



Bid Package:

Request for Bids on Renovation of:

Unit #134

2834 Northland Drive

Located in the Community of Wabasca, Alberta

The Northland School Division

Closing: July 4, 2025

Time: 2:00 pm Local Time

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Request for Proposal

1 Scope of Work

1.1 General Expectations

This specification governs the supply of all labour, materials, and equipment for the renovation of unit **134** in **Wabasca**, Alberta. The renovation aims to give the house a new lifespan and bring the unit up to current operational and cosmetic standards.

Should a bidder submit an alternate method or approach to the proposed one, the Northland School Division (Northland) reserves the right to evaluate it at its own discretion and will accept or reject the bid based on its review findings.

Any additional necessary repairs uncovered during the renovation that were not addressed under this bid document will be discussed with the Northland School Division's Housing Coordinator. A change order will be completed if an agreement is reached on the corrective action to be taken. No work outside the scope of the contract will be completed prior to authorization being provided by the Division.

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 municipality has issued the Renovation Permit (If Required).

f) Copies of all permits are to be filed with Central Office, The 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 throughout the project.

1.4 Traffic Control, Security and Public Safety

- a) The Contractor must provide traffic and pedestrian control when and where required for all work.
- 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 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 as spares for the housing division. A report on the types and amount of materials recycled will be provided to the Housing Coordinator of The 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 regulations thereunder.
- c) Salvage or materials from the renovations, either within or outside the area, shall not be sold at or near the renovation site. The public shall be prohibited from accessing any part of the renovation area.

1.6 Remediation of Hazardous Material

Should the contractor find any hazardous materials on site, they shall notify The 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 posting 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, be filled out by the Contractor, and be installed before 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 to 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. The summer months must 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 The Northland School Division. The unit is a 2 bedroom, 1 bath unit and is approximately 960 sq. ft. (**Note:** *If any aspect of this scope of work is deemed to be not in need of repair or replacement, a note to that effect will be made in the tender package, along with supporting rationale, and reflected in the pricing*):

- The entire house's existing flooring shall be removed and replaced with high-quality vinyl plank flooring. Stairs and nosing will be included.
- Bathrooms:
 - Install a new tub and toilet
 - Replace shower walls, finished with either tile or an approved shower wall system
 - Install new towel bars, toilet paper holders, and shower curtain bar hardware.
 - Replace bathroom cabinets, counters, sink, and faucet.

- Older plumbing to be replaced with current plumbing materials, i.e., Pex water lines and ABS plumbing material
 - Install new bathroom exhaust fans and lighting
 - Extend the bathroom, knocking down the shared wall with the kitchen to do so.
- Inspect water lines and drains for possible damage, and repair as required. (Provide work order estimate if repairs are required)
- The unit will be completely repainted, including the doors, trim, and ceilings. The ceilings will be scraped down to refinish with knockdown.
- Install new closet shelving in all closets.
- Repair and/or replace all damaged drywall.
- Replace all panelling and ceiling tiles with drywall, and finish appropriately, i.e., the ceiling will be textured.
- Replace kitchen cabinets and counters. The Housing Coordinator will approve cabinet products, including backsplash, before installation.
- Replace the kitchen sink, faucet, and range hood
- Replace tile backsplash.
- Install new screen doors.
- Replace all exterior doors, including frames, Kaba mechanical keypad deadbolts, and screen doors.
- Replace all electrical light fixtures, smoke detectors, carbon monoxide detectors, plugs, and switches, installation of a new electrical panel with Arc fault breakers
- Install pot lights in the living room and bathrooms.
- Exterior lights at each door to be replaced with RING security floodlight cameras.
- Connect the house to the primary water service line; the current service line cannot be located.
- The concrete foundation will be inspected and finished with insulated frost walls, drywall, the first coat of tape, and primed white.
- Ductwork and vents must be replaced, as the current HVAC system is inadequate due to poor air circulation.
- Repair grading and foundation, where required.
- Replace sump pump system if applicable/required.
- Ensure correct slope around the entire house.
- Install a new furnace and hot water tank.
- Move the furnace and hot water tank room located on the west-facing wall to the central area.
- Knock down old walls from the old furnace/water tank room to allow the extension of the kitchen
- Complete all roof repairs as required, including the replacement of all roof vents.

- Reshingle roof with 30-year shingle roofing material, as approved by the Housing Coordinator.
- Replace house siding with vinyl siding; the Housing Coordinator must approve the quality and colour before commencing work. This includes new soffit, fascia, and eaves troughs.
- Upon completion of construction, the house, including the furnace and ductwork, is to be cleaned by professional contractors as approved by the Housing Coordinator.

Note:

- Contractor to provide their own accommodations.
- The contractor will supply all materials for renovations.

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

Renovation material selections. Some products may vary due to availability; however, contractors must adhere to the following minimums regarding quality and style. The intent is to only use quality products, reducing longer-term maintenance costs while improving operability and style. No products will be substituted without prior written approval from the Northland School Division Housing Coordinator (requests for substitution will require supporting information regarding the suitability of the proposed substitute). The following list identifies products that **require approval** before final selections are made. The list is not exhaustive; additional approvals may be required as the work commences. SKU numbers are from Home Depot for reference.

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

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

2 Process and Schedule

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

2.1 Submission Closing July 4, 2025

Proponents will submit their quotes per the instructions in Section 3 of this document on the proposal closing date and during the period set out in the RFP document. Only submissions that address all stated requirements will be considered.

2.2 Evaluation and Ranking of Submissions July 7, 2025

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, the 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 The Northland School Division. Certain additional approvals may or may not be needed before an announcement can be made. The 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 the Northland School Division. The Northland School Division retains the right not to enter into a contract for every renovation project listed, as changes in direction may lead to fewer homes being renovated. For example, it may be decided by the Northland School Division that we only renovate one of the listed units instead of two.

2.5 Schedule

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

3 Requirements for Submission

Contractors wanting to submit a proposal shall, at their own expense, prepare and submit to The Northland School Division 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 a partnership, all partners shall sign and have their 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 The Northland School Division 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 The Northland School Division with a completed certified copy of the policies for the above coverages before 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 the regular hourly labour 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 over the past five years.

3.5 References

Provide a list of recent clients, for whom your firm has performed similar work in terms of size and cost in the last five (5) years, who can serve as references. Ensure that complete contact information for each of the references is provided.

3.6 Quality Assurance

A photo log will be kept of the progress of the job, including before and after pictures submitted with the 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 that the work was performed as required. The Division's Housing Coordinator will complete a final walk-through before final payment is issued.

3.7 Legislative Requirements

Potential bidders will be aware of and compliant with all applicable codes, rules, and regulations regarding safety and the protection of the environment, and they will be in good standing with the Workers' Compensation Board (WCB) requirements.

4 Evaluation & Ranking

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

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

The Northland School Division may request additional information or clarification from any firm regarding its submission within the seven-day 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 delivery. 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 July 4, 2025, 2:00 p.m. local time.

Attention: Douglas Aird, Secretary-Treasurer
The Northland School Division,

9809-77 Avenue
Peace River, Alberta T8S 1C9
Email: tenders@nsd61.ca

5.2 Designated The Northland School Division 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:

Matthew Gonzales, Housing Coordinator
Northland School Division
Office Phone: 780-624-2060, ext. 6165 Cell Phone: 780-618-7594
Email: matthew.Gonzales@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 The Northland School Division or any agent or any person, group or organization funded in whole or in part by The Northland School Division, 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 The Northland School Division immediately, in your submission, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

5.4 Freedom of Information

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

6 Appendices

- Floor plan for Unit 134

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 - Unit 134 Qualification Bid Form

The Northland School Division
9809-77th Avenue
Peace River, Alberta T8S 1C9

Name/Firm: _____

Street Address: _____

City or Town: _____

Province Postal Code: _____

Telephone Fax: _____

The 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 to satisfy the mandatory criteria, in accordance with the requirements prescribed herein.
- 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 or 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 the information provided herein is true and correct to the best of my/our knowledge.

Name/Firm: _____

Address of Firm

Address of Firm

Witness

Signature of Official(s)

Witness

Signature of Official(s)

Date: _____