



TENDER REQUEST

**Stratford Town Hall Gutter, Downspout, and
Fascia Replacement**

**TOWN OF STRATFORD
234 Shakespeare Drive
Stratford, PEI
C1B 2V8**

Tender Submissions Due: October 12, 2018

1.0 General

The Town of Stratford invites qualified and experienced contractors to submit a tender quote for the provision of Gutter, Downspout, and Fascia Replacement, for the Stratford Town Hall, which shall include the supply of all materials, labour and equipment necessary to conduct the work. The requirements of the submission and scope of services are outlined in this Tender.

1.1 Submission

The proponents shall submit one (1) copy of their tender in a sealed envelope, clearly marked with the name of the project to the front desk at:

Town of Stratford
234 Shakespeare Drive
Stratford, PEI
C1B 2V8
Attention: Joe Driscoll

no later than **2:00 pm** on Friday, **October 12, 2018**. This will be a public opening

Emailed tender submissions will not be accepted. Tender specifications can be requested electronically by emailing

jdriscoll@townofstratford.ca

1.2 Inquiries and Amendments

All inquiries are to be directed to:

Joe Driscoll, Infrastructure Supervisor
Town of Stratford
Phone: 902-626-9130
[Email: jdriscoll@townofstratford.ca](mailto:jdriscoll@townofstratford.ca)

2.0 Terms and Conditions

- Submission constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this tender.
- The Town will not make any payments for the preparation of a response to this tender. All costs incurred by a proponent will be borne by the proponent.
- The Town does not bind itself to accept the lowest price or any tender.

- The Town has the right to cancel this Tender at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Tender.
- The Town will not be responsible for any tender that is delivered to any address other than that provided in Section 1.1 of this Request for Quotations.
- If a contract is to be awarded as a result of this Tender, it will be awarded to the proponent whose price, in the Town's opinion, provides the best potential value to the Town and who is capable in all respects to perform fully the contract requirements with the integrity and reliability to assure performance of the contract obligations.
- Proponents may not amend their pricing after the closing date and time but may withdraw their tender at any time prior to acceptance by the Town.
- Tender submissions will be evaluated as soon as practicable after the closing time.
- There will be a site tour at 2:00 pm Monday October 1, 2018. It is not a mandatory tour, but it is highly recommended that all contractors submitting bids attend. Tour will start at the gym entrance, 234 Shakespeare Drive.
- The tender, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.
- The tender submissions shall remain open for acceptance for a period of not less than thirty (30) days from the closing date of this Tender Request.

3.0 Insurance and Liability

The Contractor shall provide, maintain and pay for the following insurance coverage in the joint names of the Contractor and the Town of Stratford. Such policy will extend throughout the length of the contract period. The Contractor will have included with the quotation, **proof of ability to obtain insurance coverage.**

- a. General Liability Insurance** coverage with limits of not less than **three million dollars (\$3,000,000)** per occurrence with a property damage **deductible of five thousand dollars (\$5,000)** in the joint names of the Contractor and the Town of Stratford.
- b. Automobile Liability Insurance** in respect of licensed vehicles shall have limits of not less than **three million dollars (\$3,000,000)** per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the contractor.

4.0 Subcontractors

All subcontractors employed by the Contractor will be subject to the same terms and conditions of the contract, and will be under the supervision and control of the Contractor. The Town of Stratford may, for reasonable cause, object to the use of a proposed subcontractor and require the Contractor to employ another subcontractor. Nothing contained in this contract shall create a contractual relationship between a subcontractor and the Town of Stratford.

5.0 Terms of Reference

5.1 Scope of Work

The Town of Stratford is seeking the services of a qualified contractor to undertake replacement of all fascia, gutter, and downspouts at the Stratford Town Hall. The Contractor shall supply all materials, labour and equipment required to complete the project.

The Contractor shall supply for the **Stratford Town Hall: 6” Gutter, downspouts, and fascia.** The Clock Tower is not included in this tender.

- i. The work is to include the following, but not necessarily be limited to:
 - a) Remove all gutter and downspouts (excluding Clock Tower);
 - b) Remove all cement board fascia (Excluding Clock Tower);
 - c) Install new fascia using material that resists scratches, stains, insects, moisture, mold, and mildew; (Azek or equivalent)
 - d) Paint fascia to match existing building paint scheme;
 - e) Install new 6" gutter and downspouts; and
 - f) Install all materials as per manufacturers specifications;

- ii. The Contractor shall:
 - a) Remove existing fascia only where gutters are attached;
 - b) Report to the Town of Stratford any unusual or extraordinary observances;

- iii. The Contractor shall be responsible for:
 - a) Ensuring the work is completed in a safe manner, in full compliance with Occupational Health and Safety Act and Regulations;
 - b) Erecting temporary barricades, fencing or warning signals around the worksite for the safe passage of persons to and from the buildings;
 - c) Removing rubbish and debris from the site on a daily basis;
 - d) Repairing any damage to the buildings, property or grounds resulting from the work of this contract;
 - e) Ensuring a thorough site cleaning, to the Town's satisfaction, upon completion of the work.

5.2 Submittals

The Contractor must include in their Tender Submission the following items:

- Completed Tender Bid Form
- Proof of Commercial General Liability Insurance
- Proof of Good Standing with WCBPEI (Workers Compensation)

5.3 Terms of Payment

Payment will be made for work completed within 30 days of substantial completion of the work required under the project.

5.4 Schedule

Tender Request Issued	Sept. 26, 2018
Site Tour	Oct. 1, 2018 @ 2:00 pm
Submission of Tender Bids	Oct. 12, 2018 by 2:00 pm
Award of Contract	TBD
Completion of Project	Nov.23, 2018

(All work and cleanup to be completed by Nov. 23, 2018)

Bid Form – Stratford Town Hall Gutter, Downspout, and Fascia replacement

1. This tender submission has been prepared and submitted by:

(Contractor)

(Address)

(Phone)

2. This tender is for the provision of all labour, equipment, and materials necessary to perform the partial roof replacement project as required under tender request.
3. The Contractor declares:
 1. That the Contractor was familiar with local conditions relevant to this tender.
 2. That the signing officers on this quotation form are authorized to sign on behalf of the Contractor.
 3. That all of the above were taken into consideration in preparation of this submission.
4. The Contractor agrees:
 1. To enter into a contract to supply all labour, material and equipment and to do all work necessary to supply, deliver and install all items as described and specified in these specifications. Such contract shall be formed through this Tender Request, the Contractor's bid and the issuance of a Purchase Order, duly issued by an authorized signing officer(s) of the Town of Stratford, upon award of the work.

Bid Form – Stratford Town Hall Gutter, Downspout, and Fascia replacement

Location: Stratford Town Hall

Fascia and Gutter:

The Stratford Town Hall requires the removal of old gutters and downspouts and fascia, and replacement with composite type fascia, (Azek or equivalent). 6” aluminum Gutter, and Downspouts.

Approximate length: 290 Meters

Price \$

Applicable Taxes \$

Total Price \$

Signature

Dated this _____ day of _____, 20_____.

Authorized Signing Officer

Date
