

## NOTICE

### **T E N D E R - Exterior Repairs of the Antigonish County Court House 172 Main Street, Antigonish, NS**

Date: August 10, 2016

Sealed Tenders from contractors will be accepted until 2:00 p.m., AST, Thursday, September 1, 2016, by Mrs. Beth Schumacher, Deputy Clerk, of the Municipality of the County of Antigonish for **“Antigonish County Court House – Tender 2016”**. Work to be completed under this contract includes, but is not limited to, the following:

1. Repainting the exterior of the Court House, including repairs to clapboard, frieze boards, fascia and soffits (scraping, cleaning, patching, painting)
2. Repairing the trim and sills of windows (scraping, replacing damaged components, painting, caulking)
3. Repairing the main Court House exterior doors (stripping, repairing, staining, sealing)
4. Repairing the Court House Portico and Steps (removal of decking, repair/replacement of concrete, repairing/replacement of ramp)

**Submissions may include one or a combination of all of the items noted above, as more than one contract may be awarded at the discretion of the Municipality based on the submissions received.**

Tender documents are available at the Municipal Office, 285 Beech Hill Road, Antigonish, Nova Scotia (Phone: 902-863-1117) or online at <http://www.antigonishcounty.ns.ca/tenders-contracts-rfps/>. All bidders must register with Beth Schumacher, Deputy Clerk, Municipality of the County of Antigonish, by fax 902-863-5751, or in person at 285 Beech Hill Road, Antigonish, Nova Scotia. Only registered bidders will be notified of addenda. A deposit of 10% of the bid price must be included with the Tender.

Additional information can be attained by contacting the undersigned at (902) 863-1117. Lowest or any tender not necessarily accepted. Faxed or electronic tenders will not be considered. Late tenders will not be accepted. The Municipality of the County of Antigonish reserves the right to accept or reject any or all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Municipality of the County of Antigonish also reserves the right to waive formality, informality, or technicality in any tender.

## Instructions to Respondents

### Section 1.0

**1. General:** The Antigonish County Court House is situated in the Town of Antigonish on the northeastern shore of mainland Nova Scotia. Built in 1855 in a simple, vernacular style, the Court House is a symmetrical, wood-frame building that is distinguished by a Greek revival, temple-like front consisting of a pedimented portico supported by four large fluted columns. The Antigonish County Court House was designated a National Historic Site of Canada in 1981 because it is one of the best examples in Nova Scotia of the typical mid-19<sup>th</sup> Century Maritime Court House. The building continues to serve as a court house.

**2. Eligible Respondents:** Respondents shall be qualified individuals, legally incorporated entities, or groups formed by such as joint ventures.

Respondents are not entitled to participate in this Tender if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in Provincial or Federal legislation or regulations;
- they are subject of proceedings for a declaration of bankruptcy, for winding-up for administration by the courts, for an arrangement with creditors or for any other similar procedure provided for in Provincial or Federal legislation or regulations;
- they have been convicted of an offence concerning professional conduct;
- they are guilty of grave professional misconduct proven by any means that the County of Antigonish can justify;
- they have not fulfilled the obligations relating to the payment of taxes, Workers Compensation Insurance, Canada Pension Plan or any payments in accordance with laws or by-laws of the Government of Canada, Province of Nova Scotia, or Municipality of the County of Antigonish;
- they are guilty of serious misrepresentation in supply the information required by the Municipality of the County of Antigonish as a condition of participation in any Request for Qualifications, RFP, Tender, or Request for Quotation;
- they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the Municipality of the County of Antigonish.

**3. Cost of Submission:** The Respondent shall bear all costs associated with the preparation and submission of the Tender, and the Municipality of the County of Antigonish will in no case be responsible or liable for those costs.

**4. Closing:** The Municipality of the County of Antigonish may, at its discretion, extend this deadline for the submission of the Tender by amending the Tender Documents in accordance with 6 of Instructions to Respondents, in which case all rights and obligations of the Municipality of the County of Antigonish and Respondents previously subject to the deadline will thereafter be subject to the new deadline.

Any Tenders received by the Municipality of the County of Antigonish after the Deadline for Submission will be rejected and returned unopened to the Respondent.

**5. Modification and Withdrawal of the Tender:** The Respondent may withdraw its Tender after submission, provided that written notice of withdrawal is received by the Deputy Municipal Clerk prior to the deadline for submission. No Tender may be modified after passing of the Deadline for Submission.

**6. Clarification of Tender:** To assist in the examination, evaluation and comparison of Tenders, the Municipality may, at its discretion, ask the Respondent for clarification. The request for clarification and its response shall be in writing and no change in substance of the Tender shall be sought, offered, or permitted.

**7. Contract:** Neither the submission of a Tender nor the acceptance of the Respondent's Tender shall be construed as a contract.

**8. Mandatory Requirements:**

Proponents are asked to provide the following information in their response:

Overview of Company

- Address and key contact information (name, phone, email)
- Description of business
- Number of employees and years in business in Nova Scotia
- Brochures / Pamphlets / Website references
- Three (3) references
- Professional certification of employees (if applicable)
- Warranty information (if applicable)
- Overview of experience with heritage sites and buildings
- Any other relevant information

Description of Services Being Offered

- Clear indication of what components of this Tender are being bid upon
- Description of services offered (provide more detail where applicable):
  - Repainting the exterior of the Court House, including repairs to clapboard, frieze boards, fascia and soffits (scraping, cleaning, patching, painting)
  - Repairing the trim and sills of windows (scraping, replacing damaged components, painting, caulking)
  - Repairing the main Court House exterior doors (stripping, repairing, staining, sealing)
  - Repairing the Court House Portico and Steps (removal of decking, repair/replacement of concrete, repairing/replacement of ramp)

General Notes

- All work done to the Antigonish County Court House must be in compliance with **Standards and Guidelines for the Conservation of Historic Places in Canada, Second Edition**. A copy can be found online at <http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>
- Respondents will be responsible for securing any Building Permits that may be required from the Town of Antigonish

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- Paint and stain colours are to be approved in writing by Antigonish County Municipal Clerk/Treasurer or Deputy Clerk
- Construction schedules may be required to consider noise and access restrictions imposed due to the function of the building as an active court house.
- Funding for this project is dependent on grants from others levels of government. The Municipality's ability to proceed with all or parts of this project is contingent on being awarded the grants applied for.

**9. Number of Tenders Submitted:** One (1) Tender package, delivered in a sealed envelope with the Tender name and title, clearly marked on the outside.

**10. Submission Requirements:** Sealed Tender documents will be received until the closing date and time at:

**The Municipality of the County of Antigonish  
Attn: Beth Schumacher, Deputy Clerk  
285 Beech Hill Road  
Antigonish, NS B2G 0B4**

Tender submissions arriving after the closing time and date will not be considered and will be returned to the vendor unopened. Faxed, emailed, and/or verbal responses shall not be considered. The vendor will be solely responsible for ensuring that its response is delivered to the correct address in a timely fashion.