



RURAL MUNICIPALITY OF ROSTHERN NO. 403
Instructions to Bidders RM 403
Office Renovations

1. Time & Place

- 1.1 Tender forms will be submitted to the Rural Municipality of Rosthern No. 403 by August 3rd 2023 at 4:00 p.m. local time. Submission of the supplied tender form may be submitted as follows:
 - a. Mail to the Rural Municipality of Rosthern No. 403, Box 126, Rosthern, Saskatchewan S0K 3R0. Must be in a sealed envelope marked "Office Renovation". (Please allow 5-10 business days for postal delivery.) If it is not received by 4:00 p.m. on August 3rd 2023, it is deemed late and will not be opened. It is the responsibility of the submitter to be sure the RM has received the tender on time.
 - b. Delivered to the office located at 2022 6th Street Rosthern, Saskatchewan during office hours as noted on the website as hours may change
Note: Closing date for the tender (August 3rd 2023) the time of close for tender is 4:00 p.m.
- 1.2 Tenders will be opened on August 3rd 2023 for review and awarded at the Regular Meeting of Council on Tuesday, August 8th 2023 this meeting will be made available to the public in person and via Zoom (invitation to be requested for Zoom)

2. Tender Acceptance

- 2.1 The Municipality reserves the right to refuse to accept any or all tenders, and the lowest tender will not necessarily be accepted.
- 2.2 Without limiting the generality of the foregoing, any tender may be rejected which is incomplete, obscure, or irregular.
- 2.3 The Municipality reserves the right to award or refuse tenders based on past working history with a contractor.
- 2.4 The Municipality reserves the right to cancel the acceptance of any tender at any time.
- 2.5 The Municipality reserves the right to take commencement and finished dates into consideration.

3. Late Tenders

- 3.1 Tenders received after the time and date specified in Clause one (1) of the Instruction to Bidders shall not be open.

4. Validity of Tenders

- 4.1 A bidder may, without prejudice to themselves, withdraw their tender at any time up to within two (2) hours of the time specified in Clause one (1) of the Instruction to Bidders.

5. Tender Limitations

- 5.1 Oral and telephone tenders will **NOT** be considered.
- 5.2 Oral and telephone modifications to submitted tenders will **NOT** be considered. Modifications will only be accepted in writing by the means noted in Clause one (1) of the Instruction to Bidders prior to the tender deadline.
- 5.3 It is the responsibility of the bidder to inspect the project area and complete the tender documents in the required form.

6. Tender Submissions

- 6.1 All tenders shall be submitted on the bid form and include the following information:
 - a) Commencement date and completion date
 - b) Proof of liability insurance of no less than \$2,000,000.00 and a letter of good standing from Saskatchewan Worker's Compensation Board must accompany each submission.

- c) Total costing of the renovations described in the tender.

7. Project Specification

- 7.1 Plans are attached showing demo and construction required.
- 7.2 Flooring to be removed and installed – because we have not picked flooring allow for \$20,000 for removal and installation – including fill and repair in the one office.
- 7.3 Painting to be completed
- 7.4 Front counter to be constructed and installed, similar to the one at the current office.
- 7.5 Coffee bar to be completed and installed – similar to the one at the current office.
- 7.6 Plumbing to be completed including and not limited to HVAC systems to be inspected and cleaned, ducting to be cleaned when renovations to be complete. The roof penetration for vents and HVAC be made water tight.
- 7.7 Bathroom hardware (toilet, sink) to be updated and replaced
- 7.8 Updated electrical that is required
- 7.9 Additional electrical to be installed in the Council Chambers(floor), reception area(floor), offices and coffee bar and any other that may be required.
- 7.10 Some existing may need to be removed.
- 7.11 All automatic doors to be functional, electrical for outside sign.
- 7.12 All new updated LED lights to be installed throughout the office.

8. Performance Bond

- 8.1 Performance Bond in the amount of \$40,000 (or another amount agreed on between the submitter and Council) required within 14 days of awarding the tender. Full amount will be returned if the project is completed by the “Completion Date”. As set out in Section 9 of this document.
- 8.2 Should the Renovation not be completed by the “Completion Date” the bond will be forfeited to the RM.

9. Completion Date

- 9.1 Renovations must be completed by March 1st 2024 Known as the “Completion Date”.

10. Tender Omissions

- 10.1 Council reserves the right to consider tenders with minor omissions provided that the bidder, if successful in the tender awarding, can rectify the omission within five (5) days of the tender being awarded.
- 10.2 Tenders not submitted on the bid form will be rejected.

11. Payment

- 11.1 Payment may be made monthly as submitted a week before any Regular Scheduled Council Meeting.
- 11.2 It is the responsibility of the contractor to be sure the R.M. has received the invoice to be added to the Accounts Payable at the time requested above.

TO ARRANGE VIEWING OF THE RENOVATION SITE CONTACT THE OFFICE 306-232-4393.

IT IS THE RESPONSIBILITY OF THE SUBMITTER TO REVIEW THE SITE FOR ALL DETAILS.