



# **TOWN OF SHELBURNE**

REQUEST FOR TENDERS

## **Roof Installation**

**King Street Centre**

**35 King Street**

Town of Shelburne  
P.O. Box 670  
168 Water St  
Shelburne, NS B0T 1W0

**Opening Date: December 9<sup>th</sup>, 2021**  
**Closing Date: January 7<sup>th</sup>, 2022, 2:00pm**

## **1. INFORMATION TO BIDDERS**

### **1.1 Scope of Tenders**

The Town of Shelburne is requesting tenders from experienced bidders for a metal roof installation for the King Street Centre building, in accordance with the Terms of Reference provided in this Request for Tenders (RFT) document.

### **1.2 Questions & Clarifications**

It is the Bidder's responsibility to clarify any details in question not mentioned in this document prior to submitting their tender.

Questions relating to this tendering process must be received by January 5<sup>th</sup>, 2022, before 4:00 p.m. and can be e-mailed to the attention of Sarah Mattatall, Manager of Administration & Human Resources ([sarah.mattatall@shelburnens.ca](mailto:sarah.mattatall@shelburnens.ca)).

Responses to all questions will be shared with all bidders via the website to ensure a level playing field for all bidders. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the tendering document.

Any modifications to the document will be in the form of an addendum which will be issued to all bidders and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

### **1.3 Delivery and Closing Date for Tenders**

Any change notices, appendices and addenda issued for this Request for Tenders shall be considered part of this proposal document.

The tender document is to be submitted in a sealed envelope clearly marked with the tender name, number and directed to the attention of the appropriate contact on or before the closing date and time. Bidders must submit one hard copy of the submission and a suitable electronic copy for distribution. Your tender must be written in ink or type written. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the bidder. Fax or e-mail tenders are not acceptable.

Tenders shall not be accepted after the closing date and time. Bidders may not make modifications to their tenders after the closing date and time. All tender documents shall become the property of the Town.

It is the responsibility of each bidder to submit all required documents as outlined in this Request for Tenders. Failure to quote on all options set out will disqualify your tender.

Sealed tenders in an envelope, including the attached document (Schedule “A”) should be clearly marked as to contents and will be received until 2:00 p.m. on January 7<sup>th</sup>, 2022.

Tenders will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

#### 1.4 Town Contact Person

Questions with respect to this Request for Tenders should be directed to Sarah Mattatall, Manager of Administration & Human Resources at 902-875-2991 ext. 4 or via email to [sarah.mattatall@shelburnens.ca](mailto:sarah.mattatall@shelburnens.ca).

#### 1.5 Selection Process

The Town will not necessarily accept the lowest price or any tender. Any implication that the lowest price or any tender will be accepted is hereby expressly negated. The tender will be awarded to one firm only.

#### 1.6 Evaluation Criteria

Each tender will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

- a. Completeness  
The completeness of the document submitted and its compliance with this Request for Tenders.
- b. Timelines  
The conformance of project timeline to the requirements of the Town.
- c. Cost  
Cost schedule as per Terms of Reference.

Bidder	Completeness (10%)	Timelines (20%)	Cost (70%)	Total Points

### **1.7 Rejection of Tenders**

The Town reserves the right to reject any and/or all tenders received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Tender at any time for any reason, and to withdraw from discussions with all or any of the bidders who have responded. The receipt and opening of a tender does not constitute acceptance of any tender.

### **1.8 Reservation of Right**

Bidders will not have the right to change conditions, terms or prices of the tender once the tender has been submitted in writing to the Town, nor shall bidders have the right to withdraw a tender once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of tenders:

- a) The Town's past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the tender in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any tender which does not fully satisfy the above consideration to its satisfaction.

### **1.9 Governing Law**

Any contract resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

### **1.10 Indemnification and Insurance**

#### **a. General Commercial Insurance:**

Bidders shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Town, be written by an insurer licensed to conduct business in Nova Scotia and include but not be limited to the terms detailed in the Town's Procurement Policy.

#### **b. Workers' Compensation Board (WCB):**

Certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

## **2. TERMS OF REFERENCE**

### **2.1 Project Background**

The King Street Centre, located at 35 King St, is a Town owned facility. This facility is currently occupied by The Little People's Place – Child Care Centre. This is an older building in need of a full metal roof installation. The Town of Shelburne is seeking a qualified vendor to replace the roof at this facility with a metal roof. The Town requests that vendors make arrangements with our Public Works Supervisor (Will Butler, 902-319-0456) to visit the facility to obtain measurements in order to quote prior to submitting bids.

The Town is looking for vendors to submit four (4) quotes; quotes for two (2) different gauge metals with and without eavestroughs.

### **2.2 Project Description**

- Follow industry safe work practices and standards.
- Disposal of material at an authorized waste facility.
- Supply and install metal roof.
- Complete an acceptable general clean-up (including removal of loose screws, nails & - any other unnecessary material left on the roof).

This project includes ...

No extra or additional payments in respect of this work shall be made unless the Town has given prior written approval to the Contractor for such "extras" or additional payments in respect of the work or otherwise.

TIMELINE – To be started as soon as possible. Please provide a suggested start date.

### **2.3 Project Deliverables**

This project will include the following deliverables:

- 1) Roof Installation as specified herein.
- 2) Provision of warranty.
  - i. Warranty coverage shall be provided by a guaranteed warranty on all materials and workmanship – Provide warranty details & length of warranty with submission.

- ii. Cracks or leaks which occur during the warranty period will be considered defects in workmanship and materials, and shall be rectified at the Contractor's expense.
- iii. Notwithstanding the provisions of this article, if any statute in force in the Province of Nova Scotia creates a more extended liability for faulty materials or workmanship, the provisions of such statutes shall apply.
- iv. For the purposes of this article, completion of the project shall be the date of project handover.

#### **4. Tender Requirements**

Bidders are required to provide the following in their tenders:

- Full cost information (including HST and expenses) as requested; and,
- Timelines for completion of roof replacement to meet Town scheduling requirements;
- Detailed description of warranty conditions.
- Proof of required insurance and WCB coverage.

#### **5. Tender Submission**

Please submit your tender package by mail or to the Town Office by 2:00pm on January 7<sup>th</sup>, 2022 to Sarah Mattatall, Manager of Administration & Human Resources (contact details below).

Sarah Mattatall  
Manager of Administration & Human Resources

Town of Shelburne  
PO Box 670  
168 Water Street  
Shelburne, Nova Scotia  
B0T 1W0

## SCHEDULE A

### COVER SHEET FOR TENDER

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Key Contact for Tender: Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Tender:** \_\_\_\_\_

**Documents Attached:** \_\_\_\_\_

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