



GOVERNMENT OF NUNAVUT

TENDER

**Renewable Area Office Flooring
Replacement**

Iqaluit, Nunavut

**Project No.
CGSHQ-11017**

**Tender Reference No.
CGSHQ-11017-1**

**GOVERNMENT OF NUNAVUT
REQUEST FOR TENDERS
CONSTRUCTION or SERVICES CONTRACT**

Tender Reference Number (Please refer to number when making inquiries)		CGSHQ-11017-1
BID FORM PAGE 1 of 1	NO. OF ATTACHMENTS 8	

TENDER ADDRESSED TO: Senior Procurement Officer Community & Government Services Purchasing, Logistics & Contract Support P. O. Box 1000 - Station 1600 Iqaluit, NU X0A 0H0 or DELIVERED TO: 3rd Floor, W. G. Brown Building Iqaluit, NU X0A 0H0 In care of: Senior Procurement Officer Facsimile Number: (867) 975-5450	TENDERS MUST BE RECEIVED PRIOR TO (TIME): Local Time: 14:00 EST Date: (Month/Day/Year) October 31, 2011
	CONTACT FOR INQUIRIES: Name: Todd Tilley Title: Senior Procurement Officer Telephone: (867) 975-5438 Fax: (867) 975-5450

FACSIMILE TENDERS WILL BE ACCEPTED

Renewable Area Office Flooring Replacement

The Contractor must complete this work on or before: December 12, 2011

Work under this contract consists of but is not necessarily limited to the description provided in the Scope of Work and attached Appendices. The tender and all attachments form the general intent of the contract.

This tender and contract document consists of the following:

1. Instructions to Bidders - Fax Tenders - 2 pages
2. Bid Form/Contract Signature Page - 1 page
3. Appendix A - General Conditions - 2 pages
4. Appendix B - NNI Incentives Form - 1 page (Bidder to Complete and Submit with Bid Form)
5. Appendix C - Contractor's Obligation to Provide Inuit Labour - 3 pages
6. Appendix D - Employment Report
7. Tender Specification - 6 pages
8. Floor Plan - 1 page

CONTRACTOR - OFFER

Name of Contractor	Contractor Address
Contact Person (Name and Title)	
Phone () - Fax () -	
I, the Contractor, acknowledge receipt of Addendum # ____ to # ____.	

The Contractor hereby covenants and agrees to execute and complete the work described herein, on or before 12th day of December, 2011 in a workmanlike manner, in accordance with the terms and conditions outlined in all attached appendices and/or other attachments, for the total bid price (as applicable) of:

/100 Dollars \$

Contractor Authorized Signature Title Date

GOVERNMENT OF NUNAVUT (OWNER) ACCEPTANCE

For the Purpose of this contract the Owner (GN) may be represented by the Consultant:

Government of Nunavut Authorized Signature Title Date

INSTRUCTIONS TO BIDDERS
FACSIMILE TENDERS

Tender Reference Number (Refer to number when making inquiries)	CGSHQ-11017-1 Page 1 of 2
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1. FACSIMILE TENDERS WILL BE ACCEPTED for this tender request in accordance with the following conditions:
 - a) Tenders must be received on or before the exact time and date that the Government of Nunavut (GN) has set for the reception of tenders indicated on the Bid Form.
 - b) Tenders must be received at the facsimile number identified on the Bid Form, except when the bidder chooses to submit the tender in a sealed envelope in accordance with 1(f) below.
 - c) Multi-page facsimile tenders shall not be considered received until the transmission has been completed, which must occur prior to the stated closing time and date.
 - d) The bidder has the obligation to confirm with the GN that the facsimile transmission has been received. The GN shall not be held liable for any claim, demand or other actions for any reason should a facsimile transmission be interrupted, not received in its entirety, received after the stated closing time and date, received by any other facsimile unit than that stated herein.
 - e) While the GN will undertake to handle your facsimile tender in a secure manner, it is impossible to guarantee complete confidentiality of information received by facsimile.
 - f) Bidders may choose to submit their tender in a sealed envelope identified on the outside of the sealed envelope or package as a tender stating: TENDER REFERENCE NUMBER OR TITLE, CLOSING DATE AND BIDDER'S NAME. Any bidder submitting a sealed tender lacking this information on the outside of the delivery envelope does so at his/her peril.
2. All tenders are irrevocable for a period of thirty (30) days from the closing date and time.
3. The lowest or any tender will not necessarily be accepted. The GN reserves the right to cancel this tender, in whole or in part at any time and to reissue same thereafter, for any reason whatsoever, without incurring any liability and no bidder will have any claim against the GN as a consequence.
4. All tenders are to be on the forms provided herein and signed by a duly authorized representative of the bidder. Failure to comply may result in the tender being rejected as non-responsive, at the sole discretion of the GN.
5. Tenders shall be opened as soon as practicable after the tender closing time.
6. One of the priorities of the GN is to ensure that materials, equipment and other services of Inuit and Nunavut business and that labour of Nunavut residents and /or Inuit are used to the fullest extent practicable, and the Nunavummi Nangminiqatunik Ikajuuti (NNI) Policy apply to this request for tenders. Additional bid incentive is available to registered Inuit or Nunavut businesses resident in the community/communities where the work is to be performed. Bidders must comply with the requirements of the NNI Policy and complete and submit the NNI Appendix that forms part of this Request for Tenders.
7. Bidders are hereby reminded of the requirements to maximize the use of Nunavut, Inuit and/or Local subcontractors and suppliers available to the fullest extent practical on this project. Further to this clause, and pursuant to the 2003 First Comprehensive Review of the NNI Policy, the GN hereby requires Bidders to invite Nunavut, Inuit and/or Local companies to bid on subcontracts.

INSTRUCTIONS TO BIDDERS
FACSIMILE TENDERS

Tender Reference Number (Refer to number when making inquiries)	CGSHQ-11017-1
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8. Addenda issued prior to the tender closing time shall become part of the Request for Tenders. Bidders are to acknowledge receipt of addenda on the Bid Form.
9. Verbal responses to any inquiry cannot be relied upon and are not to be construed as an implied term of this tender or any resultant contract.
10. The GN reserves the right to negotiate price, scope of work, or both, with the lowest adjusted bidder in order to achieve a reduced scope of work and price up to 15%.
11. The contractor (successful bidder) and all sub-contractors shall use licensed local Hotels or Bed and Breakfast establishments to provide accommodation and/or meals for all workers not resident in the community in which work is being undertaken.
12. The tender will be evaluated and the contract based on the unit price multiplied by the estimate of work rather than the total bid price if the amount of work is explicitly stated as an estimate. Where there is any discrepancy between the unit price and the total based on the estimated amount of work, the unit price shall govern.
13. The Government will pay the Goods and Services Tax (GST); however, do not include the GST in your bid amounts shown on the tender form and appendices.

APPENDIX A
GENERAL CONDITIONS
CONSTRUCTION or SERVICES CONTRACT

Tender Reference Number
(Please refer to number when making inquiries)

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1 GENERAL

- a. No Bid or Contract security is required for this Contract.
- b. Time is of the essence of this Contract.
- c. This Contract will be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- d. The Contractor waives all rights of recourse against the Owner for damages to the Contractor's property or property of others for which the Contractor is responsible and the Contractor's Insurers of such property shall have no right of subrogation against the Owner.
- e. The Contract comprises the entire agreement between the parties and supersedes all communications, negotiations and agreements, either written or oral, relating to the work that were made prior to the date of the Contract.
- f. No implied terms or obligations of any kind by or on behalf of the Owner shall arise from anything in the Contract and the express covenants and agreements therein contained and made by the Owner are the only covenants and agreements upon which any rights against the Owner are to be founded.
- g. This Contract shall enure to the benefit of and be binding on the respective administrators, successors and assigns of each of the parties hereto.
- h. It is a condition of this Agreement that payment hereunder is subject to Section 46 of the Financial Administration Act (Nunavut) as amended or reenacted in successor legislation during the term of this Contract. Section 46 currently provides as follows: " It is a condition of every Contract made by or on behalf of the government requiring an expenditure, that an expenditure pursuant to the Contract will be incurred only if there is a sufficient uncommitted balance in the appropriated item for the fiscal year in which the expenditure is required under the Contract."
- i. It is intended that all provisions of this Contract shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable, or unenforceable for any reason whatever, then the particular provision or provisions shall be deemed severed from the remainder of this Contract and all other provisions remain in full force.
- j. The Contractor is an independent Contractor with the Owner and nothing in this Contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the Owner and the Contractor.

2 CONTRACTOR'S OBLIGATIONS

- a. be familiar with the Contract documents and make allowance in their Tender for all existing conditions that will affect the execution of the work.
- b. furnish all tools, equipment, labour, supervision, materials and other supplies and services necessary for and incidental to the execution and completion of the Work unless specified to the contrary.

(CONTRACTOR'S OBLIGATIONS CONTINUED)

- c. not assign this Contract or subcontract the work, without the prior written consent of the Owner. If, with the Owner's consent, the Work or any part of the Work is done by a subcontractor, the contractor shall be fully responsible to the Owner for the acts and omissions of the subcontractor and all its servants, agents and employees.

Where the Contractor is not already using Inuit or Nunavut or Local firms as subcontractors and wishes to subcontract the work, the Contractor shall invite only Nunavut, Inuit or Local firms to bid on the subcontract. Local is defined in the NNI Policy and includes Inuit firms as well as Nunavut firms.
- d. bind any subcontractor to the terms of this Contract.
- e. comply with all codes, laws and regulations in effect at the place of work and the Contractor shall arrange and pay for all permits, licenses and fees required in connection with the Work.
- f. where specified, provide shop drawings acceptable to the Owner, and,
- g. maintain one copy of all Contract documents at the site.
- h. provide the Owner with all color and materials samples required by the specifications for approval.
- i. provide a work schedule when requested by the Owner; conform to the schedule; and provide sufficient labour and material to conform to that schedule.
- j. permit the Owner full and free access to the site and work at all times and provide full information concerning the Work upon request.
- k. promptly replace faulty materials and rectify faulty workmanship at his expense.
- l. keep proper books of account with respect to the Work and produce them for examination of the Owner upon request within a three-year period from Substantial Completion.
- m. provide written cost quotation for any changes to the Work specified by the Owner and undertake such changes upon request.
- n. submit any progress claims, accompanied by all necessary supporting documentation for Owner consideration. Any accepted progress claim shall be subject to a holdback of ten percent of the value of the progress claim.
- o. upon completion of the Work, furnish an invoice for the Work accompanied by a Statutory Declaration that all obligations have been met, and by the Employment Report and other related documents which confirm the total amount of Inuit, Local and Nunavut content is used in the Work.
- p. guarantee and warrant the Work for a period of twelve months from the date of Substantial Completion of the Work or for such longer period as might otherwise stated in the Contract.
- q. indemnify and hold harmless the Owner, the owner's employees and agents, from any and all claims, demands, actions and costs arising out of the performance of the Contract for which the Contractor, the Contractor's employees or agents are legally responsible.

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APPENDIX A
GENERAL CONDITIONS
CONSTRUCTION or SERVICES CONTRACT

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(CONTRACTOR'S OBLIGATIONS CONTINUED)

- r. maintain the following Insurance coverage for the duration of the Contract:
- Comprehensive General Liability Insurance with a limit of not less than two million dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.
 - Automobile Liability Insurance in respect of the Contractor's owned and leased licensed vehicles with limits of not less than one million dollars inclusive per occurrence for bodily injury, death and damage to property.
 - Course of Construction insurance on an " All Risks" basis for physical loss or damage to materials, equipment, machinery, structures, property, fittings, fixtures and supplies that will form part of the finished Work. The Contractor shall be responsible for the deductible to a maximum of \$50,000.
- The amount of deductible on any insurance provided by the Contractor shall be borne by the Contractor in its entirety. All required insurance shall be endorsed to provide the Owner with thirty (30) day advance written notice of material change, cancellation or termination. The Contractor shall complete and submit the "Contractor's Certificate of Insurance" form available from the Owner prior to execution of the Contract.
- s. pay and be solely responsible for payments of all statutory deductions or contributions including, but not limited to, pension plans, unemployment insurance, income tax, Worker's Compensation and the Nunavut payroll tax.
- t. immediately notify the Owner in writing should he consider a decision by the Owner to be in error and/or at variance with this contract. Such notification however, shall not relieve the Contractor from confirming with the instructions of the Owner, or completing the Work.

3. GOVERNMENT OF NUNAVUT'S RIGHTS AND OBLIGATIONS

- a. If the work is not being properly done, or if the Contractor fails to comply with a written request from the Owner within 24 hours, the Owner may:
- suspend progress of the Work at any time;
 - correct the defective Work itself;
 - deduct the difference in cost between the Work completed and the work required by the Contract;
 - deduct the cost to rectify the deficiency from any amount owing to the Contractor, on this or any other Contract;
 - hold back, in whole or in part, any amount due to the Contractor until the deficiency has been rectified to the Owner's satisfaction.
- b. Terminate the contract at any time, without penalty or damages, upon giving written notice to this effect to the Contractor, if in the opinion of the GN:
- the contractor is unable to deliver the service required;
 - the Contractor's performance of the work is faulty;
 - the Contractor becomes insolvent or commits an act of bankruptcy;
 - the Contractor defaults or fails to observe the terms and conditions of the contract in any material respect;
 - any actual or potential labour dispute delays or threatens to delay timely performance of the contract;

(GN'S RIGHTS AND OBLIGATIONS CONTINUED)

- and the Contract shall terminate on the date stated in the written notice. The contractor shall then invoice the GN for work performed to the date of termination.
- c. make written changes in the Work by adding to, or deleting from or revising the Work so long as the changes do not fundamentally alter the contract.
- d. make payment to the Contractor within thirty (30) days after receipt of invoices, except that the Owner shall pay Nunavut Contractors within
- e. upon completion and acceptance of Work pay the Contractor the agreed Contract sum less any assessments made under the Contract.

APPENDIX B

Tender Reference Number

CGSHQ-11017-1

(Please refer to this number when making inquiries)

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Nunavummi Nangminiaqtunik Ikajuuti (NNI Policy) Incentives Form

The Government of Nunavut (GN) has implemented the Nunavummi Nangminiaqtunik Ikajuuti (NNI Policy) to promote Inuit, Nunavut, and Local Business and labour. All Tenderers/Proposers wishing to obtain a bid adjustment as outlined in this policy, **MUST** indicate the value of any Inuit, Nunavut and/or Local inputs to the Contract. This will include the Tenderers/Proponents "own forces" and may also include any other Nunavut or Inuit owned Sub-contractor or supplier and labour.

The following information is required as part of the TENDER/PROPOSAL and must include all applicable cost elements for the Tenderer/Proposer and all sub-contractors and suppliers. Cost inputs that are Inuit, Nunavut or Local, as defined by the NNI Policy will receive an adjustment. The GN reserves the right to request clarification or additional information of the amounts claimed below and failure to provide such information may result in the bidder not receiving the adjustment. The maximum adjustment for cost inputs is 21%.

SUBMIT ALL APPENDIX B FORMS AS PART OF YOUR TENDER BID/PROPOSAL

USE ACTUAL BID PRICING ON THIS FORM, THE GN WILL CALCULATE BID ADJUSTMENTS.

COST COMPONENTS \$ BREAKDOWN	<p>- Note: Inuit firms are those on the NTI Inuit Firms Registry, and Nunavut Businesses are those approved by the GN for the NNI Registry of Nunavut Businesses. Registered Nunavut Businesses and Inuit Firms are "Local" if they are registered for the community where the work will be carried out.</p> <p>- Company status will be verified by the GN and preference and bid adjustments will be in accordance with the business's status and the NNI adjustment factors.</p> <p>- The Payroll \$ to Inuit Labour compared to the Total Payroll must meet the minimum % Inuit Labour Requirement.</p>
<p>Give a breakdown of your total bid by applicable cost components. List yourself as "Own Forces" or put the full business name of the company providing the goods or services under Company Name.</p> <p>Name of Contractor:</p>	

Note: Photocopy, complete and attach COST COMPONENT and PAYROLL TABLES for each subcontractor.

COMPONENT	COMPANY NAME	\$ COST for COMPONENT	Check appropriate column(s) below for named companies. Bid adjustments will be calculated by the GN based on the companies actual registered status with the GN and with NTI.				Total % (GN to complete)
			Nunavut Status 7%	Inuit Status 7%	Local Status 7%	Other Status 0%	
Total Payroll (Show breakdown in Payroll Table below)							
Material Supplier 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material Supplier 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accommodation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Expenses (include profit and overhead)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL BID (Bid amount should equal amount shown on tender/bid form).		\$	TOTAL ADJUSTED BID (GN use only)			\$	

Complete the Payroll Table below

Provide a cost breakdown for the total Payroll Component amount on the Payroll Table. **Note:** The Total Payroll amount is the sum of the Inuit, Nunavut and Other Labour amounts and must not be greater than the amount identified above. The total Inuit Labour amount is the sum of Local Inuit Labour and Inuit Labour excluding local. The dollar amount for Total Inuit Labour compared to the Total Payroll amount must meet the minimum % Inuit Labour Requirement specified in Appendix C.

Total Payroll \$ from table above	\$Other Labour	\$ Local Nunavut Labour	\$ Nunavut Labour (excl. Local)	\$ Local Inuit Labour	\$ Inuit Labour (excl. Local & Nunavut)	\$ Total Inuit Labour
\$		\$	\$	\$	\$	\$

<i>Adjustment %'s</i>	<i>(0%)</i>	<i>(14)%</i>	<i>(7%)</i>	<i>(21%)</i>	<i>(7%)</i>	
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CONTRACTOR'S OBLIGATION TO PROVIDE INUIT CONTENT

1. GENERAL

This contract pertains to work in Nunavut and the Nunavummi Nangminiqatunik Ikajuuti (NNI) Policy applies to this tender; a copy of the NNI Policy is available from the Department of Public Works and Services. This contract contains provisions regarding the minimum prescribed level of Inuit Labour that must be met or exceeded in the performance of the work. The requirements set out in this Appendix to meet the minimum prescribed levels of Inuit Labour is a fundamental term of the contract. The minimum prescribed level of Inuit Labour shall be complied with.

If the amount of Inuit Labour identified by the bidder on Appendix "B" of the tender is less than the tender requirement, this would result in an obvious qualification to the tender submission by the bidder that would ordinarily cause the tender to be considered non-responsive.

For an Inuit Labour level achieved which differs from the level prescribed, a bonus or penalty will be assessed in accordance with the NNI Policy, specifically Articles 12.3 and 12.4 of the Policy. A bonus would be for exceeding the minimum prescribed Inuit Labour level, and a penalty would be for not meeting the minimum prescribed Inuit Labour level.

Inuit Labour and Inuit Goods and Services (as well as Nunavut Local Labour and Goods and Services) identified on the tender forms shall receive a bid adjustment in accordance with the NNI Policy.

2. DEFINITIONS

- .1 "Inuit (singular Inuk)" means a person described in Article 1.1.1 of the Nunavut Land Claims Agreement (NLCA) and who has enrolled himself or herself on the Inuit Enrolment List under Article 35 of the NLCA.
- .2 "Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and that is, prior to tender closing, included on Nunavut Tunngavik Inc. (NTI)'s Inuit Firms Registry.
- .3 "Labour" means the total Labour used on the job in any capacity and including, for example, tradespeople, administrative staff and professional staff whether in a head office or in a site office and attributable to this project. "Inuit Labour" refers to the status of employees and may be directly provided by the general contractor or indirectly through a sub-contractor, and not necessarily through an Inuit Firm.
- .4 "Goods and Services" means the entire dollar value of the Work including Labour. For further clarification "Inuit Goods and Services" includes all labour of Inuit Firms attributable to and paid from the Contract.

- .5 "Inuit Content" is defined as the dollar value of the goods and services required by the Contract supplied by any Inuit Firm or Inuit sole proprietorship and Inuit Labour. Inuit Content may include:
- i. goods and services supplied by an Inuit Firm or Inuit supplier acting as the General Contractor. These are referred to as "own forces";
 - ii. goods and services supplied by an Inuit Firm or Inuit supplier so long as these goods and services are required for the completion of the Contract and are paid for by the Contract.
 - iii. Inuit Labour by an Inuit Firm or a non-Inuit Firm.

3. REQUIREMENTS

- .1 The Contractor shall maximize the value of Inuit Labour and Inuit Goods and Services, and shall meet or exceed the Inuit Labour minimum identified in this Appendix when bidding. In the performance of the work, the contractor shall meet or exceed the amounts tendered on Appendix B.
- .2 The Contractor shall submit reports at the completion of the work, or as specified, that indicate the amount of Inuit Labour and Inuit Goods and Services used. No payment shall be due or payable to the Contractor if the Contractor fails to supply these reports to the Owner.

4. FAILURE TO ACHIEVE INUIT CONTENT REQUIREMENTS

In addition to the bonus or penalty prescribed by the Nunavummi Nangminiqagtunik Ikajuuti (NNI Policy) for exceeding or not meeting the minimum prescribed Inuit Labour level set out in this Appendix; the following damages may apply for failure to meet Inuit Labour and/or Inuit Goods and Services requirements:

- .1 For failure to meet the levels of Inuit Labour and Inuit Goods and Services tendered by the Contractor on Appendix B of the tender, the contractor will be in breach of contract and general conditions concerning contract breach may apply.
- .2 Additionally, if the Contractor fails to meet the prescribed minimum Inuit Labour set out in this appendix, then for future tenders where there are similar prescribed minimum levels for Inuit Labour, the Owner may deem the Contractor to be "not responsible" (as defined in the Government Contract Regulations).
- .3 The Owner may terminate this contract prior to completion, if the Contractor has not demonstrated compliance with the requirement to attain the prescribed minimum levels of Inuit Labour set out in this Appendix.

5. INDEMNIFICATION

- .1 The Contractor shall indemnify the Owner against any claim brought by any person because of any failure by the Contractor to achieve the prescribed levels of Inuit Labour prescribed by this contract.

6. WAIVER OF INUIT CONTENT REQUIREMENTS

- .1 The prescribed level of Inuit Labour shall only be reduced when sufficient Inuit Labour is not available and the Contractor has requested and received prior approval by the Owner in writing to reduce the prescribed levels.

7. REQUIRED MINIMUM LEVELS OF INUIT LABOUR

- .1 For the purpose of this contract, the prescribed minimum level of Inuit Labour to be provided by Inuit workers shall 30 % expressed as a percentage by dollar value for the total labour value for the contract. Inuit Labour is the dollar value of Inuit Labour provided by Inuit and Non-Inuit firms for this contract.

**APPENDIX D
EMPLOYMENT REPORT**

Project No.:	Contract No.:
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Project Name: Renewable Area Office Flooring Replacement	
Project Location: Iqaluit, Nunavut	
General Contractor:	Project Officer:
Report Submitted By (General/Subcontractor):	Reporting Period: From: _____ To: _____

This Employment Report is submitted with (*CHECK ONE*)

Progress Claim _____ Certificate of Substantial Completion _____ Final Certificate of Completion _____
 Date: _____ Date: _____ Date: _____

Employee's Name	**Inuit		Employee's Address	Date Hired	Date Terminated	Hours of Work This Period	Hours of Work to Date	Gross Income this Period	Gross Income to Date	*Class
	Yes	No								

Contractor's/Subcontractor's Name and Title (<i>PRINT</i>)	Contractor's/Subcontractor's Signature	Date

- * Class
1. Superintendent 2. Carpenter 3. Carpenter Apprentice 4. Labourer 5. Mechanical 6. Mechanical Apprentice 7. Electrician
 8. Electrical Apprentice 9. Drywall/Painter 10. Drywall/Painter Apprentice 11. Other (Specify)

** Beneficiary of the Nunavut Land Claims Agreement



Community & Government Services

TENDER SPECIFICATION

Project Number: CGSHQ-11017

ISSUED FOR TENDER

Project:

Renewable Area office Flooring

Replacement

Iqaluit, Nunavut

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Drawing A1	

1.0 General Outline

The Department of Community & Government Services has identified a requirement to renovate an area located in the Renewable area office, building number 913 in Iqaluit. The work will include the demolition and removal of the existing sheet/vinyl flooring, wooden baseboard & some removal and replacement of furniture, the preparation of the subfloor, the installation of new Forbo Marmoleum Real sheet flooring and vinyl base 6" in the 2 offices, washroom & 4" in the other area's receiving flooring. The total area to receive new flooring measures **107 m²**.

Review attached drawing (A1) & specifications, attend an onsite meeting and submit an all-inclusive proposal to supply & install all materials, labor and equipment required to complete work stated here-in as required by the Department of Community & Government Services.

- 1.1 The work associated with this project is ideally scheduled to begin on a Saturday and complete most of the removal of old flooring during the weekend, work may continue on during the week but may require doing work in two phases as the office has to stay operational. Final completion date is set for **December 12, 2011**.
- 1.2 A **site viewing** between the Project Officer and a Representative of the tendering Contractors will take place on site at the Renewable office on **Wednesday, October 26th, 2011 at 1:30pm**.
- 1.3 Any enclosed sketches or list of dimensions shall act as a reference guide only. All dimensions, finishes, sizing, and locations are to be verified by the Contractor on site. Actual conditions on site shall govern.
- 1.4 All labour and installation shall be warranted by the Contractor for a period of one year following completion of the contract.

2.0 Compliance with Regulatory Requirements

- 2.1 **Obtain and pay all fees for all permits, licenses and certificates required by Authorities having jurisdiction in the performance of the Work.**
- 2.2 Comply with all laws, ordinances, codes, orders, regulations, rules and other requirements of territorial, local and other authorities having jurisdiction which are in force during the performance of the Work and which govern the Work, public health and safety, construction safety or any other aspect of the Work. In any case of conflict or discrepancy, the more stringent requirements shall apply.
- 2.3 Comply with the safety requirements as governed by the Nunavut Safety Act and Regulations. For information contact the Worker's Compensation Board.

3.0 Tender Submission

Contractor to submit a lump sum price for all labor, materials & equipment required to complete this project.

“CONSTRUCTION” ALL TRADES

4.0 General Construction

CONTRACTOR MUST ENSURE SAFE PASSAGE FOR THE PUBLIC AND EMPLOYEES ON THE WORK SITE AT ALL TIMES.

- 4.1 Extra Drawings will be provided upon request, refer to construction notes on architectural drawing for more detailed descriptions of required work.
- 4.2 Contractor to confirm all measurements on site and report any discrepancies to the Project Officer.
- 4.3 Maintain project site, and public properties free from any accumulation of waste materials and rubbish.
- 4.4 Remove waste materials and rubbish from site and dispose according to local requirements.
- 4.5 Install barriers to keep pedestrians out of work area at all times maintaining the public's safety. It shall be the contractor's responsibility to ensure safekeeping of all material on site.
- 4.6 Remove and replace furniture as required to complete the work.

5.0 Demolition

- 5.1 As indicated on the attached drawings & specifications.
- 5.2 Remove existing Wooden Base board 5 1/2" in 2 offices, Washroom & 4" in other area's, take proper care in removing baseboard to ensure there is no damage to drywall & surrounding millwork.
- 5.3 Remove existing sheet flooring. Patch & repair subfloor as required, remove any squeaks in floor, ensure any loose old glue is scraped.
- 5.4 It is essential to keep the construction area and building clear of new & demolition materials. Materials being demolished must travel directly from the construction area to a dumpster without delay or storage in areas of the building, contractor responsible to discard old flooring & associated demolition debris to local landfill.
- 5.5 Remove door stops & re-install after new flooring is installed.

8.0 Flooring & Base

- 8.1 **References** – CSA A126.3M84, Sheet Vinyl Flooring Products, CAN/CSA-A126.57-M87, Resilient Floor Base.
- 8.2 Provide 3 square meters of each colour, pattern and type of new resilient sheet flooring for Maintenance use.

- 8.3 Extra materials to be in one piece and from the same production run of installed materials.
- 8.4 Maintain air temperatures and structural base temperature at flooring installation area above 20 degrees Celsius for 48 hours before, during and 48 hours after installation.
- 8.5 **Materials** – Marmoleum sheet flooring: composed of natural ingredients which are mixed and Calendared onto a jute backing:
- Pattern: marbled
 - Thickness: 2.5mm
 - **Colour: Jade 3222**
- 8.6 **Resilient Base:** Can/CSA-A126.57, continuous, top set, complete with pre-molded end stops and External corners:
- Type: 1-rubber
 - Style: B-cove
 - Thickness: 2.36mm
 - Height: 101.6mm – 4” & 153 mm – 6”
 - Lengths: cut lengths minimum 2400mm
 - **Colour: Johnsonite, 151- Iguana**
- 8.7 Primers and adhesives: waterproof, of types recommended by flooring manufacturer for specific Material on applicable substrate, above, on or below grade.
- 8.8 Sub-floor filler and leveler: white premix latex requiring water only to produce cementitious Paste as recommended by flooring manufacturer for use with their product.
- 8.9 Metal Edge Strips: Aluminum extruded, smooth, mill finish stainless steel with lip to extend Under floor finish, shoulder flush with top of adjacent floor finish.
- 8.10 Edging to floor penetrations: stainless steel type recommended by flooring manufacturer.
- 8.11 Sealer and wax: type recommended by flooring manufacturer for material and location.
- 8.12 **Preparation** – Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and Other defects with sub-floor filler, ensure old loose glue is scraped
- 8.13 Clean floor and apply filler; trowel and float to leave smooth, flat hard surface. Prohibit traffic Until filler cured and dry.
- 8.14 **Application – Flooring** – Apply adhesive uniformly using recommended trowel. Do not spread More adhesive than can be covered flooring before initial set takes place.
- 8.15 Lay flooring with seems parallel to building lines to produce a minimum number of seams. Border widths minimum 1/3 width of full material.
- 8.16 Run sheets in direction of traffic.
- 8.17 Heat weld seams of sheet flooring in accordance with manufacturer’ printed instructions.
- 8.18 As installation progresses and after installation roll flooring with 45 kg minimum roller to Ensure adhesion.
- 8.19 Cut flooring neatly around fixed objects.
- 8.20 Continue flooring over areas which will be under built-in furniture.
- 8.21 Terminate flooring at centerline of door in openings where adjacent floor finish or colour is Dissimilar.
- 8.22 Install metal edge strips at unprotected or exposed edges where flooring terminates.
- 8.23 **Application – Base** – Lay out base to keep number of joints at minimum.
- 8.24 Clean substrate and prime with one coat of adhesive.
- 8.25 Apply adhesive to back of base.
- 8.26 Set base against wall and floor surfaces tightly by using 3kg hand roller.
- 8.27 Install straight and level to variation of 1:1000.

- 8.28 Scribe and fit to door frames and other obstructions. Use pre-molded end pieces at flush door Frames.
- 8.29 Cope internal corners. Use pre-molded corner units for right angle external corners. Use formed Straight based materials for external corners of other angles.
- 8.30 Heat weld base in accordance with manufacturer's instructions.
- 8.31 **Cleaning** – Remove excess adhesive from floor, base and wall surfaces without damage.
- 8.32 Clean, seal and wax floor and base surface to flooring manufacturer's printed instructions.
- 8.33 **Protection** – Protect new floors from time of final set of adhesive until final inspection.
- 8.34 Prohibit traffic on floor for 48 hours after installation.

10.0 Clean-Up upon Completion

- 10.1 Upon completion of work, immediately prior the interim, it is a requirement to thoroughly clean all surfaces and components. Remove stains and smudges from paintwork, hardware, aluminum and other finished surfaces.
- 10.2 Clean glass, remove stickers and paint, and leave glass in spotless, polished condition, using proper cleaning liquids.
- 10.3 Clean mechanical and electrical fixtures and fittings affected by the work. Remove labels, wrappings, paper and other foreign material.
- 10.4 Leave site free of all foreign and surplus materials, cleaning equipment, obstructions and hindrance.
- 10.5 Ensure existing window blinds are cleaned and free of paint spots and dust.

The DRAWING PROVIDED IS FOR VISUAL REFERENCE, ALL MEASUREMENTS TO BE CONFIRMED BY CONTRACTOR.

THE END



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JOB TITLE:
RENEWABLE IQALUIT AREA
OFFICE FLOORING REPLACEMENT

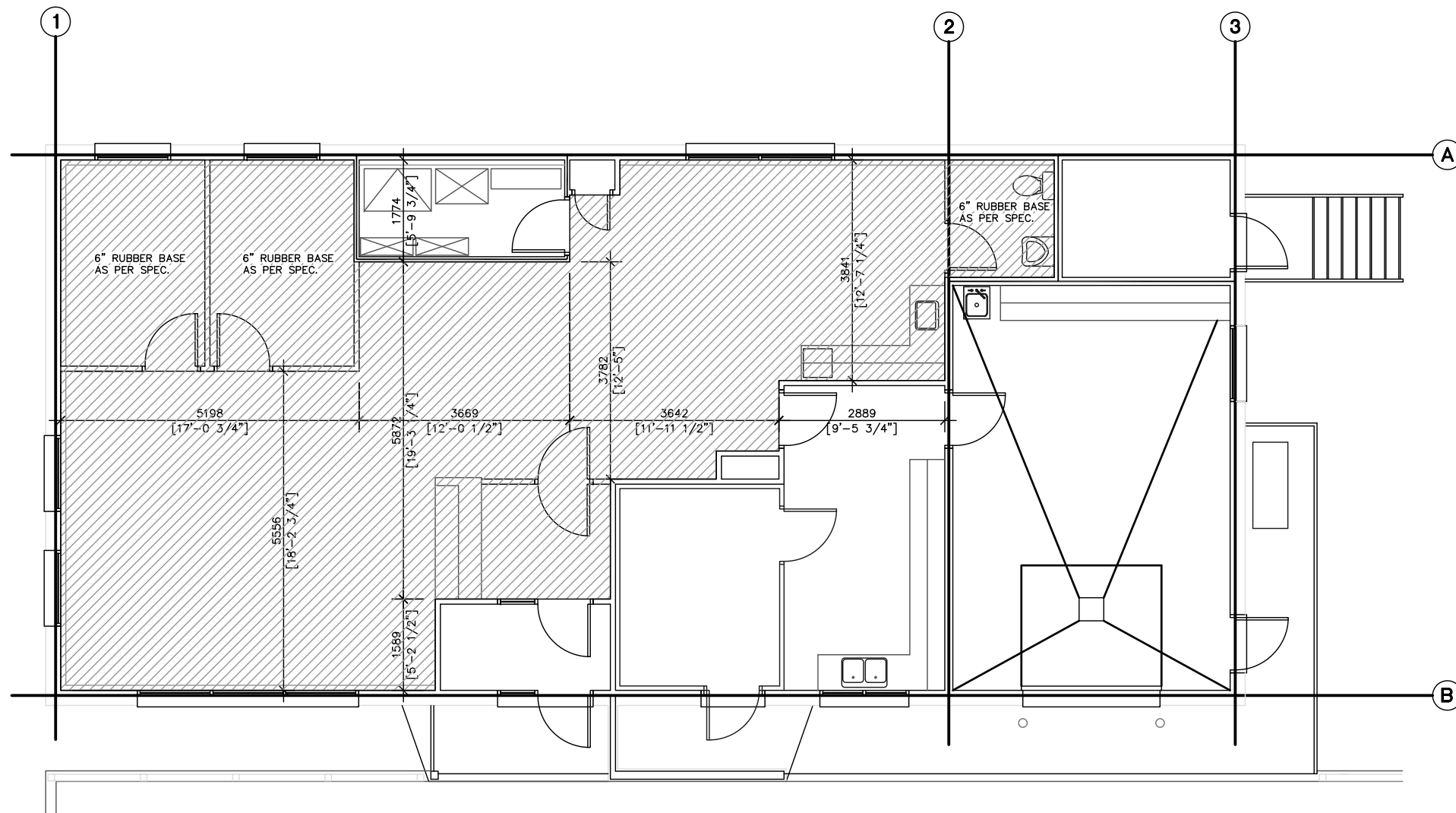
DRAWING TITLE:
MAIN FLOOR PLAN

CLIENT:
DEPARTMENT OF ENVIRONMENT

PROJECT NUMBER:
CGSHQ-08021

NOTES:

DENOTES AREAS FOR NEW FLOORING 



A1

1 FLOOR PLAN
A1 SCALE 1:100

T. STOKES
DRAWN BY:
OCTOBER 17, 2011
DATE:
1:100
SCALE:
DRAWING NO.

A1