



DISTRICT OF
100 Mile House

District of 100 Mile House

INVITATION TO TENDER

TENDER NUMBER: 2025-005

HANDWORK LINE PAINTING PROGRAM 2026 (3 YEAR TERM)

Closing Date: October 21st, 2025 at 2:00 PM

Street and Mailing Address of Closing Location:

District of 100 Mile House
#1-385 Birch Avenue
P.O. Box 340
100 Mile House, BC
V0K 2E0
Attention: Todd Conway
Director of Community Services

DISTRICT OF 100 MILE HOUSE

Tender Number: 2025-06
Tender Description: Handwork Line Painting Program 2026 (3-year term)
Closing Date: October 21st, 2025 (2:00 PM)

For more information contact:

Todd Conway, Director of Community Services
Phone No. (250) 395-2434
Fax No. (250) 395-3625
Email: tconway@100milehouse.com

Summary Details

Sealed tenders clearly marked **Tender No. 2025-06, Handwork Line Painting Program 2026 (3 year term)** will be received by the District of 100 Mile House up to 2:00 P.M. local time, October 21st, 2025 and will be opened at that time, date and place in accordance with the tender document.

Term of Contract

Contract term will be for 3 consecutive years, commencing in 2026.

Scope of Work

The works to be constructed under this contract include the furnishing of all materials, labour and equipment required to perform the painting of the following:

- directional arrows
- parking stall markings (angle, parallel & handicap)
- stop bars
- cross walk markings
- medians and cross hatching
- yellow curbs
- speed bumps
- shark teeth markings

Specifications and tendering documents may be viewed at or obtained from the District of 100 Mile House Municipal Office, #1-385 South Birch Avenue, 100 Mile House, BC, V0K 2E0, Telephone: (250) 395-2434, BC BID or at www.100milehouse.com.

The lowest or any tender will not necessarily be accepted.

Todd Conway
Director of Community Services

DISTRICT OF 100 MILE HOUSE

Tender Number: 2025-06
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PART I: GENERAL INSTRUCTIONS & REQUIREMENTS OF DISTRICT BIDDING PROCESS

A. BID CALL INSTRUCTIONS:

Tenders signed, executed and dated, will be received at the District of 100 Mile House Municipal Office, located at #1-385 Birch Avenue, P.O. Box 340, 100 Mile House, BC V0K 2E0, before 2:00 P.M. local time on March 30th, 2023. Tenders will be opened in public at that time. Proponents shall be solely responsible for the delivery of their bids in the aforementioned office and time to be considered. The District will accept no responsibility for bid documents delivered to other District facilities and, at the discretion of the Director of Financial Administration, may be rejected.

Submit one original and two duplicate copies of the executed offer and schedule of Supplemental Information on the Forms provided, signed and in a sealed envelope, clearly identified with the bidder's name, project name and District's name on the outside.

- 1. Revisions to Tender:** Amendments to the submitted tender will be permitted, if received in writing, or by facsimile, prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total tendered price. Any Revision must be in writing, properly executed, and received by the District at the Closing location before the Closing Time. Facsimile tenders will not be accepted.
- 2. Taxes:** Proponents shall submit taxes as shown on Part III: Form of Tender.
- 3. Currency:** All prices shall be submitted in Canadian funds only. No authorization to pay in any foreign currency will be permitted.
- 4. Form of Tender:** Attached Part III, Form of Tender, must be completed properly in order to be considered.
- 5. Bid Ineligibility:**
 - 5.1 Bids that are unsigned, improperly signed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the District, be rejected.
 - 5.2 Bid Forms and enclosures, which are improperly prepared, may at the discretion of the District, be rejected.

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6. Bid Signing – Signing of the Agreement

By submitting a Tender, the Proponent agrees that, if the Tender is selected by the District, the Proponent will execute the Agreement within fourteen (14) days of the date on which the District requests it to do so in writing.

- 6.1 The Bid Form **must be signed to be considered.** Any tender received by the District that is unsigned will be rejected.
- 6.2 Sole Proprietorship: Signature of the Sole Proprietor in the presence of a witness who will also sign. Proponents are asked to insert the words “Sole Proprietor” under the signature.
- 6.3 Partnership: Signature of all partners in the presence of a witness who will also sign. Proponents are asked to insert the word “Partner” under each signature.
- 6.4 Limited Company: Signature of a duly authorized Signing Officer(s) in their normal signatures. Proponents are asked to insert the capacity on which the Signing Officer acts, under each signature.
- 6.5 Joint Venture: Each party of the Joint Venture shall execute the bid under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

B. **CONTRACT/BID DOCUMENTS**

1. **Availability**

Bid documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant other purposes.

2. **Examination**

Upon finding discrepancies or omissions in the Bid Documents, immediately notify the Financial Administration Office.

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3. Inquiries:

- 3.1 Proponents are advised that if clarification on the tender contract issues and/or specifications is required for this tender, bidders are asked to communicate their request(s) by sending an email to the individual shown below. This approach will assist District staff to be aware of proponent's requests, and to facilitate timely responses.
- 3.2 Questions relating to tender submissions or contractual requirements must be directed to:

Todd Conway, Director of Community Services
Phone: (250) 395-2434, or Fax (250) 395-3625
Email: tconway@100milehouse.com

4. Addenda

- 4.1 Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Proponents should ensure that Appendix 'A' Confirmation of Receipt Form is returned to the District of 100 Mile House Office to ensure that they receive any addenda.

C. OFFER ACCEPTANCE/REJECTION

1. Acceptance of Tender Offer

- 1.1 After acceptance by the District, the Director of Financial Administration will issue the successful Proponent a written notice of award.
- 1.2 The District of 100 Mile House shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved tender.

D. WORKERS' COMPENSATION

The proponent shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the District, supply proof that all assessments have been paid.

E. BUSINESS LICENCE

The successful proponent will be required to have a valid District of 100 Mile House business licence.

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F. INSURANCE

1. Comprehensive General Liability Insurance

- a. The successful proponent shall provide and maintain, either by way of a separate policy, or by an endorsement of his existing policy, Comprehensive General Liability Insurance, acceptable to the District and subject to the limits of not less than five million dollars (\$5,000,000.00) inclusive, per occurrence for bodily injury, death and damage to property including loss of use thereof. Prior to commencement of the work, the successful tenderer shall provide the District with a Certified True Copy of the Comprehensive General Liability Insurance Policy as described in subparagraphs in section c below.

- b. All liability insurance policies shall contain an endorsement to provide all Named Insureds with prior notice of changes and cancellations. Such endorsement shall be in the following form:

"It is understood and agreed that the coverage provided by this policy will not be changed or amended in any way, nor cancelled, until thirty (30) days after written notice of such change or cancellation has been given to all Named Insureds."

Except for Automobile Liability Insurance, the insurance shall be in the joint names of the successful bidder and the District.

- c. The Comprehensive Liability Insurance shall include coverage for:
- i. Premises and operations liability.
 - ii. Products or completed operations liability.
 - iii. Blanket contractual liability.
 - iv. Cross liability.
 - v. Elevator and hoist liability (If Applicable)
 - vi. Contingent employer's liability.
 - vii. Personal injury liability arising out of false arrest, a detention or imprisonment, or malicious prosecution; libel, slander or defamation of character; invasion or privacy, wrongful eviction or wrongful entry.
 - viii. Liability with respect to non-owned licensed vehicles.

- d. Automobile Liability Insurance

The proponent shall provide and maintain liability insurance in respect to owned licensed vehicles subject to limits of not less than two million dollars (\$2,000,000.00)

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G. INDEMNITY

Notwithstanding the providing of insurance coverage by the Proponent, the Proponent hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees from and against claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent activities of the Bidder, its servants, agents and sub-contractors, in providing the services performing the work of this Contract, excepting always liability arising solely out of negligent act or omission of the District.

H. PATENT INFRINGEMENT

Proponents may be required to demonstrate to the District that the material(s) or processes included in their bid do not infringe any Patent, and that if, for any reason, a claim is subsequently made by anyone suggestion that a Patent has been infringed and that the District may be liable, such bidder will indemnify the District in every respect regarding the claim.

I. ENVIRONMENTAL PURCHASING STATEMENT

The District, whenever possible and economical, will accept alternate bids that contain maximum levels of Post-Consumer wastes. The District encourages bidders to submit bids on Goods and/or Services that may contain elements that may reduce damage to the Environment.

J. SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES – IF APP.

All blank spaces under the heading of "Unit Price" must be completed for each Tender item listed. All blank spaces under the heading "Extended Amount" must be completed for each Lump Sum item. If any Unit Price provided by a Proponent and its Extension are at variance, the Unit Price will be considered correct and the District will recalculate the Extension based on the scheduled quantity and the applicable Unit Price.

K. DISQUALIFICATION

If a Tender contains a defect or fails in some way to comply with the specific requirements of the Conditions of Tender, which in the sole discretion of the District is **not material**, the District may waive the defect and accept the tender.

The determination of whether or not to remove any Tender submission from the evaluation process will be made in the absolute discretion of the District. The provisions of the condition regarding Limitation of Damages will also apply to any decision under this section.

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L. WITHDRAWAL OF TENDER

All Tenders are irrevocable at the Closing Time, remain irrevocable for a period of sixty (60) days following the Closing Time, and may not be altered or withdrawn during that period for any cause without the written permission of the District.

M. RIGHT NOT TO AWARD

The lowest or any Tender will not necessarily be accepted. The District reserves the right to reject any or all Tenders.

If the District elects to reject all tenders, the District will not be liable to any proponent for any claims, whether for costs, damages incurred by any proponent in preparing the Tender, loss of anticipated profit in connection with the Contract, or any other matter whatsoever.

N. LIMITATION OF DAMAGES

The Proponent, by submitting a Tender, agrees that it will not claim damages in excess of the reasonable costs incurred by the Proponent in preparing its tender for matters relating to award or in respect of the tendering process, and the Proponent, by submitting a tender, waives any claim for loss of profits if no award is made to the Proponent.

O. PREVIOUS EXPERIENCE

The Proponent shall complete a statement of previous and existing clients for whom similar contract work has been undertaken. This statement of previous experience shall be completed on the form provided and submitted with the Tender.

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PART II: SPECIFICATIONS - STREETS

A. GENERAL

1. Scope

The work includes the furnishing of all labour, materials and equipment necessary to undertake the works as described herein. All works to be completed by June 30th of 2023, 2024 and 2025 respectively. Extension of completion date(s) is by mutual agreement only. Works to include the painting of:

- directional arrows
- parking stall markings (angle, parallel & handicap)
- stop bars
- cross walk markings
- medians and cross hatching
- yellow curbs
- speed bumps
- shark teeth markings

Work added due to road changes, construction etc, to be mutually agreed upon prior to commencement.

2. Protection

Prevent damage to the roads, curbs, lamps and sidewalks. Any damage caused by the contractor during the performance of the contract will be repaired or replaced by the contractor.

3. Traffic Control

The Contractor is responsible for traffic control, as required.

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PART III: FORM OF TENDER – STREETS / BIDDERS MUST COMPLETE AND SIGN THIS FORM.

Name of Firm: _____

To supply all labour, materials and equipment necessary for the completion of the works described herein, in accordance with this tender and industry standards.

ITEM #1	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	YEAR 1		YEAR 2		YEAR 3	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Directional arrows - single	Each	31	\$	\$	\$	\$	\$	\$
2	Speed Bumps	Lm	10	\$	\$	\$	\$	\$	\$
3	Parking stalls – 6.5m long angle	Each	70	\$	\$	\$	\$	\$	\$
4	Parking stalls – handicap	Each	6	\$	\$	\$	\$	\$	\$
5	Stop bars – 2m x .6m	Lm	530	\$	\$	\$	\$	\$	\$
6	Cross walks – zebra bars 3m x .6m	Each	185	\$	\$	\$	\$	\$	\$
7	Crosswalks .3m parallel lines	lm	710	\$	\$	\$	\$	\$	\$
8	Sharks Teeth	Each	36	\$	\$	\$	\$	\$	\$
9	Yellow hatching	lm	280	\$	\$	\$	\$	\$	\$
10	Yellow Curbing	lm	1030	\$	\$	\$	\$	\$	\$
	TOTAL								

All unit prices to include any anticipated layout

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PART III: FORM OF TENDER CON'T

Bidders are reminded to complete the pricing section shown above completely in order to be considered.

Name of Firm Bidding:_____

Authorized Signature:_____ Print Name:_____

State Capacity (see Bid Signing):_____

Address:_____

City:_____

Phone #:_____ Fax #:_____

E-Mail : _____

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PART IV – SUPPLEMENTAL INFORMATION

(A) **References and Project Experience**

Provide, in the tabulation following, a list of comparable projects undertaken within the last five (5) years:

PROJECT	LOCATION	OWNER	CONTACT PERSON	
			Name No.	Phone

(B) **Subcontractors**

Provide, in the tabulation following, the name of any subcontractor proposed to be utilized on the project and a description of the component of the work to be subcontracted.

Name and Address of Subcontractor	Portion of Work to be Subcontracted

(C) **Equipment**

Provide in the tabulation following, the description and name and model of any equipment proposed to be utilized on the project and a description of the component of the work to be subcontracted.

Unit and Model Description

Appendix "A" Confirmation of Receipt Form

District of 100 Mile House, BC
Handwork Line Painting Program 2026 (3 year term)
Closing date: October 21st, 2025

To receive any further information about this Invitation to Tender, please return this form to:

Todd Conway
Director of Community Services
District of 100 Mile House
#1-385 Birch Avenue
E-mail: tconway@100milehouse.com

Mail: Box 340
100 Mile House, BC V0K 2E0
Phone # (250) 395-2434

COMPANY: _____

STREET ADDRESS: _____

CITY/PROVINCE: _____

MAILING ADDRESS IF DIFFERENT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CONTACT PERSON: _____

E-MAIL: _____

SIGNATURE: _____

TITLE: _____