



## REQUEST FOR QUOTATION

RFQ-2018-03

### Summerland Arena Roof Top Unit Replacement

Issue Date: June 19, 2018

One (1) complete printed copy of the Quotation in a sealed envelope plainly marked "RFQ-2018-03 Summerland Arena Roof Top Unit Replacement" may be hand delivered, couriered, or mailed and must be received prior to the Closing Date and Time or one (1) complete copy of the Quotation with subject line clearly stating "RFQ-2018-03 Summerland Arena Roof Top Unit Replacement" may be emailed and must be received prior to the Closing Date and Time. **Please note that the District will not be responsible for any transmission problems that may occur.** Faxed copies will not be accepted.

RFQ Closing Time: 2:00 pm PST

RFQ Closing Date: July 4, 2018

Delivered to: Attention: Lori Mullin  
District of Summerland  
13211 Henry Avenue  
PO Box 159  
Summerland, BC, V0H 1Z0  
[lmullin@summerland.ca](mailto:lmullin@summerland.ca)

It is the sole responsibility of the Contractor to check the District's website at [www.summerland.ca](http://www.summerland.ca) for any updated information and addenda issued before the closing Date and Time. The District's website is the only authorized website to obtain competitive bid documents for District of Summerland opportunities. The District of Summerland shall not be held responsible for our competitive bid documents that may be located on any other website.

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## **1. INTRODUCTION**

### **1.1 General**

This Request for Quote (RFQ) is being issued by the District of Summerland (“the District”) who is soliciting Quotes from qualified Contractors (“the Contractor”) with a demonstrated expertise in this type of project.

The general scope of work to be considered under the terms of this RFQ is outlined in Schedule ‘A’ – Scope of Work.

The Contractor must demonstrate compliance with all applicable bylaws and regulations of the District and all applicable laws of the Province of British Columbia and the Government of Canada.

## **2. INSTRUCTIONS TO CONTRACTORS**

### **2.1 Responsibility of Contractors**

It is the responsibility of the contractor to check the District’s website for any addenda. Contractors must acknowledge receipt of all addenda in the quotation package.

### **2.2 Not a Tender**

This RFQ is not a tender call and the submission of any response to this RFQ does not create a tender process. This RFQ is not an invitation for an offer to Contract and it is not an offer to Contract made by the District.

By this RFQ, the District reserves the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select and shortlist Contractors, or attempt to negotiate a Contract with the Contractor that the District considers the most preferable.

### **2.3 Local Conditions**

It is the Contractor’s responsibility, either personally or through a representative, to examine the Project site to determine local conditions and all matters pertaining to the Work. The Contractor is fully responsible for obtaining all information necessary for the preparation of their Quote. By submitting a Quote, the Contractor is confirming that he has examined the Project site, or that he has specifically elected not to do so. No additional payment will be claimable or due because of difficulties experienced by the Contractor relating to any condition which was reasonably foreseeable by a Contractor qualified to undertake the Work.

### **2.4 Contract Documents**

Contractors shall carefully examine the Contract Documents and shall fully inform themselves as to all existing conditions and any limitations that may affect the execution of the Work. No consideration will be given, after the submission of a Quote, to any claim that there was any misunderstanding with respect to the terms and conditions imposed by the Contract Documents.

## 2.5 Submission of Quotes

- a. One (1) complete printed copy of the Quotation in a sealed envelope plainly marked “RFQ-2018-03 Summerland Arena Roof Top Unit Replacement” may be hand delivered, couriered, or mailed and must be received prior to the Closing Date and Time or one (1) complete copy of the Quotation with subject line clearly stating “RFQ-2018-03 Summerland Arena Roof Top Unit Replacement” may be emailed and must be received prior to the Closing Date and Time. **Please note that the District will not be responsible for any transmission problems that may occur.** Faxed copies will not be accepted.

Delivered to:       Attention: Lori Mullin  
                          District of Summerland  
                          13211 Henry Avenue  
                          PO Box 159  
                          Summerland, BC, V0H 1Z0  
                          [lmullin@summerland.ca](mailto:lmullin@summerland.ca)

It is the sole responsibility of the Contractor to check the District’s website at [www.summerland.ca](http://www.summerland.ca) for any updated information and addenda issued before the closing Date and Time. The District’s website is the only authorized website to obtain competitive bid documents for District of Summerland opportunities. The District of Summerland shall not be held responsible for our competitive bid documents that may be located on any other website.

- b. Quotes are to be submitted on or before **2:00 pm PST, Wednesday July 4, 2018** (the ‘Closing Time and Date’). Quotes received after the Closing Time and Date will not be considered and will be returned to the Contractor unopened.
- c. The Quote shall be submitted on the attached Quote Form as outlined in Schedule ‘B’ and include:
  - i. the Contractor’s legal status and business address;
  - ii. signatures of a duly authorized official(s)
- d. The cover of the Quote shall include the name and address of the Contractor and be clearly marked “RFQ-2018-03 Summerland Arena Roof Top Unit Replacement”.
- e. Written amendments to a Quote will be permitted if they are received prior to the Closing Date and Time and are endorsed by the same parties who signed and sealed the original Quote. All amendments shall include the name and address of the Contractor and be clearly marked “RFQ-2018-03 Summerland Arena Roof Top Unit Replacement”.
- f. Contractors are advised that, except as expressly and specifically permitted in these Instructions to Contractors, no Contractor shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Quotation and by submitting a bid each Contractor shall be deemed to have agreed that it has no claim.
- g. Contractors are advised to contact the District, as per item 2.6.b to discuss any questions or issues regarding this competition.
- h. The District will issue a written Notice of Removal to any Contractor whose submission is being removed from consideration for this competition.

A Contractor who wishes to dispute the Notice of Removal must submit a formal written appeal to the District of Summerland's Recreation Manager within five (5) working days of the issuance of the Notice of Removal or before the Request for Quotation closing date and time, whichever is earliest.

The appeal must clearly state the reasons the Contractor feels their submission should be reinstated. Under this process, if the Contractor is not satisfied with the Recreation Manager's decision, then the appeal will be submitted to the Chief Administrative Officer who, at her sole discretion, will make the final decision.

## 2.6 Addenda

- a. A Contractor must immediately notify the District if they find discrepancies or omissions in the RFQ or if they have any doubt as to the meaning or intent of any part of the RFQ.
- b. Every request for an interpretation shall be made in writing (prior to June 29, 2018) and addressed and forwarded to:  
Lori Mullin  
District of Summerland  
13211 Henry Avenue  
PO Box 159  
Summerland, BC, V0H 1Z0  
[lmullin@summerland.ca](mailto:lmullin@summerland.ca)
- c. All responses to queries regarding this RFQ will be made by the District in a form of a written addendum.
- d. The District will not be responsible for or be bound by any verbal instructions, interpretations, or explanations issued by its officials, employees, agents, successors, or assigns.
- e. Addenda will be posted on the District of Summerland website at [www.summerland.ca](http://www.summerland.ca). It is the sole responsibility of the Contractor to check the District's website for any addenda issued before the closing Date and Time.
- f. Contractors must acknowledge receipt of all addenda in their Quote.
- g. Addenda may be issued up to June 29, 2018. After this time the RFQ will be considered complete and no further Addenda will be issued.
- h. For emailed or faxed inquiries, the Contractor takes full responsibility for the risk that the inquiry may not reach the intended recipient.

## 2.7 Acceptance or Rejection of Quotes

- a. The District reserves the right to:
  - consider and analyze Quote submissions;
  - meet with the Contractors, either individually or collectively, to discuss the RFQ and their submissions;
  - negotiate any changes, amendments, or modifications with the preferred Contractor, without offering the other Contractors the right to amend their Quotes;
  - cancel this RFQ at any time without incurring liability to any Contractor;
  - reject any or all Quotes;
  - accept any Quote whether complete or not;

- not accept the Quote with the lowest Contractor Fee; and
  - alter any aspects of this RFQ.
- b. A Quote may be rejected for reasons that include, but are not limited to, the following:
- the District considers a Quote not in the District's best interest;
  - incomplete, conditional, or non-compliant submissions;
  - obscure or irregular erasures or alterations;
  - omitted or unbalanced prices;
  - insufficient or irregular guarantees;
  - insufficient evidence of qualifications, experience, financial stability, or capacity to perform the Work; or
  - sub-standard performance of similar Work.
- c. The District will notify the successful Contractor through the issuance of a formal written 'Notice of Award'.

## 2.8 Validity Period

Quotes shall remain valid and irrevocable for thirty (30) days after the Closing Date and Time.

## 3. GENERAL CONDITIONS

### 3.1 Definitions

In the Contract Documents, unless the context requires otherwise,

- a. **Contract Documents** means the documents outlined in Section 3 - Contract.
- b. **Contract Fee** means the lump sum rates as outlined in Schedule 'B' – Quote Form.
- c. **Contractor** means the individual, firm, co-partnership, or corporation retained by the District to perform the Work in accordance with the Contract Documents.
- d. **Contractor's Superintendent** means the Contractor's on site representative who is responsible on a daily basis to ensure the Work is completed in accordance with the Contract Documents.
- e. **CAO** means the Chief Administrative Officer, as appointed by the Council of the District, and his duly appointed representative.
- f. **District** means the Corporation of the District of Summerland.
- g. **District's Representative** means that person or persons appointed by the CAO to manage and administer the Contract.
- h. **Equipment** means anything and everything, except persons and material, used by the Contractor in the performance of the Work.
- i. **Person** means an individual, a body corporate, a firm, partnership, association, or any other legal entity or an employee or agent thereof.

- j. **Work** means all materials, labour, equipment, transportation, traffic control or other ancillary items required by the Contractor to complete the Work, in accordance with the Contract Documents.

### **3.2 Notice to Proceed**

- a. The CAO will issue a formal Notice to Proceed.
- b. The Contractor must commence the Work on the date specified in the Notice to Proceed.

### **3.3 Changes to the Scope of Work**

- a. Where the District requests the Contractor to provide Work that the Contractor considers is not included in the original scope of work, the Contractor must notify the District that a change order will be required.
- b. The District shall not be required to pay for any Work not included in the Scope of Work unless the District's Representative approves a Change Order prior to the Contractor performing the Work.

### **3.4 Payment**

- a. The Contract Fee shall be firm, expressed in Canadian currency, and shall be all inclusive for the Work. GST shall be in addition to the Contract Fee.
- b. The District will pay the Contractor within 30 days from the date the Contractor submits an invoice for payment.
- c. The District's Representative may request the Contractor to submit, at no cost to the District, with the final invoice, a Statutory Declaration or other proof, that there are no outstanding costs, assessments, liens, or claims against the Contractor or against the District's property arising out of or in connection with the Work.

### **3.5 Taxes, Tariffs, and Duties**

The Contractor is responsible for all taxes, tariffs, and duties applicable to labour, Work and equipment and these taxes, tariffs, and duties shall be included in the Contract Fee. notwithstanding, GST shall be billed as a separate item.

### **3.6 Payment Withheld**

- a. The District may withhold or nullify the whole or part of any payment to the extent necessary to protect themselves from loss due to one or more of the following:
  - i.. the Contractor is not performing the Work to the satisfaction of the District's Representative;
  - ii defective Work is not being remedied;
  - iii. there is an affidavit, claim of lien, or lien filed against the equipment on which the Work is done or is being done, or reasonable evidence of the probable filing of an affidavit, claim of lien, or lien;
  - iv. the Contractor is failing to make prompt payments to anyone employed by the Contractor in connection with the Work; or
  - v. an unsatisfied claim exists for damages caused by the Contractor in connection with the Work.

- b. Where subcontractors or Contractors of material are not receiving prompt payment, the District may deduct the amount of such payments from amounts otherwise due to the Contractor and will, if deducted, hold these funds in trust until such time as the Contractor has resolved the issue to the satisfaction of the CAO.

### **3.7 Wages and WorkSafe BC**

- a. The Contractor shall comply with the requirements of the British Columbia Employment Standards Act, the Workers Compensation Act, and all other applicable federal and provincial legislation regarding wages and labour regulations.
- b. The Contractor shall, upon request by the District, provide proof of payment in good standing with WorkSafe BC.

### **3.8 Permits**

The Contractor shall, at their own expense, procure all permits, certificates, and licenses required by law for the execution of the Work.

### **3.9 Bankruptcy or Default by Contractor**

- a. If the Contractor:
  - is adjudged bankrupt; or
  - makes a general assignment for the benefit of creditors due to insolvency; or
  - has a receiver appointed because of his insolvency, the District may, without prejudice to any other of the District's rights or remedies, give the Contractor, the receiver, or the trustee written notice and terminate the Contract.
- b. If the Contractor fails to perform the Work in accordance with the Contract Documents, the District may provide written notice informing the Contractor that he is in default of his contractual obligations and instruct the Contractor to correct the default within five days, or such other longer specified time as outlined in the notice.
- c. If the Contractor fails to correct the default within the time specified, the District may, without prejudice to any other of the District's rights or remedies,
  - correct the default and deduct the District's direct costs from any payment owing to the Contractor or any security held by the District; and/or
  - deduct any portion of the remaining Work from the Contract; or
  - terminate the Contract.

### **3.10 Dispute Resolution**

- a. The CAO shall be the interpreter of the requirements of the Contract.
- b. In the event of any Dispute, which shall be any disagreement or misunderstanding between the District and the Contractor after initial attempts at resolution, either party may provide the other with a written summary of the Contract question at issue and the redress sought. Within fourteen calendar days of receipt of such communication the recipient shall acknowledge and respond in writing addressing all the issues raised in the initial communication or request a time extension.



- c. If a party does not provide any written response to the written communication issued as per the foregoing, the communication will be deemed to have been accepted by the receiving party.
- d. If there is an exchange of communication and issues remain unresolved, both parties shall:
  - i. make immediate bona fide efforts to resolve the outstanding issues by amicable negotiations involving the assistance of senior persons in both parties' organizations and;
  - ii. provide frank, conditional, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.
- e. If the dispute cannot be settled within fourteen calendar days of the end of the above negotiations, or such other time period as agreed to by both parties, the dispute may be referred to and finally resolved by arbitration conducted by a single arbitrator, agreed to by both parties, and under the rules of the British Columbia International Commercial Arbitration Centre. The place of arbitration shall be in Summerland, B.C. unless otherwise agreed to by both parties. The findings of the arbitrator shall be final and binding upon both parties.
- f. The Contractor shall not delay any of the Work on account of or during any dispute, negotiation, or arbitration proceedings. The parties shall each bear their own costs throughout the process and the costs of a mediator or arbitrator shall be divided equally between the parties.

### **3.11 Termination Notice**

A termination notice shall be in writing, delivered by registered mail, and specify the date the Contract will be terminated and the date the Contractor must vacate the place of Work. Termination notice must be a minimum of 30 days unless the termination is due to fraud, dishonesty, bankruptcy, default, or other significant issue that irrevocably damages the relationship between the District and the Contractor.

### **3.12 Remedies**

On any early termination of the Contract by the District:

- i. The District shall pay to the Contractor the money owing to them under this Contract to the date of termination and upon such payment being made the District shall have no further obligation to the Contractor under this Contract; and
- ii. If the Contractor's right to perform the Work is terminated in accordance with the provisions of the Contract, the District shall not be liable to the Contractor for any damage or loss, including economic loss, sustained, or suffered by the Contractor as a result of any action taken by the District.

## SCHEDULE 'A' – SCOPE OF WORK

The District of Summerland is requesting quotes from qualified bidders for the replacement of a new Engineered Air Roof Top Unit. Contractor is to supply all labour, equipment, materials and supplies to complete the project. The project includes but may not be limited to the following:

1. Remove the existing Engineered Air Roof Top Unit (RTU) from the roof of the arena and replace with a new Engineered Air RTU.
2. Pump down and removal of existing DX coil air conditioning (A/C) from RTU.
3. Disconnect of gas piping and sheet metal.
4. Crane removal of existing RTU and disposal.
5. Crane installation of new RTU.
6. Reconnection of gas piping with new gas regulator, sheet metal, commissioning and start-up of new heat package.
7. Installation of existing DX coil with new liquid line filter drier, and commissioning of A/C operation.
8. Supply and installation of new thermostat and wiring.
9. Obtain gas permit.

\*\* District electrician can provide electrical disconnect, re-connect and associated electrical permits if required.

The following pictures display the existing Engineered Air unit which requires replacement and its original Submittal Record for reference.



GENERAL		ENGINEERED AIR	JOB No. 3602
SUBMITTAL RECORD			
JOB <u>SUMMERLAND REG. CENTRE</u>			
CONTRACTOR <u>O. G. PAGE &amp; HIER</u>			
CUSTOMERS EQUIP No. <u>HV-2</u>		ENG A MODEL No. - INDOOR _____	
		OUTDOOR <u>S-350-0VF</u>	
CFM <u>4,000</u>	ESP in W.C. <u>1.25"</u>	BLOWER (R) <u>12/12</u>	@ <u>850</u> RPM
TEMP RISE °F <u>61°</u>	MAX HEAT INPUT BTUH <u>350,000</u>		
MANIFOLD SIZE (in) <u>3/4"</u>	SUPPLY GAS PRESS in W.C. NATURAL <u>7"</u>		
HEAT SOURCE FURNACE MFG <u>ENG A</u>	PROPANE		
BURNER MFG _____	MODEL <u>U-225-350-6350</u>		
			MODEL _____
OPTIONS			
1. DAMPERS N.I.C. <input type="checkbox"/>	4. VIBRATION ISOLATION N.I.C. <input checked="" type="checkbox"/>		
MOTORIZED <input checked="" type="checkbox"/>	HUNG No. _____		
GRAVITY <input type="checkbox"/>	BASE No. _____		
2. REMOTE CONTROL PANEL N.I.C. <input checked="" type="checkbox"/>	5. FILTERS N.I.C. <input type="checkbox"/>		
INCLUDED <input type="checkbox"/>	TYPE <u>REPLACEABLE MEDIA</u>		
3. CONTROL TRANSFORMER N.I.C. <input type="checkbox"/>	SIZE <u>10X30X2"</u> No. <u>2</u>		
_____ /110/ _____ VA	TYPE <u>REFRIGERANT MEDIA</u>		
_____ /124/ _____ VA	SIZE <u>10X30X2"</u> No. <u>3</u>		
- NON FUSED DISCONNECT SWITCH			
- HORIZONTAL DISCHARGE - PROPAB. ROOF CURB.			
- HORIZONTAL INLET HOOD QW. 1" BIRDSCREEN.			
- COIL CAVITY - EXTERNAL MIXING BOX			
- RIGHT HAND SIDE CONTROL - MODULATING DAMPER			
- MOTOR QW REMOVE POT. - RUD SARGE PIPING BY RUD SARGE			
- DUCTS/STAY WITH THERMOSTAT OVER-RIDES - HORIZONTAL INLET HOOD			
BLOWER MOTOR HP <u>3</u>	VOLTS <u>600</u>	PHASE <u>3</u>	CYCLES <u>60</u>
CONTROL CIRCUIT _____	/1/60 _____ AMPS		
<u>Low Limit Controller</u>			
<b>NOTE:</b>			
If a control transformer is not included (refer option #3) a 110/1/60 control power supply must be made available by others.			
MOUNTING BASE <input checked="" type="checkbox"/>	APPROX SHIPPING WEIGHT <u>300</u>		
HUNG <input type="checkbox"/>	No OF PIECES <u>3</u>		

**SCHEDULE 'B' – QUOTE FORM**

The Supplier may provide information on a separate page if there is insufficient room on this page.

**Supplier Information**

Contact: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**Schedule of Quantities and Prices**

Pricing to be evaluated and will be awarded based on pricing, term, and lead time the District deems most beneficial to its interests. The lump sum rates shall be all inclusive and include, but not be limited to, all materials, labour, equipment, delivery, and all applicable taxes and levies, excluding GST and PST.

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Engineered Air Roof Top Unit	ls	1		
2	All disconnection, removal, disposal and installation costs including crane expenses (as outlined in Schedule A)	ls	1		
3	Supply and installation of new thermostat and wiring	ls	1		
4	Gas permit	ls	1		

Quoted Price ..... \_\_\_\_\_  
 GST ..... \_\_\_\_\_  
 PST ..... \_\_\_\_\_

**TOTAL QUOTED PRICE** \_\_\_\_\_

**Lead Time**

Describe the estimated lead time required for delivery of your product

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

**Schedule**

Describe the estimated schedule to complete the project

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

**Contractor** by its authorized signatories:

\_\_\_\_\_



## SCHEDULE 'C' - **SAMPLE** CONTRACT

### Summerland Arena Roof Top Unit Replacement

**Reference Number:** RFP-2018-03

**THIS CONTRACT** made in duplicate and entered into effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**BETWEEN:**

**The Corporation of the District of Summerland**  
Box 159, 13211 Henry Ave  
Summerland, BC V0H 1Z0

(hereinafter referred to as the "District")

**AND:**

**Contractor name**  
**Contractor address**

(hereinafter referred to as the "Contractor")

**NOW THIS CONTRACT WITNESSETH** that in consideration of their mutual rights and obligations to one another as hereinafter set forth the parties hereto agree as follows:

#### **1.0 Contract Description**

The Work for which this Contract pertains to is titled **Summerland Arena Roof Top Unit Replacement** and hereinafter shall be referred to as the "Project".

#### **2.0 Contract Documents**

The Contract Documents, in order of precedence, for which this Contract pertains, are:

- Instructions to Contractors
- General Conditions
- Schedule 'A' – Scope of Work
- Schedule 'B' – Quote Form

Where there is a conflict between the wording and interpretation of the Contract Documents the wording or interpretation contained in the Contract Document with the highest precedence shall apply.

#### **3.0 Successors or Assigns**

- a. This Contract and the terms and conditions herein contained shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

- b. Neither party shall assign this Contract, or any portion thereof, without the prior written consent of the other.

#### **4.0 Applicable Laws**

This Contract shall be governed by the laws of the Province of British Columbia.

#### **5.0 Waiver**

The waiver by the District of any breach of this Contract by the Contractor, shall not require, nor be construed to require, the District to waive any subsequent breach of the same condition, covenant, or obligation.

#### **6.0 Indemnification**

- a. The Contractor shall indemnify and save harmless the District, its elected officials, officers, agents, servants and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and the District, by reason of any act or omission of the Contractor, their agents, employees, or subcontractors in the execution of the Work and shall pay any and all legal or other costs incurred by the District as a result of such act or omission.
- b. The Contractor hereby waives all rights of recourse against the District, its elected officials, officers, agents, servants and employees with regard to damage to the Contractor's property.

#### **7.0 Entire Contract**

This Contract constitutes the sole and entire Contract between the District and the Contractor relating to the Work and completely supersedes and abrogates any prior Contracts existing between the District and the Contractor whether written or oral.

#### **8.0 Notification**

- a. All Notices shall be in writing.
- b. Notices between the parties shall be considered to have been received by the addressee:
  - on the date of delivery if delivered by hand to the individual or to a member of the company for whom they are intended;
  - within one working day if sent by email;
  - within five working days if sent by mail or fax.

c. Notices must be sent to the following addresses:

**The Corporation of the District of Summerland**  
Box 159, 13211 Henry Avenue  
Summerland, BC, V0H 1Z0

and **Contractor Name**  
**Contractor address**

**IN WITNESS WHEREOF** the parties have executed this Contract on the day and year written above by their officers or persons duly authorized to execute on their behalf.

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND** by its authorized signatories:

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**CONTRACTOR** by its authorized signatories:

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