



## TOWN OF SHELBURNE

REQUEST FOR TENDERS

# Accessible Washroom Build

Community Centre

63 King Street

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

**Opening Date: October 26<sup>th</sup>, 2022**

**Closing Date: November 17<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 to build an accessible washroom in the Town's Community Centre located at 63 King Street. This work is to be completed 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 November 15<sup>th</sup>, 2022, before 2:00 p.m. and can be e-mailed to the attention of Jill Webb, Customer Service Coordinator ([jill.webb@shelburnens.ca](mailto:jill.webb@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 November 17<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 Jill Webb ([jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca)), Customer Service Coordinator, or 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 **February 3<sup>rd</sup>, 2023**.
- d. Cost  
Cost schedule as per Terms of Reference.

Bidder	Local Vendor (5%)	References (5%)	Timelines (30%)	Cost (60%)	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 Town of Shelburne is working toward identifying, preventing, and eliminating accessibility barriers to our services, and infrastructure. In doing so, the Town is incorporating accessibility design into our facilities. The Community Centre, located at 63 King St, is a Town owned facility. This is a public facility used for events, activities, fundraisers, meetings, etc. The Town is seeking a vendor who will construct a fully accessible washroom within an existing room in the auditorium of this facility. This project will require the successful bidder to build a universal washroom (previously called an individual washroom) following the Rick Hansen guidelines as shown in this RFT, Schedule B. The design of this project is to accommodate a variety of users, such as a disabled person with an attendant (perhaps a spouse) or a child with a parent. The Town of Shelburne is seeking a qualified vendor to start this project as soon as possible and have it completed by February 3<sup>rd</sup>, 2023.

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.

General –

- The scope of work is not intended to be an all-inclusive list of the work necessary to be performed.

- All materials and labour required to perform the work are to be included.
- Care to be taken to minimize dust and impact during construction.
- Hours of work to be coordinated with Sarah Mattatall (902-874-2991 ext. 4), Manager of Administration and Human Resources.

Scope of Work (see Schedule B for dimensions) -

- Build bathroom walls and ceiling in a portion of an existing room.
- Supply and installation of door and power door actuator button.
- Supply and installation of plumbing for new sink and toilet including fixtures.
- Supply and installation of electrical including fixtures and switches.
- Supply and installation of accessories, grab bars, mirrors, change table, dispensers, etc.
- Painting of walls, ceiling, doors, door frames, etc.

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 and completed by February 3<sup>rd</sup>, 2023.  
Please provide a start date.

### **2.3 Responsibilities**

The Contractor is required to provide all materials, labor, 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.

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.

### **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 to meet Town scheduling requirements.

- Proof of required insurance and WCB coverage.
- Reference information.

## **5. Tender Submission**

Please submit your tender package by mail or to the Town Office by 2:00pm on November 17<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:** \_\_\_\_\_

\_\_\_\_\_

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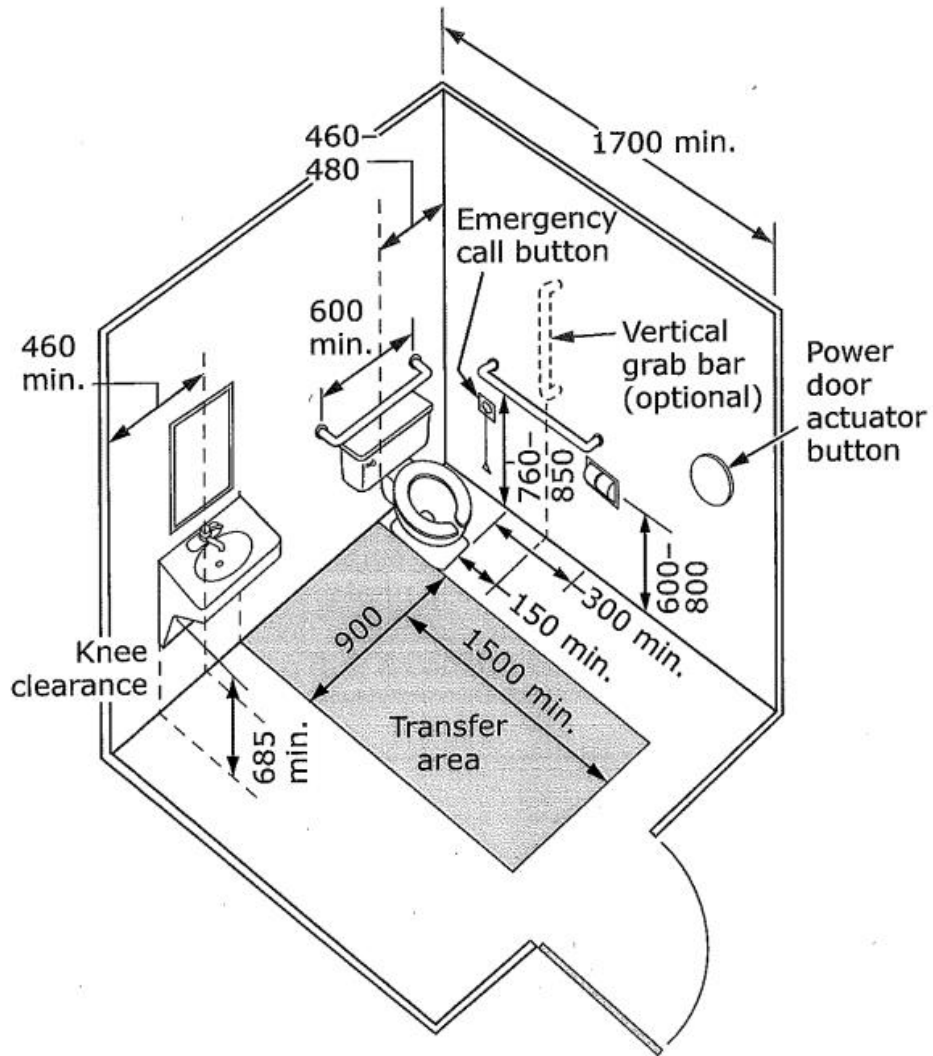
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## SCHEDULE B

### UNIVERSAL WASHROOM DIMENSIONS



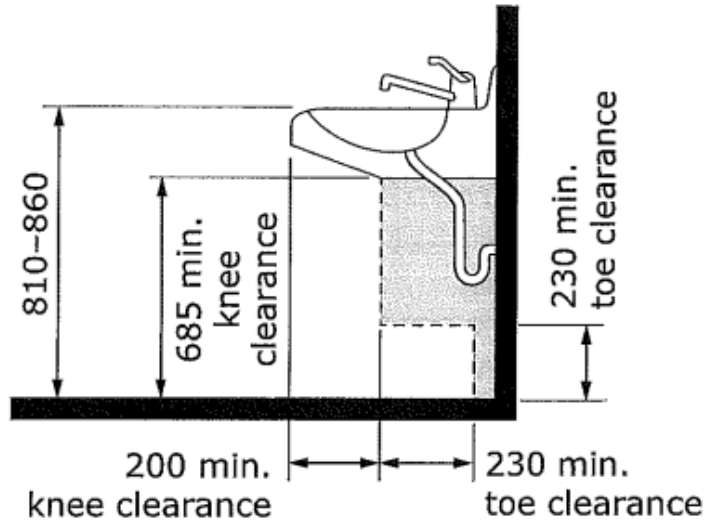
**Note:** All dimensions are in mm.

A lavatory shall

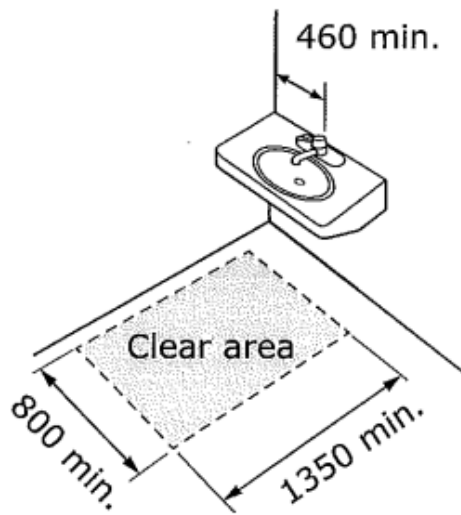
- a) be mounted with the centreline at least 460 mm from a side wall;
- b) have the top located between 810 and 860 mm from the floor;
- c) have a knee clearance centred on the lavatory at least 800 mm wide × 200 mm deep × 685 mm high with an additional toe clearance at least 800 mm wide × 230 mm deep × 230 mm high;
- d) have a clear floor area centred on the lavatory at least 800 × 1350 mm, of which not more than 480 mm may be under the lavatory; and
- e) have hot water and drain pipes offset to the rear

**Commentary:**

- a) If hot water and drain pipes abut the clearances noted above, they should be insulated.
- b) Lavatories that are shallow, with a long protruding lip and a goose-neck faucet, should not be used. When the water hits the shallow sink, it tends to splash the user. Where the faucet handles are too far back, they might be difficult to reach.
- c) Lavatories should not be placed on pedestals.



**a)**



**b)**

A toilet fixture shall have

- a) the top of the seat between 430 and 485 mm from the floor (see Figure 43);
- b) no spring-activated seat;
- c) a back support where there is no seat lid or tank; and
- d) where there is a tank, a tank lid that is securely attached.

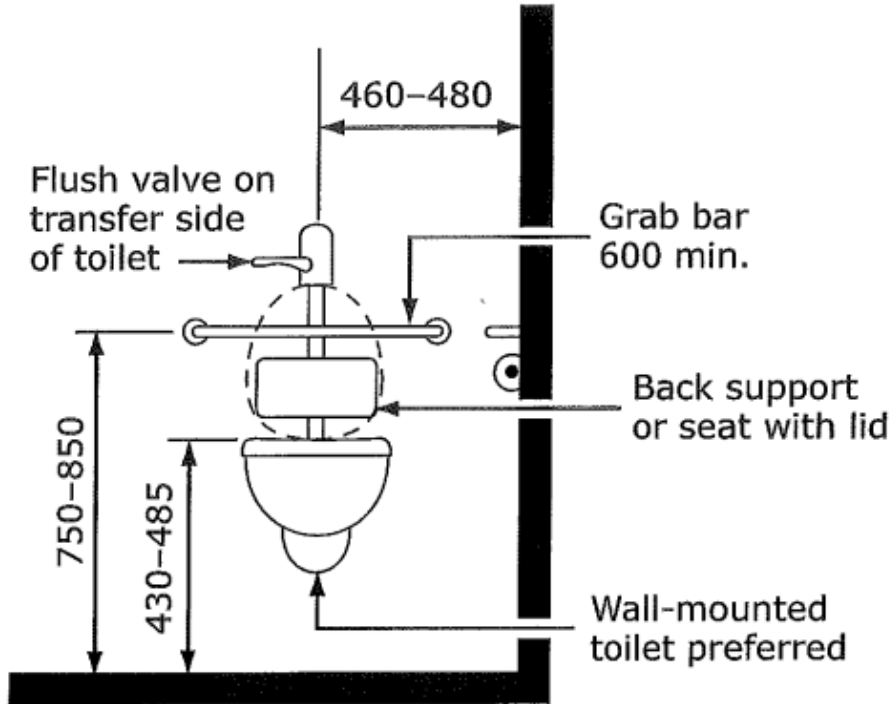
**Commentary:**

- 1) Wall-hung toilets are preferred because they provide additional space at toe level.
- 2) Preferences for toilet seat heights vary considerably. Higher seats can be an advantage to some ambulatory persons with disabilities, but a disadvantage to persons in wheeled mobility devices.
- 3) A back support reduces the chance of imbalance or injury caused by leaning against exposed valves or pipes. A toilet seat lid is an inexpensive means of providing a back support.

A toilet shall

- a) be located with its centreline between 460 and 480 mm from an adjacent wall (see Figure 43); and
- b) have a clear transfer space at least 900 mm wide × 1500 mm long on its open side, the width measured from the edge of the toilet bowl

**Figure 43  
Toilet**



**Note:** All dimensions are in mm.