

TOWN of PENSE
REQUEST for PROPOSAL
Interior Painting of Town Hall

1.0 INTRODUCTION

The Town of Pense requires the services of a contractor to complete the interior painting of the main floor of the Town Hall.

Only contractors with a minimum of 5 years' experience in providing related services will be eligible for this project.

The Town Administrator may be contacted at the Municipal Office for any additional information that may be required with regards to this project.

2.0 SCOPE OF SERVICES

The selected contractor will be responsible for providing the following services as part of their overall work plan:

1. Provide all labour, materials, equipment, and supervision for the preparation and painting of existing interior wall surfaces of the main floor area of the Town Hall, the ceiling of the main dance floor area and all exterior doors. The rest of the ceilings in Town Hall are drop ceilings and do not require painting.

2. The contractor shall repair minor defects (ie. Pinholes) in gypsum board. Sand rough areas. Prepare other areas in accordance with the paint manufacturers recommendations.

3. For previously painted surfaces remove surface grime by washing with TSP Solution. Rinse thoroughly with clean water until residue is removed. Sand glossy surfaces to create bond for new paint. Scrap or wire brush surfaces to remove loose paint and blisters. Sand edges of chips and blisters. All walls and ceilings shall be primed.

4. The selected contractor will use the following primer and paint (colour will be determined at a later date) and ensure that all products are free of volatile organic compounds:

1. *All Walls and Ceiling to be primed with Dulux Gripper*
2. *Ceiling (Main Dance Floor Area)– Dulux X-pert Ceiling Flat*
3. *Walls - Dulux Lifemaster*
4. Exterior Doors
 - Prepainted Exterior Doors
 - paint Diamond Exterior
 - Bare Metal Exterior Doors
 - primed with a galvanized primer

➤ paint Diamond Exterior

5. Work areas may require moving and repositioning of furniture. Provide all labor, equipment, hand tools, materials and supervision required to perform all such work associated with project.

6. Shall protect all surrounding furniture, surfaces mechanical, electrical, and other components from sanding dust, paint splatter, spills and/or overspray. Use sufficient drop cloths and protective coverings for the protection of floors, furnishings and adjacent surfaces. Contractor shall be responsible for providing and for the placement of barricades, drop cloths, tarps, plastic, flag tape and any other safety equipment required to protect the public and employees in the work area. Contractor shall be responsible for the security of his or her equipment and materials.

7. All clean up shall comply with all applicable provincial legislation and regulations.

8. Contractor shall remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces. Contractor shall, at all times, keep the site free from accumulation of waste materials, debris or rubbish caused by his or her employees at work. Contractor shall remove from the site all tools, surplus materials, debris or rubbish and shall leave the site and the work in a neat and orderly fashion at the completion of the work. Whenever possible, clean up shall be conducted with water or water-based agents.

9. Prior to the start of work the selected contractor shall submit to the Town proof of WCB clearance and general liability insurance coverage not less than \$1 million and naming the Town of Pense as an additional insured.

10. Job must be completed between June 1, 2018 and June 15, 2018.

11. No information provided verbally by the Town shall be binding, nor shall it alter the requirements in any way.

12. The lowest or any quotation not necessarily accepted.

3.0 MANDATORY SITE INSPECTION

All contractors are required to complete a mandatory site inspection prior to submitting a quote, to review and confirm the scope of work required for this project.

4.0 SUBMISSION

One (1) completed and signed copy of the RFP Cost Schedule is to be submitted **no later than 11:00 A.M. local time February 28, 2018** to the Town of Pense Administrator via mail, email or hand delivery to the Town of Pense Municipal Office located at 243 Brunswick Street, Pense, SK; PO Box 125 Pense, SK S0G 3W0 or email townofpense@sasktel.net.

**Town of Pense
Interior Painting of Town Hall
Cost Schedule**

Main Dance Floor Ceiling – prime and paint Dulux X-Pert	\$ _____
Walls – prime and 2 coats of paint Dulux Lifemaster	\$ _____
Front Lobby and Stairwell to Basement – prime and 2 coats of Dulux Lifemaster	\$ _____
Exterior Doors 2 double sets (East and West side) 3 single sets (1 East, 1 North, and 1 South)	\$ _____
PST (6%)	\$ _____
GST (5%)	\$ _____
GRAND TOTAL	\$ _____

Company _____

Address _____

Telephone _____ Fax _____

Email _____

Name Position _____

Signature _____

Dated at _____ this _____ day of _____, 2018.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

Closing Date: February 28, 2018 at 11:00 a.m.