

Parks, Recreation & Culture

REQUEST FOR CONSTRUCTION

Mount Uniacke Library Renovations
RFC50303

Release date: August 11, 2020

Tenders will be received up to
3:00:00 pm local time on Tuesday, September 1, 2020

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
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EAST HANTS
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1. INSTRUCTIONS TO TENDERERS

1.1. INTRODUCTION

- 1.1.1. The Municipality of East Hants ("East Hants") wishes to find a qualified Contractor to complete the renovations at the Mount Uniacke Library including painting, flooring changes, and electrical/data changes. To this end, East Hants is seeking Tenders from the marketplace to as specified in the attached Statement of Work and supporting pictures.

1.2. DEFINITIONS

- 1.2.1 **Tenderer:** An individual or company who submits a Tender.
- 1.2.2 **Successful Tenderer:** the Tenderer whose Tender is selected for award.
- 1.2.3 **Contractor:** company or individual capable and qualified to complete the Work described herein.

1.3 TENDER CLOSING DATE & SUBMISSION

- 1.3.1. Tenders will be received up to 3:00:00 pm local Nova Scotia time on September 1, 2020, by email only, to the following email address:
procurement@easthants.ca
- 1.3.2. Please put the competition number in the Subject line of the email: "RFP50303"
- 1.3.3. Tenderers must send their email before the deadline. East Hants will be sole authority on whether a Tender is received on time. East Hants will bear no responsibility for late or misdirected email submissions, howsoever the submission was delayed.
- 1.3.4. Remember to sign the Tender form and have it witnessed before scanning. The Instructions to Tenderers and Statement of Work do not need to be returned with the Tender form in order for the Tender submission to be valid.
- 1.3.5. Tenderers must complete and submit with their Tender Appendix A, the Tender Form, and Appendix B, List of Subcontractors. If there are no subcontractors, mark Appendix B with "N/A" and submit.
- 1.3.6. Prior to submitting their Proposal, Proponents are to review the Submission Protocol at: <https://www.easthants.ca/government/procurement/> for the latest information with respect to submissions.

1.4. INQUIRIES

- 1.4.1. All questions or requests for additional information or clarifications regarding this Tender shall be in writing, by email only, to the attention of:

Michael Hatfield
Procurement Officer
Municipality of East Hants
Email: mhatfield@easthants.ca
- 1.4.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.4.3. Inquires will be accepted up until 3:00 pm local Nova Scotia time on August 25, 2020.
- 1.4.4. Tenderers are solely responsible to ensure that any such inquiries are received by East Hants as described above. East Hants will not be responsible if a Tenderer acts based on information

received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

1.5. SITE BRIEFING AND ASSESSMENT

- 1.5.1. A Site Briefing will be held August 20, 2020 at 10:00 am local Nova Scotia time. The Site Briefing is not mandatory.
- 1.5.2. Attendees are reminded to consult East Hants' Covid-19 Contractor & Supplier Protocol (<https://www.easthants.ca/government/covid-19-contractor-supplier-protocol/>) prior to visiting the site. East Hants may choose to limit the number of attendees who may access the library at one time. Attendees are to bring masks as they may be asked to put one on if social distancing cannot be maintained.
- 1.5.3. Please confirm the intention to attend the briefing by emailing mhatfied@easthants.ca and stating the number of attendees you expect to attend.

1.6. TENDER REQUIREMENTS

- 1.6.1. Tenders may only be amended or withdrawn by letter submitted by email provided it is received at the closing address prior to the Closing Date and time and only as proscribed below. Amendment or withdrawal by facsimile is not permitted.
 - 1.6.1.1. For revisions to Unit Price Tenders, the amendment of individual unit prices is the only acceptable price amendment. Amendments shall not disclose either the original or the revised total price. However, the Tenderer must make clear which unit prices are being amended by reference to the correct unit price identification and description.
 - 1.6.1.2. For adjustments to the lump sum Tendered prices, indicate to "Increase" or "Decrease" the Tendered lump sum Price as appropriate and indicate the amount by which the Price is to be increased or decreased.
 - 1.6.1.3. Head the amendment or withdrawal email as follows: "[Amendment] / [Withdrawal] of Tender for **renovation to Mount Uniacke Library RFC50303** and submit to the email address given for the receipt of Tenders. Amendments and withdrawals must be signed by the same person who signed the original Tender or by an officer of the company with similar authority. Be sure that the name, address and contact information for the Tenderer is included in this letter.
- 1.6.2. Include all taxes except Harmonized Sales Tax (HST) in Tender prices.
- 1.6.3. Provided the library can be vacated as specified in the schedule, the Tenderer agrees to complete the Work on or before **December 9, 2020**.
- 1.6.4. Tenderers will be deemed to have familiarized themselves with existing site and working conditions and all other conditions which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.
- 1.6.5. Notify East Hants of omissions, errors or ambiguities found in Contract Documents or any questions related to them in accordance with [Inquiries](#). If East Hants considers that correction, explanation or interpretation is necessary, a written addendum will be issued. All addenda will form part of Contract Documents.
 - 1.6.5.1. East Hants reserves the right to amend the Contract Documents at any time and for any reason prior to Tender Closing by way of written addenda.
 - 1.6.5.2. The Tenderer must confirm in the Tender Form that all addenda have been received.

- 1.6.6. Complete Tender Form provided in ink. Tender all items and fill in all blanks. The person signing the Tender must initial any corrections made to information being provided by the Tenderer prior to the Form being submitted.
- 1.6.7. The price(s) offered by the Tenderer in the Tender Form shall include all costs necessary to complete the Work as it is specified in the Tender documents. The price(s) shall be in Canadian dollars, exclusive of Harmonized Sales Tax (HST).
- 1.6.8. In the case where Unit Prices are Tendered and where there is conflict between the Unit Price and the extended price in the Tender, East Hants will rely on the Unit Prices in evaluating the Tender.
- 1.6.9. This project will be subject to the requirements of the *Builders' Lien Legislation* and the East Hants will hold back 10% of the price.
- 1.6.11. All Tenderers must submit copy of Tenderer's current and valid Certificate of Recognition (COR) issued by a Workers' Compensation Board of Nova Scotia approved audit company.
 - 1.6.11.1. Out-of-province companies may submit a current and valid Certificate of Recognition (COR) from their province of origin or from a recognized safety association which uses an external audit element.
 - 1.6.11.2. Letters of Good Standing from a recognized safety association which show the Tenderer's status in a Certificate of Recognition program as "COR Pending" (or "in process" or "audit pending", in the case of New Brunswick) do not fulfill this requirement; the Certificate of Recognition must be valid and current as of the date of the Tender closing, ensuring that the audit requirements of the program have been met.
- 1.6.11. The Tenderers must be in Good Standing with the Workers' Compensation Board of Nova Scotia (WCBNS) in order to be eligible to complete the Work. The Contractor must provide a letter of Good Standing with their Tender submission. If the Tenderer is normally exempt from coverage under the *Workers' Compensation Act, NS*, they will be required to obtain such coverage for the duration of the Work. Failure to obtain coverage prior to starting the Work, for any reason, will result in the award being terminated.
- 1.6.12. The Tenderer shall be required to carry, and shall provide proof of coverage to East Hants, as and when requested, the type and amounts of insurance specified in the sample agreement included with this Tender. By responding with a Tender, the Tenderer agrees that, if the amounts of insurance are not carried at the time of the Tender Closing, the Tenderer will obtain the required insurance. Failure to obtain the required insurance prior to starting the work are grounds for cancelling award.
- 1.6.13. The Tenderer may be required to provide Contract security in the form of a Labour and Material Bond and a Performance Bond as part of the Contract, in the amounts specified in the sample agreement.
- 1.6.14. East Hants cannot, and by this Tender does not, agree to indemnify, hold harmless, exonerate or assume the defence of the Tenderer and Contractor or any other person or entity whatsoever, for any purpose whatsoever.
- 1.6.15. The Contractor shall defend, indemnify and save harmless the Municipality of the District of East Hants, its elected officials, officers, 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 Tender or any resulting agreement to complete the work. This indemnity shall be in addition to and not in lieu of

any insurance to be provided by the Contractor in accordance with this agreement, and shall survive this agreement and any subsequent agreement.

1.7. OFFER, ACCEPTANCE AND REJECTION

- 1.7.1. All Tenders become the property of East Hants once submitted.
- 1.7.2. Late Tenders will be rejected and will be returned unopened. Faxed Tenders will not be accepted.
- 1.7.3. Any Tender that does not include all of the information required in this Tender will be considered incomplete and may be rejected. For greater clarity, this may include, without limitation, recommendation letters, references, insurance submissions, financial information requirements, or any information on which East Hants has stated it may evaluate the Tender.
- 1.7.4. East Hants may cancel the Tender process at any time, for any reason, in its sole discretion. In the event that the Tender process is cancelled, East Hants will not be obligated to pay any costs, damages, or claims of any type to any Tenderer or potential Contractor or Tenderer.
- 1.7.5. Tenderers undertake any expenditure related to the submission of a Tender at their own risk and the Tenderer is solely responsible for all costs associated with preparing and submitting this Tender.
- 1.7.6. This Request for Tenders neither expresses nor implies any obligation on the part of East Hants to enter into a contract with any party submitting a response or responses.
- 1.7.7. East Hants reserves the right to waive formality, informality or technicality in any Tender. This includes the right to accept a Tender that is not strictly compliant with the instructions in the Request for Tenders document.
- 1.7.8. East Hants reserves the right to amend this Tender document at any time before the Tender's Closing Date and will issue an addendum in the event of a change.
- 1.7.9. East Hants reserves the right to negotiate, after the Tender Closing Date, with any Tenderer for services and to finalize service arrangements in the best interests of East Hants.
- 1.7.10. In applying this privilege clause, East Hants shall not be bound by trade or custom in dealing with and/or evaluating the Tenders.
- 1.7.11. East Hants reserves the right to interpret any and all aspects of this Tender as may be most favourable to East Hants.
- 1.7.12. It is the responsibility of the Tenderer to be sure they understand the requirements prior to submitting a Tender and before the deadline for questions has passed. Should a Tenderer find any discrepancies, errors, or omissions in the Tender documents, or if a Tenderer is unsure as to the meaning of anything in this Tender, they are to advise East Hants in writing; East Hants may, in its sole discretion, respond to such written inquiry, to all Tenderers, in an addendum.
- 1.7.13. In providing a Tender, the Tenderer warrants that their Tender is in all respects fair and is provided without collusion or fraud. No representative of the company from which a Tender is to be provided may extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of East Hants. Tenderers must also advise East Hants, in writing, of any potential conflict of interest that may affect, or appear to affect, the Tender process, including the influence of award.
- 1.7.14. Tenderers are advised that no commitment to purchase Goods or Services shall exist until the successful Tenderer is advised by East Hants, in writing, of an award. If an award is made, the sample agreement included with the tender shall be the basis of the contract.
- 1.7.15. East Hants reserves the right to reject all or any Tenders, and to not accept the lowest Tender. East Hants may accept any Tender or any portion of any Tender that may be considered to be in the best

interests of East Hants. East Hants reserves the right to reject any and all Tenders that, in its sole discretion, are not in the best interests of East Hants.

1.7.16. East Hants does not bind itself to accept any Tender, but may accept any Tender, in whole or in part, or discuss with any Tenderer different or additional terms to those described in the Tender documents or in such Tenderer's Tender. East Hants may:

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

1.7.17. Tenderers are advised that East Hants is governed by Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP) and any information submitted to East Hants in response to this Tender may be subject to disclosure under FOIPOP. Tenderers may identify any confidential information in their quotations or any accompanying documentation and are advised to consult with their own legal advisors regarding the appropriate way to identify such information. East Hants will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under FOIPOP or any disclosure requirements imposed by law or by order of a court or tribunal. Tenderers are advised that their Tenders will, as necessary, be disclosed, on a confidential basis, to advisers retained by East Hants to advise or assist with the Tender process, including the evaluation of Tenders. Tenderers are further advised that East Hants may make public the names of any or all Tenderers and intends to publish the name of the successful Tenderer and the total value of any contract entered into with the successful Tenderer. If a Tenderer has any questions about the collection and use of information pursuant to this Tender, questions are to be submitted to the Tender Contact.

1.7.18. In submitting a Tender, the Tenderer has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same. Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this Tender and by submitting a Tender each Tenderer shall be deemed to have agreed that it has no claim.

1.7.19. Submitting a Tender shall be deemed proof that the Tenderer was aware of and understood the requirements, the terms and conditions, and all other provisions of the Tender. East Hants will not be liable for any claims made by a Tenderer that they were uninformed or unaware of the requirements, terms or conditions of this Tender.

1.8. TENDER OPENINGS

1.8.1. This Tender will be opened shortly after closing and the results posted on the Nova Scotia tendering website.

1.8.2. Once an award is made, the tendering site will be updated to confirm the selected contractor and the awarded contract value.

1.9 TENDER VALIDITY

1.10.1. Tenders shall remain valid for acceptance for a period of sixty (60) days from the Tender Closing Date or such additional time as may be mutually agreed upon in writing.



1.10. CONTRACT PRICE

- 1.10.1. The Tenderer is responsible to ensure that their Tendered Price is the total price, exclusive of HST, to perform the Work as specified in the Tender documents.
- 1.10.2. In the event the Tendered Price exceeds the estimated price budgeted to complete the Work, East Hants may, in its sole discretion, utilize one or more of the methods specified in the *Construction Contract Guidelines, Nova Scotia, 2017, section 6.7, Effect of Bids Higher than the Estimated Contract Value*, in determining a way to proceed.

1.11. APPROVALS

- 1.11.1. Award is subject to the final approval of the Chief Administrative Officer (CAO). Over budget Tenders may require additional approvals from Council.



SECTION 2: STATEMENT OF WORK

BACKGROUND

The Municipality of East Hants (“East Hants”) owns and maintains the building which houses the Mount Uniacke branch of the East Hants-Colchester Public Library (“Library”). The Library wishes to do some renovations to their space and has requested East Hants’ assistance in certain aspects, specifically the performance of the following renovations (the “Work”):

- Flooring
- Painting
- Electrical and data port changes
- Changes to Bathroom to meet accessible requirements

The Contractor is the supplier selected to complete the Work.

The following Exhibits are provided for reference:

- Exhibit 1: Pictures related to the Work
- Exhibit 2: Sketch showing the expected layout after the renovations, including electrical and data.
- Exhibit 3: Sketch showing location of tiled area in foyer.
- Exhibit 4: Barrier free Guide

THE WORK

General:

The Contractor is responsible to provide all supervision, labour, equipment, and materials necessary to complete the Work.

Any equipment or materials used to complete the Work must be appropriate to the requirement and compatible with the surfaces on which they are being used. Equipment, if any, must be safe, in compliance with any applicable regulation related to operating the type or class of equipment, reliable, suitable to complete the Work, and, if applicable, properly insured.

The Contractor may, by prior arrangement with East Hants, stockpile or store equipment and materials on site for use in performing the Work. The Contractor would do so at their own risk and East Hants will not be responsible in any way for lost, stolen, or damaged materials or equipment.

Contractor to warranty all workmanship for a minimum of 1 year. Contractor agrees to repair or replace faulty materials or workmanship which become evident during the warranty period without cost to East Hants.

Contractor shall, at all times, keep the premises free from accumulations of waste materials and rubbish caused by their workers, and at the completion of the work shall remove all rubbish and surplus materials from and about the building, and legally dispose of it. In case of dispute, East Hants may remove the rubbish and charge the cost of the removal to the Contractor.

In accordance with the *Builders’ Lien Act*, payment of invoices will be subject to a 10% holdback. East Hants will, once East Hants has determined substantial performance of the Work, pay to the Contractor the unpaid balance of the holdback amount, together with such Value Added Taxes as may be applicable.

Existing Shelving, furniture, & Circulation Desk:

Upon confirmation of a schedule for the Work from the Contractor, Library staff are responsible to remove all shelving, books, and other furniture or equipment which may impede the performance of the Work from the area where the work is to be completed. The Library plans to complete their removals no later than 5:00 pm on November 6, 2020.

Once the Work is completed, Library staff will be responsible to reinstall all shelving, furniture, and equipment.

Flooring:

The Contractor is responsible to prepare for, supply, and install all floor coverings, adherents, underlay, trims, and transitions necessary to make a complete job. The existing floor is concrete with vinyl composite tile. The Contractor must prepare the floor surfaces for the new tile and carpet; where existing residual adhesive or floor contours will affect the installation of new products, treat appropriately to accommodate new flooring. The intent is to achieve a level finish floor, free of humps, divots, or other issues which could void warranty, be trip hazards, or cause premature wearing of the floor. Install all products in accordance with the manufacturer's recommended instructions.

A sketch describing which areas are to have carpet tile and which are to have floor tile is included with this document.

Prior to final payment, provide spare carpet tiles and adhesive stickers equivalent to approximately 3 square meters of carpet tile coverage. Provide approximately 3 square meters of spare floor vinyl planking.

Carpet tile is to be installed everywhere but the foyer (existing ceramic tile which will remain) and the area near the entrance described in the sketch which is to be vinyl planking. The preferred carpet tile is Pro Sol®utions 17525 Broadway, though East Hants will consider a similar quality, colour, and pattern of tile, provided it is acceptable to Library staff.

Vinyl Planking is to be installed in all areas identified as "tiled area" in the sketch. Danflor Acadian Woods Collection, M7054-D06 Striped Maple is the preferred floor tile, though East Hants will consider a similar quality, colour, and pattern of tile, provided it is acceptable to Library staff.

Supply and install vinyl planking in the washroom once all changes have been completed. This will require the floor drain to be adjusted by the Contractor.

The storage closet will not be touched except to provide a proper and durable transition from the new flooring to the existing inside the storage closet that will allow wheeled cleaning equipment to be moved in and out on a regular basis.

New vinyl baseboard will have to be installed replacing all existing. The colour must be complimentary to the floor tile, the final colour to be determined after award.

Painting:

The Contractor is to prepare wall, door, and trim surfaces for painting, to paint all of the walls and trim in the areas identified, and to clean up once the work is completed, inclusive of all materials, labour, equipment, and another required resources.

Ceilings are not part of the scope of work, except wooden transition specified below. Main entrance doors and trim that have not previously been painted are excluded from this scope of work. Storage closet will not be painted. Cabinetry in children's room will not be painted, though contractor will have to paint wall areas around the cabinets.

Library staff have selected [Delicate White](#) (PPG1001-1) as their preferred colour for the walls and for the door trim and [Knight's Armour](#) for the doors; provided the alternative is acceptable to Library Staff, colours in other manufacturer's product lines will be accepted. All paint is to be good quality Zero-VOC or low VOC paint, finish to be confirmed after award. Doors and trim must be painted with paint identified for that purpose.

- The top-half of the mural to the right of the entrance and the associated donation recognition panels are to remain (do not paint over). The painted stone under the donation recognition area is to be painted over in Delicate White; This may require additional preparation and priming to ensure full coverage.



- The “Teddy Bear Picnic” mural in the children’s room is to be painted over. This may require additional preparation and priming to ensure full coverage.
- There is “white board” paint under the “Teddy Bear Picnic” mural which must be painted over. This may require additional preparation and priming to ensure full coverage.
- There is a wooden transition between two areas of the ceiling which must be painted in the Delicate White colour.
- There are three doors and frames to paint and a room-to-room window with metal trim that must be painted. The doors will need to be prepared for painting, which may require sanding to achieve a smooth finish.

Preparation and Storage

- Contractor to document, before the start of the work, any areas where there are paint overlaps or poor-quality previous work for which they do not want to be held responsible or which would be out of scope. Inform East Hants.
- Install protection covers or mask surfaces adjacent to those receiving treatment to protect existing surfaces from damage and soil.
- Take particular care in storage and mixing areas that floors are protected by tarpaulins and metal pans. Place cloths and other disposable finishing materials that are a fire hazard, in closed metal container containing water, and remove from building every night.
- Remove or mask all finish hardware, switch or receptacle plates, luminary frames, escutcheons and similar materials and reinstall/unmask after work is finished.
- Post “wet paint” signs throughout freshly painted areas & remove when finishes are dry.
- Patch minor holes, dents, ridges, depressions, corner damage, paper tears, and other defects that would affect the appearance of the finish coating. Use appropriate filler. Sand smooth when filler is set, taking care not to raise nap of paper cover.

- a. Library will remove paintings and other wall hangings before the Contractor starts work. Contractor to remove any residual tape, staples, or pins before painting, if any.
 - b. The Contractor will only be responsible to repair holes that do not have a fastener in them. Contractor will remove any plastic plugs left in walls which do not have a fastener in them before repairing the hole.
- G. Smooth uneven and rough surfaces. Lightly sand sharp edges of previous layers of paint.
- H. Ensure that all surfaces to be painted are properly cleaned and prepared. Remove all dust with a soft vacuum attachment or dry cloths. After dusting, wash off any remaining dirt; start at the bottom and work upward on the walls.
- I. Re-prime areas laid bare by preparation or damage.

Application

- A. Painting materials, methods, and procedures are to be in accordance with the best practices specified or recommended in the Architectural Painting Specifications Manual, published by the Canadian Paint and Coatings Association, unless specified otherwise by the paint manufacturer.
- B. Apply finishing materials at proper consistency, free from brush marks, sags, crawls, streaks, runs, laps, skips, voids, pinholes, missed areas, and other perceptible defects, and with even colour, sheen, and texture.
- C. 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.
- 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. Sand surfaces lightly with sandpaper between coats on wood and metal.

Prior to Final Payment

Leave minimum one liter of each finish paint used, properly labelled with the colour. Store where directed by East Hants.

Electrical & Data:

The sketch has a legend describing the end state for electrical and data drops required for the library. The Contractor will supply and install all cable, fittings, connectors, breakers, boxes, receptacles, covers, and consumables necessary to provide the requested electrical outlets and data jacks. The Contractor will leave sufficient data cable available in the electrical area for the Library to connect to their servers. The Contractor will terminate the free end of the cable using appropriate connectors, but the Library will be responsible for plugging the cables into their equipment.

The Contractor must test all data cables, including existing which will remain. Electrical and data cable installation to be completed in accordance with all applicable regulations. The electrical and data outlets are to be installed in the wall, with the cable fed through the wall.

There is a hung ceiling in the areas where the new cable and data drops are to go.



There is access to the attic space above this area, through the storage closet and requiring a ladder. The server area and electrical panel are accessible from the outside of the building (a key is required).

- Location A: Supply and install one new data drop complete with data network jack and one new electrical outlet.
- Location B: Verify existing network jacks work (three) and supply and install one new data drop complete with data network jack and one new electrical outlet.
- Location C: Supply and install seven new data drops complete with network jacks and six new electrical receptacles with USB charging capability. Existing electrical outlets may be reused provided they meet current code, otherwise they are to be decommissioned and a plain cover installed over the box.
- Location D: Supply and install two new data drops complete with network jacks and two new electrical receptacles with USB charging capability. Existing electrical outlets may be reused provided they meet current code, otherwise they are to be decommissioned and a plain cover installed over the box.
- Location E: Supply and install two new electrical receptacles with USB charging capability. Existing electrical outlets may be reused provided they meet current code, otherwise they are to be decommissioned and a plain cover installed over the box.

Bathroom:

The bathroom currently does not meet accessible standards. The Contractor is to complete any work necessary to meet the accessibility requirements, in accordance with Exhibit 3. Please note that bring the various parts of the room into compliance will require careful consideration of all of the requirements (e.g. the change in the sink may require adjustment to the location of the mirror or to the changing table adjacent, etc.). Patch all holes and reinstate any areas damaged as a result of the changes being made prior to painting.

The following are some elements which must be completed, at minimum:

ENTRANCE DOOR: Provide a self-closing device

TOILET:

- Toilet paper dispenser is located on the rear wall. The dispenser is to be relocated on the side wall with its bottom between 600 mm and 800 mm from the floor and its closest edge 300 mm from the front of the toilet.
- The existing side grab bar must be replaced with a L-shaped, with horizontal and vertical components not less than 760 mm long and mounted with the horizontal component 750 mm to 850 mm above the floor and the vertical component 150 mm in front of the toilet.
- Flush control is manual and on non-transfer side. This should be automatic flush, or the manual control located not more than 350 mm from the transfer side. Replace toilet with a unit with an acceptable manual flush.

SINK

- Transfer space between toilet and nearest obstacle (sink) is only 30". The minimum required transfer space is 36". Reposition (or if replacing sink, install) sink with acceptable spacing
- Knee space must be 735 mm at the front face, and current only has 699 mm provided. Knee space should be 685 mm high at a distance 200 mm back. The installed sink only provides 610 mm at a distance 127 mm back. Replace or reconfigure sink to comply with requirements.

MIRROR

- Reposition mirror

PAPER TOWEL DISPENSER

- Supply and install a new automatic dispenser with control not located more than 47.25" above finished floor or lower accordingly.

MISCELLANEOUS

- Supply and install a coat hook mounted not more than 1200 mm above the floor on a side wall and projecting not more than 50 mm from the wall.
- Light switch is 1372 mm above the finished floor and should be lowered to 1200 mm maximum. Thermostat is normally not considered to be a control required by washroom user, but it is 1524 mm above the finished floor for the record.



APPENDIX A - TENDER FORM

1. Submission Information:

Competition# _____

Project Name: _____

Submit to: procurement@easthants.ca

Put "RFC50303" in the subject line.

2. Contact Information for Tenderer:

Tenderer Company Name:	
Address	
Phone Number (office)	
Fax Number	
Name of person the Tender is submitted by:	
Email Address:	
Direct Phone Number:	

3. The Tenderer declares:

- a. That this Tender is made without collusion or fraud;
- b. That the proposed Work was carefully examined;
- c. That the Contract Documents have been reviewed and that the terms and conditions specified therein are understood.
- d. That the following Addenda have been received and carefully examined: ____ to ____ (inclusive);
- e. That the Tenderer is familiar with local conditions and the conditions of the site where the Work will be performed; and
- f. That all of the above were taken into consideration in preparation of the Tender.

4. The Tenderer agrees:

- a. To enter into a Contract to supply all labour, material and equipment, and to do all of the work necessary to complete the renovations as described in the Statement of Work.

- b. That this Tender is open for acceptance for sixty (60) calendar days from the Tender Closing date;
- c. To attend a pre-award meeting, if requested, during which the terms of the Contract and other details of the Tenderer's Tender may be discussed;
- d. To execute the Contract and to return the same, along with any required contract security and insurance documentation, within ten (10) working days of such Contract being presented;
- e. That the failure to enter into the Contract or the failure to provide proof of insurance, contract security or proof of WCB coverage as required in the Contract, within the specified time limits, will constitute grounds for forfeiture of the bid security;
- f. That the Contract Documents include the following:
 - i. The sample agreement, duly completed;
 - ii. Appendix A, the Bid Form as completed by the Tenderer;
 - iii. Appendix B, the List of Subcontractors provided by the Tenderer;
 - iv. The Statement of Work, Section 2, including any pictures or sketches provided; and
 - v. Any Addenda associated with this Tender process.
- g. To complete the Work within ____ weeks of being presented with a Contract for execution and under no circumstances any later than December 9, 2020.



5. Lump Sum Total Contract Price:

In accordance with the foregoing, the Tenderer hereby offers to furnish all plant, labour and materials necessary to complete the Work of this contract, as shown and described on the Tender Documents, including all prime costs and allowances, (H.S.T. excluded) and the cost of all permits for the Total Price of:

\$ _____

Company Name: _____

Signature of Witness

Authorized Signature

Name (Printed)

Title (Printed)

Date

Signature of Witness

Authorized Signature

Name (Printed)

Title (Printed)

Date

Important Note: Tenders submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.



APPENDIX B - LIST OF SUBCONTRACTORS

Please list the name for any Subcontractor that will be used to complete Work in each of the sections identified below. If no subcontractors are to be used, mark with a “N/A” and submit.

Subcontractor Name	Type of Work	Approximate Value

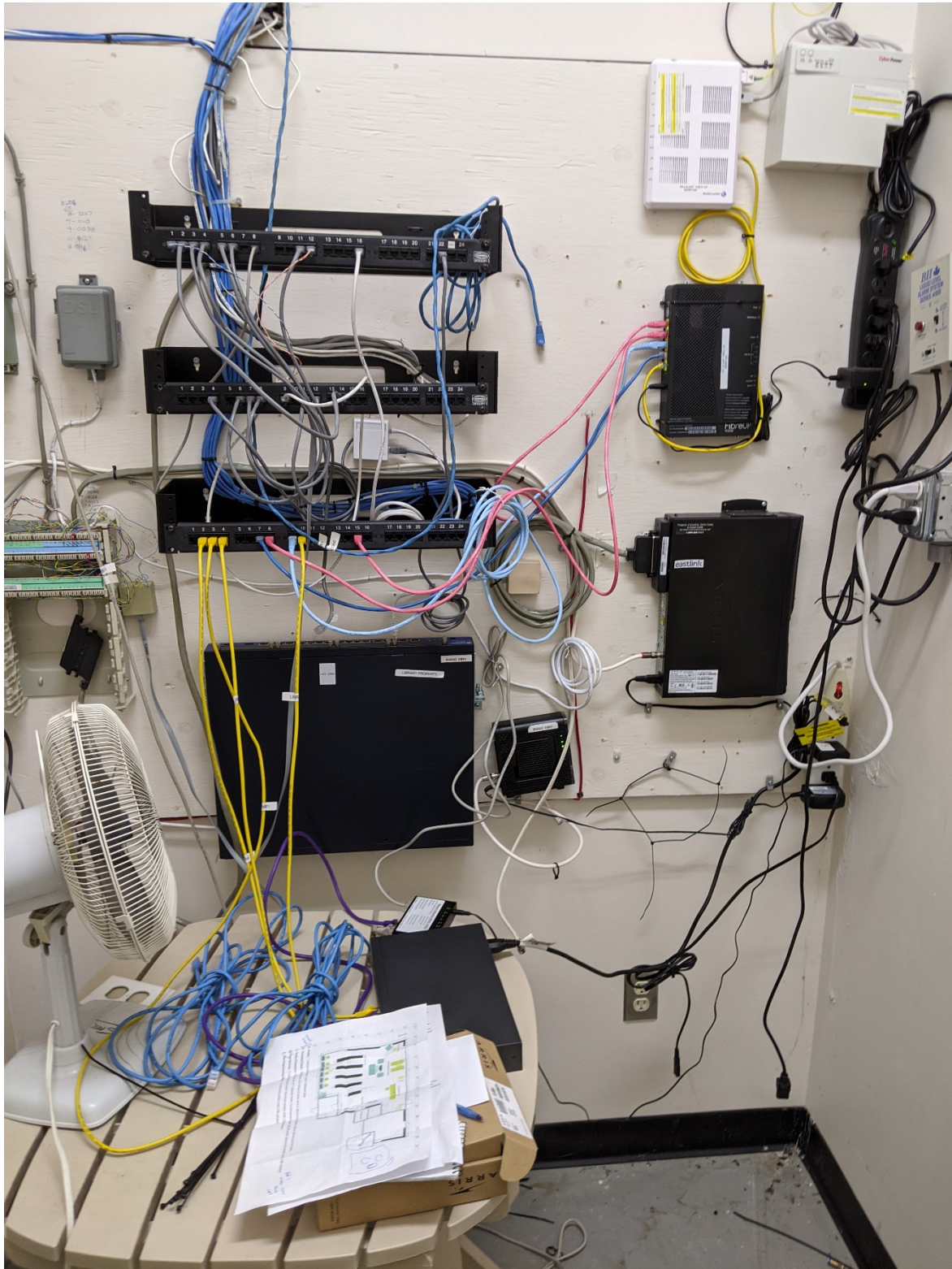


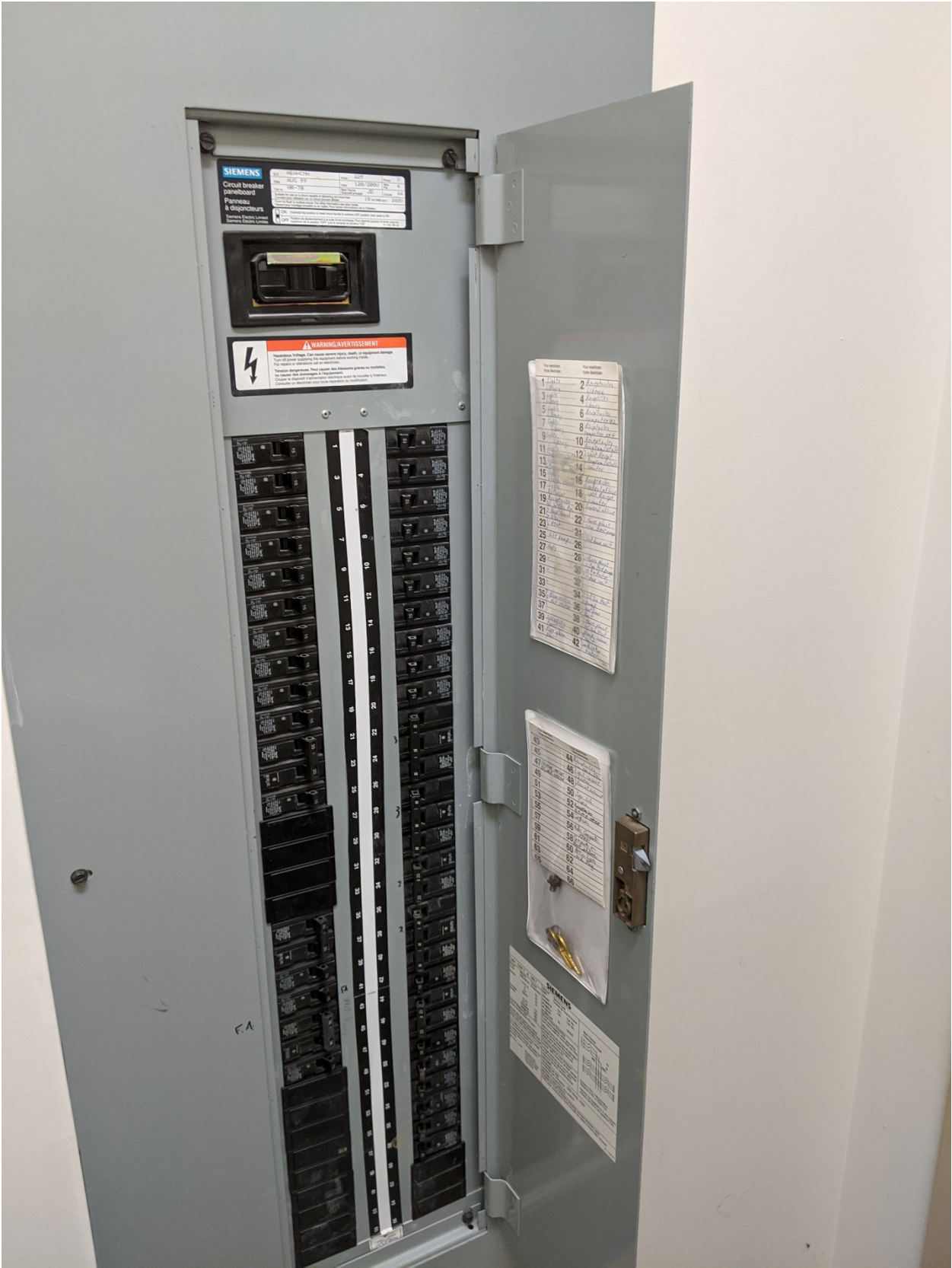
EXHIBIT 1: PICTURES

Carpet Colour (75125):



Electrical Room:

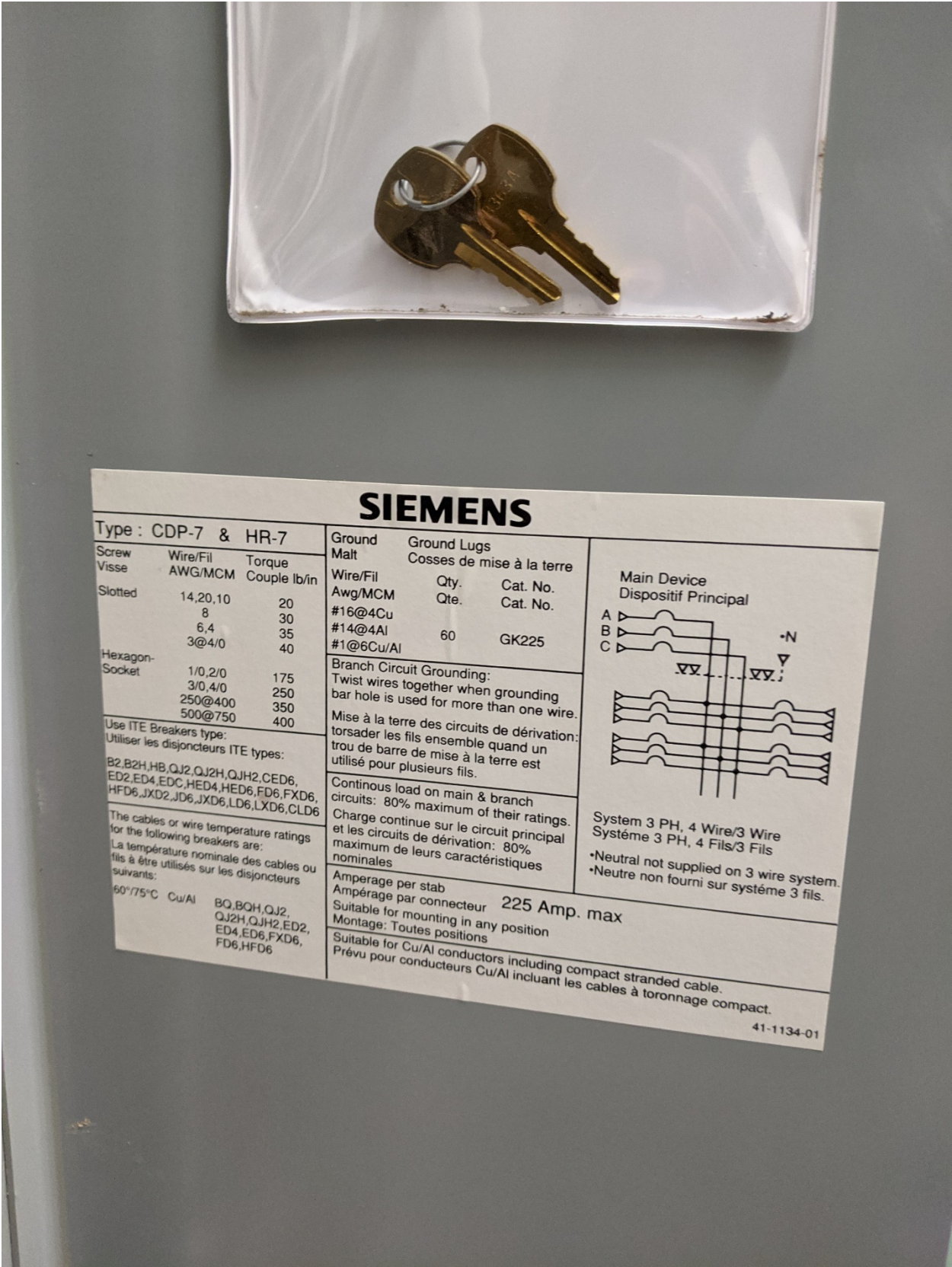






Your electrician Votre électricien	Your electrician Votre électricien
1 Lights Library	2 Receptacles Library
3 Lights Library	4 Receptacles Library
5 Lights Library	6 Receptacles computer 1x2
7 Lights Library	8 Receptacles computer 3x4
9 Lights Library	10 Receptacles program/staff
11 Lights program/staff	12 split Recept.
13 Lights 1x2	14 counter
15 Lights General office	16 Receptacles General office
17 Lights Exterior	18 split Recept. counter
19 Receptacles tel. in Elec. Rm.	20 General office
21 Base board Elec.	22 three phase 3 ton Heat pump
23 Heat	24 outdoor unit
25 Lift pump.	26
27 Empty	28 three phase 3 ton Heat pump
29 "	30 15 kw Heater indoor unit.
31 "	32
33 "	34 2 1/2 ton Heat pump
35 Domestic Hot Water	36 outdoor unit
37	38 three phase 2 1/2 ton Heat pump indoor unit
39 security panel	40 with 10kw Heater
41 fire alarm panel.	42

Your electrician Votre électricien	Your electrician Votre électricien
43	44 Receptacles
45	46 small insert heater
47 Fridge motor R.C. M.B. Office	48 Exhaust fan
49	50 1/2 hp Fan
51	52 Receptacles R.C. M.B. Office
53	54 open
55	56 Kids Computer
57	58 Computer on back stairs
59	60 Attic Lights and Plug
61	62
63	64
65	66



Door (example of worst):



Attic Hatch:



Transition in Ceiling:



ing:





EXHIBIT 3: FLOORING

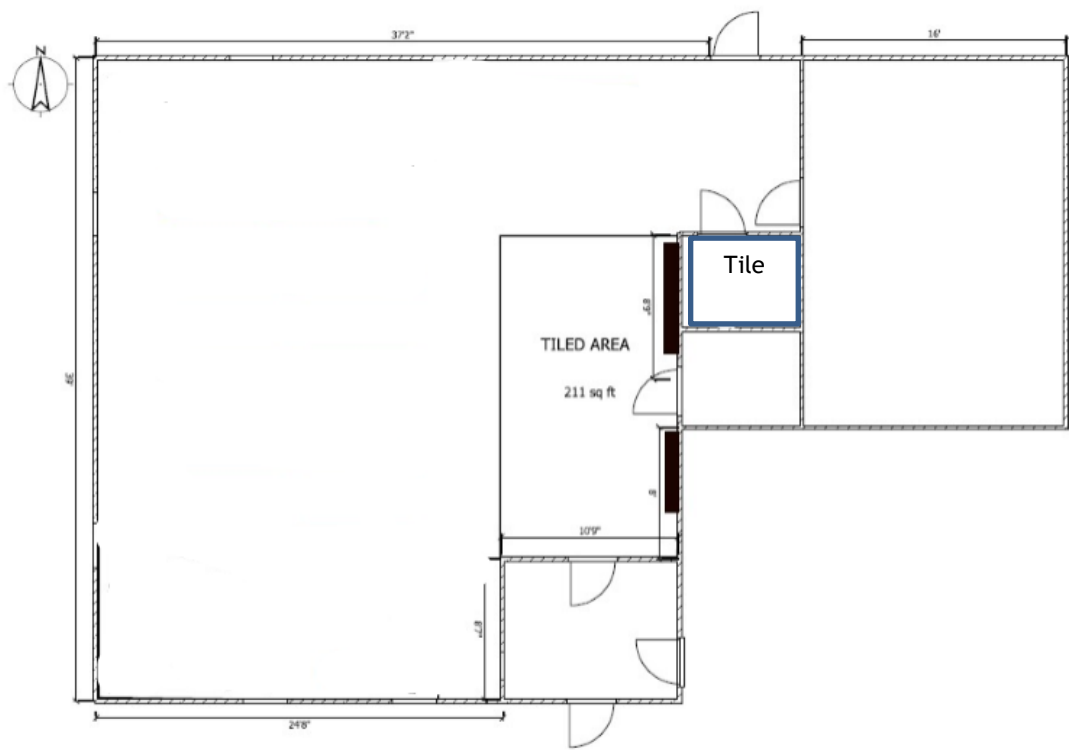


EXHIBIT 4: GUIDE

Included as a separate document.

