

Invitation to Tender
Tender No. PW02-2026
Supply of Picnic Tables

A. Background

The District of Hudson's Hope is seeking the services of a qualified vendor to supply and deliver twenty-five (25) wooden picnic tables as per the enclosed specifications.

B. Nature and Scope of Work

The District is accepting bids for twenty-five (25) six-foot-long picnic tables constructed from pressure treated lumber. The pressure treated lumber shall be "Sienna Brown" treating process. The tables shall be constructed as per the attached photo and dimensional sketches. All hardware on stress points of tables shall be 3/8-inch x 3.5-inch chrome plated carriage bolts, washers and lock nuts. The leg anchors shall be GRK rugged structural screws 3/16" x 4" long. All lumber cuts will be coated with two (2) coats of an appropriately coloured pressure treated "end cut" product for the pressure treated lumber being used. All lumber will be 2"x6" nominal size. All lumber for the tops and seats will be fastened with 3 – 3 inch deck screws used. All screws to be no more than 1/16" below the surface of the board being fastened through.

The picnic tables are to be delivered to the Public Works Shop at 11605 Ross Street, Hudson's Hope, B.C. The Vendor will be responsible to off load the tables and may be delivered in groups of not less than 5 tables at a time. A delivery slip must accompany the delivery and be signed as received by a District Representative.

C. General Conditions

1. The District assumes no responsibility or liability for costs incurred by Vendors pursuant to the Request for Tender (RFT).
2. Vendors must certify their tender bid as firm for acceptance for a period of forty-five (45) days following the closing date of the RFT.
3. The RFT and the tender reply of the successful Vendor will become part of any contract awarded as a result of this RFT.
4. The District reserves the right to do any of the following:
 - a. Negotiate with any Tenderer at any time, including for the purpose of negotiating changes to a tender after tender opening,
 - b. Accept any tender even if the tender contains material defects or omissions and even if the Tenderer has failed in any respect, whether material or not, to fully comply with the Invitation to Tender (IT).
 - c. Evaluate tenders on any basis whatsoever and accept any tender that the District of Hudson's Hope considers will best serve its interests.
 - d. By submitting a tender, a Tenderer agrees that the liability of the District of Hudson's Hope to that Tenderer for any breach or breaches of any contract "A" arising in connection with the tender process is limited to \$500 in total.
 - e. Tender replies are to indicate prices in Canadian funds.
 - f. Tender replies may be withdrawn by written notice only, provided that such notice is received in the office of the Manager of Public Works prior to the time and date set for the opening of the tender replies.

- g. Tender replies must be submitted using this document. Vendors may, however, include any additional data, information, or samples deemed pertinent. All material contained in the tender reply must be clearly legible.
- h. Alternate bids may be considered. However, alternate bids must be submitted as separate Invitation to Tender replies, as defined in section G, "Instructions to Vendors and Format of Reply".
- i. Submissions in response to this RFT may become public information, in accordance with Freedom of Information/Protection of Privacy (FOI/POP) legislation, unless Vendors specifically request that certain parts of their replies, other than costs, remain confidential.
- j. Any notice required to be given in this contract shall be deemed to be duly given to the District of Hudson's Hope if sent by registered mail addressed to the:

Director of Public Works
Public Works Department
Desirée LeBlanc, EIT
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC, V0C 1V0
desiree@hudsonshope.ca

and to the Vendor if sent by registered mail addressed to the Vendor at the address set forth in the proposal.

- k. The District of Hudson's Hope will assume no responsibility for oral instructions or suggestions. All correspondence regarding this tender must be directed to and will be issued by the Director of Public Works.
- l. Any Vendor who finds any uncertainties, discrepancies, errors or omissions from any part of the Invitation to Tender shall notify the Director of Public Works in writing by mail or email at desiree@hudsonshope.ca . Such notification does not obligate the District of Hudson's Hope to make changes but, if the Director of Public Works deems that changes are desirable, the District of Hudson's Hope will, at the discretion of the Director, notify all Vendors in writing and/or by posting amendments to the Invitation to Tender on the District of Hudson's Hope website at <https://hudsonshope.ca/business/tenders/>.
- m. All prices and notations must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto, and initialed in ink by the proper signing officer of the Vendor.
- n. Any dispute arising under this contract shall be resolved according to the laws of the Province of British Columbia. The jurisdiction of said disputes will be the Peace Region area.
- o. Vendors will be notified in writing if, and when an award has been made. No information will be given out between the time set for tender openings and the time the award has been made.

- p. The Vendor shall fully indemnify the District of Hudson's Hope from and against any and all liability or expense by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity, or to any attachment for debt, garnishee process or otherwise.
- q. Prospective Vendors must submit proof of current liability insurance greater than or equal to \$2,000,000. (The requirement for this tender is waived by the Municipality.)
- r. Prospective Vendors must submit proof of current Workers' Compensation coverage. (The requirement for this tender is waived by the Municipality.)
- s. During the process of supplying the goods/services awarded as a result of the Invitation to Tender, the successful Vendor must conform to all regulations as stipulated in the current Workers' Compensation Board Occupational Health & Safety Regulations and the District of Hudson's Hope Safety Policy and Procedures manual. (The requirement for this tender is waived by the municipality.)
- t. The successful Vendor must maintain a valid Peace Region inter-municipal or District of Hudson's Hope business license for the duration of the contract. (The requirement for this tender is waived by the municipality.)
- u. The District of Hudson's Hope may, by notice of default to the Vendor, terminate the whole or any part of this contract if the Vendor fails to perform any provision of this contract within the time specified, and to the satisfaction of the District of Hudson's Hope.
- v. In the event the District of Hudson's Hope terminates this contract, in whole or in part as provided in clause u, the District of Hudson's Hope may procure services similar to those terminated, and the Vendor shall be liable to the District of Hudson's Hope for any excess costs for such similar services.
- w. The Vendor shall not be liable for any excess costs under clause v, if failure to perform the contract arises by reason of strikes, lockouts, acts of God or the acts of the District of Hudson's Hope.
- x. For anything done or supplied in connection with this contract, the Vendor shall indemnify and save harmless the District of Hudson's Hope, its servant and agents from and against all claims relating to labour, materials, inventions, copyrights, trademarks or patents, and from all such claims in the subsequent use and operation thereof after delivery to the District of Hudson's Hope.
- y. Subcontract work is not permitted unless specifically agreed to between the District and the successful Vendor.

D. Special Conditions

1. The Municipality waives the requirement for a mandatory site meeting.

E. Evaluation of Tender Replies

Each tender reply will be evaluated based on overall best value to the District of Hudson's Hope. The evaluation team will consist of the Director of Public Works, and the Chief Administrative Officer. The District of Hudson's Hope may evaluate tenders on any basis it considers relevant without limitation by consideration of the following factors:

1. Ability to meet specification
2. Ability to meet program schedule,
3. Cost, broken down by individual components,

F. Vendor Approval

Final approval of the contract is contingent upon, but not limited to the following criteria:

1. Budgetary considerations,
2. Approval of the appropriate Director or Council in accordance with current purchasing policy guidelines, and
3. Acceptance of the lowest-priced qualified tender bid may be subject to further negotiations.

G. Instructions to Vendors and Format of Tender Reply

1. Vendor replies, enclosed in a sealed, return-addressed envelope, clearly marked "Tender PW 02 - 2026: Supply of Picnic Tables", must be submitted to the attention of the:

Director of Public Works
Desirée LeBlanc, EIT
Public Works Department
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC, V0C 1V0

by 2:00 p. m. MST, Friday, April 17, 2026.

2. Email submission is also acceptable by emailing bid in pdf format to: desiree@hudsonshope.ca with the subject line "Sealed Bid: Tender PW 02-2026: Supply of Picnic Tables" by 2:00pm MST, Friday, April 17, 2026. File size of attachment(s) must not exceed 10MB.
3. Replies received and not conforming to item 1 (above) will be returned to the bidder(s), unopened and without consideration.
4. The tender reply must consist of one copy of the signed and initialed Invitation to Tender document.
5. All tender replies must be signed in the place provided on the offer page(s) by an Officer or Employee having authority to bind the Vendor by his signature. The signature shall be witnessed, and the Witness shall give his/her address and telephone number. The Signing Officer, in the spaces provided, shall initial all other pages of the IT document.
6. The format and content of the tender reply must adhere to the following requirements:
 - a. Breakdown of Cost Proposals must provide clear detailed cost breakdowns. ALL costs must be clearly identified.
 - b. The final cost to the District of Hudson's Hope must be clearly indicated.
 - c. All applicable taxes must be clearly indicated below the total cost, so that the final cost to the District of Hudson's Hope is clearly identifiable.
 - d. Modifications to individual costs or cost appropriations will not be permitted during the proposal evaluation period.

7. Qualification: Vendors must provide a brief overview of their firm, its history, and a summary of relevant background experience with respect to its ability to undertake this project. This should also include references for customers that have purchased similar products or services.
8. Equipment: Vendors must include a complete, clear and comprehensive description of the vehicles and equipment to be used in completing this project. (The requirement for this tender is waived by the Municipality.)
9. Method and Schedule of Payment: Vendors must indicate their terms of payment and a detailed description of their billing procedures.
10. Appendices: Vendors may provide additional information in support of their proposals.

H. Enquiries

All enquiries regarding the general nature of the service being requested must be directed to the Director of Public Works in writing by email to desiree@hudsonshope.ca. Addendums may be issued based on the nature of questions. Addendums will be issued on the District of Hudson's Hope website at <https://hudsonshope.ca/business/tenders/>.

I. Implementation Schedule

Item	Date
Request For Tender Issued.....	Monday, March 30, 2026
Mandatory Site Meeting	not applicable
Vendor Responses Due, (open Vendor Responses)	Friday, April 17, 2026, 2:00pm
Anticipated Award of Contract.....	Friday, April 24, 2026
Completion of Supply of Picnic Tables Contract.....	Thursday, May 14, 2026

The individual is an individual _____ partnership _____ company _____

Incorporated under the laws of _____.

Name and Signature of Individual authorized to sign bid.

Name and Address of Corporation or Partnership

Name and Signature of Witness

Business Telephone Number

Facsimile Telephone Number

ACCEPTANCE

Acceptance by the District of Hudson's Hope will be formalized by the issuance of a written Purchase Order.

District of Hudson's Hope
Invitation to Tender
Tender No. PW02-2026
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Item	Quantity	Unit Price Cost Per Table	Cost
1. Supply and Deliver Picnic Tables	25		

5 % GST _____

Total Cost _____







