

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION

Painting Services, Elmsdale Fire Department

REQUEST FOR PROPOSALS

RFP50241

Terms of Reference

March 29, 2019

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

1.0 INSTRUCTIONS TO PROPONENTS

1.1 Introduction

This Request for Proposals (the "RFP") is an invitation by the Elmsdale Fire & Emergency Services Association ("EFESA") to painting contractors to submit proposals to supply painting services ("the Services"), as further described in Section 3, *Services Description*.

The intent of this RFP is to identify a supplier who can complete the Services.

If a supplier objects to a particular specification, they are asked to identify their objection prior to the Deadline for Questions; it will remain the sole discretion of EFESA whether to make changes to the specification on the basis of such an objection.

Site Briefing

There will be a non-mandatory site briefing held on Tuesday, April 9, 2019, at 10:00AM local time. The briefing will be held at the Fire Hall located at 720 #2 Highway, Elmsdale, NS B2S 1E9.

1.2 Proposal Submission

Proposals will be received up to **3:00:00 pm** local time on **April 18, 2019**. The Municipality of East Hants will receive the proposals on behalf of Elmsdale Fire & Emergency Services Association at the following location:

Lloyd E. Matheson Centre
Box 230, Suite 170
15 Commerce Court
Elmsdale, NS B2S 3K5

Attention: Chief Kevin Goodman

Proposals must be received at the Reception & Payments counter on the first floor of the Lloyd E. Matheson Centre and must have the time and date indicated on it by East Hants' staff to confirm receipt prior to the stated Proposal Deadline. Please allow sufficient time to be served by staff.

Proponents shall submit their proposal as one (1) original plus four (4) copies and a .pdf copy, in a sealed envelope marked as follows:

"Request for Proposals, Painting Services"

An individual or company who submits a proposal is hereinafter referred to as a "Proponent."

Late proposals will not be accepted and will be returned unopened. Faxed proposals will not be accepted. Incomplete proposals may be rejected.

EFESA will proceed with private openings. Proponents will be advised as to their status in the competition after the Contract has been awarded.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

1.3 Proposal Acceptance

All proposals become the property of EFESA once submitted.

Any proposal that does not include all of the information required in this RFP will be considered incomplete and may be rejected.

This document and Request for Proposal process does not constitute a call for tenders.

Proponents undertake any expenditure related to the submission of a proposal at their own risk.

This Request for Proposals neither expresses nor implies any obligation on the part of EFESA to enter into a contract with any party submitting a response or responses.

EFESA may include evaluation criteria within this Request for Proposal document to be used as a guideline for Proponents (see Proposal evaluation criteria, Appendix C). EFESA reserves the right to deviate from the evaluation criteria where it is in the best interests of EFESA. Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the Proposals received and the needs of EFESA.

EFESA reserves the right to accept or reject all or any Proposals, and to not accept the lowest Proposal. EFESA may accept any Proposal or any portion of any Proposal that may be considered to be in the best interests of EFESA.

EFESA reserves the right to waive formality, informality or technicality in any Proposal. This includes the right to accept a Proposal that is not strictly compliant with the instructions in the Request for Proposals document.

EFESA reserves the right to amend this Request for Proposal document at any time before the Request for Proposal's closing date and will issue an addendum in the event of a change.

EFESA reserves the right to negotiate, after the Request for Proposal's Proposal Deadline, with any Proponent for services and to finalize service arrangements in the best interests of EFESA.

In applying this privilege clause, EFESA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Proposals.

EFESA reserves the right to interpret any and all aspects of this Request for Proposals as may be most favourable to EFESA.

In submitting a Proposal, the Proponent has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same.

Should a Proponent find any discrepancies, errors, or omissions in this RFP, or if a Proponent is unsure as to the meaning of anything in this RFP, they are to advise EFESA in writing; EFESA may, in its sole discretion, respond to such written inquiry, to all Proponents, in an addendum.

The Proponent is responsible for all costs associated with preparing and submitting this Proposal. This includes, without limitation, any and all costs, fees, expenses (travel, accommodations or meals) or other incidentals related to preparing, printing, binding, transporting, presenting, defending, or clarifying the Proposal.

EFESA may cancel the RFP process at any time, for any reason, in its sole discretion. In the event that an RFP process is cancelled, EFESA will not be obligated to pay any costs, damages, or claims of any type to any Proponent or potential Vendor or Proponent.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

In providing a Proposal, the Proponent warrants that their Proposal is in all respects fair and is provided without collusion or fraud. No representative of the company from which a Proposal is to be provided may extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of EFESA. Proponents must also advise EFESA, in writing, of any potential conflict of interest that may affect, or appear to affect, the RFP process, including the influence of award.

Proponents shall indemnify and save harmless EFESA, its officers and its employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Proponent or their servants in the preparation of their Proposal and/or in the course of delivering Services.

Proponents are advised that no commitment to purchase Goods or Services shall exist until the successful Proponent is advised by EFESA, in writing, of an award. If an award is made, the method of procurement may be, at EFESA's discretion, Procurement Card, Purchase Order, or other method of contract that is acceptable to EFESA and that incorporates all of the terms of this RFP.

EFESA does not bind itself to accept any Proposal, but may accept any Proposal, in whole or in part, or discuss with any Proponent different or additional terms to those described in this RFP or in such Proponent's Proposal. EFESA may:

- reject any or all of the Proposals;
- accept any Proposal;
- if only one Proposal is received, choose to accept or reject it;
- not to accept the lowest bid price; or
- alter the schedule, RFP process, or any other aspect of the RFP, as it may determine in its sole and absolute discretion.

It is the responsibility of the Proponent to be sure they understand the requirements prior to submitting a Proposal and before the deadline for questions has passed. Submitting a Proposal shall be deemed proof that the Proponent was aware of and understood the requirements, the terms and conditions, and all other provisions of the RFP. EFESA will not be liable for claims made by a Proponent that they were uninformed or unaware of the requirements, terms or conditions of this RFP.

1.4. Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

Proposals may not contain any clauses or conditions which over-ride or modify the terms and conditions of this competition or the resulting contract.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

1.5 Price

Proponents' proposal shall include all costs necessary to perform the Service, including, without limitation, plant, equipment, fuel, consumables, supplies, materials, maintenance, and such labour as will be required to perform the Services in a safe, competent, and professional manner sufficient to complete the services in a timely fashion.

The Proponent may, where available, use EFESA power and water in the performance of the Services, but must otherwise provide all of the resources necessary to perform the Services. The Proponent may use on-site washroom facilities during the performance of the Services, provided they clean-up after themselves.

1.6 Proposal Requirements

FORMS

Proponents are required to submit Appendices A and B in addition to a complete proposal as specified herein.

WRITTEN RESPONSE

The intent of the following questions is to determine, to the best extent possible, that the Proponent has sufficient capability, capacity, and quality control to ensure a complete job which is satisfactory to EFESA. EFESA's expectation is that the Proponent will be the designated contact for warranty issues, but in the case where the manufacturer is to be contacted directly, the Proponent will be responsible to ensure the promises made in their proposal are fulfilled.

1. Safety

Describe how safety will be managed for this work. In addition:

- Discuss ventilation and working with alkyd paints and epoxies. Note: there is a fan in the Training Facility which may be used for ventilation, if desired.
- Describe Personal Protective Equipment (PPE) to be used
- Storing of materials and equipment during the Services, including managing rags and other material which may self-ignite
- Describe training staff have to address health and safety
- Fill out the Safety Questionnaire in Appendix D.

2. Examples

The Proponent will supply three examples where they have provided similar Services. At least one example must include the installation of epoxy paint on wood floors. The reference information must include:

- Description of the Services
- Location where the Services were performed
- Where available, before and after pictures of the work completed
- How long the work took (from award to completion)

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

- Name, email address and phone number for an individual at the location who is familiar with your work and who is available to be contacted

EFESA may contact the persons named in examples to verify the information and assess the satisfaction of the previous clients.

3. Qualifications

Describe the training or certifications, if any, which make your company qualified to complete this work? Include, at minimum:

- Proof of such certifications for staff being used to complete the Services
- Any additional training, certifications or qualifications which may enhance our understanding of your capabilities (Safety Certified)

4. Quality

EFESA is aware that the condition of the containers can affect the quality of the paint finish when painting containers but have decided that the cost to sandblast to bare metal is too expensive. EFESA have described the minimum level of preparation they believe is necessary; in this section, describe the methods which will be used to help achieve a durable bond to the container, including:

- Preparation of the Training Facility floor for epoxy coating
- Preparation of the interior surfaces of the container for painting
- Preparation of the exterior surfaces for painting
- Masking and progressive cleaning
 - preventing overspray or drips on the wood deck and galvanized railings
 - protecting light fixtures and electrical outlets
- Processes to prevent overspray/damage to adjacent buildings and vehicles
- Preparation of the fire hall areas for painting

Describe the products to be used, including:

- Manufacturer
- Manufacturer's part numbers
- Safety Data Sheets (products, cleaners, and solvents)
- If limited, the colours available
- Dry times (if not on SDS)

5. Schedule

Describe the schedule for the Services, including overall time you expect the Services to take, lead-times associated with ordered products, time you expect need in the Fire Hall, the Training Facility, SC 1, and SC 2, and how you intend to sequence the work (including in which order it is best to paint the floor). This can be a bulleted list or simple schedule, provided it clearly describes the work. This schedule may have to be adjusted to accommodate previously scheduled events or operational requirements.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

1.7 Inquiries

All requests for additional information or clarifications regarding this Request for Proposals shall be in writing, by email only, to Chief Kevin Goodman using email address: info@elmsdalefire.ca

Proponents are solely responsible to ensure that any such inquiries are received by EFESA as described above. EFESA will not be responsible if a Proponent acts based on information received in any other way than an approved written Addendum or communication authorized by Chief Goodman.

EFESA will determine whether inquiries received merit an addendum.

1.9 Proposal Evaluation

EFESA will evaluate this proposal using consensus scoring based on the criteria specified in Appendix C.

Appendix C list the evaluation criteria which will apply to this RFP.

Price is the sum of the Services specified in Appendix A, Pricing Form. Certain parts of the Services are identified as Provisional. They will be considered when evaluating Price, but EFESA may, in their sole discretion, choose not to proceed with any items specified as Provisional.

Price will be evaluated as specified herein and points distributed as follows:

(Lowest Proponent Price divided by Proponent's Price) multiplied by the Available Points

Consideration for award will be subject to the availability of budget. The highest-rated Proponent proposal after evaluation may be considered for award, subject to final approval by the EFESA membership.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

2.0 GENERAL CONDITIONS

2.1 Definitions

Contractor: the supplier selected through the request for proposals process to provide the Services.

EFESA Contact Person: the person or persons designated by EFESA as the person to contact on all matters related to the design and construction. The Contractor may not take instruction from any other person and any changes or alterations to any aspect of the project must be authorized by this entity prior to being acted on by the Contractor.

2.2 Subcontractors

If the Contractor finds that a subcontractor named in this agreement cannot perform some or all of the Services for which they were named, the Contractor may request permission from EFESA to engage an alternative subcontractor for such Services. In making such a request, the Contractor must:

- a. Identify the reasons why the named subcontractor cannot complete the Services;
- b. Provide the name, qualifications and experience of the proposed replacement subcontractor;
- c. Make such request in writing; and
- d. Must select a replacement who is in all respects equal to the subcontractor being replaced.

Permission to replace a subcontractor will not be unreasonable withheld. However, EFESA reserves the right to, in its sole discretion; reject any proposed replacement subcontractor the Contractor may name. The rejection of a replacement subcontractor shall not relieve the Contractor of their obligation to perform the Services under this agreement.

2.3 Confidentiality

Information provided by EFESA is to be treated as confidential and is not to be disclosed to any third party without the written permission of EFESA except as necessary to perform the contract.

2.4 Indemnification

The Contractor shall defend, indemnify and save harmless the Elmsdale Fire & Emergency Services Association, its elected officials, officers, volunteers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Contractor, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this contract. This indemnity shall be in addition to and not in

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

lieu of any insurance to be provided by the Contractor in accordance with this contract, and shall survive this contract.

2.5 Insurance

The Contractor shall, without limiting its obligations or liabilities, maintain Commercial General Liability insurance on an occurrence basis with a minimum limit of \$2,000,000.00 for bodily injury including death, personal injury and property damage including loss of use, and shall include provisions for: Blanket contractual liability; Owners' and contractors' protective liability; Broad form property damage; Hostile fire; Tenant's legal liability; Non-owned automobile liability; Contingent employer's liability; and Products and completed operations liability.

The Contractor must provide a certificate of insurance from their insurer for this coverage. The Certificate, at a minimum, must:

- a. List the Elmsdale Fire & Emergency Services Association as an additional insured and contain both cross-liability and severability of interest clauses;
- b. The Contractor's insurance must provide for bodily injury or property damage that may result from the Contractor's performance of the Services; and
- c. Excess or umbrella insurance may be used to achieve the required insurance limits noted in this section.

The Contractor must have and must maintain automobile insurance in the amount of \$2,000,000.00 for the duration of the agreement and must provide a certificate of insurance confirming this coverage. This insurance shall not contain any endorsement that excludes the operation of attached machinery;

The COI for Commercial General Liability insurance must provide for 30 days' and the automobile insurance must provide for 15 days' written notice of cancellation or material change. The Contractor must provide a new certificate of insurance each time the insurance is renewed, for the duration of this contract.

The Contractor is responsible to have and to maintain insurance on the equipment and materials used to provide the Services for the duration of the agreement. EFESA will not be responsible in any way for lost, damaged or stolen equipment.

In addition:

- The Contractor's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to EFESA.
- In the case where the Contractor will use subcontractors or third party suppliers, such subcontractors and third party suppliers must obtain and provide proof of insurance coverage that is equal to that required of the Contractor under this agreement.
- Failure to maintain the required insurance coverage may be grounds for termination of the agreement;
- If a Contractor must be, and must remain for the duration of the Services, in Good Standing with WCBNS. The Contractor must disclose the change in WCB status immediately. Inability to return to Good Standing before the next performance of the Services may result in the termination of the agreement.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

2.6 Regulations

The Contractor shall comply with all existing Federal, Provincial and Municipal regulations and other authorities having jurisdiction.

2.7 Taxes

If applicable, any duty, taxes (except HST), clearance fees, or other costs related to the import of the Equipment into Canada are solely the responsibility of the Contractor and are included in the price of the Equipment.

The Contractor shall pay all Federal and Provincial Taxes as required by the appropriate enactments.

The Contractor shall indicate on each application for payment, as a separate amount, the Harmonized Sales Taxes that EFESA is obligated to pay. This amount will be included in payments to the Contractor.

In the event of changes in applicable tax legislation to provide additional tax relief during the course of this Contract, it is the intent of the Contract that any benefits therefrom shall accrue to EFESA who shall deduct any overpayment of taxes from moneys due the Contractor.

In the event of additional taxes being imposed during the course of the Contract, it is the intent of the Contract that the additional amounts paid by the Contractor will be reimbursed by EFESA in accordance with the requirements of the applicable tax legislation.

2.8 Payments

Payments shall be made in accordance with the payment schedule approved by EFESA.

Unless otherwise agreed to by EFESA, payment will be made on a net thirty (30) days basis from receipt of invoice. No payment made by EFESA under this contract shall constitute acceptance of work or products that are not in accordance with the requirements of the contract.

Prices for Equipment are in Canadian Dollars and, if applicable, the Contractor bears the risk of currency exchange.

2.9 Governing Law

The laws of Nova Scotia shall govern any contract for this Equipment. If any dispute should arise under the terms of such contract, the Courts of Nova Scotia shall have exclusive jurisdiction to such dispute.

2.10 Contract Terms

Any contract for the work described herein must be in accordance with these General Conditions.

2.11 Responsibility for Damage

The Contractor shall repair and restore to its original condition prior to the damage any material or surface damaged by their operations.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

3.0 REQUIREMENTS

3.1 General

Overview

Elmsdale Fire & Emergency Services Association (EFESA) has purchased four stacked containers (sea cans) and has had them installed on concrete foundations at their property in Elmsdale, NS. The containers have been welded together and have been extensively modified to be used as a fire fighter training facility ("Training Facility"). This included adding a number of metal window coverings, hatches in the roof and floor, new metal person doors, cutting and welding on various surfaces, the installation of a new wood deck on the roof, the fabrication and installation of new galvanized metal stairways and railings.

The Training Facility recreates the conditions in which fire fighters may find themselves. While there is no actual fire, water is used just as it might be in a real-world situation. The current floor is wood, mostly of the original type that would have been in the container when in use, which is typical a tropical hardwood marine plywood.

Two additional containers are used for storage on the site ("SC 1" & "SC 2"). SC1 has only one wind turbine vent on top and is approximately 20' long and SC2 has two wind turbine vents on the top and is approximately 40' long.

Location

The work will be completed at 720 #2 Highway, Elmsdale, NS B2S 1E9.

Costs

Price is inclusive of all costs which may apply to the performance of the Services, including the supply, storage, delivery, and off-loading of all materials necessary to do the work, supply of all consumables, plant and equipment necessary to complete the Services, clean-up and remediation of any areas damaged or affected by the Services, verification that all hardware removed and reinstalled by the Contractor is functional and making repairs or replacing same if they are not functional. The Contractor's Price will include all labour, supervision, overhead, and profit as well as any other cost for which they may wish to be reimbursed.

Warranty

Warranty the workmanship in the fire hall against defect for 12 months. Provide details on any warranty which will be provided for the Services with respect to the containers.

Quality Assurance

The best practices specified or recommended in the Architectural Painting Specifications Manual, published by the Canadian Paint and Coatings Association, shall govern for painting materials, methods and procedures, unless specified otherwise by paint manufacturer.

Job Conditions

- A. The Contractor is to report any issues they discover to Kevin Goodman and obtain direction on how to proceed before taking any additional action.
- C. Install protection covers or mask surfaces adjacent to those being painted to protect them. Take particular care in storage and mixing areas that floors are protected by tarpaulins and

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

metal pans. Place cloths and other disposable finishing materials that are a fire hazard in closed metal container containing water, and remove from property every night.

- D. Remove, or mask, hardware or fixtures where necessary to complete the painting. Replace and/or reinstall or unmask any items that are removed during the Services once appropriate to do so.
- E. Post "wet paint" signs throughout freshly painted areas within the fire hall & remove when finishes are dry.
- F. The Contractor is responsible to provide all labour, equipment and materials necessary to complete the Services. Such equipment must be safe, in compliance with any applicable regulation related to operating the type or class of equipment, reliable, suitable to complete the Services and, if applicable, properly insured. Any equipment or materials used to complete the Services must be appropriate to the requirement and compatible with the surfaces on which they are being used.
- G. The Contractor may, by prior arrangement with Kevin Goodman, stockpile or store equipment and materials on Site for use in performing the Services. The Contractor would do so at their own risk and EFESA will not be responsible in any way for lost, stolen or damaged materials or equipment.

Products

- A. All paints are to be provided from manufacturers and in colours approved in advance by Kevin Goodman. Any substitutions in paint manufacturer or colour, once approved, must be authorized by the Owner in writing.
- B. Paints shall be supplied ready mixed (except epoxy coatings). Do not incorporate adulterants.
- C. Floors to be coated in an epoxy coating appropriate for installation over wood floors and in an environment which will often be wet. The use of anti-slip compounds in epoxy floor coatings, if recommended by the Contractor, is acceptable.
- D. All paint and other products necessary for the Services provided by the Contractor will be appropriate for the application and provided in sufficient quantities to complete the Services, provide for touch up, and to provide the residual quantities requested by EFESA, as follows:
 - A minimum of two litres of each colour used on the containers
 - A minimum of two litres of each interior finish colour
- E. The materials used to complete the Services must be compatible with the existing paint and finishes, as well as each other. The Contractor shall do appropriate testing to verify compatibility before proceeding.
- F. The paint manufacturer should be consulted for recommendations regarding preparation, priming or sealing a substrate, and for proper combination of products to be used.

Preparation

Follow the paint manufacturer's recommendation for preparation with respect to each of the products being provided. Where not otherwise specifically required, the following steps are required, unless there is a technical reason not to proceed.

The intent in painting the storage containers is to protect them and extend their usable life. While the overall appearance is important, EFESA understands that the end defects which have been painted over may still be visible. The priority is the quality of the bond of the new paint.

- A. Existing Painted Surfaces: Remove finish that is incompletely bonded to substrate, smooth uneven and rough surfaces, and scrape or sand sharp edges of previous layers of paint.
- B. Establish a good bonding surface by removing loose rust and paint; rough up rusty areas.
- C. Ensure that all surfaces to be painted are properly cleaned and prepared. Remove any dirt, grime, mildew, staining, grease, or natural growth using appropriate cleaners.
- D. Remove all dust which may affect adhesion of new paint or primer.
- E. At minimum, prime any bare areas with an appropriate primer.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

Paint Application

- A. Apply finishing materials at proper consistency, free from brush marks, sags, crawls, streaks, runs, laps, skips, voids, missed areas, and other perceptible defects, and with even colour, sheen and texture. Spraying is acceptable, provided the products chosen are appropriate for spraying.
- B. Apply finishing materials to ensure full coverage of existing paint (minimum of two coats), and at a rate not to exceed that recommended by the manufacturer for the applicable surface.
- C. D. Make clean true junctions with no overlap between adjoining applications of finish coatings.
- E. Leave all parts of moldings and ornaments clean and true to details with no undue amount of coating in corners and depressions.
- F. Use materials of a single manufacturer in each coating system.
- G. Protect all exterior surfaces, including landscaping, walks, drives, all adjacent building surfaces (including glass, aluminum surfaces, etc.), equipment and any labels or signage, from repainting operations and damage by drop cloths, shields, masking, templates, or other suitable protective means and make good any damage caused by a failure to provide such protection.
- H. Do not commence application unless substrates and environmental conditions are acceptable for the application of products.
- I. The Contractor will make repairs if the repainted surface lacks uniformity or soundness based on the presence of any of the following:
 - a. Brush/roller marks, streaks, runs, sags, drips, heavy stippling, hiding or shadowing by inefficient application methods, skipped or missed areas, or foreign materials in paint coatings.
 - b. Evidence of poor coverage at nail heads, lap joints, crevices, pockets, corners or angles.
 - c. Damage due to touching before paint is sufficiently dry or other cause.
 - d. Damage due to application on moist surfaces, damage from weather, or damage from application over inadequately prepared surfaces.
 - e. Damage as a result of wind-blown contaminants (dust, sand, etc.).
- J. Repainted surfaces will be considered unacceptable, and subject to re-performance under the Performance conditions herein, if any of the following are evident under natural light conditions:
 - a. Visible defects are evident on vertical surfaces when viewed at 90 degree to the surface at a distance of 39".
 - b. Visible defects are evident on horizontal surfaces when viewed at 45 degree to the surface at a distance of 39".
 - c. Visible defects are evident on the soffit or other overhead surfaces when viewed at 45 degrees to the surface.
 - d. When the final coat of any surface exhibits a lack of uniformity of sheen across the full surface area.
- K. Remove defects (runs, sags, etc.) which are visible from a distance of 39" prior to each successive coat.
- L. Repainted surfaces which have been rejected by EFESA must be repaired by the Contractor at their own expense. Small areas so affected may be touched up; large areas must be repainted. Runs, sags and damaged paint must be removed by scraper or sanding prior to application of paint. Any moveable elements (hinges, locking mechanisms or latches) must operate properly once the paint is dry.

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

Clean-Up

The Contractor shall, at all times, keep the premises free from accumulations of waste materials and rubbish caused by the Services, and at the completion of the Services shall remove all rubbish and surplus materials from and about the building, and dispose of it appropriately. In case of dispute, EFESA may remove the rubbish and charge the cost of the removal to the Contractor.

Prior to Final Payment

Contractor and EFESA to perform a walk-through of all painted areas. Contractor to repair all identified deficiencies to the satisfaction of EFESA, acting reasonably.

3.2 Locations

The following is a description of the work that will need to be done in order to paint the Training Facility, the two existing storage containers (seacans) on the site (SC 1 & SC 2), and the Fire Hall areas identified herein. The Contractor is responsible to complete all the work, whether such work is specifically listed or not, that could be reasonably inferred as necessary to complete the Services.

Training Facility

The painting of this area includes the following:

- Preparation, priming, and painting (two coats of finish) of all exterior surfaces, except galvanized stairs and railings, and the roof deck floor. This will include, without limiting the foregoing, all doors and frames, hatches, and window coverings.
 - All primer and finish paint to be alkyd, such as DevGuard 4360 primer and DevGuard 4360 or equivalent.
 - Colour is to be similar to the existing colour on all exterior surfaces, except the roof hatch which will be painted black.
 - Swing arm is to be prepared, primed and painted (two coats of finish).
- Preparation, priming of bare areas, and painting (two coats of finish) of all interior surfaces, except galvanized stairs and railings. This will include, without limiting the foregoing, all ceilings, conduit, reinforcements, bulkheads, all doors and frames, hatches, window coverings, and the second floor railing described below.
 - All primer and finish paint to be alkyd, such as DevGuard 4360 primer and DevGuard 4360 or equivalent.
 - Second floor interior railing is welded box steel with one post running floor to ceiling, "L" shape with one section of 112" approximately and another section of 45" approximately, with a height of approximately 45" (three horizontal rails).
 - Interior wall on main floor running most of the length of the container has been extensively welded and will need to be fully primed
 - Interior ceiling height approximately 9'
 - All interior surfaces to be painted black, including.
- Preparation for and application of epoxy coating on the floor. Coverage to include:
 - Overlap of drains and hatches which are installed in the floor to prevent, where possible, water penetrating the gaps around these installations.
 - Where a drain or hatch is removable, remove the drain or hatch and continue the epoxy coating so that the edges of the floor plywood are covered, lapping the joint between the plywood and the metal support.
 - Provide continuous coverage on each floor, including into each vestibule. Where there is a bulkhead, transition between metal and wood on the floor, or step in the floor, cover using the same epoxy materials.
 - Floor will need to be thoroughly cleaned prior to installation of epoxy

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

- If acceptable by the manufacturer, clean floor area with isopropyl alcohol prior to coating.

SC1 & SC2

The painting of this area includes the following:

- Preparation, priming, and painting (two coats of finish) of all exterior surfaces, not including any surfaces on the roof or any of the interior surfaces.
 - All primer and finish paint to be alkyd, such as DevGuard 4360 primer and DevGuard 4360 or equivalent.
- SC1 has extensive corrosion and at least one side will need significant prep prior to painting. Volunteers will complete whatever they can prior to
- This work has been identified as provisional in the Pricing Form and EFESA understands that, if included in the contract, the painting may not conceal all of the defects. SC 2 is in reasonable condition. Most of the cleanup is near the bottom of the walls on the frame.

Fire Hall

Not all areas of the Fire Hall are to be painted. The facility underwent extensive renovations a few years ago during which certain rooms were painted and certain rooms were not. The level of use and current condition is determining which spaces are to be painted.

EFESA will be responsible to remove any objects which are removable prior to painting and for replacing them after the work is complete.

Repairs to minor defects in the drywall are not required (but appreciated if included at no charge). There are one or two major defects in the drywall which EFESA have not included in the base contract, but EFESA may negotiate some of these repairs with the Contractor as an extra, at EFESA's sole discretion.

Wall and ceiling paint colour to be a neutral colour acceptable to EFESA, complimentary to the finishes which will remain. In the few instances where trim is to be painted, the colour will be matched to trim colours (brown) which will remain. Suspended ceilings are not to be painted; where ceilings are to be painted, the ceiling area is included in each area provided (approximately 716 square feet (sf) of ceilings in total).

Unpainted conduit and exposed wires are to be painted the same colour as the adjacent surface.

The following areas are to be painted. All areas are approximate, but EFESA believe they are representative of the overall requirement:

Office in Equipment Bay:

- 900 sf
- Includes fascia facing equipment bay (approximately 8" wide by 34' long)
- Otherwise, doors and trim are not included

Washroom adjacent to Office in the Equipment Bay:

- 270 sf
- Doors and trim are not included.

Laundry Room in Equipment Bay:

- 540 sf
- Washer and dryer will remain in room
- Doors and trim are not included

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

Hallway Link to Foyer:

- 200 sf
- Doors and Trim are not included

Foyer:

- 843 sf
- Doors and trim are not included

Classroom:

- 27,720 sf
- Ventilation ducts, heaters, and bulkhead running the length of the room must be painted the same colour as the walls
- Walls are a mixture of drywall and cinderblock (mostly all previously painted)
- Ceiling height is approximately 10'6"
- Doors and trim are not included (except the door to the Boardroom)

Vestibules leading to Men's and Women's Washrooms (2 areas):

- 700 sf each
- Includes ceilings
- Walls and adjacent washroom areas are not included

Storage Room 1 (by rear exit door):

- Room has significant damage to walls which will not be repaired. Intent is to freshen the space and make it a uniform colour.

Boardroom:

- 3069 sf
- Mixture of drywall and wood on the walls
- Ceiling to be painted
- Paint trim, frame, and door for two doors leading to this space (one to Classroom and one to Storage 2)

Storage Room 2:

- 924 sf
- Ceiling to be painted
- There are some water stains that will need to be sealed
- Cable around perimeter to be painted same colour as wall
- Again there is some damage to walls which will not be repaired as part of the base scope of this contract

The painting of these areas includes the following:

- Preparation, priming, and painting (two coats of finish) of all interior surfaces, except floor and ceiling.
 - All primer and paint to be low VOC latex.
 - Washroom to be mildew resistant paint, appropriate to a washroom.

Schedule:

The work on the SC1, SC2, and the Training Facility may be completed during the day as the weather allows. EFESA may need access to SC2 through the day, but it is unlikely. SC1 belongs

ELMSDALE FIRE & EMERGENCY SERVICES ASSOCIATION
REQUEST FOR PROPOSALS, PAINTING SERVICES

to another volunteer organization and, depending on when this work would be completed, access may be required on occasion.

The Fire Hall will remain operational during the Services, but that should have little impact on when the Services can be completed. The Contractor will need to coordinate with EFESA to develop a schedule which works around any events scheduled for the Classroom or Boardroom, but this schedule should be fairly open.

3.3 Material Disclosures

The Municipality of East Hants (East Hants) has acted in an advisory capacity during the development of this RFP and will provide support services such as posting the competition on the Nova Scotia website, providing access to download RFP documents, receiving the proposals, and issuing addenda on behalf of EFESA. EFESA is the contracting authority for these Services.

3.4 Expectations

EFESA expects the Contractor to complete the Services to a high standard of technical competence.

The existing condition of the containers will be taken into account when evaluating the completed work; the intent is to establish a uniform coating on SC 1 and SC 2. EFESA has decided not to invest in returning the surfaces to bare metal and understands that will impact the visual quality of the final finish. The Contractor must take reasonable steps to prepare the surface in accordance with these requirements.

The Training Facility is in reasonable condition. Again, EFESA has decided not to invest in returning the surfaces to bare metal and understands that will impact the visual quality of the final finish and the existing condition of the containers will be taken into account when evaluating the completed work.

The Contractor will complete the Services in accordance with the accepted schedule, once determined.

APPENDIX A: PRICING FORM

Company Name: _____

Table 1

Item #	Description of Work	Price
1	Painting Services, Training Facility	
2	Painting Services, Fire Hall	
3	Painting Services, SC 2	
4	Provisional: Painting Services, SC 1	
Total Price (less HST)		

We have examined the RFP documents and are satisfied that we understand the requirements. We hereby submit the Prices in Table 1, exclusive of Harmonized Sales Tax (HST), and agree that they are sufficient to complete all of the work associated with the Services described in Section 3.0 Requirements, to the satisfaction of EFESA. If awarded the Services, we agree to complete the Services for these Prices.

By signing this Quotation Form, we also agree to be bound by the Terms and Conditions included in Section 2.0 of this RFQ document.

Signature of Witness

Authorized Signature

Name (Printed)

Title (Printed)

Date

APPENDIX B: PROPOSAL FORM

Summary of Proposal

1. Name of Project:

Request for Proposals, Training Facility

2. From (Proponent):

Company Name: _____

Address: _____

3. Examples:

A listing of three (3) similar projects performed by your firm is required:

Location: _____

Client: _____

Year of execution: _____

Description: _____

Contact Person: _____

Telephone: _____

Location: _____

Client: _____

Year of execution: _____

Description: _____

Contact Person: _____

Telephone: _____

Location: _____

Client: _____

Year of execution: _____

Description: _____

Contact Person: _____

Telephone: _____

7. Receipt of the following addenda are hereby acknowledged:

8. Contact Person for Proponent:

Name: _____

Title: _____

Telephone: _____

Email: _____

APPENDIX C: EVALUATION MATRIX

Criteria	Score	Maximum Possible Score
Safety		10
Examples		10
Qualifications		5
Quality		20
Schedule		5
Price		50
Total Score		/100

Comments:

Evaluator: _____

Date _____

APPENDIX D: SAFETY QUESTIONNAIRE

Company Name:	Date
Company Address:	Phone No.
	E-mail:
Description of work:	

SAFETY CERTIFICATION

1. Are you currently WCB Safety Certified <http://www.wcb.ns.ca/Workplace-Injury-Insurance/WCB-Safety-Certified.aspx>? If yes, please provide proof with your submission instead of completing this form.

☐ YES ☐ NO

Note: Out-of-province companies may submit a current and valid Certificate of Recognition (COR) from their province of origin, or from another recognized safety association which uses an external audit element, for consideration.

SAFETY PERFORMANCE

2. Does your company have any non-compliance or outstanding issues with the Nova Scotia Labour and Advanced Education or any other provincial jurisdiction, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines? If yes, please attach a note with details, including the current status or resolution.

☐ YES ☐ NO

SAFETY PROGRAM

3. How many employees do you have? _____
4. Does your company have a written health and safety policy signed by management (5+ employees)?

☐ YES ☐ NO ☐ N/A

5. Does your company have a Joint Occupational Health and Safety Committee (20 + employees)?

☐

YES

☐

NO

☐

N/A

6. Does your company have written safety procedures, manuals and safe work practices applicable to the scope of the work to be performed, including clearly defined safety responsibilities for supervisors and workers?

☐

YES

☐

NO

7. Does your safety policy require sub-contractors to meet the same standard of safety that you maintain? Do you require them to maintain WCB coverage, insurance and safety programs in accordance with legislation?

☐

YES

☐

NO

☐

N/A

If "N/A" is checked, please explain (e.g. do not have sub-contractors)_____

8. Describe your company process for communicating your safety policies, procedures and known hazards?
Please check all applicable methods

YES	PROCESS
<input type="checkbox"/>	Tool box meetings
<input type="checkbox"/>	Handbooks
<input type="checkbox"/>	Website
<input type="checkbox"/>	E-mail communications

Other:_____

9. Do you provide safety training to your employees, as it relates to the work being performed, that is documented?

YES

NO

☐☐

10. Does your company have an incident reporting process that includes tracking, investigating and reporting incidents?

☐

YES

☐

NO

11.

How do you correct unsafe behaviour? (e.g. disciplinary policy or process)

12. Does your company have a preventative maintenance program for tools and machinery where applicable?

☐

YES

☐

NO

☐

NA

If no, please explain why below:

13. Please be advised that during the tendering process, or at any time during the contracted work, EFESA may request copies of policies, training records, procedures, etc. as proof that the answers on this questionnaire are true. Do you agree to provide this information if requested?

☐

YES

☐

NO

I, _____ (printed contractor name) confirm the information provided is true and correct as of the date of this submission. I will report any changes to this information prior to accepting award of any work as well as changes that occur during the performance of the services.

Upon award, I agree to provide a list of contact information of all supervisors that will be used on site, as well as any safety representative or persons responsible for job site safety.

Contractor's Signature

Date

Printed Name of Contractor's Signature