

Bid Package:

Request for Bids on Renovations of Four Housing Units Located in the Community of Janvier, Alberta

Northland School Division No.61

Closing: August 10, 2021 Time: 2:00 pm Local Time

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Request for Proposal

- 1 Scope of Work
- 1.1 General Expectations. This specification is intended to govern the supply of all labor, materials, equipment for the renovation of Four Units in Janvier, Alberta. The purpose of these renovations is to give a new life span to the houses and bring them up to current standards operationally and cosmetically.

It is further intended that this specification will provide for the renovation of all houses and mobile homes specified. Renovations to various degrees will be completed in accordance with all specifications and requirements as stated in the Request for Proposal.

Should a bidder submit an alternate method or approach than what is proposed, the Northland School Division (Northland) reserves the right to evaluate it, at its own discretion, and will accept or reject the bid based on the findings of their review. Any additional necessary repairs that are uncovered during renovation that were not addressed under this bid document will be discussed with Northland School Division's Housing Construction Foreman. Once an agreement is made on the corrective action, and a Change Order completed, the authorized then work may continue. A photo Gallery of the houses requiring renovations is included below.

1.2 Permits

- a) The Contractor shall, at the Contractor's expense, obtain all necessary permits, pay all fees and charges and comply with all building, fire and health and safety rules and federal, provincial and municipal regulations applicable to the renovations of buildings and the preservation of public health and safety.
- b) The Contractor shall also comply with all other applicable provincial laws and regulations pertaining to renovations and disposal and transportation of waste material to and from the site.
- c) The Contractor will apply for the renovation permits for all sites as required by the municipality.
- d) The manner in which renovations are carried out will be governed by the requirements of the Occupational Health and Safety Act and the Environmental Protection Act and Regulations thereunder, current at the time of renovations and in addition to the Building Code Act, and all amendments therein, and any other applicable law together with the additional requirements of the Northland School Division as contained herein. (See requirements). It is noted that the Occupational Health and Safety Act, amended, and Regulations thereunder, where applicable, will govern the execution of this project.
- e) No demolition or renovation of any part of the structure shall commence until the Renovation Permit (If Required) has been issued by the municipality.

f) Copies of all permits are to be filed with Central Office, Northland School Division, and a copy kept at the work site at all times.

1.3 Way Protection and Fencing

- a) All access shall be secured as required by the appropriate provincial requirements, to ensure that the entire site is protected against unauthorized entry.
- b) The contractor will be responsible for the safety and security of the site for the duration of the project.

1.4 Traffic Control, Security and Public Safety

- a) For all work, the Contractor must provide traffic and pedestrian control when and where required.
- b) The Contractor shall ensure that all measures are taken to protect the public at all times including hoarding and other safety barriers per the applicable regulations.
- c) The work shall be fully supervised and controlled to create as little disruption, dust and noise as possible consistent with the Contractor's stated dust abatement policy and the applicable bylaws related to noise and public disturbances. The supervision will be the responsibility of the Contractor.

1.5 Disposal of Material

- a) Debris resulting from the renovations shall be removed from the site within 14 calendar days, and shall be dumped at an approved landfill site in accordance with Municipal Policy. The Contractor shall RECYCLE as many materials as possible, including furnaces, hot water tanks and other appliances to be kept for spares for the housing division. A report on the types and amount of materials recycled will be provided to the Housing Construction Foreman of Northland School Division.
- b) Any alternate location or other form of disposal shall be in accordance with the Ministry of Environment Guidelines, the Environmental Protection Act and the regulation thereunder.
- c) Salvage or materials from the renovations either within or outside the area shall not be sold at or near the renovations site. The public shall be prohibited from accessing any part of the renovations area.

1.6 Remediation of Hazardous Material

Should the contractor find any hazardous materials on site, they shall notify Northland School Division immediately. All work shall stop until the material can be properly tested and a safe remediation plan put in place. The hazardous materials will be

assessed, and an assessment of any additional costs, over the tender package, will be borne by the division.

1.7 Accessibility Regulations for Contracted Services.

Contractors shall be responsible for notifying the public when planning/implementing a disruption to any transportation walkway, pathway, driveway, roadway, etc. It shall be the Contractor's responsibility to notify the public of any disruption to regular service 24 hours prior to the commencement of the disruption. In the case where construction activities will cause a disruption to normal service, appropriate signage shall be installed. At the Owner's request, information relating to the disruption shall be supplied to allow for the posting of disruption notices on the Owner's web page of choice. In addition, any power outages will be announced on the local radio station. The posted signage shall at a minimum include the headings listed below and shall be filled out by the Contractor and installed in advance of the service disruption. There will be no burning of any trash or debris on the site. The Contractor will ensure all roads and sidewalks are kept clean at all times. The contractor shall not obstruct or deposit any material on the road allowance without obtaining permission from the municipality. The adjoining properties shall be protected in an adequate manner. If access over these properties is required, the Contractor must obtain permission prior to accessing. The timeline will be determined and dependent upon the cycle of tenants in and out of the houses requiring renovation. Summer months will need to be fully utilized as the houses should be vacant.

1.8 Requirements

The Contractor will be required to perform the following work, to be undertaken and completed as requested by Northland School division, (please note that if a certain aspect of this scope of work is deemed to be not in need of repair or replacement then a specific note should be made in the tender package with just reasoning.):

- -The existing flooring for the entire house shall be removed and replaced with high quality vinyl plank flooring. Stairs and nosing to be included.
- -The bathrooms require a new tub, and toilet. Shower walls will be replaced and finished with either tile or approved shower wall system. Contractor to supply new towel bar, toilet paper holder, and shower curtain bar hardware. Bathroom cabinets will be replaced with new cabinets, counters, sink and faucet. Any older plumbing to be replaced with current plumbing materials such as Pex water lines and ABS plumbing material. New bathroom exhaust fans and lighting to be installed.

- -All units will be completely repainted including doors, trim and ceilings. Ceilings will need to be scraped down to refinish with knockdown.
- -The existing interior doors and trim will be removed and replaced with new doors, trim, and hardware. New closet shelving required for all closets.
- -Any damaged drywall to be repaired and/or replaced.
- -Any paneling or ceiling tiles to be replaced with drywall and finished appropriately. Example: ceiling to be textured.
- -Kitchen cabinets are to be replaced with new cabinets and counters. The Housing Construction foreman will make approval of cabinet products. New kitchen sink, faucet, and range hood to be installed. New tile backsplash required.
- -Any windows that are not already vinyl framed will be changed out for new ones, unless they are approved to remain. New screen doors are required. Basement windows included. New faux wood blinds required on all windows. All windows screens to be repaired/replaced to new condition. Basement windows require removable security bars.
- -Exterior doors to be replaced with new doors and frames. New Schlage keypad deadbolt installed.
- -All electrical light fixtures, smoke detectors, plugs and switches to be replaced. Carbon Monoxide detectors required. Add pot lights to living rooms, and bathrooms. Exterior lights at each door to be replaced with RING security floodlight cameras.
- -In all houses the wood basement floor is to be repaired where necessary, and then painted. Basement walls to be painted. Concrete foundation needs to be inspected and finished with insulated frost walls, drywall and first coat of tape and primed white. Floor and walls to be painted.
- -All grading repairs and foundation repairs that are needed including sump system if applicable.
- Exterior decks are to be replaced with new decks, railing and stairs.
- -New furnace and hot water tank to be installed.

- -Upon completion of construction house is to be cleaned, furnace to be cleaned by a professional contractor that is approved by Housing Construction Foreman, and all ducting vacuumed out by a specialized contractor.
- -Roof to be completely re-roofed with a 30-year shingle roofing material approved by the construction Foreman. Any roof repairs needed to be completed at this time and included in this Tender. All roof vents to be replaced with new.
- House siding to be replaced with vinyl siding, quality and color to be approved by the housing construction foreman. This includes new soffit, fascia and eaves trough.
- Contractor to provide their own accommodations.
- 1.8 All materials for renovations will be supplied by the contractor.

All cosmetic materials used require written pre-approval from Northland.

Renovation material selections. Some products will vary due to availability but this list is to show the very minimum for quality and style for all units. The intent is to use quality products to reduce maintenance costs and improve operability and style. No products will be substituted without written approval from Northland (which will require information about substitute products proposed). The following List is the products that **require approval** before selections can be made, and is not exhaustive. Product quality is a priority and should not be compromised and the following selections are the minimum quality required. SKU numbers are from Home Depot for reference.

- a. Furnace Standard: 60,000 BTU Napoleon 9500 Series
- b. Hot Water Tank- RHEEM, PV 40N 40-G P/V
- c. **Cabinets and countertops** Euro-Rite, San Juan Cabinets. Wilsonart Laminate Countertops.
- d. **Lighting** Dining:Progress Lighting-Equinox-SKU#1000699177
 - 1. -Bedrooms:16" LED Flush mount. SKU#1001197207
- e. **Vinyl plank flooring-** Standard:SKU 1001015596, Lifeproof, lifetime residential warranty.
- f. . **Roofing material**: IKO Cambridge: Driftwood item: 4221033
- g. Paint- Cloverdale, Super Acrylic II
- h. Siding, Soffit & Fascia,- Mitten or equivalent, trims and color.
- i. **Interior doors & Trim** Interior doors: Milette 4 panel shaker, SKU# 1000724904.
- j. Plumbing fixtures and trim.- Moen-Contractor grade fixtures.
- k. **Shower Backsplash** 12"x24" Tile, or approved tub surround.

- 1. **Deck and railing material.** Selection approval required.
- m. Interior shelving and hardware selections.-Selection approval required.

2 Process and Schedule

The award of the Janvier Housing Renovations will be done using the following process and approximate time frame.

2.1 Submission Closing August 10, 2021

On the proposal closing date and during the period of time as set out in the RFP document, proponents will submit their Quotes in accordance with the instructions contained in Section 3 of this document. Only submissions that address all stated requirements will be considered.

2.2 Evaluation and Ranking of Submissions August 11, 2021

Submissions will be evaluated and ranked based on the criteria described in this document. The selection will be based on the evaluated written submissions and the price quoted. Should essential criteria be missed in a Tender submission, Northland School Division reserves the right to extend a 7-day period of grace in which the bidder can submit any needed information.

2.3 Approval of Successful Proponent

Announcement to be made at the discretion of Northland School Division. Certain additional approvals may or may not be needed before an announcement can be made. Northland School Division reserves the right not to accept the lowest or any tender if not deemed acceptable to our requirements.

2.4 Agreement

The successful proponent will sign a construction contract and enter into an Agreement with Northland School Division. Northland School Division retains the right to not enter into contract for every renovation project listed, as changes in direction may lead to fewer homes being renovated. For example, it may be decided by Northland School Division that we only renovate one of the listed units instead of all four.

2.5 Schedule.

After Contracts are signed, the housing renovations will be completed, as they are available to the Division. Currently some units have tenants and the construction schedule will depend upon the availability of vacant units.

3 Requirements for Submission

Contractors wanting to submit a proposal shall, at their own expense, prepare and submit to Northland a submission, which shall include, but not be limited to, the following:

3.1 Qualification Form (mandatory requirement)

Complete the Qualification Form attached to the Request for Quotes package and sign in the space provided. In the case of a sole proprietorship, the sole proprietor shall sign the form and have his/her signature witnessed. In the case of a limited company, the form shall be signed by an authorized signing officer and sealed with the corporate seal. In the case of partnership, all partners shall sign and have the signatures witnessed.

3.2 Insurance

The Contractor shall have at its expense the following insurance coverage: a) Commercial General Liability; Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operation, blanket contractual, and products/completed operations; b) Coverage shall be endorsed to include Northland as an additional insured for all work performed as Renovations in accordance with the agreement; c) Minimum Limits: (I) \$1,000,000 per occurrence/\$2,000,000 general aggregate; (ii) \$2,000,000 aggregate for products and completed operations; and \$1,000,000 personal injury d) Workers' Compensation – statutory coverage requirement. The Contractor shall provide Northland with a completed certified copy of the policies for the above coverages, prior to construction and renovations. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination.

3.3 Firm's Profile

Provide information regarding the firm, including the nature of its business. Please include regular hourly labor rate should there be additional work required not envisioned at the time of bidding and not included in the scope of work.

3.4 Experience

Describe the extent of your firm's related experience and list of clients with specific references and names of contact person(s) for whom your firm has performed similar work in terms of size and cost in the last five (5) years.

3.5 Quality Assurance

A photo log will be kept of the progress of the job, including before and after pictures submitted with final invoice but available for representatives viewing at any time during

the contract. Pictures taken must be of sufficient quality and quantity to illustrate the various major steps in the contract and demonstrate the work was performed as required. A final walk through will be completed by the Divisions Housing Construction Foreman before final payment will be issued.

3.6 Legislative Requirements

Potential bidders will be aware and compliant with all applicable codes, rules and regulations regarding safety, protection of the environment and be in good standing with The Workers Compensation requirements.

4 Evaluation & Ranking

Submissions received by Northland will be evaluated and ranked based on the evaluation criteria shown in this document.

Submissions may be disqualified if not submitted in accordance with the requirements described herein. Should a bidder submit an alternate method than what is proposed, Northland reserves the right to evaluate it on any means it feels is justified and will accept or reject the bid based on the findings of their review.

Northland may request additional information or clarification of any firm regarding its submission within the seven days grace period.

5 General Provisions

5.1 Submission Instructions

Submissions must be completed exactly as required. Quotes will be accepted via email, courier, mail or hand delivered. The completed submission packages will be received at the following address before the closing date and time. Any submissions received after closing will be rejected. Closing is August 10, 2021 2:00 pm local time.

Attention: Douglas Aird, Secretary-Treasurer Northland School Division, 9809-77 Avenue Peace River, Alberta T8S 1C9

tenders@nsd61.ca

5.2 Designated Northland Representative

Interested firms are requested to read and study all parts of this package to familiarize themselves with the document, the qualification process and the requirements of the Services.

Any questions or concerns to be directed to the following person:
Chad Vion – Housing Construction Foreman, Northland School Division No.61
Office Phone: 780-624-2060 Cell Phone: 780-618-6378
CHAD.VION@NSD61.CA

5.3 Conflict of Interest

Please be advised that your firm and its partners, directors, officers, employees, agents and volunteers shall not provide any services to Northland or any agent or any person, group or organization funded in whole or in part by Northland, where the provision of such services, actually or potentially, creates a conflict of interest with the provision of Services pursuant to the Agreement. Your firm shall disclose to Northland immediately, in your submission, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or potential conflict of interest.

5.4 Freedom of Information

Please be advised that any information or documents provided by your firm to Northland become the property of Northland and may be released pursuant to the provisions of current privacy legislation.

6 Appendices

- 6.1 Evaluation Criteria
- * Mandatory Criteria:
- 1. Submit completed Qualification Form and Bid Form
- 2. Firm in good standing with the Workers Compensation Board
- * Weighted Criteria:
- 1. Firm's Profile
- 2. Experience
- 3. Management Plan
- 4. Financial
- 5. Quality Assurance
- 6. Legislative Requirements
- 6.2 Qualification Form

Northland School Division 9809-77th Avenue Peace River, Alberta T8S 1C9 Name/Firm: _____ Street Address: City or Town: _____ Province Postal Code: _____ Telephone Fax: ____ Northland School Division: I/We herein submit our completed tender package, in accordance with your Quotes for the above noted Bid. I/We hereby acknowledge that I/we have full knowledge and understanding of all existing conditions, legislation and all local requirements that may apply to the Bid(s). I/We have enclosed the following documentation, in accordance with the requirements prescribed herein, to satisfy the mandatory criteria: I/We declare the I/we am/are not currently disqualified from tendering for this bid(s). I/We have attached additional information and documentation as part of my/our tender submission. I/We understand that any omission of failure to answer any question or address any

I/We understand that any omission of failure to answer any question or address any requirement included in the Tender may result in my/our firm being disqualified from tendering.

I/We understand that the Request for Quotes does not constitute any offer of work by the Northland School Division to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Name/Firm	
Address of Firm	

Witness	Signature of Official(s)
Witness	Signature of Official(s)
Date:	

6.3 – Photo Gallery

Unit 47/247- (up/down unit with two suites)

Unit 249-

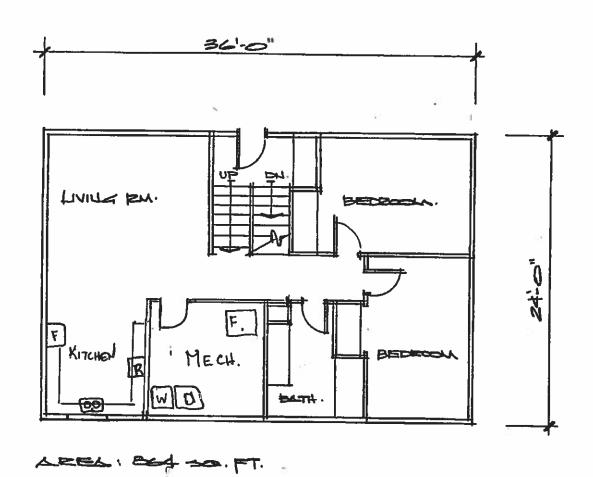
Unit 51-

BUILDING CONDITION REPORTING SYSTEM

Site Name:

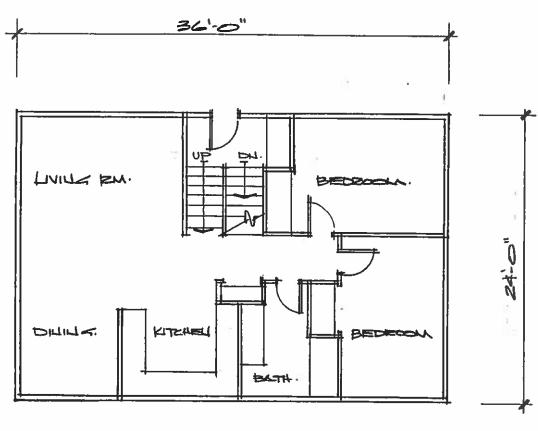
Unit #247 - Basement Unit

JANVIER, ALBERTA



BUILDING CONDITION REPORTING SYSTEM

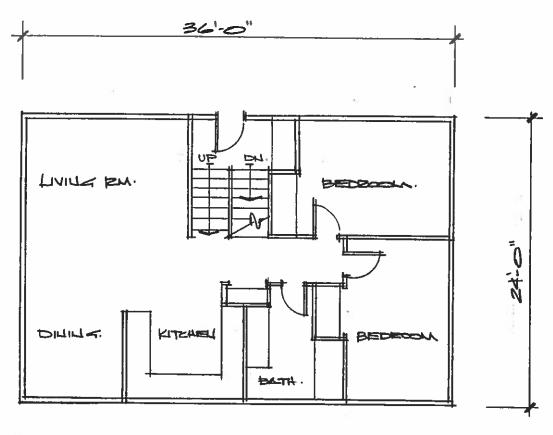
Site Name:	Building Name:
JANVIER, ALBERTA	Unit #249



AREA: BEA SO. FT.

BUILDING CONDITION REPORTING SYSTEM

Site Name:	Building Name:	Unit #247	
JANVIER, ALBERTA			



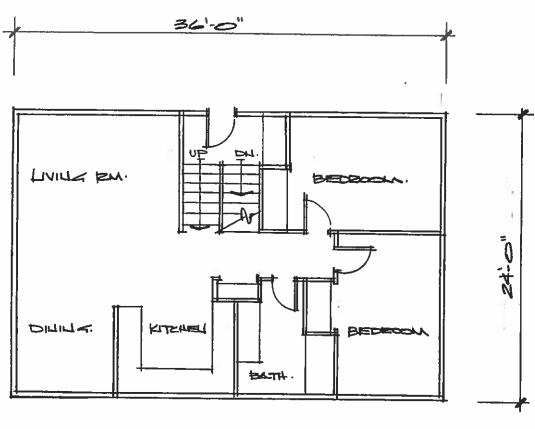
AREA: BEA 30. FT.

BUILDING CONDITION REPORTING SYSTEM

Site Name:

JANVIER, ALBERTA

Building Name:
Unit #051

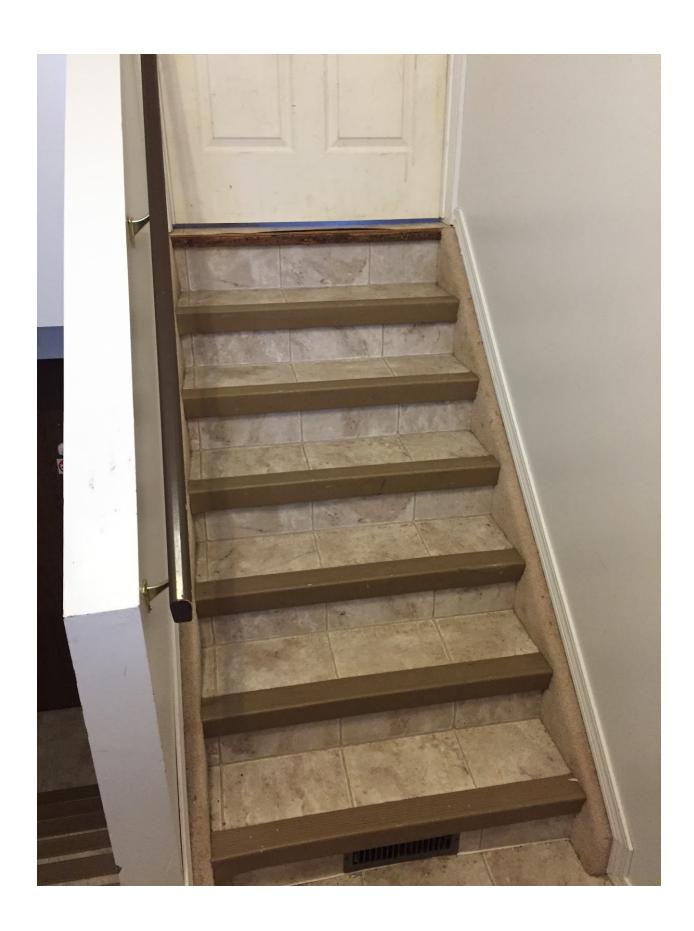


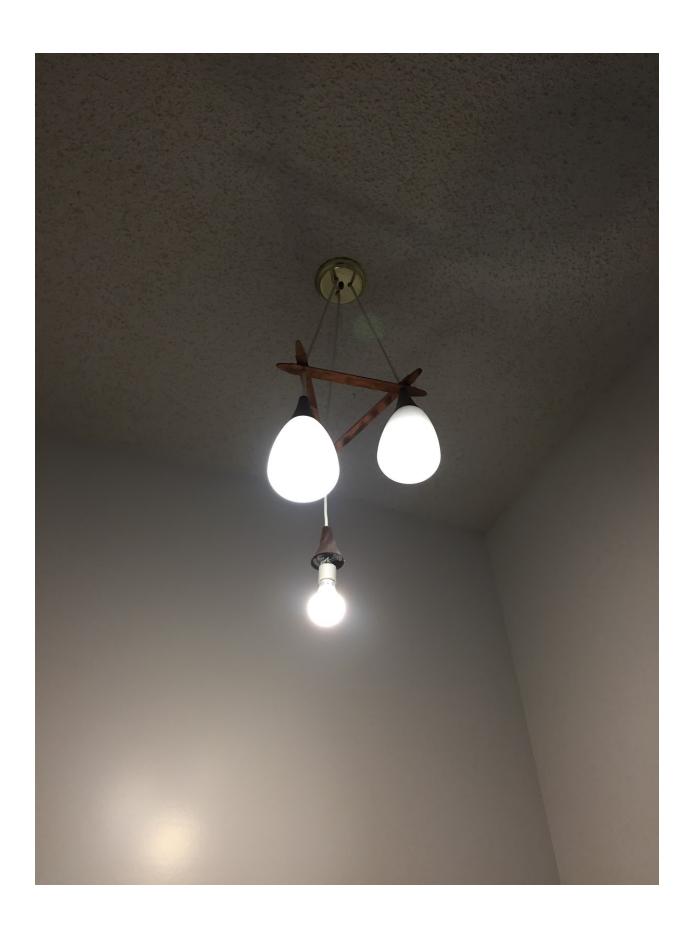
AREA : BEA -0. FT.

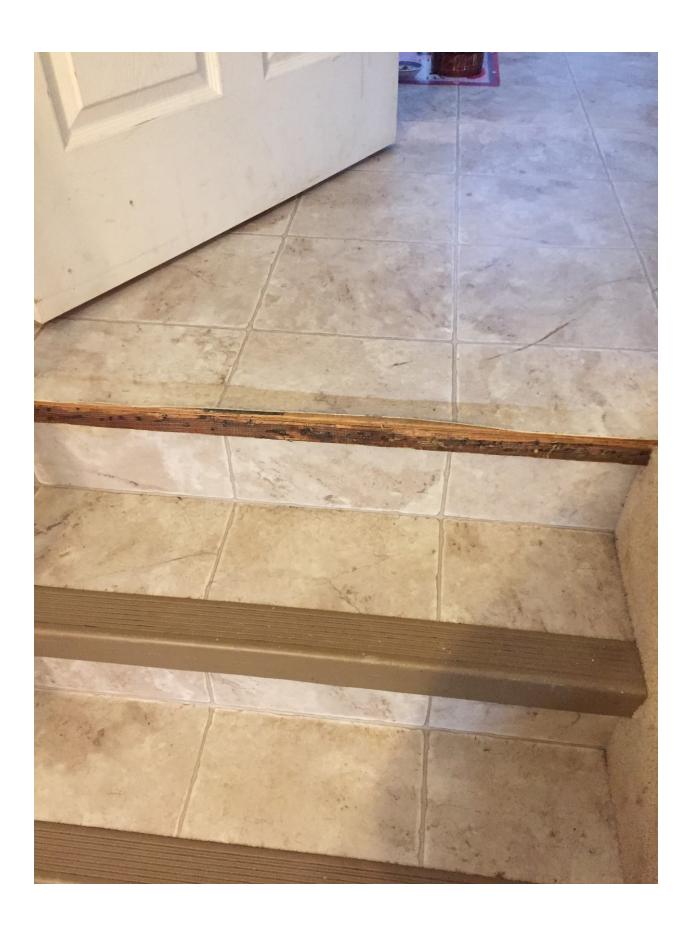
Unit 47/247 (one unit upstairs one downstairs)

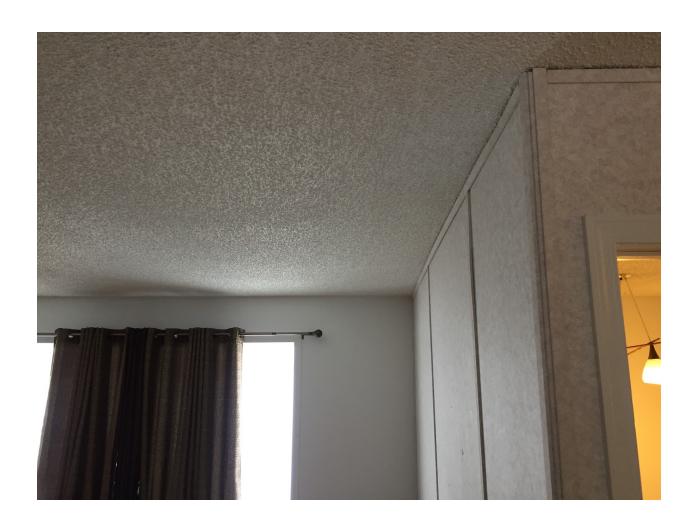


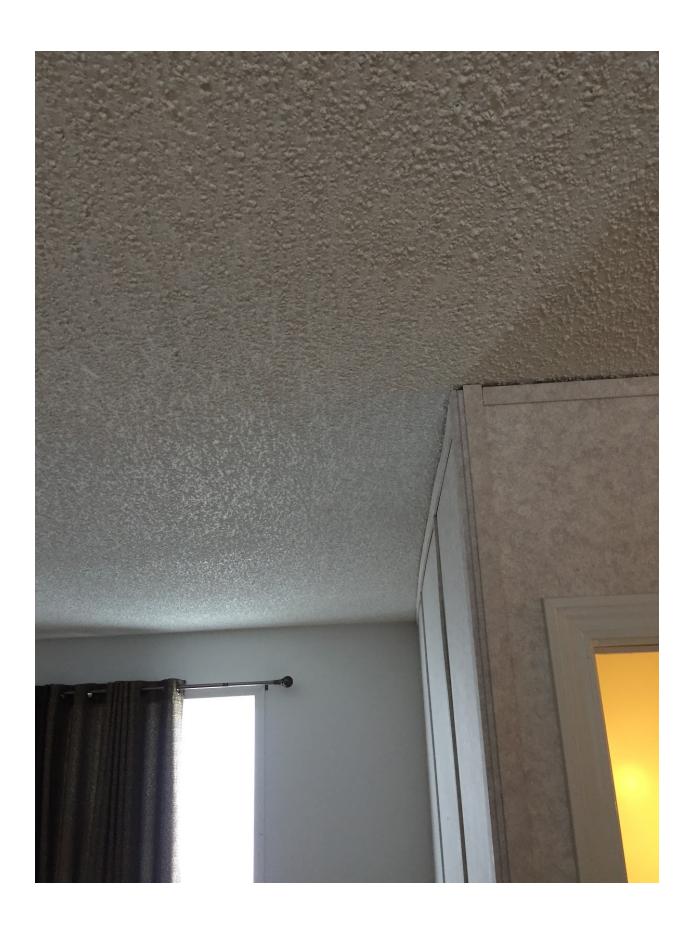
















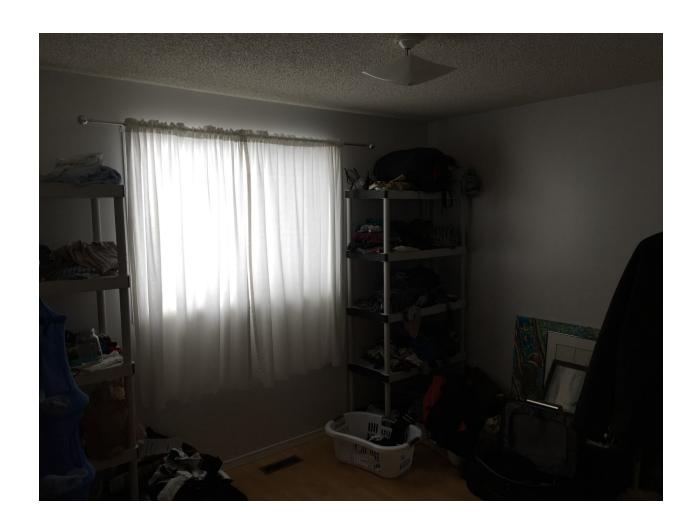




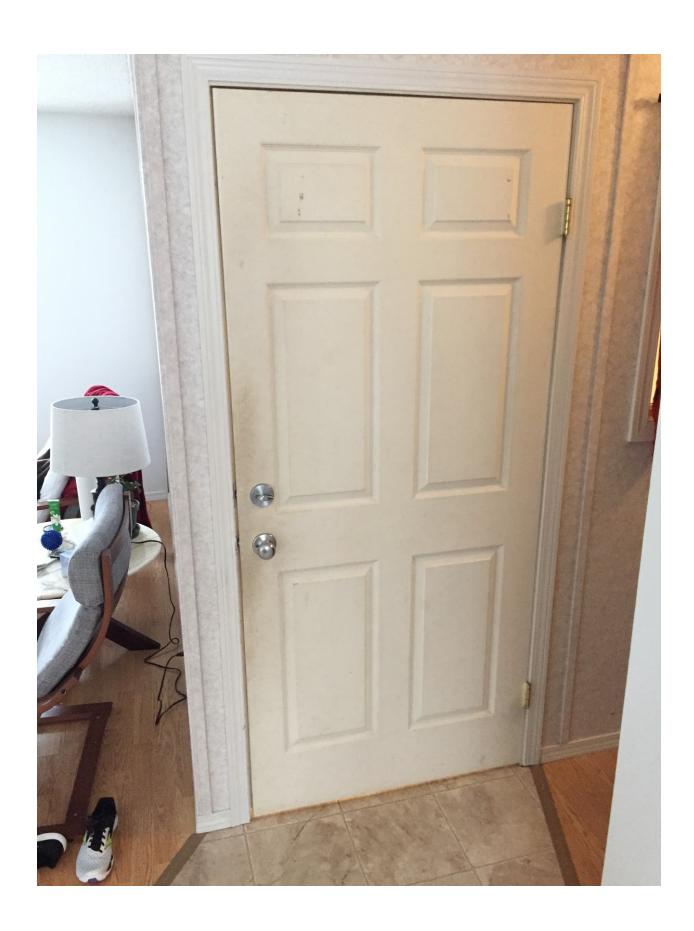


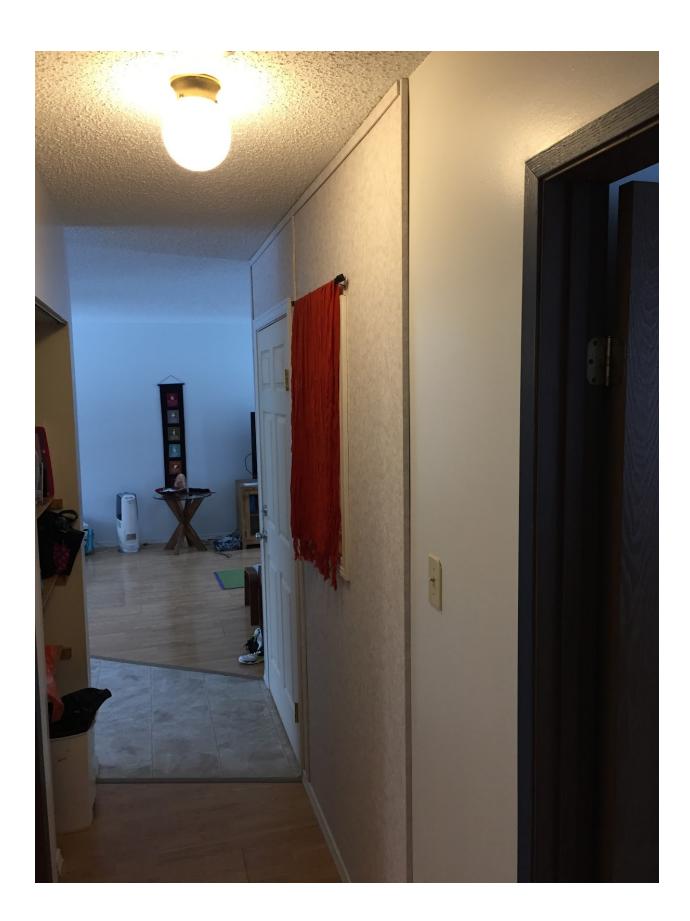


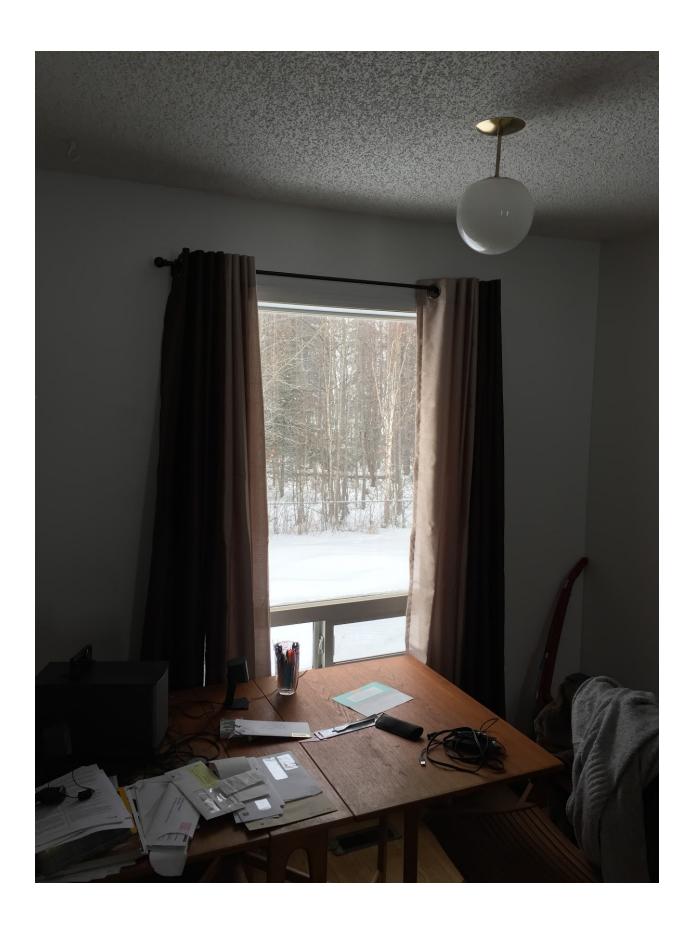


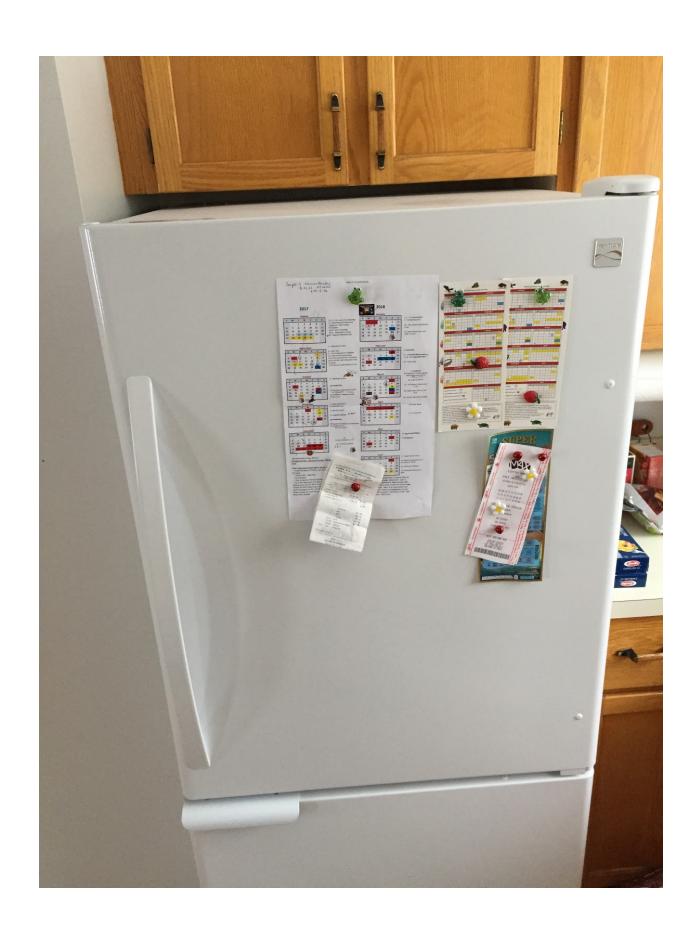










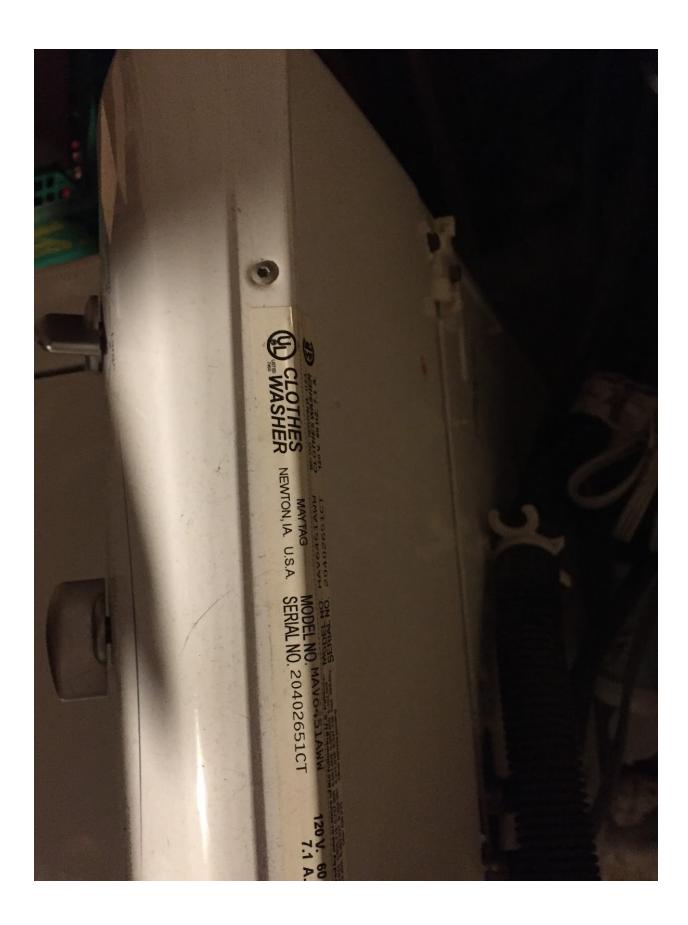






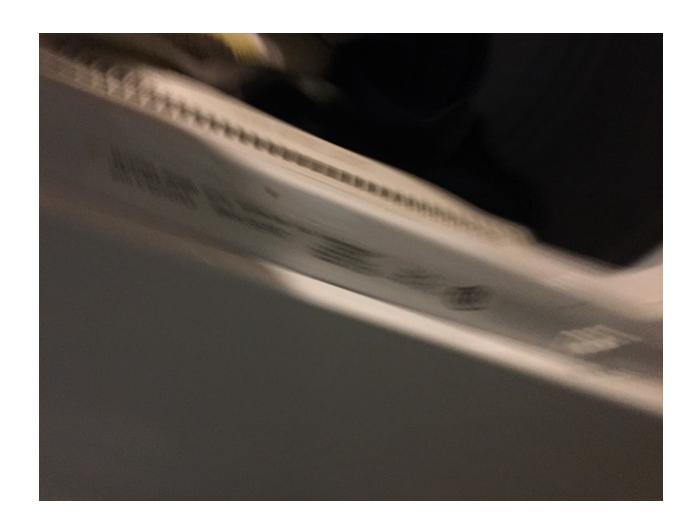




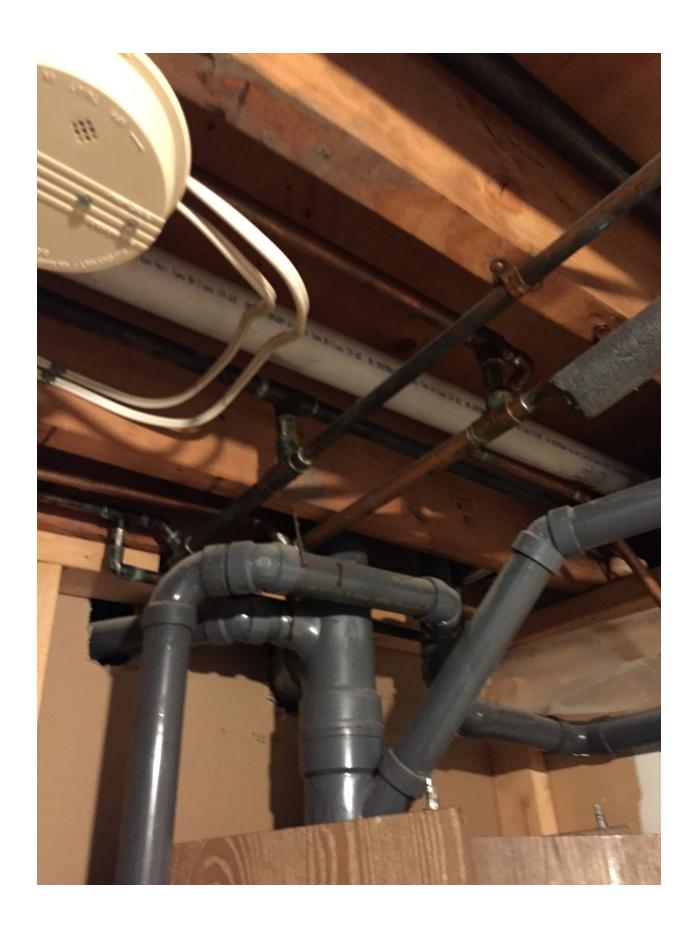








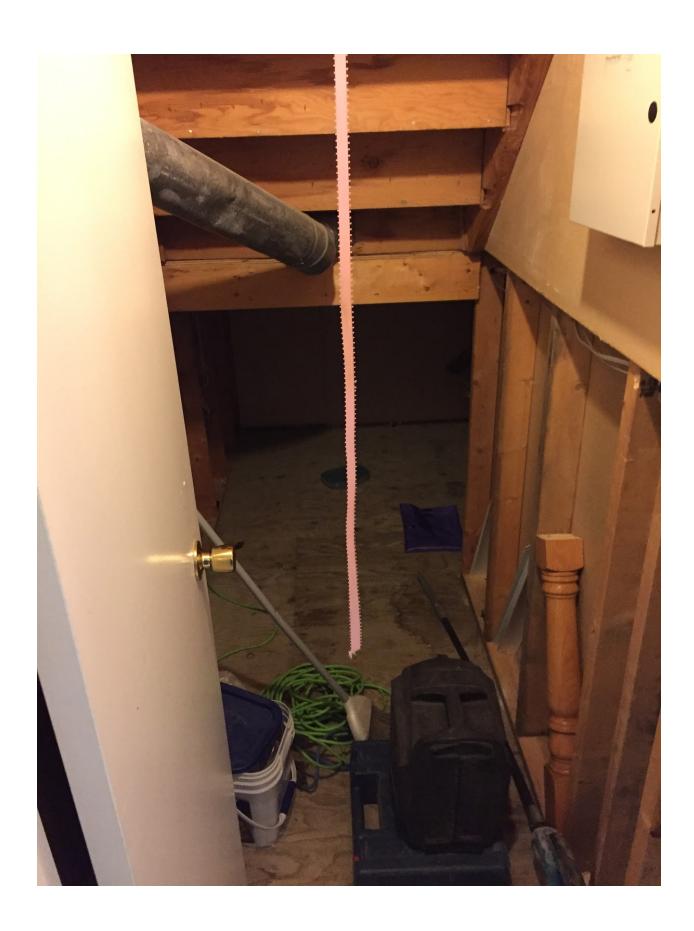












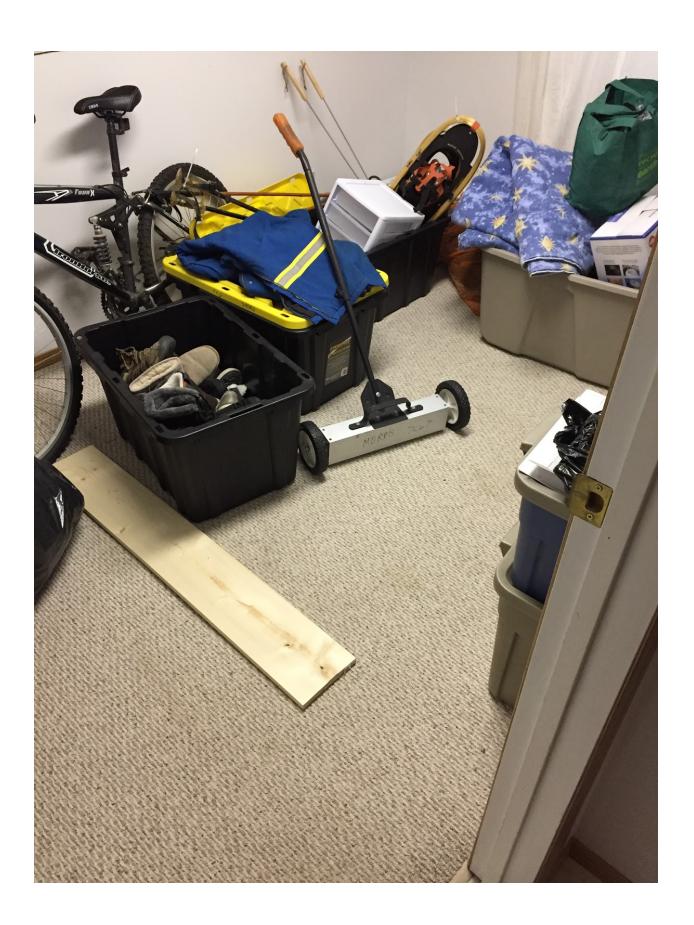


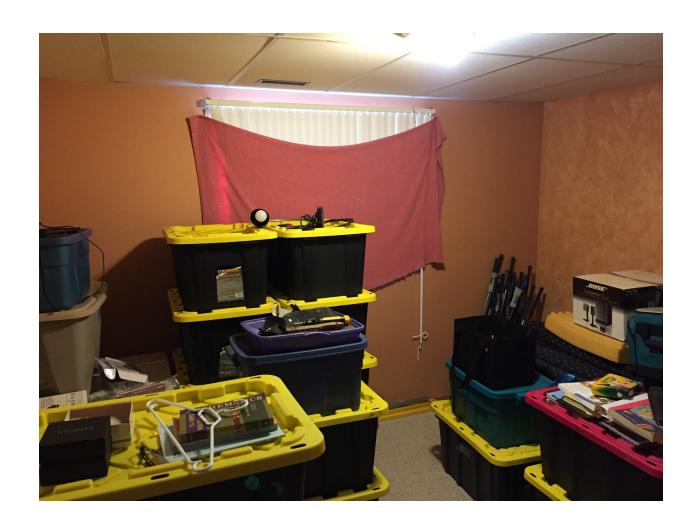








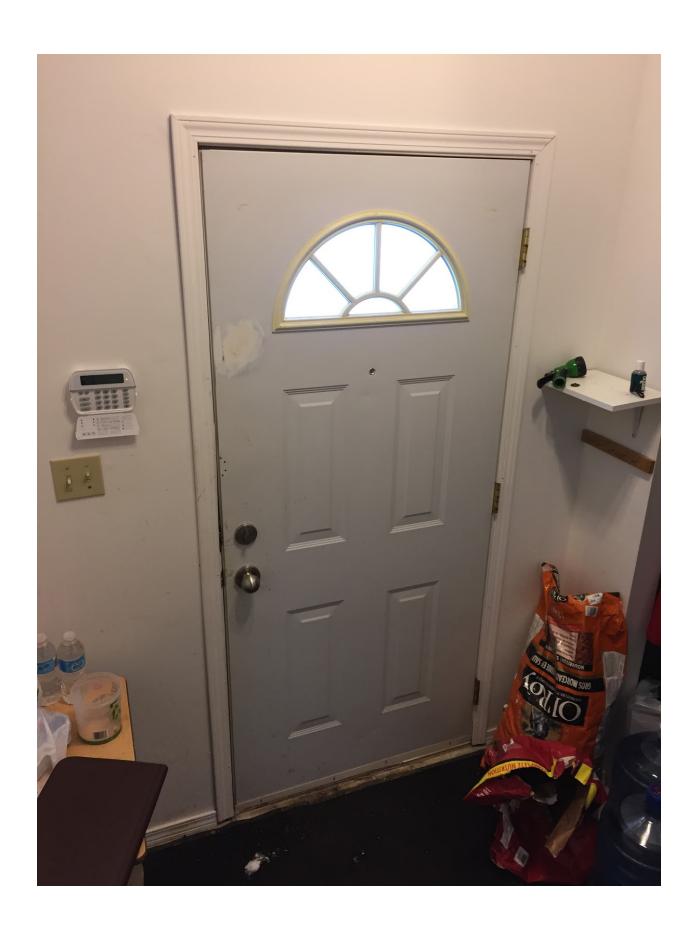


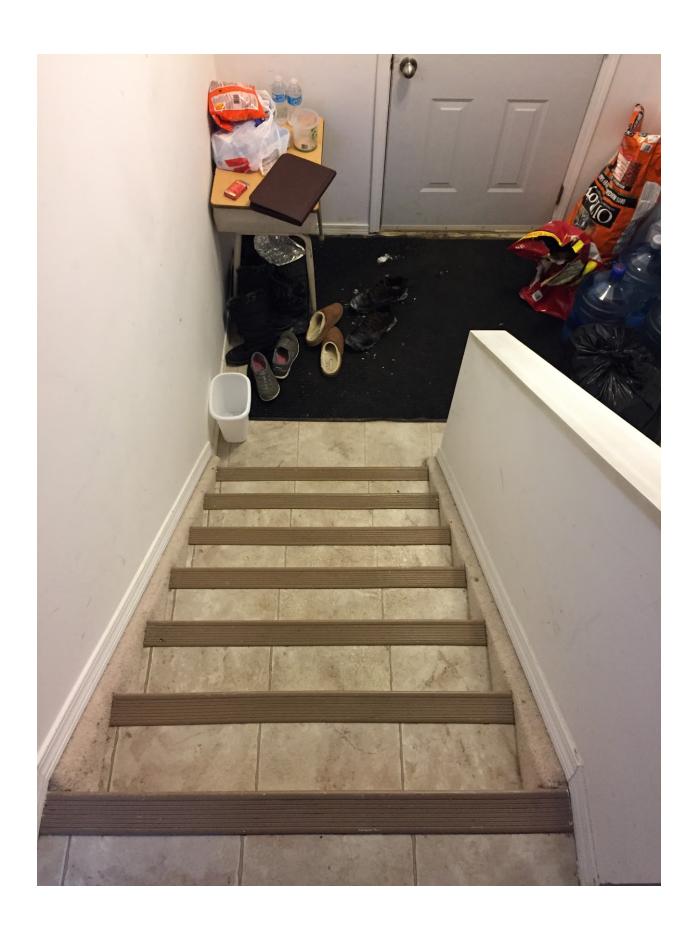


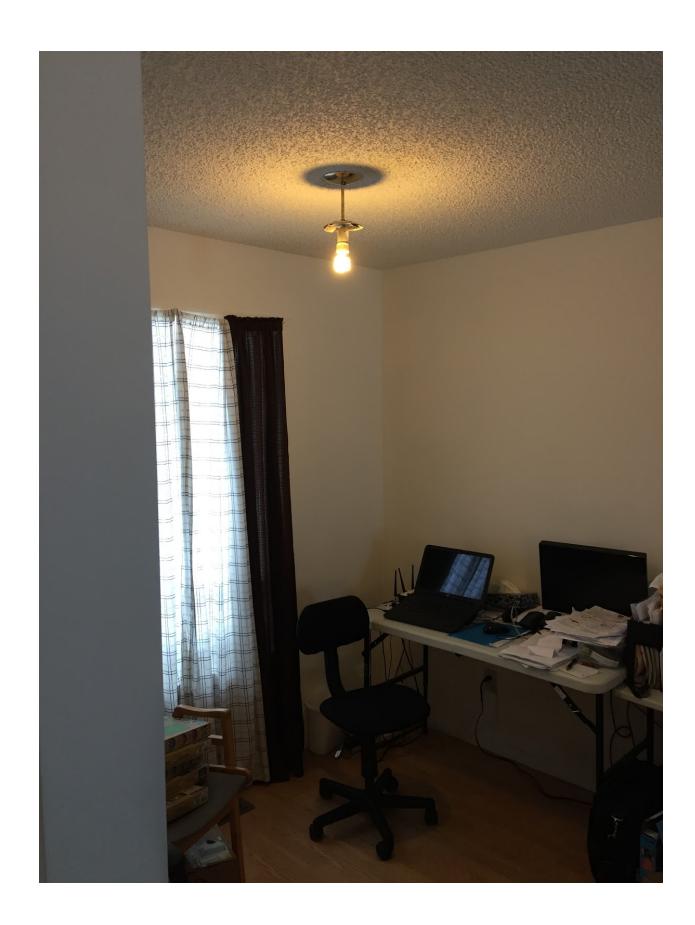




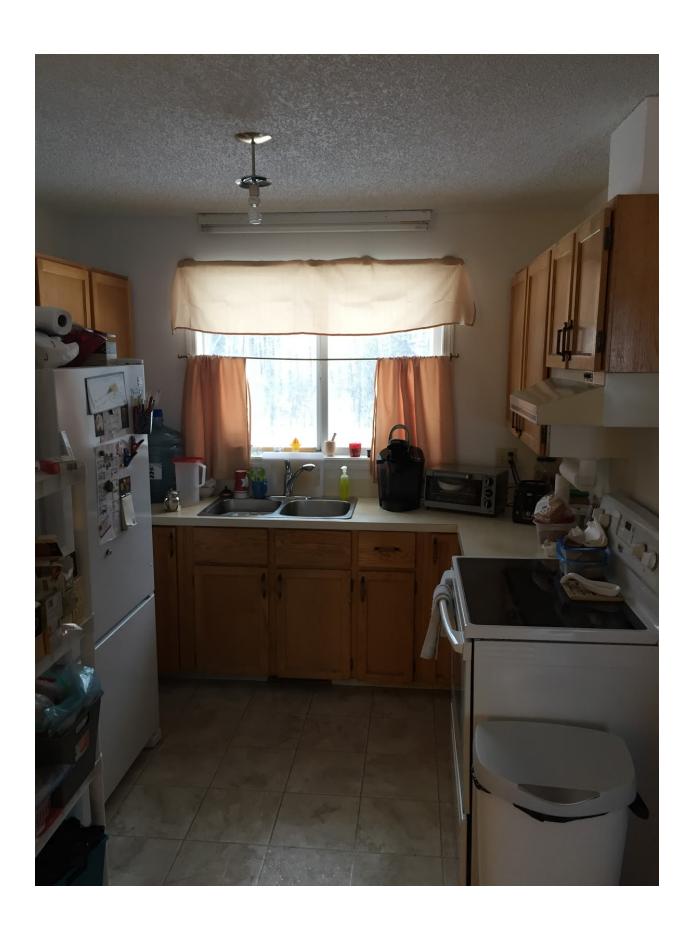


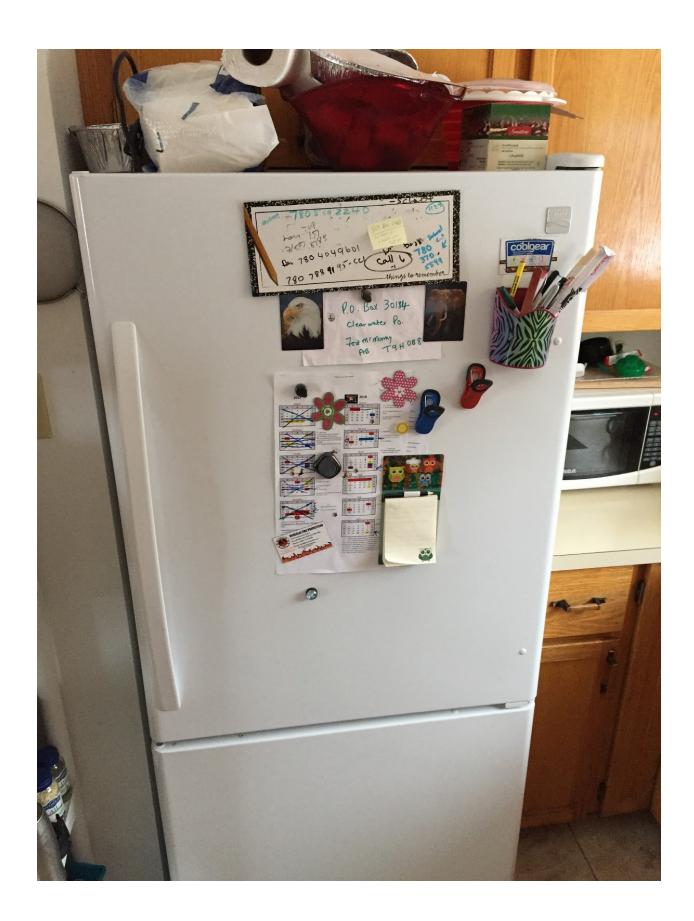








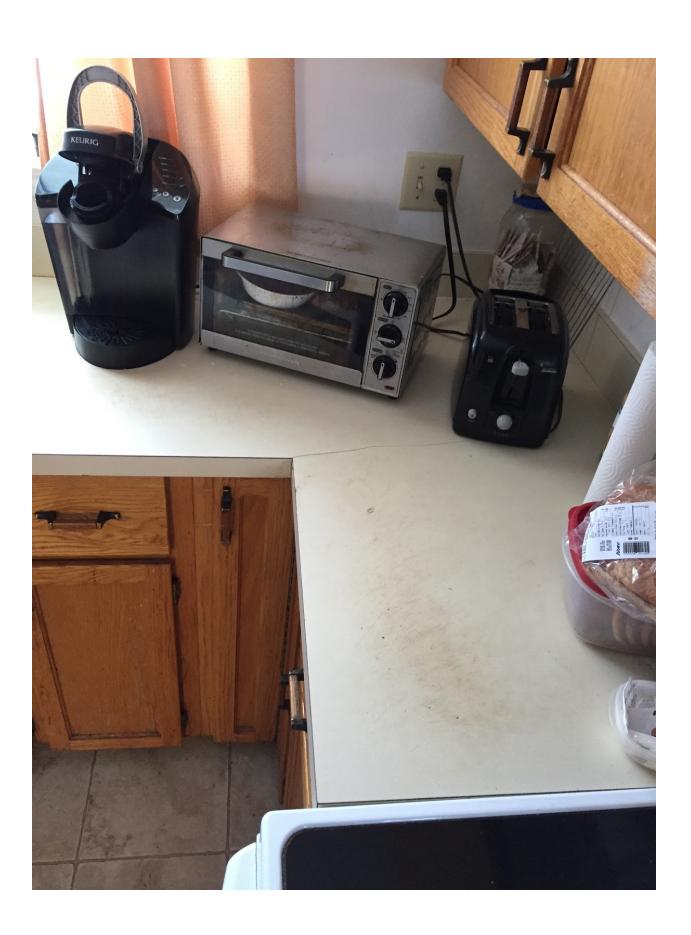




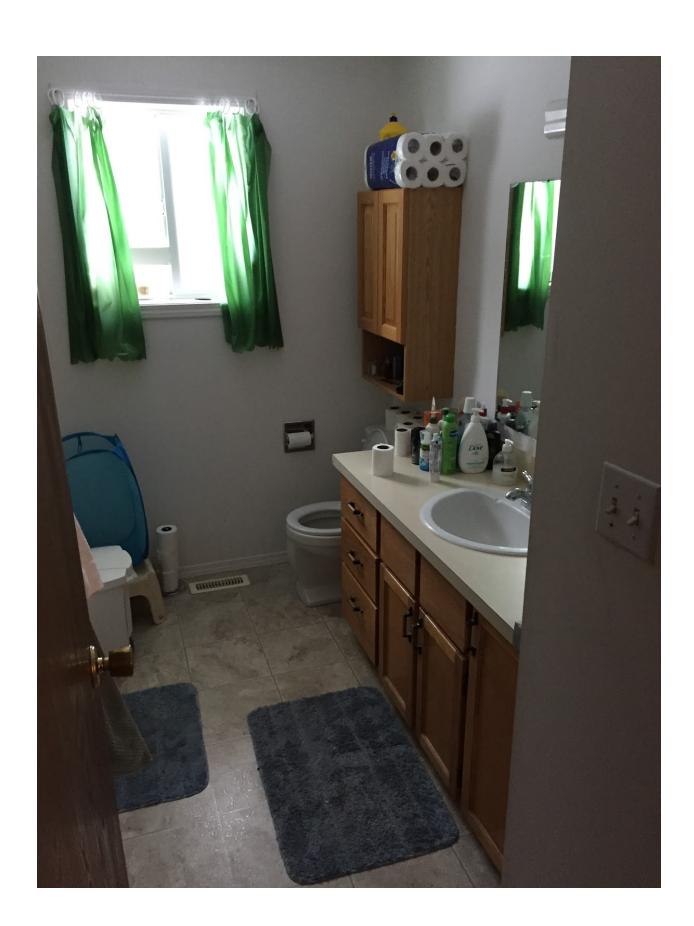


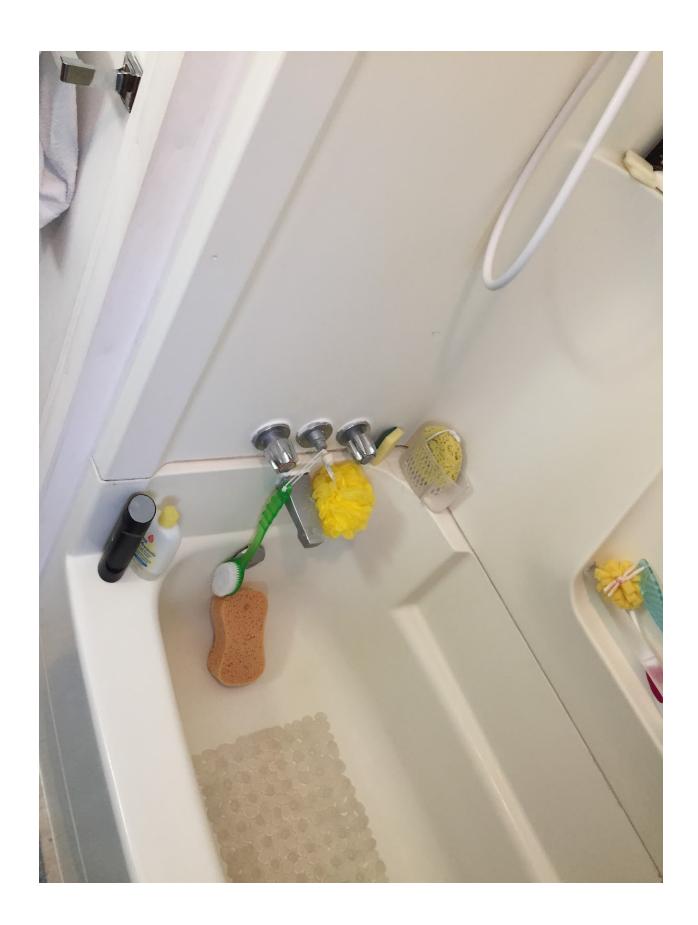


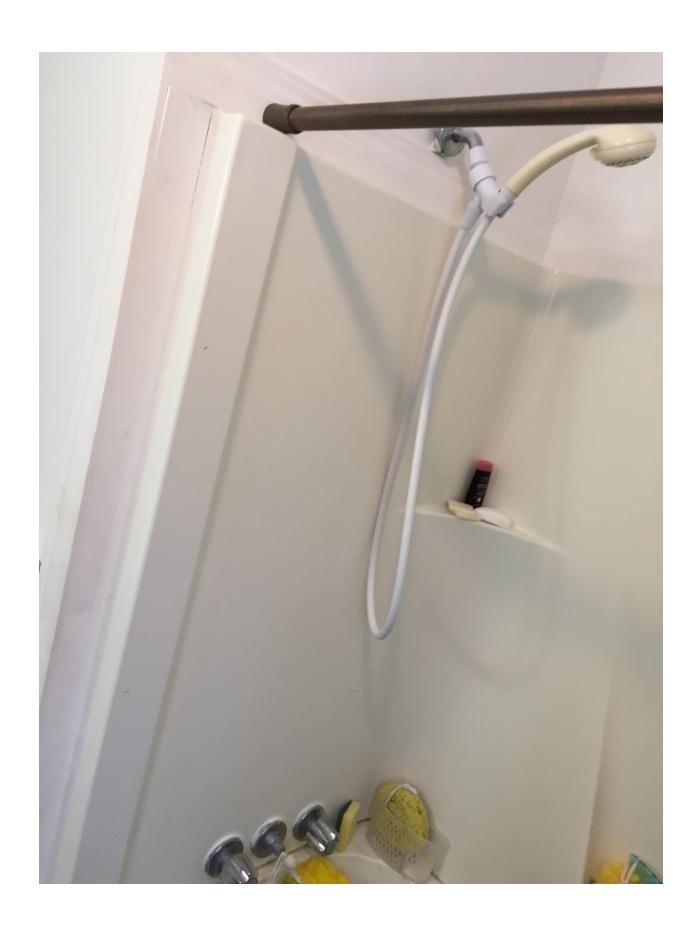


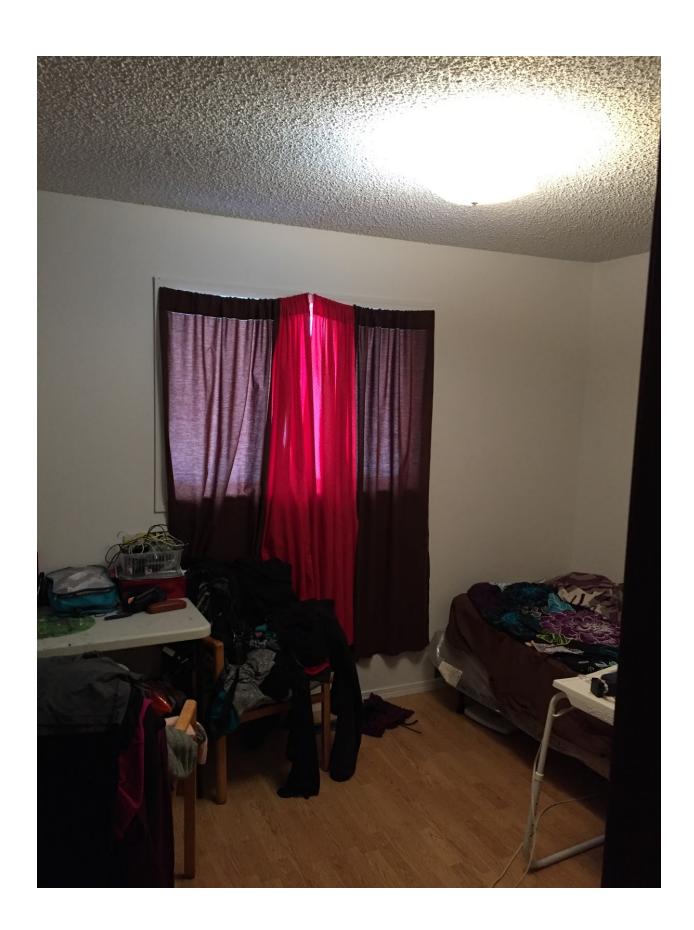


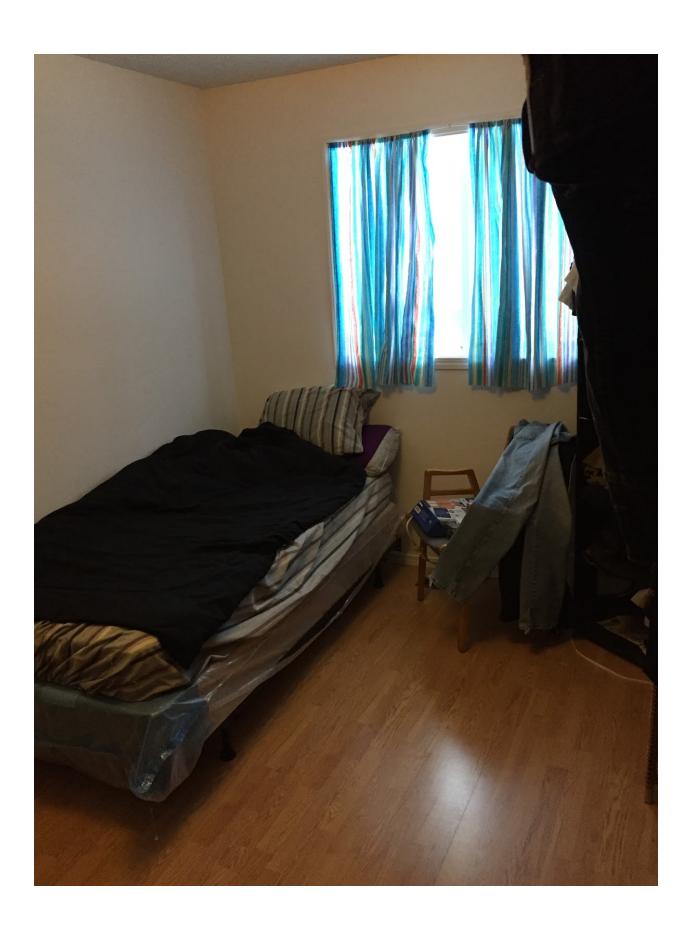


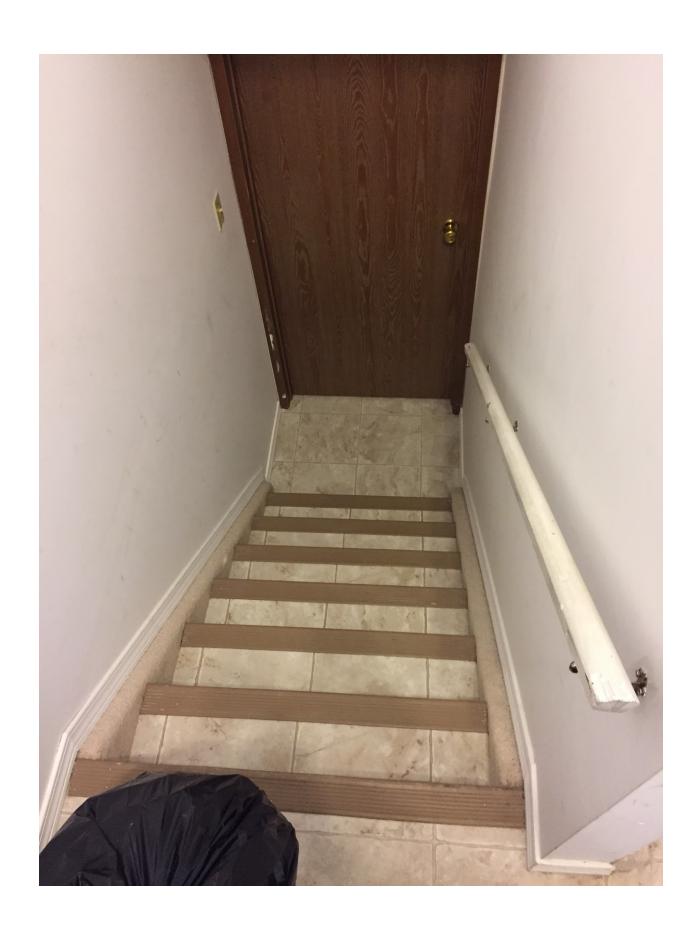


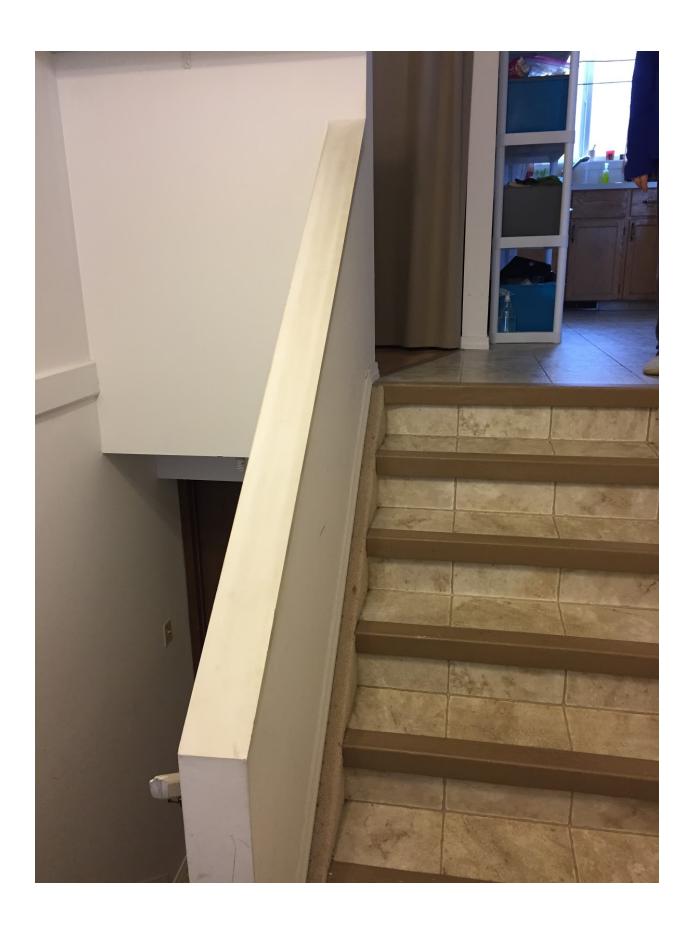








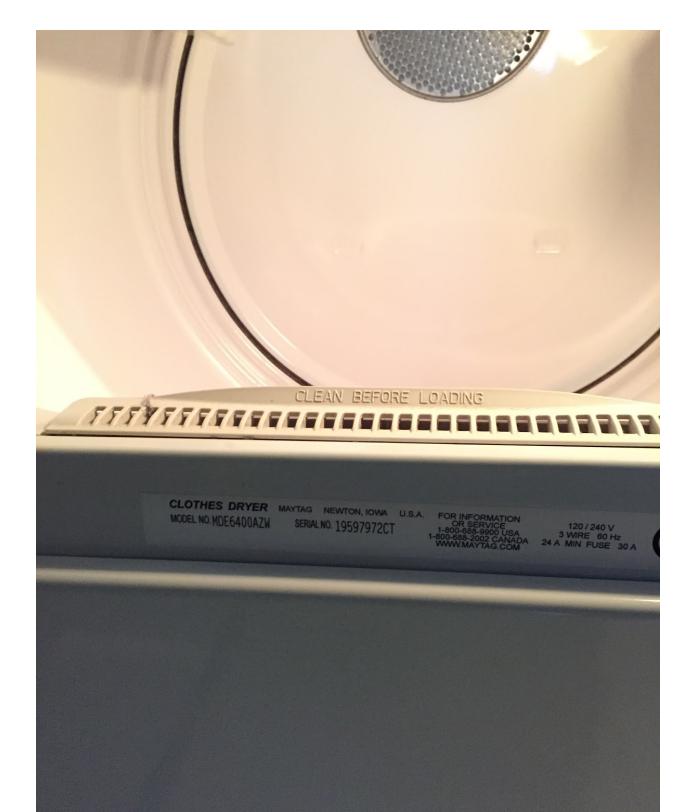






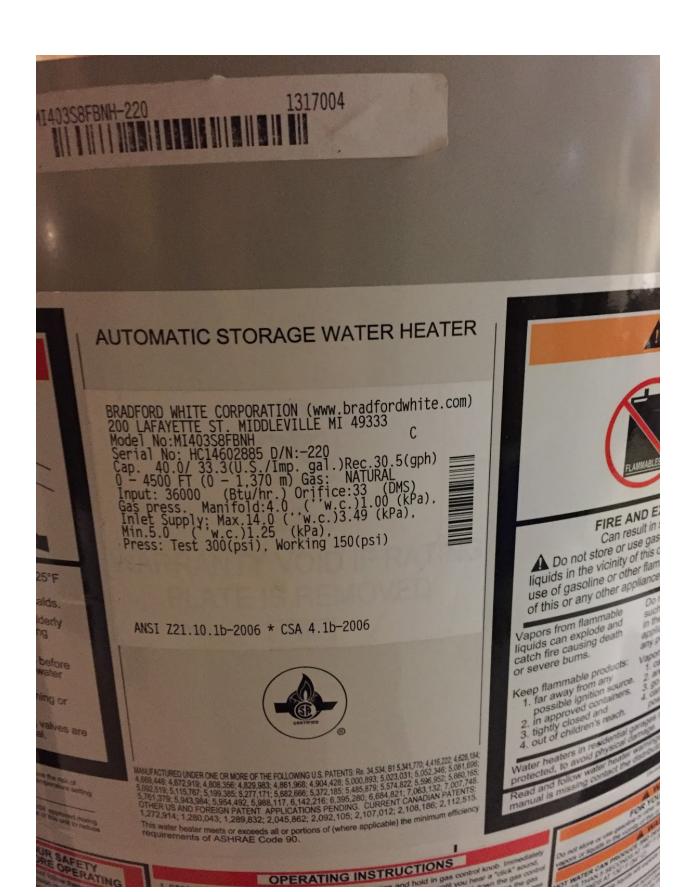






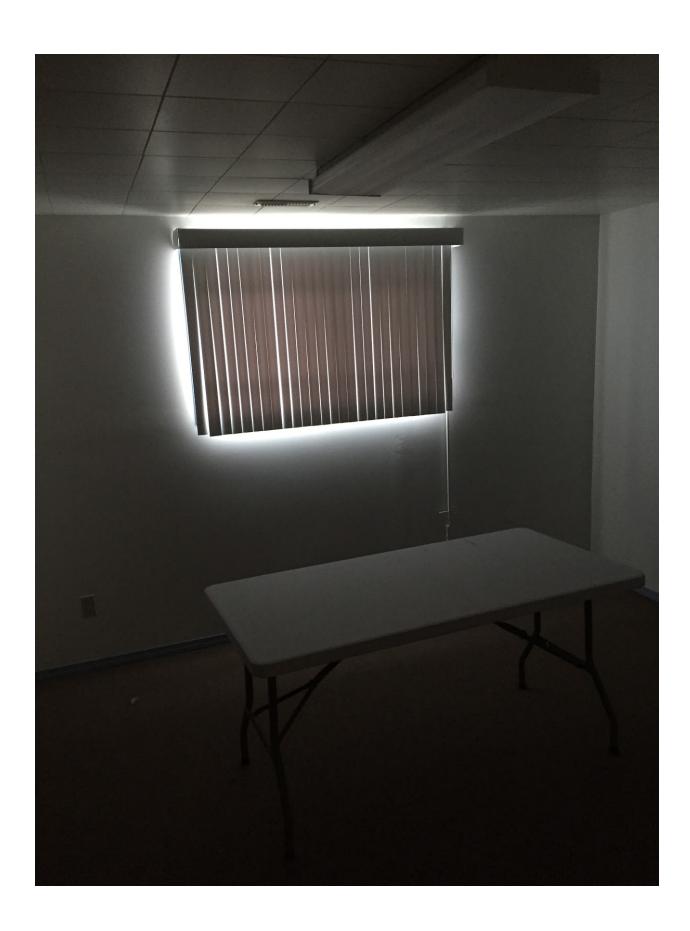










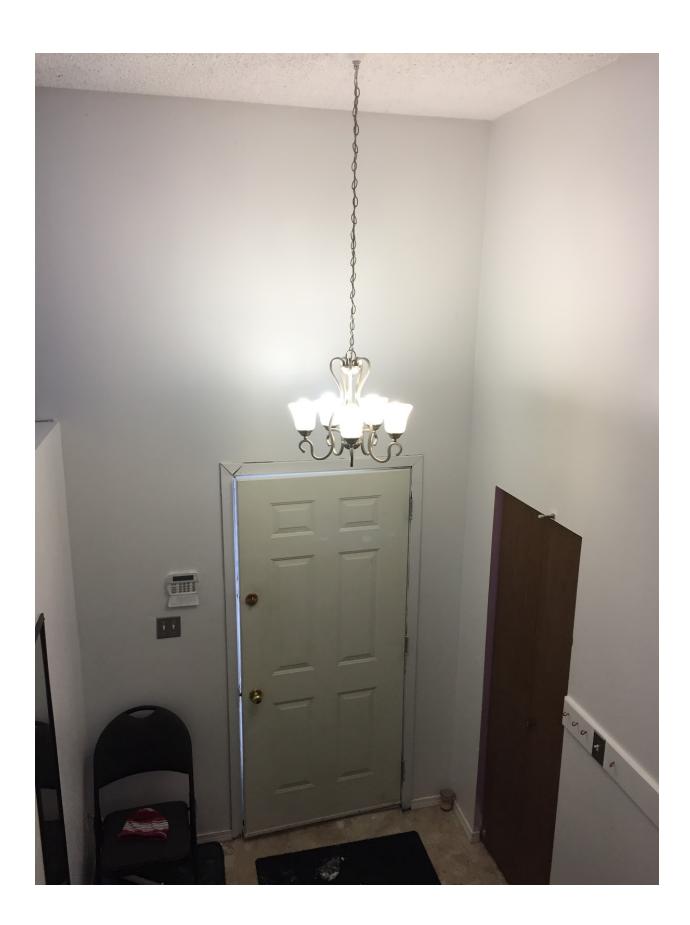






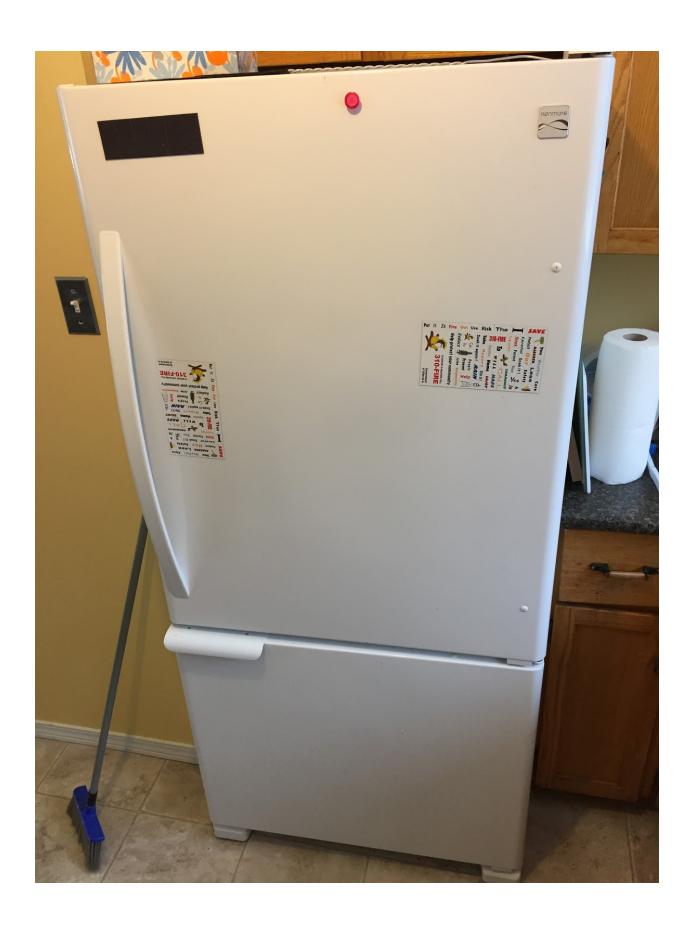


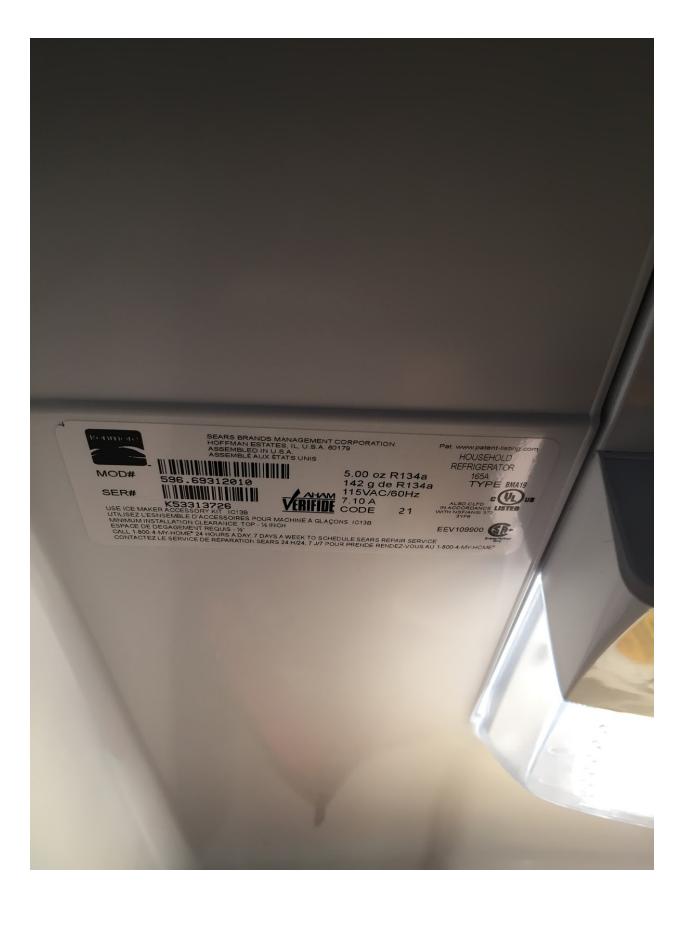






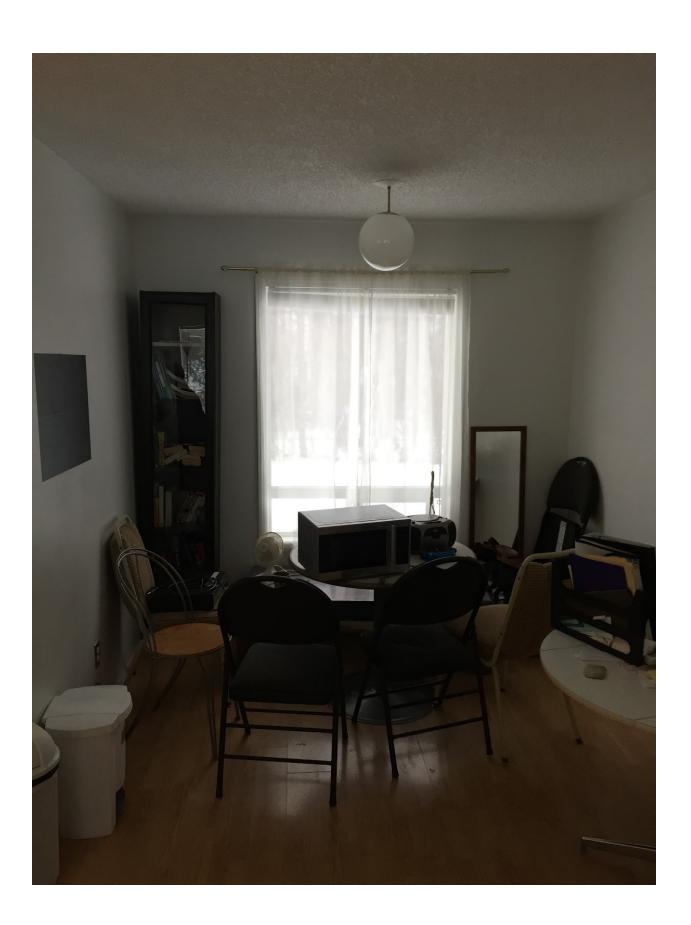






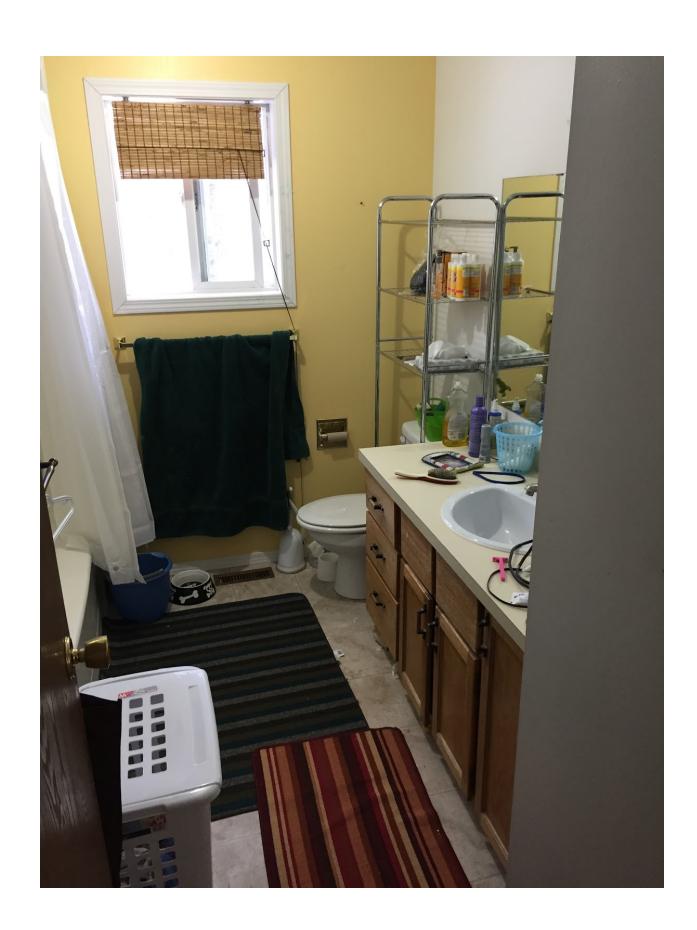


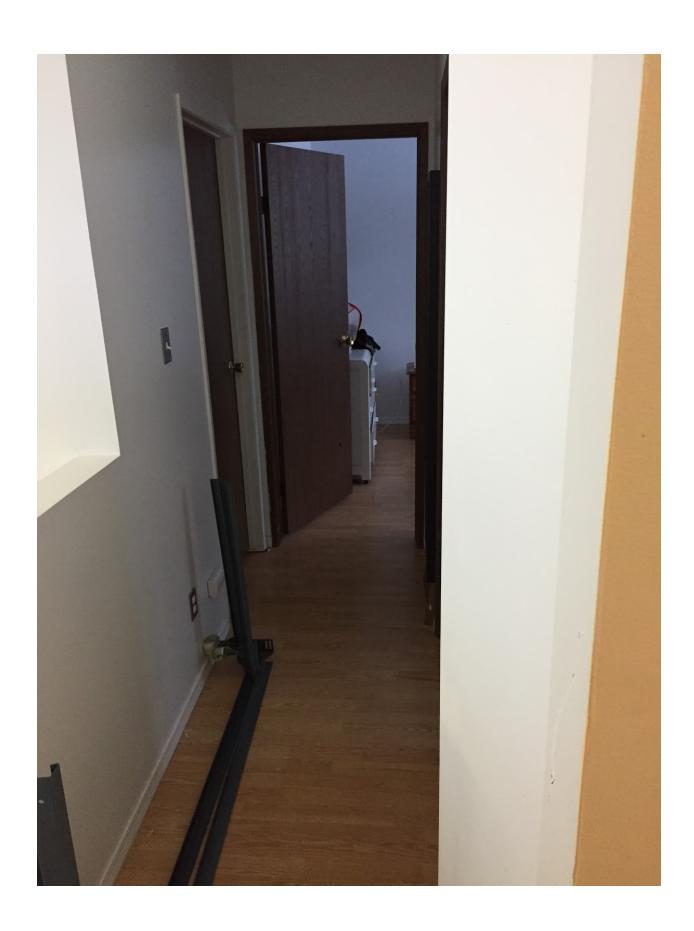


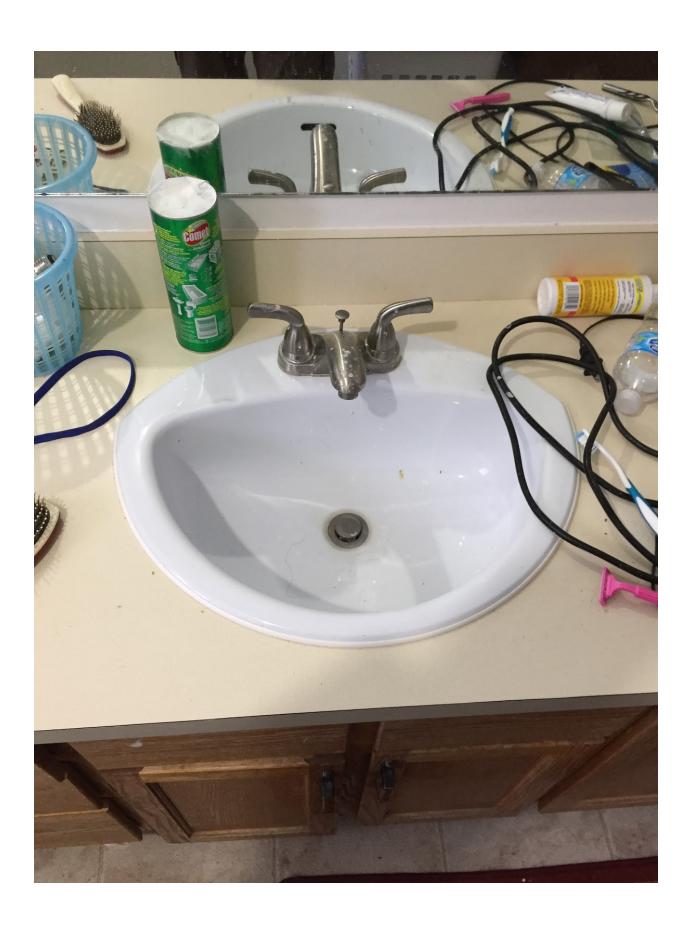


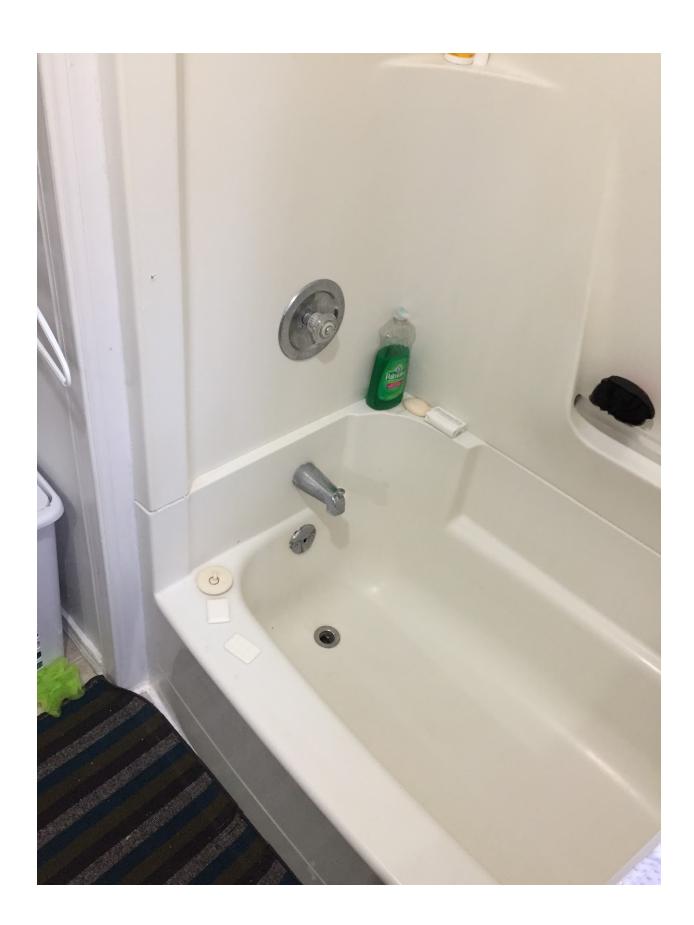








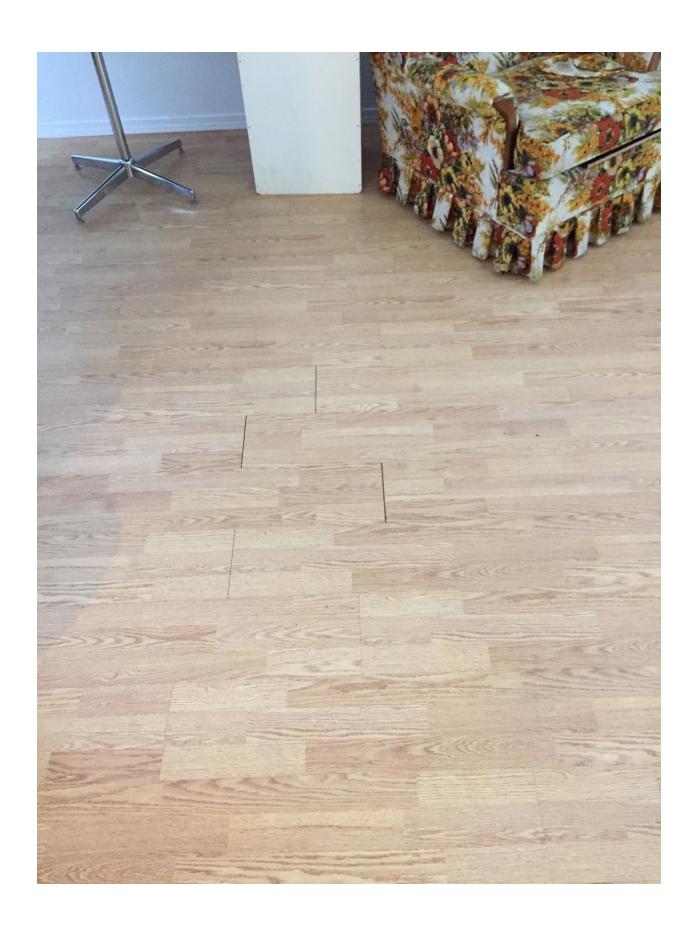


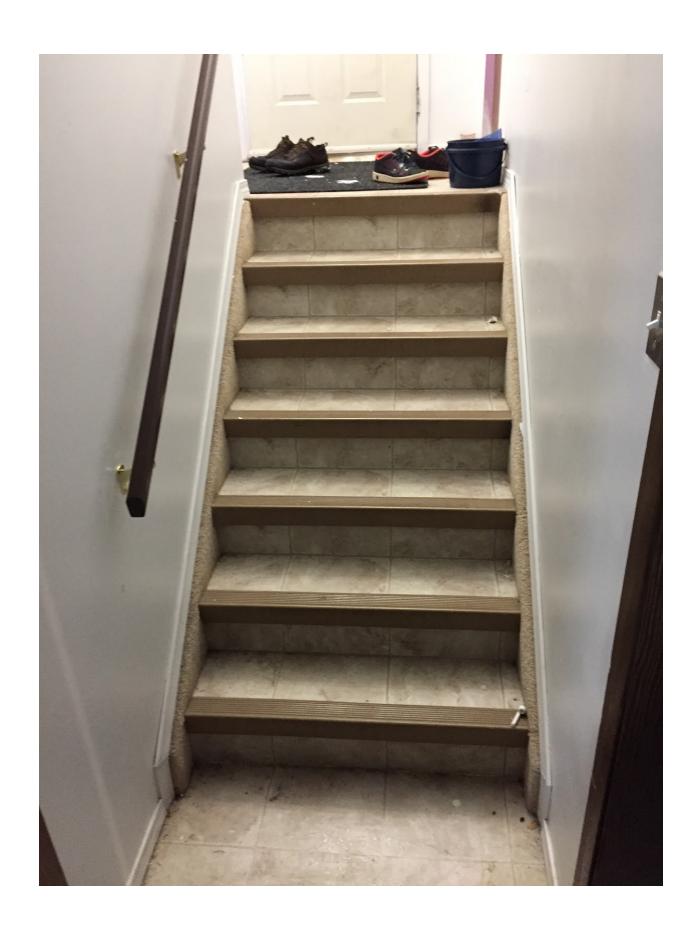




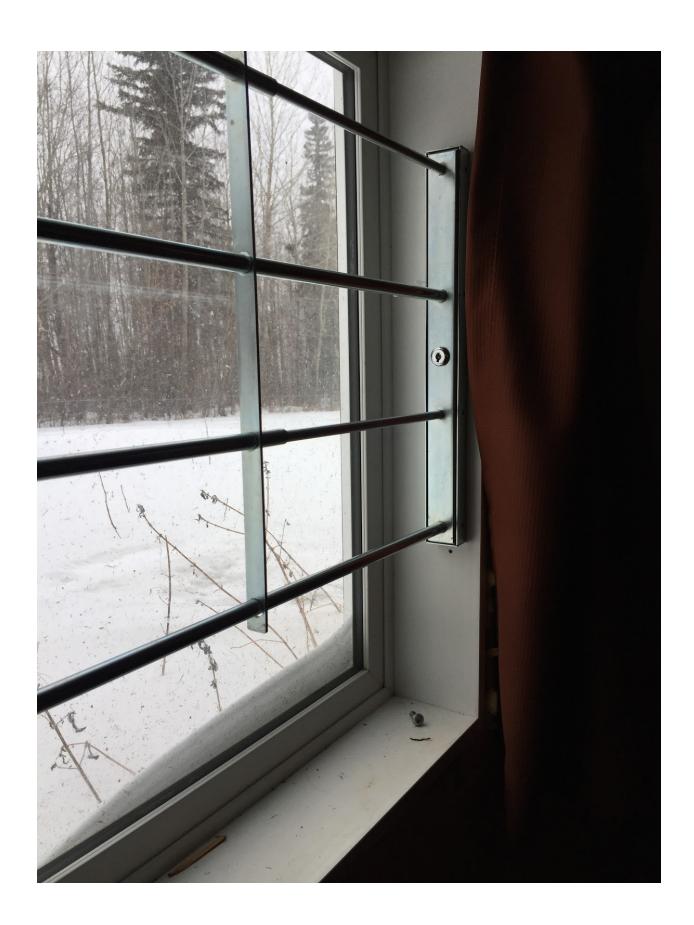






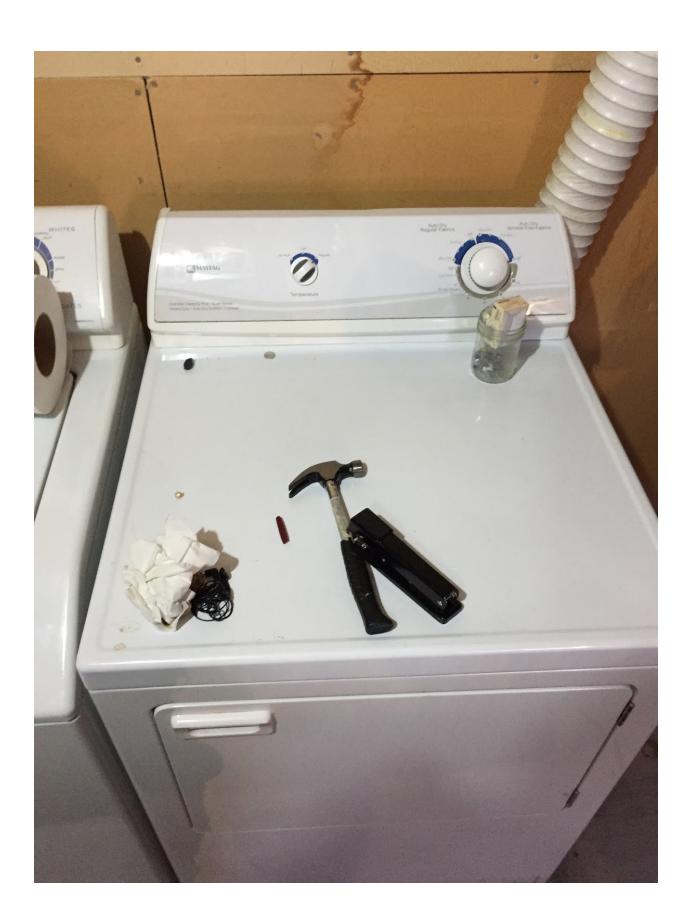


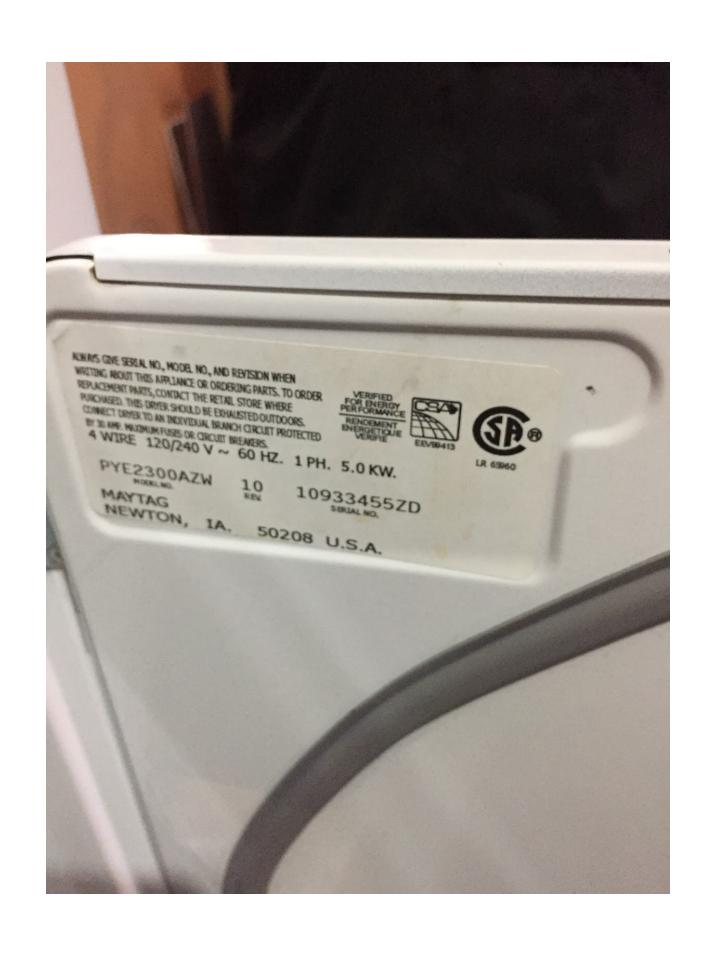




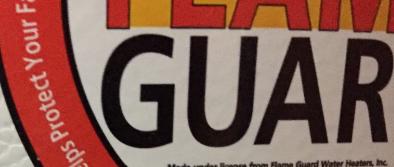












Made under license from Flame Guard Water Heaters, Inc. Fabriqué avec l'authorisation de Flame Guard Water Heaters,

Safety System • Système de sec

G640S34FV-04

B4134

Gas - Gaz Natural Altitude(ft): 0-4500

Input (BTU/h) Entrée 34000 Altitude(m): 0-1371

Capacity/Capacite 40 USgal 151 Litre

Recovery/Recuperation 30.9 USg/h@100F 117 L/h@55C

Gas Press max/min 14.0/6.0in wc 3.49/1.49kPa Orifice 36

Manifold press 5.0in wc 1.25kPa

Minimum Dégagements minimaux à Clearance to assurer entre les Combustibles constructions combustibles Flue Back in/po 6 1 1 152 25 203 102 Dessus Devant Chemines Arriere Cotes May be installed in — Pour l'inst. Alcove/Claset - Plancher

essions Test Pressure 300psi/2070kPa

Working - Norm 150psi/1034kPa

AUTOMATIC STORAGE WATER HEATER

Suitable for water (potable) and space heating. Serial - No. de Serie Suitable for water (potable) and space he S0939 F701794 For closet or alcove installation. Not for installation in a mobile home.

> This appliance must be installed in accordance with local codes. In the absence of local codes the National Fuel Gas Code ANSI Z223.1 for U.S. and CSA B149.1 for Canadian installations must be used.

ENERGY CUT-OFF CONTROL This model is enthery CUT – OFF CONTROL This model is equipped with a control which has a built in ECO (Energy cut – off). The ECO will shut the gas off, should the outlet water temperature exceed 200F, if the ECO has tripped, the entire gas control must be replaced. For gas control replacement, contact your local gas utility, or a qualified service technician. The replacement control must be an identical model to the control which has been removed. removed.

CHAUFFE - EAU A ACCUMULATION Pour chauffage de l'eau (potable) at des Cet appareil est certifié pour l'installation placards et les alcôves. Ne pas installer (caravanes.

Cet appareil doit être installé conformément Cet appareil doit être installe conformément normes locales, en accord avec les normes du "Netional Fuel Gos" ANSI 2203 1 pour les blies "Netional Fuel Gos" ANSI 2203 1 pour les blies COMMANDE AVEC CIRCUIT DE COUPURE COMMANDE AVEC CIRCUIT DE COUPUR DE COUPUR DE COMMANDE AVEC CIRCUIT DE COUPUR de seu commande incorporant un circuit de soupur d'une commande incorporant un circuit de soupur d'une commande incorporant un circuit de soupur d'une commande incorporant un circuit de soupur de la coupur de cou d'alimentation a été déciel la commande de gaz de gaz local ou un lac

GSW Water Heating, Fergus ON Canada







