



# **CALL FOR TENDER – MUNICIPALITY OF THE DISTRICT OF CLARE LITTLE BROOK, NS**

**NAME OF TENDER:** Multi-Purpose Room Renovation

**LOCATION OF WORK:** 1185 Highway 1, Little Brook, NS

**TENDER CLOSING DATE:** Friday February 13, 2026.

**CLOSING TIME:** 2:00 pm

**OPENING TIME:** IMMEDIATELY AFTER CLOSING

**OPENING LOCATION:** MUNICIPAL OFFICE  
1185 Highway 1, Little Brook, NS

## **1. NOTICE TO BIDDERS**

All Proposals submitted to the Municipality of the District of Clare must be submitted in a sealed envelope or electronically. The name and address of the bidder and the name of the RFP shall be clearly marked on the envelope/email.

Proposals may be dropped off at the municipal office at 1185 Highway 1, Little Brook or mailed to:

Attention: Stephane Cyr, Chief Administrative Officer  
Municipality of Clare  
1185 Highway 1  
Little Brook, NS B0W 1M0

Electronic proposals may be emailed to:  
[cao@munclare.ca](mailto:cao@munclare.ca)

**Tender Opening:** All tenders will be opened at the municipal office immediately following the closing time. Interested members of the public may attend the tender opening.

## **2. DETAILED REVIEW OF TENDER**

No award will be made at the time of opening. All tenders accepted will be reviewed in detail before a recommendation, if any, can be made for award of tender. The detailed review will take place as

soon as possible after the public opening.

The “Tender Submission/Signature Form” must be signed by the bidder as an acknowledgment of receipt and understanding of the documents (including any addendums where applicable). All appendices must be included with the bid submissions.

A check of the bid prices will be made, and all mathematical errors will be corrected by municipal staff.

### **3 INSTRUCTIONS TO BIDDERS**

#### **3.1 Examination of Plans, Specifications, Tender Quantities and Site of Work-**

Bidders shall carefully examine all the following documents which are applicable to this tender (Instructions to Bidders, Documentation Required from Successful Bidder, and Specifications).

Bidders shall carefully examine the work site in order to satisfy themselves as to all local conditions affecting the contract.

#### **3.2 Tender Forms -** The bidder must submit their tender on the forms supplied by the Municipality. The bidder must state the prices (both in numerals and words).

#### **3.3 Addenda -** Bidders must include, as part of their tender, all addenda issued during the bidding period by the Municipality. The bidder shall make all revisions to the tender documents as instructed in the addenda.

When an addendum is issued, the closing time may, where necessary, be adjusted to reasonably allow bidders to receive and adequately consider, prepare and submit their bids.

#### **3.4 Bid Security -** Tenders will be rejected unless accompanied by a bid security of not less than ten percent (10%) of the contract price (including all valid bid modifications). This deposit shall consist of a certified cheque, irrevocable standby letter of credit, bank draft, money order, or bid bond. Security shall be made payable to the Municipality of the District of Clare.

#### **3.5 Amendments –** Bidders may submit amendments to their bid until the tender closing time. Amendments shall be clearly marked and signed and submitted in the following manner:

**Via fax: (902) 769-3713**

**Via email: [cao@munclare.ca](mailto:cao@munclare.ca)**

**Via mail at the address listed in the Notice to Bidders (Section 1)**

#### **3.6 Rejection of Tender -**The Municipality reserves the right to reject any or all tenders. The lowest or any tender will not necessarily be accepted. The tender deemed the best value may be the tender accepted taking into account price and life cycle cost considerations, environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the tender documents.

#### **4 DOCUMENTATION REQUIRED FROM SUCCESSFUL BIDDER**

- 4.1 The successful bidder shall provide, within forty-eight (48) hours of request, evidence of an account in good standing with the Workers' Compensation Board and coverage under the Workers' Compensation Act.
- 4.2 **Proof of Insurance** - The successful bidder shall be required to take out and maintain, during the period prescribed herein, liability and builder's risk insurance coverage with a limit of not less than two million dollars (\$2,000,000.00) inclusive for any one occurrence. Upon award of the contract, the successful bidder shall provide proof of insurance to the Municipality prior to commencing the work.
- 4.3 **Permits**- The contractor is responsible to obtain any and all necessary permits for the work.

#### **5 CONTACT INFORMATION**

For additional information, please contact Director of Public Works, Daniel Gaudet (902-769-2031 ext. 238).

#### **6 TENDER SUBMISSION**

Tenders must be received **no later than 2:00 pm on Friday February 13, 2026.**

#### **7 OTHER**

The Contractor shall ensure compliance with all construction safety requirements of the Department of Labour, Occupational Health and Safety Division.

The Contractor is responsible for the removal of all construction debris from site and disposal at the Municipal Transfer Station.

## SPECIFICATIONS:

The Municipality of Clare is requesting bids for labor and materials to renovate an existing space within the Municipal Administration building in Little Brook. The multi-purpose room is a multi-function space located on the North side of the lower level of the building. The space currently houses 1 Storage room, 1 File room and one multi-purpose space.

The renovations will include:

- removal of a section of a load-bearing wall to be replaced by an appropriate header to open up the File room into the multi-purpose space
- dismantling of all shelving in the File room as well as a portion of the shelving in the Storage room (as per plans).
- Building of a passageway is to be created between the File room and the Storage room (As per plans).
- Dismantled storage shelving from File room to be re-used in Storage room to build storage on wall where existing Storage room door to be removed.
- construction of a new office space to be built on the North side of the multi-purpose room as per plans.

All renovations details are included in the attached plan.

Additional Specifications for materials:

- Door from File room to be repurposed as office door
- Flooring to be installed in File room (to match existing)
- Minor drywall repairs to be completed in all areas (including ceilings) except in Storage room
- All walls and ceilings (except Storage room) to be repainted – Benjamin Moore Regal Select Interior Paint- Eggshell or equivalent (wall color Revere Pewter, ceilings color- white)
- Electrical outlets, data port covers, and switches to be beige in color (placement and amount as per plans)

All work to meet National Building Code of Canada.

All electrical work to meet Electrical Code of Canada.

**MANDATORY SITE VISIT DETAILS: Site visit to take place on FEBRUARY 2, 2026, at 10AM.  
Contact Daniel Gaudet to advise of intention to attend (902)769-2031 ext. 238**

# TENDER SUBMISSION/SIGNATURE FORM

## MULTI-PURPOSE ROOM RENOVATION



LOCATION NAME	LOCATION ADDRESS
<b>Municipality of Clare Administration Building</b> <b>MANDATORY SITE VISIT DETAILS:</b> Site visit to take place on FEBRUARY 2, 2026, at 10AM. Contact Daniel Gaudet to advise of intention to attend (902)769-2031 ext. 238	<b>1185 Highway 1, Little Brook, NS B0W 1M0</b>

### BUDGET OVERVIEW

COST	HST	TOTAL
\$	\$	\$
TOTAL price written in words:		

### TIMELINE

EXPECTED START DATE	EXPECTED COMPLETION DATE

### DECLARATION

**The undersigned Bidder declares that they have read, understand, and agree to the conditions referred to in this Tender.**

Name of Bidder:

Company Name:

Address:

Email: Phone:

Signature of Bidder: Signature of Witness:

Date:



SCALE:  $\frac{1}{4}" = 1'-0"$