

Shelburne Association Supporting Inclusion Request for Tender - Renovations to 71 King Street Location November 28, 2016

Organizational Background

SASI is an organization that is committed to providing quality, person-centered programs to benefit individuals with disabilities and mental health difficulties. Our Mission statement is “working with persons with disabilities to improve the quality of their lives by providing hands on training and learning opportunities”. We teach people how to advocate for themselves and encourage families to be actively involved in the lives of their family member and participate in all activities of our association.

Currently we have four vocational employment sites within Shelburne County; Heritage Hall and Shelburne Café in Shelburne, Mayflower Place in Barrington and Beech Street Studio in Lockport. We run Shelburne Group Home which provides residential services for seven clients and Barrington Developmental Residence which provides services for six clients. We also have five Independent Living apartments in both Shelburne and Barrington.

Project Description

The renovations will consist of two phases as indicated in Appendix C.

Phase One

- Demolition: Removal and disposal of any existing walls and enlarging door openings for accessibility
 Removal and disposal of drop ceiling in vestibule
 Removal and disposal of sliding door in loading area
 Removal and disposal of carpet in office location
- Framing: Walls & Ceilings as per Appendix B
- Roof: Inspected and patched to ensure all leaks and areas of concern are repaired
- Electrical: Done to code
 Trougher lighting in drop ceiling areas
 Track lighting in open areas
 Emergency lighting and exit lights as per code
 Accessible plugs installed
 Thermostat to be placed in main office area (baseboard heat)
 Baseboard heaters installed to code
 Installation of equipment/lighting
- Plumbing: Rough in as per requirements of Laundry areas, Kitchen, Accessible washrooms (2),
 Bakery area and Janitor room as per Appendix A
 Installation of equipment

Drywall: Moisture resistant drywall installed in all areas requiring plumbing (see above)
Drywall in all other Crack fill and sand

Paint: Prime and Paint all surfaces

Doors & Trim: Installed as per accessible guidelines and painted

Flooring: Underlay and installation of composite tile floor

Baseboards: Installed and painted

Finish Carpentry: Counters built/installed
Upper and lower cupboards built/installed
Shelving units built
Hardware and fixtures installed
Appliances installed

Phase One	Price	Taxes	Total
Demolition & Removal	_____	_____	_____
Plumbing	_____	_____	_____
Electrical	_____	_____	_____
Materials and labour not considered in above items	_____	_____	_____
TOTAL FOR PHASE ONE			_____

Phase Two (Contingent on Funding)

Electrical: Done to code

Framing: Walls: as per Appendix C , 10 foot height
Ceilings: Drop ceilings as per Appendix C

Drywall: Drywall in all other areas as per Appendix C
Crack fill and sand

Paint: Prime and Paint all surfaces as per Appendix C

Doors & Trim: Installed and painted

Flooring: Underlay and installation of composite tile floor to include office area

Phase Two	Price	Taxes	Total
Electrical	_____	_____	_____
Materials and labour not considered in above items	_____	_____	_____
TOTAL FOR PHASE TWO			_____
TOTAL TENDER PRICE			=====

Solicitation Form Shelburne Association Supporting Inclusion

Building and location:

New Heritage Hall site (former Timbermart Building)
71 King Street, Shelburne, Nova Scotia

Owner:

Shelburne Association Supporting Inclusion (SASI)
PO Box 59
Shelburne, Nova Scotia
B0T 1W0

Primary Contact:

Holly Perry, Vocational Coordinator, SASI
151 Water Street, Shelburne, NS B0T 1W0
Tel. 902 875-1083 or 902 874-0054
sasi@supportinginclusion.ca

Objective and Overview:

Project: Renovation of the new Heritage Hall site, former Timbermart building

Goal: Renovate and redesign existing space to accommodate SASI's various businesses, including full scale bakery, valet laundry services, trophy and engraving services, survey stake manufacturing, green space maintenance and retail services. Renovation of existing washrooms and entry ways to meet accessibility guidelines.

Scope of Work:

Demolition, construction, electrical, plumbing and roofing services required for 71 King Street location to consist of two separate phases.

Where applicable, it is the responsibility of the Contractor to obtain letters from a qualified plumber and electrician certifying that the work is performed properly.

The Contractor is responsible for removing and disposing of all project related construction, demolition and renovation debris.

Special Conditions, Constraints and Limitations:

Whenever possible, local labourers, subcontractors must be hired and materials purchased locally.

The work site is to remain clear of hazardous materials at all times as certain areas of the building will be functioning work sites for our clients during renovations. The health and safety of contract workers and SASI staff must be respected at all times.

Site is to be cleaned while the work is in progress and after the completion of the project.

SASI Business Hours:

Monday – Friday 8:00am – 5:00pm
Saturday & Sunday Closed
Closed all Holidays

Timelines:

Tendering Timelines:

Tenders Invitation – November 28, 2016
Tender Closing – January 2, 2017
Tender Review and Reference Checks, Tender Awarded January 9, 2017
Contract Agreement, January 30, 2017

Contract Deadlines:

Contract Agreement, January 30, 2017
Phase One, August 1-31, 2017
Phase Two, Contingent of funding

Scheduling Requirements:

Progress reports will be required throughout the project.

Documents Required:

- Proof of Worker's Compensation insurance
- Proof of 2 million liability insurance
- Bidder's Workplace Health and Safety Policy
- Complete list of prequalified subcontractors and trade
- Three references from former (recent) customers
- Project Security, bondable for 10% of bid

Pricing Requirements:

1. Pricing detail for all items included in the scope of work presented in this document
2. Removal and disposal of all project related construction, demolition and renovation debris
3. Certifications obtained from qualified plumbers and electricians
4. Any applicable permits

General Conditions
Shelburne Association Supporting Inclusion (SASI)
SASI Employment Center

1. Date, Time and Place of Closing: Late Bids. Opening Bids

- All bids must be received in their entirety at or before **December 21st, 2016 at 4pm**
- Bids received late, or not received completely by closing will not be considered. Late bids will be date stamped and returned unopened to the bidder.
- Received bids will be left unopened until closing of bids and will be opened and evaluated by the SASI Building Committee.

2. Methods of Submission

Paper bids must be made in person or via mail, enclosed in a sealed envelope/ package (between the working hours of Mon-Fri 8am-4pm) to:

SASI Building Committee c/o Holly Perry
PO Box 59
151 Water Street
Shelburne NS
B0T 1W0

- Bids are to be legible and complete and identify the bidder's name and address and supply all information requested. Incomplete or illegible bids may be rejected.
- All areas on the Solicitation Form must be answered. If an item on the form is not available, the bidder must indicate so on the form. Blank items will be assumed to be unavailable, and may result in rejection of bids.
- Prices are to be broken down as requested on the Solicitation Form.
- Bids are to include all pricing details on items included in the bid. Bidders may attach additional pricing details as part of their bids.
- Bids must be enclosed in a sealed envelope/ package.
- The bidders name, SASI's Building Committee name and the date must be clearly visible on the outside of the envelope.
- Enclosed bids must be signed by an appropriate authorized official of the firm submitting the bid.
- Electronic or facsimile (fax) bids will not be accepted.

3. Obtaining Documents, Addenda

- A digital copy of the future building plans have been sent to the bidders prior to the mandatory site visit.
- Bidders must not alter any portion of the documents, with the exception of adding the information requested by the SASI Building Committee.
- Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.
- The SASI Building Committee reserves the right to modify the terms of the solicitation at any time prior to the closing.

- Any addenda made by the SASI Building Committee will be sent to all the bidders. Should changes occur within five business days of the closing date, the closing date may be extended to allow for sufficient bid preparation time.

4. Insurance and Security

- All bidders must provide proof of adequate liability insurance.
- All bidders must provide proof of Worker's Compensation.

5. Liability for Costs

- Bidders are responsible for their own expenses in preparing and delivering a bid and for subsequent negotiations if any, with SASI Building Committee.
- The SASI Building Committee will not be responsible for any costs, expenses, losses, damages or liability incurred by the bidder as a result of or arising out of submission of any bid.

6. Altering Bids and Withdrawals

- Bids already submitted may be amended prior to closing by sending in a complete new bid clearly indicating it replaces the previously submitted bid. An amended bid replaces any other bid revisions previously submitted by the bidder and only the last of any bid revisions received will be accepted.
- Any bid submitted may be withdrawn by written request to the SASI Building Committee prior to closing.
- All requests for withdrawal, amendment or replacement of bid must be submitted in writing and be signed by an authorized official bidder.

7. Supporting Documents

- Supporting documents may be added to give the SASI Building Committee a clear understanding of the products/ personnel proposed to complete specific tasks.

8. Prices

- Fixed prices are to be quoted in Canadian Dollars and must include applicable fees (IE: freight, shipping, Provincial and Federal Tax)
- Where applicable, unit prices must be clearly identified and all prices are to be extended and totaled. Where there is an error in calculation of the extended price, the unit price will be taken as correct.

9. Duration of Bid/ Award Prices

- Bids must remain open to acceptance and are irrevocable for a period of 90 days after the closing date for submissions.
- Quoted prices must remain firm for the duration of the contract.

10. Payment Terms

- Payment terms of net 30 days will apply.

- Payment of term invoices will be calculated from the date the invoice or goods/ services have been received, whichever is later.

11. Delivery

- Where a mandatory delivery schedule is indicated, the SASI Building Committee will assume that the bidder can meet the required time commitments.
- Bidders who wish to specify a delivery schedule that differs from the one provided by the SASI Building Committee may do so by providing specific delivery dates. Bids that do not meet the Building Committee's delivery schedule may be rejected.

12. Quality, Standards, Warranties

- All materials included in the bid must be new, quality goods.
- Where applicable, all materials must be certified by the appropriate regulatory agencies.
- Where applicable, the bidder must describe the type and duration of manufacturer warranties on all goods. Additional warranty coverage provided by the bidder must be clearly specified in the bid.

13. Subcontractors

- The use of subcontractor is permitted.
- Bidders must list the names of all subcontractors and the services they will provide. The list of subcontractors and their services they will provide may be included as an attachment.
- If subcontractors are named, the work specified by the contractor must be carried out by the named. Substitution will not be allowed without prior approval by the SASI Building Committee.

14. Right to Reject: Financial Stability: Non-Compliance

- Failure to comply with any of the mandatory terms or conditions contained or reference in the Solicitation documents shall result in the rejection of the bid.
- All terms, conditions and/or specifications stated or referenced in the Solicitation are assumed to be accepted by the bidder and incorporated in the bid.
- Bidders may be required to demonstrate financial stability, authorization to provide the goods/ service being acquired, and/or regulatory agency approval, licensing or registration as needed, or otherwise clarify bidder's capability to satisfy the solicitation requirements. The Procuring Entity reserves the right to reject bids from any bidder that it believes is incapable of providing necessary labor, materials, equipment, financing or management resources to perform the work or supply the goods in a satisfactory and timely manner.
- The SASI Building Committee reserves the right to waive minor non-compliance where such non-compliance is not of a material nature in its sole and absolute discretion, or to accept or reject in whole or in part any of all bids, with or without giving notice. Such a minor non-compliance will be deemed substantial compliance and capable of acceptance. The SASI Building Committee will be the sole judge of whether the bid is accepted to rejected.

15. Cancellation: No Award

- Issuing a Solicitation implies no obligation on the SASI Building Committee to accept any bid, or portion of any bid submitted. The lowest bid will not necessarily be accepted.

- Solicitations may be cancelled in whole or in part by the SASI Building Committee in its sole discretion when the following takes place; 1) the price bid exceeds the funds allocated for the purchase, 2) there has been a substantial change in the requirements after the Solicitation has been issued, 3) information has been received by the SASI Building Committee after the Solicitation has been issued that the SASI Building Committee believes has substantially altered the procurement, 4) there was insufficient competition in order to provide the level of service, quality of goods or pricing required.
- If no compliant bids are received in response to a Solicitation, the SASI Building Committee reserves the right to enter into negotiations with one or more vendors in order to complete the procurement.
- The SASI Building Committee will be the sole judge of whether there is sufficient justification to cancel any Solicitation.
- No action or liability will lie or reside against the SASI Building Committee in its exercise of its rights under this section.

16. Governing Laws

- Bidders agree to comply with all applicable laws, regulations and standards, including all labor, occupational health and safety and worker compensation requirements of the Province of Nova Scotia.

17. Bid Evaluation

- Bids will be evaluated on, but not limited to, demonstrated reliability, expertise and experience, financial stability, comprehensiveness of bid, ability to meet required deadlines and price.

18. Confidentiality

- All bids submitted become the property of the SASI Building Committee. By submitting a bid, the bidder hereby grants the SASI Building Committee a license to distribute, copy, print or translate the bid for the purposes of the Solicitation. Any attempts to limit the SASI Building Committee's right in this area may result in rejection of the bid.

19. Enquiries and Contacts

- In case of any dispute over the completeness, accuracy and/or interpretation of any Solicitation documents, the versions of such documents held by the SASI Building Committee will be considered correct.
- Information, offers, commitments or instructions obtained from any source other than the SASI Building Committee's contact will not be binding on the SASI Building Committee.
- Enquiries regarding the Solicitation must be made to the contact "Holly Perry" in the Solicitation documents; quote the Solicitation title "SASI Employment Center" on any correspondence.
- Enquiries and the responses given may be recorded and may be distributed to all other bidders as Addenda. No response shall be binding on the SASI Building Committee unless made in writing.
- All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the SASI Building Committee.

20. Accuracy of the Solicitation; Right to Clarify

- While the SASI Building Committee has tried to ensure accuracy in the Solicitation, it is not guaranteed or warranted by the SASI Building Committee to be accurate, nor is it necessarily comprehensive or exhaustive.
- The SASI Building Committee will assume that all bidders have resolved any questions they might have about the Solicitation and have informed themselves as to existing conditions and limitations, site restrictions, etc. before submitting their bids.
- Nothing in the Solicitation is intended to relieve bidders from forming their own opinions and conclusions with respect to the matters addressed in the Solicitation or its associated documents.
- The SASI Building Committee reserves the right in its sole discretion to clarify any bid after closing by seeking further information from that bidder, without becoming obligated to clarify or seek further information from any or all other bidders. However, bidders are cautioned that any clarifications sought will not be an opportunity either to correct errors or change their bids in any substantive manner.

