

INVITATION TO QUOTE
SUPPLY AND DELIVERY OF

Tsuma-as Elementary Exterior Stairwell Repair and Maintenance

26-Jan-26

The Board of Education of School District No. 70 Pacific Rim

Table of Contents

1	INVITATION TO QUOTE	3
2	INFORMATION FOR RESPONDENTS	3
3	SCHEDULE "A"	6
4	SCHEDULE "B"	7
5	QUOTE FORM	8
6	SCHEDULE OF QUANTITIES AND PRICES.....	9
7	APPENDIX A: STAIRWELL PICTURES.....	10
8	APPENDIX B: RJC REDACTED STRUCTURAL ASSESSMENT.....	17

1 INVITATION TO QUOTE

- 1.1 The Board Of Education Of School District No. 70 ("Purchaser") invites quotes from qualified suppliers for the supply and delivery of the repair and maintenance of the Tsuma-as Elementary exterior stairwells ("Respondents").
- 1.2 Sealed quotes should be clearly marked "Tsuma-as Elementary Exterior Stair Repair and Maintenance ITQ", Attention Alex Taylor, Director of Operations.
- 1.3 Quotes will be received by email to ataylor@sd70.bc.ca, until Noon, March 31st, 2026, (the "Closing"). Quotes received after the Closing will not be accepted or considered. Delays caused by any delivery, courier, e-mail, or mail service(s) will not be grounds for an extension of the closing time. Proposals received after the closing time will be disposed of, unopened.
- 1.4 Inquiries and site visits can be made by contacting Alex Taylor, or Jeffery Goode, prior to Noon March 31st, 2026.

Alex Taylor, Director of Operations
4930 Maebelle Road, Port Alberni, BC
ataylor@sd70.bc.ca
(250) 720-5478

with a copy to:

Jefferey Goode, Assistant Director of Operations
4930 Maebelle Road, Port Alberni, BC
jgoode1@sd70.bc.ca
(250) 735-4358

- 1.5 Quotes must be submitted on the following forms which are provided in this Invitation to Quote:
 - a) Quote
 - b) Schedule of Quantities and Prices
- 1.6 The Purchaser reserves the right to clarify any submission. At the Purchaser's option, a failure to include a mandatory form noted above does not render a Quotation incapable of acceptance. This is not a tender, but a call for non-binding quotations.
- 1.7 If the Purchaser determines that an amendment is required to this ITQ, the Purchaser will issue a written addendum, and it will be posted in the same manner as this ITQ. The addendum(s) will be incorporated into and become a part of this ITQ. Failure to acknowledge and address all addenda in a quotation may render the Quote invalid. It is the sole responsibility of the Respondents to check for addendum(s) prior to submittal.

2 INFORMATION FOR RESPONDENTS

2.1 Description of the Goods/Services

The "Goods/Services" requires the supply and delivery of comprehensively repairing the four second story exterior stairwells located at Tsuma-as Elementary School as per the Specifications listed in Appendix "A" to the Quote Form.

2.2 Conditions of Quotation

- a) The quote shall be based upon the whole of the Specifications listed in Appendix "A" to the Quote Form and Contract/PO Documents without reservation.
- b) The submitted Quote will consist of one signed copy of the executed offer on the forms provided in this ITQ and clearly marked with the Respondent's name and the project name.
- c) Quotes submitted by fax will not be accepted.
- d) Amendments to the submitted Quote may be made by email if endorsed by the same party who signed the Quote. Amendments by email must only show the amount by which the Quote price shall be increased or decreased and shall be received at least 15 minutes before the Closing.

2.3 Alternatives

2.4 Delivery Location

All goods and services shall be delivered to Purchaser, at 5055 Compton Rd, Port Alberni, BC V9Y 7B5

2.5 Additional Terms and Conditions

This ITQ will be subject to the additional terms and conditions set out in Schedule "B".

2.6 Comparison of Quotes

- a) The quantities stated herein are given for the purpose of providing a uniform basis for comparison of Quotes. Payment will be made on actual quantities ordered and delivered in accordance with the contract/purchase order ultimately entered into by the Purchaser and the successful Respondent.
- b) If applicable, in the case of errors in the calculation of prices, the unit price shall govern.
- c) In evaluating Quotes,
 - i. the lowest or any quote will not necessarily be accepted; and
 - ii. the Purchaser will consider prices, warranty, lead time, delivery, specifications, etc. so as to provide the best overall value to the Purchaser, which shall be determined using the Purchaser's reasonable business judgement.

2.7 ITQ Process Not Binding

This ITQ process is not intended to, and will not, create a formal, legally binding procurement process. Instead, this process will be governed by the law applicable to direct commercial negotiations. Without limiting the foregoing:

- a) this ITQ will not give rise to any "contract A" based tendering law duties or any other legal obligations arising out of any procurement process contract or collateral contract;
- b) neither the Respondent nor the Purchaser will have the right to make any claims (in contract, tort or otherwise) against the other with respect to the award made under this ITQ, failure to award a contract, evaluation or failure to consider or honour a Quote submitted in response to this ITQ, or any other claims based on a breach of "contract A" or other tendering law duties or obligations; and
- c) this ITQ process is intended to identify prospective suppliers for the purposes of negotiating a potential contract/purchase order. No legal relationship or obligation regarding the provision of any goods or services is or will be created between the Respondent and the Purchaser by this process until the successful negotiation and execution of a contract/purchase order.

2.8 Respondents bear own costs

Respondents submit Quotes solely at their own cost and risk, including with respect to:

- a) reviewing the ITQ, including addenda;
- b) preparing and submitting any Quote;
- c) responding to requests for clarification and verification; and
- d) participating in any meetings; due diligence activities, demonstrations, presentations, interviews, discussions, negotiations and any other activities in relation to this ITQ process.

Except as otherwise provided in this ITQ, the Purchaser will not be liable to pay any costs or expenses of any Respondent or to reimburse or compensate a Respondent under any circumstances, regardless of the outcome of this ITQ.

3 SCHEDULE "A"

INSURANCE REQUIREMENTS

1. The Respondent shall, at its own expense, provide and maintain the following insurance in a form acceptable to the Purchaser with an entity duly registered and authorized to conduct insurance business in the Province of British Columbia:

(a) **Commercial General Liability Insurance**

- (i) Commercial General Liability Insurance policy covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations;
- (ii) this shall be an occurrence-based policy with a \$2 million minimum limit;
- (iii) where the delivery of the Goods/Services includes service delivery and not merely delivery of goods, the Purchaser shall be named as an additional insured;
- (iv) the policy shall contain a separation of insureds, cross liability clause in its conditions;
- (v) the policy shall provide that no cancellation or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, or alteration has been given to the Purchaser; and
- (vi) the Respondent shall provide the Purchaser with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies. Every certificate, or certificates of insurance shall include, certification by the insurance agent or the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.

If waived in writing by the Purchaser, the Purchaser will not be liable for any loss or damage caused by the Purchaser's tortious or wrongful acts nor will the Purchaser defend or indemnify the Respondent for such acts. The Respondent understands and agrees it is solely responsible for its defence costs and damages arising.

(b) **Property Insurance**

Notwithstanding anything contained elsewhere herein or within this Contract, it is understood and agreed that the Purchaser will not be liable for any loss or damage to the Respondent's equipment including loss of use thereof. Each and every policy insuring the Respondent's equipment to be used with respect to the Goods/Services shall contain a waiver of subrogation clause in the favor of the Purchaser.

(c) **Professional Liability (Errors and Omissions) Insurance**

If applicable¹, the Respondent shall maintain Professional Liability (Errors and Omissions) Insurance coverage with a limit of not less than Five Hundred Thousand (\$500,000) per claim and an aggregate limit of not less than [\$1,000,000] per policy period. The Respondent shall provide the Purchaser with a certificate of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

2. The Respondent shall require that any and all of its subcontractors provide evidence of comparable insurance in the name of the subcontractor to that set forth under this schedule.
3. Maintenance of such insurance and the performance by the Respondent of its obligations under this schedule shall not relieve the Respondent of liability under the indemnity provisions set forth in this Contract, nor shall it limit the Respondent's liability to the limits of any insurance policy.
4. The Purchaser may take out and maintain the insurance described above at the cost of the Respondent if the Respondent is in default of its obligations under this schedule.

¹ Professional Liability insurance is only available to certain professions, such as Engineers and Geoscientists, Accountants, Architects, Planners, Insurance Brokers, Financial Planners, and the like.

4 SCHEDULE “B”

ADDITIONAL TERMS AND CONDITIONS

- The Purchaser will award this project to the selected Respondent through issuance of a purchase order.
- In addition to the terms set out in the ITQ, the Respondent, and any sub trades, must also comply with all School District [Policies](#) and [Procedures](#). If sub trades are used, it is the Respondents' responsibility to ensure these policies and procedures are followed.
- The respondents must also comply with all OHS and WorkSafe BC regulations regarding the type of work being conducted.
-

5 QUOTE FORM

Terms of Quote

Submitted to the Board Of Education Of School District No.70 Pacific Rim

We

Print Name(s)

Of:

Full Legal Name of Respondent

having examined the ITQ including Schedule A, Schedule B, Quote Form, Schedule of Quantities and Prices, Appendix A and Appendix B hereby offer to engage in negotiations with the Purchaser to perform the work, supply the goods and provide the services listed in the attached Appendix "A" and as may be further described in the ITQ on the basis of the price shown in the attached Schedule of Quantities and Prices.

It is understood that this Quote is open for acceptance within 60days of the date hereof. Prior to the quote closing date, this Quote may be withdrawn by us, for any reason without penalty.

We agree to deliver the Goods/Services in compliance with the required schedule stated in the ITQ.

We agree that the Purchaser is not bound to accept the lowest or any Response. Further, we agree that this ITQ does not give rise to any "Contract A" based tendering law duties or any other legal obligation arising out of any procurement bidding process, contract or collateral contract; and, as described in the ITQ, we will have no right to make any claims (in contract, tort or otherwise) against the District with respect to the award of a contract, failure to award a contract, evaluation or failure to consider or honour a quote submitted in response to this ITQ, or any other claims based on a breach of "Contract A" or any other tendering law duties or obligations.

We certify that we are familiar with this ITQ and that we have received and are familiar with the following Notices/Addenda:

Dated: _____

Dated: _____

We acknowledge that the failure to acknowledge and address all addenda may render the Quote invalid.

Signatures:

Respondent

Signature

Name and Title

Dated the _____ day of _____, 20____.

6 SCHEDULE OF QUANTITIES AND PRICES

The Respondent agrees that the prices quoted herein provide for the supply and delivery of the repair and maintenance of four exterior stairwells at Tsuma-as Elementary as required in the ITQ.

No other payment will be made to the Respondent, except for extra work or changed work agreed to in writing by the Purchaser and the Respondent in accordance with the contract to be entered into between them.

Prices include all applicable fees and are F.O.B. prepaid at the Delivery Location.

It is understood and agreed that the quantities stated herein are given for the purpose of providing a uniform basis for the comparison of Quotes.

Show GST & PST separately in the table.

ITEM	PRICE	QUANTITY	COST
Structural beam; rust repair, rust removal and steel fabrication	\$		\$
Q-Deck repair			
Concrete repair			
Painting and finishes			
		DELIVERY	
		LEVIES AND FEES	\$
		PST	\$
		GST	\$
		TOTAL QUOTE	\$

7 APPENDIX A: STAIRWELL PICTURES

The pictures below highlight the four second floor exterior stairwells in the project scope with a few close-up pictures of some areas of concern.















8 APPENDIX B: RJC REDACTED STRUCTURAL ASSESSMENT



September 9, 2025

Alex Taylor, Director of Operations
Pacific Rim School District
4690 Roger Street
Port Alberni BC V9Y 3Z4

Dear Alex,

RE: Tsuma-as Elementary School – Exterior Stairs Structural Assessment
5055 Compton Road, Port Alberni, BC

RJC No. NAN.142788.0002

1.0 Introduction

As requested by the Pacific Rim School District (the Client), Read Jones Christoffersen Ltd. (RJC) has completed a structural assessment of four exterior stair structures at Tsuma-as Elementary School, located at 5055 Compton Road in Port Alberni, BC.

The intent of the assessment was to determine the current structural condition of four exterior stair structures and identify deficiencies or failures. As part of the assessment, we have prepared recommendations to address the issues observed and associated Opinions of Probable Cost (OPCs).



Photo 1 – Typical exterior stairs.

1.1 Property Description and History

Tsuma-as Elementary School is an elementary school constructed circa 1975, with additions completed circa 1990 and 2011. Portions of the school are single storey, while others are two storeys and have exterior stairs installed for access and egress. The exterior stairs reviewed under this assessment are shown and labeled in Figure 1 for reference.

From our visual observations, it appears the structure for Tsuma-as Elementary School primarily consists of a combination of conventional wood and steel framing on reinforced concrete foundations.

The exterior stairs generally consist of a combination of hollow structural section (HSS) and C-channel structural steel framing, with concrete-filled pans and steel deck to form treads and landings, respectively. Guards and railings are also steel framed with pickets. The canopy roofs over Stairs 1 and 2 appear to consist of sawn lumber roof joists on built-up wood beams which are supported by the steel stair structures.

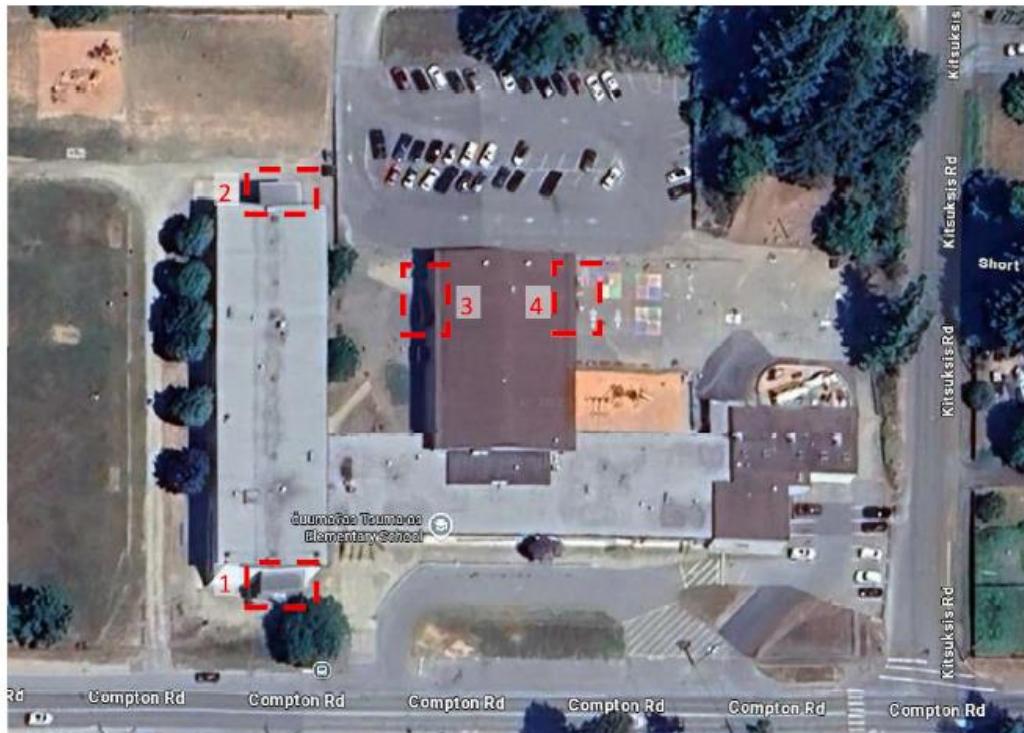


Figure 1 – Exterior stair plan.

2.0 Document Review

Existing documents such as drawings, as well as engineering and maintenance reports were unavailable at the time of our review and thus could not be reviewed for our assessment.

3.0 Observations and Discussion

The assessment consisted of a review of general visual structural reviews on-site and acoustic sounding. This section summarizes our observations made during our site review conducted on July 23, 2025 by Peter Dias of RJC.

3.1 Stair 1

Stair 1 is located at the southwest corner of the school and while it is protected by a canopy roof above, the stairs are an open-air structure which is otherwise exposed to wind, rain, and snow. In general, the reviewed stair structure appears to be performing as intended with no visible signs of distress or significant deflection or deterioration.

The concrete topping appears to be non-structural and is not coated, while the exposed steel framing is protected by a coating of paint. The observed paint appears to be faded and aged, with deficiencies such as scratches, gouges, chipping, and flaking observed, exposing steel below (see Photo 2).

Targeted corrosion was observed consistently throughout the steel structure, including at locations of the paint deficiencies previously noted (see Photo 3). In general, the reviewed corrosion appeared to be superficial and relatively minor in severity, with little-to-no loss of steel cross section observed.



Photo 2 – Damaged paint.



Photo 3 – Failing paint and corrosion.

Deficiencies were observed in the grade-level concrete stairs and landing, including a damaged concrete slab edge at the corner of the landing (see Photo 4), which appears to be due to corrosion and subsequent expansion of the steel column baseplate anchors, as well as a delaminated stair nosing due to the corrosion of the embedded reinforcing (see Photo 5).



Photo 4 – Damaged stair landing slab edge.



Photo 5 – Delaminated stair nosing.

Other miscellaneous concrete deficiencies were observed in the concrete topping at stair treads and landings, including cracking and gaps between the concrete topping and steel framing. These cracks and gaps appear to be due to shrinkage of the concrete, environmental exposure, as well as deformation of the steel from wear and tear and are relatively minor in nature.

3.2 Stair 2

Stair 2 is located at the northwest corner of the school and is essentially identical in construction to Stair 1. In general, the reviewed stair structure appears to be performing as intended with no visible signs of distress or significant deflection, though notable corrosion and deterioration was observed. Stair 2 has similar deficiencies to those noted for Stair 1, with the notable difference being the severity of some of the localized steel corrosion (see Photos 6, 7, and 8).



Photo 6 – Advanced steel corrosion.



Photo 7 – Corroded steel framing and deck.

The most severe corrosion was observed on first suspended stair landing, where numerous primary structural elements are experiencing significant corrosion and localized loss of cross section. In select locations, this corrosion and cross-sectional loss has extended to connections such as shown in Photo 9.



Photo 8 – Advanced steel corrosion.



Photo 9 – Corroded steel connection.

3.3 Stair 3

Stair 3 is an open-air stair structure on the north side of the school which is exposed to wind, rain, and snow. In general, the reviewed stair structure appears to be performing as intended with no visible signs of distress or significant deflection. In general, it is experiencing similar deficiencies to Stairs 1 and 2 such as aged and failing paint and targeted corrosion as shown in Photos 10 and 11. It should be noted that the corrosion levels observed on Stair 3 are not as severe as Stair 2 and no significant loss of cross section was observed.



Photo 10 – Targeted steel corrosion.



Photo 11 – Corroded steel stair risers.

3.4 Stair 4

Stair 4 is an open-air stair structure on the north side of the school which is exposed to wind, rain, and snow, and is essentially identical in construction to Stair 3. In general, the reviewed stair structure appears to be performing as intended with no visible signs of distress or significant deflection, and has similar deficiencies to those noted for Stair 3.

4.0 Recommendations

In general, the reviewed stair structures appear to be performing as intended with no visible signs of distress or excessive deflection. However, deficiencies such as aged and failing paint as well as targeted corrosion were consistently observed on all stairs. In addition, the level of corrosion of deterioration observed on Stair 2 was more severe than any other and constitutes a structural concern.

To address the conditions observed, we have prepared the following recommendations, which are presented in order of descending priority, with highest priority presented first.

4.1 Recommendation 1 – Stair 2 Landing Temporary Shoring

Given the level of corrosion and deterioration observed on framing for the first suspended stair landing at Stair 2, the structure appears to have been compromised to the point that we believe constitutes a structural concern. As we understand permanent steel repairs likely cannot be completed in short order, we recommend temporary shoring of this structure until these repairs can take place. Given the coming return of students to the school, we recommend this work be done prior to the beginning of the school year.

- **Recommendation 1:** Install temporary shoring at first suspended stair landing at Stair 2.
Recommended timeline: Immediately.

4.2 Recommendation 2 – Targeted Steel Repairs

As described above, varying degrees of steel corrosion and loss of cross section were observed on the four stair structures. In order to reinstate the original structural design capacity and intent and maintain safety of the structures, we recommend targeted steel repairs be made where deterioration has taken place. Given the targeted nature of the damage, repairs will also be targeted and likely consist of the addition plate steel, angles, and other supplementary framing which will likely be field welded. We anticipate more significant repairs and reinforcing will be needed at Stair 2.

- **Recommendation 2:** Complete targeted repairs to the steel stair structures. Recommended timeline: 0 – 2 years.

4.3 Recommendation 3 – Paint Renewal

Following the completion of Recommendation 2, we recommend preparation and re-painting all stairs. Given the exposure, we anticipate a high-performance paint system from the Master Painters Institute (MPI) will be needed to provide protection to the exposed steel framing.

- **Recommendation 3:** Prepare and re-paint all stairs with high-performance MPI exterior paint system. Recommended timeline: 0 – 2 years.

5.0 Opinions of Probable Cost

The following Opinion of Probable Cost (OPC) is presented to provide the Client with an expectation as to the magnitude of costs required to complete the rehabilitation work outlined above. The opinion provided is based on conceptual repair methods, recently obtained broad unit rates, and past experience with similar projects. A detailed estimate of costs has not been provided, as it would require the preparation of plans, details, specifications and schedules to achieve a quantified summary of estimated costs. The OPC is presented in third quarter 2025-dollar values.