



# **Bid Package:**

**Request for Bids on Renovation of Housing Unit (#57)  
890 Northland Crescent 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 is intended to govern the supply of all labor, materials, equipment for the renovation of one unit (#57) in Wabasca, Alberta. The purpose of this renovation is to give a new life span to the house and bring the unit up to current standards operationally and cosmetically.

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 the renovation, that were not addressed under this bid document, will be discussed with The Northland School Division's Housing Coordinator. If an agreement is reached on the corrective action to be taken, a Change Order will be completed. 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 Renovation Permit (If Required) has been issued by the municipality.

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 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 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 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 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 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 The Northland School Division. The unit is a two-bedroom, one bath unit and is approximately 900 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*):

- Existing flooring for the entire house shall be removed and replaced with high-quality vinyl plank flooring. Stairs and nosing to be included.
- Bathrooms:
  - Install 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-B water lines and ABS plumbing material
  - Install new bathroom exhaust fans and lighting

- Inspect water lines and drains for possible damage, repair as required.(Provide work order estimate if work is required)
- Complete repainting of the unit, including doors, trim, and ceilings. Ceilings to be scraped down to refinish with knockdown.
- Replace interior doors, including hardware and trim.
- Install new closet shelving in all closets.
- Repair and/or replace all damaged drywall.
- Replace all paneling and ceiling tiles with drywall, finished appropriately, i.e., ceiling to be textured.
- Replace kitchen cabinets and counters. The Housing Coordinator will approve cabinet products prior to installation, including backsplash.
- Replace the kitchen sink, faucet, and range hood
- Replace tile backsplash.
- Any windows that are not already vinyl framed will be changed out unless they are approved to remain. (Contact housing coordinator for approval)
- Install new screen doors.
- Install new basement windows.
- Install faux wood blinds on all windows.
- All windows screens to be repaired/replaced to new condition.
- Replace all exterior doors, including frames, Schlage keypad deadbolts, and screen doors.
- Replace all electrical light fixtures, smoke detectors, carbon monoxide detectors, plugs, and switches.
- Install pot lights in the living room and bathrooms.
- Exterior lights at each exterior door to be replaced with RING security floodlight cameras.
- Repair wood basement floor, where necessary, and then painted.

- Basement walls to be painted.
- Concrete foundation to be inspected and finished with insulated frost walls, drywall, the first coat of tape, and primed white.
- Repair grading and foundation, where required.
- Replace sump pump system if applicable/required.
- Ensure correct slope around the entire house.
- Replace exterior decks including, railing and stairs.
- Install new furnace and hot water tank, replace if required.
- Complete all roof repairs as required, including the replacement of all roof vents.
- Re-shingle roof with 30-year shingle roofing material, as approved by the Housing Coordinator.
- Replace house siding with vinyl siding; quality and color to be approved by the Housing Coordinator prior to work commencing. This includes new soffit, fascia, and eaves troughs.
- Upon completion of construction, the house is to be cleaned, including the furnace and ductwork, by professional contractors as approved by the Housing Coordinator.

Note:

- Contractor to provide their own accommodations.
- All materials for renovations will be supplied by the contractor.

**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 will be required to adhere to the following minimums with respect to 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.

- 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.**
- 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**

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 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 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 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 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 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 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 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, 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 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 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 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 Coordinator before final payment will be issued.

### 3.7 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 The Northland School Division 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, The Northland School Division 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.

The Northland School Division 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 July 4, 2025 2:00 pm local time.

Attention: Douglas Aird, Secretary-Treasurer  
The Northland School Division, 9809-77 Avenue  
Peace River, Alberta T8S 1C9  
[TENDERS@nsd61.ca](mailto: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, The Northland School Division  
Office Phone: 780-624-2060, ext. 6165 Cell Phone: 780-618-7594  
[matthew.gonzales@nsd61.ca](mailto: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 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:

### 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  
Reno Unit #57  
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, 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 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: