



**REQUEST FOR TENDER No. 001**

**Centennial Arena Ice Plant Header Replacement**

**ISSUED:** June 13, 2022

**CLOSING LOCATION:**

Town of Nipawin  
210 2<sup>nd</sup> Avenue East  
PO Box 2134  
Nipawin, SK S0E 1E0

**CLOSING DATE AND TIME:**

Tenders must be received at the Town of Nipawin Civic Office  
prior to:

**Thursday June 23rd, 2022 at or before 2:00 PM (14:00 hrs)**  
**Mountain Time**

**Town of Nipawin Contact**

**Derek Seckinger**  
**d.seckinger@nipawin.com**

**Late Submissions will not be considered**

**Tenders will be opened publicly after the Closing Time of this RFT**

**PLEASE READ THIS DOCUMENT BEFORE SUBMITTING A TENDER**



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## **1.0 Introduction**

### **1.1 Project Overview**

The Town is requesting Tenders from qualified Contractors for the Centennial Arena Ice Plant Header replacement, as detailed in Section 4.0 – Project Specifications.

### **1.2 Tender Submission**

Submission of a Tender implies acceptance of the existing conditions of the site and building.

### **1.3 Tender Submission Content and Requirements**

Complete and submit the Tender Forms attached – Bidder's Information Form, Appendix A, Appendix B, and Addenda, if issued. Tender Forms must be signed by an authorized person in a position to legally bind the Bidder to statements made in response to this RFT.

### **1.4 Town of Nipawin Purchasing Policy**

This Tender is subject to the Town of Nipawin's Purchasing Policy.

### **1.5 Award**

Acceptance by the Town of the Bidder's offer is on the condition that the Bidder is in full compliance with all requirements of this RFT, is able to commence work within fourteen (14) days of receipt of a Notice to Proceed and complete the Deliverables as required by the Contract.

### **1.6 Definitions**

The following definitions apply to the interpretation of the Bid Document.

"ADDENDUM/ADDENDA" means a change, or addition, or correction significant enough to be formally made to this RFT within the competitive time-period. Addenda are posted on the Town's website and the SaskTenders website.

"BIDDER" means the Legal Entity, Company or Corporation providing a response to this RFT.

"BUSINESS DAY" means any day from Monday to Friday inclusive, excluding statutory or civic holidays observed in Saskatchewan.

"TOWN" means the Town of Nipawin (TON) located in the Province of Saskatchewan.

"CLOSING DATE AND TIME" means the deadline for the submission of Tenders as set out herein.

"CLOSING LOCATION" means the location that all bids for this RFT will be accepted at.

"CONTRACT" means a legal document and any attachments that bind the Town and all other parties subject to the provisions of the Contract(s).

"CONTRACTOR" means the successful Bidder to this RFT who enters into a Contract with the Town for the Deliverables requested in this RFT.

"DELIVERABLES" means the goods and services described in this RFT and detailed in the attached documentation.

“MANDATORY REQUIREMENTS” are those requirements in this RFT described with a “must”. Failure to provide mandatory information could result in a Submission being rejected.

“MAY” used in this document denotes permissive.

“PRICING BID FORM” means the Forms provided by the Town as part of this RFT to be completed and submitted by the Bidders.

“OWNER” means The Town of Nipawin

“PROJECT” is the project defined herein.

“REQUEST FOR TENDER” (RFT) means the document issued by the Town to solicit submissions to provide goods, services or construction for the Town.

“SHALL” or “WILL” or “MUST” used in this document denotes imperative.

“SUBMISSION DEADLINE” means the deadline for the submission for Tenders as set out herein.

“SUCCESSFUL BIDDER” means a Bidder whose tender submission or submissions has been accepted by the Town. Also referred to as the Contractor.

“TENDER OR SUBMISSION” Also referred to as a Bid means the bidder’s response to the RFT and includes all the Bidder’s attachments.

“WORK” means the total services required by the Request for Tender, inclusive of this RFT document, all Specifications and Drawings.

## **2.0 Instructions to Bidders**

### **2.1 Closing Date/Time/Location**

It is the Bidder's sole responsibility to ensure their Tender is received when, where and how it is specified in this RFT document. The time clock in the Town of Nipawin Civic Office is the official time piece for the receipt of all Tenders.

The established Closing Date and Time is as per the cover page of this RFT or as amended by way of Addenda, if required.

Tenders must be sealed and clearly marked "**RFT No.001 – Centennial Arena Ice Plant Header Replacement**" and delivered by hand or couriered to:

Town of Nipawin  
210 2<sup>nd</sup> Avenue East PO Box 2134  
Nipawin, SK S0E 1E0

Include one (1) original hard copy.

Tenders should be in a sealed opaque envelope, marked on the outside with the Bidders Company name.

Tenders received by facsimile or email will not be accepted. Late Tenders will not be considered.

Tenders delivered to an incorrect location will not be considered.

The Town is not responsible for lost, misplaced or incorrectly delivered Submissions.

### **2.2 Signature**

The Tender must be signed by a person authorized to legally bind the Bidder to the statements made in the Response to this RFT.

### **2.3 Measurements**

The Contractor is responsible for checking dimensions and before submitting a Response to this RFT.

### **2.4 Bid Validity**

Tender submissions must be valid for sixty (60) days.

## **2.5 Inquiries and Clarifications Related to this RFT**

It is the responsibility of each Bidder to satisfy itself as to the requirements set out in this RFT. All enquiries regarding this RFT are to be directed in writing via email to the following:

Derek Seckinger, Program Coordinator  
[d.seckinger@nipawin.com](mailto:d.seckinger@nipawin.com)

All inquiries must be received by **June 20<sup>th</sup>, 2022**, and any resulting Addendum will be posted on **June 21<sup>st</sup>, 2022**. Questions received after this date will be answered at the discretion of the Town and a response cannot be guaranteed.

Questions for clarification that alter the method and pricing of the submission will be posted in the form of an Addenda, and will require acknowledgement on the Proposal Form.

Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require acknowledgement.

Bidders are required to check the Town's website and SaskTenders for all information issued up to the Closing Date and Time at the following website: [www.nipawin.com](http://www.nipawin.com) and [www.sasktenders.ca](http://www.sasktenders.ca).

## **2.6 Addenda**

Additional information, instructions, modifications, and/or Bidder questions and answers may be incorporated by the Town in an addendum to this RFT. If the Town determines that an Addendum is necessary, the Town will post an Addenda/Addendum as outlined in Section 2.5, and shall become part in parcel of the RFT Document. Bidders are required to acknowledge each Addendum and include each with their submission.

Information obtained from any other source is not official and should not be relied upon. No verbal communication will affect or modify the terms of this RFT.

Bidders are solely responsible for ensuring that they have all the information available on this RFT, and should therefore check the Town of Nipawin and SaskTenders website regularly, up to the Closing Date and Time of this RFT.

## **2.7 Amendment to Submissions**

Bidders may amend their Tenders after submission provided each revision is submitted and is received before the Closing Location and before the Closing Date and Time.

An authorized signatory of the Bidder must sign revisions.

Revisions received after the Closing Time will not be considered or accepted.



## **2.8 Error in Submission**

No Submission shall be altered, amended, or withdrawn after the Closing Date and Time of the RFT. Negligence on the part of the Bidder in preparing the Tender confers no right for withdrawal of the Tender after it has been opened.

## **2.9 Withdrawal of Submission**

Bidders may withdraw their Tender at any time prior to the RFT Closing Date by submitting an email with the request to withdrawal to: [d.seckinger@nipawin.com](mailto:d.seckinger@nipawin.com). Direct the e-mail to the Town Contact for this RFT and indicate the RFT No. and Title in the subject line.

## **2.10 Ownership of Submissions**

All Submissions, including attachments and any documentation, submitted to and accepted by the Town in response to this RFT become the property of the Town.

## **2.11 No Claim for Compensation**

The Bidder will bear all costs associated with or incurred in the preparation and submission of the Tender.

Further to the preceding paragraph, the Bidder, by submitting a Tender acknowledges and agrees that the Town will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Tender for the proposed Contract, or due to the Town's acceptance or non- acceptance of their Tender or any breach by the Town of the bid contract between the Town and each of the Bidders or arising out of any Contract award not made in accordance with the express or implied terms of the RFT documents.

## **2.12 Conflict of Interest**

By submitting a Tender, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.

## **2.13 Solicitation of Council Members and Town Staff**

Bidders and their agents will not contact any member of the Town Council or Town Staff with respect to this RFT, other than the Town Representative named in this document or authorized by Purchasing, at any time. Contact of this type may be viewed as a Bidder seeking an unfair advantage over other Bidders and may be cause for rejection of a Tender.

## **2.14 No Collusion**

Bidders will not discuss or communicate with one another on the preparation of their Tender. Each Bidder will ensure that its participation and that of its team members, in the RFT process is

conducted without collusion or fraud. Failure to comply with this requirement may lead to disqualification without further notice or warning.

### **2.15 Joint Submission**

In the case of joint submissions, one party must assume overall responsibility, for communications within the RFT process and be identified accordingly in the Tender, but all parties must be jointly and severally responsible for completion of any resulting Contract.

### **2.16 Confidentiality and Freedom of Information**

All Submissions are subject to the *Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Bidders shall clearly identify any specific information and/or records that it provides in their Submission that constitute a trade secret, is supplied in confidence; and the release of which could significantly harm its competitive position.

Bidders agree to hold the Town harmless against any claims and any damages for release of any information and/or records by the Town in response to a LA FOIP access request.

### **2.17 Litigation Clause**

The Town may at its sole discretion, reject a Tender submitted by Bidders if the Bidder, or any officer or director of the Bidder is or has been engaged either directly or indirectly through another corporation in a legal action against the Town, its elected or appointed officers and employees in relation to:

- (a) Any other Contract for works or Services; or
- (b) Any matter arising from the Town's exercise of its powers, duties or functions under *The Municipalities Act* for another enactment within five years of the date of this Request for Tender.

In determining whether to reject a Tender under this clause, the Town will consider whether the litigation is likely to affect the Bidder's ability to work with the Town. In addition to work with its consultants and representatives and whether the Town's experience with the Bidder indicates that, the Town is likely to incur increased employees and legal costs in the administration of this Contract if it is awarded to the Bidder.

### **2.18 Opening of the Tenders**

There will be a public opening for this RFT.

### **2.19 Checking of Tenders**

Bids will be opened and checked by the Town to ensure that:

- a. All Bids submitted comply with the terms and conditions of the Bid Documents;
- b. All arithmetic extension calculations are correct;

Where there is an obvious error in extensions, additions or computations, the Town shall be entitled to correct such errors based on the unit prices supplied, and the corrected total shall be considered as representing the intention of the Bidder, and shall be used as

the basis for comparison of Bids. For greater certainty, any failure by a Bidder to insert a unit price where required shall be deemed to be a \$ 0.00 value;

- c. All items as specified have been bid on; and
- d. No claims or litigation proceedings have been instituted by the Bidder against the Town, or in turn by the Town against the Bidder.

## **2.20 Tendered Price**

Firm prices only will be considered, and if any tender is accepted, the successful bidder may make no variation of any tendered price except for changes due to an increase or decrease in excisable government taxes.

The price tendered must include all transportation charges fully prepaid to the Nipawin Centennial Arena, Town of Nipawin, Saskatchewan.

The price tendered must include all labor and parts associated with the decommissioning and disposal of the current header, and the supply and installation of the new header.

## **2.21 Award Notifications**

The Town will notify all Bidders of the award of the Tender in writing.

### **3.0 General Terms and Conditions**

#### **3.1 Right of the Town to Cancel the RFT Process**

The Town is not bound to select a Bidder or accept any Submission and reserves the right in its sole discretion to postpone or cancel this RFT process at any time for any reason whatsoever at the sole discretion of the Town.

#### **3.2 Form of Contract**

If awarded, the form of Contract for this RFT solicitation will include and consist of:

- (a) This RFT document, including any Addenda and attachments as issued by the Town;
  - a. The successful Bidder's (Contractor's) Tender submission;
  - b. Town of Nipawin Business License;
  - c. Certificate of Insurance;
  - d. Saskatchewan Workers Compensation Board Certificate of Clearance;
  - e. The Town's official purchase order; and
  - f. Those parts not referenced to above, but may be mutually agreeable by all applicable parties.

#### **3.3 Indemnification**

The Contractor shall indemnify and save harmless the Town and its Council Members, officers, servants, employees, volunteers and agents from and against all claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including, but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property). Where the same or any of them are based upon or arising in any way out of or connected with this RFT document, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the indemnified parties or any of them.

#### **3.4 Performance of the Work**

The Contractor must perform all Work in accordance with all the terms and conditions of the Contract, in accordance with all applicable Law, and in accordance with best industry practice.

#### **3.5 Key Personnel**

The Town may require the Contractor to submit to the Town a list of Key Personnel (inclusive of Sub- contractors), which the Contractor is proposing for performance of the Work.

If the Contractor's list of its proposed Key Personnel has been approved by the Town, the Contractor must not make any substitution of the approved Key Personnel without prior written consent of the Town. The Town's consent must not be reasonably withheld however the Contractor's substitute must be of equivalent experience or qualifications or both.

### 3.6 Business License

The Contractor shall obtain and maintain a Town of Nipawin Business License for the duration of the Contract. Failure to verify possession of a valid Business License is cause for Contract cancellation.

### 3.7 Insurance

The Contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain throughout the Contract term hereby granted the following insurance with insurers licensed in the Province of Saskatchewan and in forms and amounts acceptable to the Town of Nipawin.

The Contractor will be required to carry a minimum of \$5,000,000 in general liability insurance. The insurance coverage cannot be modified without written consent of the Town.

### 3.8 Saskatchewan Workers Compensation Board

The Contractor and any approved Sub-Contractors must be registered in good standing with the Saskatchewan Workers Compensation Board, in which case Saskatchewan Workers Compensation Board coverage must be maintained for the duration of the Contract. The Contractor agrees and shall:

- i. Provide at its own expense the necessary Saskatchewan Workers Compensation Board compensation coverage for all its employees and partners employed or engaged in the execution of the Work;
- ii. Remain current with all assessment reporting and payments due there under and shall comply in every respect with the requirements of the Workers' Compensation Act and Regulations; and
- iii. Be solely responsible for ensuring all Sub-Contractors have proper Saskatchewan Workers Compensation coverage.

The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of Saskatchewan, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto.

The Contractor understands and undertakes to comply with all of the Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Safety Data Sheets (SDS)" will be shipped along with the Goods and any future SDS updates will be forwarded, if applicable.

### 3.9 Contractor is "Prime Contractor"

The Contractor to this Contract is designated and assumes the responsibility as the **Prime Contractor** per Saskatchewan Occupational Health & Safety Regulations, *The Saskatchewan Employment Act*, and the *Workers Compensation Act*. The Bidder should also understand the general duties of the Owner as defined in the Saskatchewan Occupational Health & Safety

Regulations, *The Saskatchewan Employment Act*, and the *Workers Compensation Act*.

The Bidder should have the necessary qualification and be willing to accept the responsibilities as **Prime Contractor** for this Contract.

### **3.10 Sub-Contractors**

Contractors who are using sub-contractors are to only use the sub-contractors listed in Appendix B of the Submission and the Contractor will not add or remove any such listed sub-contractors from the Work without prior written approval of the Town.

Where there are Sub-Contractors to be employed throughout the term of this Contract, then:

- The Contractor will bind all Sub-Contractors to the terms of the Contract, as applicable to the Sub-Contractors Work.
- The Contractor will preserve and protect the rights of the Town with respect to any Work performed under Sub-Contract and incorporate the terms and conditions of this Contract into all sub-contracts as necessary to preserve the rights of the Town under this Contract.
- The Contractor shall require each of its Sub-Contractors to provide comparable insurance to that set forth herein.
- The Sub-Contractor must comply with all conditions and safety regulations of the Saskatchewan Workers Compensation Board and must be in good standing and must maintain this standing throughout the term of the Contract.
- All Sub-Contractors are the responsibility of the Contractor.
- The Contractor will be as fully responsible to the Town for acts and omissions of Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

### **3.11 Independent Contractor**

The Contractor, their Sub-Contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and Sub-Contractors are not, nor are they to be deemed to be partners, appointees, employees or agents of the Town.

### **3.12 Coordination of Work**

The Town may enter into other agreements with other Contractors in connection with the Project. If the Town does enter into such additional agreements, the Contractor must coordinate the performance of its Work with the work of the other Contractors.

### **3.13 Governing Law**

The laws of the Province of Saskatchewan shall govern this Contract.

### **3.14 Permits and Regulations**

In carrying out its obligations of the Contract, the Contractor shall comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

The Contractor must obtain and pay for all permits and licenses required to enable the Contractor to do all things necessary to perform the contract according to the provisions of the Contract.

### **3.15 Drawings and Documents**

The Contractor must maintain at the Project Site:

- One hard copy of all Drawings, Technical Specifications and Change Orders, and any other modifications in good order and marked to the current date to indicate any changes or revisions and selections made during the performance of the Work; and
- All of which must be made available to the Town throughout the Contract and must be delivered to the Town prior to project completion.

### **3.16 Invoicing and Payment**

Invoices should be sent to the Town's Accounts Payable Department at the following email address; [l.boughen@nipawin.com](mailto:l.boughen@nipawin.com) and should include as a minimum:

- Purchase Order number;
- Contract Document Number, if applicable;
- Town contact full name (first and last);
- Applicable taxes shown as a separate line item

Payment term is Net (28) days from receipt of an accurate invoice.

The Town reserves the right to reject and/or return invoices containing discrepancies for correction and/or re-invoicing without penalty.

Progress invoices – Copies of the Progress Invoices are to be submitted to the Owner for approval.

Final Invoice – When the work is 100% complete, the Contractor may issue the final invoice less holdback. The value of any outstanding work as determined by the Town will be deducted from this invoice before it is approved.

### **3.17 Lien Holdback**

In accordance with the Builder's Lien Act, the Town will hold back a Builder's Lien Fund from all payments due and payable to the Contractor. The Town will not pay any interest to the Contractor on the Builder's Lien Fund.

If the Town is not required to hold back a Builder's Lien Fund, the Town may nevertheless, at its

discretion, hold back an equivalent amount of money as would be held back in the Builder's Lien Fund from each payment made under the Contract to the Contractor until construction completion.

### **3.18 Release of Holdback**

The payment of any holdback will be in accordance with *The Builders' Lien Act*.

Notwithstanding the above, the Town may retain a portion of the hold back as assurance for the rectification of any outstanding deficiencies.

### **3.19 Termination**

The Town reserves the right to cancel the Contract immediately upon written notice if, in the opinion of the Town, the Contractor is not fulfilling the terms, conditions and specifications of the Contract or does not comply to the provisions of this Contract to the satisfaction of the Town.

In the event the Town terminates this Contract, the Town's liability shall be limited to only the Contractor fees and expenses for satisfactorily completed Work up to the date of termination and not thereafter; and the Town may enter into a Contract, as it in its sole discretion sees fit, with another Contractor to perform the Work.

In all other instances the Town reserves the right to terminate the Contract with thirty (30) days written notice.

Upon termination of the Contract in whole or in part, the Town may procure similar goods and or services to those so terminated.

### **3.20 Assignment**

The Contractor shall not assign any of its obligations without the Town's prior written consent.

### **3.21 Dispute Resolution**

In the event of a dispute arising between the Town and the Contractor as to their respective rights and obligations under the Contract, both parties agree to resolve the dispute by:

- (a) Open negotiations whereby both parties use their best efforts to resolve the dispute by mutual agreement including the most Senior Management of both parties.
- (b) If, after thirty (30) calendar days, the dispute is not resolved, both parties agree to appoint a mediator to resolve the dispute. All costs to be split equally.
- (c) If, after the mediation process is complete and the dispute is not resolved, the parties shall proceed to arbitrations following the rules of *The Arbitration Act, 1992*.

### **3.22 Project Completion Date**

The project must be completed by 4:00 pm Friday, July 29<sup>th</sup>, 2022.

### **3.23 Gifts and Donations**

The Contractor will ensure that no representative of the Contractor will offer or extend any



entertainment, gift, gratuity, discount, or special service, regardless of value, to any employee or Councillor of the Town. The Contractor will report any attempt by any employee or Councillor of the Town to obtain such favors to the Town of Nipawin's Chief Administrative Officer.

#### **4.0 Project Specifications**

This RFT and Addenda thereto, if any, form an integral part of the contract. All work shall be in accordance with the Project Specifications. This section covers the complete work for the project and is governed by the conditions set forth in this and other parts of the request for tender.

#### **4.1 Substantial Completion**

Substantial completion will be defined as installation and operation of the ice plant header, as described in Section 4.3 - Scope of Work, by the Contractor and Owner, jointly, before owner acceptance of the system. Substantial completion date is July 29<sup>th</sup>, 2022. All clean-up work must be complete prior to this date.

#### **4.2 Freight**

All freight costs for equipment and materials related to the ice plant header are to be included by the Contractor.

Premium or special freight costs that may be required to deliver materials to the site to meet completion schedules will be borne by the Contractor.

#### **4.3 Scope of Work**

The Bidder shall supply:

- New 6-inch supply and return header for Ice Arena (approximately 100 feet for each line; Schedule 80 PVC with PVC barbed nipples (8-inch centers) or equivalent).
- New 6-inch piping from brine pump to header trench.
- All new stainless steel gear clamps doubled up to attach the current floor piping to header.
- All labor including any Sub-Contractors required (ex: plumber, welder, etc.).
- Any installed infrastructure must be compatible with existing infrastructure.
- Repair or replace damaged or insufficient header supports.
- Remove and replace the brine and ensure the chiller is protected from corrosion.
- New braided slice lines form floor to header nipple.
- Disposal of header at the cost of the Contractor.

Provide one year labour and material warranty (on-site) commencing from time of Owner acceptance of the system.

The Bidder shall satisfy the Program Coordinator that the Bidder maintains a store or branch, staffed with qualified servicemen with provisions for securing parts from the manufacturer within a reasonable length of time and that any/all warranty work is available locally.

Obtain all necessary permits and pay all related fees.

The work includes the supply, installation, and warranty of the ice plant header as listed above.

All materials and equipment shall be new, free from defects and the best available quality for the purpose specified.

All materials provided under this contract shall be acceptable to all Federal, Provincial, and Municipal regulations.

#### **4.4 Guarantee**

The Contractor shall repair or replace free of charge to the Owner, any part or portion of the system, which fails within one year from the date of acceptance of the system by the Owner. All parts, freight, labour, and consumable items are to be included in this guarantee.

#### **4.5 Disputes**

The contractor will be given 30 days to correct any deficiency or perform any remedial action on work, which is unacceptable to the Owner. If the problem is not corrected within the 30-day time frame, the Owner has the option to have the work completed by a third party and the Contractor will be liable for any costs incurred.

#### **4.6 Freight**

All freight costs for equipment and materials related to the ice plant header are to be included by the Contractor.

#### **4.7 Hours of Work**

Normal working hours are from 7:00 a.m. to 4:00 p.m. Monday to Friday. Work times other than those noted above must be approved in advance by the Town.

**BIDDER CHECKLIST**

**DOCUMENTS TO BE ENCLOSED WITH THIS BID FORM**

- Bidders Information Form**
- APPENDIX A – PRICING BID FORM  
Duly signed**
- APPENDIX B – TENDER FORMS  
Duly signed**
- ADDENDA, if issued, duly signed**

**DOCUMENTS TO BE PROVIDED UPON AWARD**

- Town Business License**
- Saskatchewan Workers Compensation Board Clearance Letter**
- Certificate of Insurance as described herein**

**Subsequent Addenda may change the submission requirements and Bidders acknowledge this checklist is only a guideline.**



Centennial Arena Ice Plant Header  
Replacement - Tender No. 001

**BIDDER'S INFORMATION FORM**

Having carefully examined all of the Tender documents including any subsequent Addenda issued as supplements thereto, and complied with Instructions to Bidders, we hereby offer to perform the Work set forth in the aforesaid documents for the Contract Price, which includes any applicable taxes in force at this date.

<b>Company Name</b>	
<b>Bidder's Main Contact Individual</b>	
<b>Address (include postal code)</b>	
<b>Office Phone #</b>	
<b>Cellular #</b>	
<b>e-mail address</b>	
<b>Website</b>	
<b>GST Account # (if applicable)</b>	

\_\_\_\_\_

**BIDDER**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

**DATE**



**APPENDIX A: PRICING BID FORM**

**Lump Sum Price Contract**

Lump Sum Price includes the Contractor’s labour, material, equipment, material costs, overhead and profit, all taxes and duties, and shall represent the cost to the Owner of such charges. It is the Contractor’s responsibility to provide all labour, material, equipment and supervision to complete the work as outlined in the specifications. No extras will be entertained for inconveniences after award of the Contract.

Description	Unit	Total
4.3 Scope of Work Base Bid	Lump Sum	_____
	<b>Subtotal</b>	_____
	<b>PST (6%)</b>	_____
	<b>Subtotal including PST</b>	_____
	<b>GST (5%)</b>	_____
	<b>Total Base Bid Price</b>	=====

**Only the Base Bid Price will be called during the Tender Opening.**

The Bidder warrants and represents that it has substantial and significant experience to undertake work of a nature and scope similar to that contemplated herein, and that it possesses the competence, skills, experience and expertise required to successfully carry out the Work and that in preparing its Bid, it has satisfied itself that it has secured all necessary information required by a competent, experienced Contractor to prepare a responsible and complete Bid.

The Bidder certifies the signatory here and on any document is authorized to bind the organization if they are duly awarded this Request for Tender.

\_\_\_\_\_

**BIDDER****SIGNATURE****DATE**



**APPENDIX B - TENDER FORM**

**Company Profile**

Please provide an overview of your company and company experience. Include as a minimum:

Company Name, Address	
Location of local office (if different from address above)	
Years in business	
Number of Personnel	
Business Licence No.	
Saskatchewan Workers Compensation Board Firm No.	

**Contact Person**

Provide the main contact person and at a minimum one (1) back up person which will always be available during the term of the Contract. Provide the name, telephone number, cell phone number.

Contact Name	Phone number	Cell number



**APPENDIX C - SUB-CONTRACTORS**

The Bidder intends to use the following sub-contractors for the portions of the Work identified below. All sub-contractors who will perform any portion of the Work should be listed. The Town expects that the Bidder will engage only the listed sub-contractors and no others in their stead, without prior written authorization of the Town's Program Coordinator.

Sub-Contractor	Address	Type of Work

\_\_\_\_\_ **BIDDER**

\_\_\_\_\_ **SIGNATURE**

\_\_\_\_\_ **DATE**