



Town of - Ville de
Gravelbourg

Request for Proposal

Renaissance Gaiety Theatre Façade Replacement

Tender Reference Number:

RFP-2025-01

Issue Date:

October 29, 2025

Closing Date and Time:

November 28, 2025

Town of Gravelbourg

209 Main Street,
Gravelbourg, SK.

The Renaissance Gaiety Theatre is a cherished municipal heritage building constructed in 1946 as a cinema house. Currently operated as a non-profit cultural venue by a dedicated volunteer board, the theatre serves as a vibrant hub for community-driven arts and entertainment. With seating for up to 200 people, it hosts a variety of events, including original theatrical productions, trivia nights, musical performances, and summer drama camps for youth.

1. Project Name

Renaissance Gaiety Theatre Façade Replacement

2. Description of Work and Quantities

- **Scope of Work/Services:**
 - o Removal & disposal of stucco façade
 - o Repair of lath, frame, or masonry walls
 - o Replacement of façade siding with stucco or suggested alternative
 - o Replacement of window and door trim/brick moulding
 - o Painting of wood door, trim, decorative moulding and awning
 - o Preservation of heritage character
- **Qualifications**
 - o Minimum 5 years experience with stucco removal & replacement
 - o Proven track record with projects of this scale
- **Goods/Materials Specifications:**
 - o Traditional stucco or proposed equivalent
 - o Approx. square footage of façade:
 - o Colour scheme: yellow/gold with burgundy trim/moulding
- **Location of Work/Delivery:**
 - o 412 Main St., Gravelbourg, SK
- **Timeline:**
 - o TBD

3. Submission Requirements

Tender submissions must adhere strictly to the following requirements to be considered valid:

- **Format:** Bids must be submitted in writing to the Town of Gravelbourg
- **Delivery Method:** Bids must be submitted by **email, post or hand-delivered** to the Town Office.
- **Address for Submission:** Email: edo@gravelbourg.ca or Town of Gravelbourg, 209 Main St. Box 359, Gravelbourg, SK, S0H 1X0
- **Tender Envelope Marking:** The exterior of the sealed envelope **MUST** be clearly marked with: **"Tender [Insert Project Name/Tender Number]"**
- **Deadline:** Bids must be received at the Town Office no later than the **Closing Date and Time** specified above.
- **Late Submissions:** Bids received after the specified deadline will **NOT** be considered.

4. Access to Tender Documents

Tender documents, including detailed specifications and any supplementary forms, may be picked up at:

Town Office (Old Court House)

209 Main St

Gravelbourg, SK

Please Note: The Town of Gravelbourg **does not pay for tender documents.**

5. Tender Conditions and Disclaimers

By submitting a tender, bidders acknowledge and agree to the following conditions:

- **Acceptance of Bids:** The Town of Gravelbourg reserves the right to accept the lowest or any tender bid, or to reject any or all tenders received, without explanation or liability.
- **Minimum Specifications:** Bids not meeting the minimum specifications as outlined in Section 2 (Description of Work and Quantities) will **NOT** be considered.
- **Bidder Commitment:** If a tender is awarded and the successful bidder fails to uphold their commitment as per the submitted tender and subsequent agreement, the award will be considered null and void. In such an event, the Town retains the option of re-tendering the project or accepting the next best qualified bid.

- **Faxed/Emailed Submissions:** Faxed or emailed tender corrections/revisions **WILL be considered if received prior to the closing deadline.**

6. Evaluation Criteria

Price is a significant consideration, but will not be the sole determinative factor in awarding this tender. The Town of Gravelbourg will evaluate all compliant tenders based on the following criteria:

- **Price:** The overall cost of the goods or services.
- **Quality:** The demonstrated quality of the proposed goods, materials, or the standard of services offered.
- **Delivery Time/Project Schedule:** The proposed timeline for completion or delivery, and the ability to meet the Town's required schedule.
- **Transportation Costs:** Any associated transportation costs that factor into the overall cost.
- **Warranties:** The extent and duration of warranties or guarantees provided.
- **Brands/Product Suitability:** The reputation and suitability of proposed brands or products.
- **Support/Service/Product Availability:** The availability of ongoing support, service, and product parts/components.
- **Expertise in Product/Service Area:** The demonstrated experience, qualifications, and expertise of the bidder in the relevant field.
- **SUMA Discounted Supplier/Other Municipal Discounts:** Any applicable discounts or affiliations that benefit the Town.
- **Environmental Sustainability:** The environmental impact and sustainability practices associated with the proposed goods or services.
- **Existing Account with the Town:** Any established positive working relationship or account with the Town.
- **References from other projects:** Please provide 2

8. Conflict of Interest

No Town employee shall place themselves or another person in a position of advantage or perceived advantage when acquiring goods and services on behalf of the Town. Accepting gifts or favours from vendors is unacceptable, with the exception of small promotional items (e.g., pens, caps).

Contracts will not be awarded to current or prior employees, elected officials, or to anyone else that may create either a real or perceived conflict of interest, without proof of a fair process and the explicit approval of the Chief Administrative Officer.

8. Independent Contractor Requirements (If Applicable)

If the successful bidder is an independent contractor providing services, the following requirements will apply and must be agreed to prior to the commencement of work:

- **Independent Contractor's Agreement:** A formal written Independent Contractor's Agreement, outlining all terms and conditions (including nature and scope of work, term, remuneration, payment method, termination notice, equipment/tools provision, insurance, liability, indemnity, governing law), must be executed.
- **Proof of Insurance:** The contractor must provide proof of adequate insurance coverage, including:
 - A certificate of **general liability insurance** with a minimum of \$2,000,000 in coverage (or \$5,000,000 if the contract involves a high level of risk), explicitly naming the Town of Gravelbourg as an additional insured.
 - **Professional liability insurance** (where the nature of the service requires it).
 - **Worker's Compensation Insurance (WCB)** coverage and proof of payment of WCB premiums, or a WCB letter of good standing.
 - **Automobile insurance** if the use of the contractor's vehicle(s) is necessary for the performance of the contract.
- **Business License:** Compliance with the Town of Gravelbourg Business License Bylaw.
- **Adherence to Town Policies:** The contractor must agree to adhere to the Town's policies regarding conduct and behaviour, conflicts of interest, workplace harassment, personal information protection, confidentiality, email and internet use, and all health and safety policies and legislation while under contract.
- **Payment Terms:** Payment will be made in accordance with the terms of the executed contract upon presentation of an approved invoice. GST and PST must be clearly identified on all invoices.

9. Tender Process and Notification

- A dedicated tender file will be established for this procurement.
- All received tenders will be date-stamped, time-recorded, and kept unopened until the official opening after the closing deadline.

- Tenders will be opened by the Chief Administrative Officer and the relevant Officer, Manager, or their designees.
- A summary of all tenders received, including bid prices, will be prepared for review and decision in consultation with Renaissance Gaiety Theatre Board representatives.
- All tender applicants will be formally advised by Town administration of the outcome of the competition once a decision has been made.

Contact Information for Inquiries:

For any inquiries regarding this Request for Tender, please contact:

Ariel Haug

Economic Development Officer

Email: edo@gravelbourg.ca

All inquiries must be submitted in writing via email to the contact person listed above.

Appendix A: Site Photos

