



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
Phone :250-557-4295
FAX :250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

Clinic Flooring RFP Deliverables:

The contract deliverables for the partial/full removal of the current flooring and installation of new finished flooring for the Port Clements Health Clinic are as follows:

- The removal/replacement of failed vinyl in large meeting room.
- The removal/replacement of carpet in two offices.
- Prepare substrate flooring to manufacturers specifications. We are open to overlaying on existing linoleum (except the large meeting room). If this option is considered, then all imperfections (such as holes, bumps, linoleum not flush to wall, etc.) must be repaired to have a smooth flat install).
- Project may need to adjust baseboard and door clearances.
- Include transition strips where necessary.
- Project does not include ambulance operating area of the building.
- Remove all garbage/waste from building.
- Leave the floors clean after install.
- A 10% holdback for 30 days after initial completion of work.
- Contractor must have \$2,000,000 in liability insurance.
- Contractor must provide references for similar works.
- Contractor must have a valid Worker's Compensation Coverage.
- Contractor must not sub-contract the work.
- Contractor must have a GST number.

Vinyl Sheet Flooring is to be purchased by the Village of Port Clements.

Work should be carried out in September 2018. Arrangements will need to be arranged with Northern Health for the scheduling of this work.

The Village reserves the right to accept or reject any proposal submitted. Proposals should include a description of the planned method of removal, cost for disposal of material and flooring install. A copy of liability insurance, WCB registration and references related to the proposal must also be included.

Bidders must view the worksite prior to submitting a proposal; no bidding will be accepted without a prior site visit. Viewing of the Clinic/Ambulance Station will be made by appointment.

Please call **(250) 557-4295** or email **cao@portclements.ca** to request more details of the deliverables and time lines for the removal of the water tower. **All Request for Proposals should be delivered or received in a sealed envelope by the Village Office by 1pm Monday, August 20th, 2018.**

If mailing in the closed bid, write "Closed Bid" on the bottom left hand corner and address it to Attn: Ruby Decock, CONFIDENTIAL, c/o P.O. Box 198, Port Clements, BC V0T 1R0.

The Public Opening of bids to be opened on Wednesday, August 22nd, 2018 at 1:30 pm.