

Request For Proposal - Pond Gazebo



Date Issued: July 24 ,2023

The Town of Canmore is requesting Proposals to select a Service Provider to refurbish the 7th Ave Pond Gazebo.

1.0 SCOPE OF WORK

- 1.1 The work will take place at the 7th Ave Pond Gazebo in Canmore, Alberta.
- 1.2 The Proposed Work is the removal and disposal of the gazebo wooden fence/rails, posts and stairs handrails and posts, and the supply and install of new galvanized steel, black powder coated fences, posts and handrails. The Service Provider is to research and source the new materials and supplies for proposal to the town.

Approximate measurements of wooden assets for removal for proposed work are:
 - Left Side Fence with Posts – 16.5m
 - Right Side Fence with Posts – 14.5m
 - Stairs Handrails – 2 x 4.5m, 1 x 2.5m, 1 x 3.1m.
- 1.3 The wooden gazebo main posts that hold up the roof and the benches are out of scope and will remain on site.
- 1.4 All new assets will comply to the Alberta Building Code for fences, steps and handrails or applicable codes.
- 1.5 Any signs will be removed from wooden assets, stored and reattached to new assets at same locations.
- 1.6 The work site must be fenced off with metal construction fencing as soon a work at the site is started. Fencing is only required on the land side of the gazebo and will extend to the waters edge.
- 1.7 Service Provider parking / material lay down area will be located at the site by utilizing 3 parking stalls at the site above the gazebo off of the alley way.
- 1.8 This work will be awarded pending sufficient budget is available.
- 1.9 The work can start after award and must be completed by October 27, 2023. Work can not 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.

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 at parks@canmore.ca
- 2.2 Quote shall be received by **10:00:00 hours** (Canmore local time) on **August 28, 2023**
- 2.3 The quote (including all supplemental information) is to be in PDF format only (.pdf).

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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.

Lisa Guest or Catherine Charchun at 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 work.

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 Providers 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 120 hours (Aug 23, 10am) 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.

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 Providers 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

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- 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/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/service provider to the Town of Canmore.
 - 2.27 The successful Service Provider shall provide a certificate of such insurance to the Town of 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/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.

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3.0 BID FORM, SUBMISSION AND APPROVALS

Location	Details – Galvanized Steel		Price \$	Total
7 th Ave Pond	Removal and disposal of wooden posts, fencing and handrails. Include all work required on and off site.	1		
	Supply and install of galvanized steel, black powder coated fences, posts, and handrails. Include all work required on and off site.	1		
			SUB TOTAL	
			GST	
			TOTAL	

Products to be used:

Please list all details of the product to be used at the site	
Fence / Handrail Supplier	
Black Paint Colour Code	
Describe installation method	
Pictures, brochures and or links of the proposed fence and handrails are required to be submitted with Bid.	
Other:	
Other:	

Proposed Work Schedule:

Proposed work schedule	Installation Start Date	Installation End Date	Total # of workdays to complete
7 th Ave Pond Gazebo			

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Service Provider Submission Details

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

Approval Details – Town of Canmore

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

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Appendix: Photos of current site. Please visit the site to ensure measurements and work requirements are understood.



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