



**Request for Quotation
No. 2025-IS-01**

**DOWNTOWN SIDEWALK PRESSURE
WASHING**

For further information
please contact:
Michael Ganderton
Streets Supervisor
250-245-6444
mganderton@ladysmith.ca

RFQ Issue Date: January 31, 2025
RFQ Closing: 2:00 pm PST, February 13, 2025
RFQ Opening: 2:15 pm PST, February 13, 2025
Location of Bid Opening: Ladysmith City Hall



1. Introduction

The Town of Ladysmith invites Quotations for Pressure washing of sidewalks in Ladysmith's Downtown core. 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 between **April 1, 2025** and **May 31st 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).

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 (i.e. Removal of all Dirt, Liquids, Gum and other Pedestrian Residue. Residue overspray that lands on storefronts will be cleaned off to Town approval.) as specified

herein. Bidders should refer to the included drawings in Appendix B of the 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 by e-mail **no later than 2:00 pm PST on Thursday, February 13, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Email: bid@ladysmith.ca

Quotations must be submitted by electronic mail. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Quotations via electronic mail will be cause for rejection of a Quotation.

All submissions must be clearly marked “Request for Quotation No. 2025-IS-01 Downtown Sidewalks Pressure Washing”.

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
- WorkSafe BC compliance

Submissions in response to this RFQ will be opened publicly at the Town of Ladysmith City Hall on **Thursday, February 13, 2025 at 2:15 pm PST**.

7. Quotation Evaluation

During the evaluation process any or all 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; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- 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

Pressure washing of the Town of Ladysmith Downtown Sidewalks. This includes sidewalks and stairs on both sides of 1stAve. from 1119 1st Ave. (Bob Stuart Park) to 311 1stAve. (Queens Park) This includes the stairs on the lower side of 1st Ave. from Roberts St. to Buller St.

In addition, the following side street sidewalks to be pressure washed.

1. Roberts St. - Both sides from 117 Roberts St. to 340 and 410 Esplanade (including the front and side of City Hall).
2. Gatacre St. - Both sides from 1st Ave to 11 and 12 Gatacre St. (including stairs at Royal Bank)
3. High St. - Both sides from 1st Ave to 11 and 12 High St.
4. Buller St. - Both sides from 1st Ave to back of 640 and 710 1st Ave.
5. The brick around Aggie Hall (front, back and both sides).

The contractor is to Pressure Wash approximately 2100 meters of broom-finished concrete sidewalk in the Downtown core.

This project needs to be completed and invoiced between April 1 and May 31, 2025. The Town plans to award the work within 48hrs 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 traffic. Pedestrian and accessible use cannot be stopped, only redirected. Legible "Caution Pressure washing" signs placed in areas of Pressure Washing. Any use of harmful products, or silt contamination to the environment that result in punitive action from the Ministry of Environment or Fisheries and Oceans Canada will be solely burdened by the contractor. (Catch Basins covered with silt control).

Dismissal of unsatisfactory employee: If, in the opinion of the Town of Ladysmith, an employee of the contractor is incompetent or disorderly, refuses to perform by the terms and conditions of the contract, threatens or uses abusive language while on duty or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

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 before work may commence.

The permit will allow work 7 days per week within noise regulation hours.

3.0 Materials

The contractor shall supply all other necessary materials. This includes Power washer, CB silt containment filters, window cleaner (for business windows) and any other materials to complete the job.

The Town shall supply water to the contractor and sweeping of debris on roadways.

4.0 Administrative

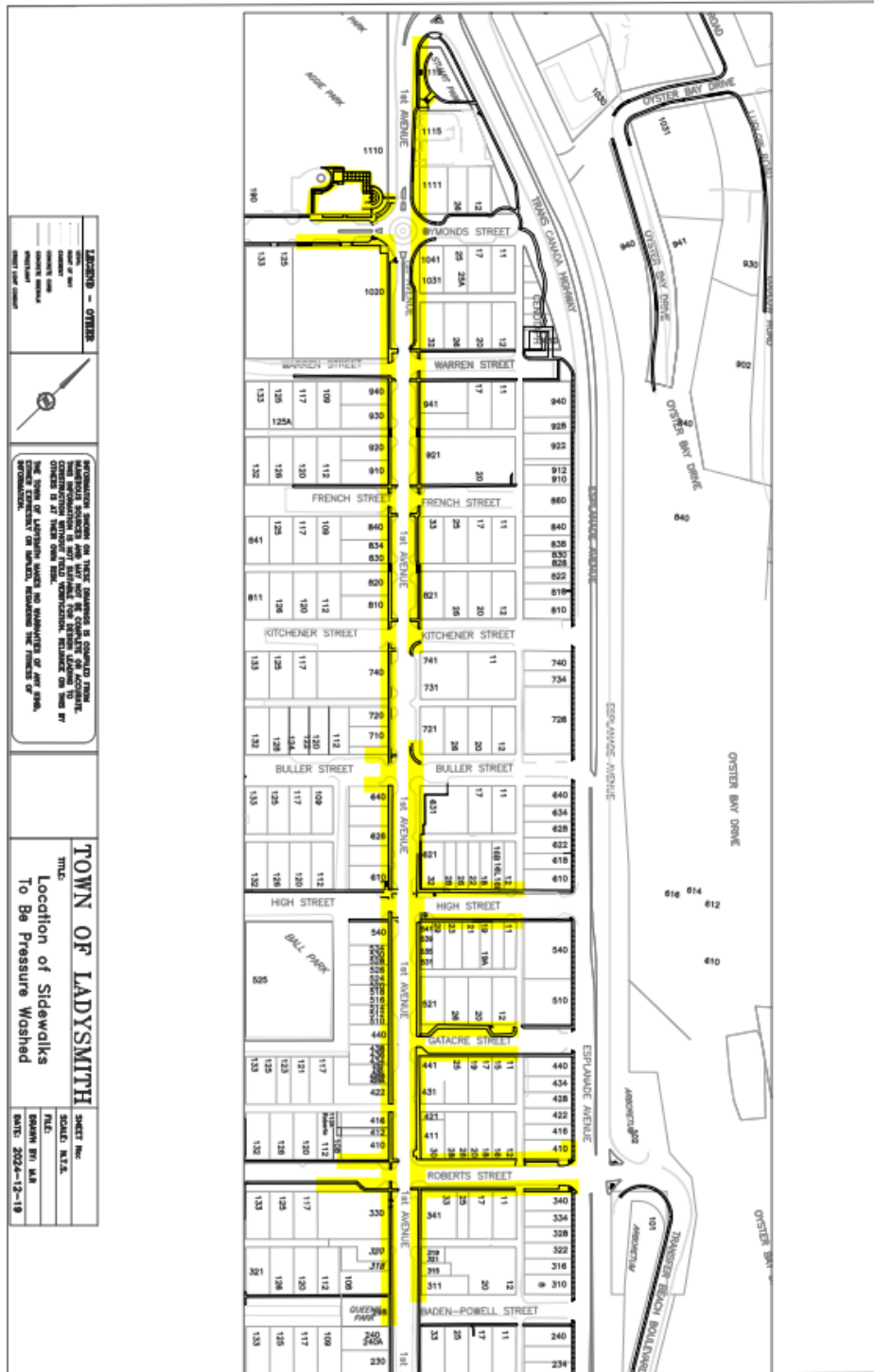
The contractor to invoice for work and materials complete at the end of project. The Town will endeavor to pay within 30 calendar days. A 10% holdback will be retained until the project is completed in accordance with the builder's lien act.

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



APPENDIX C

Schedule A – Quotation Form Downtown Sidewalk Power Washing	
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, equipment transport, pressure wash, install silt control over CBs	

Total Price: _____

PST: _____

GST: _____

Grand Total: _____

Company Name: _____

Bidder Signature: _____