



Box 280 Arborfield, SK S0E 0A0
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INVITATION TO TENDER: **2024-02 Roof Repair on Maintenance Shop**

Date of Issue: Wednesday March 27, 2024

Proposal Submission Deadline: Wednesday April 24, 2024

1. Introduction

The Rural Municipality of Arborfield No. 456 is inviting bids and proposals from a Contractor (hereinafter referred to as “The Bidder”) to provide construction services for the repair and replacement of roof shingles and sheathing on the Main Municipal Shop Building located on Highway 23, east of Arborfield, Sask. The successful Bidder shall provide all materials, labour and equipment as necessary for the completion of the project as detailed within. Also required will be the site supervision by staff fully experienced with all materials and methods to be utilized in the completion of the project.

The work is expected to be completed in May/June of 2024 as weather permits.

2. Scope of Work and Project Requirements

(a) The roof area to be repaired/replaced is located on the Main Municipal Shop for the Rural Municipality of Arborfield No. 456, located off of Highway 23 East, less than 1 kilometre east from the Town of Arborfield.

(b) The scope of work includes removal and disposal of existing shingles, removal and disposal of any sheathing that needs to be replaced, re-sheathing as needed, and installation of new shingles.

(c) Understanding that the scope of work may change once work commences, both the Bidder and the Rural Municipality of Arborfield No. 456 must agree to any change of work scope before additional/alternative work commences.

This Request for Proposals document (and any other applicable attachments or addenda) is available at the Municipal Office at 201 Main Street, Arborfield, Sask or through the website: www.rmarborfield.ca

The closing date of the tender is April 24, 2024 at 4:00 p.m. It shall be noted that the lowest or any tender shall not necessarily be accepted. Electronic submissions will be accepted and can be emailed to the following: office@rmarborfield.ca. Hard copy proposals may be dropped off at the Municipal Office, clearly marked tender for roof repair to 201 Main Street or Box 280 Arborfield, SK S0E 0A0.



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3. Submission of Proposals

Proposals shall include the following information:

- An indication of the Bidder's understanding of the project scope and requirements, including how each of the specific required services shall be met;
- An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Bidder, and their legal/contractual relationship to the Bidder;
- An overview of the Bidder's experience and expertise, as well as the expertise of any of the sub-contractors that will be involved as part of the Bidder's team. The Bidder may include a Resume, or any additional references for specific areas/projects.
- Proof of qualifications;
- A detailed financial breakdown of all relevant project costs, including a fee schedule for the various services, staff hourly and per diem rates, rates or fees for expenses and attendance at meetings with Council or staff, and any other relevant fees or expenses.
- A detailed outline of the payment/invoicing schedule.

4. Additional Requirements

(a) The use of appropriate and credible sub-contractors by the Bidder to perform portions of the project is permitted only if the Bidder declares such use in the Proposal;

(b) The successful Bidder shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Rural Municipality of Arborfield No. 456 against any liability or property damage or personal injury, including death, which may arise from the Bidder's operations under this contract.

(c) The successful Bidder shall ensure that all services and products provided in respect to this proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WCB and all applicable responsibilities under Occupational Health and Safety Act.