



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

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

Board Office Administration Renovation
School District 49 Request for Quotations Number: Board Office 02
Issue date: June 7, 2024

Closing Time: Quotation must be received **before** 2:00pm Pacific Time on: June 14th, 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 June 13, 2024

Project Scope:

1. To build and construct 2 matching offices in the N.W. corner of room 209 with the following design parameters:
 - Approximately 10' wide x 12' deep, centered on existing ceiling bulkheads
 - Remove existing window storage units
 - Solid maple doors in steel frames, with 12" glass side light
 - Sound dampened walls with acoustic insulation
 - New LED lighting, wall outlets, and heating as required
 - New data cabling, and connections
 - Paint walls, and trim to SD49 specs
 - Reuse and reconstruct existing modular furniture as required
 - Reconfigure existing filing and storage to another location in building
 - Provide CAD drawings showing concept, dimensions, and elevations.
2. 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 23, 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 23, 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
