



Request for Quote (RFQ) Town of Vauxhall – Building Addition

GENERAL INFORMATION

Invitation

The Town of Vauxhall, (hereafter referred to as “The Town” or “Town”), is seeking an appropriate and qualified contractor for the supply materials and complete Building Renovations on the building located at:

417 4th Street North (The Vauxhall Recreation Complex)
Vauxhall, Alberta

Scope of Services

Supply materials and complete building addition as described below and discussed at an on-site meeting on location at **417 4th Street** in Vauxhall Alberta. A brief description of tasks is below:

1.0 Building addition

- Obtaining all or any permits
- Provide all materials and labour.
- Construct a 30-foot by 30-foot structure 20 feet high with one 12-foot by 12-foot insulated overhead door and one insulated metal walk-in door.
- Prepare base and install concrete footings, 4-foot ICF walls on 30 inch strip footing and 6 inch concrete rebar reenforced 16 inch center floor pinned to match existing elevation.
- Installation of electrical for interior lighting, exterior lighting, 4 duplex power outlets and 3-way switch lighting between existing building and walk-in door
- Installation of natural gas piping for addition heat.
- R20 insulated walls, R30 insulated ceiling vapor barriers and drywall mudded and prepared for priming.
- Hanging of color matched metal siding and eavestrough.

A one year warranty period for all materials and works will begin immediately following acceptance during the final inspection.

RFQ RESPONSE

The RFQ response shall consist of a brief narrative demonstrating the proponent's overall ability to perform the work and deliver the project scope specified to the Town

Specifically, the narrative shall consist of the following two sections:

Section 1: A description of the proposed service to be provided to The Town, including a timeline for completion.

Section 2: The proposed fee (Lump Sum) for each Item or group of Items outlined in the "Scope of Services" section of this document for supplying such works to The Town including taxes and disbursements.

PAYMENT

Selected Proponent will be compensated for the services on an agreed schedule dependent on project duration.

SELECTION CRITERIA

Quotes will be reviewed and analyzed based on the following criteria:

- Proponent's ability to meet The Town's timelines.
- Proponent's Fee.

RFQ TIMELINE

The projected timeline for this RFQ is listed below and is subject to change. The Town is seeking to have all work completed prior to August 15th, 2023.

EVENT DATE

RFQ issued	March 22, 2023
On-site Meeting 417 4 th Street Vauxhall, Alberta	April 3, 2023 at 2:00 p.m. MST
Deadline for RFQ submission	April 28, 2023 at 2:00 p.m. MST

GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request for Quote (hereinafter, "RFQ") is not a contract offer.

Quote Submittals: Quotes should summarize the plan of action for the scope of services requested, detailed in the 2 response sections. Quotes must be received by the CAO or Designate no later than 2:00 p.m., MST, April 28, 2023. Proponent must submit one original and one copy.

Quotes may not be provided by electronic mail or facsimile. Quotes must be hand delivered or mailed in a sealed envelope clearly marked and addressed as follows:

**RFQ Building Addition
Town of Vauxhall
223 – 5th Street North
Vauxhall, AB T0K 2K0
ATTN: CAO
RFQ# Building Addition
CLOSING DATE & TIME: April 28, 2023 / 2:00 pm MST**

Questions about quote requirements: Proponents with questions regarding this RFQ may contact: Cris Burns, CAO via email at cburns@town.vauxhall.ab.ca

Quote Package Form: All quotes shall be typed or handwritten.

Arrears: No Proponent may be in arrears to the Town of Vauxhall by way of : Business licensing fees, Taxes or Utilities greater than \$100.00.

Late Quotes: Quotes received after the deadline for submission shall not be accepted.

Review of Quotes: The Town reserves the right to waive informalities, non-material defects, or clerical errors in any quote. The Town also reserves the right to reject any and all quotes, or any part of a quote, when said action is deemed to be in the best interest of The Town, The Town reserves the right to negotiate with one or more Proponents as it sees fit. Quotes will be evaluated based on what is in the best interest of The Town, Cost will not be the sole factor in evaluating the quotes.

Quote Costs: All costs incurred in the preparation of the quotes will be borne entirely by the individual/firm submitter.

Ownership of quotes: All quotes submitted become property of The Town

Freedom of Information & Protection of Privacy Act: All quotes submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information & Protection of Privacy Act.

Period Commitment: Quotes shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when quotes are due.

Workers' Compensation Insurance: In accordance with the Province of Alberta Workers' Compensation laws, a person contracting with The Town must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFQ. Selected proponent shall provide The Town with a certificate verifying such coverage before commencing services under this RFQ. Such policy shall require thirty (30) day notice to The Town in writing prior to alteration, cancellation, termination or expiration of any kind.

General Insurance Requirements: Selected proponent shall maintain limits no less than:
Commercial General Liability- \$2,000,000 combined single limit per occurrence for personal injury (including bodily injury and/or death) sustained by any person or persons and damage to property. The Prime Contractor shall be responsible for all costs within the deductible level under their policy coverage and any such amount shall not be more than \$5,000 with respect to each claim unless specifically agreed to by the client.

Tenants Legal Liability- Based on the actual cash value of the portion of any client-owned building occupied by the Prime Contractor.

Automobile Liability- \$2,000,000 combined single limit per accident for bodily injury and property damage.

Defense and Indemnification: Any person contracting with The Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless The Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected proponents shall pay any and all attorneys' fees incurred by The Town, its agents, or its employees, in enforcing any of the selected proponent's defense or indemnification obligations. In any and all claims against The Town, or any of its agents or employees, by any employee of a selected proponent, or anyone directly or indirectly employed by a selected proponent, or anyone for whose acts a selected proponent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected proponent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

Independent Contractor: The selected proponent to this RFQ shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

Town of Vauxhall Building Addition		
Item Number:	Description	Quote (\$)
1	Building Addition (Lump Sum)	
2	Electrical	
3	Natural Gas	
	G.S.T. – 5%	
	TOTAL:	

Contractor Name:		(Legal Company Name)
Company Address:		(Address)

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