
MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

MCA – CH2020-3

**Antigonish County Court House – Concrete Portico,
Steps and Ramp Tender**



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

Name of Public Tender:	Antigonish County Court House RFP 2020 – 3
Location of Work:	Antigonish County Court House, 172 Main Street Antigonish NS
Tender Closing Date:	August 19, 2020
Closing Time:	2pm
Opening Time:	2pm on closing date; closed opening immediately following closing
Opening Location:	Board Room, Municipality of the County of Antigonish Administration Building at 285 Beech Hill Road, Antigonish, NS

Sealed Bids from contractors will be accepted until **2:00 p.m., AST, Wednesday, August 19, 2020**, by **Beth Schumacher, Deputy Clerk, of the Municipality of the County of Antigonish**, and are to be submitted with the bid form provided, and saved in .pdf format, with the file name “[vendor name] bid - Antigonish County Court House – RFP 2020”. 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. Bids may only be accepted electronically to beth.schumacher@antigonishcounty.ns.ca with **Antigonish County Court House RFP 2020** in the subject title.

Following the Municipality’s **Policy 16 – Procurement and Sustainable Purchasing**, evaluation of all bids will be based on best value and the principles outlined in Section 5 of the Policy. Other factors that will be considered include Tender compliance, calendar / timeline of work, qualifications, price, safety record, references, and when applicable, warranty.

The Municipality of the County of Antigonish reserves the right to accept any bid that is, in its discretion, is deemed to provide the best value; **or**, to reject any or all bids for any reason.

Contractors must take into consideration and adjust their work practices to ensure ALL construction activities are following the on-going (and changing) provincial COVID-19 restrictions issued by the Government of Nova Scotia and federal restrictions issued by the Government of Canada.

Section 1.0 Project Timelines

1. The timing for the work being bid upon should be specified in the bid document. Well-defined timelines for the completion of work will a strong factor in choosing the contractor(s) for this project.
2. Construction schedules may be required to consider noise and access restrictions imposed due to the function of the building as an active courthouse. Further scheduling considerations are noted in the project scope descriptions.
3. Prior to final payment there will be an inspection of the work to ensure that it is complete and satisfactory. The contractor is responsible to notify the Municipality in writing when work is complete, and the Municipality will have up to one (1) week to conduct their inspection and respond in writing to the contractor. All major and minor deficiencies identified in this inspection will be listed for correction or completion and work will be corrected / completed in a timely manner. All deficiencies must be addressed before the project is closed and payment is made.

Section 2.0 Project Background

1. Scope of Project(s)

Concrete Portico, Steps, and Ramp into Building's Front Entrance

The front portico of the Courthouse appears to be a hollow poured concrete structure with steps at the front of the building leading to a sidewalk that travels to the town sidewalk on Main Street. A wooden ramp was constructed from the portico to Church Street several years ago. At the front door, wear in the concrete was covered with tiles, which were subsequently covered with wooden decking that also travels down the front steps.

The existing portico needs to be removed in order to allow work to be done on the front sill plate. As the front entry is the only public entrance to the building, and the accessible entrance as well, this work will need to work with the scheduling of the use of the building by the Department of Justice. Temporary access may need to be provided to the building depending on the work schedule for the installation of the ramp. Please include details on the expected number of working days that the proposed work will take.

Quotes are requested for the following with respect to the concrete portico and ramp into the main entrance of the building:

1. To remove the existing concrete portico and steps, ramps and other floor coverings (wood decking, tile) and replace with new poured concrete portico and concrete ramp with railings extending to the front of the building to the town sidewalk on Main Street, as per the drawing prepared for and supplied by the Municipality;
2. To consider the engineering of the building and ensure safe and proper support of the building before, during and after construction. Specifically, the safe support of the columns and roof over the portico during the concrete construction work must be given consideration.
3. To supply all labour, materials, equipment, and tools required to complete the project.

This project is one of several planned exterior renovations to the building, which are intended to improve the appearance and energy efficiency of the building, as well as improve general accessibility, reduce maintenance costs, and to support the building's ongoing use as a Provincial courthouse. Staging of the work will be handled to minimize the disruption to the building's tenant and to coordinate any elements that are inter-dependent. Well-defined timelines for the completion of work will a strong factor in choosing the contractor(s) for this project.

Section 3.0 General Standard Terms and Conditions

1. The contractor(s) are responsible to ensure all materials, supplies, etc., provided are new and of the highest quality. Materials and methods are to be approved in writing by Antigonish County Municipal Clerk/Treasurer or Deputy Clerk.
2. The contractor(s) is responsible for all work to confirm to professional standards of care and practice, to be of the highest quality and be free from all faults, defects and errors.
3. All work to be performed shall be in accordance with all applicable municipal, provincial, and federal regulations and codes. The contractor(s) accept 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 of requirement shall apply.
4. The contractor / successful bidder will be responsible for securing any permits necessary, including Building Permits that may be required from the Town of Antigonish, to ensure compliance with all codes, regulations, and by-laws.
 - a. 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>
 - b. Up-to-date fall protection training is necessary dependent on the equipment used for this Tender Project. Certified copies of training certificates must be submitted to the Municipality prior to contract start.
 - c. Contractors must take into consideration and adjust their work practices to ensure ALL construction activities are following the on-going (and changing) provincial COVID-19 restrictions issued by the Government of Nova Scotia and federal restrictions issued by the Government of Canada.
 5. The contractor(s) are responsible for maintaining a clean, safe work site and are responsible for clean-up and disposal of waste at project end.
 6. In the event that a 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 original contractor is liable for the cost incurred by the Municipality, and this amount will be deducted from the price of the job or the payment for the job completed.
 7. 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-good-and-services/#2>.

Section 4.0 Indemnification and Warranty

1. The selected bidder / contractor shall indemnify the Municipality of the County of Antigonish, its officers, and its 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.
2. 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 (\$2,000,000.00) 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.
 - a. Certificates of Insurance that show the Municipality of the County of Antigonish as an additional named insured shall be filed with the County at the time of the execution of contract.
3. The contractor / bidder shall warranty all work completed for a period of at least five (5) years from the date of project completion and project closure acceptance. Any defects, failures or deficiencies shall be address within seven (7) business days of written notification from the Municipality, at the expense of the contractor / bidder. Latent defects, failures and deficiencies

that are directly attributed to the work done by the contractor / bidder, even after final approval and contract closure, are the responsibility of the contractor.

Section 5.0 Bid Submission Directions

1. **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 RFP 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.

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

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

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

5. **Clarification of Bid:** To assist in the examination, evaluation and comparison of bids, 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 bid shall be sought, offered, or permitted.
6. **Contract:** Neither the submission of a Bid nor the acceptance of the Respondent's bid shall be construed as a contract.
7. **Mandatory Requirements:** Proponents are asked complete the attached Bid Form for inclusion in their submission and provide any documentation noted on the Bid Form. Failure to provide any supplementary documentation will render an application "incomplete" and ineligible for consideration.
8. **Evaluation Criteria:** The following is a general outline of the weighting provided to the applications received:

Item	General Percentage	Notes / Examples
Company	25% - 30%	Experience, stability, qualifications
Quality of Bid	20% - 25%	Effort, Completeness, Detail, Timelines
Price	30% - 35%	Total cost, warranty details
Safety and Safety Qualifications	15% - 20%	Safety Plan, NSCSA Standing and Workers Compensation letter of good standing, demonstrated safety training associated with the position and project

Note: Omission of regulatory information (e.g. proof of insurance, NS Safety certification, Workers Compensation paperwork) may disqualify a proposal from consideration.

Bid Form

1. Company Details:

Legal Company Name (all payments will be made to this party)		
Description of Business (including number of employees and years in business in Nova Scotia):		
Company Address	Mailing:	
	Physical Location (Office):	
Telephone Numbers	Cell:	Landline:
HST Number (if applicable):		GST Number (if applicable):

2. Project Team Details:

Name and title of Project Lead:		
Direct Phone Number:		
Direct Email Address:		
Qualifications and Experience:		
Additional Project Staff Names	Positions	Qualifications/Training/Experience
1.		
2.		

3.		
4.		

3. Company Experience / References:

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

Contact Name, Position, and Telephone Number	Project Description	Date of Completion and Length of Project	Project Contract Value
1.			
2.			
3.			

4. Pricing and Materials:

Provide a project cost outline to the Tender application, including a detailed list of all materials to be used, including brands and colour codes. 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 or sums will be paid by the Municipality for any reason expect those disclosed and agree upon in the RFP Contract.

Total Project Cost (before HST) \$ _____

5. Timeline for Project:

- a. Once project is awarded, how many workdays before this project will be started? _____ days.
- b. Number of workdays for this project to be completed: _____ work days, over _____ weeks.
- c. As this is an outdoor project, how many days are built into this schedule for weather complications / interferences? _____ days.

6. Additional Information to be Submitted:

- Proof of insurance (a copy of the policy is required)
- Letter confirming status with the Workers Compensation Board of Nova Scotia, including proof of an issued or interim Certificate of Recognition from Nova Scotia Occupational Health and Safety.
- Hazard Assessment and Safety Plan for project being bid on.

7. Number of Bids Submitted:

- a. Electronic submissions must be compiled into one (1) document in .pdf format.

8. Submission Instructions: Sealed Bid documents will be received until the closing date and time, to be delivered by email to:

The Municipality of the County of Antigonish
Attn: Beth Schumacher, Deputy Clerk
285 Beech Hill Road
Antigonish, NS B2G 0B4
beth.schumacher@antigonishcounty.ns.ca

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

9. Bid Submission Understanding:

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

Name of Representative (printed or typed): _____

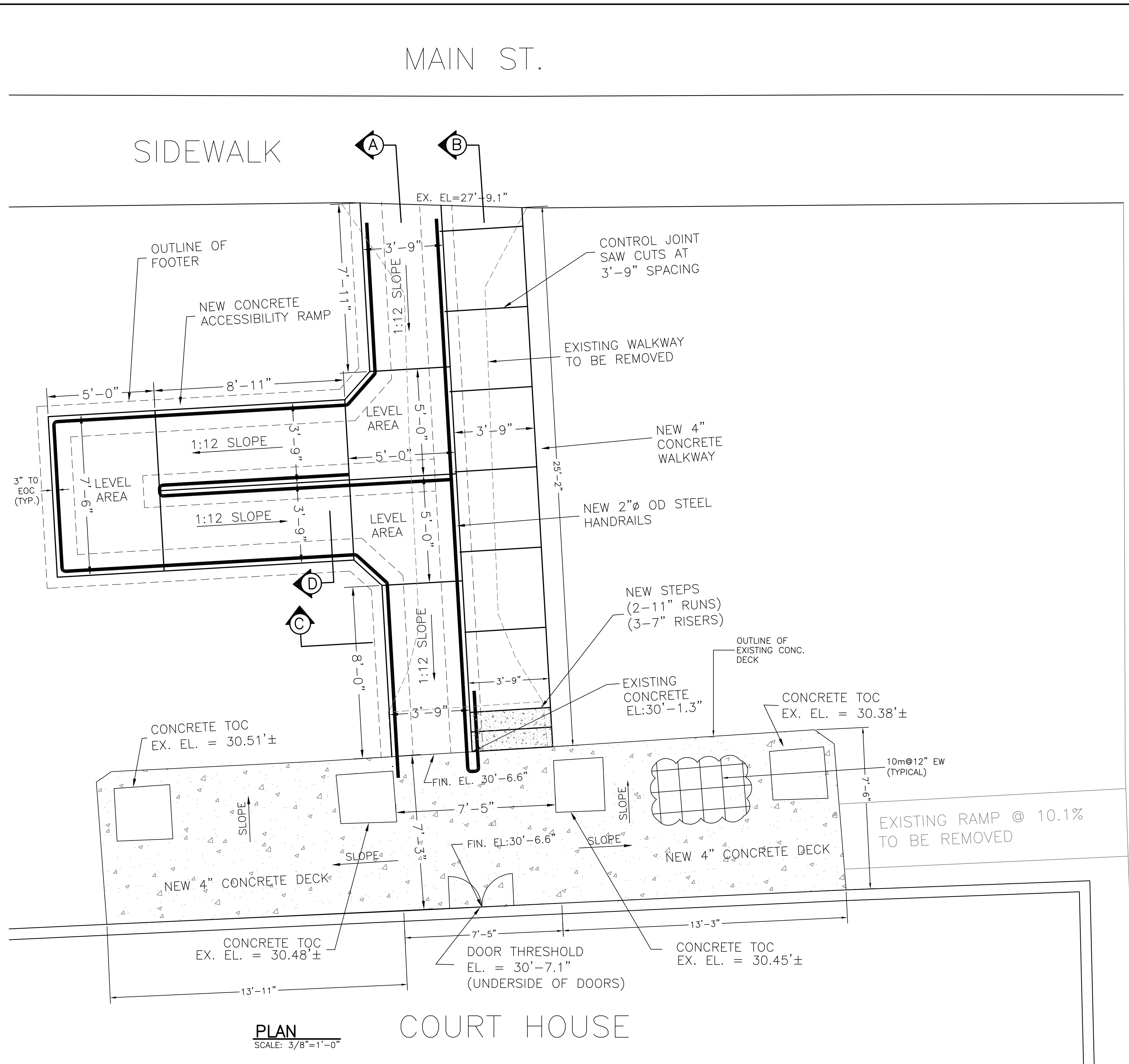
Signature of same Representative: _____

Date: _____

Witness Name and Role (printed or typed): _____

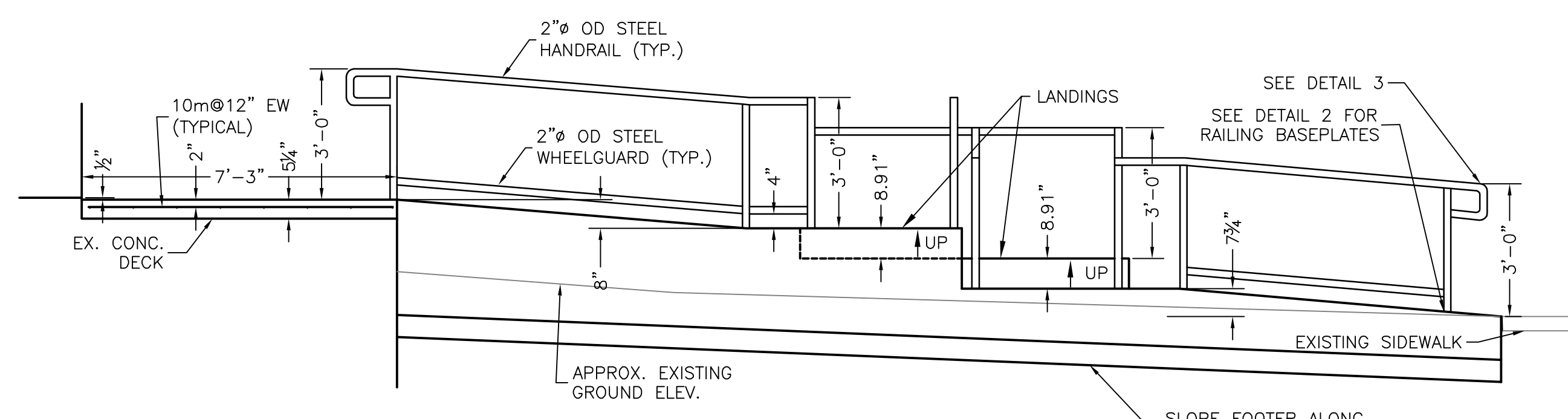
Signature of same Witness: _____

Date: _____

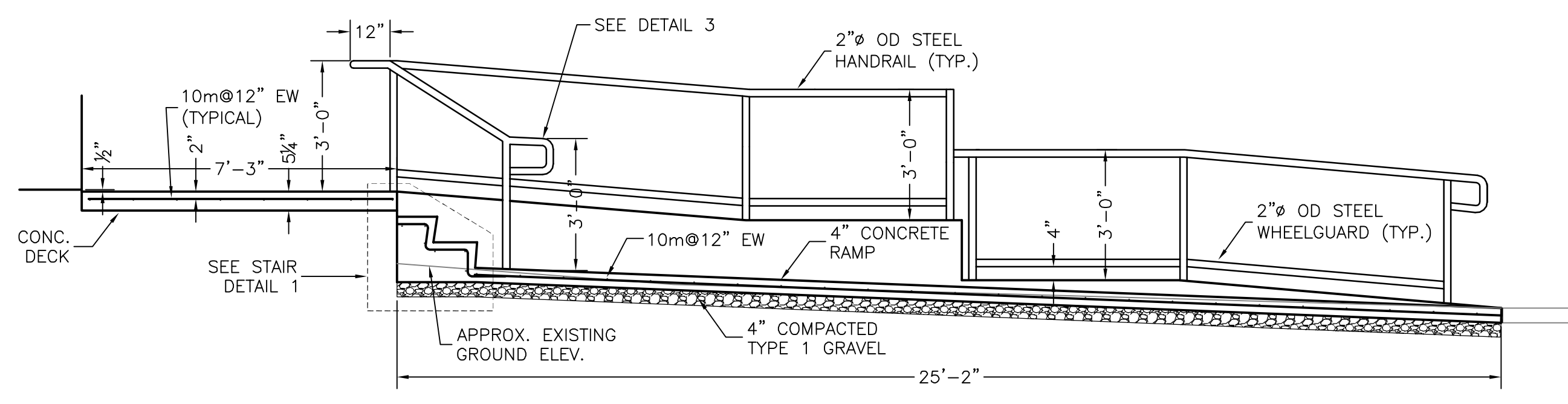


PLAN
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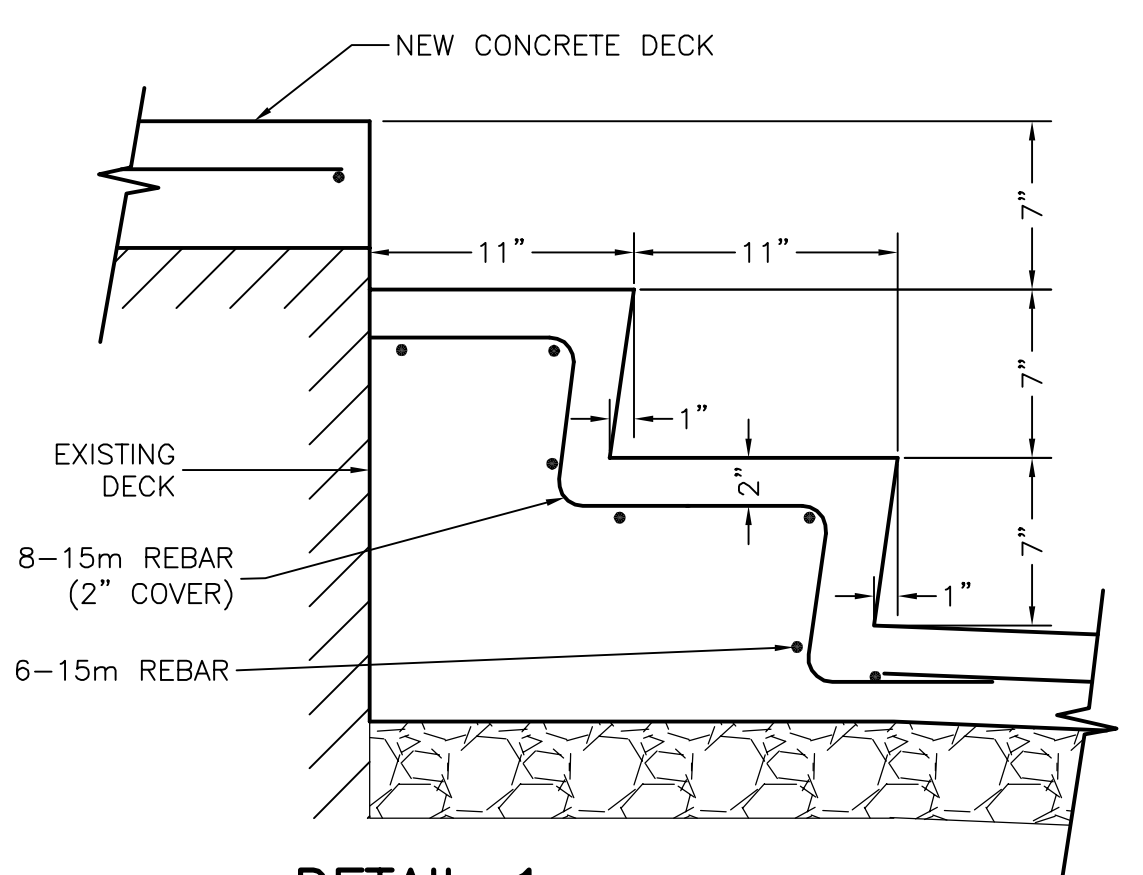
COURT HOUSE



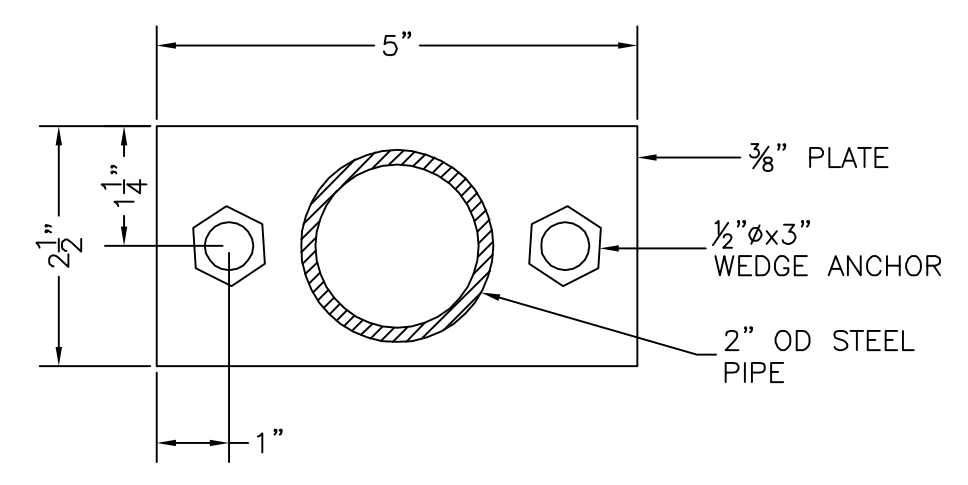
SECTION A
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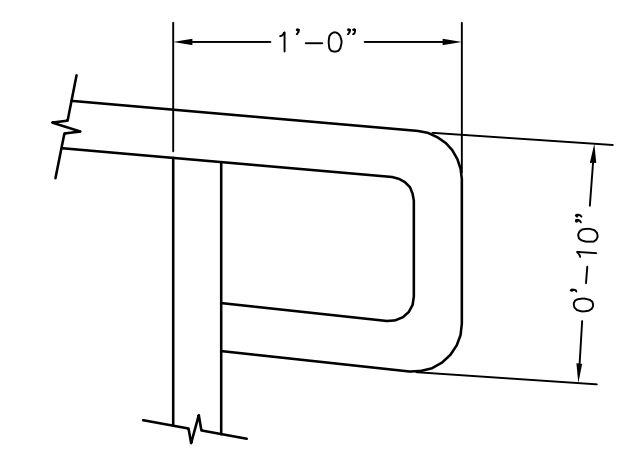
SECTION B
SCALE: 3/8"=1'-0"



DETAIL 1
SCALE: 1-1/2"=1'-0"



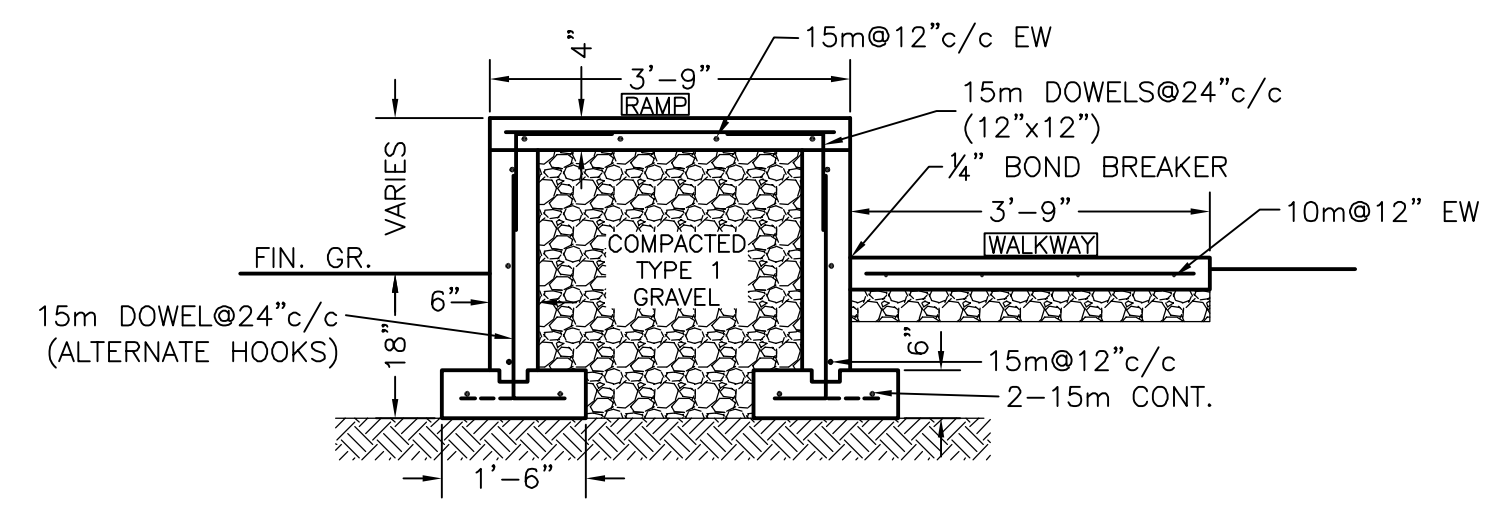
DETAIL 2
SCALE: 6"=1'-0"



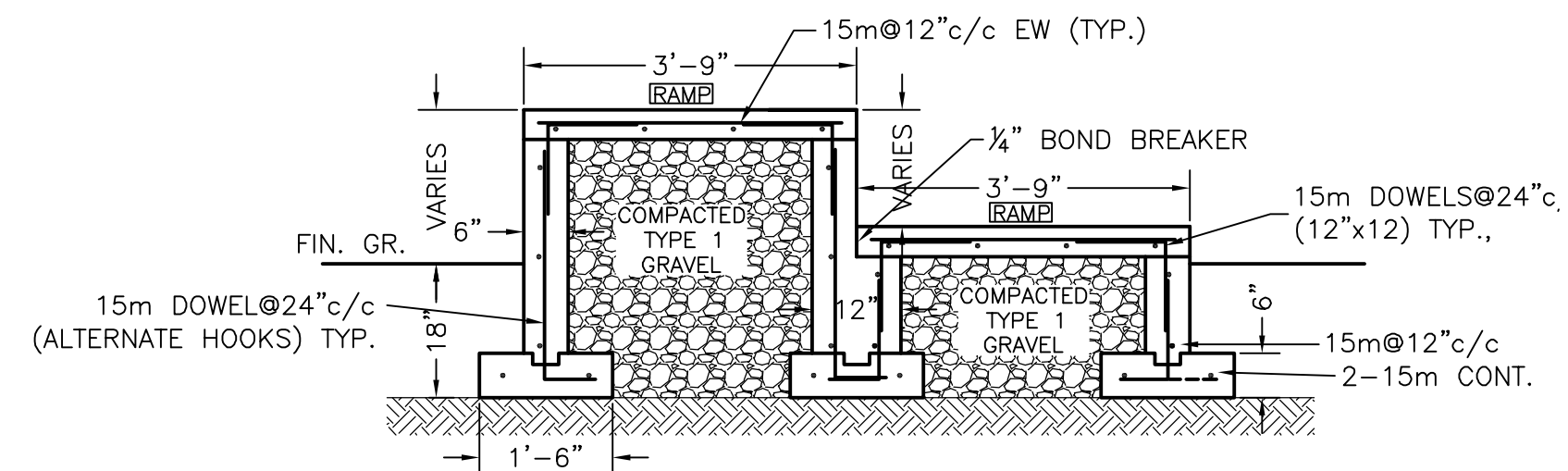
DETAIL 3
SCALE: 1-1/2"=1'-0"

GENERAL NOTES

- 1) ALL WORK TO BE DONE IN ACCORDANCE THE NATIONAL BUILDING CODE OF CANADA, 2015.
- 2) ALL CONCRETE SHALL CONFORM WITH CSA-A23.1 REINFORCEMENT SHALL CONFORM TO CSA-G30.12. CONCRETE AND REINFORCEMENT SHALL BE DETAILED AND PLACED ACCORDING TO CSA-A23.1. CONCRETE TO HAVE C-2 CLASS OF EXPOSURE, 28 DAY STRENGTH OF 4700 psi, 0.45 w/c RATIO, 5-8% AIR ENTRAINMENT AND 7 DAYS CURING TIME. CONCRETE WALK AND RAMP TO HAVE 3" TROWEL EDGE AND SURFACE BROOM FINISH.
- 3) REBAR STEEL YIELD STRENGTH TO BE MIN. 60 ksi.
- 4) STEEL RAILING TO BE PREPARED TO SSPC-SP3, POWER TOOL CLEANING. PAINT THE STEEL RAILINGS USING A THREE COAT SYSTEM CONSISTING OF 3-4 mil ZINC RICH PRIMER, 6-8 mil EPOXY INTERMEDIATE COAT, AND 3-4 mil POLYURETHANE TOP COAT, TOTAL DFT 12 mil MIN. FINAL COLOR BY OWNER' CHOICE.



SECTION C
SCALE: 1/2"=1'-0"



SECTION D
SCALE: 1/2"=1'-0"

1	20/05/25	ISSUED FOR TENDER	GAU	HBM
NO.	DATE	REVISIONS	DWG.	CHK.

S TRAIT ENGINEERING LIMITED
 PORT HAWKESBURY, NOVA SCOTIA

CLIENT:
MUNICIPALITY OF THE COUNTY OF ANTIGONISH

PROJECT:
COUNTY COURT HOUSE EXTERIOR BUILDING RENOVATIONS

DWG:	GAU	PROJECT:	19-52
CHKD:	HBM	DRAWING:	10
APP:	HBM		
SCALE:	NTS.		
DATE:	MAY 2020		