



School District 49 (CentralCoast)
1961 Highway 20, PO Bag 130, Hagensborg, BC, V0T 1H0

Phone: (250) 982-2691 Fax: (250) 982-2319

BCE Office Administration Renovation
School District 49 Request for Quotations Number: BCE01
Issue date: May 15, 2024

Closing Time: Quotation must be received **before** 2:00pm Pacific Time on: May 22nd, 2024

District Contact Person: All enquires related to this Request for Quotations (RFQ), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permit. Information obtained from any other sources is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the District's option.

Jeanne Saulnier, 902-670-6688, jsaulnier@sd49.ca

Delivery of Quotations:

Quotations are to be sent by mail to the closing location as follows:

School District #49 (Central Coast) Bag 130 1961 Highway 20, Hagensborg, B.C. V0T 1H0

Attention: Jeanne Saulnier

Or Email to:

JSaulnier@sd49.ca

Proponents' Meetings:

Separate proponents' meeting will be held before May 21, 2024

Project Scope:

1. Removal of admin office exterior door, removal of photo copier door, removal of rolling shutter facing corridor, removal of window, wall and doorway in Principals' office.
2. Provide CAD drawings with layouts and relevant elevations and product details.
3. Other particulars:
 - Dutch door to new corridor entry
 - 3' x 4' roll up shutter to match foyer
 - Birch cabinetry to upper walls of photocopy room
 - New receptionist desk with related cabinetry
 - Birch cabinetry to upper wall above desk
 - Birch storage wall cabinet to SW corner of office
 - Birch storage cabinet to health room
 - Sound dampened wall and doorway to Principals' office
 - Additional lighting, modify wall outlets and data terminals as required
 - New Uline low profile filing cabinets to reception
 - Repaint all wall surfaces
 - Remove and replace all furniture
4. All demolition debris is to be disposed of at a licensed landfill as per the requirements of the ministry of environment regulations.
5. All work is to be done over the summer.

Submission upon Award

The quotation is submitted on the basis that the following documents will be providing to the District upon acceptance of the Quotation:

- Quotation includes the materials and labour breakdown for the items listed under the project scope listed above;
- Completion Date;
- List of Sub-contractors that will be working on this project;
- Certified copies of Insurance as required by the District;
- Worksafe BC letter of Good Standing for Assessment and Health and Safety Matters;
- All necessary permits, approvals and permissions for the Project;

Schedule

In the consideration of the potential interruption to the school, the project must be completed by August 16, 2024.

Evaluation

Mandatory Criteria

- The completed quotation must be received at the closing location before the specified closing time.
- Current business license and Canada Revenue Agency business number
- Insurance coverage, which includes commercial general liability, business automobile liability. Proponent should also include all subcontractors insured.
- WCB coverage
- Ability to perform within the time specified (August 16, 2024)
- The Contractor will maintain the site in a clean and safe condition at all times and will remove from the site and the surrounding properties any debris from the work on the completion of the job. Failure to do this will result in the cleaning and removal being instituted by the Owner and the cost deducted from the amount owing the Contractor.

Desirable Criteria

Criterion	Weight	Total marks available
Implementation plan (Timeline)	25%	40
Price	50%	40
Company experience	25%	20
