

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

The Town of Canmore is requesting quotations to select a service provider to refurbish wooden assets like benches and picnic tables.

1.0 SCOPE OF WORK/DESCRIPTION GOODS REQUIRED

- 1.1 The work is the refurbishment of wooden assets that includes sanding to remove chipped existing stain, graffiti and splinters, applying 2 coats of stain (Sico, Proluxe, Log and Siding , 077, Cedar) as per the manufacturers specification, and clearly marking the asset while it dries with a sign and / or caution tape. Followed by the removal of any sign or tape within 24hr of work taking place. All edges of the boards are to be sanded and stained. Caution is to be used on assets that house a brass memorial plaque, no stain is to get on the plaque or other painted parts of the asset. Alternatively, the asset wooden boards can be disassembled and taken off site for refurbishment work to be completed, then reassembled on site. If the alternative method is used, the remainder of the site asset must be signed as a caution.
- 1.2 The work will take place on wooden assets in various locations in the Town of Canmore, on assets located along the Towns trails system, and in parks and open spaces. Examples include Quarry lake, the River berm trail, Millennium park and Lions park. The awarded service provider will be provided with a map of all work locations on award.
- 1.3 The Service Provider is to let the town know when a where work has started so an inspection of work can be performed to ensure its satisfactory. Feedback will be provided to the Service provider if required.
- 1.4 All work sites must be clearly marked with signage warning approaching trail users of the approaching danger / hazard. Assets that have been freshly stained must be clearly marked and signed as "Wet Paint" or a caution of some form. Vehicles will be permitted to drive on the Town trail system where a vehicle can be accommodated. Some sites may be walk in or accessed with a smaller piece of equipment like a Kubota RTV1100 / side-by-side.
- 1.5 Refurbishment items may be added to the Scope of Work. Where an item is added the Town will compensate the service provider as per the price as listed in the Bid Form, Price Per Asset \$. Where an asset is removed, the service provider will subtract the Price Per Asset \$ as listed in the Bid Form, from any bid pricing.
- 1.6 The Town's preferred method of refurbishment is on site. However, the town will select the method of refurbishment work to be completed once bids have been received and reviewed. The awarded service provider will be advised of the method to move forward with at that time of award.
- 1.7 The work can start after award and must be completed by **Sept 15, 2023**. Work cannot take place on a Sunday or Public Holiday, unless 72hrs notice is provided to the Town and permission is granted. Regular hours of work must meet the Noise Bylaw.
- 1.8 It is advised that the service provider assess work locations and how busy the Town is and schedule work to accommodate / avoid locations during times of higher use. EG: Do not refurbish assets at Quarry Lake on a Friday if its going to be a hot weekend, and if assets are to be signed as wet paint for the next 24hrs.
- 1.1 On award this work is for 2023, however subsequent awards for 2024 and 2025 will be considered where work is completed satisfactory. If re-awarded, the 2023 Service Provider may

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

apply a dollar cost increase to the original award equal to the towns annual COLA / Cost of Living allowance as approved in that years annual budget. This would be anywhere from 0% to 6%.

2.0 INSTRUCTIONS FOR SUBMITTING A QUOTE:

2.1 Service Providers shall submit their quote to the Town of Canmore by email to the attention of Lisa Guest, Supervisor of Parks, to parks@canmore.ca

2.2 Quote shall be received by **10:00:00 hours** (Canmore local time) on **Monday July 17, 2023**.

2.3 The quote (including all supplemental information) is to be in PDF format only (.pdf).

2.4 Responses by facsimile will not be accepted.

2.5 RFQ Contact Person:

For clarification or additional information, service providers shall only contact the person listed below.

parks@canmore.ca or Ph: 403 678 1599

2.6 Responses must be in English.

2.7 Quotes shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.

2.8 Quotes shall include all food, accommodations, materials, labour, equipment and services necessary for the manufacturing, shipping, interim storage, delivery, and installation and shall include all costs for administration, insurance, duties, coordination and supervision at all phases of the contract.

2.9 Quotes shall be irrevocable for thirty (30) days following the submission date and all quotes shall be retained by the Town of Canmore.

2.10 No commitment on the part of the Town of Canmore shall exist under this request unless and until the service provider receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

2.11 All service provider submitting a quote in response to this request will be advised of the results by email. Please allow at least one week for quotes to be reviewed and a decision made by the Town of Canmore.

2.12 Procedural or technical questions shall be submitted in writing and should include references to a specific item number.

2.13 It is the service provider's responsibility to clarify the interpretation of any item of this request a minimum of **96 hours** prior to the stated submission date and time by contacting the Town of Canmore's designate (as above).

2.14 In the event of a numerical discrepancy or error in a quote, the written number will prevail.

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

- 2.15 In the event of pricing extension errors, the unit price will apply.
- 2.16 The service provider acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.17 Service provider having access to or custody of the Town of Canmore records shall be required to comply with the provisions of the Freedom of Information and Protection of Privacy Act.
- 2.18 Any cost incurred by the service provider in the preparation of its response to this request for a quote shall be borne solely by the service provider.
- 2.19 The Town of Canmore will be issuing a purchase order and email of award to the service provider to deliver the work described within this request.
- 2.20 Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the service provider without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the service provider of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.
- 2.21 The Town of Canmore will not consider the payment of a deposit to the service provider for the scope of work in this request.
- 2.22 Invoices will be paid within 30 days from the approval date of the invoice.
- 2.23 The service provider shall always carry, during the performance of the work, General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive successful service provider per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- 2.24 The successful service provider shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence.
- 2.25 The successful service provider shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- 2.26 The successful service provider or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the successful service provider to the Town of Canmore.
- 2.27 The successful service provider shall provide a certificate of such insurance to the Town of

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

Canmore within two (2) days of notification of award or prior to commencing the work, whichever is sooner. Alternatively, said insurance can be included in the bid package.

- 2.28 The successful service provider shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Service providers shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the service provider's account to the Town of Canmore prior to the commencement of the work.

End of section 2.

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

3.0 BID FORM, SUBMISSION AND APPROVALS

Bid Form – Refurbishment on Site

Location	Details	Projected number of Assets	Price Per Asset \$	Total
Canmore	Wooden Bench Refurbishment On Site	40		
Canmore	Wooden Picnic Table Refurbishment On Site	10		
			SUB TOTAL	
			GST	
			TOTAL	

Bid Form – Alternate Method – Refurbishment off Site

Location	Details	Projected number of Assets	Price Per Asset \$	Total
Canmore	Wooden Bench Refurbishment Off Site	40		
Canmore	Wooden Picnic Table Refurbishment Off Site	10		
			SUB TOTAL	
			GST	
			TOTAL	

2023 RFQ - Parks Wooden Asset Refurbishment



Date Issued: June 30, 2023

Service Provider Submission Details

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Vendor Signature	
Title	
Printed Name	
Date	

Approval Details – Town of Canmore

Awarded By:		
Name:	Signature:	Date:
Additions / Deletions to Award:		

2023 RFQ - Parks Wooden Asset Refurbishment

Date Issued: June 30, 2023

Appendix: Photo example of assets to be refurbished

Bench:



Picnic Table:



END OF ENTIRE DOCUMENT