

Town of Gravelbourg
Request for Proposals for
Document Room - Fireproofing
NUMBER PW2022-002

Gravelbourg Town Hall
209 Main Street
Gravelbourg, SK. S0H 1X0
(306) 648-3301

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Introduction

The Town of Gravelbourg is requesting proposals from construction firms to complete fireproofing of the Document Room located in the basement of the Town Hall. The overall size of the room is approximately 33 feet by 11 ft. The height is approximately 9 feet This is to be confirmed by the contractor.

Questions/inquiries regarding the Request for Proposal may be submitted via email to:

Vincent Sture – Manager of Public Works

Phone: 1-306-648-3301, ext. 3

Email: eng@gravelbourg.ca

Telephone enquiries regarding the scope of work, must be emailed, general questions can be called in.

[Manager is available to meet with interested firms in the Town Office.](#)

This RFP is subject to the Town of Gravelbourg Purchasing Policy.

The Town expects the project to start in the early Summer of 2022 and be completed no later than mid October 2022.

1.0 Community Information

The Town of Gravelbourg is in south central Saskatchewan, approximately 110 km south-west of Moose Jaw on Highway 43.

2.0 Project Scope

2.1 Purpose

The Town is looking to improve the viability of its document storage through the provision of fire proofing of its Document Room. The Document Room contains historical town records, which by law, or for historical reference must be kept.

2.2 Challenges

Project challenges: The select firm will need to create a secure room capable of withstanding fire temperatures more than 800 C for at least 90 minutes. Both the floor and the ceiling are concrete, and three walls are exterior walls clad in standard drywall. The interior wall is clad in drywall and framed with wooden studs. A metal exterior grade door separates the Document Room from the rest of the basement area but is not fire

rated. To as great an extent as possible, the documents must be kept secure during the construction period.

The room is oblong in shape (approximately 34' x 14') with a longer wall being an interior wall. There are three vinyl frame windows spaced over two of the exterior walls.

1. A wire chase (cage basket) passes through the wall at a height of 7 feet from the floor. Conduit extends from both ends of the basket. The telecommunication wires shall be placed in steel conduit(s) prior to sealing the wall. Any open ends of the conduit shall be sealed with a fire-resistant putty or sealer.
2. Two additional layers of 3/4" X Rated drywall with overlapping joints shall be installed on the outside of the Document Room. All joints are to be taped and sealed with an appropriate drywall compound mix.
3. The finished surface shall be painted in a light colour as specified by Town personnel. The paint and application forms part of the work of this project.
4. All electrical outlets on the outside of the interior wall of the Document Room shall be converted to a surface mount fire rated or sealed box and conduit piping shall be used for the electrical feed.
5. Two layers of 3/4" X rated drywall shall be installed on the outside of the boiler room. Joints should be staggered, and all gaps shall be sealed.
6. The steel doors shall be certified for fire retardancy or replaced with appropriate fire rated doors

Time Challenges: The project should be completed by October 15th, 2022.

Other Challenges:

1. The heating pipes suspended from the ceiling may or may not be wrapped in an insulating material that contains asbestos. Major asbestos abatement was completed in the mid 1990's.
2. The Contractor is not to disturb Town personnel during the construction period. Contact and questions shall be through the Public Works Manager
3. Access to the basement level shall be through a side door which shall be kept locked when not in actual use, i.e., construction crews away from the site or end of day.
4. Construction hours shall be limited to 8:00 to 5:00 pm, Monday to Friday only
5. Due to the sensitivity of some of the documents, the contractor is to keep construction dust to a minimum and clean it away daily.
6. Tools and clean materials may be stored in the construction area during the project period.

7. The contractor may suggest an alternate approach to create a fireproof room.

2.4 Project Overview

The Contractor shall create a fireproof room for sensitive document storage in the basement of the Town Hall. Specifics are shown above.

Contractors are strongly encouraged to conduct a site visit prior to submission of their bids.

2.5 Selected Firm Responsibility

1. Compliance with the Town of Gravelbourg Business License Bylaw
2. Proof of WCB for all employees of the Contractor
3. Liability Insurance in the amount of \$5,000,000
4. Acquisition and supply of all necessary materials
5. Supply of necessary manpower and qualified sub-trades to complete the work. All trades/sub-trades shall be qualified to perform the work they are assigned to complete.
6. Creation of a fireproof room appropriate for the storage of documents and records as per the specifications herein
7. Daily cleanliness of worksite
8. Integrity of all documents and materials belonging to the Town
9. Respect for the privacy of Town personnel during their workday
10. Suggestion of alternate means to achieve the same end

2.6 Municipal Responsibility/Resources

1. Meet with contractors to discuss the scope of work and conduct a site visit
2. Provide prompt decisions
3. Supply of the building permit and inspections as necessary
4. Selection of colour choices for paint

3.0 Timelines

Issue date: July 11th, 2022

Close date for questions or accompanied on-site visits: July 20th, 2022, Deadline for issuing addenda: July 22nd, 2022.

Submission deadline: July 27th, 2022, at 1:00pm Submission review period ends: August 9th, 2022. Project award date: August 12th, 2022.

Review and award dates subject to change, pending Council input.

4.0 Submission Requirements

Proposals submitted shall include:

- Contact Information, name, address, phone number, email address.
- Copy of liability insurance and WCB coverage or letter of exemption
- Statement ensuring compliance with the Town's Business License Bylaw. (Can be provided after close of the RFP and prior to start of work). Failure to comply with the Bylaw will result in disqualification of the bid.
- Description of the work plan
- Expected timelines for start and completion of work.
- Experience on similar jobs and of the work supervisor

Note: No materials or crew shall move onto the job site without proof of liability insurance, WCB, and Town of Gravelbourg Business license information being provided to the Town's Project Manager.

5.0 Terms and Conditions

The Municipality:

- Shall not pay for bids submitted.
- Reserves the right to reject any or all bids.
- May not necessarily award the contract to the lowest bid.
- Shall require a formal quote prior to awarding the RFP.
- Will pay firm once project is complete and final inspection is conducted by the Town and approved by the Town's Project Manager.

6.0 Submissions

6.1 Selection Process

The Town of Gravelbourg shall evaluate all proposals to ensure they meet the requirements of this Request for Proposals.

- The Manager of Public Works and Chief Administrator will review proposals and determine the best fit based on:
 - 50% Cost
 - 10% Local Business (within 120 kms)
 - 20% Construction methods
 - 15% Timeframe
 - 10% previous work

- All unsuccessful respondents shall be notified by email or phone.
- Proposals are NOT to include GST or PST in their bid pricing.

6.2 Submission and Closing Date

Proposals must be received no later than 1:00 pm local time on July 27th, 2022. Electronic or hard copy proposals will be accepted. Electronic revisions to an original proposal will be accepted. Any submissions received after the aforementioned date and time will not be accepted.

Submissions must be typed and submitted on corporate letterhead.

6.3 Submission of Proposals

Hard copy mail:

*Attention: Manager of Public Works -PW2022-002 Town of Gravelbourg
P.O. Box 359
Gravelbourg, Saskatchewan S0H 1X0*

Hard copy hand delivered/Courier:

*Attention: Manager of Public Works -PW2022-002 Town of Gravelbourg
209 Main Street
Gravelbourg, Saskatchewan*

Electronic delivery:

TO: eng@gravelbourg.ca Subject Line: Fireproof Document Room Proposal

THANK YOU!