
RURAL MUNICIPALITY OF ST. CLEMENTS

REQUEST FOR QUOTATION

BEACONIA SHOP LUNCHROOM ADDITION

The Municipality invites tenders for the following:

RFQ 2022-03: The Municipality of St. Clements requires the construction of an addition consisting of a lunchroom complete with kitchenette and entryway to an existing public works shop located in Beaconia MB.

Sealed and clearly marked submissions will be accepted by the undersigned until 12:00 p.m. on March 14, 2022. The Municipality reserves the right to reject any or all bids, waive irregularities and informalities therein, and award the tender in the best interest of the Municipality in its sole discretion.

Arlita Madrigga, CET
Water & Waste Coordinator
Rural Municipality of St. Clements

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1. INSTRUCTIONS TO BIDDERS

1.1. SUBMISSION OF QUOTATION

Bids may be submitted in a sealed envelope clearly labeled “Beaconia Shop Lunchroom Addition RFQ 2022-03” in person or by Canada Post to:

RM of St. Clements
Attn: Arlita Madrigga
1043 Kittson Road, Box 2, Group 35, RR1
East Selkirk, Manitoba
R0E 0M0

Bids may be submitted electronically or faxed to include “Beaconia Shop Lunchroom Addition RFQ 2022-03” in the subject line. Email to pwtech@rmofstclements.com or fax to 204-482-3660. All submissions must be time stamped no later than the time stipulated on the Bid. The Municipality will keep all information confidential until the time of bid opening.

Bids may be withdrawn without penalty at any time prior to the time set for the opening of bids. Bidders who withdraw their bids after the time set for opening of bids shall be liable to the Municipality of St. Clements for breach of contract.

1.2. GENERAL INQUIRIES

General inquiries may be directed to the Contract Administrator:
Mrs. Arlita Madrigga, C.E.T., Water & Waste Coordinator, 204-482-3300.

1.3. INTENT

This request for tender is to establish a contractor for construction of a 28’ x 12’ addition to the existing Beaconia Public Works Shop located at 39078 PR 500 in Beaconia, Manitoba.

1.4. AWARD OF TENDER

The Municipality will award the Tender or reject all offers within ten days of the date on which they are opened following review at the subsequent Council Meeting. The successful bidder will be notified in writing that their bid has been accepted and that they have been awarded the Tender.

The original offer form on which the Contractor has placed their signature, duly witnessed or sealed will be the Tender.

1.5. CONTRACT COMMENCEMENT

The contractor shall commence work within 90 days following notice of acceptance by the Municipality, also referred to as the Owner.

1.6. CONTRACT COMPLETION

The contractor shall complete the work in accordance with the specifications and engineered plans referred to herein by October 1, 2022.

The contractor will provide the Owner with a schedule of activities indicating commencement of the various phases of the project.

In the event an extension for completion is required, the Contractor shall make application in writing to the Contract Administrator, clearly stating the reasoning and requested extension date for Owner review prior to end date. Without written acceptance of the request the Contractor may be subject to penalties at the rate of TWO HUNDRED DOLLARS per calendar day following the specified contract completion date.

1.7. ADDENDA

Addenda, bulletins or corrections issued during the time of Tender are to be included in the Tender and shall become part of the Contract.

1.8. PRICES

The Contractor shall provide a price for each ITEM of Work identified on the attached Bid Price Form as per 2.1 SCOPE OF WORK. Each ITEM of Work shall be measured and paid for on a lump sum basis.

The price identified on the Bid Price Form should exclude the Goods & Service Tax while including the Provincial Sales Tax.

All work beyond 2.1 SCOPE OF WORK deliverables shall be considered an extra. All extra work shall be agreed upon in writing prior to actual work being performed. All pricing for extra work shall also be agreed upon in writing prior to commencement.

1.9. DISCREPENCIES, OMISSIONS

Prospective bidders finding discrepancies in, or omissions from the tender documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Contract Administrator, who will send written instructions or explanations.

1.10. QUALIFICATIONS

Each Bidder shall be prepared to submit the following information, on request of the Owner:

- i) Proof that he/she is incorporated or authorized to do business in Manitoba.
- ii) Proof that he/she is financially capable of carrying out the terms of the Contract.
- iii) Proof that he/she has successfully carried out Work, similar in nature, scope and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
- iv) Proof that his/her Sub-contractors (if applicable) have successfully carried out Work, similar in nature, scope or value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.

- v) Proof that Workers Compensation covers all persons who will be undertaking the Work or any portion thereof.
- vi) Such other pertinent data as may be required by the Contract Administrator.

The Bidder shall complete the Qualification Form, giving a list of previously completed work, similar in nature, scope and value, in sufficient detail to demonstrate his qualifications to undertake this Work.

2. GENERAL REQUIREMENTS

2.1. SCOPE OF WORK

Supply all material, shipping, and labour necessary for the construction and full completion of a 28'x12' addition to the existing Beaconia Public Works Shop located at 39078 PR 500 in Beaconia, Manitoba as per the approved engineered contract drawings and relevant permits.

Workmanship shall be of the highest quality in accordance with best industry practice, and in strict accordance with the product manufacturers' recommendations. Only competent tradesmen, proficient in their respective trades, with sufficient experience, and first class equipment shall be employed to complete the work.

ITEM 1: Structure Foundation

This work shall consist of the subgrade preparation, formwork, reinforcement and cast in place concrete including:

- a) removal of all materials of whatever nature, necessary for the proper placement of structure foundations to final grades shown on the plans, the supply and placement of all compacted fill materials and backfill materials to ensure adequate drainage and the final disposal of surplus and unsuitable materials.
- b) Supply and construction of form work and subsequent formwork stripping. Forms shall meet the most recent ACI and CSA standards.
- c) supply and delivery and installation of Grade 400 reinforcing steel and manufactured supports all conforming to CSA A23.1. The reinforcement shall be secured from movement and deformation before concrete is placed. Reinforcement, at the time concrete is placed, shall be free from mud, oil, pitting, rust or other coatings that adversely affect bonding capacity.
- d) This work shall consist of the supply; placing; finishing; curing of concrete in accordance with CSA, ACI, and ASTM standards. All trucks to be tested for slump, entrained air, and temperature prior to placement as per the applicable test method standards.

Inspection shall be required before placing concrete, during the placement of concrete, and before backfilling. The Contractor is to provide 24-hour notice to the Contract Administrator arrange for inspections.

ITEM 2: Wood Frame Structure

This work shall consist of the construction of a weather-tight fully cladded wood frame building, including the provision of all material, tools, labour and services required. The completed building shall conform in every respect to the current Manitoba Building Code and be constructed in accordance with CSA, ASTM, and NLGA standards.

ITEM 3: Millwork

Millwork is to conform to the NMCA standards for millwork. All products used shall be those detailed on the engineered plan set.

ITEM 4: Mechanical

This work shall consist of the installation of a heat recovery ventilation unit, electric blower baseboard heaters and wall mounted air conditioner shall be supplied and installed by Contractor as per the engineered plan set and manufacturers recommendations.

ITEM 5: Electrical

The work shall consist of the construction of electrical work as shown in the plans and in conformance with the Manitoba Electric Code, the Canadian Electric Code, CSA, and Manitoba Hydro.

ITEM 6: Plumbing

This work shall consist of the installation of a kitchen sink and faucet tied into existing on-site water supply and wastewater system in accordance with the Manitoba Plumbing Code and the National Plumbing Code of Canada. A permit issued to a registered journeyman plumber in the Province of Manitoba is required prior to installation.

2.2. PERMITS

To facilitate accurate contract documents for the purpose of complete and accurately submitted Bid Price Form by the Contractor, the Contract Administrator has applied and received issued permits for the project from Manitoba Infrastructure for Structure Adjacent to a Highway in a Controlled Area as well as the building permit from Red River Planning District.

Additional permits such as, but not limited to, the plumbing and electrical permits are to be obtained by Contractor.

All permit conditions and requirements, including inspections, shall be met by the Contractor.

2.3. SAFETY REQUIREMENTS

Subsequent to the tender, the Contractor (and their employees) shall at all times during the Contract, abide by all applicable requirements of The Workplace Safety & Health Act and all regulations thereunder. Upon request, the Contractor shall make available for review by the Owner a work plan.

2.4. INSURANCE

The Contractor shall be registered with the Workers Compensation Board of Manitoba and shall maintain in good standing workers compensation coverage throughout the term of this agreement.

The Contractors must provide and maintain a comprehensive general liability policy in a minimum amount of \$2,000,000.00 all inclusive; such policy to name the Municipality of St. Clements as an additional named insured; and to contain a cross-liability clause, type of operation to be performed must be shown on the policy. A certified copy of the policy is to be filed with the Municipality in a form satisfactory to the Municipality's solicitor.

2.5. DAMAGES

The Contract Administrator will investigate all claims for damage. The decision of the Owner's representative as to whether damage was foreseeable or unforeseeable shall be final and binding upon the Contractor.

Where damage is caused to private property, the contractor shall promptly supply the RM of St. Clements specific information as to dates, time, location, type of equipment and other related information as requested, to assist in determining responsibility.

2.6. ASSIGNMENT OF CONTRACT

Bidders can assign or subcontract any portion of work covered by this Request for Tender but in doing so assume full responsibility of quality and accuracy of workmanship produced by Subcontractors and all liability. If the Bidder intends to use Subcontractors, the Bidder shall name each Subcontractor on the Bid Price Form for each relevant item of work. The Contractor shall ensure compliance with the relevant health and safety standards for all Subcontractors.

2.7. FINAL INSPECTION

Completion of the Work shall be subject to written approval by the Contract Administrator after a final joint inspection of the Work and the Site with the Contractor, checking for quality of materials and workmanship, damage, conformance with the manufacturer's installation requirements, cleanliness, and ensuring everything is in accordance with engineered plans, the National Building Code and Red River Planning District requirements.

2.8. WARRANTY

The Contractor shall, at his/her sole cost and expense, maintain all Work against any and all defects or deficiencies for the entire period stated by the Contractor in the attached Bid Price Form. The Contractor will describe in detail what the warranty will cover, what the warranty will not cover, and the length of warranty.

Unless otherwise specified, the warranty shall include the following as a minimum:

- i) Repair and/or replace all defects in any part (materials and/or workmanship) of the construction process.
- ii) Item I will remain in effect for a minimum of 1 calendar year from the final completion of all the work required.

At least four (4) weeks prior to the expiration of the warranty period, the Contractor and the Owner (or his/her representative) shall jointly inspect the Work. Upon approval by the Owner, the Warranty clause will be terminated in writing.

2.9. PAYMENT

The Work will be paid for each ITEM as priced on the attached Bid Price Form upon satisfactory completion in accordance with the Contract, including but not limited to upon approval by the Contract Administrator during Final Inspection. If the Work has been nearly completed, but minor items remain uncompleted, and deficiencies have not all been rectified, the Owner may withhold payment in amounts sufficient, in the estimation of the Owner, to ensure that the Contractor will complete such items and rectify such deficiencies in a timely manner. When the deficiencies have been rectified, the deficiency holdback applied shall be released.

Payment for each billing by the Owner shall be paid within no later than 30 days from receipt of each invoice.

to THE MUNICIPALITY OF ST. CLEMENTS in the Province of Manitoba, I/We, the undersigned,

THE BIDDER _____

Name Of Bidder

Address: _____

Cell Phone: _____ Alt. Phone: _____ Fax: _____

WCB No.: _____ GST No.: _____

hereby offer and agree to execute, construct, and complete the following work:

THE WORK Construction of a 12'x 28' addition to the existing Beaconia Public Works Shop complete with kitchenette and separate entryway for the Rural Municipality of St. Clements in the Province of Manitoba, in accordance with the applicable contract documents and the engineered plans supplied by the Municipality; at the following lump sums for work performed by the Contractor, when and approved by the Council.

DATED at _____ this _____ day of _____, 2022

*Witness as to Bidder
(if not sealed)*

Per: _____
Bidder's Signature (Sealed)

BID PRICE FORM

ITEM	DESCRIPTION	UNIT	PRICE	SUBCONTRACTOR
1	STRUCTURE FOUNDATION	Lump Sum		
2	WOOD FRAME STRUCTURE	Lump Sum		
3	MILLWORK	Lump Sum		
4	MECHANICAL	Lump Sum		
5	ELECTRICAL	Lump Sum		
6	PLUMBING	Lump Sum		

Subtotal (GST extra where applicable): _____

WARRANTY FORM:
