



**TOWN OF LUNENBURG
TENDER #TOL2025011**

**TENDER FOR
Fire Hall Apron Replacement**

Proposals will be received no later than:
2:00:00 pm LOCAL TIME (AST)
June 25, 2025

Addressed to:
Curtis Bell
Procurement Coordinator
Town of Lunenburg
119 Cumberland Street
Lunenburg NS B0J 2C0

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1.0 GENERAL TERMS AND CONDITIONS

1.1 Submission of Tenders

Any change notices, appendices and addenda issued for this Tender shall be considered part of this tender document. The tender is to be submitted, clearly marked with “**Fire Hall Apron Replacement**” and tender document number **TOL2025011**, to Curtis Bell, Procurement Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Tender submissions will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a tender has been received prior to the Closing Time. Tender prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All tenders shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this tender. Failure to quote on all options set out may disqualify your tender.

1.2 Deposit

No deposit is required in respect to this tender.

1.3 Rights of the Town – Evaluating / Accepting / Rejecting Tenders

The Town reserves the right to reject any and all tenders. Neither the lowest nor any tender will necessarily be accepted. The Town reserves the right to accept a tender other than the lowest tender based on any criteria and/or accept a tender which may in any way be non-compliant which in its sole and absolute discretion the Town deems to be in its best interest. The Town reserves the right in its sole and absolute discretion to reject a tender on any basis whatsoever including if a tender is incomplete, conditional or obscure, or which contains additions not called for, or for irregularities of any kind. Not to limit the generality of the foregoing, if the Town has (in its sole and absolute discretion) any concerns about any internal budget or other issues that may arise in light of the amounts and/or other criteria set out in the tenders it receives, then the Town may cancel the tender process and may (in its sole and absolute discretion) negotiate directly with any tenderer or other person as the Town deems fit. By participating in this tender process, each tenderer is deemed to have waived any and all rights to make any type of claim whatsoever against the Town arising out of this tender process.

1.4 Insurance and Indemnity

1.4.1 The successful bidder (the “Contractor”) will be responsible for obtaining and maintaining at their own expense, until the completion of the contract, Commercial General Liability insurance subject to limits of not less than Three Million (\$3,000,000) inclusive per occurrence for all operations of the contractor including protecting Town premises on or near which operations are to be performed. To

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achieve the desired limit, umbrella or excess liability insurance may be used. Coverage shall include but not limited to bodily injury including death, personal

injury, damage to property including loss of use thereof, contractual liability, non-owned automobile and contain a cross liability, severability of insured clause. The Municipality is to be added as an additional insured but only with respect to liability arising out of the operations of the Named Insured.

General Conditions

- 1.4.2 All insurance policies and certificates must include an endorsement providing ten (10) days prior written notice to the Town of cancellation or reduction of coverage. The contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.
- 1.4.3 Prior to commencement of the work and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the successful bidder shall file with the Town with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the work. The certificate shall include the project name and general description.
- 1.4.4 All applicable deductibles under the above required insurance policies are at the sole expense of the successful bidder. All policies shall apply as primary and not as excess of any insurance available to the Town.
- 1.4.5 It is expected by the Town that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated under Section 4 Insurance and Indemnity have been met.

Indemnity

- 1.4.6 The Contractor shall indemnify and hold the Town and all its officers, agents and employees harmless against all risks, liabilities and damages which in any way arise from the Contractor's performance of this contract.

1.5 Statutory Compliance

The Contractor shall comply with the requirements of all relevant Federal and Provincial legislation and regulations. In particular, the contractor, prior to the execution of the contract, shall file with the Town a certification that they carry Workers Compensation benefits for their employees and shall also comply with all other relevant Federal and Provincial legislation and regulations with respect to their employees, including the Nova Scotia Occupational Health and Safety Act and its regulations. The Contractor must provide proof of current Construction Safety Nova Scotia Association Certificate of Recognition (COR) Certification, if applicable.

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The successful Bidder shall be solely responsible for safety and for compliance with the rules, regulations, and practices required by the applicable health and safety legislation

and shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work, including any and all orientation and regular meetings throughout.

1.6 Contract Not Transferable / Cancellation of Contract

The Contractor shall not be entitled to assign or transfer this contract or any rights or obligations thereunder. The Contractor cannot subcontract out any portion of the work under this contract except with the express written consent of the Town. This contract may be cancelled by the Town in its sole and absolute discretion, with or without prior notice to the Contractor.

1.7 Interpretation

Should there be any questions regarding the interpretation of the Tender or Contract documents, the Lunenburg Town Council shall decide on the correct interpretation.

1.8 Information

Any additional information or questions regarding the Tender or Contract documents must be in writing and addressed to Curtis Bell, Procurement Officer at purchasing@townoflunenburg.ca.

1.9 Legal Age

Contractor must be of legal age to sign contracts in the Province of Nova Scotia.

1.10 Tender Submission

The attached Form of Tender must be used.

2.0 SPECIFICATIONS

2.1 Background and Overview

The vehicle entry to the Lunenburg Fire Hall has deteriorated to the point of requiring replacement. The Town has conducted a geotechnical survey of the area around the apron and had a new engineering design completed, which is the basis of this project.

2.2 Intent

The intent of the drawings and specification is to provide for the works described herein in every detail for the purposes designated. It is understood that the contractor, in accepting the contract, agrees to furnish all apparatus, material and labour to complete the construction (including testing) of the works.

2.3 Scope of Work

The successful bidder will be responsible for the demolition of the existing apron and the construction of the new apron including all required materials. The specifications and drawings are attached in Schedule A. Work to be carried out, as shown in the drawings and specifications includes the complete supply of all materials, labour and equipment for the construction of the following work:

1. Removal of the existing apron and bollards.
2. Disposal of all materials.
3. Construction of the new apron and bollards.
4. Reinstatement of any disturbed grounds and surfaces, including asphalt, concrete, landscaping, etc.

The successful bidder will be responsible for all applicable permits (including costs) and arrangement of all necessary inspections.

The successful bidder will be responsible for all material testing required, including but not limited to, compaction testing, slump testing of concrete, air testing of concrete, compression cylinder tests, etc.

2.4 Location of Work

The Lunenburg Fire Hall is located at 25 Medway Street, Lunenburg, Nova Scotia.

2.5 Existing Fire Department Operations

The Fire Department is prepared to continue operations through the period of this project. The Fire Department will need to move the large mobile equipment outdoors during periods of inaccessibility in order to maintain operations. The contractor shall work with the Fire Chief to minimize disruption and to coordinate work such that the Fire Department will have access to the facility.

2.6 Sequence of Work

1. Submit shop drawings and ESC plan
2. Submit a site safety plan
3. Coordinate the construction schedule with the Town
4. Prior to work, coordinate as safety/hazard review with the Town
5. Prior to work, coordinate a kick off meeting with the Town
6. Maintain control of the site works
7. Submit as-built drawings at the completion of work

2.7 Contractor's Use of Premises

1. Coordinate access with the Fire Department.
2. Contractor to assume all responsibility for all personnel on site.
3. Contractor to provide site washroom facilities for their own personnel.

2.8 Drawings and Specifications

The Town has provided electronic copies of drawings IFT C01 and C02 attached as Schedule "A". The notes and technical specifications are imbedded on drawings C01 and C02. The contractor is responsible for any printed copies, if required. CAD information is available on request.

2.9 Tender Deliverables

Bidders are asked to submit the below items:

- Pricing on the included Form of Tender (3.0).
- Two work references.
- Planned work timeline and completion date.
- Qualifications, experience and safety training of installation team.

