

**Tender Document Availability & Site Tour Confirmation Form****Invitation to Tender (ITT) #014-2011  
SEISMIC REMEDIATION, RICHMOND COMPLEX**

<b>To:</b>	<b>Person responsible for WorkSafeBC Tenders</b>	<b>Return Fax To:</b>	<b>Mandip Mailloux</b>
<b>Company:</b>		<b>Fax:</b>	<b>(604) 276-3260</b>
<b>Fax:</b>		<b>Phone:</b>	(604) 276-3344
<b>Phone:</b>		<b>Pages:</b>	2 (Including this page)

The Workers' Compensation Board of BC (WorkSafeBC) is inviting bids for General Contractors for seismic bracing and rebuilding of partition walls at their Richmond Complex.

It is mandatory that bidders visit the project site before submitting a bid. Bids will not be accepted from bidders that do not attend the mandatory site tour.

There will be a **Mandatory Site Tour on Thursday, December, 15<sup>th</sup>, 2011 at 5:00 p.m. Pacific Time.**

Tender closing is 2:00 PM on January 18<sup>th</sup>, 2012.

**1. ATTENDANCE**

Bidders are requested to fill out the Confirmation form on next page fax to **IMMEDIATELY** to WorkSafeBC. Failure to respond at least 24 hours prior to the site tour may be interpreted as an expression of non-interest and there may not be drawing/ document sets available for you.

- Please arrive at least 5 minutes in advance of the above stated time.
- Please bring a business card to leave, as a record of full contact information.
- You will be required to sign the sign-in sheet at the site tour. The list of attendees and contact information will be sent to the local Construction Association plan room and made available to other general and sub-contractors.
- You will be required to sign a Confidentiality Agreement at the site, before the tour begins. For this reason, please ensure that whoever is attending is designated as an authorized signatory for your firm. Upon receipt of your Site Tour confirmation, we will prepare a customized agreement for your signature, however you can view a sample of the form, by double clicking on the embedded icon below:

**2. AVAILABILITY OF TENDER DOCUMENTS AND DRAWINGS**

Tender documents and drawings will be available for pick-up at the Mandatory Site Tour at WorkSafeBC Richmond Office at 6951 Westminister Highway, Richmond, BC: Courtyard/Security Desk entrance.

It is the responsibility of the Bidders to ensure they monitor the BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)) or WorkSafeBC ([www.worksafefbc.com](http://www.worksafefbc.com)) websites, for any addendum to the ITT documents issued up to and including the closing date.

**Mailing Address**PO Box 5350 Stn Terminal  
Vancouver, BC V6B 5L5**Location**6951 Westminster Highway  
Richmond, BC V7C 1C6

Telephone: 604 276-3344

Fax: 604 276-3260

Email: [purchase@worksafebc.com](mailto:purchase@worksafebc.com)**3. BID DEPOSIT REQUIREMENT**

Tender document and drawing sets can be obtained upon receipt of a refundable deposit cheque of **\$200.00 plus HST (\$224.00), per set to a maximum of two (2) sets.**

**4. SCENT SAFETY POLICY**

WorkSafeBC is a SCENT SAFE workplace. All visitors will refrain from using or wearing scented products which include perfume, cologne/aftershave and scented personal hygiene products such as hair products, lotions/creams and deodorant.

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**MANDATORY SITE TOUR / PRE-BID MEETING CONFIRMATION**

**RETURN FORM ASAP TO:** Fax: 604-276- 3260  
Attention: Mandip Mailloux

**SCHEDULED FOR:** Date: Thursday, December, 15<sup>th</sup>, 2011 Time: 5:00 p.m. Pacific Time.

**LOCATION:** WorkSafeBC  
Courtyard/Security Desk Entrance  
6951 Westminster Highway, Richmond, BC

**WorkSafeBC Representatives:** Howard Leung, Manager, Facilities Projects  
Trevor Wong, Project Coordinator, Facilities  
Cathie Herbert, Senior. Purchasing Officer,  
Corporate & Health Care Purchasing

**WILL YOU BE ATTENDING THE SITE TOUR?**

- YES, we will be attending the site tour. There will be \_\_\_\_\_ representatives attending.
- NO, we will not be attending the site tour and not submitting a bid.
- YES, we have read and are aware of WorkSafeBC's Scent Safety Policy.

<b>FROM:</b>	<b>Company Name</b>	
	<b>Contact Name</b>	
	<b>Date</b>	
	<b>Phone Number</b>	
	<b>Fax Number</b>	
	<b>Email Address</b>	

Please advise if you require 1 or 2 sets: \_\_\_\_\_/sets.

Please bring your cheque when picking up the drawing sets. A receipt will be issued at that time.