



***TENDER DOCUMENT***

***SECURITY GUARD &***

***PATROL SERVICE - 2023***

***File No. 2240-20-SEC***

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City of Parksville

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## **TENDER DOCUMENT**

# **SECURITY GUARD & PATROL SERVICES - 2023**

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**SECURITY GUARD AND PATROL SERVICE - 2023**

**PART I**

**INVITATION TO TENDER**

The work involves the provision, on demand by the City, for Security Guard and Patrol Services for various departments and locations within the City of Parksville, including various parks, the Public Works Yard, Shelly Hall, and the Parksville Civic and Technology Centre, for the period January 1, 2023, to December 31, 2025, with an option of two (2) single year extensions (as per item #2 of Part II-Supplementary General & Special Conditions of the tender document).

The City of Parksville may rely on any criteria whatsoever, whether or not disclosed in these tender documents, in evaluating bids, and reserves the right to reject any or all tenders, or to accept the tender deemed most favourable in the interests of the City.

Complete tender documents for the Security Guard and Patrol Services will be posted and may be downloaded from the City's website and from BC Bid.

The closing date is: **2:00 pm on Friday, December 2, 2022.**

Sealed tenders clearly marked "City of Parksville Security Guard and Patrol Service 2023" should be submitted to:

By delivery to: City of Parksville  
Attention: Manager of Operations  
1116 Herring Gull Way, Parksville, BC V9P 1R2

Tenders will not be opened in public. If you wish to view the facilities or discuss requirements of this Request for Proposal please contact James Arden, Manager of Operations at (250)248-5412.

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# ***TENDER DOCUMENT***

## ***Security Guard & Patrol Services - 2023***

### ***PART II***

### ***INSTRUCTIONS TO TENDERER'S***

***(File No. 2240-20-SEC)***

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**CITY OF PARKSVILLE**  
**SECURITY GUARD & PATROL SERVICES - 2023**

**PART II**

**INSTRUCTIONS TO TENDERERS**

**ARTICLE 1. TENDER**

Sealed Tenders, clearly marked "CITY OF PARKSVILLE SECURITY GUARD AND PATROL SERVICES - 2023", will be received at the prescribed location up to the time stated in the Invitation to Tender. The Tenders will not be opened in public.

The Tenderer is entirely responsible to ensure that the Tender is received at the correct location and prior to the date and time established for the opening of Tenders. Any late Tenders will be returned unopened. Tenders submitted by letter or fax will not be considered.

**ARTICLE 2. DEFINITION OF TERMS**

"OWNER" Shall mean the Owner named in the Contract Agreement.

"CONTRACTOR" Shall mean the Contractor named in the Contract Agreement.

"SUBCONTRACTOR" Shall mean any person, firm, or corporation having a contract with the Contractor for the execution of a part or parts of the work included in this Contract, and a person, firm, or corporation furnishing material called for in this Contract and worked to a special design according to the drawings or specifications but does not include one who merely furnishes material not so worked.

"INSPECTOR" Shall mean a person or company authorized by the Manager of Operations or by the Owner to inspect the work or any part of it.

"CONTRACT DOCUMENTS" or "CONTRACT" Shall mean the complete set of documents, specifications, drawings, and addenda incorporated therein, as listed in the Table of Contents.

"WORK" or "WORKS" Shall, unless the context otherwise requires, mean the whole of the work, equipment, materials, labour, matters, and things required to be done, furnished, and performed by the Contractor under this Contract.

"MATERIAL" OR "MATERIALS" Shall, unless otherwise specified, mean anything and everything other than persons or the Contractor's equipment which is manufactured,

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processed, or transported to the site, or existing on the site, and incorporated into the completed works.

"EQUIPMENT" or "PLANT" Shall mean anything and everything except persons used by the Contractor in performance of the work and except material as defined herein.

"HEREIN" and "HEREOF", and similar expressions wherever used in the Contract Documents, shall relate to the whole of the Contract Documents and not to any one (1) paragraph alone, unless the context specifically requires it.

"SUPPLY" or "PROVIDE" Shall mean supply and pay for or provide and pay for.

### **ARTICLE 3. SCOPE OF WORK**

The Tenderer is referred to the General Conditions, of these documents for a description of the work required.

### **ARTICLE 4. EXAMINE**

The Tenderer must carefully examine the Contract Documents and the sites of the proposed works, judging for and satisfying themselves as to the probable conditions to be encountered. Should a Tenderer find discrepancies in, or omissions from the documents, or should they be in doubt as to their meaning, he should at once notify the Manager of Operations. 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, nor deemed to be any representation or warranty.

### **ARTICLE 5. FORM OF SUBMISSION**

The complete tender document may be downloaded from the City's website or BC Bid. The Tender response must be submitted using "Part IV – Schedule of Quantities & Prices" and "Part V – Tender Form", both of which form part of the tender documents. These forms must be completed by type or handwritten in ink.

### **ARTICLE 6. TENDER SIGNING**

The Tender must be executed under seal by the Tenderer.

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If the Tenderer is an individual or a partnership, the Tender shall be executed by the individual or a partner in the presence of a witness and the signer must show the capacity in which he signs, e.g., "Partner" or "Proprietor"

If the Tenderer is a corporation, the Tender shall be executed under the seal of the company, affixed in the presence of the authorized officers or directors.

If the Tenderer is a joint venture, each party to the joint venture shall execute the Tender under seal in the manner appropriate to such party.

## **ARTICLE 7. QUANTITIES**

The quantities inserted against the various items in the Schedule of Quantities and Prices of the Tender Form have been stated for the purpose of comparing tenders on a uniform basis, but it must be distinctly understood that any quantities shown in the said Schedule are approximate only. No variation in the quantities actually handled shall give rise to any claim against the Owner.

## **ARTICLE 8. TENDER PRICE**

Tenderers are advised that this tender is divided into two schedules; "1" and "2" to allow tenderers to bid on any or all schedules. The tenderer shall indicate on the tender, the schedules they are bidding on and the ones they are not.

The unit prices shall be filled in by the Tenderer where indicated in the Schedule of Quantities and Prices of the Tender Form. The prices tendered shall include the supply of all materials except those specified to be supplied by others, all supervision, labour and equipment, and a provision for overhead and profit, and shall represent the entire cost to the Owner for the completed works as specified and shown on the drawings. HST is not to be included in the prices tendered as it is shown as a separate cost in the summary.

The Total Tender must be an accurate extension of the unit and lump sum prices submitted and the quantities shown. In the event of a discrepancy between the unit prices and extended totals, the unit prices will govern, and the Owner will correct the extended totals accordingly.

The payment for the work done under the terms of the Contract will be made at the unit prices shown in the Tender Form.

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**ARTICLE 9. TENDERER'S QUESTIONNAIRE**

The Tenderer must furnish evidence that they have the necessary experience and are prepared to use the necessary personnel and equipment to carry out the work satisfactorily and within the time stated in the Tender Form. These criteria will be a major consideration in the selection of the contractor. The Tenderer's Questionnaire shall be completed in order that their capabilities in this regard can be assessed by the Owner. Failure to complete the Questionnaire may result in the Tender being considered incomplete.

**ARTICLE 10. TENDER WITHDRAWAL**

A Tenderer may, without prejudice to themselves, withdraw their tender on written request received any time prior to the time set for the closing of tenders.

**ARTICLE 11. MODIFICATION OF TENDER**

Modifications of Tenders, which have been delivered, will be considered if received at the closing location prior to the closing time. The Tenderer assumes all responsibility for the timely and effective delivery of any letter or fax revision. Revisions must clearly state the Project Name, closing date and time, the amount by which the tender is to change and the increase or decrease to each unit price affected. The document must be signed by an Authorized Signatory and include position or title.

Note that the Tenderer must ensure that the total amount of the Bid Security is not less than ten percent of the revised Tender Price. If in the opinion of the Owner the revision is incomplete, unclear or ambiguous as to meaning or intent it will be disregarded and the original Tender Price will prevail.

**ARTICLE 12. TENDER REJECTION**

***The Owner reserves the right to reject any or all tenders; the lowest will not necessarily be accepted.***

Without limiting the generality of the foregoing, any tender may be disqualified or rejected which is incomplete, obscure or irregular, which has erasures or corrections in the Tender Form, which as prices that are omitted or are unbalanced, which contains an escalator clause or other qualifying conditions or has an insufficient or irregular Surety.

A tender shall also be rejected if there is any evidence that the Tenderer has any legal connection with any other company, firm or person submitting a tender for this work, any knowledge of the tender prices to be submitted for this work by others, or any undisclosed connection or arrangement with any other company, firm, or person having a financial interest in the proposed Contract.

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The Owner reserves the right to waive informalities in, or reject any or all tenders, or accept the tender deemed most favourable in the interests of the Owner. Acceptance of any tender is based on the availability of adequate funds to the Owner.

### **ARTICLE 13. AWARD**

Awards will be based on a review of each individual schedule "1" and "2" and awards shall be made on tenders that give the greatest value based on the quality, service, and price.

The Owner will, following receipt of an acceptable tender, issue in writing a Notice of Award to the successful Tenderer. This notice will be given as soon as possible following the closing of tenders and, unless otherwise agreed to by the Tenderer, not later than forty (40) days following the closing of tenders.

### **ARTICLE 14. TERMINATION OF CONTRACT**

In the event of the Contractor, at any time, failing to comply with the terms of this contract to the satisfaction of the Owner, the Owner immediately shall become empowered to dismiss and discharge the Contractor from any further execution of this contract.

### **ARTICLE 15. ACCESS TO INFORMATION LEGISLATION**

Personal information collected on this form is obtained for the purpose of reviewing and processing the tender, and for contract administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the City's bylaws. Personal, or any other information submitted on this form is not considered to be supplied in confidence.

### **ARTICLE 16. UNDERTAKING OF LIABILITY INSURANCE**

Prior to the award of the contract, the Contractor must provide proof of two million dollars Public Liability and Property damage insurance with a cross liability clause, naming the City of Parksville as an additional insured for the duration of the contract. The appropriate form is provided in Part V, the Tender form.

The Contractor must provide proof a standard non-owned automobile liability and statutory conditions endorsement. The insurance shall be maintained during the continuance of this agreement and shall insure both the Lessor and the Owner, shall contain a cross-liability clause and shall not be capable of cancellation unless 30 days' prior notice is first given to the Owner. A certified copy of the policy shall be deposited with the Owner.

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The Contractor shall indemnify and save harmless the Owner from any and all liability whatsoever and against any and all actions, damages, liens, claims and demands of every nature and kind arising out of the performance by the Contractor or their employees, officers or agents of this agreement.

#### **ARTICLE 17. OTHER REQUIREMENTS**

Prior to the award of the contract, the Contractor must obtain a current City of Parksville Business License.

The Contractor must provide proof of WCB registration in good standing and provide Workers' Compensation coverage for all workers on their payroll. The Contractor shall indemnify and save harmless the Owner from any and all liability whatsoever that might result from the Contractor's failure to pay Worker's Compensation Board assessments or any other assessment or taxation that arises out of the Contractor's providing the service under this agreement.

The Contractor must provide proof of a current **Security Agency License** pursuant to the provisions of the Private Investigators and *Security Agencies Act*, Ministry of the Attorney General of British Columbia.

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# **SECURITY GUARD & PATROL SERVICE – 2023**

## ***PART III***

### ***GENERAL CONDITIONS***

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**CITY OF PARKSVILLE****SECURITY GUARD & PATROL SERVICE - 2023****PART III****GENERAL CONDITIONS****1. SCOPE OF WORK**

The works covered under this specification involve the provision on demand by the City of Parksville, Security Guard and Patrol service for various City departments and locations.

The work will include but will not be limited to the following:

- The opening and closing of gates and washrooms at designated Parks;
- Mobile night patrol and guard services for:
  - The Public Works Yard
  - Shelly Hall
  - The Parksville Civic & Technology Centre
  - Various parks

The work shall be done in accordance with this specification using best techniques of the trade in the frequencies given in the attached schedules so as to comply with the Inspection Standards which form a part of this Specification.

**2. LENGTH OF CONTRACT**

The duration of this contract shall be for a period of three (3) years commencing January 1, 2023, to December 31, 2025.

The Owner, City of Parksville, reserves the right to extend the contract for an additional twenty-four (24) months in two (2), twelve (12) month terms. Each twelve (12) month extension shall be negotiable and awarded separately, subject to the terms and conditions set out in this contract, upon thirty (30) days notice in writing of the City's intention to exercise this option.

***The Contractor, however, shall have the privilege of rejecting an extension of the contract period, provided such rejection is made in writing to the Owner within thirty (30) days following receipt of such notification.***

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### **3. LOCAL CONDITIONS**

The Contractor shall, by personal inspection, examination, calculations, or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the work and of the methods of procedure. No verbal agreement or conversation with any officer, agent, or employee of the Owner, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained.

### **4. EQUIPMENT**

The Contractor equips their staff with suitable, modern equipment to enable them to perform the required tasks.

The vehicles used must be clearly identified with a security logo. Vehicles must be radio dispatched and/or have cellular telephones.

### **5. LABOUR**

The work shall be performed by fully trained persons, competent in the particular duties assigned to them, under continuing supervision by a Supervisor, having the authority and knowledge necessary for effective influence on the conduct of work.

Any member of the Contractor's staff must be identified as such to the Owner. The Contractor shall provide current Criminal Record Check verification for each of their employees working within the buildings included in this contract.

The Contractor's personnel must be in a full uniform identified with a security logo.

The Contractor must be available at any time if required for emergency services.

### **6. CHARACTER OF WORKER**

All workers must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any foreman or worker employed by the Contractor who, in the opinion of the Owner, does not perform their work in a skilful manner, or appears to be incompetent or to act in a disorderly or intemperate manner shall, at the written request of the Owner, be removed from the site of the work immediately and shall not be employed again in any portion of the work without the approval of the Owner.

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## **7. SUPERVISION AND LABOUR**

The Contractor shall always keep on the work during its progress a competent superintendent who is approved by the Owner, which approval may be withdrawn at any time. The superintendent shall represent the Contractor in the absence and directions given to them shall be held to be given to the Contractor. The superintendent shall give efficient and effective supervision to the work until its completion. The nominated Superintendent shall remain on the project throughout its duration and may not be withdrawn without written approval from the Owner.

When competent personnel are available locally, they shall, whenever possible, be employed by the Contractor.

## **8. ASSIGNMENT OF CONTRACT**

Neither party shall sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title, or interest therein, or their obligations thereunder without written consent of the other party, except for an assignment to a bank of the payments to be received hereunder.

## **9. TASK LOCATION FREQUENCY**

The work shall be done in accordance with the Task Location / Frequency Schedule which is part of this specification as indicated in the Schedule of Quantities and Prices.

## **10. REPORTING AND NOTIFICATION**

The Contractor shall supply a nightly report that indicates the times and locations of all the services supplied. If any problems occur, the Owner must be notified immediately.

## **11. PAYMENT & TAXES**

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for GST separately.

The Owner shall make progress payments once a month for work completed. Upon receipt of the Contractor's Invoice identifying the payment item numbers and the quoted amounts in the Schedule of Quantities and Prices.

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## 12. CHANGES IN THE WORK

The Owner, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor shall proceed with the work as changed and the work shall be executed under the provisions of the Contract. No change shall be undertaken by the Contractor, without written order of the Manager of Operations, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change was so ordered.

The value of the addition or deduction from the Contract amount, and the method of determining such value, shall be decided by the Owner. The Owner will use one (1) or more of the following methods in deciding such value:

1. By unit prices or combinations of unit prices of the Tender Form;
2. By unit prices submitted by the Contractor and accepted by the Owner;
3. By lump sum submitted by the Contractor and accepted by the Owner;

## 13. NON-WAIVER

Any failure by the Owner at any time, or from time-to-time, to enforce or require the strict keeping and performance of any of the terms or conditions of the Contract will not constitute a waiver of such terms or conditions and will not affect or impair such terms or conditions in any way or the right of the Owner at any time to avail itself or himself of such remedies as it or they may have for any breach or breaches of such terms or conditions.

## 14. INDEMNITY

The Contractor shall indemnify and save harmless the Owner from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against them, and/or the Owner, by reason of any act or omission or alleged act or omission of the Contractor, his agents, employees, or subcontractors in the execution of the work.

## 15. INJURY OR DAMAGE TO PERSONS OR PROPERTY

The Contractor shall use due care and take all necessary precautions to ensure the protection of persons and property and shall comply with the provisions of the Workers' Compensation Act of the province or territory in which the work is carried out. The Contractor shall be liable for all injury or damage which may occur to persons or to property due to any act, omission, neglect, or default of the Contractor, or of his employees, workmen or agents.

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## 16. WORKERS COMPENSATION COVERAGE/PRINCIPAL CONTRACTOR

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants, and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments, or penalties in respect of work done or service performed in fulfilling this contract have been paid in full.

The Contractor agrees that it is the Principal Contractor for the purposes of the Workers' Compensation Board Industrial Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but also by all subcontractors and others engaged in the performance of this contract. The Contractor shall be the Principal Contractor responsible for co-ordination of safety and health under Regulations 4.02 and 34.16 (2) of the Workers' Compensation Board Industrial Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

## 17. INSURANCE

The Contractor shall, at their own expense, provide the following insurance. Each policy shall contain a clause stating that: This policy will not be cancelled or materially changed without the Insurer giving at least fifteen (15) days' notice by registered mail to the Owner. A Certificate of Insurance shall be issued by an insurance company licensed to conduct business in the province or territory wherein the work is located and shall be

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provided on the form contained within the Contract Documents. The Certificate of Insurance or certified copy thereof shall be provided by the Contractor to Owner at the time of his execution of the Contract Agreement.

i) Liability Insurance

The Contractor shall buy and keep in force during the course of this Contract and until twelve (12) months after issuance of the Notice of Acceptance, Personal injury and Property Damage Liability Insurance. Such insurance shall be in the name of the Contractor and the Owner and shall include a Cross Liability or Severability of Interests clause. Such insurance shall be on a form and with an Insurer acceptable to the Owner. Both Personal Injury and Property Damage sections are to provide coverage on an "Occurrence Basis."

The term Personal Injury shall include:

1. Bodily injury, sickness, disease, or death therefrom.
2. Libel, slander, or defamation of character.
3. False arrest, detention or imprisonment, or malicious prosecution.
4. Invasion of privacy, wrongful eviction, or wrongful entry.

Such insurance shall cover, subject to acceptable exclusions, liability claims arising out of all premises, operations, subcontracted operations, elevators (if any), products, completed operations, broad form property damage, and liability assumed by the Contractor under any contract or agreement, including this Contract.

Such insurance shall include by endorsement contingent employer's liability insurance in the name of the Contractor for the limits specified in this section. Such insurance shall be for the following minimum limits:

Bodily Injury and Property Damage - \$2,000,000 Inclusive.

The following parties and any of their employees, servants or agents shall be added to the liability policy as additional named insured: City of Parksville

ii) Automobile Insurance

The Contractor shall buy and keep in force until all conditions of the Contract have been fully complied with, a standard Automobile Policy covering all licensed vehicles

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owned by them, registered in their name, or leased to them. Such insurance shall include liability insurance for the following minimum limits:

Bodily Injury and Property Damage - \$2,000,000 Inclusive.

The Contractor shall furnish proofs of insurance of ICBC Form APV 47.

iii) Non-Owned Automobile Insurance

The Contractor shall buy and keep in force until all conditions of the Contract have been fully complied with, a standard Non-Owned Automobile Policy. Such insurance shall be for the following limits:

Bodily Injury and Property Damage - \$2,000,000 Inclusive.

The Contractor shall furnish proofs of insurance on ICBC form APV-29, or its equivalent.

iv) Contractor's Equipment Insurance

The Contractor shall buy and keep in force until ten (10) days after issuance of the Notice of Acceptance a standard Equipment Insurance Policy insuring at fair market value all equipment owned and non-owned, which is to be utilized on the project.

Notwithstanding anything contained elsewhere herein, it is understood and agreed that the Owner and/or Manager of Operations will not be liable for any loss or damage to Contractor's equipment, including loss of use thereof. Each and every policy insuring Contractor's equipment to be used on this project shall contain the following clause:

"Waiver of Subrogation: It is understood and agreed that the Insurers hereby waive all rights which they may acquire by payment of claim under this policy to recover the amount so paid from the Owner and the Manager of Operations or any of their parent, subsidiary, affiliated companies or corporations or any employee thereof, provided, nevertheless, that a subrogated right arising out of professional errors by any such person shall not be waived."

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**SECURITY GUARD  
& PATROL SERVICE - 2023**

***PART IV***

***SCHEDULE OF QUANTITIES AND PRICES***

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**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART IV: SCHEDULE OF QUANTITIES & PRICES**

**SCHEDULE 1: MOBILE PATROL SERVICE**

**SECTION A: PARKS**

**Parksville Community Park:**

**PRICE PER YEAR**

- Lock Beach Hut washroom at dusk
- Lock Kin Hut washroom at dusk

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

- Lock Community Park gates at 11:00 pm
- Lock Tennis Court gate at 11:00 pm

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

*Lock up is to include the clearing of vehicles from the parking lots and persons from the washrooms.*

***Closure notifications referencing call back information have to be left on vehicles.  
(Contractor to supply forms)***

*See Section E to quote call backs charges to let out locked in vehicles.*

**Foster Park:**

- Lock Foster Park washrooms and perform park check at dusk

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

**Springwood Park:**

- Lock Springwood Park washrooms
  - at 9:00 pm Monday – Friday and 5:00 pm on weekends and holidays (October 1<sup>st</sup> –April 30<sup>th</sup>)
  - at 9:00 pm every day of the week including weekends and holidays (May 1<sup>st</sup> – September 30<sup>th</sup>)

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

**Top Bridge Park:**

- Open Top Bridge Park gate at dawn
- Lock Top Bridge Park gate at dusk

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

**TOTAL SECTION A: \_\_\_\_\_**

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**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART IV: SCHEDULE OF QUANTITIES & PRICES**

**SCHEDULE 1: MOBILE PATROL SERVICE**

**SECTION B: PCTC CUSTODIAN ESCORT**

PCTC at 100 East Jensen - Guard Escort for Custodian at midnight

Frequency: Nightly Monday through Friday, excluding holidays

Price per day \_\_\_\_\_ x 275 = \_\_\_\_\_

**TOTAL SECTION B:** \_\_\_\_\_

**SECTION C: PUBLIC WORKS YARD: BUILDING A - OPERATIONS, BUILDING B - MECHANICS SHOP, BUILDING C – WATER TREATMENT PLANT**

Public Works Yard at 1116 Herring Gull Way - Seven (7) Gates

Frequency: Once nightly weekdays, weekends, and holidays

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

**TOTAL SECTION C:** \_\_\_\_\_

**SECTION D: SHELLY HALL**

Shelly Hall at 186 Turner Road

Frequency: Once nightly weekdays, weekends and holidays

Price per day \_\_\_\_\_ x 365 = \_\_\_\_\_

**SECTION E: PARK GATE CALL BACK**

Call back charge to let out vehicles locked behind City Park gates

Price per response \_\_\_\_\_

**SECTION F: 24 HOUR ALARM RESPONSE**

Parksville Civic & Technology Centre (PCTC) at 100 East Jensen

Price per response \_\_\_\_\_

Public Works Yard at 1116 Herring Gull Way

Price per response \_\_\_\_\_

**SECTION G: ADDITIONAL GUARD & MOBILE PATROL SERVICES**

Guard with vehicle (including weekends and holidays)

Price per hour \_\_\_\_\_

***Sections “E”, “F” and “G” are not calculated into the Total Tender Price but may be a consideration for the award of the Contract.***

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**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART IV: SCHEDULE OF QUANTITIES & PRICES**

**SCHEDULE 2: SECURITY GUARD SERVICES**

**SECTION A2: STATIC GUARD PRICE PER YEAR**

**Parksville Civic & Technology Centre (PCTC) 100 East Jensen:**

Frequency: Monday to Thursday - 7:30 am to 8:00 pm Friday 7:30 am to 5:00 pm  
(shifts may change for Vancouver Island University and/or meetings)  
Saturday - 10:00 am to 5:00 pm  
Sunday - 12:30 pm to 4:00 pm  
*(Frequency subject to change on short notice)*

Price per hour \_\_\_\_\_ x 3500 = \_\_\_\_\_

**TOTAL SECTION A: \_\_\_\_\_**

**SECTION B2: ADDITIONAL SECURITY GUARD SERVICES**

Static Guard without vehicle  
(Including weekends & holidays)

Price per hour \_\_\_\_\_

***NOTE: Section "B" is not calculated into the Total Tender Price but may be a consideration for the award of the Contract.***

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**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023**

**TENDER COST SUMMARY**

<b><u>SCHEDULE 1: MOBILE PATROL SERVICE</u></b>	<b>PRICE PER YEAR</b>
<b>SECTION A: Parks</b>	_____
<b>SECTION B: PCTC Custodian Escort</b>	_____
<b>SECTION C: Public Works Yard</b>	_____
<b>SECTION D: Shelly Hall</b>	_____
<b>TOTAL SCHEDULE 1:</b>	_____

<i>SECTION E: Park Gate Call Back</i>	<i>Per Response</i>	(_____)
<i>SECTION F: 24 / Alarm Response</i>	<i>Per Response</i>	(_____)
<i>SECTION G: Additional Guard &amp; Mobile Patrol Services (with vehicle)</i>	<i>Per Hour</i>	(_____)

<b><u>SCHEDULE 2: SECURITY GUARD SERVICE</u></b>	<b>PRICE PER YEAR</b>	
<b>SECTION A2: Static Guard Services</b>		
<b>TOTAL SCHEDULE 2:</b>	_____	
<i>SECTION B2: Additional Security Guard Service Patrol Services (without vehicle)</i>	<i>Per Hour</i>	(_____)
<b>TENDER SUBTOTAL:</b>	_____	
<b>PLUS 5% GST:</b>	_____	
<b>TENDER TOTAL PRICE:</b>	_____	

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART IV: SCHEDULE OF QUANTITIES & PRICES**

**GENERAL RATING QUESTIONNAIRE**

Name of Firm: \_\_\_\_\_

1. Location of office and emergency telephone number:

\_\_\_\_\_  
\_\_\_\_\_

2. Vehicles to be used during the performance of this Contract are as follows:

Make	Year	License Plate #	Unit #

3. Description of radio communications system and equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor



**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART IV: SCHEDULE OF QUANTITIES & PRICES**

**GENERAL RATING QUESTIONNAIRE (Continued)**

4. Personnel (Provide names, position, experience & length of employment with your company):

Name	Position	# Years Experience	# Years With Your Company

5. Experience (Provide Company work history, reference, and certification):

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6. Attach all other relevant documentation and certification.

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor



**SECURITY GUARD & PATROL SERVICE - 2023**

***PART V***

***TENDER FORM AND CONTRACT DOCUMENTS***

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

**CITY OF PARKSVILLE  
SECURITY GUARD & PATROL SERVICE - 2023  
PART V  
TENDER FORM & CONTRACT DOCUMENTS**

The undersigned Tenderer, having carefully examined the Contract Documents and the locality of the proposed work, and having full knowledge of the work required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour, and equipment and to perform and complete all work and fulfil everything as set forth and in strict accordance with the Contract Documents.

The undersigned also agrees:

1. That the Instructions to Tenderer's form part of this tender and agrees to be bound by the requirements set forth in the Instructions to Tenderer's.
2. That the Owner is not bound to accept the lowest or any tender.
3. That this tender is irrevocable for forty (40) days after the closing date for receipt of tenders and that the Owner may at any time within such period accept this tender whether any other tender has previously been accepted or not.
4. To commence and proceed actively with the work within a period of 48 hours of issuing of the Notice to Proceed, and complete all of the work under the Contract for a period of 1 year.

\* To be completed by Tenderer

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Business Address

SEAL

\_\_\_\_\_  
City, Postal Code

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Date

Total amount of Tender \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

The above tendered rates includes all taxes, duties and any other additional charges on any or all material, equipment and labour, and it is understood that payment will be made for the completion of all work specified in this Contract.

**Completion of Work**

If the undersigned be notified in writing of the acceptance of this proposal, within two (2) days following such acceptance, he agrees to execute and Agreement for the above stated rates in the form of the specimen submitted to guarantee completion of the Contract in accordance with the documents and the Specifications.

**Security Deposit and Surety’s Consent**

Not Applicable.

**Signatures**

The undersigned agrees that the City of Parksville reserves the right to reject the tender on any one or all projects.

I. \_\_\_\_\_  
Witness

\_\_\_\_\_  
Legal Name of Tenderer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

II. \_\_\_\_\_  
Witness

SEAL

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

**UNDERTAKING OF LIABILITY INSURANCE**  
**(To be submitted with Form of Tender)**

We the undersigned (insert Insurance Company's name)

\_\_\_\_\_

do hereby undertake and agree to cover the Contractor (insert Tenderer's name)

\_\_\_\_\_

in the amount of \$2,000,000.00 Comprehensive Liability Insurance, and agree to:

- 1) Name The City of Parksville as an Additional Named Insured.
- 2) State that such policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured, and
- 3) State that such policy cannot be cancelled, lapsed or materially changed without at least 10 days' written notice to the City of Parksville, delivered to the City's Director of Operations at PO Box 1390, 100 Jensen Ave. East, BC, V9P 2H3.

The coverage provided by such insurance shall protect the Contractor and the City of Parksville during the carrying out of the works specified in the attached Form if Tender.

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature for Insurance Company

\_\_\_\_\_

City of Parksville

\_\_\_\_\_

Contractor

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ in the year 202\_, by and between the City of Parksville, herein called the "Owner", and \_\_\_\_\_, herein called the "Contractor".

WITNESSETH: that the Contractor and the Owner undertake and agree as follows:

#### ARTICLE 1.

The Contractor shall:

Provide all materials, labour, supervision and equipment, and perform all work and fulfil everything as set forth and in strict accordance with the Contract Documents for the project entitled "Security Guard & Patrol Service -2023"; and

Commence to proceed actively with the work of the Contract within a period of two (2) calendar days of receipt of the Notice to Proceed and shall guarantee all materials furnished and work performed, for a period of one (1) year from the date of Installation.

#### ARTICLE 2.

The Owner will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.

#### ARTICLE 3.

The Invitation to Tender, Instructions to Tenderer's, executed Tender Form, Supplementary General Conditions, General Conditions, Specifications, Appendices, Drawings, and all Addenda incorporated herein, are annexed hereto and form a part of this Agreement as fully to all intents and purposes as though recited in full herein, and the whole shall constitute the Contract between the parties and it shall ensure to the benefit of and be binding upon them and their successors, executors, administrators, and assigns.

#### ARTICLE 4.

No implied contract of any kind whatsoever, by or on behalf of the Owner, shall arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants, and agreements contained herein and made by the parties hereto are and shall be the only contracts, covenants, and agreements on which any rights against the Owner may be founded.

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

ARTICLE 5.

Subject to Article 3, this Agreement shall supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this agreement prior to the execution and delivery hereof.

ARTICLE 6.

All communications in writing between the parties or between them and the Manager of Operations shall be deemed to have been received by the addressee if delivered to the individual, or to a member of the firm, or to any officer of the corporation for whom they are intended, or if sent by mail or by telegram addressed as follows:

The Contractor: \_\_\_\_\_

The Owner at: 100 East Jensen Ave., PO Box 1390, Parksville, BC V9P 2H3

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor

**SECURITY GUARD & PATROL SERVICE - 2023**

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year above first written.

**FOR LIMITED COMPANY**

The Corporate Seal of:

\_\_\_\_\_  
(Please Print Full Name of Company)

was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer and Position

\_\_\_\_\_  
SEAL  
Authorized Signing Officer and Position

Note: If the Tender is by a joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**FOR OWNER**

The Corporate Seal of: CITY OF PARKSVILLE

was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer and Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Authorized Signing Officer and Position

\_\_\_\_\_  
SEAL  
Authorized Signing Officer and Position

\_\_\_\_\_  
City of Parksville

\_\_\_\_\_  
Contractor