



## **TOWN OF SHELBURNE**

REQUEST FOR TENDERS

# **Window Installation, Repairs & Siding**

**King Street Centre**

**35 King Street**

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

**Opening Date: April 7<sup>th</sup>, 2022**

**Closing Date: April 28<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 window removal & installation, repairs to the building where windows won't be replaced as well as the exterior of the facility sided with vinyl siding. This work is to be completed 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.

Any questions relating to this tendering process must be received by April 26<sup>th</sup>, 2022, before 2:00 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 April 28<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. Local Vendor  
Points will be awarded to vendors located in the Town of Shelburne and surrounding area.
- b. References  
Provide two (2) references including their name, phone number, and email address.
- c. Timelines  
The conformance of project timeline to the requirements of the Town.  
Project deadline is August 18<sup>th</sup>, 2022.
- d. Cost  
Cost schedule as per Terms of Reference.

Bidder	Local Vendor (5%)	References (5%)	Timelines (30%)	*Cost (60%)	Total Points

\*Price of windows not included in percentage award. This means the Town requires the price of windows as a separate line item in the bid.

### 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 work. The Town of Shelburne is working to update the facility in stages. This project will require the successful bidder to remove and install windows, insulate all walls and drywall in a number of spots (where windows are not going back in) as well as adding vinyl siding to the building exterior. The Town of Shelburne is seeking a qualified vendor to start this project as soon as possible and have it completed by August 18<sup>th</sup>, 2022.

The Town requires vendors to make arrangements with our Public Works Supervisor (Will Butler, 902-319-0456) to visit the facility. This will allow the vendor to obtain accurate measurements to quote prior to submitting bids.

### **2.2 Scope of Work and Specifications**

Proposals should have a breakout of material and labor costs. Proposals should also have an approximate lead time for project completion.

There are currently 57 total fixed windows of various size and shape. The replacement services should include the following:

- Removal and disposal of all 57 old windows, trim (inside & outside), etc.
- Removal old insulation throughout and installation of new insulation (to at least minimum building code) throughout building walls, blown in only if necessary

- Fitting and installation of 50 new double-pane, gas filled windows to be supplied and installed (manufacturer, quality and warranty to be described in response)
- 18 of 50 windows (fitting the same overall area as old ones) with the ability to open up and down for 24 inches from bottom, with screens
- 1 small window in each bathroom (2 in total) will require the ability to hold an exhaust vent
- The remaining 30 windows will be fixed (fitting the same overall area as old ones)
- All new windows should be white PVC trim, energy star graded filled with gas (please specify which in your response)
- Finishing trim (inside & outside)/caulk/hardware of new windows

This project also includes updating the building's exterior. The contractor is responsible for supplying and installing vinyl siding and replacing the soffit.

The Town of Shelburne requires the contractor to schedule a time to do a site visit to personally measure the windows and building exterior.

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 noting that the Town will award the winning contractor by April 29<sup>th</sup> at 2pm.

### **2.3 Responsibilities**

The Contractor is required to provide all materials, labour, tools, and equipment necessary to perform and complete the contract as specified. All equipment will be of such type and in such condition so as not to cause any damages to Town property. All material will be of a type and quality acceptable to the Town, and which will not cause injury to property or persons. Full clean-up of leftover materials is the responsibility of the contractor.

The contractor will supervise and direct the work performed and shall be responsible for their employees. The contractor will also supervise and direct the work performed by sub-contractors and their employees and be responsible for the work performed by sub-contractors hired by the contractor.

As this is a childcare facility, the contractor will be required to work one room at a time and to carry out safe practices. Daily clean-up is imperative to ensure occupants' safety.

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

Bidders are required to provide the following in their tenders:

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

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

Please submit your tender package by mail or to the Town Office by 2:00pm on April 28<sup>th</sup>, 2022 to Sarah Mattatall, Manager of Administration & Human Resources (contact details below).

*Sarah Mattatall  
Manager of Administration & Human Resources  
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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_