



File No. RFQ2021-001

September 8, 2021

TO WHOM IT MAY CONCERN

Re: DISTRICT OF STEWART

MUNICIPAL BUILDING ENVELOPE

INVITATION TO QUOTE FOR SUPPLY AND CONSTRUCTION



Quotation General Terms and Instructions:

The District of Stewart (the “District”) is requesting a quote (the “Quotation”) for the supply and construction of a new building envelope for the District office building located at 705 Brightwell Street in Stewart, BC. The full scope of work is described in the Project Specifications (**Appendix 2**). The Quotation is to be submitted using the Quotation Form(**Appendix 3**). There will be no public opening of Quotations.

It is expected that any person that submits a Quotation (the “Contractor”) will be satisfied with the extent of work required and that minor modifications will not add additional costs to the District. By delivering a Quotation, the Contractor irrevocably agrees that the Contractor has received, read, examined the site, and fully understood the scope of work and all terms of reference within this Request and all the attached appendices.

The District may, in its sole discretion, disqualify any or all Quotations, cancel this Request for Quotes, reject any or all Quotations, and to re-bid the same or similar Work at any time. The District reserves the right to reject any or all Quotations. The lowest Quotation will not necessarily be accepted. The District reserves the right to waive informalities and accept the

Quotation deemed most favorable to the District of Stewart at their sole discretion. Any Quotation provided by the Contractor shall remain open for 30 days.

Please provide your fully completed Quotation Form electronically to cao@districtofstewart.com or hand delivered to Municipal Hall reception, located at 705 Brightwell Street, Stewart, BC, by Tuesday, September 21, 2021, 4:30 PM local time.

Yours sincerely,

Tammy

McKeown
CAO, District of Stewart

Appendix 1- Project Specifications:

1) Context and Description of Work

The District of Stewart requires the supply and construction of a new building envelope for the Municipal Office building for the District of Stewart at 705 Brightwell Street in Stewart, BC. This includes the windows, doors, insulation and siding and exterior doors. Being in a northern climate, the District will be giving preference to those with energy-efficient solutions.

2) Scope of Work

The Scope of Work shall consist of the following:

1. Delete 2 east-facing windows;
2. Install 4 – 4'x4' windows North and South of Council Chambers;
3. Replace 4 – 2'W x 5'H windows on South wall;
4. Replace 2 – 28"W x 5'H windows on West wall;
5. Replace 6' x 17' post and beam and roof on West wall;
6. Replace 2 – 12' x 12' O/H doors;
7. Replace main entrances North and South;
8. Fur out and insulate 2x18 around top of walls;
9. Insulate exterior walls with 2.5" rigid foam insulation using 2 channel metal furring strips;
10. House wrap;
11. Rain screen 1/5";
12. Bug screen;
13. Cement board siding with smart trim around windows; District will advise colour;
14. New flashing for top of roof.
15. Remove and dispose of any excess construction material, waste material or other debris left over from demolition or construction.

*Note that District staff will complete any required brush clearing around the building.

3) General Conditions

The Contractor shall:

- Maintain public access to the park and ensure public safety;
- Be solely responsible for construction means, methods, techniques, sequences, and procedures for coordinating the various parts of the work in the Scope of Work;
- Verify all dimensions, calculations, elevations, grades, measurements, etc. as required.
- Ensure all work and materials are in accordance with BC Building Code Standards

4) Reference Material

There will be no detailed design for this project. Appendix 2 is intended to clarify the scope of

work to the contractor. It is the responsibility of the contractor to verify all measurements, materials, and processes required to complete the project.

5) Site Meeting

There will be no site meeting. All questions can be directed to cao@districtofstewart.com

6) Budget

The District is not disclosing a budget as part of this RFQ process. Proponents must provide their required remuneration in their Quotation Submission in Appendix 3 – Quotation Form.

7) Timeline

The District's desired completion date for this project is within 90 days of award to the contract, or a date as agreed upon by the District and the Contractor.

8) Site

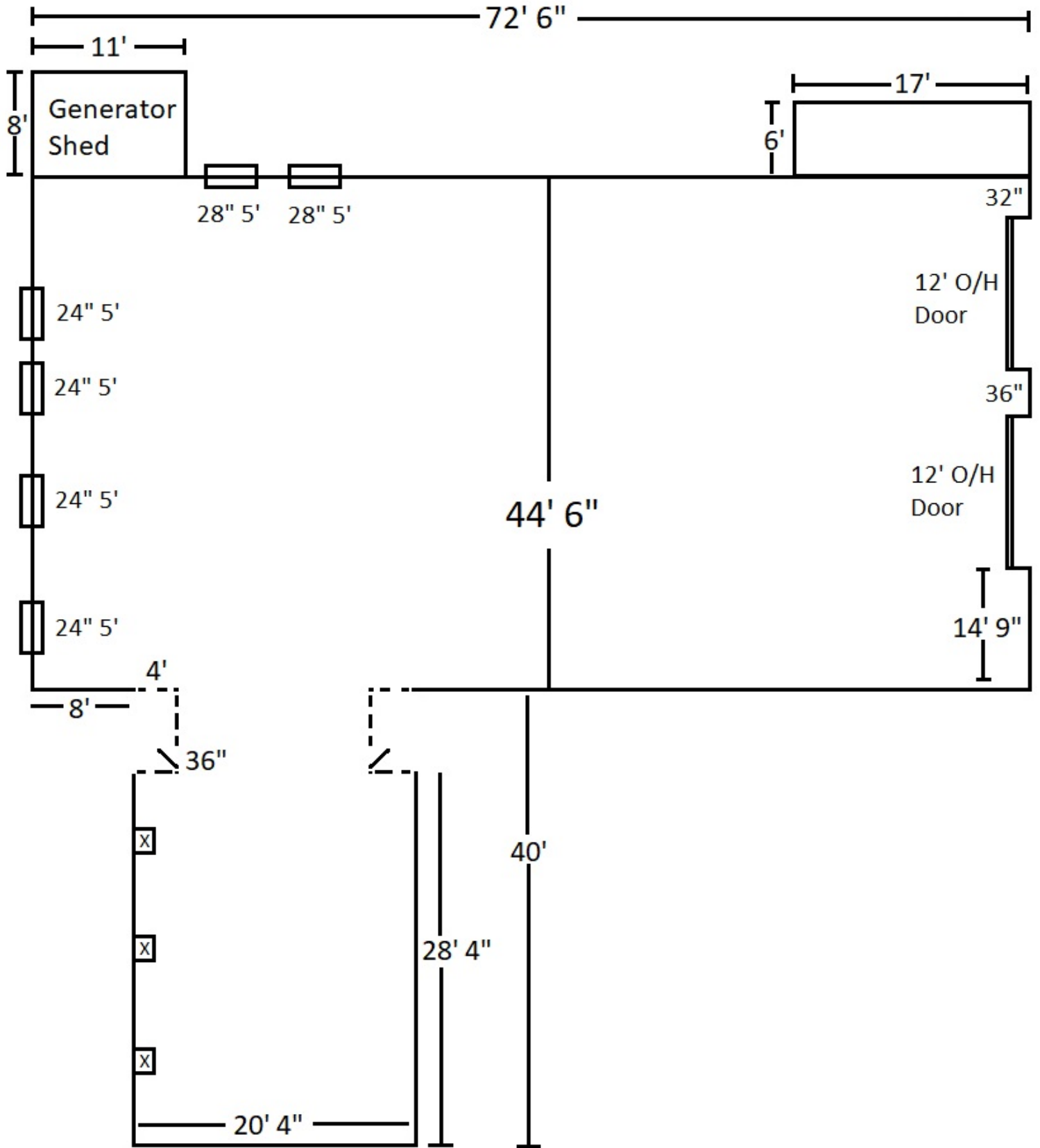
The District of Stewart Municipal Office building is located at 705 Brightwell Street, Stewart, BC. Figure 1 illustrates the dimensions of the building envelope.

Appendix 1- Photos of building

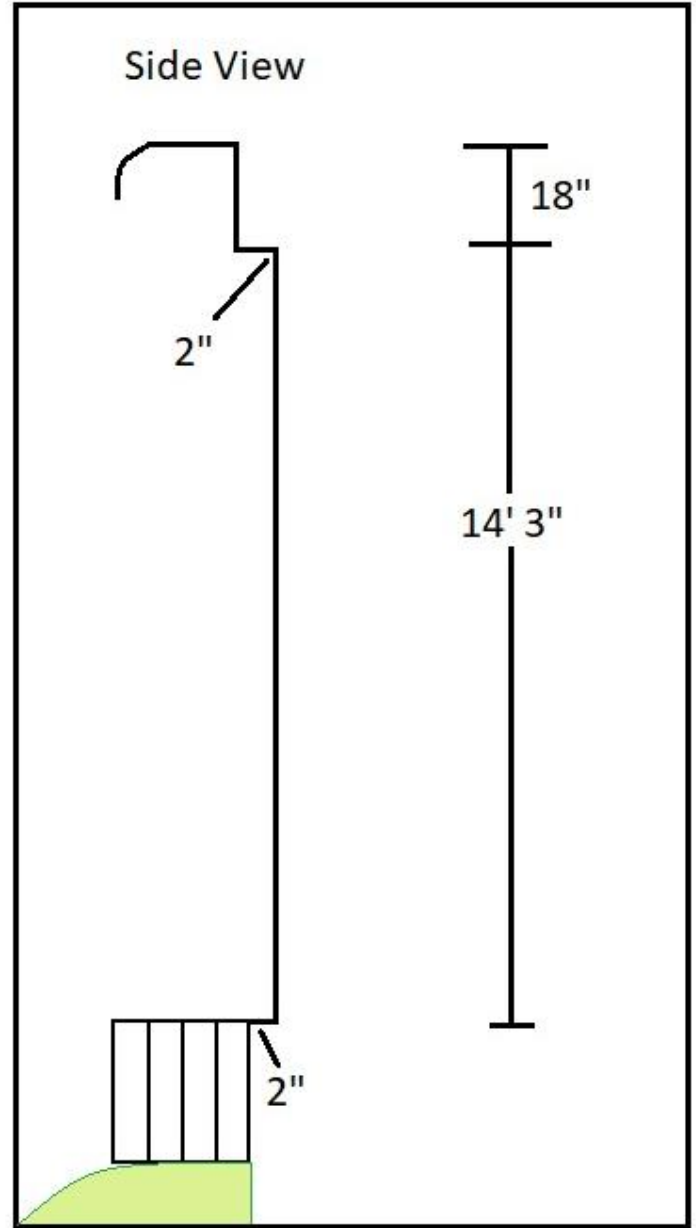
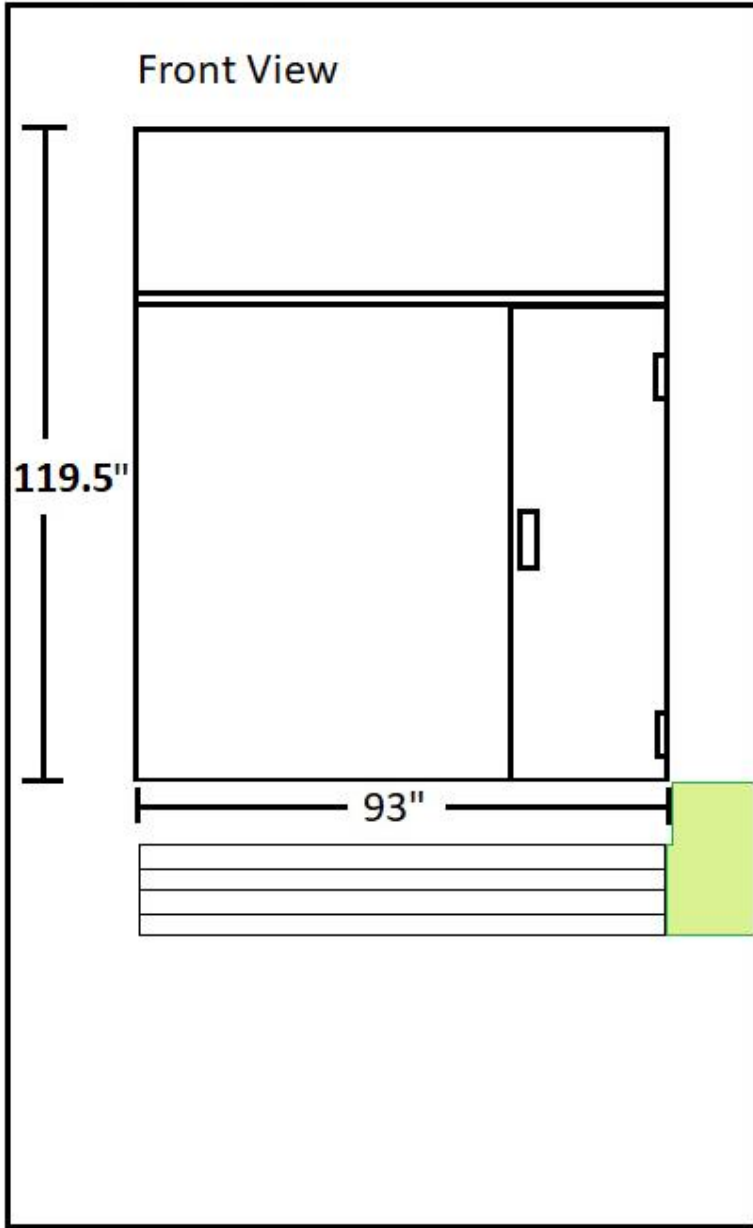




Appendix 2 - Project Specifications



Appendix 2 - Project Specifications
South Entrance



Appendix 3- Quotation Form

Quotation Submission:

Project: **District of Stewart Municipal Office building envelope**

Project No.: RFQ2021-001

Date: _____

_____ Company Name: _____

_____ Address: _____

_____ Email: _____

Telephone: ()

Name of _____

Bidder: _____

Signature*:

*** must be an official signatory of the company**

Certification:

I/We have carefully read and examined the RFQ and all included appendices, and have conducted such other investigations as were prudent and reasonable in preparing this response.

I/We certify that the statements made in this response are true and complete. These statements and prices as quoted represent our response to the District of Stewart. I/We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

I/We acknowledge receipt of all addenda up to and including the most recent, which become part of the work and are included in this quotation.

Addendum # _____,

Dated: _____

Contract Price:

The Contractor must provide Lump Sum Rates and Unit Rates (where applicable) for each of the items specified below. The Price is in Canadian funds which include the supply of all products, labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties, **excluding** Goods and Services Tax (GST), are included in the price.

The Contractor must also provide labour rates for Extra Work, should the need for it.

Initials of Contractor: _____

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

Contractor Numbers and Status:

District of Stewart (or Intermunicipal) Business License Number:

Worker's Compensation Registration Number:

Incorporation Number: _____

Incorporation Date: _____

I/We meet the insurance requirements:

YES / NO

Guarantees & Warranty:

State all guarantees and warranties being offered.

Subcontractors:

If you will be using sub-contractors for the Work please provide their business name, contact names phone numbers and aspect of the Work they will perform.

Notifications:

If notified in writing by the District of acceptance of this Quotation within 30 days after the RFQ closing date, we shall:

- Provide, prior to commencing work, certified copies of the Contractor's insurance;
- Provide a current Worker's Compensation Clearance Letter;
- Enter into and execute a General Services Agreement for the Work.

Initials of Contractor:
