



INVITATION TO TENDER

**ERICKSON WATER SYSTEM:
RESIDENTIAL METER INSTALLS – Package 4
PRJ25030-4**

Regional District of Central Kootenay

Issued: April 21, 2026

Closing Location:

Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

Closing Date and Time:

2:00 pm, Local Time, May 27, 2026

AJ Evenson
Senior Project Manager
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Email: aevenson@rdck.bc.ca

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END OF SECTION

1.1 BID CALL

- .1 Bids will be received before 2:00 pm LOCAL TIME on May 27, 2026 (the “bid closing time”) at:

Regional District of Central Kootenay
Attention: AJ Evenson
Email: tenders@rdck.bc.ca AND aevenson@rdck.bc.ca
Subject line: PRJ25030-4 – Erickson Water Residential Meter Installs – PACKAGE 4
- .2 The official bid closing time will be determined by the RDCK email server.
- .3 Bids received after the specified bid closing time will be returned unopened.
- .4 The Owner reserves the right to extend the bid closing time or cancel the bid call by addendum.
- .5 Bids will not be opened publicly with Bidders present.
- .6 Bid results will be disclosed promptly to all Bidders. Such disclosure will not imply that the bids received are compliant or that a contract will be awarded to the lowest or any Bidder. Unofficial results will be posted on the RDCK’s website within 72 hours of the bid closing time.

1.2 BID DOCUMENT AVAILABILITY

- .1 Bid Documents are made available in electronic form only for the purpose of obtaining bids for this project. It does not confer a license to use the Bid Documents for any other purpose.
- .2 Electronic copy Bid Documents may be accessed at the RDCK’s website:
<https://www.rdck.ca/corporate/bids-tenders/>

1.3 EXAMINATION OF BID DOCUMENTS

- .1 Examine the Bid Documents and promptly notify the person designated to receive inquiries of any perceived errors, omissions, conflicts or discrepancies in the Bid Documents.

1.4 SITE EXAMINATION

- .1 Bidders shall visit the site and familiarize themselves with conditions affecting the Work before submitting a bid.
- .2 Any site visits outside of the pre-bid site meeting must be coordinated with the RDCK.
- .3 Bidders visiting the Place of the Work shall provide their own personal protective equipment.
- .4 Bidders visiting the Place of the Work shall be accompanied at all times by a representative of the Owner.
- .5 Refer to 00 31 00 - Available Project Information which identifies available information pertaining to the Project.

- .6 By inference of the “Concealed or Unknown Conditions” GC in the General Conditions of the Contract, Bidders shall include in their bid price for non-concealed and known conditions that are either visible or can be reasonably inferred from a site examination at the Place of the Work before bid submission.

1.5 PRE-BID MEETING [AND SITE VISIT]

- .1 A pre-bid meeting and site visit has not been scheduled. One may be scheduled if there is sufficient interest from Bidders requesting a pre-bid meeting. It remains the Bidder’s responsibility to visit sufficient properties if they deem necessary to prepare their bid.
- .2 All prime contractors and major subcontract Bidders and suppliers are invited to attend but attendance is not mandatory.
- .3 Issues arising from the pre-bid meeting and site visit will be addressed as required in an addendum to the Bid Documents. No meeting minutes will be issued. Bidders may not rely upon any information given verbally or otherwise at the pre-bid meeting and site visit and that is not confirmed by addendum.

1.6 BID FORM SUPPLEMENTS

- .1 Submit the following Bid Form Supplements together with the Bid Form:
 1. Bid security as specified.
 2. Section 00 43 36 – Bid Form Supplement - List of Subcontractors.
- .2 The Owner may, after the bid closing time and before contract award, require any Bidder to submit additional supplementary information about any aspect of the Bidder’s bid to verify compliance with the Bid Documents.

1.7 BID SECURITY

- .1 Submit with the bid a CCDC 220 form of bid bond in an amount of not less than 10% of the bid price.
- .2 The bid bond shall name the Regional District of Central Kootenay as the obligee and shall be signed, sealed, and dated by both Bidder and surety.
- .3 Upon request, bid bonds of unsuccessful Bidders will be returned after the successful Bidder has entered into a contract with the Owner and provided the specified contract security, or earlier at the Owner’s discretion.
- .4 In lieu of a bid bond, Bidders may submit a certified cheque or bank draft in favour of the Regional District of Central Kootenay and in an amount of not less than 10% of the bid price.
- .5 Certified cheques and bank drafts will be returned to Bidders after the successful Bidder has entered into a contract with the Owner and has provided the specified contract security, or earlier at the Owner’s discretion.

1.8 BIDDER DEFAULT AND FORFEITURE OF BID SECURITY

- .1 If a Bidder whose bid is accepted by the Owner in writing, without conditions, and within the acceptance period specified in the Bid Documents, refuses or fails within 15 calendar days after the date of issuance of the written acceptance of the bid, to sign a formal agreement with the Owner for the performance of the Work and to provide contract performance security as specified in the Bid Documents, the Bidder will be liable to the Owner for the difference in money between the Bidder's bid price and the amount for which the Owner legally contracts with another party to perform the Work, if the latter amount is in excess of the former, up to the maximum amount of the bid security provided.

1.9 CONTRACT SECURITY

- .1 Refer to Section 00 73 63 – Contract Security Requirements.

1.10 PREQUALIFIED SUBCONTRACTORS AND SUPPLIERS

- .1 Not Applicable

1.11 BID DEPOSITORY

- .1 Not Applicable.

1.12 TAXES

- .1 Include in bid price all taxes and customs duties in effect at the time of the bid closing, except for Value Added Taxes as defined in the CCDC standard form of contract.

1.13 CONTRACT TIME

- .1 The Bidder, in submitting a bid, agrees to attain Substantial Performance of the Work by the date specified in the Bid Form, which will become the Contract Time under the Contract.

1.14 SUBSTITUTIONS

- .1 Where the Bid Documents specify particular Products by proprietary name, the Consultant will consider Bidder requests for approval of substitutions during the bid period, provided such requests are received, in writing, at least two weeks before the bid closing time and are in accordance with the requirements specified in Section 01 25 00 – Substitution Procedures. If the Consultant approves a substitution, the substitute Product will be named in an addendum. Otherwise Bidders shall consider the request for approval of the substitution to be rejected.

1.15 ALTERNATIVES

- .1 Not Applicable

1.16 LIST OF SUBCONTRACTORS

- .1 Complete and submit Section 00 43 36 – Bid Form Supplement – List of Subcontractors, indicating those Subcontractors or Suppliers whose bids have been received by the Bidder, which names the Bidder would be prepared to accept for the performance of the work indicated.
- .2 The purpose of this requirement is to protect the interests of subcontract bidders and the integrity of the bidding process. Provided the List of Subcontractors has been properly completed and submitted, the information will not be used in evaluating the Bids to determine the lowest compliant bidder.

1.17 BID FORM SIGNING

- .1 Complete the Bid Form as follows:
 - .1 Incorporated Company: Provide company name and name and signature of the duly authorized signing representative(s). Insert under each signature the representative's capacity to act on behalf of the company.
 - .2 Joint Venture: Each entity within the joint venture shall execute the Bid Form as specified.
 - .3 Partnership: Provide name of partnership and name and signature of duly authorized representatives of the partnership.
 - .4 Sole Proprietorship: Provide name of sole proprietorship and name and signature of sole proprietor in the presence of a witness who shall also sign.

1.18 BID SUBMISSION

- .1 Complete Bid Form, in its entirety, on the form provided and submit together with the required Bid Form Supplements, completed in their entirety, in an email to:

Email: Tenders@rdck.bc.ca AND aevenson@rdck.bc.ca
- .2 Verbal, telephoned, fax, e-mail, or text message bids will not be accepted nor acknowledged.

1.19 BID MODIFICATION AND WITHDRAWAL

- .1 A bid, including the Bid Form and Bid Form supplements, submitted in accordance with these bidding requirements may be modified or withdrawn, provided the modification or withdrawal request:
 - .1 is in the form of a fax transmittal received at the fax number specified in "Bid Call" article before the bid closing time, or
 - .2 states the project title, name of the Bidder, the nature of the modification or withdrawal request,
 - .3 and is signed by a duly authorized person.

- .2 If a bid is withdrawn, a new bid may be submitted in accordance with the specified requirements, provided it is received before the bid closing time.
- .3 When submitting a modification directing a change in a bid price, do not reveal the original amount nor the revised amount:
 - .1 On stipulated price bids, state only the amount to be added to or deducted from the original bid price.
 - .2 On unit price bids, state only the amount to be added to or deducted from each original unit price or lump sum in the Schedule of Prices. The Owner will adjust extended amounts and the total bid price as required by the modification.
- .4 When submitting a second or more modifications related to a particular bid price, ensure that there is no ambiguity as to the intended bid price. The written modification shall clearly indicate whether:
 - .1 the bid price first submitted is being modified and any previous modifications are to be disregarded, or
 - .2 a revised bid price derived from a previous modification is being modified.
- .5 State all addendum numbers received, if different from what was indicated on originally submitted Bid Form.
- .6 The Owner will assume no responsibility or liability for modifications or withdrawals that are, for any reason, delayed, illegible, unclear as to intent, ambiguous, contrary to these instructions, or otherwise improperly received. The Owner may disregard improperly received modifications or withdrawals.

1.20 BIDDING IRREGULARITIES

- .1 Bids with Bid Forms or required Bid Form Supplements that are improperly prepared, signed or submitted contrary to these Instructions to Bidders, or that contain added conditions or other irregularities of any kind, may, at the Owner's discretion, be rejected as non-compliant.
- .2 The Owner may accept or waive a minor and inconsequential irregularity. The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether or not to accept or waive such an irregularity, and the final determination of whether the bid is compliant, will be at the Owner's sole discretion.
- .3 The following irregularities relate to what are considered mandatory bidding requirements. These will not be considered minor and inconsequential and will cause the bid to be rejected as non-compliant:
 - .1 Bid or Bid Form Supplement is received after the specified bid closing time.
 - .2 Required Bid Form or Bid Form Supplement is missing.

- .3 Bid Form or Bid Form Supplement is not in the form provided or required.
- .4 Bid bond is improperly completed or executed, if such improper completion or execution may render the bid bond unenforceable.
- .5 A bid price is illegible, ambiguous or unclear.
- .6 One or more conditions are added to or submitted with the bid, the effect of which is a material modification of the Bid Documents.
- .7 Failure to indicate in the Bid Form the addendum number(s) of all addenda received.
- .8 Bid Security is not provided at bid closing time, if required.
- .9 Failure to comply with any other bidding requirement expressly characterized as mandatory in elsewhere in the Bid Documents.

1.21 BID ACCEPTANCE PERIOD

- .1 Bids shall remain open to acceptance by the Owner and shall be irrevocable until another Bidder enters into a contract with the Owner for performance of the Work or until expiry of the bid acceptance period stated in the Bid Form, whichever occurs first.
- .2 After bid closing and before expiry of the bid acceptance period stated in the Bid Form, the Owner may request all Bidders to agree to an extension of the originally specified bid acceptance period. In such case the bid acceptance period will be extended subject to the Bidder, whose bid the Owner wishes to accept, having agreed in writing to the extension.

1.22 BID ACCEPTANCE

- .1 The lowest or any bid will not necessarily be accepted and the Owner may reject any and all bids.
- .2 The Contract will be established if and when the successful Bidder receives from the Owner a written notification accepting the bid without any conditions. If the Owner's written notification accepting the bid contains, or is subject to, any conditions, the Contract will be established if and when the Bidder accepts all such conditions in writing or when the parties execute the agreement.
- .3 If the lowest compliant bid exceeds the Owner's budget, and the Owner is unwilling or unable to award a contract at the bid price, the Owner may:
 - .1 negotiate, with the lowest compliant Bidder only, changes to the Bid Documents and a reduced bid price acceptable to the Owner, or
 - .2 invite the three lowest compliant Bidders (only) to re-bid on modified Bid Documents under a new bid call.

1.23 INTERPRETATION AND MODIFICATION OF BID DOCUMENTS

- .1 If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written Addendum only, to ensure that all Bidders base their bids on the same information.
- .2 Replies to inquiries or interpretations or modifications of the Bid Documents made by e-mail, verbally, or in any manner other than a written Addendum, will not form part of the Bid Documents and will not be binding.
- .3 The deadline to submit project inquiries prior to the closing date will be five (5) business days prior to closing.

1.24 ADDENDA

- .1 Addenda may be issued to modify the Bid Documents in response to Bidder inquiries or as may be considered necessary.
- .2 All addenda issued during the bid period will become part of the Bid Documents.
- .3 No addenda will be issued later than 2 Working Days before the bid closing time.
- .4 Each Bidder shall ascertain before bid submission that it has received all addenda issued during the bid period and shall indicate in the Bid Form the addendum number(s) of all addenda received.

1.25 INQUIRIES

- .1 Direct all inquiries in writing, via e-mail to:

AJ Evenson
Senior Project Manager
Regional District of Central Kootenay
Email: aevenson@rdck.bc.ca
- .2 Submit inquiries as early as possible in the bid period and not less than 5 Working Days before the bid closing time. Inquiries received after this time may not receive a response.

END OF SECTION

1.1 STATUS OF AVAILABLE PROJECT INFORMATION

- .1 Available Project information means information of any type and in any form that is expressly identified as available project information in this Section.
- .2 No available Project information forms part of the Contract Documents unless copied or transcribed into Drawings or Specifications or is expressly listed in the agreement as a Contract Document.

1.2 USE AND RELIANCE UPON AVAILABLE PROJECT INFORMATION

- .1 Available Project information is made available to Bidders to fulfill the Owner's duty to disclose all relevant Project information to Bidders.
- .2 Bidders shall interpret and draw their own conclusions about available Project information, including consideration of the time when it was created. Available project information may be time sensitive. The Owner and Consultant assume no responsibility for such interpretations and conclusions.
- .3 Available Project information, or any part thereof, shall not be construed as contract requirements unless also reflected in Drawings or Specifications, and in case of conflict the Drawings or Specifications shall govern.
- .4 Bidders, acting reasonably, may rely on available Project information in preparing their bids, subject to any qualifications stated in such available Project information and unless expressly stated otherwise in this Section.

1.3 AVAILABLE PROJECT INFORMATION

- .1 Not Applicable.

END OF SECTION

Project/Contract: **ERICKSON WATER SYSTEM – RESIDENTIAL METER INSTALLS - PACKAGE 4**

From (Bidder):

_____ (business name)

_____ (street address or postal box number)

_____ (city/town, province, and postal code)

To (Owner): Regional District of Central Kootenay
202 Lakeside Drive, Nelson, BC V1L 6B9

We, the undersigned, having examined the Bid Documents for the above named project/contract, including Addendum Number(s) _____, and having visited the Place of the Work, hereby offer to perform the Work in accordance with the Bid Documents, for the unit prices, lump sums and allowances, if any, set out in the Schedule of Prices. The unit prices are in Canadian dollars and exclude Value Added Taxes. It is understood that:

1. the quantities indicated in the Schedule of Prices are estimated; actual quantities of work to be performed may vary,
2. the unit prices and actual quantities, measured as specified in the Bid Documents, together with the lump sums and allowances, if any, will form the basis for payment of the Contract Price,
3. the total amount of our bid is the estimated Contract Price, which is the sum of all unit price extensions, including lump sums and allowances, if any,
4. the extensions of unit prices and addition of unit price extensions, including lump sums and allowances, if any, will be checked by the Owner and if arithmetical errors are discovered, the unit prices will be considered as representing our intentions, and the unit price extensions and total amount of our bid will be corrected accordingly,
5. failure to state a required unit price or lump sum may render the bid non-compliant, however if we fail to state a unit price for an item, but state an extended amount for that item, a unit price determined by dividing the extended amount by the estimated quantity will be considered as representing our intentions.

We, the undersigned, declare that:

1. we are qualified to perform the Work in accordance with the Bid Documents and our bid price covers all of our obligations and things necessary for the performance of the Work,
2. we agree to attain Substantial Performance of the Work prior to November 30, 2026
3. we have arrived at this bid without collusion with any competitor,
4. all bid form supplements called for by the Bid Documents form an integral part of this bid, and
5. this bid is open to acceptance by the Owner for a period of 45 calendar days from the bid closing time.

Schedule A – Tender Price Bid

Amounts shown shall match breakdown shown in Schedules B and C.

Row	Item	Price
1	Sub-total – Schedule B – Base Bid – Line B10	\$
2	10% Contingency on Line 1 above	\$
3	Sub-total – Schedule C – Provisional Items – Line C10	\$
4	Total PRICE (excluding GST sum of Row 1+2+3)	\$
5	Goods and Services Tax (GST 5%) on Row 4	\$
6	TOTAL PRICE (row 4+5)	\$

Schedule B – Base Bid

All indicated line items shall be used and shall correspond to the information provided in this document Division 00 “Procurement & Contracting Requirements”, it’s Appendices and all Division 01 “General Requirements”. Pricing for items in this schedule are exclusive of GST. Additional line items may be added at the discretion of the Tenderer.

NOTE: The sum of line items in this Schedule B shall match exactly the sum of values in the Schedule A Tender Form. In the event the sum values do not match, the value in Schedule A will be the basis of the Tender Price.

Item	Description	Qty	Unit	Price	Extended
1	Mobilization/Miscellaneous: Including bonding, insurances, permits, fees, warranty, and any other project related items not identified below, etc.	1	LS	\$	
2	Supply and install a 19mm (¾") meter pit - 18" Dia. X 48" (1.22m) Pit Height. Includes all parts, pipe, fittings, excavation, bedding, backfill and compaction within 2m radius; landscape restoration, dewatering, surplus excavation disposal, testing the meter, temporary patching, and traffic control.	100	Each	\$	
3	Supply and install a 19mm (¾") meter pit - 18" Dia. X 60" (1.524m)Pit Height. Includes all parts, pipe, fittings, excavation, bedding, backfill and compaction within 2m radius; landscape restoration, dewatering, surplus excavation disposal, testing the meter, temporary patching, and traffic control.	20	Each	\$	
4	Supply and install a 25mm (1") meter pit - 18" Dia. X 48" (1.22m) Pit Height. Includes all parts, pipe, fittings, excavation, bedding, backfill and compaction within 2m radius; landscape restoration, dewatering, surplus excavation disposal, testing the meter, temporary patching, and traffic control.	11	Each	\$	
5	Pre-screen & locate water service.	131	Each	\$	
B10	Schedule B Sub-total			\$	\$

Schedule C – Provisional Bid Items

Where prices indicated and shall include all additional general requirements, overhead and profit, duties and BC Provincial Sales Tax (PST) but exclusive of Goods and Service Tax (GST).

PROVISIONAL ITEMS TO BE CHARGED ON ACTUAL QUANTITIES USED (INCLUDES SUPPLY & INSTALLATION) *Unit Price for Provisional Items not subject to change due to Quantity Variance*					
Item	Description	Qty	Unit	Price	Extended
1	Concrete Restoration w/ Granular Base -, sidewalk panel, etc. (Assume 1.8m x 1.8m area).	10	EA		
2	Asphalt Restoration w/Granular Base & Subbase for residential (assume 50mm compacted hot mix, single mobilization).	100	M2		
3	Major Concrete/Asphalt Cut & Disposal (assume 20m2)	5	EA		
4	Liquid Nitrogen Pipe Freeze for Services to facilitate meter install.	5	EA		
5	Excavation surcharge for service depths greater than 1.52 m (include backfill, disposal, shoring cages, etc).	5	EA		
6	Excessive Debris/Rock Removal & Disposal per site.	10	EA		
7	Supply & Install new 19mm Curb Stop complete with riser, top and all related parts and fittings.	20	EA		
8	Supply & Install new 25mm Curb Stop complete with riser and top and all related parts and fittings.	2	EA		
C10	Schedule C Sub-total			\$	

Signatures

Signed and submitted by:

 (business name)

 (signature of witness, if business is sole proprietorship)

 (name and title of authorized signing representative)

 (name and title of authorized signing representative)

 (signature of authorized signing representative)

 (signature of authorized signing representative)

 (name of witness, if business is sole proprietorship)

Dated this _____ day of _____, 2026.

END OF SECTION

Project(s)/Contract: ERICKSON WATER SYSTEM - RESIDENTIAL METER INSTALLS – PACKAGE 4

From (Bidder): _____
(Bidder name)

We, the above named Bidder, have received bids from the Subcontractors or Suppliers named below for the items of work requested, and are prepared to accept these names for the performance of these items of work.

No	Item of Work	Name of Subcontractor or Supplier
1		
2		
3		
4		
5		

END OF SECTION

1.1 FORM OF CONTRACT

- .1 The form of Contract, including the Agreement, Definitions, and General Conditions is CCDC 4 – 2023, Unit Price Contract, subject to the modifications specified in Section 00 73 00 – Supplementary Conditions.

1.2 CONTRACT COPYRIGHT AND AVAILABILITY

- .1 The CCDC form of Contract is a copyrighted document published by the Canadian Construction Documents Committee. It is incorporated into these Bid Documents by reference. It is available for purchase from any CCDC document outlet. Refer to ccdc.org.

1.3 CONTRACT PREPARATION FOR SIGNING

- .1 The Owner will prepare two (2) copies of the form of Contract for signing by the Contractor and the Owner after notice of award. Each copy will be comprised of the CCDC form of Contract with a CCDC copyright seal affixed, with a completed Agreement form, and with other Contract Documents referenced or appended.

END OF SECTION

1.1 INTENT

1. These amendments amend the Agreement forming part of CCDC 4 - 2023 - Unit Price Contract as indicated below. Provisions not amended remain in full force and effect.

1.2 AMENDMENTS TO AGREEMENT

- .1 Not Applicable

END OF SECTION

1.1 INTENT

1. These amendments amend the Agreement and Definitions forming part of CCDC 4 - 2023 – Unit Price Contract as indicated below. Provisions not amended remain in full force and effect.

1.2 AMENDMENTS TO DEFINITIONS

- .1 Not Applicable

END OF SECTION

1.1 INTENT

1. These Supplementary Conditions amend the General Conditions of CCDC 4 - 2023 – Unit Price Contract as indicated below. Provisions not amended remain in full force and effect.

1.2 AMENDMENTS TO GENERAL CONDITIONS

Remove **GC 11.1 INSURANCE** and **CCDC 41 CCDC INSURANCE REQUIREMENTS** and replace entirely with the following:

GC 11.1 - INSURANCE

Without restricting the generality of GC 13.1—INDEMNIFICATION, insurance and coverage will be arranged and paid for as under-noted:

11.1.1 The *Contractor* must take out and maintain the insurance coverages detailed in the table and sections 11.1.1.1 to 11.1.1.2 below and shall provide the *Owner* evidence of coverage upon execution of this *Contract* in the following format:

- (a) an ICBC form APV 47; and
- (b) the *Owner's* Standard Certificate of Insurance form completed by the *Contractor's* broker.

Subject to satisfactory proof of financial capability by the *Contractor*, the *Owner* may agree to increase the deductible amounts.

COVERAGE TYPE	AMOUNT	AGGREGATE	DEDUCTIBLE MAXIMUM
Automobile Liability (third party) for vehicles used to complete the <i>Work</i> .	\$5,000,000 per occurrence	N/A	N/A
Comprehensive Commercial General Liability	\$5,000,000 per occurrence	N/A	\$5,000
Property Coverage	Equivalent to the replacement cost of all owned, rented and/or leased property, of every description, to be used in the construction of the <i>Work</i>.	N/A	N/A

- .1 The *Contractor* shall maintain **Commercial General Liability** coverage from the date of commencement of the *Work* until one year from the date of *Ready-for-Takeover* with Products and Completed Operations coverage extended for an additional year (2 years total). To achieve the desired limit, umbrella or excess liability insurance may be used. Such insurance will include but is not limited to the following:

- (a) **Broad Form bodily injury, death, property damage, and personal injury** coverage, on an occurrence basis;
 - (b) **Non-Owned Automobile** Liability with a limit not less than **\$2,000,000 per occurrence** (including contractual non-owned automobile liability SEF 96);
 - (c) **Blanket Contractual** Liability endorsement;
 - (d) **Cross Liability** and/or **Severability of Interests**;
 - (e) A **Waiver of Subrogation** in favour of the Regional District of Central Kootenay;
 - (f) Name “**the Regional District of Central Kootenay, its elected officials, officers, employees, servants, and agents**”, as an **Additional Insured**;
 - ~~(g) Name the *Consultant*, “**Insert Consultant Name, its officers, employees, servants, and agents**”, as an **Additional Insured**.~~
 - (h) Require the insurer to provide the RDCK with **30 days written notice** of any material change or cancellation;
 - (i) **Products and Completed Operations**;
 - (j) must be **Primary and Non-Contributory** to any other sources of insurance available to the *Contractor* or the *Owner*.
- .2 The *Contractor* shall provide and maintain **Property** coverage which shall cover, on a replacement cost basis, all property, of every description, to be used in the construction of the *Work*, against “All Risks” of physical loss or damage, including earthquake and flood, while such property is being transported to the site, and thereafter throughout erection, installation and testing. This insurance shall be maintained continuously from commencement of the *Work* and kept in force until the *Project* has reached *Ready-for-Takeover* of the *Work*. Such insurance will include but is not limited to the following:
- (a) **Installation Floater**;
 - (b) A **Waiver of Subrogation** in favour of the Regional District of Central Kootenay.
- 11.1.2 The *Contractor* is solely responsible for determining what additional insurance coverage, if any, is necessary or advisable for the protection of the *Contractor* or that is required by the *Contractor* to fulfill its obligations under this *Contract*, with such additional insurance maintained and provided at the sole expense of the *Contractor* and with the *Contractor* being responsible for obtaining whatever additional insurance it deems necessary.
- 11.1.3 The *Contractor* shall pay the deductible amounts in the event of a claim which the above policies are required to pay except where such amounts may be excluded by the terms of the *Contract*.
- 11.1.4 The *Contractor* shall ensure that all insurance required to be maintained by the *Contractor* under this Agreement is underwritten by a responsible insurance company or companies licensed to do business in the province of British Columbia.

- 11.1.5 As may be applicable, the *Contractor* must cause all *Subcontractors* to comply with the insurance requirements outlined in sections in clause 11.1.1.
- 11.1.6 The *Owner* may, at its discretion, notify the *Contractor* that the terms, amounts and types of insurance required to be obtained by the *Contractor* hereunder be changed, the parties shall address such change and record any agreement in a *Change Order*.
- 11.1.7 If the *Contractor's* insurance policies expire prior to the coverage periods identified in section 11.1.1, the *Contractor* shall renew its insurance policies prior to the expiry date and provide the *Owner* with an updated evidence of insurance in the format identified in sections 11.1.1 (a) and (b), confirming such renewal to the *Owner* within 14 days of its current policy's expiry.
- 11.1.8 In the event the *Contractor* shall fail to take out and maintain such insurance at all times during the coverage periods identified in section 11.1.1, the *Owner* shall be entitled to take out and maintain equivalent insurance at the cost of the *Contractor* and the *Contractor* will pay to the *Owner*, on demand, the *Owner's* cost of so doing.
- 11.1.9 The *Owner* will not be responsible for injury to the *Contractor's* employees or for loss or damage to the *Contractor's* or to the *Contractor's* employees' machinery, equipment, tools or supplies which may be temporarily used or stored in, on or about the project site during construction and which may, from time to time, or at the termination of this *Contract*, be removed from the project site. The *Contractor* hereby waives all rights of recourse against the *Owner* with regard to damage to the *Contractor's* property.

END OF SECTION

1.1 PERFORMANCE BOND

1. Provide security for performance of the Contract in the form of a Performance Bond for 50% of the Contract Price.
2. Bond shall be in accordance with the latest edition of the Canadian Construction Documents Committee (CCDC) Standard Form of Performance Bond, CCDC 221.
3. Bond shall be issued by a duly licensed surety company authorized to transact the business of suretyship in the province or territory of the Place of the Work.
4. Bond shall name the Regional District of Central Kootenay as the obligee and shall be signed, sealed, and dated by both Contractor and surety company.
5. Submit bond to Owner within 15 days after contract award.

Alternatively, and subject to mutual agreement, the Owner may retain as contract security a certified cheque, bank draft or irrevocable letter of credit provided as bid security.

1.2 LABOUR AND MATERIAL PAYMENT BOND

1. Provide security for payment of labour and material provided in the performance of the Work in the form of a Labour and Material Payment Bond for 50% of the Contract Price.
2. Bond shall be in accordance with the latest edition of the Canadian Construction Documents Committee (CCDC) Standard Form of Labour and Material Payment Bond, CCDC 222.
3. Bond shall be issued by a duly licensed surety company authorized to transact the business of suretyship in the province or territory of the Place of the Work.
4. Bond shall name the Regional District of Central Kootenay as the obligee and shall be signed, sealed, and dated by both Contractor and surety company.
5. Submit bond to the Owner within 15 days after contract award.

Alternatively, and subject to mutual agreement, the Owner may retain as contract security a certified cheque, bank draft or irrevocable letter of credit provided as bid security.

1.3 CERTIFIED CHEQUE OR BANK DRAFT

1. The Contractor may provide, in lieu of the specified Performance Bond & Labour and Materials Payment Bond, security for performance of the Contract in the form of a certified cheque or bank draft for 10% of the Contract Price.
2. The certified cheque or bank draft shall be in favour of the Regional District of Central Kootenay.

3. The certified cheque or bank draft will be deposited and the monies will not be returned to the Contractor, in whole or in part, until satisfactory performance of all of the Contactor's obligations under the Contract.
4. Provided the Contractor has satisfactorily fulfilled all of its obligations under the Contract, the Owner will return to the Contractor 75% of the monies provided as contract security without interest, no later than 30 days after Substantial Performance of the Work. The remaining 25% will be returned to the Contractor one year after Substantial Performance of the Work subject to no deficiencies being identified at the One Year Warranty Inspection.
5. Submit certified cheque or bank draft to the Owner within 15 days after contract award.

1.4 IRREVOCABLE BANK LETTER OF CREDIT

1. The Contractor may provide, in lieu of the specified Performance Bond & Labour and Materials Payment Bond or the specified certified cheque or bank draft, security for performance of the Contract in the form of an irrevocable bank letter of credit for 10% of the Contract Price.
2. The letter of credit shall be in favour of the Regional District of Central Kootenay.
3. The letter of credit shall have an expiry date no earlier than 24 months from the date of the tender close.
4. The letter of credit will not be returned to the Contractor until satisfactory performance of all of the Contactor's obligations under the Contract.
5. Provided the Contractor has satisfactorily fulfilled all of its obligations under the Contract, the Owner will return the letter of credit to the Contractor one year after Substantial Performance of the Work subject to no deficiencies being identified at the One Year Warranty Inspection.
6. Submit the letter of credit to the Owner within 15 days after contract award.

END OF SECTION

DIVISION 01: GENERAL REQUIREMENTS

Section Number	Section Title
01 11 00	Summary of Work
01 11 05	Contract Time and Time Control
01 21 16	Contingency Allowance
01 25 00	Substitution Procedures
01 31 13	Project Coordination
01 31 19	Project Meetings
01 32 16	Construction Schedules
01 33 00	Submittal Procedures
01 33 23	Shop Drawings, Product Data and Samples
01 35 16	Alteration Project Procedures
01 35 29	Work Site Safety
01 41 00	Regulatory Requirements
01 45 00	Quality Control
01 77 00	Contract Closeout
01 77 20	Contract Acceptance Procedures
01 78 23	Operation and Maintenance Data and Manuals
01 78 39	Project Record Documents

1. RELATED SECTIONS

.1	Contract Time and Time Control	Section 01 11 05
.2	Project Co-ordination	Section 01 31 13
.3	Project Meetings	Section 01 31 19
.4	Construction Schedules	Section 01 32 16
.5	Submittal Procedures	Section 01 33 00
.6	Alterations Project Procedures	Section 01 35 16
.7	Work Site Safety	Section 01 35 29
.8	Regulatory Requirements	Section 01 41 00
.9	Quality Control	Section 01 45 00
.10	Contract Acceptance	Section 01 77 20
.11	Project Records Documents	Section 01 78 39

2. WORK OF THIS CONTRACT

- .1 Work of this Contract comprises the following: At the approved locations, provide all labour, materials and equipment required to install water meter pits, metering assemblies and, if approved, any extra work required to facilitate the work. This includes:
 - .1 Provide all administrative services outlined in related sections.
 - .2 Provide lay-down areas for equipment and materials. Limited lay-down area may be pre-arranged at the RDCK locations located on Wegner Road or Haskins Road if necessary.
 - .3 Transport owner-provided materials from owner sites if necessary.
 - .4 Provide all reasonably expected fittings and materials required to complete the installation (including but not limited to couplings, pipes and fittings required to raise service level if applicable). Previously used fittings and materials shall not be permitted; fittings and materials must be new.
 - .5 Mobilize to work site at beginning of each day. All excavation equipment must be washed prior to entering the Agricultural Land Reserve (ALR).
 - .6 Supply all traffic control equipment, materials and labour required to safely mobilize and work outside of the travelled portion of the highway.
 - .7 Provide temporary barriers, fencing, signage, shoring necessary to protect the works and public during performance of the Work. Maintain in good condition for the duration of the Work and remove when no longer required.
 - .8 Locate all utilities within excavation area including but not limited to: Storm service, sanitary service, water service, gas, fibre optic and all 3rd party utilities. Complete and document BC 1 Calls, third party utility locates, and all other safety and supporting documents.
 - .9 If applicable, remove existing fencing (assume deer fencing), signage, and minor obstructions within excavation area.
 - .10 Shut off water via service valve and restore service by end of day.
 - .11 Inspect all existing water service(s) prior to meter and pit installation and notify the RDCK if additional work is deemed necessary.

- .12 Limit excavation to a maximum 2m area around the proposed center of the meter pit (where possible). Complete all excavation required within this area to prepare for meter pit installation.
 - .13 Expose service line(s), supply and install 6" of gravel as a base, ensure service line is bedded in sand/gravel, install meter pit and all connections, compact all backfill with jumping jack or similar based on available space, and supply and install suitable surfacing to ensure meter pit is level with surrounding ground.
 - .14 Maintain cleanliness of components. Swab disinfect all water service components using chorine immediately prior to install.
 - .15 If applicable, modify existing water service to raise/lower pipe height up to 1.2m to align with pit inlet and outlet.
 - .16 Supply, install and tie-in new water meter pit including DCVA, frame, 4" insulation pad, transponder clip and locking lid which meets the following requirements or approved equivalent:
 - i. 18" Dia. x 60" Mueller Tandem Thermo-Coil Mtr Pit w/DCVA Installed
 - ii. 18" Dia. x 48" Mueller Tandem Thermo-Coil Mtr Pit w/DCVA Installed
 - iii. 18" Dia. x 60" Mueller Tandem Mtr Pit w/1" Coil w/DCVA Installed
 - iv. 18" Dia. x 48" Mueller Tandem Mtr Pit w/1" Coil w/DCVA Installed
 - v. 2" Thick Insulation Pad for Mtr Pit (2 per pit for a total of 4" insulation)
 - vi. Extension Ring w/18" Opening (where required)
 - vii. Meter Pit Lid - Side Locking Composite
 - viii. Transponder U-Clip for Composite Lid
 - ix. All piping used for tie-ins to be municipal tubing (polyethylene) of appropriate size.
 - x. All fittings to be brass and suitable for direct bury.
 - .17 Complete all testing as necessary to verify material installation. Coordinate the RDCK meter inspection, to be completed prior to backfilling the excavation.
 - .18 Ensure that all before/after photos and documentation referenced in Section 01-78-39B are completed prior to backfill and covering. Lack of documentation will result in delays in payment to Contractor until documentation is received.
 - .19 Restore all property to original condition including reinstallation of fencing, signage, final grading, placing of surface material (gravel, original sod, etc.) or 2" new topsoil and seed, if applicable. No topsoil may be removed or imported within the ALR. Make good any damages to private property, driveway and roads, RDCK and MOTT infrastructure caused by the contractor during the works to original condition at no extra cost.
 - .20 Dispose any surplus materials at a licensed facility that accepts the disposal material. Approved native backfill material may be spread and graded on site.
 - .21 Demobilize from site. No equipment, materials to be left on work site at end of day.
 - .22 Provide 1 year warranty for workmanship performed and materials.
- .2 The following services may be added to the contractor's scope, pending prior approval by the RDCK. The Contractor shall make no claim for compensation for work performed without prior approval by the RDCK:
- .1 Cutting, removal and replacement of any hardscaping (i.e. concrete, asphalt).
 - .2 Traffic control involving traffic changes to travelled-portion of the highway.

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- .3 Assessments/oversight by ISA certified Arborist when work is expected to encroach within Tree Protection Zones (TPZ), or root pruning is required.
 - .4 Removal of significant or “difficult” vegetation including fruit or ornamental trees, significant shrubs, bushes.
 - .5 Supply and install or replacement of portions of water services.
 - .6 Supply and install or replacement of curb stops.
 - .7 Removal and replacement of “difficult” decorative/ornamental fencing.
- .3 Municipal Address: Refer to Appendix A – Meter Locations
 - .4 Legal Description: Refer to Appendix A – Meter Locations
 - .5 Physical Limits: Work of the Contract is not necessarily restricted to work within property lines of site, but includes all Work required by Contract Documents, both within and outside property lines.
3. CONTRACT TIME
- .1 Refer to Section 01 11 05 – Contract Time and Time Control.
4. CONTRACTUAL ARRANGEMENT
- .1 Work shall be performed under a CCDC 4 (2023) Unit Price Contract.
5. RELATED WORK BY RDCK
- .1 The RDCK will perform the following work before commencement of the Work of this Contract:
 - .1 Calibration of water meters.
 - .2 The RDCK will perform the following work during the Work of this Contract:
 - .1 Providing the addresses, service sizes and necessary information to locate the water service.
 - .2 Supplying and installing water meters following installation of meter pits.
 - .3 Notifying the occupant and/or the property owner of the meter installation.
 - .4 Notifying occupants and/or property owners of water shutoff.
 - .5 Isolation/re-pressurization of water main for curb stop installations and subsequent localized Boil Water notifications to affected occupants, if necessary.
 - .6 Conducting visual inspection of the dual check valve assembly prior to backfill.
 - .3 The RDCK will perform the following work after completion of the Work of this Contract:
 - .1 Install endpoint components.

6. MATERIALS SUPPLIED BY RDCK

- .1 The following Badger Record all Disc Series water meters shall be provided to the Contractor, as required:
 - .1 M35 (3/4") POSITIVE DISPLACEMENT METERS
 - .2 M55 (1") POSITIVE DISPLACEMENT METERS
- .2 RDCK supplier materials are stored at the following locations:
 - .1 1390 Wenger Road, Arrow Creek, BC V0B 1G9.
 - .2 3718 Haskins Rd, Creston, BC V0B 1G1.

7. SERVICE CONNECTIONS

- .1 As used in this Article, "Utility" means a public or private utility company, or a municipality.
- .2 The following Utility service lines and sources shall be installed as part of this Contract.
 - .1 No new utility service lines are anticipated as part of this contract. If determined necessary, such work may be approved by RDCK as extra work.

8. ROADS, CURBS, GUTTERS, AND SIDEWALKS

- .1 Contractor shall be responsible for the following in connection with roads, curbs, gutters and sidewalks occurring outside property lines:
 - .1 Making good of damage to existing roads, curbs, gutters and sidewalks caused by Work of this Contract.
 - .2 Contractor shall make arrangements with, pay costs and charges levied by and comply with requirements of authorities having jurisdiction.

9. CONTRACTOR'S USE OF PREMISES

- .1 Contractor shall have partial use of premises for performance of the Work.
- .2 Contractor shall limit his use of premises to the following areas:
 - .1 Contractor shall efficiently use premises, limiting disruption to landowner.
 - .2 Contractor to define required staging and stockpile areas required.

10. OTHER OCCUPANCY

- .1 Owner shall coordinate use of premises with the landowner.

.2 Landowner will permit access to those areas for performance of the Work.

11. RESPONSIBILITY FOR EXISTING PROPERTY

.1 Contractor shall assume responsibility for premises assigned to him for performance of the Work.

.2 Contractor shall assume responsibility for and shall make good damage to existing property attributable to performance of Work of this Contract.

END OF SECTION

1. RELATED SECTIONS

- | | | |
|----|-------------------------|------------------|
| .1 | Summary of Work: | Section 01 11 00 |
| .2 | Construction Schedules: | Section 01 32 16 |
| .3 | Contract Acceptance | Section 01 77 20 |

2. DEFINITIONS

- .1 Critical Product: a product whose delivery time is critical to the completion of one or more stages of the Work.

3. CONTRACT TIME

- .1 Time and all time limits stated in the Contract Documents are of the essence of the Contract. Contractor shall perform work expeditiously and with adequate forces to:
- .1 attain completion of each stage of the Work within the time specified herein for completion of each stage, and
 - .2 attain Interim Acceptance of the Work within the specified Contract Time.
- .2 Date of commencement of the Contract shall be the date of issuance of the Letter of Acceptance.
- .3 Attain Final Acceptance of the Work as identified in Section 7 below.

4. CONTRACT URGENCY

- .1 Contract Price shall include for all special measures necessary to ensure completion of each stage of the Work by the dates or times established therefor and attainment of Interim Acceptance of the Work within the specified Contract Time. Such special measures shall, if required, include, but not necessarily be limited to, the following:
- .1 Special measures to arrange for and ensure the availability of labour, products, and construction machinery and equipment when and as required.
 - .2 Premium time, including overtime and double shifting.

5. TIME CONTROL SYSTEM

- .1 Contractor shall provide and maintain a system of time control to identify, schedule and monitor activities related to progress of the Work.
- .2 Time control system shall be based on construction progress schedules specified in Section 01 32 16.

- .3 Incorporate contract stages, completion times, and milestones specified herein, including times for completion of contract stages established by Contractor.
- .4 Times and dates for completion of contract stages shall, upon acceptance by the RDCK, form the basis for the time control system.

6. PROGRESS ACCELERATION

- .1 If, in the RDCK's opinion, the progress of the Work, or any stage or part thereof, is too slow to ensure attainment of Interim Acceptance of the Work within the Contract Time, the Contractor shall, upon written notification by the RDCK to do so, take such special measures as are deemed necessary by the RDCK to accelerate progress to ensure attainment of Interim Acceptance of the Work within the Contract Time.
- .2 Contractor shall not be entitled to any extra payment on account of having to take special measures to accelerate progress.

7. CONTRACT STAGES, COMPLETION TIMES, AND MILESTONES

Stage	Time for Completion	Completion Milestone
Contract Award	June 2026	Acceptance by the RDCK
Substantial Completion	November 30, 2026	Interim Acceptance of the Work
Completion of all Deficiencies	March 15, 2027	Final Acceptance of the Work
Warranty	12 months from date of Interim Acceptance of the Work	Total Completion of the Work

END OF SECTION

1. CONTINGENCY ALLOWANCE AMOUNT

- .1 Include in the Contract Price a contingency allowance in the amount of 10% as described in Section 00 41 13.

2. EXPENDITURE OF CONTINGENCY ALLOWANCE

- .1 The RDCK anticipates using the contingency allowance to pay for some or all extra cost changes in the Work.
- .2 Expenditures from the contingency allowance, if any, are authorized and valued as changes in the Work, as specified in the General Conditions of Contract. The RDCK determines which changes in the Work are paid for from the contingency allowance.

3. ADJUSTMENT OF CONTRACT PRICE

- .1 Upon completion of the Work, the Contract Price is adjusted by credit change order to provide for the difference, if any, between the total amount of authorized expenditures from the contingency allowance and the original amount of the contingency allowance. The Contractor is not entitled to all or any part of an unexpended balance of the contingency allowance.

END OF SECTION

1. GENERAL

1.1 SUMMARY

.1 The Work of this Section includes, but is not limited to the following:

- .1 Substitution procedures
- .2 Submission requirements for proposed substitutions
- .3 Incorporation of specified Products

1.2 DEFINITION

.1 In this Section “substitution” means a Product, a manufacturer, or both, not originally specified in Contract Documents by proprietary name but proposed for use by Contractor in place of a Product, a manufacturer, or both, specified by proprietary name.

1.3 SUBSTITUTION PROCEDURES

.1 Contractor may propose a substitution wherever a Product or manufacturer is specified by proprietary name(s), unless there is accompanying language indicating that substitutions will not be considered.

.2 Contractor may propose a substitution wherever a Product or manufacturer is specified by proprietary name(s) and accompanied by language such as “or approved equivalent”, or other similar words. Do not construe such language as an invitation to unilaterally provide a substitution without Consultant’s prior acceptance in writing. Do not order or install any substitution without a Supplemental Instruction or Change Order.

.3 Provided a proposed substitution submission includes all of the information specified in this Section under submission requirements for proposed substitutions, Consultant will promptly review and accept or reject the proposed substitution.

.4 Consultant may accept a substitution if satisfied that:

- .1 The proposed substitute Product is the same type as, is capable of performing the same functions as, interfaces with adjacent work the same as, and meets or exceeds the standard of quality, performance and, if applicable, appearance and maintenance considerations, of the specified Product;
- .2 The proposed substitute manufacturer has capabilities comparable to the specified manufacturer, and;
- .3 The substitution provides a benefit to Owner.

.5 If Contractor fails to order a specified Product or order a Product by a specified manufacturer in adequate time to meet Contractor’s construction schedule, Consultant will not consider that a valid reason to accept a substitution.

- .6 If Consultant accepts a substitution and subject to Owner’s agreement, the change in the Work will be documented in the form of either a Supplemental Instruction or Change Order.
 - .1 The approval or rejection of a proposed substitution shall be at the discretion of the Consultant whose decision shall be final. Regardless of the Consultant’s decision on a proposed substitution, the Owner reserves the right to assess to the Contractor all costs of the Consultant and the Owner related to their review of the proposed substitution.
 - .2 The Contractor’s Tendered Price shall be based on the Products specified. No tender shall be based on a presumed acceptance by the Consultant of a substitute Product.
- .7 If a substitution is accepted in the form of a Supplemental Instruction or Change Order, Contractor shall not revert to an originally specified Product or manufacturer without Consultant’s prior written acceptance.
- .8 The Contractor shall assume all responsibility for liabilities and additional costs that may subsequently arise as a result of their proposed substitution being accepted by the Consultant.
- .9 Any design or construction changes necessitated by the use of substituted Products shall be at the expense of the Contractor. The Contractor shall be responsible for assuring the proper fit and matching of all substituted Products to the surrounding pipe, equipment or materials.
- .10 Owner is under no obligation to accept proposed substitute Products unless the Contractor can provide evidence satisfactory to the Consultant that such proposed substitute Product meets or exceeds the specified performance and other criteria.

1.4 SUBMISSION REQUIREMENTS FOR PROPOSED SUBSTITUTIONS

- .1 Include with each proposed substitution the following information:
 - .1 Identification of the substitution, including product name and manufacturer’s name, address, telephone numbers, and web site.
 - .2 Reason(s) for proposing the substitution.
 - .3 A statement verifying that the substitution will not affect the Contract Price and Contract Time or, if applicable, the amount and extent of a proposed increase or decrease in Contract Price and Contract Time on account of the substitution.
 - .4 A statement verifying that the substitution will not affect the performance or warranty of other parts of the Work.

- .5 Manufacturer's Product literature for the substitution, including material descriptions, compliance with applicable codes and reference standards, performance and test data, compatibility with contiguous materials and systems, and environmental considerations.
- .6 Product samples as applicable.
- .7 A summarized comparison of the physical properties and performance characteristics of the specified Product and the substitution, with any significant variations clearly highlighted.
- .8 Availability of maintenance services and sources of replacement materials and parts for the substitution, as applicable, including associated costs and time frames.
- .9 If applicable, estimated life cycle cost savings resulting from the substitution.
- .10 Details of other projects and applications where the substitution has been used.
- .11 Identification of any consequential changes in the Work to accommodate the substitution and any consequential effects on the performance of the Work as a whole. A later claim for an increase to the Contract Price or Contract Time for other changes in the Work attributable to the substitution will not be considered.

1.5 INCORPORATION OF SPECIFIED PRODUCTS

- .1 Coordinate the installation of the selected Products into the Work:
 - .1 Make any changes in the Work as may be required to accommodate the selected Products.
 - .2 Notify Consultant where a selected Product is inconsistent with the layouts and configurations indicated on Drawings and Schedules.
 - .3 Bear costs and waive claims for additional compensation for costs that are implicit in the use of the selected Products.

2. PRODUCTS – NOT USED

3. EXECUTION – NOT USED

END OF SECTION

1. RELATED SECTIONS

- .1 Project Meetings Schedules: Section 01 31 19
- .2 Submittal Procedures: Section 01 33 00
- .3 Quality Control: Section 11 45 00
- .4 Contract Acceptance 01 77 20

2. GENERAL COORDINATION

- .1 Coordinate all construction activities as required to ensure efficient and orderly installation of each part of the Work.
- .2 Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule and coordinate construction activities in the sequence required to obtain the best results.
- .3 Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
- .4 Make adequate provisions to accommodate items scheduled for later installation under separate contract or by the RDCK's own forces.

3. ADMINISTRATIVE PROCEDURES

- .1 Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities shall include, but not be limited to, the following:
 - .1 Preparation of schedules.
 - .2 Installation and removal of temporary facilities.
 - .3 Delivery and processing of submittals.
 - .4 RDCK pre-construction notification.
 - .5 Pre-construction meeting.
 - .6 Site Review meeting.
 - .7 Pre-backfill inspections by RDCK.
 - .8 Progress meetings.
 - .9 Force account work approvals.
 - .10 Contract acceptance procedures.
- .2 Provide 2 working days' notice to RDCK ahead of commencing work at each location to allow time for landowner notifications by RDCK and to plan water shut-downs. If work is delayed, provide 2 working days' notice ahead of rescheduled commencement.
- .3 Schedule work and coordinate with RDCK to ensure water service is restored by end of each day.

- .4 The Contractor shall ensure that installers are equipped and approved to complete all necessary work during the first visit.
- .5 The Proponent shall pre-inspect all site locations prior to mobilization and notify the RDCK of necessary work anticipated to be outside the approved unit price scope. Support from RDCK staff may be pre-arranged, subject to staff availability.
- .6 Work beyond the approved unit price scope must be proposed to and approved by the RDCK prior to execution. Where approval for extra work is required, the Contractor must prepare and submit a proposed force account list as outlined in Section 01 33 00: Submittal Procedures.
- .7 The RDCK will review the request and either approve or deny the proposed extra work. If RDCK determines the work is unnecessary or excessive, the RDCK reserves the right to engage a third party to complete the additional work. In this event, the Contractor shall complete the installation included within their scope, or, if unpracticable or beyond the unit price scope, proceed as otherwise approved by the RDCK.

4. GENERAL INSTALLATION PROVISIONS

- .1 Require the installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- .2 All installations and material shall conform to the current edition of the MMCD Platinum Edition, and provincial regulations. Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.
- .3 Inspect Materials immediately upon delivery or collection and again prior to installation. Reject damaged and defective items.
- .4 Supervise construction activities to ensure that no part of the Work, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.
- .5 Make all necessary enquiries and employ all necessary services to determine the location of any existing utilities. Ascertain the location of any services prior to excavation or cutting of surfaces.
- .6 Provide temporary construction facilities as necessary for performance of the Work. Maintain in good condition for the duration of the Work, and remove when no longer required.
- .7 Abide by agreed communication plan when interacting with residents.

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- .8 Where water main shut-off is performed, notify RDCK immediately when safe to restore water service.
 - .9 Upon request by the RDCK, the Proponent shall rectify, to the RDCK's satisfaction, any imperfections resulting from materials used or workmanship. The RDCK's decision regarding the nature, extent, and cause of the imperfections, and the necessity for remediation shall be final.
 - .10 The Proponent shall be responsible for identifying the need for, and seeking approval from the RDCK to engage an ISA certified Arborist in a timely manner when work is expected to encroach within Tree Protection Zones (TPZ). If a root greater than 50mm (2 inches) in diameter is encountered, the Proponent must immediately contact the RDCK's Project Manager for assessment and further direction. If root pruning is required, it must be carried out under the supervision of a certified arborist using sharp, appropriate tools, such as bypass pruners (loppers) or a saw. Pruning cuts must be made at a 90-degree angle to the root's direction to minimize the exposed surface area and reduce susceptibility to pathogens. All root encounters must be documented with photographs and included in the Proponent's record submissions.
 - .11 Installations are to proceed in an orderly fashion, with no excavations left open overnight. No more than 3 excavations can be open at any time to ensure that the RDCK can attend each site and witness the Contractors installations and backfill procedures.
 - .12 Construction is permitted between 8:00 a.m. and 4:30 p.m., Monday to Friday, to align with local bylaws, and anticipated Ministry of Transportation and Transit requirements. Contractors must schedule their work to ensure water service is restored and all work is complete by the end of each shift. RDCK staff are available between 8:00am and 4:30pm.
5. CUTTING AND REMEDIAL WORK
- .1 Do the cutting and remedial work required to make the several parts of the Work come together properly.
 - .2 Coordinate the Work to ensure that this requirement is kept to a minimum.
 - .3 Cutting and remedial work shall be performed by specialists familiar with Materials affected and shall be performed in a manner to neither damage nor endanger the Work.

END OF SECTION

1. RELATED SECTIONS

- .1 Construction Schedules: Section 01 32 16.

2. PRE-CONSTRUCTION MEETING

- .1 Schedule a pre-construction meeting within 15 Days after date of commencement of the Contract and prior to commencement of activities at the Place of the Work.

- .2 Purpose: to review personnel assignments, responsibilities, and administrative and procedural requirements.

- .3 Location: as agreed by all parties.

- .4 Meeting Chaired By: the RDCK's representative.

- .5 Attendees:

- .1 Contractor's representatives: Contractor's project manager, Contractor's site superintendent.
- .2 RDCK's representatives: as determined by the RDCK.

- .6 Agenda:

- .1 Introduction of the RDCK's and Contractor's representatives.
- .2 Review of significant contractual responsibilities and administrative and procedural requirements.
- .3 Other business.

3. SITE REVIEW MEETING

- .1 Schedule a site review meeting prior to commencement of each meter pit install.

- .2 Purpose: to review site conditions, discuss any necessary extra work, and confirm the force account rate proposal.

- .3 Location: at each Place of Work.

- .4 Meeting Chaired By: the RDCK's representative.

- .5 Attendees:

- .1 Contractor's representatives: Contractor's project manager, Contractor's site superintendent.
- .2 RDCK's representatives: as determined by the RDCK.

.6 Agenda:

- .1 Identify and review existing site constraints beyond of unit price scope.
- .2 Contractor to present proposed work plan and force account estimate for the maximum expected extra work.
- .3 Review and agree scope of extra work before proceeding.
- .4 Other business.

4. CONSTRUCTION PROGRESS MEETINGS

- .1 Schedule regular construction progress meetings during the course of the Work.
- .2 Purpose: to monitor construction progress and to identify problems and action required for their solution, to expedite the Work.
- .3 Frequency: every 2 weeks, or as otherwise directed by the RDCK or requested by the contractor.
- .4 Location: as agreed by all parties.
- .5 Attendees:
 - .1 Contractor's representatives: Contractor's project manager, Contractor's site superintendent and when so requested by the RDCK, Subcontractors, suppliers and other parties involved in the Work. Contractor's representatives shall be qualified and authorized to act on behalf of the party each represents.
 - .2 RDCK's representatives: as determined by the RDCK.
- .6 Meeting Chaired By: RDCK's representative.
- .7 Agenda:
 - .1 Review and approval of minutes of previous meeting.
 - .2 Contractor update on planned vs. actual and project progress.
 - .3 Review of items of significance that could affect progress.
 - .4 Other topics for discussion as appropriate to current status of the Work.
- .8 Minutes: the RDCK will record minutes and distribute copies to all attendees within seven Days after meeting.

5. WARRANTY MEETINGS

- .1 Warranty meetings shall be held between Final Acceptance of the Work and Total Completion of the Work.

- .2 Purpose: to bring to Contractor's attention Contract Deficiencies identified during warranty period, determine action required for their correction, and monitor progress of Contract Deficiency correction.
- .3 Frequency: called by the RDCK on an as-needed basis.
- .4 Location: as agreed to between the RDCK and Contractor.
- .5 Attendees: same as construction progress meetings.
- .6 Meeting Chaired By: RDCK's representative.
- .7 Agenda:
 - .1 Review and approval of minutes of previous meeting.
 - .2 Review of progress of Contract Deficiency correction.
 - .3 Identification of problems impeding Contract Deficiency correction.
 - .4 Review of outstanding Contract Deficiencies.
 - .5 Other business.
- .8 Minutes: the RDCK will record minutes and distribute copies to all attendees within seven Days after meeting.

END OF SECTION

1. RELATED SECTIONS

- .1 Contract Time: Section 01 11 05.
- .2 Summary of the Work: Section 01 11 00.

2. CONSTRUCTION PROGRESS SCHEDULE

.1 Form of Schedule:

- .1 Horizontal bar chart of sufficient size to clearly indicate all required information.
- .2 Divide time into months, weeks and days. Identify first work day of each week.
- .3 Allow space for revisions.
- .4 Or as otherwise agreed with RDCK.

.2 Content of Schedule:

- .1 List and provide a separate bar for each activity.
- .2 Indicate start and completion dates for each activity and for milestones specified in Section 01 11 05.

.3 Progress Revisions:

- .1 Keep schedule on site and up-to-date for duration of Contract.
- .2 Indicate actual progress of work.
- .3 Indicate major changes in scope.
- .4 Revise projections of progress and completion as required.

.4 Submissions:

- .1 Within 15 Days after date of commencement of Contract, submit a copy of an initial construction schedule for the RDCK's review and acceptance at the pre-construction meeting.
- .2 Where changes to schedule are anticipated, revise and resubmit schedule at minimum 5 working days ahead of work commencing, or as otherwise required by the RDCK.

END OF SECTION

1. RELATED SECTIONS

- | | |
|------------------------------|------------------|
| .1 Construction Schedules | Section 01 32 16 |
| .2 Contract Acceptance | Section 01 77 20 |
| .3 Work Site Safety | Section 01 35 29 |
| .4 Project Records Documents | Section 01 78 39 |

2. WORK SITE SAFETY

- .1 Contractor to submit a copy of their Safety Plan to the RDCK within 15 days of Contract Acceptance.
- .2 Contractor to submit traffic control, traffic control plans (TMPs) as requested by RDCK.
- .3 Before commencement of activities at the Place of the Work, obtain and submit to the RDCK a certificate of an account with the Workers' Compensation Board, and a Notice of Project, if required.

3. CASH FLOW FORECAST

- .1 Before submission of first application for payment, submit to the RDCK for approval, a forecast of approximate monthly progress payments for the duration of the Contract.
- .2 Submit revised cash flow forecasts as required as the work progresses or when requested by the RDCK.

4. FORCE ACCOUNT EXPENSES

- .1 Submit to the RDCK Project Manager, for review, proposed force account expense list outlining expected scope beyond that included in the unit pricing for each site.
- .2 The request must be submitted in a timely manner to avoid delays, allowing up to 48 hours for RDCK review, and with sufficient lead time to ensure the additional scope can be coordinated. The Contractor shall not be entitled to claim compensation for delays resulting from the late submission of force account requests.
- .3 The request must include:
 - .1 Site Location.
 - .2 A description of the work required, plus supporting evidence as necessary.
 - .3 An estimate for the maximum extra work based on the agreed rate sheet.
- .4 Submit updated force account expense lists after completion of each project.

5. SHOP DRAWINGS, PRODUCT DATA AND SAMPLES - GENERAL

- .1 Submit to the RDCK, for review, shop drawings, product data and samples called for by the Contract Documents and for such other items as the RDCK may reasonably request. Do not proceed with work until related submission has been reviewed.
- .2 The RDCK's review of submittals does not relieve Contractor from responsibility for errors and omissions, nor deviations from requirements of the Contract Documents.

END OF SECTION

1. INTENT

- .1 Submit to the RDCK, for review, shop drawings, product data and samples called for by the Contract Documents and for such other items as the RDCK may reasonably request.
- .2 Until submittal is reviewed, do not proceed with work involving the relevant product.

2. RELATED SECTIONS

- .1 Submittals Schedule: Section 01 32 16

3. SHOP DRAWINGS

- .1 Shop drawings means technical data specially prepared for work of this Contract; including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard printed form.
- .2 Present shop drawings in a clear and thorough manner to appropriately illustrate the work.
- .3 Identify field dimensions on drawings.
- .4 Identify shop drawings by appropriate references to sheet, detail, and schedule or room numbers.
- .5 Maximum drawing size: 860 mm x 1120 mm.
- .6 Leave a clear space of 100 mm x 75 mm on each sheet of shop drawings for placement of the RDCK's review stamp.
- .7 Submit one set of mylars for each required shop drawing.
- .8 Meet additional requirements that may be set forth in the Engineering Specifications relative to Shop Drawings.

4. PRODUCT DATA

- .1 Product data means standard printed information describing materials, products, equipment and systems; not specially prepared for work of this Contract, other than the designation of selections.
- .2 Clearly mark product data to identify products.
- .3 Manufacturer's standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and descriptive data will be accepted in lieu of shop drawings provided that:

- .1 information not applicable to work of this Contract is deleted, and
 - .2 standard information is supplemented with information specifically applicable to the work of this Contract.
 - .4 Submit clear reproducible information as follows:
 - .1 One copy when product data is submitted as:
 - .1 Data sheets larger than 216 mm x 355 mm. Submit mylars.
 - .2 Unbound data sheets 216 mm x 355 mm or smaller. Submit printed or photocopied sheets.
 - .2 Two copies when product data is submitted as follows:
 - .1 Information which cannot be duplicated using a photocopier with an automatic document feeder, such as bound or multi-fold information.
 - .2 Information containing photographs or other information that does not reproduce well on a commercial photocopier.
5. SAMPLES
- .1 Samples means cuts or containers of materials or partial sections of manufactured or fabricated components which are physically identical to products proposed for use and which establish minimum standards by which the work will be judged.
 - .2 Label samples as to origin and intended use in the Work.
6. SUBMITTAL PREPARATION
- .1 Review, date and sign, shop drawings, product data and samples, prior to submission.
 - .2 Determine and verify:
 - .1 Field measurements.
 - .2 Field construction criteria.
 - .3 Catalogue numbers and similar data.
 - .4 Conformance with Contract Documents.
 - .5 Coordinate each submittal with requirements of work and Contract documents. Individual drawings will not be reviewed until all related shop drawing and product data are available.
 - .6 Notify the RDCK and its Consultant, in writing, on the submittal and at the time of submission, of deviations from requirements of Contract Documents.

7. SUBMISSION REQUIREMENTS

- .1 Make submittals sufficiently in advance of date that reviewed submittals will be required and in such sequence as to cause no delay in the Work.
- .2 Accompany submittals with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Number of each shop drawing, product data and sample submitted.
 - .5 Other pertinent data.
- .3 Submittals shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name of:
 - .1 Contractor.
 - .2 Subcontractor.
 - .3 Supplier.
 - .4 Manufacturer.
 - .5 Name of detailer when details not prepared by Contractor, sub-contractor, or supplier.
 - .4 Contractor's stamp, initialled or signed, certifying review of submittal, verification of field measurements, and compliance with Contract Documents.
- .4 Make corrections or changes to rejected submittals and resubmit, as specified for initial submission.

8. RESPONSIBILITY FOR ERRORS, OMISSIONS AND DEVIATIONS

- .1 The RDCK and its Consultants review of submittals does not relieve the Contractor from responsibility for errors and omissions, nor deviations from requirements of the Contract Documents.

9. REPRODUCTION OF SUBMITTALS

- .1 After final review, the RDCK will reproduce at its expense, the number of copies required, and return reviewed reproducible documents. Contractor shall reproduce at his expense the number of copies required for performance of the Work.

END OF SECTION

1. INTENT

- .1 These procedures apply to requirements for patching and making good around new and existing work.

2. SITE VISIT

- .1 Review existing site conditions before commencing construction. Investigate site, building systems and other infrastructure affected by the Work.
- .2 Confirm dimensions of applicable existing equipment with field measurements.
- .3 Use visit to note required materials which may be difficult provide and notify the RDCK as soon as possible.

3. SUBMITTALS

- .1 Comply with requirements of Section 01 33 00.

4. STRUCTURAL ALTERATIONS

- .1 Do not cut, cut into or alter any building structure, or infrastructure and partitions until approved by the RDCK.

5. CUTTING, REMOVAL AND FITTING

- .1 Make cuts with clean, true, smooth edges. Provide patches inconspicuous in final assembly.
- .2 Carefully remove material being cut. Do not cut services discovered.

6. MATERIALS

- .1 Where possible, reuse existing materials to patch existing products. Where existing materials cannot be reused, obtain new products to patch, match or extend existing products and meet or exceed quality of existing products.
- .2 Quality of existing products shall serve as basis for requirements for appearance and performance of materials used in the Work.
- .3 Where matching materials are not available, the RDCK will consider similar product which meets same performance requirements as existing.
- .4 Obtain acceptance of the RDCK before installing any materials not matching existing.

7. PATCHING, EXTENDING AND MAKING GOOD TO EXISTING WORK

- .1 Patch, extend and make good existing work using skilled workers able to match existing quality.
- .2 Restore existing work damaged during construction to a condition matching existing finishes.

8. TRANSITIONS

- .1 Make transitions as smooth as reasonably practicable where new work abuts or finishes flush with existing work.
- .2 Match existing adjacent work in texture and appearance, providing transition invisible to the eye from distance of 2 meters.

9. EXISTING SERVICES

- .1 Establish location and extent of services in area of work. Maintain records available for inspection by the RDCK.
- .2 If the water service piping is crimped by the Proponent, the Proponent shall be responsible for repairing the pipe to its original condition. If the piping is found to be crimped prior to the meter install, the Proponent shall photo document the pipe and notify the RDCK for further instructions.
- .3 The Proponent shall be responsible to provide repair services within twenty-four (24) hours of being contacted. If the Proponent damages or breaks a utility service, the Proponent shall be responsible for:
 - .1 Notifying the RDCK.
 - .2 Repairing the service at their own expense.

10. ALTERATIONS TO MECHANICAL AND ELECTRICAL SERVICES

- .1 No alterations to mechanical and electrical services are anticipated as part of this contract.

END OF SECTION

1. WORK SITE SAFETY - THIS CONTRACTOR IS "PRIME CONTRACTOR"
 - .1 The Contractor shall, for the purposes of the *Occupational Health and Safety Act* (British Columbia), and for the duration of the Work of this Contract:
 - .1 If applicable, be the "prime contractor" for the "work site" and sign the RDCK Prime Contractor Agreement, and
 - .2 do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the *Act* and its regulations, as required to ensure the health and safety of all persons at the "work site".
 - .2 The Contractor shall direct all Subcontractors, Sub-subcontractors, Other Contractors, employers, workers and any other persons at the "work site" on safety related matters, to the extent required to fulfil its "prime contractor" responsibilities pursuant to the *Act*, regardless of:
 - .1 whether or not any contractual relationship exists between the Contractor and any of these entities, and
 - .2 whether or not such entities have been specifically identified in this Contract.
 - .3 The RDCK anticipates that Other Contractors will be engaged in work near the "work site" concurrently with the Work of this Contract. These may include, but are not necessarily limited to, contractors performing work under the following other contracts:
 - .1 Not applicable
2. SAFETY PLAN
 - .1 The Contractor shall maintain a valid safety plan for the duration of the Work of this Contract.
3. SUBMITTALS
 - .1 Comply with requirements of Section 01 33 00.
4. SAFETY REQUIREMENTS
 - .1 All safety-related incidents must be reported to the RDCK within 24 hours of occurrence.

END OF SECTION

1. DEFINITIONS

- .1 Regulatory requirements means laws, by-laws, ordinances, rules, regulations, codes, orders of authorities having jurisdiction, and other legally enforceable requirements applicable to the Work and which are or become in force during the performance of the Work.

2. GENERAL

- .1 Comply with regulatory requirements.
- .2 Except as otherwise specified, apply for, obtain, and pay all fees associated with, permits, licenses, certificates, and approvals required by regulatory requirements and the Contract Documents, based on:
 - .1 regulatory requirements and fees in force on date of tender submission, and
 - .2 any change in regulatory requirements or fees scheduled to become effective after date of tender submission and of which public notice has been given prior to date of tender submission.
- .3 The RDCK will obtain statutory right of ways which may be required for performance of the work.
- .4 Contractor shall give all notices required by regulatory requirements.

3. CONTRACT DOCUMENTS

- .1 Contractor shall not be responsible for verifying that Contract Documents comply with regulatory requirements. If Contract Documents are at variance therewith, or changes which require modification to Contract Documents are made to regulatory requirements, by authorities having jurisdiction, subsequent to date of tender closing, Contractor shall notify The RDCK in writing, requesting direction, immediately such variance or change becomes known to him. The RDCK may make changes required to Contract Documents, and any resulting change in Contract Price or Contract Time will be made in accordance with the General Conditions of Contract.
- .2 If Contractor fails to notify the RDCK in writing and obtain the RDCK's direction and performs work knowing it to be contrary to regulatory requirements, Contractor shall be responsible for and shall correct violations thereof and shall bear costs, expenses and damages attributable to his failure to comply with provisions of such regulatory requirements.

4. PERMITS

- .1 Interior Health Waterworks Construction Permit:
 - .1 Not applicable

- .2 Provincial Public Highway Permit, Ministry of Transportation and Transit (MOTT):
 - .1 The RDCK will apply for, obtain, and pay for a Provincial Public Highway Permit, if necessary. The Contractor shall understand and comply with permit requirements. These are expected to include:
 - .1 Only rubber-tired equipment may be used on pavement and on shoulders of paved highways. Machines with steel tracks or flat steel pads must use swamp pads or rubber tires to protect the road surface. When heavy rubber-tired equipment is turning on the paved surface, care must be taken to prevent scarring.
 - .2 All work on Highway right-of-way shall be during regular hours of operation, Monday to Friday, 8:00 - 4:30, except statutory holidays. No work shall occur during hours of darkness or during periods of inclement weather.
 - .2 The Contractor shall submit construction schedules to the RDCK no less than five working days prior to the proposed commencement of work, for submission to MOTT. In the event that MOTT does not approve the proposed start date, the Contractor shall revise and reschedule the work accordingly, at no additional cost to the RDCK.
- .3 Archaeology Permits
 - .1 If artifacts are found during excavation, work must be stopped immediately and notified to the RDCK. The RDCK will provide Chance Find Procedures to the Proponent.
 - .2 Requirements for archaeological permits or site archaeologist will be the responsibility of the RDCK.

END OF SECTION

1. TESTING BY CONTRACTOR

1. Contractor shall inspect the metering equipment before and after install for any signs of defects or damage. Contractor shall report any defects or damage to the RDCK within 24 hours.
2. Clean pipes, fittings, valves of debris and water before installation.
3. Swab disinfect all pipes, fittings, valves using chlorine immediately prior to install.
4. Contractor shall open all valves to ensure the meter register functions properly, and to test the meter installation for leaks. Contractor shall call for RDCK inspection to verify proper install prior to backfill. Repair or replace and defective work immediately before backfill.
5. Contractor shall furnish to the RDCK, upon request, records of quality control activities performed by Contractor.

2. TESTING BY RDCK

- .1 The RDCK reserves the right to employ services of independent testing agencies to establish if work complies with Contract Documents. The RDCK will appoint and pay for services of such testing agency.
- .2 Where tests or inspections, by the RDCK appointed testing agency, indicate work is not in accordance with the Contract Documents, additional tests or inspections, as the RDCK may require, to verify acceptability of corrected work, shall be paid for by Contractor.

END OF SECTION

1. CONTRACT ACCEPTANCE PROCEDURES

- .1 Prior to requesting the RDCK's inspection for Substantial Completion, the Contractor shall do the following:
 - .1 Ensure that the Work is ready for use for the purpose intended.
 - .2 Review Contract Documents and inspect Work to confirm that prerequisites to Substantial Completion of the Work have been fulfilled and that the Work is ready for inspection for Substantial Completion.
- .2 Submit written request to the RDCK for inspection for Substantial Completion of the Work, certifying that prerequisites have been fulfilled and specifying known exceptions in the form of a list of items to be completed, corrected or submitted.
- .3 Results of the RDCK's inspection for Substantial Completion will form initial Contract Deficiency list.
- .4 Following inspection, the RDCK or its Representative will:
 - .1 issue a Letter of Substantial Completion stating effective date of Substantial Completion of the Work, with a copy of the Contract Deficiency list attached thereto, or
 - .2 advise the Contractor that prerequisites to Substantial Completion are not fulfilled and repeat inspection for Substantial Completion as necessary.
- .5 Upon issuance of Letter of Substantial Completion, the RDCK will assume responsibility for care, custody and control of the Work, including responsibility for:
 - .1 Facility operation, including all systems and equipment.
 - .2 Maintenance.
 - .3 Security.
 - .4 Property insurance.
 - .5 Utility costs.
- .6 Prior to requesting the RDCK's inspection for Final Acceptance, Contractor shall do the following:
 - .1 Ensure that the entire Work, except those items arising from the warranty provisions of the Contract Documents, has been performed to the requirements of the Contract Documents.
 - .2 Review Contract Documents and inspect Work to confirm that prerequisites for Final Acceptance of Work have been met and that Work is ready for inspection for Final Acceptance.

- .7 Submit written request to the RDCK for inspection for Final Acceptance of Work, including copy of the RDCK's most recent Contract Deficiency list, and certifying that each Contract Deficiency has been corrected or otherwise resolved in a manner agreed to between the RDCK and Contractor. List known exceptions, if any, in request.
- .8 Following inspection, the RDCK will:
 - .1 issue a Letter of Final Acceptance, stating effective date of Final Acceptance of Work, or
 - .2 advise Contractor of Contract Deficiencies which must be corrected prior to issuance of Letter of Final Acceptance.

2. FINAL CLEANING

- .1 Perform final cleaning prior to request for inspection for Substantial Completion of the Work.
- .2 Use experienced workers or professional cleaners for final cleaning.
- .3 Remove grease, paint spots, dirt, dust, stains, labels, fingerprints and other foreign matter from surfaces.
- .4 Repair, patch and touch-up marred surfaces to match adjacent finishes.
- .5 Replace cracked and broken glass.
- .6 Ensure that cleaning agents and methods do not remove finishes and permanent protective coatings on surfaces being cleaned.
- .7 If required, broom clean or remove snow and ice from all mechanical room areas designed for pedestrian or traffic.
- .8 Remove waste, surplus materials and temporary facilities from the site.
- .9 Leave all surfaces in clean and unsoiled condition.

3. PROJECT RECORD DOCUMENTS

- ~~.1 The RDCK will provide a set of cad drawings for record drawing purposes.~~
- .2 Maintain project record drawings separate from construction drawings and record deviations from Contract Documents caused by site conditions and changes ordered by RDCK. Mark changes in red coloured ink.
- .3 Record the following:

-
- .1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
 - .2 Field changes of dimensions and detail.
 - .3 Changes made by change and field order.
 - .4 Depths of various elements of foundation in relation to datum established by RDCK.
 - .5 Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
- .4 Submit project record drawings to RDCK before or with request for inspection for Substantial Completion.
 - .5 Provide additional record drawing requirements as set forth in the Engineering specifications.
4. OPERATION AND MAINTENANCE DATA
- .1 Provide RDCK with 2 copies of operation and maintenance data, as called for in the Contract Documents, made up as follows:
 - .1 Bind data in vinyl hard cover, variable capacity, expanding binder with full metal hinge and slide lock mechanism for 215 x 280 mm size paper.
 - .2 Enclose title sheet, labelled "Operating and Maintenance Data Manual", project name, date and list of contents.
 - .3 Organize contents into applicable sections of work to parallel project specifications section break-down. Identify each section with tabs of laminated mylar plastic.
 - .2 Include the following information plus data specified.
 - .1 Maintenance instructions for finished surfaces and materials.
 - .2 Copy of hardware and paint schedules.
 - .3 Names, addresses and phone numbers of subcontractors and suppliers.
 - .4 Guarantees, warranties and bonds indicating:
 - .1 Name and address of project.
 - .2 Warranty/Guarantee/Bond commencement date and duration.
 - .3 Clear indication of what is being guaranteed and what remedial action will be taken under guarantee.
 - .4 Signature and seal of Contractor.

- .5 Additional material/equipment used in project listed under various sections showing name of manufacturer and source of supply.
 - .3 Neatly type lists and notes. Use clear drawings, diagrams or manufacturers' literature.
 - .4 Include one complete set of reviewed shop drawings (bound separately) indicating corrections and changes made during fabrication and installation.
 - .5 Submit operation and maintenance manuals before or with request for inspection for Substantial Completion.
 - .6 Provide additional operations and maintenance manual requires as set forth in the Engineering Specifications.
5. SPARE PARTS AND MAINTENANCE MATERIALS
- .1 Deliver specified spare parts and maintenance materials before request for inspection for Interim Acceptance.
 - .2 Use unbroken cartons, or if not supplied in cartons, they shall be securely packaged. Clearly mark as to content.
 - .3 If applicable, identify colour, room number or area where materials are used.

END OF SECTION

1. SUMMARY OF PROCESS

.1 A Contract acceptance process shall be used to facilitate the RDCK's acceptance of the Work. The process can be summarized as follows:

.1 Substantial Performance of the Work:

- .1 Fulfilment of prerequisites to Substantial Performance.
- .2 Inspection for Substantial Performance.
- .3 Issuance of Letter of Substantial Performance.

.2 Total Performance of the Work:

- .1 Fulfilment of prerequisites to Total Performance.
- .2 Inspection for Total Performance.
- .3 Issuance of Letter of Total Performance.

.3 Total Completion of the Work:

- .1 Fulfilment of prerequisites to Total Completion.
- .2 Inspection for Total Completion.
- .3 Issuance of Letter of Total Completion.

2. RELATED SECTIONS

- .1 Regulatory Requirements: Section 01 41 00.
- .2 Project Record Documents: Section 01 78 39.

3. PREREQUISITES TO SUBSTANTIAL PERFORMANCE

.1 Prior to requesting the RDCK's inspection for Substantial Performance, Contractor shall do the following, not necessarily in order listed:

.1 Submit project record documents as specified in Section 01 78 39.

.2 Submit guarantees, warranties and bonds indicating:

- .1 Name and address of project.
- .2 Warranty/Guarantee/Bond commencement date and duration.
- .3 Clear indication of what is being guaranteed and what remedial action will be taken under guarantee.
- .4 Signature and seal of Contractor.
- .5 Ensure that all Contract Deficiencies which may affect operation of systems have been corrected.
- .6 Ensure that the Work is complete and ready for use for the purpose intended.

- .7 Review Contract Documents and inspect Work to confirm that prerequisites to Substantial Performance of Work have been fulfilled and that Work is ready for inspection for Substantial Performance.

4. INSPECTION FOR SUBSTANTIAL PERFORMANCE

- .1 Submit a written request to the RDCK and the Consultant for inspection for Substantial Performance of the Work, certifying that prerequisites specified in Article 3 above have been fulfilled and specifying known exceptions in the form of a list of items to be completed, corrected or submitted.
- .2 The RDCK and Consultant will within a reasonable time after receipt of Contractor's request:
 - .1 proceed with inspection, or
 - .2 advise Contractor that prerequisites are not adequately fulfilled.
- .3 Results of the Consultant's inspection for Substantial Performance will form initial Contract Deficiency list.

5. SUBSTANTIAL PERFORMANCE OF THE WORK

- .1 Following inspection, the Consultant will:
 - .1 issue a Letter of Substantial Performance stating effective date of Substantial Performance of the Work, with a copy of the Contract Deficiency list attached thereto, or
 - .2 advise Contractor that prerequisites to Substantial Performance are not fulfilled and repeat inspection for Substantial Performance as necessary.

6. PREREQUISITES TO TOTAL PERFORMANCE

- .1 Prior to requesting the Consultant's inspection for Total Performance, Contractor shall do the following:
 - .1 Ensure that the entire Work, including the correction of all Contract Deficiencies, except those items arising from the warranty provisions of the Contract Documents, has been performed to the requirements of the Contract Documents.
 - .2 Review Contract Documents and inspect Work to confirm that prerequisites for Total Completion of Work have been met and that Work is ready for inspection for Total Performance.

7. INSPECTION FOR TOTAL PERFORMANCE

- .1 Submit a written request to the Consultant for inspection for Total Performance of the Work, including copy of the Consultant's most recent Contract Deficiency list, and certifying that each Contract Deficiency has been corrected or otherwise resolved in a manner agreed to between the Consultant and Contractor. List known exceptions, if any, in request.

.2 The Consultant will within a reasonable time after receipt of Contractor's request:

- .1 proceed with inspection, or
- .2 advise Contractor that prerequisites are not adequately fulfilled.

8. TOTAL PERFORMANCE OF THE WORK

.1 Following inspection, the Consultant will:

- .1 issue a Letter of Total Performance, stating effective date of Total Performance of Work,
or
- .2 advise Contractor of Contract Deficiencies which must be corrected prior to issuance of
Letter of Total Performance.

9. PREREQUISITES TO WARRANTY COMPLETION

.1 The prerequisites to Warranty Completion of the Work are:

- .1 Total Performance of the Work.
- .2 Expiry of one year warranty period, excluding extended warranties, if any.
- .3 Items arising from the one year warranty period required by the Contract Documents
shall have been corrected by the Contractor.

10. INSPECTION FOR WARRANTY COMPLETION

.1 Just prior to end of one year warranty period, the RDCK will conduct an inspection for
Warranty Completion.

11. WARRANTY COMPLETION OF THE WORK

.1 Following inspection, the RDCK will:

- .1 If applicable, provide a list of deficiencies required by the Contract Documents requiring
correction by the Contractor.

END OF SECTION

1. INTENT

- .1 Contractor shall obtain all specified operation and maintenance data. Using this data, the Contractor shall prepare and submit operation and maintenance manuals as specified.

2. DESCRIPTION OF TYPES OF OPERATION AND MAINTENANCE DATA

- .1 Contractor Designed System Data: includes the following for systems designed by Contractor:
 - .1 System Design Criteria
 - .2 System and Controls Descriptions
 - .3 System and Controls Schematics
 - .4 Operating Instructions
- .2 Installation Instructions: manufacturer's printed instructions describing manufacturer's recommended installation procedures.
- .3 Operating Instructions: manufacturer's printed instructions describing proper operation.
- .4 Equipment Identification: name plate information for each piece of equipment, on forms approved by the RDCK.
- .5 Maintenance Instructions: manufacturer's printed instructions describing manufacturer's recommended maintenance.
- .6 Spare Parts Lists: parts lists and manufacturer's recommended spare parts.
- .7 Suppliers and Contractors List: list of contractors and suppliers who supplied and installed equipment, systems, materials or finishes, organized by Division and system. Includes company name, address, and telephone number.
- .8 Tag Directories: directory identifying tag number and equipment description and location.
- .9 Drawings List: list of contract drawings.
- .10 Shop Drawings: final reviewed shop drawings.
- .11 Product Data: manufacturer's product data for equipment, systems, materials and finishes.
- .12 Certifications: includes the following:
 - .1 Copies of inspection reports prepared by authorities having jurisdiction.
 - .2 Certified copies of test reports prepared by independent testing agencies.
 - .3 Any other certificates required by the Contract Documents.

-
- .13 Warranties and Bonds: RDCK's copy of manufacturer's warranties, maintenance bonds and service contracts.
 - .14 Reports: includes the following:
 - .1 Reports documenting the performance of tests required by the Contract Documents and the results of those tests.
 - .2 Documentation of other material, equipment or system related information required by the Contract Documents.
 - .15 Provide any additional information as set forth in the Engineering Specifications.
3. SUBMISSION OF DATA FOR RDCK PREPARED OPERATION AND MAINTENANCE MANUALS
- .1 Not Applicable
4. CONTRACTOR PREPARED OPERATION AND MAINTENANCE MANUAL(S)
- .1 General Organization:
 - .1 Include the following in each volume:
 - .1 Title page.
 - .2 Table of contents. Identify volume number where listed information is located.
 - .3 Ten percent free space for additional data.
 - .2 Present textual information, schematics and data on 21.5 X 28 cm, 75 g/m², white bond paper.
 - .2 Manual Contents Organization:
 - .1 For each major equipment, system, materials or finishes area, organize operation and maintenance data as follows:
 - .1 Operation Division: include the following, as applicable:
 - .1 System Design Criteria.
 - .2 System and Controls Descriptions.
 - .3 System and Controls Schematics.
 - .4 Operating Instructions.
 - .2 Maintenance Division: include the following, as applicable:
 - .1 Maintenance Tasks and Schedules.
 - .2 Spare Parts.
 - .3 Suppliers and Contractors.
 - .4 Tags and Directories.

- .3 Contract Document Division: include the following, as applicable:
 - .1 Drawings List.
 - .2 Shop Drawings and Product Data.
 - .3 Certifications.
 - .4 Warranties and Bonds.
 - .5 Maintenance Brochures.
 - .6 Reports.

- .3 Document Binding Methods:
 - .1 Standard 21.5 X 28 cm sheets: punch sheets to fit binder.
 - .2 Sheets up to 28 X 41.5 cm: punched and neatly folded to allow use without removing from binder.
 - .3 Drawings larger than 28 X 41.5 cm: insert drawings in sturdy vinyl envelopes with reinforced binding holes, open on one side and overall folded size not exceeding 21.5 X 28 cm. Do not punch holes in drawings.

- .4 Binders:
 - .1 Commercial quality, fabric coated, hard covers attached to spine with metal piano hinges, three post, designed to accommodate 21.5 X 28 cm paper. Maximum 100 mm thick.
 - .2 Silk-screen project title and identification, in white, on front cover and spine of binder.

- .5 Divider Tabs:
 - .1 Heavy weight coloured paper, mylar laminated with tab number and title printed on tab as follows:
 - .1 Main Divisions: White tabs, labelled with division name, two bank tab length.
 - .2 Sections of a Main Division: tabs of same colour as Binder fabric for Mechanical, Electrical or Architectural sections of a Main Division, labelled with section name, four bank tab length.
 - .3 Subsections: tabs of same colour as Binder fabric for Mechanical, Electrical or Architectural subsections, printed label, eight bank tab length.

5. SUBMISSION OF OPERATION AND MAINTENANCE MANUAL(S)

- .1 Submit four copies of completed Contractor prepared operation and maintenance manual(s) prior to Interim Acceptance of the Work.
- .2 Submit 1 digital copy on a USB flash drive to the RDCK
- .3 Submit 1 digital copy to the Owner's Representative.

END OF SECTION

1. RELATED SECTIONS

- | | | |
|----|--------------------------------|------------------|
| .5 | Submittal Procedures | Section 01 33 00 |
| .6 | Contract Acceptance Procedures | Section 01 77 20 |

2. DESIGNATION OF PROJECT RECORD DOCUMENTS

- .1 Request from the RDCK at commencement of the Work the following documents to be designated and retained as project record documents:

- .1 Link to RDCK Meter/MIU/Endpoint Install Record Jotform

3. RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record metering install information using RDCK Jotform:

- .1 Date of install.
- .2 Service address.
- .3 New DCVA information including serial number.
- .4 New meter information including make, model, type, size, serial number, reading.
- .5 Notes on any leaks and damage identified.
- .6 Description of meter pit location including coordinates, dimensions to significant features including, but not limited to, public roads, driveways, significant trees, powerpoles, fences, structures, existing utilities.
- .7 Provide sufficient progress photos throughout install process to accurately convey the work that was done at each site or that is required. The photographs shall be of type and clarity suitable to the RDCK to enable viewers to fully comprehend installation details. At minimum include:
 - .1 “Before” picture showing the surrounding area around the proposed meter pit install site prior to the performance of the work.
 - .2 “After” picture showing the installed meter and surrounding area and the work performed.
 - .3 Picture of the new meter serial number and reading.
 - .4 Sufficient progress photos throughout install process, to illustrate each phase of construction or detail of interest for record purposes.
- .8 Other information as deemed necessary by the RDCK to accurately record construction details.

- .2 When proceeding with an approved change in the Work, keep accurate force account records of daily time sheets for labour and Construction Equipment, and invoices for Product and Construction Equipment costs.

4. SUBMISSION OF PROJECT RECORD DOCUMENTS

- .1 Submit metering install information using RDCK Jotform within 48 hours of each meter install.
- .2 Submit force account records within 48 hours of each install.
- .3 Submit balance of completed project record documents before or with application for Interim Acceptance of the Work.

END OF SECTION



INVITATION TO TENDER
ERICKSON WATER SYSTEM – RESIDENTIAL METER
INSTALLS - PACKAGE 4
PROJECT #: PRJ25030-4

APPENDIX A
LIST OF PROPERTIES

Folio	PID_contract	Meter Size	Site_Address
786.02598.000	012-330-850	3/4"	3622 CHURCH RD, ERICKSON
786.02665.100	027-528-383	3/4"	212 36TH AVE N, ERICKSON
786.02699.000	010-270-281	3/4"	3920 HIGHWAY 3, ERICKSON
786.02703.000	012-688-452	3/4"	109 40TH AVE, ERICKSON
786.02679.000	013-235-958	3/4"	3605 BEAM RD, ERICKSON
786.04595.000	011-312-874	3/4"	602 36TH AVE N, ERICKSON
786.06249.000	008-932-395	3/4"	410 36TH AVE S, ERICKSON
786.02677.000	023-314-117	1"	211 36TH AVE N, ERICKSON
786.02685.000	014-908-662	3/4"	109 36TH AVE N, ERICKSON
786.02715.500	018-433-413	3/4"	208 41ST AVE, RDCK REGION
786.04623.100	013-713-353	3/4"	6018 CANYON-LISTER RD, RDCK REGION
786.02701.000	014-861-437	3/4"	3926 HIGHWAY 3, ERICKSON
786.02670.000	013-309-978	3/4"	3613 BEAM RD, ERICKSON
786.06257.000	015-752-003	3/4"	3712 HIGHWAY 3, ERICKSON
786.06259.100	010-364-781	3/4"	3706 HIGHWAY 3, ERICKSON
786.03030.000	015-087-336	3/4"	3814 GOAT CANYON RD, ERICKSON
786.02710.000	012-688-291	3/4"	210 41ST AVE, RDCK REGION
786.05588.000	015-982-114	3/4"	3528 BEAM RD, ERICKSON
786.04625.100	009-837-850	3/4"	6002 CANYON-LISTER RD, RDCK REGION
786.02676.000	013-459-414	3/4"	3605 MASUCH RD, ERICKSON
786.02661.000	012-038-555	3/4"	3601 BEAM RD, ERICKSON
786.06241.000	009-916-784	3/4"	3638 CHURCH RD, ERICKSON
786.04602.000	017-614-431	3/4"	3811 HASKINS RD E, ERICKSON
786.04609.100	007-345-941	1"	4040 HASKINS RD E, ERICKSON
786.04609.100	007-345-941	1"	4040 HASKINS RD E, ERICKSON
786.02686.000	012-960-781	3/4"	115 36TH AVE N, ERICKSON
786.02681.000	013-292-102	3/4"	3602 MASUCH RD, ERICKSON
786.04614.400	018-047-602	3/4"	3920 HASKINS RD E, ERICKSON
786.04621.000	016-018-281	3/4"	3905 SYLVESTER RD, ERICKSON
786.05575.050	010-568-166	3/4"	605 36TH AVE N, ERICKSON
786.02692.000	009-890-386	1"	105 36TH AVE S, ERICKSON
786.05585.000	011-773-448	3/4"	702 35TH AVE N, ERICKSON
786.04612.030	018-296-785	3/4"	4003 HASKINS RD E, ERICKSON
786.04593.000	012-525-677	3/4"	3775 SYLVESTER RD, ERICKSON
786.05587.000	014-053-691	3/4"	620 35TH AVE N, ERICKSON
786.05577.000	015-976-408	1"	621 36TH AVE N, ERICKSON
786.04614.300	018-047-599	3/4"	3908 HASKINS RD E, ERICKSON
786.02715.125	031-826-342	3/4"	418 40TH AVE, ERICKSON
786.02715.100	016-133-862	3/4"	510 40TH AVE, ERICKSON
786.02713.000	011-383-771	3/4"	3939 HIGHWAY 3, ERICKSON
786.04598.000	016-016-793	1"	3755 HASKINS RD E, ERICKSON
786.02664.000	013-229-834	3/4"	3626 MASUCH RD, ERICKSON
786.02674.000	013-496-263	3/4"	3613 MASUCH RD, ERICKSON
786.06264.000	014-960-800	3/4"	3711 HIGHWAY 3, ERICKSON
786.02705.000	010-956-344	3/4"	1 209 40TH AVE, ERICKSON
786.02683.000	013-235-559	3/4"	3610 MASUCH RD, ERICKSON
786.02697.000	011-143-746	3/4"	3820 38TH AVE N, LISTER
786.02668.000	013-309-935	3/4"	3614 MASUCH RD, ERICKSON
786.02687.000	014-910-039	3/4"	103 36TH AVE, ERICKSON

Folio	PID_contract	Meter Size	Site_Address
786.02601.000	005-699-355	3/4"	411 36 AVE S, RDCK REGION
786.02707.000	012-045-098	3/4"	425 40TH AVE, ERICKSON
786.06252.000	015-751-953	3/4"	3734 HIGHWAY 3, ERICKSON
786.05584.010	023-370-360	3/4"	706 35TH AVE N, ERICKSON
786.06268.000	009-557-598	3/4"	3723 HIGHWAY 3, ERICKSON
786.06254.000	015-751-996	3/4"	1 3726 HIGHWAY 3, ERICKSON
786.02665.000	013-235-664	3/4"	217 36TH AVE N, ERICKSON
786.02700.000	008-140-791	3/4"	3932 HIGHWAY 3, ERICKSON
786.04610.000	007-345-577	1"	4025 HASKINS RD E, ERICKSON
786.04610.000	007-345-534	1"	4025 HASKINS RD E, ERICKSON
786.04598.050	026-581-248	3/4"	730 36TH AVE N, ERICKSON
786.02715.200	029-548-705	3/4"	493 40TH AVE, ERICKSON
786.02680.000	013-292-081	3/4"	3609 BEAM RD, ERICKSON
786.02662.000	008-159-092	3/4"	3625 BEAM RD, ERICKSON
786.06263.000	010-858-547	3/4"	3709 HIGHWAY 3, ERICKSON
786.02709.000	012-688-312	3/4"	416 40TH AVE, ERICKSON
786.06248.000	013-839-373	3/4"	408 36TH AVE S, ERICKSON
786.02663.000	012-551-694	3/4"	3622 MASUCH RD, ERICKSON
786.06255.000	008-701-946	3/4"	3722 HIGHWAY 3, ERICKSON
786.02673.000	012-452-246	3/4"	3617 MASUCH RD, ERICKSON
786.04612.020	018-296-777	3/4"	4013 HASKINS RD E, ERICKSON
786.04612.020	018-296-777	3/4"	4013 HASKINS RD E, ERICKSON
786.02678.000	006-458-114	3/4"	207 36TH AVE N, ERICKSON
786.06267.000	013-871-986	3/4"	3733 HIGHWAY 3, ERICKSON
786.02684.000	017-343-101	3/4"	3609 MASUCH RD, ERICKSON
786.02706.000	012-688-380	3/4"	407 40TH AVE, ERICKSON
786.02669.000	013-309-943	3/4"	3618 MASUCH RD, ERICKSON
786.02666.000	007-602-791	3/4"	3617 BEAM RD, ERICKSON
786.02698.000	016-764-129	3/4"	135 40TH AVE, ERICKSON
786.06256.000	005-340-845	3/4"	3718 HIGHWAY 3, ERICKSON
786.02671.000	008-047-995	3/4"	3625 MASUCH RD, ERICKSON
786.02691.000	012-116-521	3/4"	200 36TH AVE N, ERICKSON
786.02711.000	012-688-282	3/4"	120 40TH AVE, ERICKSON
786.04614.200	018-047-581	3/4"	3904 HASKINS RD E, ERICKSON
786.06247.000	015-751-929	3/4"	414 36TH AVE S, ERICKSON
786.02675.000	012-433-454	3/4"	3601 MASUCH RD, ERICKSON
786.04596.200	006-717-381	3/4"	3807 SYLVESTER RD, ERICKSON
786.06258.000	009-916-822	3/4"	3710 HIGHWAY 3, ERICKSON
786.02702.000	008-501-840	3/4"	3930 HIGHWAY 3, ERICKSON
786.05576.000	012-681-661	3/4"	3622 BEAM RD, ERICKSON
786.04614.010	015-627-021	3/4"	3927 SYLVESTER RD, ERICKSON
786.04614.010	015-627-021	3/4"	3927 SYLVESTER RD, ERICKSON
786.04613.010	015-627-047	3/4"	3917 HASKINS RD E, ERICKSON
786.04613.010	015-627-047	3/4"	3917 HASKINS RD E, ERICKSON
786.05574.000	013-557-548	3/4"	3608 BEAM RD, ERICKSON
786.02719.100	012-679-062	3/4"	5560 CLAYTON RD, ERICKSON
786.02719.100	012-679-062	3/4"	5560 CLAYTON RD, ERICKSON
786.06266.000	010-920-871	3/4"	3721 HIGHWAY 3, ERICKSON
786.02704.000	012-688-401	3/4"	125 40TH AVE, ERICKSON

Folio	PID_contract	Meter Size	Site_Address
786.02665.200	027-528-391	3/4"	214 36TH AVE N, ERICKSON
786.04614.100	018-047-572	3/4"	3900 HASKINS RD E, ERICKSON
786.02716.000	014-283-247	3/4"	4004 HIGHWAY 3, ERICKSON
786.02688.100	025-105-710	3/4"	106 36TH AVE N, ERICKSON
786.05573.000	015-964-795	3/4"	3618 BEAM RD, ERICKSON
786.05583.000	010-674-268	1"	734 35TH AVE N, ERICKSON
786.04465.050	018-797-385	3/4"	4225 HASKINS RD E, ERICKSON
786.04594.000	012-097-233	3/4"	610 36TH AVE N, ERICKSON
786.04603.000	009-399-828	3/4"	3816 HASKINS RD E, ERICKSON
786.04599.000	008-229-937	3/4"	3708 HASKINS RD, ERICKSON
786.04626.200	007-629-184	3/4"	4121 HIGHWAY 3, RDCK REGION
786.04626.200	007-629-184	3/4"	4121 HIGHWAY 3, RDCK REGION
786.04614.500	018-047-611	3/4"	3915 HASKINS RD E, ERICKSON
786.02616.000	012-856-088	1"	301 36TH AVE S, ERICKSON
786.02696.000	010-594-426	3/4"	3824 38TH AVE N, LISTER
786.02672.000	013-496-239	3/4"	3621 MASUCH RD, ERICKSON
786.02682.000	013-235-826	3/4"	3606 MASUCH RD, ERICKSON
786.04615.000	008-050-414	3/4"	3907 HASKINS RD E, ERICKSON
786.06265.000	014-960-931	3/4"	3715 HIGHWAY 3, ERICKSON
786.05575.100	010-568-182	3/4"	3624 BEAM RD, ERICKSON
786.04596.100	006-717-349	1"	3720 SYLVESTER RD, ERICKSON
786.06245.100	026-767-597	3/4"	3606 GOAT CANYON RD, ERICKSON
786.05586.000	014-005-361	3/4"	3514 BEAM RD, ERICKSON
786.06261.000	015-752-054	3/4"	3701 HIGHWAY 3, ERICKSON
786.06250.020	030-704-260	3/4"	400 36TH AVE S, ERICKSON
786.04625.200	009-837-876	3/4"	5989 CANYON-LISTER RD, RDCK REGION
786.04601.000	007-726-309	3/4"	3825 HASKINS RD E, ERICKSON
786.02667.000	013-309-919	3/4"	3621 BEAM RD, ERICKSON
786.02717.000	014-535-076	3/4"	3914 HIGHWAY 3, ERICKSON
786.06253.000	015-751-970	3/4"	3730 HIGHWAY 3, ERICKSON
786.02714.000	012-639-770	3/4"	202 41ST AVE, ERICKSON
786.02713.100	024-850-306	3/4"	3917 HIGHWAY 3, ERICKSON
786.02689.000	012-116-505	3/4"	208 36TH AVE N, ERICKSON
	3/4" Meters	120	
	1" Meters	11	



-  Property Lines
- Addressing**
-  Street
-  Civic Address
-  Contract 4 Properties
- Water_Distribution**
-  MainLine

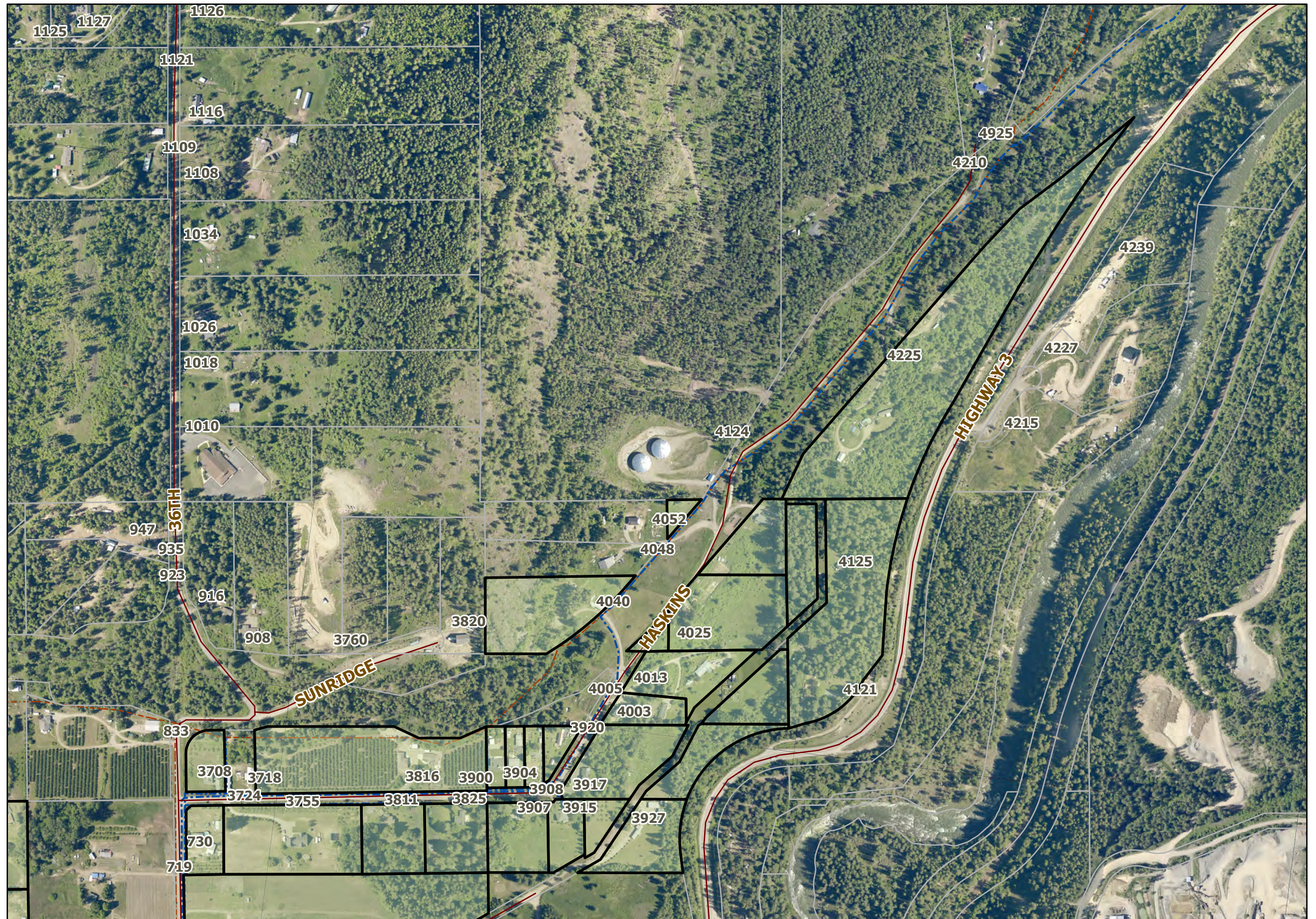


Date:
Tuesday, April 14, 2026

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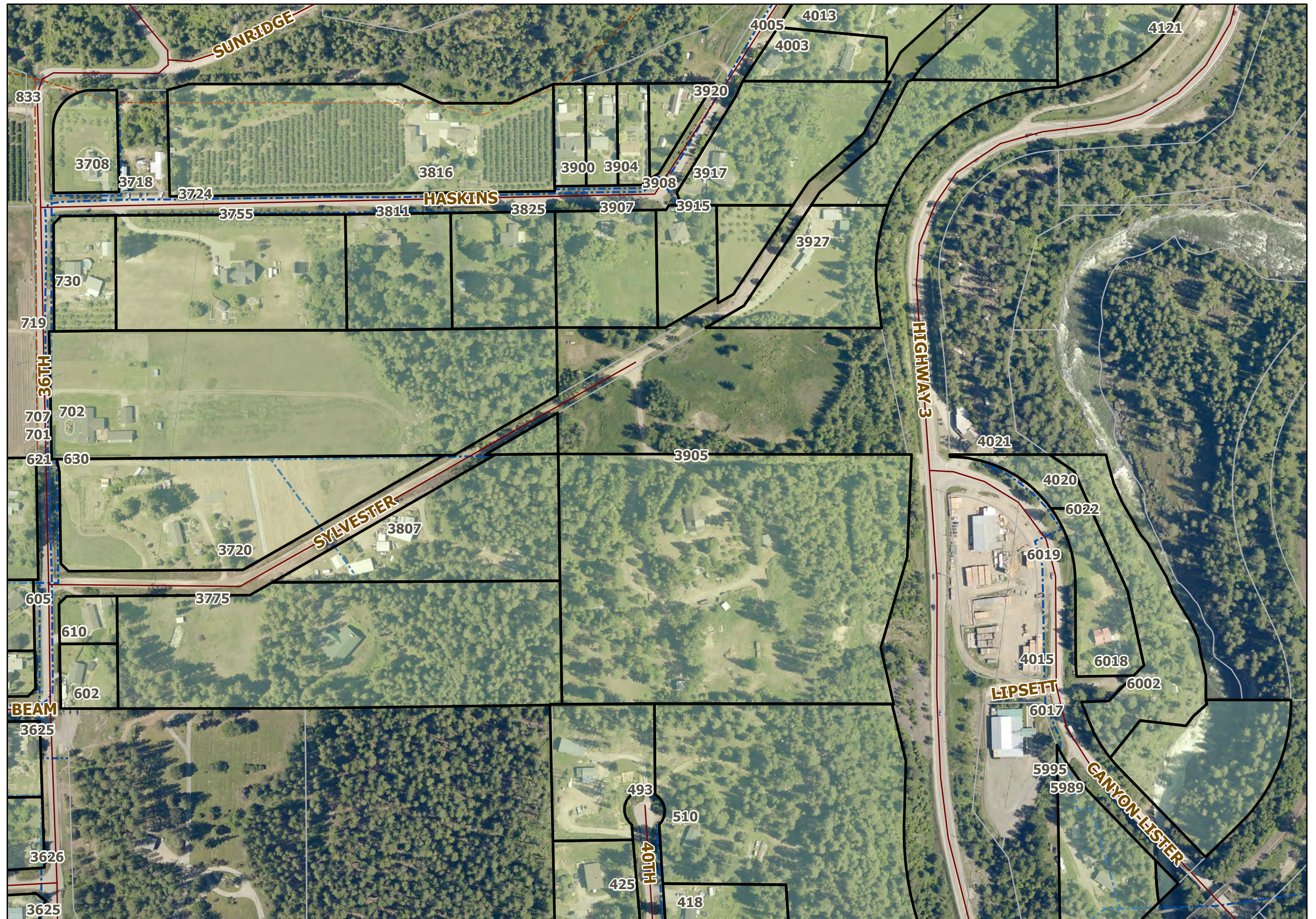
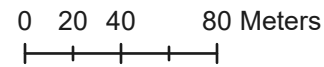
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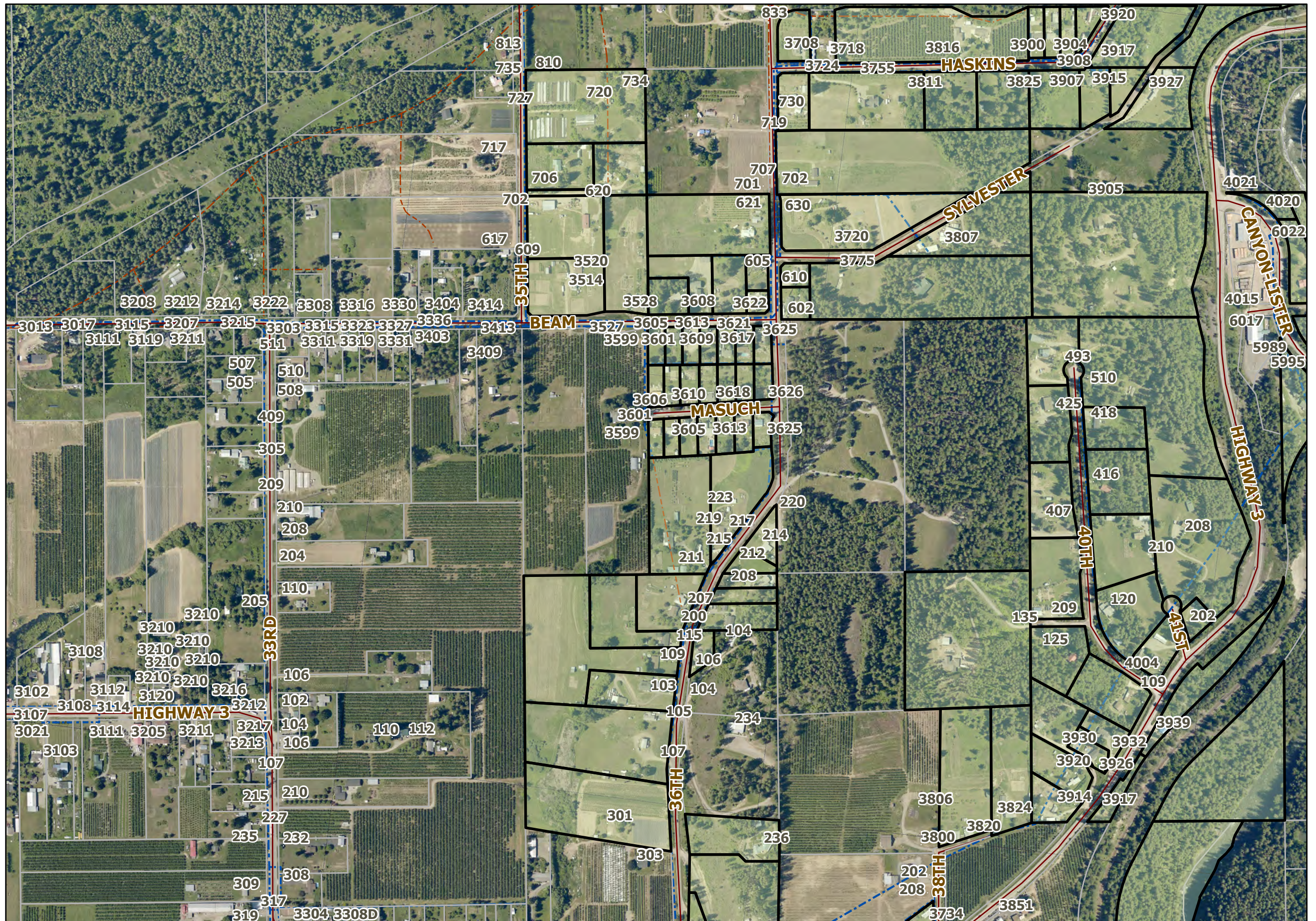
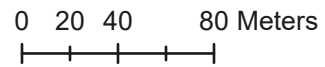
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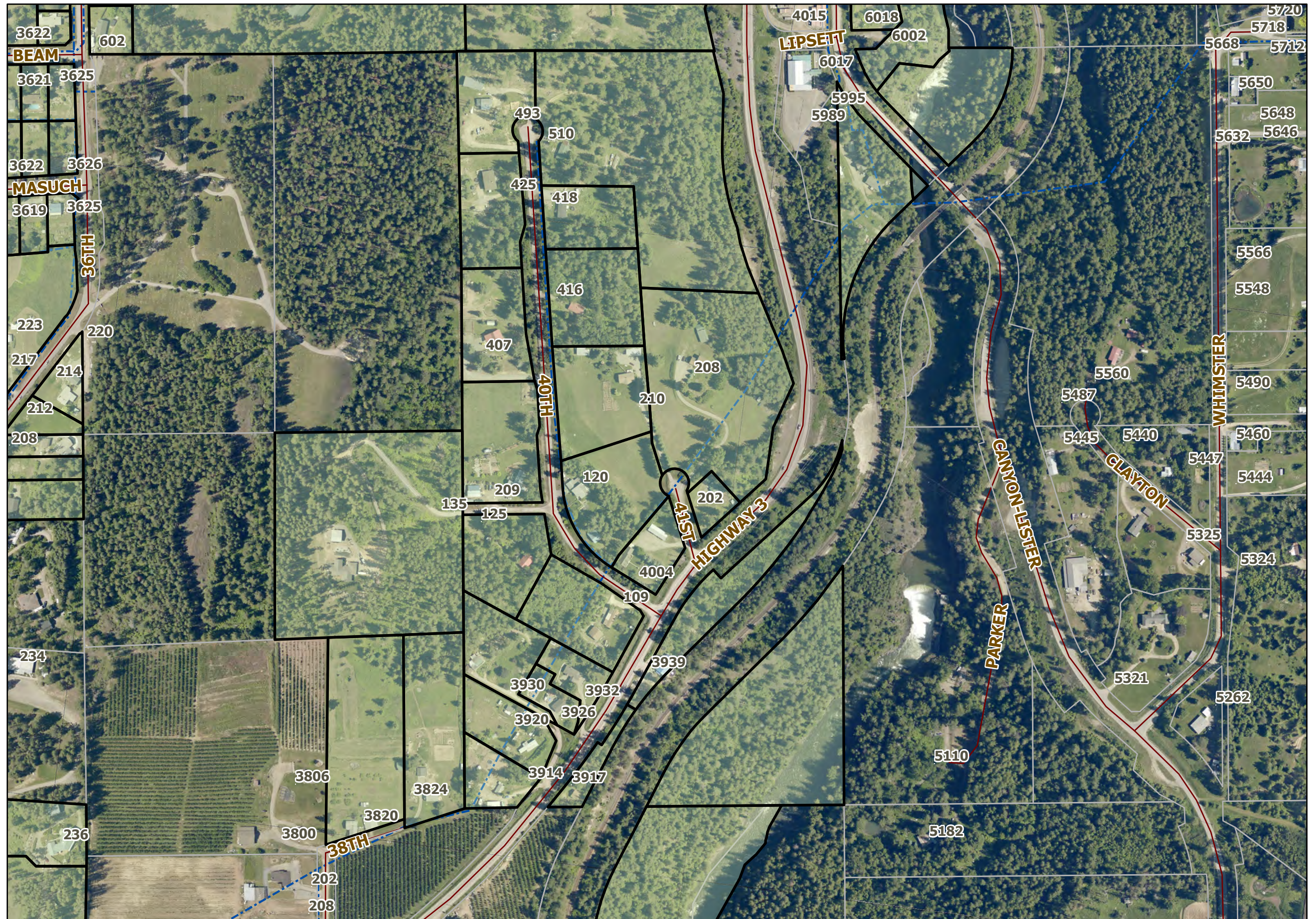
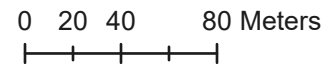
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- Adressing**
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-  Property Lines
- Adressing**
-  Street
-  Civic Address
-  Contract 4 Properties
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0 20 40 80 Meters





- Contract3_Properties
- Property Lines
- Adressing
 - Street
 - Civic Address
- Water_Distribution
 - MainLine

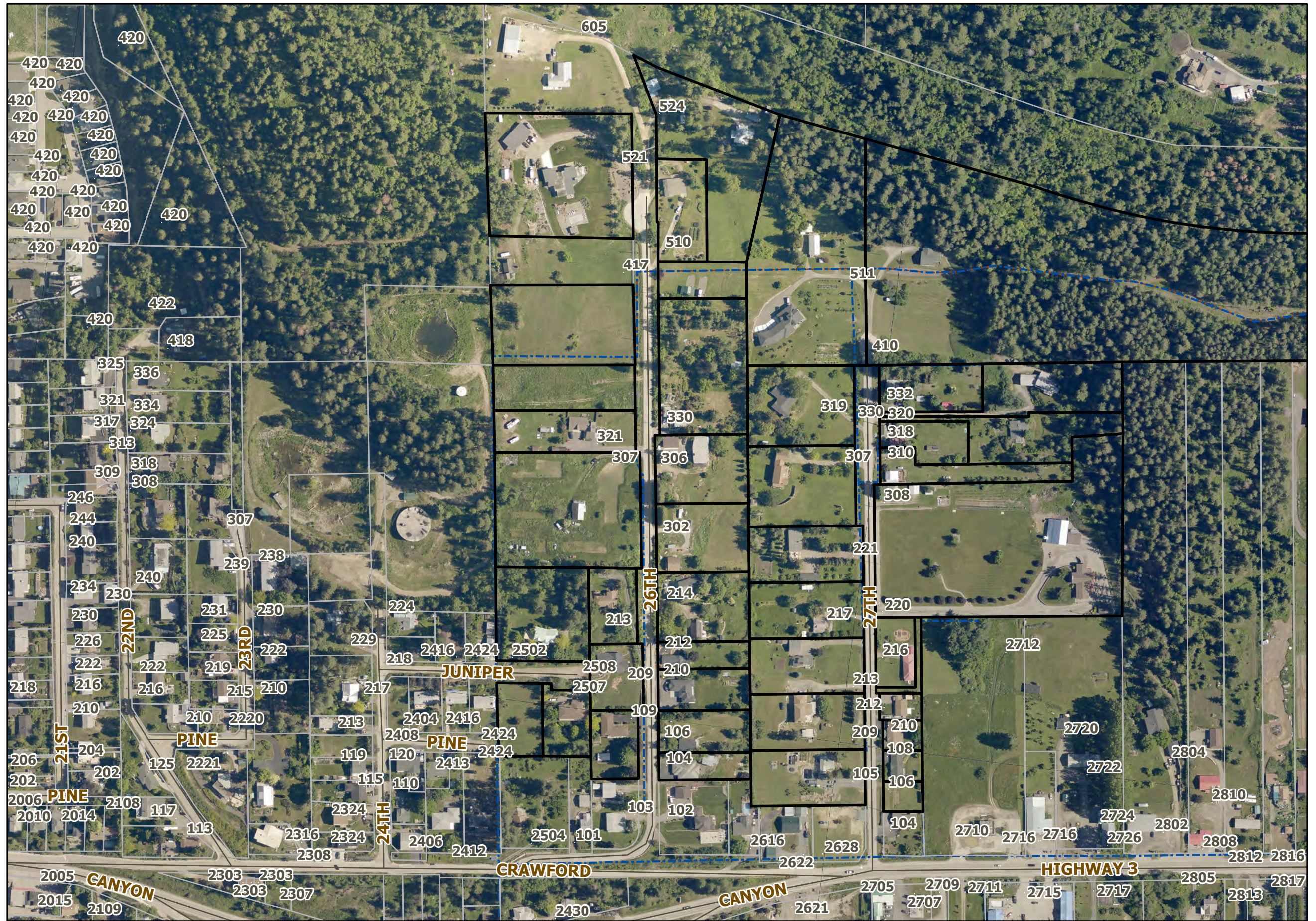


Date:
Friday, February 27, 2026
Spatial Reference:

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0 20 40 80 Meters





Contract3_Properties

Property Lines

Addressing

Street

Civic Address

Water_Distribution

MainLine



Date: Friday, February 27, 2026

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Contract3_Properties

Property Lines

Addressing

Street

Civic Address

Water_Distribution

MainLine



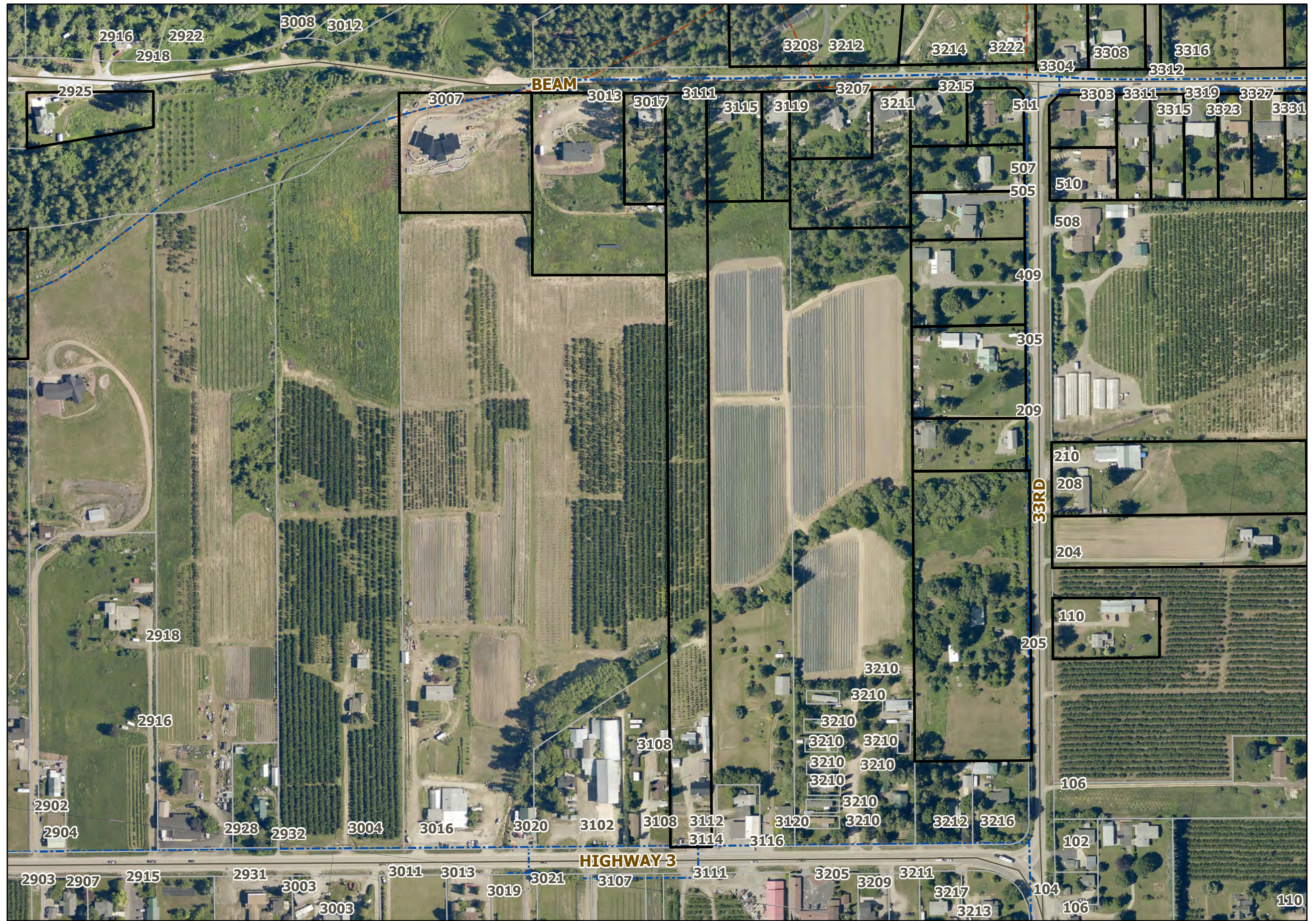
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Contract3_Properties

Property Lines

Adressing

Street

Civic Address

Water_Distribution

MainLine

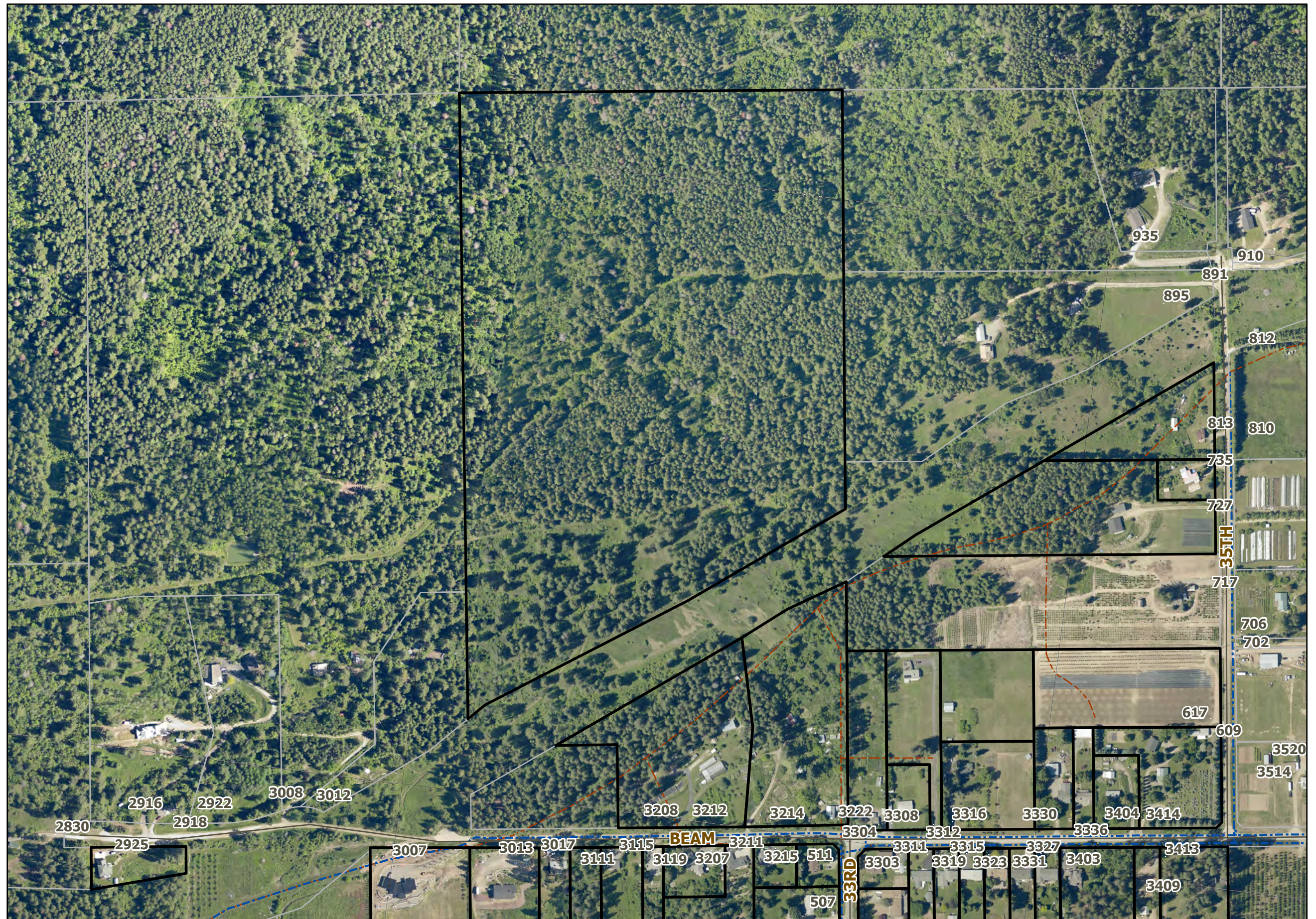
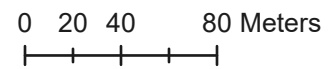


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Contract3_Properties

Property Lines

Addressing

Street

Civic Address

Water_Distribution

MainLine



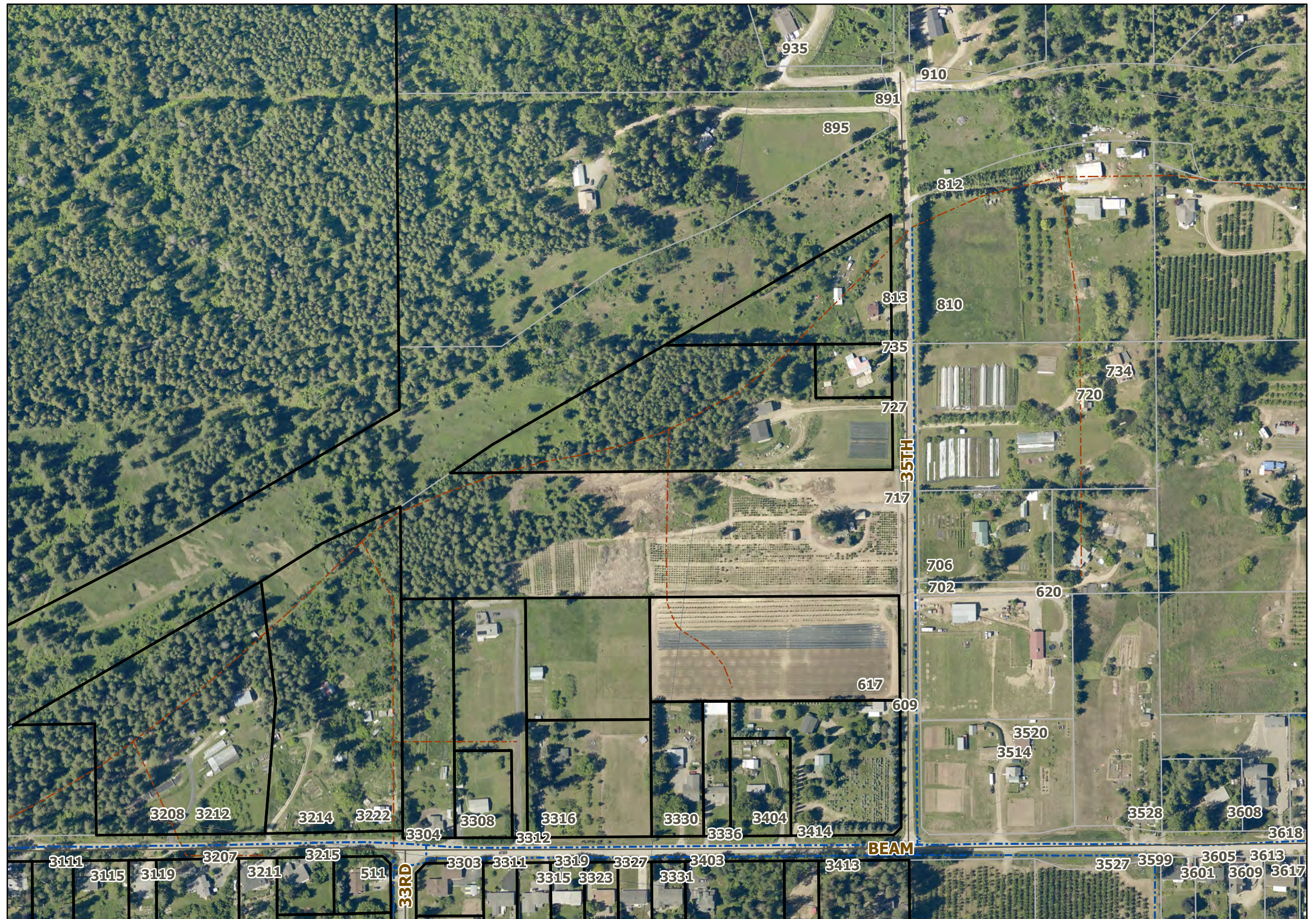
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0 20 40 80 Meters





INVITATION TO TENDER
ERICKSON WATER SYSTEM – RESIDENTIAL METER
INSTALLS - PACKAGE 4
PROJECT #: PRJ25030-4

APPENDIX B
TYPICAL METER PIT DRAWING

NOTES:

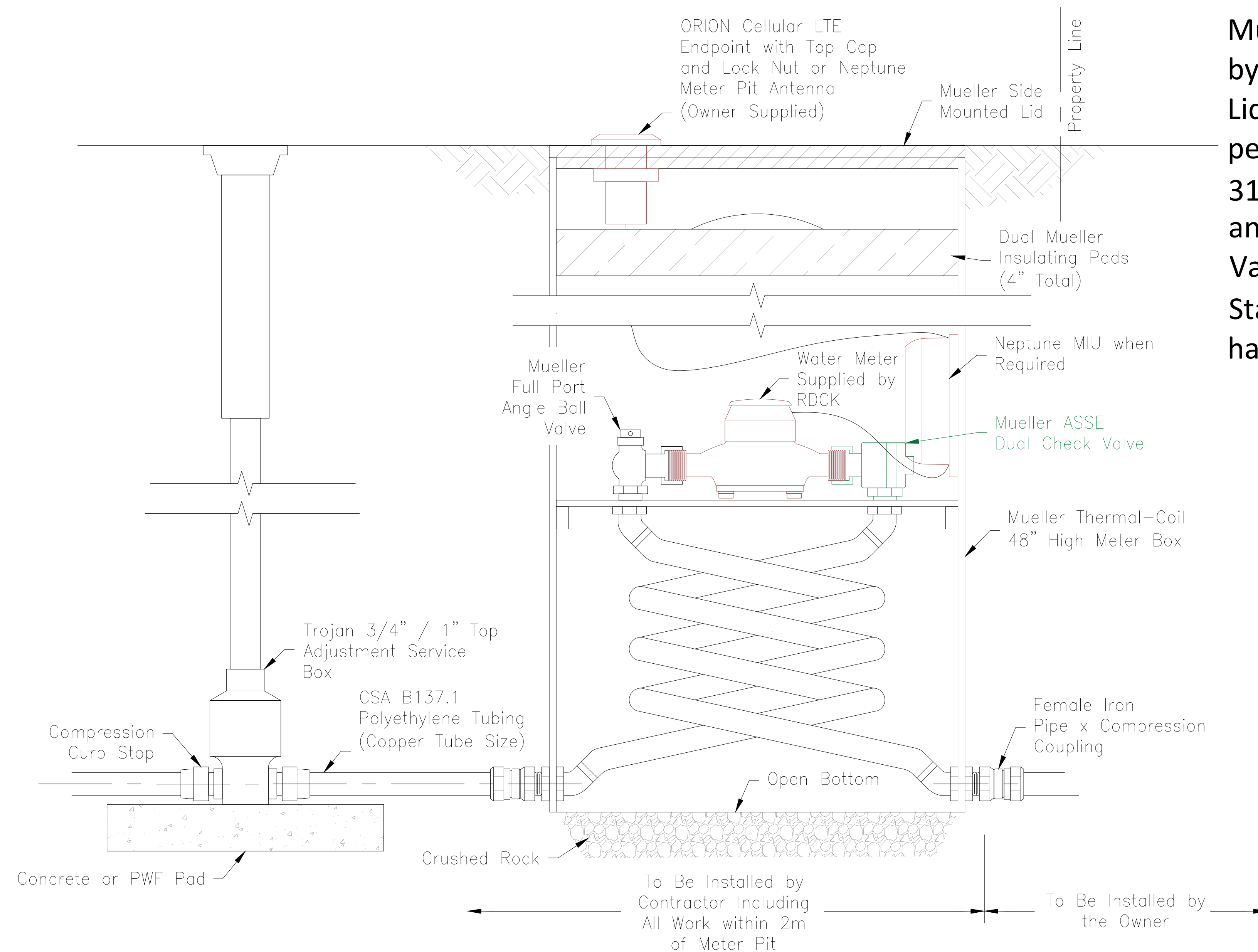
PREPARED BY HIGHLAND CONSULTING LTD. FOR DRAFTING SUPPORT ONLY. ENGINEERING DESIGN, REVIEW, AND APPLICATION ARE BY OTHERS.

10 3/4" to 1" Property Line Metering With Dual Check Valve

Meter equipment shall include 5/8"x3/4", 3/4" or 1" Neptune T-10 water meter with waterproof ProCoder or waterproof E-Coder register, Neptune Pit MIU and Neptune Meter Pit Antenna; or

Meter equipment shall include Badger Model 25 - 5/8"x3/4", Model 35 - 3/4" or Model 55 - 1" water meter, Neptune Pit MIU and Neptune Meter Pit Antenna; or

Meter equipment shall include Badger Model 25 - 5/8"x3/4", Model 35 - 3/4" or Model 55 - 1" water meter with Orion Cellular LTE Endpoint with top cap and lock nut or Neptune Meter Pit Antenna (Owner Supplied)



Mueller Thermal-Coil meter box shall be 48" high by 18" diameter. Lid shall be Mueller Composite (non-metal), side pentagon nut lock, part 311954 for 15" or part 311955 for 18". Meter boxes are not traffic rated and need to be protected from traffic. Dual Check Valve shall be Mueller ASSE meeting Canadian Standards CSA B64.6 for Minor cross connection hazards and NSF61.

Meter Size	Mueller Thermal-Coil Catalog Number
5/8"x3/4"	203-CS-15-48-F-S-B-S
3/4"	250-CS-15-48-F-S-B-S
1"	330-CS-18-48-F-S-B-S

Mueller Code	Catalog Number	Description
CS		Single Meter Box
15		15" Diameter
18		18" Diameter
48		48" Box Depth
F		Full port angle ball valve inlet
S		A.S.S.E. Dual Check outlet
B		Less box bottom
S		Box for side locking lid

**STANDARD DETAIL
NOT FOR CONSTRUCTION**

REV.	DESCRIPTION	DATE
A	FOR REVIEW	05-JAN-26

HIGHLAND CONSULTING LTD.
CIVIL ENGINEERING
#210-601 FRONT ST
Nelson, BC
V1L 4B6
Canada
C 250 551 1416
pkernan@highlandconsultingltd.com

This drawing not to be used for construction purposes until noted and dated "Issued for Construction". All measurements must be checked on site and be verified with the drawings by Contractor.
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SEAL

PROJECT TITLE
**METER PIT
DETAIL**

DRAWING TITLE
**METER PIT
DETAIL**

CLIENT NAME
RDCK

SCALE: NTS
DRAWN: CH
CHECKED: CH
DATE: 5-Jan-26
PLOT: 5-Jan-26

JOB No. N/A
REVISION
DWG. No. STD-01



INVITATION TO TENDER
ERICKSON WATER SYSTEM – RESIDENTIAL METER
INSTALLS - PACKAGE 4
PROJECT #: PRJ25030-4

APPENDIX C
CCDC CONTRACT (*bound separately*) AND
INSURANCE REQUIREMENTS & CERTIFICATE OF
INSURANCE

1.1 CCDC Contract

1. See attached CCDC 4 – 2023 Unit Price Contract.

1.2 Insurance Requirements

1. Refer to section 00 73 00 Supplementary Conditions.



Certificate of Insurance Form

Construction Projects

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time.

NOTE: PROOF OF INSURANCE WILL BE ACCEPTED ON THIS FORM ONLY. INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN CANADA AND HAVE A MINIMUM AM BEST RATING OF A- OR HIGHER.

This Certificate is issued to the Regional District of Central Kootenay.

Named Insured Name: _____

Address: _____

Broker Name: _____ Agent's Name: _____

Address: _____

Phone: _____ Email: _____

Contract number and title this Certificate applies to:

Type of Insurance	Insurer Name and Policy Number	Policy Term dd-mmm-yyyy	Limits of Liability/Amounts
Section 1 Automobile Liability (third party, owned and leased vehicles) *If insured by ICBC, attach a copy of the ICBC form APV-47		From: To:	\$ _____ Limit
Section 2 Commercial General Liability		From: To:	\$ _____ Per Occurrence Limit \$ _____ Aggregate \$ _____ Deductible

<p>Section 3</p> <p>Umbrella Liability</p> <p>Excess Liability</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Umbrella Limit</p> <p>\$ _____ Excess Gen. Limit</p>
<p>Section 4</p> <p>Wrap-Up Liability</p> <p>Per Occurrence</p> <p>Per Claim</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Limit</p> <p>\$ _____ Aggregate</p> <p>\$ _____ Deductible</p>
<p>Section 5</p> <p>Pollution/Environmental Impairment Liability</p> <p>Per Occurrence</p> <p>Per Claim</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Limit</p> <p>\$ _____ Aggregate</p> <p>\$ _____ Deductible</p>
<p>Section 6</p> <p>Course of Construction (Builders Risk)</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Limit</p> <p>\$ _____ Aggregate</p> <p>\$ _____ Deductible</p>
<p>Section 7</p> <p>Equipment Breakdown (Boiler and Machinery)</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Limit</p> <p>\$ _____ Aggregate</p> <p>\$ _____ Deductible</p>
<p>Section 8</p> <p>Property</p>		<p>From:</p> <p>To:</p>	<p>\$ _____ Limit</p> <p>\$ _____ Aggregate</p> <p>\$ _____ Deductible</p>

Section 8 Professional Liability (Errors and Omissions)		From: To:	\$ _____ Per Claim Limit \$ _____ Aggregate \$ _____ Deductible
Section 9 Other (Specify) Per Occurrence Per Claim		From: To:	\$ _____ Limit \$ _____ Aggregate \$ _____ Deductible
Section 10 Other (Specify) Per Occurrence Per Claim		From: To:	\$ _____ Limit \$ _____ Aggregate \$ _____ Deductible

Details of Coverage of Comprehensive Commercial General Liability and, if included in the table above, Umbrella and Excess Liability (Sections 2 & 3): indicates that the coverage is included.

Broad Form bodily injury, death, property damage and personal injury coverage, on an occurrence basis

Non-Owned Automobile (including SEF 96)

\$ _____ Limit

Blanket Contractual Liability

Contractual Liability

Cross Liability and/or Severability of Interests

Waiver of Subrogation in favor of the Regional District of Central Kootenay

Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured

His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured

The Consultant,

as Additional Insured

30 days notice of cancellation

Products and Completed Operations with **coverage extended** for an additional _____ **months** from the date of Ready Take Over

{CGL Continued on page 4}

Coverage is **Primary and not Contributory**

Sudden & Accidental Pollution Liability

Contingent Employers Liability

Attached Machinery

Details of Wrap-Up Liability (Section 4) indicates that the coverage is included.

Broad Form bodily injury, death, property damage and personal injury coverage, on an occurrence basis

Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured

Products and Completed Operations with coverage extended for an additional

_____ **months** from the date of Ready Take Over

Non-Owned Automobile (including SEF 96)

\$_____ Limit

His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured

Coverage is **Primary and not Contributory**

Blanket Contractual Liability

Contingent Employers Liability

Contractual Liability

The Consultant,

Sudden & Accidental Pollution Liability

Cross Liability and/or **Severability of Interests**

Attached Machinery

Waiver of Subrogation in favor of the Regional District of Central Kootenay

as **Additional Insured**

30 days notice of cancellation

Details of Pollution/Environmental Impairment Liability (Section 5) ☒ indicates that the coverage is included

Broad Form bodily injury, death, property damage	Cross Liability and/or Severability of Interests	The Consultant,
Clean-up, Monitoring and Remediation	Waiver of Subrogation in favor of the Regional District of Central Kootenay	as Additional Insured
Sudden and Accidental, and Gradual Pollution Events for Third Party Liability	Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured	30 days notice of cancellation
Ongoing and Completed Operations		Coverage is Primary and not Contributory
Blanket Contractual Liability	His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured	
Contractual Liability		

Details of All Risk Course of Construction (Builder's Risk) (Section 6) ☒ indicates that the coverage is included.

Waiver of Subrogation in favor of the Regional District of Central Kootenay	His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured	The Consultant,
Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured	Subcontractors as Additional Insured	as Additional Insured
		Cross Liability and/or Severability of Interests

Details of Equipment Breakdown (Boiler and Machinery) (Section 7) indicates that the coverage is included.

Waiver of Subrogation in favor of the Regional District of Central Kootenay

Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured

His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured

The Consultant,

as Additional Insured

Cross Liability and/or Severability of Interests

Details of Property coverage (Section 8) indicates that the coverage is included.

Installation Floater

Waiver of Subrogation in favor of the Regional District of Central Kootenay

Regional District of Central Kootenay, its elected officials, officers, employees, servants and agents as Additional Insured

His Majesty the King in Right of the Province of British Columbia and Ministry of Transportation and Transit as Additional Insured

The Consultant,

as Additional Insured

Cross Liability and/or Severability of Interest

These policies comply with the insurance requirements of the governing contract of the Regional District of Central Kootenay. It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

Signature and Broker's Stamp
Authorized to Sign on Behalf of Insurers

Title

Date Signed

Broker Comments



**INVITATION TO TENDER
ERICKSON WATER SYSTEM – RESIDENTIAL METER
INSTALLS - PACKAGE 4
PROJECT #: PRJ25030-4**

**APPENDIX D
SAMPLE PRIME CONTRACTOR AGREEMENT**

1.1 Prime Contractor Agreement

The Contractor shall be deemed to be the Prime Contractor as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations.



Prime Contractor Agreement

Contract #: [YYYY-##-DEPT_CONTRACTOR_NAME](#)

Project: [Add project name](#)

THIS AGREEMENT made effective the day of , [year](#)

FOR: [Click or tap here to enter text.](#)

BETWEEN

REGIONAL DISTRICT OF CENTRAL KOOTENAY

(hereinafter called the RDCK)

at the following address:

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

AND

[CLICK HERE TO ADD CONTRACTOR NAME](#)

(hereinafter called the PRIME CONTRACTOR)

at the following address:

[Click here to add address](#)

[City, Province, Postal Code](#)

Agreement Administrator: [Add name](#)

Telephone #: [Click here to add phone #](#)

Email: [Click here to add email](#)

Agreement Administrator: [Add name](#)

Telephone: [Click here to add phone #](#)

Email: [Click here to add email](#)

WHEREAS:

- (a) The RDCK and the Prime Contractor entered into a [add contract type](#) (the CONTRACT) dated [add date](#) wherein the Prime Contractor agreed to perform certain Work on the Area of Operation as set out in the Contract;
- (b) **The Prime Contractor has indicated that it intends to be the only employer on the workspace. However, in the event that additional employers or contractors enter the Area of Operation (within the WORKPLACE as per Appendix A) then a multiple-employer workplace under the Workers Compensation Act (the ACT) will come into effect; and**
- (c) The Prime Contractor has agreed with the RDCK to be designated as the prime contractor for the purposes of coordinating occupational health and safety matters under the Act and the written policies of the RDCK at the Worksite designated herein on the terms and conditions set out in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the terms and conditions of this Agreement and for valuable consideration exchanged between the parties (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

DESIGNATION

- 1 The RDCK designates the Prime Contractor and the Prime Contractor accepts the designation from the RDCK as the prime contractor (as defined in the Act) for the Workplace attached hereto and defined under this

RESPONSIBILITIES OF THE PRIME CONTRACTOR

- 2 The Prime Contractor will fully comply with all of the duties and responsibilities that are required of a prime contractor as established under the *Act*, the Occupational Health and Safety Regulation, and any other applicable legislation and, without limiting the generality of the foregoing, will do all of the following:
- (a) ensure that the activities of employers, workers and other persons at the Workplace relating to occupational health and safety are coordinated, consistent with the *Act*, the Occupational Health and Safety Regulation and its applicable guidelines and any other applicable legislation and the RDCK's written policies relating to occupational health and safety (the RULES);
 - (b) do everything that is reasonably practicable to establish and maintain systems or processes that will ensure compliance with the *Act*, the Occupational Health and Safety Regulation and its applicable guidelines and any other applicable legislation and the Rules at the Workplace;
 - (c) establish and maintain a safety program for operations at the Workplace (the SAFETY PROGRAM) and site specific safety plans (the SITE SPECIFIC SAFETY PLANS) for site specific Workplaces as and when required pursuant to the Safety Program;
 - (d) conduct workplace assessments to ensure that equipment, supplies, facilities, first aid attendants and services are adequate and appropriate and ensure that a system or process is in place to establish and maintain the first aid equipment, supplies, facilities, first aid attendants and services as required under the Occupational Health and Safety Regulation;
 - (e) establish, monitor and coordinate the activities of a joint health and safety committee within the Workplace where required by the *Act* or its regulations or guidelines or as otherwise necessary to coordinate occupational health and safety matters at the Workplace;
 - (f) prepare and deliver the NOTICE OF PROJECT as and when required by the Occupational Health and Safety Regulation;
 - (g) obtain from each employer within the Workplace the name of the person designated as supervisor of the employer's workers as required under Section 24(2) of the *Act*;
 - (h) collect safety statistics regarding the operations of the Contractor and any subcontractors on forms provided by the RDCK and on a monthly basis, by the 3rd working day of each calendar month, provide a report to the RDCK in an acceptable form setting out matters relating to safety at the Workplace for the preceding month;
 - (i) immediately notify the RDCK of (i) an inspection or investigation relating to safety by a government official or (ii) any possible contravention of occupational health or safety legislation arising at the Workplace;
 - (j) notify the RDCK of all incidents at the Workplace requiring medical treatment and any other incidents that are required to be recorded pursuant to the Safety Program, within 24 hours of the occurrence of the incident;
 - (k) promptly implement all safety recommendations of the RDCK, acting reasonably;
 - (l) deliver to the RDCK
 - (i) a copy of the Notice of Project, and
 - (ii) a copy of the Safety Program;
 - (m) provide to all other employers within the Workplace the applicable Site Specific Safety Plans prepared pursuant to the Safety Program;

- (n) take steps to develop and maintain open communication relating to safety matters with the other employers and workers within the Workplace; and
- (o) provide additional training to the safety committee if required by the RDCK.

RESPONSIBILITIES OF THE RDCK

3 The RDCK will:

- (a) review the Safety Program prior to its implementation and may require that the Prime Contractor make changes to the Safety Program that the RDCK reasonably believes better reflect the intent of the Act, the Occupational Health and Safety Regulation, any other applicable legislation or the Rules and, if such a request is made, the Prime Contractor will promptly make all such reasonable changes to the Safety Program, and
- (b) from time to time attend at the Workplace to review all aspects of safety, including the Prime Contractor’s implementation of the Safety Program, and the Prime Contractor will respond to any concerns the RDCK may have with regard to safety within the Workplace.

4 CHANGES BY THE RDCK:

- (a) The RDCK may at any time during the term of the Contract, and on written notice to the Prime Contractor, suspend, limit, or terminate any or all of the Prime Contractor’s obligations under this Prime Contractor Agreement, as solely determined by the RDCK.

5 AFFECTED PARTIES:

- (a) The following other parties are a party to the creation of a multiple employer workplace and are affected by this Agreement and the responsibilities of the Prime Contractor as laid out herein:

FIRM NAME and ADDRESS	ITEM OF WORK SUBCONTRACTED

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

REGIONAL DISTRICT OF CENTRAL KOOTENAY	ADD PRIME CONTRACTOR NAME By its authorized signatories
_____	_____
(Signature of authorized Signatory)	(Signature of Authorized Signatory)
_____	_____
(Name and Title of Authorized Signatory)	(Name and Title of Authorized Signatory)

ADD MAP/DRAWING

SAMPLE