidders should refer to the included drawings in Appendix B package when preparing a submission.

5. RFQ Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities).

6. Quotation Submission

Quotations are to be submitted **no later than 1:30 pm PST on June 20, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade – PO Box 220
Ladysmith, BC V9G 1A2

Quotations must be submitted in person, by courier or by mail. Any late submissions will be cause for rejection of a Quotation.

All submissions must be clearly marked “Request for Quotation No. 2025-IS-07 Sidewalk Installation Colonia Drive / Malone Road to Mackie Road”.

The successful bidder may be required to obtain and provide proof of the following:

- A current business license for operating in the Town of Ladysmith
- Federal, provincial and municipal permits when and where applicable
- A work in Town Streets Permit is required, although the fee will be waived

Submissions in response to this RFQ will be opened privately at the Town of Ladysmith City Hall on **June 20, 2025 at 1:45 pm PST**.

7. Quotation Evaluation

During the evaluation process any or all of the contractors may be asked for clarification by telephone or email.

The Town will evaluate proposals based upon, but not limited to, the following:

- Price
- Schedule
- Machinery and personnel offered
- Degree of suitability with requirements and/or specifications
- Principles of best value (see below)
- Potential reference checks

The Town reserves the right to accept or reject any or all Quotations either whole or in part at any time, or waive formalities in, or accept a Quotation either whole or in part which is deemed most favorable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted Quotation and, should it decide to abandon same, it may, at any time, invite further Quotations for the project or enter into any discussions or negotiations with any party for completion of the project. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFQ will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Town to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following “Principles of Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade;
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment; and
- Up to five (5) percent of the evaluation score will be allocated based on the bidder’s contribution to the following community benefits:
 - *Economy*

- Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid
- *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities
 - *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Quotations

All Quotations and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Quotations will be held in confidence by the Town subject to the provisions of the Freedom of Information and Protection of Privacy Act. This Request for Quotation and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

APPENDIX A

Specifications and Description of Work

1.0 General

There is one rough drawing attached for this project. Contractors will use TOL specs for sidewalk placement and Road specs for subbase. A roll test will be required before placement of concrete. An onsite visit can be arranged through Michael Ganderton if needed.

The contractor is to install approximately 209 meters of broom finished concrete sidewalk in two locations. The first location (East Colonia Drive) is approximately 95 meters in length X 1.8 m wide X 15 cm in depth. There will be 2 driveways to saw cut and the driveway cuts will be used as forms. At 771 Colonia Dr. a new 22-meter Sr. Grey Allan block wall will be constructed with a 75mm grey cap to match the level of the existing grass. Another 10-meter Sr. Grey Allan block wall with 75mm cap will be constructed on the corner of Malone Rd. and Colonia Dr. to hold the bank back. This wall will start where the wood ties stop and continue Southeast down Malone Rd. At 781 Colonia Drive the rock wall will be removed and during Restoration will be replaced. Two stop signs and 1 crosswalk street sign will be removed and replaced. (Stop sign post at Malone Rd. replaced with square sign post material and break-away). The second location (West Colonia Drive) is approximately 114 m in length X 1.5 m wide, (5 feet to match existing sidewalk at 750 Colonia) X 15 cm thick (6 inches). There will be 5 driveways to saw cut and the driveway cuts will be used as forms. At 750 Colonia Dr., the driveway will be cut to the expansion joint at the metal lid in driveway, then new sidewalk poured, and then the new exposed aggregate driveway poured to join new sidewalk to existing driveway. At 790 Colonia Dr. the aggregate driveway will need to be cut further back (approximately 3 meters) to allow a gradual transition for vehicle access. (Driveway to be replaced with exposed aggregate) The No Thru Road sign will be removed and reinstalled. (No Thru Road sign post replaced with square sign post material and break-away). All new sidewalk expansion joints on East and West sides will be saw cut at a depth of 50mm the next day. During construction, residents will have to have access to their homes by means of steel plates or wood ramps. Any damage to the existing curbing at any location will be repaired at the cost of the contractor.

This project needs to be completed and invoiced before September 30, 2025. The Town plans to award the work within 3 business days of the closing date and time.

The contractor must carry a minimum of \$2 million liability insurance coverage and have the Town of Ladysmith listed as additionally insured on their policy. The contractor will be expected to sign a Prime Contractor designation for their work area. Work cannot proceed until these requirements have been met.

The contractor is responsible for barricades and detouring of pedestrian and vehicle traffic. Pedestrian and accessible use cannot be stopped, only redirected or stopped for periods of

time no longer than 3 minutes. It is anticipated that traffic control or parking restrictions may be necessary or the best option for completing some work. Travel lanes may be restricted to single lane alternating traffic in accordance with safe traffic control practices. Total road closure will not be allowed.

The Town will supply schematic drawings of Town underground utility information. This information is the best available to the Town and is considered schematic only and does not include utilities not owned by the Town (i.e. Fortis BC Gas and BC Hydro). Dimensions, depths, locations, etc. should be confirmed prior to excavation. Contractor responsible for contacting BC One Call. Larger and more extensive versions of the underground information is directly available upon request or through a BC One Call.

2.0 Permits

Upon signing a prime contractor designation and proof of liability insurance with the Town listed as additionally insured, the contractor will be provided a Work in Town Streets permit. A pre-construction meeting will be held between Town staff and the contractor and construction may commence.

The permit will allow construction 6 days per week within noise regulation hours.

3.0 Materials

The contractor shall supply all other necessary materials including concrete, bricks, forms, pit run, road base, sand, barricades and cones, and any other necessary materials.

4.0 Excavation

Excavation may be completed however the contractor so chooses provided it is done safely and in accordance with all other specifications. Excavation includes saw cutting and removal of pavers and/or concrete.

Backfill shall comply with section 3 of the Town of Ladysmith Engineering Standards and Specifications

5.0 Restoration

Upon completion of the sidewalk, back of sidewalk will be reinstated with soil and grass seed. Grass seed will be fertilized, raked in and rolled.

All materials including soil, wood, debris, concrete, garbage, and equipment shall be removed from the site. The site shall be left clean, safe, and acceptable to the Town's inspector. Tripping hazards of any kind must be dealt with prior to reopening to pedestrian use.

8.0 Administrative

The contractor to invoice for work and materials complete at the end of project. The Town will endeavor to pay within 30 calendar days. A 10% holdback will be retained until the project is completed in accordance with the builder's lien act.

Requests for information should be directed to Michael Ganderton, Streets Supervisor at the Town. The Town will respond to RFIs within 2 business days. It is anticipated that most questions may be able to be answered on site immediately and recorded to save time and potential delays.

Any change in scope not anticipated in the quote should be brought to the attention of Michael Ganderton as soon as possible with justification for the change or potential impact to the budget and schedule. Changes should not proceed until the costs have been determined and agreed to.

APPENDIX B

Drawings / Forms

APPENDIX C

Schedule A – Quotation Form Colonia Drive Sidewalk Installation

This list does not include all aspects of the work, only general phases of anticipated work.

TASK	PRICE (CANADIAN DOLLARS)
Project Initiation and Mobilization Insurance, underground locates, equipment transport, pre-construction meeting.	
Layout Excavation alignment, pedestrian controls, saw cut and/concrete removal.	
Excavation Confirm utilities, excavate soil, disposal of soil, check grades and base gravel compaction	
Concrete Forms, concrete.	
Backfill Backfill and compact approved granular soil.	
Restoration Install new Allan Sr. block wall at 771Colonia and corner of Malone Rd. and Colonia Dr. Replace rock wall at 781 Colonia. Infill, Grass seed, cleanup, demobilization	

Total Price:_____

PST:_____

GST:_____

Grand Total:_____

Company Name: _____

Bidder Signature: _____