

# Wickwire Wellhouse Door Replacement

## RFQ WOL016-2024

January 2025



A cultivated experience for the mind, body, and soil



## **Request for Quotation Wickwire Wellhouse Door Replacement**

The Town of Wolfville seeks quotations for the replacement of two exterior (2) doors on the Wickwire Wellhouse located at 14 Wickwire Avenue, Wolfville, as per figure 1 below. The request for quotation is for the supply of all necessary labor, materials and equipment to complete the work outlined in the Scope and Specifications below. Installation and supply of both doors to be provided by the successful contractor.

Quotations will be received until **14:00, local time, Tuesday, January 28, 2024.**

**All quotations must be submitted electronically in a single PDF file, by email with the subject line reading “Submission for WOL016-2024 – Wickwire Wellhouse Door Replacement” sent to:**

Karen Outerleys at [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca)

All inquiries related to this RFQ shall be addressed, in writing, to Christa Rafuse, P.Eng. by email at [crafuse@wolfville.ca](mailto:crafuse@wolfville.ca). Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

The lowest, or any quotation will not necessarily be accepted. The Town reserves the right to accept or reject any or all quotations. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

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## **PROJECT SCOPE AND REQUIREMENTS:**

### **1) Location and Photos of existing doors to be replaced:**

Location is the Wickwire Wellhouse – *Figure 1*, South side main door and East side basement door – Figures 2 and 3

### **2) Scope and Specifications:**

a.) Existing door measurements:

- South side door is 36 x 80 inches
- East side access door to basement is 32 x 80 inches

b.) Doors to be commercial grade, steel hollow metal and insulated door, tasks to include:

- Remove and dispose of existing doors and frames
- Supply and install insulated steel door and frame
- New door and frame to be shop or factory painted (white)
- Supply and install new door hardware for each door:
  - o 1 – Lockset (to match Cherry Lane – Yale or Sargent preferred, keyed alike)
  - o 1 – dead bolt (keyed alike to Cherry Lane)
  - o Weatherstripping
  - o 2 – sweeps
  - o Threshold

c.) Work to be completed and fully invoiced **no later than March 31, 2025.**

### **3) Submission Requirements:**

a.) **Quotation Submission Deadline:** Quotations will be received until 14:00, local time, Tuesday, January 28, 2025. All quotations must be submitted electronically in a single PDF file, by email with the subject line reading “Submission for WOL016-2024 – Wickwire Wellhouse Door Replacement” sent to Karen Outerleys at [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca).

b.) **Contact for Inquiries:** All inquiries related to this RFQ shall be addressed, in writing, to Christa Rafuse, P.Eng. by email at [crafuse@wolfville.ca](mailto:crafuse@wolfville.ca). Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

### **4) Insurance, Health, and Safety Requirements:**

a.) The **successful proponent** shall submit a certificate of insurance (per the Health & Safety checklist) that meets the following requirements:

b.) Town of Wolfville named as an additional insured.

c.) A minimum of \$5,000,000 coverage inclusive per occurrence for general commercial liability, incident, bodily injury, death, and damage to property.

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- d.) Policy to include a cross-liability clause, waiver of subrogation, and include coverage for Tenant's legal liability and personal injury (where applicable).
  - e.) The **successful proponent's** submission must include the following documents:
    - i.) A current WCB clearance letter.
    - ii.) WCB safety accreditation or Certificate of Recognition from Construction Safety Association.
    - iii.) Completed Contractor Health & Safety Checklist.

**5) General Instructions and Evaluation Criteria:**

- a.) All submissions will be evaluated based on information contained in the documents received. All submissions must be dated and signed by the proponent, or a representative of the proponent having signing authority.
- b.) The Town assumes all terms and conditions of the RFQ are accepted by the proponent based on their signature on the submission.
- c.) Consideration for award will be based on:
  - i.) The quotation meets the needs of the Town of Wolfville without question;
  - ii.) The quotation meets or exceeds the "Specifications," where provided;
  - iii.) The quotation is approved by the department concerned;
- d.) All RFQ forms are complete in all respects, where provided.
- e.) The lowest, or any quotation will not necessarily be accepted. The Town reserves the right to accept or reject any or all quotations. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

**6) Schedule of Services and Costing:**

- a.) Each proponent is to provide milestone schedule information for each task, including start and completion dates, to ensure alignment with staff expectations.
- b.) **Proposed Costs to Deliver Scope:**
  - i.) All prices are to be quoted in Canadian dollars and shall be inclusive of all travel, labour, materials, testing, and equipment necessary to complete the scope of work;
  - ii.) Harmonized Sales Tax (HST) is to be excluded from the quoted price.

**7) Evaluation Criteria and Award:**

- a.) Project Costs: 75%
- b.) Company Experience and Qualifications: 25%

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**8) Additional Information:**

- c.) Quotations are to be submitted electronically in a single PDF file, by email with the subject line reading **“Submission for WOL016-2024 – Wickwire Wellhouse Door Replacement”** and are to be received no later than 14:00 on Tuesday, January 28, 2025 by Karen Outerleys at kouterleys@wolfville.ca.
- d.) Any and all costs associated with preparing a submission to this RFQ shall be the responsibility of the proponent submitting the quotation.
- e.) All materials submitted in response to this RFQ, including any supporting documentation, shall become the property of the Town of Wolfville upon submission.
- f.) The expected duration of the work following notice of award must be indicated in the submission.
- g.) No part of the work scope shall be performed by any party except the proponent, unless authorized by the Town of Wolfville.





Figure 1- Location of the Wickwire Wellhouse: 14 Wickwire Avenue



Figure 2 – Existing South Side door



Figure 3- Existing East Side Basement Door