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MUNICIPALITY OF THE COUNTY OF

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# ANTIGONISH

## Tender

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MCA0617 Administration Building Exterior  
Staining Tender

Tammy Feltmate

6/1/2017

Tender Document, includes scope of work, conditions and tender application.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

Name of Public Tender: MCA0617 Administration Building Exterior Staining Tender

Location of Work: Municipality of the County of Antigonish Administration Building at 285 Beech Hill Rd, Antigonish.

Tender Closing Date: Thursday June 22<sup>nd</sup> at 12 noon

Closing Time: 12:00 pm (noon)

Opening Time: 12:00 pm on closing date; immediately following closing.

Opening Location: Board Room, Municipality of the County of Antigonish Administration Building at 285 Beech Hill Rd, Antigonish.

Date: June 07, 2017

Sealed Tenders from contractors will be accepted until 12:00pm, noon, local time, AST, Thursday June 22, 2017 by **Daryl Myers, Director of Public Works, of the Municipality of the County of Antigonish**, and are to be submitted with the bid form provided in an envelope marked “**Administration Building Exterior Staining Tender**”. **A deposit of 10% of the bid price must be included with the Tender Application by certified cheque.**

Bidders are solely responsible for the delivery of their bids in the manner and time prescribed. Bids received after the time and date stated will be rejected. Tenders may be accepted in person, at 285 Beech Hill Rd or electronically to [dmyers@antigonishcounty.ns.ca](mailto:dmyers@antigonishcounty.ns.ca) with **Administration Building Exterior Staining Tender** in the subject title.

Following the Municipality’s **Policy 16- Procurement and Sustainable Purchasing**, evaluation of all tenders will be based on best value and the principles outlined in section 5 of the Policy. Other factors that will be a considered include tender compliance, calendar/ timeline of work, qualifications, price, references and when applicable warranty.

The Municipality of the County of Antigonish reserves the right to accept any tender which in its discretion deems to provide best value; **or** to reject any or all tenders for any reason.

**Scope of Work** includes but is not limited to the following:

1. To supply all labour, materials (including Stain), equipment and tools required to complete the project.
2. Inspection and preparation of the exterior of the building. Determine the need for cleaning, scraping or removing Stain on areas where needed. Replacing/ repairing areas where required  
Determination of need for one or two coats and explicit explanation of this in tender application to include application process (no spraying).

3. Ensure there is proper surface preparation according to best practices and Stain manufacturer's instructions. Including the removal of Stain where necessary and in a manner that is cognizant of the wood shingles on the building and their preservation.
4. Stain the building and trim in same color as is currently used. Type of Stain and Color to be used as well as any other chemical materials should be named in the Tender Response.
5. The contractor is responsible for maintaining a clean, safe work site and responsible for clean-up and disposal of waste at project end.

#### **General Standard Terms and Conditions**

1. The contractor is responsible to ensure all materials, supplies etc provided are new and of the highest quality. The contractor is responsible for all work to conform to professional standards of care and practice during the work. As well as be of the highest quality and be free from all faults, defects and errors.
2. The work shall be performed in accordance with all applicable municipal, provincial and national regulations and codes. The contractor accepts liability for any work required to complete the job or rectify deficiencies in accordance with such codes and indemnifies the Municipality of the County of Antigonish in the event of injury, damage, claim or action, arising from the contractor's failure to comply with all regulations and codes. In any case of conflict or discrepancy, the most stringent requirements shall apply.
3. The contractor/ successful bidder is responsible to obtain all permits, if applicable to ensure compliance with all codes and regulations, and bylaws. Included in this responsibility are regulations under the Nova Scotia Occupational Health and Safety Act and Regulations. <http://nslegislature.ca/legc/statutes/occupational%20health%20and%20safety.pdf>  
The contractor/ successful bidder must provide ( where applicable to firm or contractor) proof of good standing status with the Workers Compensation Board (WCB) for the duration of the contract, and provide proof of an issued or interim Certificate of Recognition from Nova Scotia Occupational Health and Safety. Up to date fall protection training is necessary dependent on equipment used for this Tender Project. Certified copies of all certificates must be submitted to the Municipality prior to contract start.
4. In the event the contractor fails to perform any work in accordance with specifications or leaves work unfinished, the Municipality of the County of Antigonish may enlist another, whom they deem fit, to complete the work. The contractor is liable for the cost this incurs the Municipality and the amount will be deducted from the price of the job or payment for the job completed.
5. In addition to these general Terms and Conditions this Tender is subject to Atlantic Provinces Standard Terms and Conditions for Goods and Services, <http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/#2>.

**Project Close-** Prior to final payment there will be an inspection of the work to ensure that it is complete and satisfactory. All major and minor defects or deficiencies will be listed for correction or completion and work will be corrected or completed before project is closed and payment made.

### **Indemnification**

The selected bidder/ contractor shall indemnify the Municipality of the County of Antigonish, its officers and employees from and against all claims, damages, losses, costs, suits, proceedings or actions arising from, out of or in relation to improper acts in execution of the work. It is the responsibility of the contractor to maintain and pay for liability insurance for the duration of the contract/ agreement in an amount that is not less than two million dollars (\$2 000 000) in respect to any one accident or occurrence against claims for property damage, damage to person, death or loss arising from any fault and/ or omission and/or act of the contractor/ bidder. Certificates of Insurance which show the Municipality of the County of Antigonish as an additional named insured shall be filed with the County with the Contract.

### **Warranty**

Contractor / bidder shall warranty all work completed for a period of at least 12 months from date of completion and project closure acceptance, to be free of defects. Any defects or deficiencies shall be addressed within seven business days from notification, at the expense of the contractor/ bidder. Latent defects and deficiencies are the responsibility of the contractor even after final approval and project closure.

### **Project Completion Date**

The project is to be ideally substantially complete within three weeks from project start; the work is to be completed to exceptional standard and not to be completed in inclement weather that will interfere with standard of work.

### **Liability for Costs**

Contractors / Bidders are responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Municipality, if any. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by any proponent as a result of, or arising out of, the submission or any proposal, or due to the Municipality accepting or rejecting any proposal.

Tender- Staining Exterior of 285 Beech Hill Rd, Municipal Admin Building



Municipal Building to have exterior stained. Note: Do not use this photo to determine colors, they are not accurate in this picture, this is simply for reference.

**Tender Form**

1. **Project : Staining Exterior of Municipal Administration Building at 285 Beech Hill Rd.,  
Antigonish County.**

**Location: 285 Beech Hill Rd, Antigonish County, Nova Scotia, B2G 0B4.**

**Submitted to: Daryl Myers, Director Public Works**

2. **Bidder:**

<b>Legal Name</b>		
<b>Address</b>	<b>Mailing:</b>	<b>Physical:</b>
<b>Telephone Number</b>	<b>1.</b>	<b>2.</b>
<b>HST Number(if applicable):</b>		<b>GST Number (if applicable):</b>
<b>Project Lead</b>	<b>Name and Title:</b>	<b>Best contact information:</b>
<b>Project Personnel Names:</b> 1.  2.  3.  4.	<b>Position</b>	<b>Qualifications/ Experience</b>

**3. Project Experience/ References :**

Provide references that can provide support to your suitability to this project and or similar projects that were successfully completed. If / when possible provide references that reflect a project of similar or greater in value and size.

Name, Position and Telephone Number	Project Description	Date of completion and length of project.	Project Contract Value
1.			\$
2.			\$
3.			\$

**Pricing & Material-** Describe all materials. Quote in Canadian dollars. All costs expected to be covered in payment should be outlined and included and disclosed here in this tender document. If a contract is awarded, no funds, no sums will be paid by the Municipality for any reason except those disclosed and agreed upon in the Tender. When and where appropriate attach a project cost outline to the Tender Application, including a detailed list of all materials, including brands, to be used.

**Total Project Cost (before HST) \$** \_\_\_\_\_

**Material List & Comments:**

**Please indicate if you have attached additional information regarding materials, pricing and project costs.**

**Attachments included:** Yes  No

**Time line for project:**

Once project is awarded, how many work days before this project will be started?

Number of work days: \_\_\_\_\_ before project will be started.

Number of work days for this project to be completed: \_\_\_\_\_ work days, over \_\_\_\_\_ weeks.

As this is an outdoor project how many days are built into this schedule for weather complications/interferences: \_\_\_\_\_.



Warranty length and description including labor and equipment: \_\_\_\_\_.

Warranty info:

**Tender submission understanding,**

I submit this tender having read and understood all terms, conditions, and specifications stated in this document and agree to these terms, conditions and specifications for this tender.

Name of Contractor/ Bidder representative (printed or typed): \_\_\_\_\_

Signature of same Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name and Role (print or type): \_\_\_\_\_

Signature or Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**Summary of quote:**

Company legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact info: \_\_\_\_\_

Price quoted for work: \$ \_\_\_\_\_ Time proposed to complete work: \_\_\_\_\_ work days over \_\_\_\_\_ weeks.