



Lakeland Regional Library

318 Williams Avenue Box 970
Killarney, Manitoba
R0K1G0

info@lakelandregionallibrary.ca

Cartwright Branch Renovation
Request for Quotations

1.1 Background information

Lakeland Regional Library invites proponents to submit quotations for construction for the repurposing and renovation of the Cartwright Branch based on current design and drawings at 642 Veteran Drive, Cartwright Manitoba.

The intent of this RFQ process is to arrive at a Stipulated Price Contract between the successful proponent and the Library for an agreed scope of work.

It is anticipated that the Library will remain open during as much of the construction as possible therefore proposals should contain phasing for the construction of work and estimates of time the library will need to be closed to the public.

Proponents may be required to obtain a performance bond and a labor and material payment bond for this project from a recognized Canadian surety company, prior to finalization and award of the contract. The cost of the bond is not to be included in the price submitted with the proposal.

1.2 Scope of Work

The scope of the construction shall consist of the supply of all necessary labour, supervision, materials, plant, tools, transportation, and warranty of the workmanship and those materials supplied by the Contractor and all that is necessary for the full completion of the project, Cartwright Library Renovation.

All work performed as a result of this Request for Quotations shall be conducted in conformance to and in accordance with all applicable codes, regulations, standards, and local bylaws. The supplied drawings have been prepared with reference to the relevant sections of the current edition of the Manitoba Building Code.

1.3 Project Goals and Objectives

1.3.1 To renovate the Cartwright Library to the specifications outlined herein.

1.3.2 To complete the project within the defined timelines, and within the project's contract amount.

2 Renovation Design

The Library has had commissioned drawings attached here that outline the desired design of the renovation.

The scope for the renovation consists of the following

- a) Remove existing washroom and reconfigure to make it fully accessible compliant including all plumbing and electrical.
- b) Build up floor in the north part of the building to bring it level with the south portion of the building

- c) Remove all existing carpet and replace with commercial grade low pile carpet: Shaw Green Edge, Sound Advice broad loom, style 54488 – colour 88400 Get Involved
- d) Make existing opening in wall between the north and south sections of the library wider to reach from new washroom to west wall and support wall structurally.
- e) Current lighting in north section to be replaced with four 6” downlights.
- f) Storage room built in the north-east corner of north section.
- g) Repaint entire library inside with owner supplied paint.
- h) Heater on west wall of north section will be removed.
- i) Central vac system will be capped.
- j) Trim work to be painted white.
- k) All baseboards new – rubber carpet edging will be considered sufficient.
- l) All cleanup to a broom swept floor inside as required.
- m) All waste removal from the property, including tipping fees.
- n) Communication with Fehr Glass regarding the installation of new north and south exterior doors already ordered. Fehr Glass is supplying and installing the doors.
- o) Any work not detailed above should be confirmed with the Library Administrator.

3.1 Project Scheduling

Proponents shall submit a detailed project schedule specific to the proposed construction phasing. Clearly identify key milestone dates including construction start and completion of each phase substantial completion of the work, and total completion of the work. Provide as much detail as possible in order to demonstrate the ability to administer the process in a logical fashion.

Provide an estimate of days the library will need to close to the public along with a communication plan to work with Library staff in order to facilitate all construction in order to minimize a disruption in library services. The library will require downtime in order to pack the library and remove books and shelves for certain portions of construction.

The completion date is expected to be no later than June 30, 2024.

3.2 References

At least two client references for whom the design-build team has completed similar projects should be provided, including name of contact, current phone numbers (within the last 3 years) and email addresses.

3.3 Cost factor

Proponents are to submit a lump sum price in Canadian dollars for all work associated with the construction of the work.

The submission shall include an itemized breakdown of the total price including a separate breakdown of the costs associated with the bathroom renovation.

A detailed cost breakdown is required to be submitted within 10 days of contract award.

In addition to the overall quote, an hourly rate for any addition or unforeseen work should be stipulated.

3.4 GST

Total costs submitted to include complete breakdown of the GST.

4.1 Outline of Proposal Submission Requirements

Lakeland Regional Library invites proponents to submit quotations for construction for the repurposing and renovation of the Cartwright Branch based on current design and drawings at 642 Veteran Drive, Cartwright Manitoba.

4.2 RFQ Schedule

The following timeline has been established for the Design-Build Contractor selection process:

Request for proposals issued: December 15, 2023

Site Inspection: January 4, 2024 1:00pm – 5:00pm

Deadline for Questions: January 5, 2024

Request for proposals closes: January 10, 2024, 4pm local time

Request for proposals Award Date: January 17, 2024

4.3 Date and Place for Receiving Proposals

Proposals will be received until January 10th, 2024 at 4pm local time

Proposals should be mailed or dropped off to:

Lakeland Regional Library

or

Cartwright Library

Box 970

Box 235

318 William Ave

462 Veteran Drive

Killarney Manitoba

Cartwright Manitoba

R0K1G0

R0K0L0

Attention: Krista Law

Attention: Krista Law

Email applications will be accepted at admin@lakelandregionallibrary.ca. Emails must be time stamped by 4pm on January 10th.

4.4 Negotiations

The Library reserves the right to negotiate the scope, work plan and payment schedule of the preferred proponent prior to the award and execution of the contract.

4.5 Communications

All questions related to the Request for Quotations should be directed to

Krista Law

Library Administrator

Lakeland Regional Library

admin@lakelandregionallibrary.ca

No oral explanation or interpretation shall modify any of the documents or provisions of the Request for Quotation. A written addendum will be issued to all who have been issued Request for Quotation documents, if it is determined that a correction, explanation, or interpretation is necessary or desirable. Deadline for questions is January 5th 2024.

4.6 Withdrawl or Substitution of Submission

A proponent may withdraw or substitute all or part of his/her proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this proposal call. A proponent may withdraw or qualify his/her proposal at any time up to the official closing time, by submitting a letter bearing the signature as in their proposal to the Library, who will mark thereon the time and date of receipt and will place the letter in the proposal box. No telephone calls, facsimiles or email copies will be considered.

5.1 Acceptance of the Proposal and contract

It is expected that one proponent will be selected for this project. Upon selection, the successful proponent will be invited to enter into a contract with the Library. The contract will be based on the specifications, terms and conditions expressed in this document, the successful proponent's proposal, and documented

negotiations. The Library reserves the right to reject any proposal where satisfactory evidence of sufficient capital, plant, and experience to successfully perform and complete the work in the specified time is not furnished by the proponent were requested by the Library. The successful Proponent will prepare the contract document for execution by both parties.

The lowest or any other proposal will not necessarily be accepted.

6.1 Confidentiality

The Request for Quotation must not be restricted in any statement, covering letter, or alteration by the proponent in respect to the confidentiality or proprietary information. The Library will treat all proposals as confidential.

6.2 Errors and Omissions

The Library shall not be held liable for any errors or omissions in any part of this Request for Quotations While the Library has used considerable effort to ensure an accurate representation of information in this Request for Quotation, the information contained in the Request for Quotation is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Library, nor is it necessarily comprehensive or exhaustive.

6.3 Permits, Locates & Licensing

Proponent will be required to obtain all permits including permits required by the Municipality, locates and licensing necessary for the project.

6.4 Legislative and Licensing Requirements

All proponents and proposals must comply with any law, including all legislation and regulations, which may be applicable to the services provided subsequent to the Request for Quotations. Please be advised that a condition of the agreement will be a requirement that the successful proponent comply with all applicable laws of Manitoba and Canada, including, but not limited to, Manitoba Building Codes, the Human Rights Code, Manitoba Labor Code, and stipulations put forward by Lakeland Regional Library. Any agreement that results from this Request for Quotation will be subject to the laws of the Province of Manitoba and Canada.

6.5 Incurred Costs

The Library shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by any proponent prior or subsequent to or by reason of the acceptance or non- acceptance by the Library of any proposal by reason of any delay in the acceptance of the proposal.

6.6 Conflict of Interest

All proposals are required to disclose any potential conflict of interest to the Library prior to accepting the assignment. If a conflict does exist, the Library may, at its discretion, withhold the assignment from the proponent until the matter is resolved to the satisfaction of the Library.

6.7 Local Contractor/Sub-contractor

It is the desire of the Library that proponents use local tradesmen/women wherever possible. It is our goal to utilize businesses within our community where practical.