TENDER
T-MCC-1909

SENIOR CITIZENS CENTRE - ROOF REPLACEMENT
SPRINGHILL, NS

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD, RR # 6
AMHERST N.S B4H 3Y4

November 15, 2019

CLOSING: December 3, 2019
2:00 PM

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites tenders for roof replacement for the Senior Citizens Centre at 4 McDougal Street, Springhill, Nova Scotia.

Firms submitting a Tender must be experienced and qualified in steel roof installation.

2. SCOPE OF WORK

Supply and install a new metal roof system to replace all existing shingle roof areas on the Senior Citizens Centre building, including dormers, front overhang and front entrance/exterior steps.

Tenderer to assess and include removal and disposal of existing shingles and underlayment, as necessary.

The new metal roof is to include the following:

- Non-fading prepainted minimum 29 gauge.
- Trim minimum 26 gauge.
- Flashing at all roof penetrations (graphite free rubber and aluminum factory made roof penetration flashings).
- Other flashings shall be same material as metal roof or aluminum sheet.
- Snow stops over all entrances, including front entrance steps, rear entrance and steps, and side basement access.
- All ancillary materials required to complete the work.
- Double bead and triple bead tape sealants at overlapping panel ends on roofs and at laps on roof ancillaries.
- Ice dam protection at valleys.

The building footprint is approximately 12 m by 13 m, and two storeys high. Photos of the building are attached for information.

3. INSTRUCTIONS TO TENDERERS

It is the responsibility of each Tenderer to ensure their Tender arrives on time. Any late Tenders will not be accepted. Tenders may be withdrawn at any time prior to opening. Tenders received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Tenders submitted by email, facsimile, or telephone will ***not*** be accepted under any circumstances.

Any corrections or additions to any submitted Tender will not be accepted unless it is initialed by the person signing the Tender.

All Tenders must be firm for 60 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Tenders that do not meet these criteria may be rejected.

The Municipality reserves the right to waive technicalities, reject any or all tenders, or any portion thereof, to advertise for new Tenders, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the Municipality.

All Tenders shall be submitted on the Tender Form supplied with this document.
This Tender is not intended to exclude standard equipment or materials except where specified.

This Tender is not intended to favor any particular equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer or contractor is mentioned.

All goods shall be free from design deficiencies that may affect their operation or serviceability. Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

4. CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Tender closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Tender documents.

Additional information, clarifications or instructions provided to a Tenderer that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Tender that will be distributed to all Tenderers.

Direct all Tender questions and queries to:

Kellie Seaman
Phone: 902-664-9243
kseaman@cumberlandcounty.ns.ca

It is the responsibility of the Tenderer to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at www.gov.ns.ca/tenders. The Municipality will not bear any responsibility for the failure of potential Tenderers to obtain all documents before submitting a tender.

5. TENDER SECURITY

Provide Tender Security in a minimum amount of ten percent (10%) with Tender in the form of a Certified Cheque or Money Order payable to the Owner, or a Bid Bond on CCDC Form 220, or other Owner approved form. The Tenderer agrees this amount may be forfeited as liquidated damages in the event that the tender is withdrawn after closing or the Tenderer fails to comply with any other provisions of this Tender. The deposit shall be returned to the unsuccessful Tenderer(s) after a Contract has been signed with the successful Tenderer.

6. TENDER CLOSING

Tenders must be received at the Upper Nappan Service Centre no later than December 3, 2019 at 2:00 P.M. - ATLANTIC TIME.

7. TENDER OPENING

Tenders will be opened publicly at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following the Tender Closing time.

8. TENDERERS TO INVESTIGATE

Tenderers will be deemed to have familiarized themselves with the existing working conditions which may affect the performance of the Contract. Tenderers shall take measurements to determine materials, access, etc. No claims for extra compensation resulting from failure to investigate will be paid.

A site visit can be arranged by contacting Jon Eppell, P.Eng. at 902-664-9544 or e-mail jeppell@cumberlandcounty.ns.ca.

9. CONTRACTOR EXPERIENCE

Tenderers must include a corporate overview outlining their experience in the contracting business.

A brief supplementary statement may be included with the response to an item to give the evaluators a clear understanding of the products/ personnel proposed and their ability to perform the specified tasks.

In addition to the responses requested in the Tender, Tenderers may include specifications on some or all proposed items for evaluation purposes.

Supporting documents should be suitably cross-referenced to the Tender.

10. EVALUATION

In evaluating the Tender, the Municipality may consider criteria, including:

- the proposed price;
- the proposed completion date
- the Tenderer's ability to complete the work within the scheduled time;
- the Tenderer's ability to effectively manage and perform the work;
- the Tenderer's ability to cooperate and work effectively with the Municipality, its consultants and representatives;
- the Tenderer's ability to present cost saving opportunities which may be appropriate and acceptable to the Consultant and to the Corporation; and
- the financial strength and capability of the Tenderer.

11. TENDER SUBMISSION

Tenderers must submit the following items in the Tender:

a) Qualifications
b) Experience
c) Valid Letter of Good Standing issued by the NS Construction Safety Association or equal.
d) Completed Tender Form.

12. APPLICABLE GUIDELINES AND REGULATIONS

All work shall be conducted in accordance with applicable national codes, guidelines and provincial regulations and codes of practices. All work shall be completed in accordance with the manufacturer's written recommendations.

Installation shall be in accordance with metal roof panel manufacturers' construction practices and details. SMACNA (Sheet Metal and Air Conditioning Contractors National Association) Architectural Sheet Metal Manual specifications or an equivalent should be used as a guide and basis for details wherever applicable.

13. SUPERVISION AND COMMUNICATION

The Contractor MUST have a project manager on site at all times who is fully qualified to properly direct the project and is experienced with all aspects of the roof replacement for complete and proper application.

14. SAFETY CERTIFICATION

Submit with Tender a copy of Tenderer's current and valid Letter of Good Standing issued jointly by the Nova Scotia Construction Safety Association, or a recognized safety certified company such as the Nova Scotia Construction Safety Association, and the Province of Nova Scotia Department of Labor.

Out of province companies shall submit, with their Tender, a current and valid Letter of Good Standing from their province of origin or from a recognized Safety Association which utilizes an external audit element.

Out of province companies may obtain a Letter of Good Standing from the Nova Scotia Construction Safety Association, or a recognized safety certified company, upon submission of documentation verifying training and compliance with the NS OH&S Act and Regulations

In any event, out of province Tenderers will have to satisfy and provide proof from the Nova Scotia Construction Association in respect to their safety status prior to being awarded a contract.

15. WORKERS' COMPENSATION

A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by the successful Tenderer prior to starting Work.

16. INSURANCE CERTIFICATE

A valid certificate showing at least $5,000,000 liability, with the Municipality of the County of Cumberland named under additional insured, must be provided by the successful Tenderer prior to the execution of the Articles of Agreement.

17. CONTRACT SECURITY

Performance Bond in the amount of the Estimated Contract Price to be provided within fourteen (14) days of acceptance of the Tender or the Owner will retain the Tender Security until the work has been substantially completed, as determined by the Director, Engineering and Operations.

18. QUALITY/COMPLETE PROJECT

By submitting a Tender, the Tenderer guarantees that, unless specified otherwise, all components required to make the required equipment or system operable or to deliver the required services have been included in the Tender, or will be provided at no additional charge to the Municipality.

19. CANCELLATION; NO AWARD

Issuing a Tender implies no obligation on the Municipality of Cumberland to accept any Tender, or a portion of any Bid submitted. **The lowest or any Bid may not necessarily be accepted**.

Tenders may be cancelled in whole or in part without penalty, when a) the price Tendered exceeds the funds allocated for the purchase; b) there has been a substantial change in the requirements after the Invitation has been issued; c) information has been received by the Municipality of Cumberland after the Invitation has been issued that the Municipality feels has substantially altered the procurement; or d) there was insufficient competition in order to provide the level of service, quality of goods or pricing required.

If no compliant Tenders are received in response to an Invitation, the Municipality of Cumberland reserves the right to enter into negotiations with one or more vendors in order to complete the procurement.

The Municipality of Cumberland will be the sole judge of whether there is sufficient justification to cancel any Tender.

No action or liability will lie or reside against the Municipality of Cumberland in its exercise of its rights under this section.

20. TENDER FORM

See attached.


SENIOR
CITIZENS
CENTRE





TENDER FORM

Tenderer Declares that the Tender documents and Addenda No. __ to __ inclusive were carefully examined.

	Item	Price
1	Mobilization and clean up	
2	Labour	
3	Materials	
4	Access systems	
	Subtotal	
	15% HST	
	Total	

Metal Roof:

Supplier	
Manufacturer	
Profile	
Colour(s) – identify options	
Canadian Construction Materials Centre (CCMC) number	
Additional information	

Schedule for the work will be as follows:

	No. of Weeks After Award
Start	
Completion	

SIGNATURES DATED THIS _____ DAY OF DECEMBER 2019.

[Seal]

Name of Firm Proposing	Signature of Signing Officer
	Name and Title of Signing Officer (Printed)
Witness	Name and Title (Printed)
Witness	Name and Title (Printed)
Company Address	Telephone No.
	E-mail

**NOTE: *Tenders submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.*