

The Municipality of the District of St. Mary's

8296 HWY 7

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REQUEST FOR PROPOSALS

“Transfer Station- New Building Construction- 2023”

Issued Date: July 28th, 2023

Deadline for Proposals: August 25th, 2023 by 3pm



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1. Introduction

The Municipality of the District of St. Mary's is accepting proposals for the preparation and construction of one new building as referenced in **Appendix A- Site Reference** locate at the municipal Transfer Station located at 150 Cape Gegogan Rd, Goldenville, NS. The successful Contractor must prepare the site for new building construction, supply and install required labour, material, and equipment for the work as per scope.

2. Scope of Work and Deliverables

- 2.1 **Site Visit-** The municipal Director of Public Works can be available to any Contractor for a visit to the project site to become familiar with the conditions, character, specific site location and extent of work for the purpose of providing a quote.
- 2.2 **Permits-** The Contractor will apply for all necessary permits, including a municipal building permit (no cost to Contractor) with the Building Inspector and will abide by all building code regulations while keeping the Inspector apprised of notable inspection items throughout the project.
- 2.3 **Civil Engineering/Groundwork-** The Contractor will be responsible for all necessary preparation of the site for the purposes of a new engineered slab and building including, but not limited to, geotechnical survey to determine "bearing capacity" of the natural soil to accommodate a new building, design specifications or surveys, ground inspections, provisions for drainage etc.
- 2.4 **New Building Specifications-** The Building to be installed will include:
 - a) One section (Section 1) measuring 40 ft x 40ft, and another section (Section 2) measuring 40ft x 12ft. For visual of general layout, please see **Appendix B- Building Layout**.
 - b) Section 2 will be open on both ends (side A and C) in a lean-to style.
 - c) Engineered slab to support the 40x52 building, no footings or floor drains required.
 - d) A 3/12 pitched roof with 2 inch insulation, no overhang required.
 - e) 29-gauge metal siding and roofing of basic colour.
 - f) Two (2) insulated sectional garage doors made of 26-gauge galvanized steel, chain hoist, measuring 12ft x 14ft. These are to be installed on Side A of Section 1, as per the building layout including all necessary hardware.
 - g) Two (2) standard exterior steel doors with windows measuring, 36" x 80". One is to be installed on Side A of Section 1 and one on Side C of Section 1, as per the building layout.
 - h) The Contractor is to provide and cost out option for allowing adequate natural light into the building, either by way of panels or windows, please specify.



- i) The Contractor to include a cost for appropriate number of bollards around the doors of the buildings for safety of large equipment use and loading.

2.5 **Site Specifications-** The successful Contractor will ensure to verify with the Director of Public Works (DPW) the exact location of the building on the site and mark it out accordingly prior to any work commencing.

- a) In collaboration with the DPW, the Contractor will ensure there is adequate space between the Household Hazardous Waste Building and the newly constructed building to allow for flow of vehicles.
- b) In collaboration with the DPW, the Contractor will ensure there is adequate space around the building to access the metal pile, or other potential spaces as outlined by the DPW.

3. Submission

3.1 The Contractor is to submit their proposal accompanied by the required information by **August 25th, 2023 by 3pm** in person at the Municipal Office at 8296 Highway #7 , by mail to PO Box 296, Sherbrooke, B0J 3C0 and marked on the envelope **Request for Proposal: Transfer Station New Building Construction- 2023** or by email to marian.fraser@saint-marys.ca. Proposals submitted past this closing time will not be accepted.

3.2 Submissions shall include:

- A detailed quote including itemized materials, services or equipment needed.
- Workers Compensation Clearance Letter
- Proposed timeline for construction with an anticipated completion date of January 31st, 2024.

3.3 The successful contractor will supply the Municipality with a Certificate of Insurance with the Municipality listed as insured prior to any work commencing.

4. Terms and Conditions

4.1 Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the Proposals shall remain firm and open for acceptance by the Municipality for a period of thirty (30) days from the date of closing.

4.2 Final acceptance of the Proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

- 4.3 The Municipality reserves the right to reject any and all Proposals based on the best interest of the Municipality. The Municipality reserves the right to select a Proposal, in whole or in part, other than the lowest price Proposal based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.
- 4.4 No verbal agreement or conversation with any officer, agent or employee of the owner either before or after execution of the contract shall affect or modify any of the terms or obligations contained in any of the documents comprising the said contract.
- 4.5 The successful bidder must provide proof of current coverage from the Nova Scotia Workers' Compensation Board or equivalent insurance prior to a contract/purchase order being issued. The contractor shall ensure compliance on their part with the Workers Compensation Act and any regulations there under.
- 4.6 If a health and safety offence has been committed, the onus falls on the contractor to prove that due diligence has been exercised (i.e. did everything it reasonably could –to avoid the offence). If the contractor is found to be working in an unsafe manner, or outside of current legislation, he will be made to stop work immediately.
- 4.7 The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non- acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.
- 4.8 The Municipality reserves the right to request Proposal Providers to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.
- 4.9 The Municipality reserves the right to assess the qualifications of the firm to conduct the work and shall be the sole judge as to whether the firm meets the specifications required to complete the Work to the satisfaction of the Municipality.
- 4.10 Payment will be made to the successful Proposal Provider by the Municipality within 30 days of submission of invoice by the Proposal Provider to the Municipality, for work completed to the satisfaction of the Municipality.
- 4.11 The Municipality may waive minor differences in the Proposals provided the differences do NOT violate the Proposal's intent. No term or conditions shall be implied based on any industry trade practice or custom, any practice or policy of the Proposal or the Municipality or otherwise, which is inconsistent or conflicts with the provisions contained in this document.



5. Indemnification and Insurance

- 5.1 If a health and safety offence has been committed, the onus falls on the contractor to prove that due diligence has been exercised (i.e. did everything it reasonably could –to avoid the offence). If the contractor is found to be working in an unsafe manner, or outside of current legislation, they will be made to stop work immediately.
- 5.2 The Proposal Provider will protect, defend and indemnify the Municipality, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Municipality in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Proposal Provider, any sub-contractor, or any employee, agent or representative of the Proposal Provider.
- 5.3 The Proposal Provider shall, at their expense, maintain a commercial liability policy as coverage for services provided under this Proposal in the amount of at least Two (2) Million Dollars, which shall remain in force for the term of this contract and shall be renewed at least three (3) years after termination.
- 5.4 The successful bidder must provide proof of current coverage from the Nova Scotia Workers' Compensation Board or equivalent insurance prior to a contract/purchase order being issued.
- 5.5 The Contractor must meet all Department of Labour Regulations and ensure compliance on his part with the Workers Compensation Act and any regulations there under.

6. Further Information

Any questions in relation to this Request for Proposal should be directed to:

Marian Fraser, Interim Chief Administrative Officer

Phone: 902-522-2339

Email: marian.fraser@saint-marys.ca

APPENDIX A- Site Reference





APPENDIX B- Building Layout



