



Department of Recreation and Community Services

**Tender for the Restoration of the Wood
Structure (Pergola)
at the Martensville Athletic Pavilion (MAP)**

Closing: June 27, 2022
11:00 a.m. Saskatchewan Time (CST)



INVITATION TO TENDER

ELEV WING ROTARY CLUB

TO: ALL BIDDERS

SUBJECT: TENDER FOR RESTORATION OF A LARGE WOODEN PERGOLA AT THE MARTENSVILLE ATHLETIC PAVILION, 200 Mike SANDS BOULEVARD, MARTENSVILLE SASKATCHEWAN.

The City of Martensville is requesting tenders for the restoration of the wooden pergola at the Martensville Athletic Pavilion (MAP). The pergola is built over the walkway and main entrance of the building. This project will need to be completed between August 8th and August 28th 2022. Please refer to the specifications in Appendix A

INTRODUCTION:

Please find the attached specifications that must be returned in a sealed envelope to:

The City of Martensville
Parks and Facilities Manager (dcrowe@martensville.ca)
37 Centennial Drive South
P.O. Box 970
Martensville, Saskatchewan S0K 2T0
Phone: 306-683-5578

NO LATER THAN 11:00 a.m. June 27th, 2022

TENDER PROCESS:

There will not be a public bid opening at the closing time. Upon closing, the bids will be reviewed for completeness and compliance to the details and elements required for this tender and evaluated according to the criteria described in this tender by the Infrastructure Manager and awarded in accordance with the, "City of Martensville Purchasing Policy 11/92". Incomplete bids will be rejected and will receive no further consideration.

Facsimile bids will be accepted. The City of Martensville may disqualify bids for incompleteness. It is the responsibility of the bidder to ensure the bids are received completely to the Infrastructure Manager. Bids that are submitted by facsimile are not able to be assured of confidentiality.

Bids sheets may be filled out and sent in electronically by email. It is the responsibility of the bidder to ensure that the bids are received completely to the Parks and Facilities Manager (dcrowe@martensville.ca). Bids that are submitted electronically by email are not able to be assured of confidentiality.

All bid submissions should be prepared in a legible manner. Non-legible tenders may result in rejection of your bid submission.



Bidders may amend or withdraw their bid submissions prior to the closing date and time by way of written, facsimile, or electronic email to the Infrastructure Manager. After the closing date and time, any bids received will be irrevocable. The bidder cannot change its bid after closing and no changes, words, or comments will be added to the bid unless requested by the Infrastructure Manager.

Inquiries:

Bidders inquiries, interpretation and questions regarding the procurement process or details related to the specifications must be directed in writing to:

The City of Martensville
Parks and Facilities Manager (Email: dcrowe@martensville.ca)
37 Centennial Drive South
P.O. Box 970
Martensville, Saskatchewan S0K 2T0

Instructions to Bidders:

General Requirements, Specifications, and any Drawings are outlined in Appendix A.

The City of Martensville reserves the right to waive minor non-compliance of bid submissions at its sole discretion. The City of Martensville reserves the right to eliminate elements within the mandatory minimum specifications where they are unmet by all bidders.

TENDER/BID/PROPOSAL & ACCEPTANCE CRITERIA:

In all cases, the City reserves the right to refuse any or all tenders, bids or proposals.

The City will give favorable consideration to the tender meeting the specifications and schedule at the lowest cost to the City, taking into consideration such factors as suitability, price, availability, parts availability, warranty, on-going service, value to other specifications. The lowest or any bid submission will not necessarily be accepted. The City of Martensville reserves the right to accept, in whole or in part, the bid submission(s) that it deems to be the most advantageous, and the right to reject any or all bid submissions for any reason.

Bid submissions will be evaluated based upon the information requested in the invitation to tender documents. The City of Martensville will be the sole judge of bid compliance to the requirements, specifications, terms, and conditions of this tender. Bid submissions may be evaluated not only on the basis of price, but also on the basis of quality, service, delivery date, past performance, and the capacity of the bidder to meet the criteria stated in the tender. Firm bids may receive preference over bids with escalation clauses.

All unsuccessful bidders, who submitted bids in writing, shall be given written notification of the name of the successful bidder.

In all cases, the City reserves the right to refuse any or all tenders or bids where it is deemed to be in



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the best interests of the City to do so.

The City of Martensville reserves the right to make multiple awards of all or any portion or any combination of any bid submission received unless the bid specifies that the prices are based on receiving the complete order. This means that more than one bidder may be awarded the same items or items. The City of Martensville reserves the right to conduct tenders, purchase the same items from any other source without prejudice to any standing offer in effect. The invitation to tender will, in most scenarios contain a declaration as to whether multiple awards will be made.

Pricing:

Prices quoted shall be free on board (F.O.B.) destinations unloaded, including all shipping and delivery charges.

Pricing must be in Canadian dollars.

Pricing must include all environmental fees and Federal excise taxes if applicable. Goods will be subject to Saskatchewan Provincial Sales Tax.

If the supply point originates in Saskatchewan, the freight or delivery charges are not taxable if the charges are shown separately.

Quoted prices should be unit less all discounts and taxes unless otherwise stated in the tender document. All unit prices should be extended and totaled. In the case of a mathematical error, the unit price shall govern. A bid found to have mathematical errors may be rejected by the City of Martensville at its sole discretion.

Taxes should be shown separately unless otherwise indicated in the tender document.

Additional charges such as handling, freight, crating, cartage, will not be accepted unless detailed and shown as a separate charge in the bid and agreed upon by the City of Martensville.

Cancellation:

The submission of your bid, receipt of your bid by the Office of the City Clerk or Recreation and Community Services Department, and the opening of bids do not in any way constitute a commitment to any bidder. The City of Martensville may elect to cancel the tender at its sole discretion. The City of Martensville reserves the right, in whole or part, to cancel and or to re-issue this invitation to tender and the resulting purchase order at any time and for any reason without penalty.

Addenda:

During the tender process, bidders may be advised by addenda of required additions, deletions, or amendments to the requirements within the tender documents. Any changes addressed in the



addenda shall become an integral part of the tender documents and shall be allowed for in determining the final price.

Addendums that have financial implications and have not been acknowledged on the tender form will be automatically rejected.

The City of Martensville reserves the right to clarify the tender requirements and to seek clarifications or amendments from bidders; however, the City is under no obligation to seek clarification.

Invoicing:

The successful Bidder will be required to make reference to the **purchase order**, on all invoices relating to this tender. Payments to be made by the City of Martensville within 30 days of receipt of invoice.

Failing to indicate the purchase order on the invoice may result in the delay or non-payment of invoices for this Contract. The City of Martensville will not be responsible for late payment fees or penalties brought about by this manner. Invoicing shall be addressed to:

The City of Martensville
Accounts Payables (Email: tjankoski@martensville.ca)
37 Centennial Drive South
P.O. Box 970
Martensville, Saskatchewan S0K 2T0

TERMS AND CONDITIONS

General:

References to the City of Martensville shall mean the Department Director issuing the Tender or City Manager.

Responses containing references to documents, manuals and or websites in lieu of providing the requested information may result in the bid being rejected. This type of information can be provided as additional information but will not be evaluated unless references to documents, manuals, and or websites are requested as part of this tender document specifications.

Bid submissions must be signed by an authorized official of the bidder's company.

Bid submissions should state the period of time for which the submission will remain firm for acceptance. Unless otherwise indicated by the bidder this period shall be a minimum of 30 days from the date of closing.

In no event will the City of Martensville be responsible for the cost of preparation of bids or the costs associated with attending interviews, presentations, or demonstrations.

The City of Martensville reserves the right to secure evidence to its satisfaction that any bidder is able



to provide the good(s) or service(s). The City of Martensville may interview key personnel, survey the bidder's facilities, technical abilities, applicable licensing, and references, including other government agencies, legal capacity, and financial status to determine if they would be capable of fulfilling the proposed good(s) or service(s) to satisfactory levels. Bidders agree to make their facilities available for this purpose.

Any terms, conditions, or stipulated qualifications on bid submissions that are inconsistent with these tender documents may be cause for rejection. Bid submissions stipulating that pricing is subject to change without notice may be rejected at the sole discretion of the City of Martensville.

Errors and Omissions:

Bidders must advise the City of Martensville of any errors or omissions they find within the tender documents prior to bid closing so that the invitation to tender can be revised and communicated to all bidders through the addenda process.

Quality:

Unless specifically requested in the tender documents, all goods supplied must be new, current, or most recent production and be of merchantable quality for sale in Canada. Goods subject to shelf life and obsolescence contingencies must be marked with expiry dates and must be supplied sufficiently in advance of their expiry date to permit reasonable use or consumption by the purchaser. Products should be delivered and packaged in a manner that is consistent with the normal business practices of the relevant industry.

Warranty:

Bidders shall ensure the City of Martensville receives the manufacturer's warranty for the goods purchased. Notwithstanding any manufacturers' warranties, all goods must be warranted to be free of defects in workmanship and materials for a period of 1 year after completion.

Inspection:

Final inspection and final acceptance or rejection will be made after the goods are delivered and installed. All materials and workmanship shall be subject to inspection and testing at all times and places and when practicable during manufacture.

Final inspection and acceptance or rejection of the goods will be made as promptly as practicable. Failure to inspect and accept or reject goods promptly does not mean the City of Martensville has accepted those goods. The City of Martensville reserves the right to inspect the goods for up to 30 days after the date of completion. The City of Martensville reserves the right to reject goods that contain defective materials and workmanship. Rejected goods shall be removed by and at the expense of the bidder promptly after notification that the goods have been rejected. Any partial acceptance or rejection of an order does not release the bidder from its responsibility to complete the order. In the event necessity requires the use of goods not conforming to the specifications, payment may be made at an appropriate reduction in price.



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CONTACT NAME: _____

POSITION: _____

EMAIL ADDRESS: _____

DATE: _____

SIGNATURE: _____



Appendix A

INVITATION TO TENDER

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The City of Martinsville is requesting tenders for the restoration of the wooden pergola at the Martinsville Athletic Pavilion (MAP). The pergola is built over the walkway and main entrance of the building. This project will need to be completed between August 8th and August 28th 2022.

Scope of project

- Remove and reset any attached signage, lighting, and electrical from the structure.
- Strip existing finish
- Prep and repair wood as needed, and re-stain with a semi-transparent outdoor stain

Safety

The City of Martinsville has a Health and Safety Management System the includes a Trade Contractor Management Program. Bidding parties must be willing to comply with the forementioned program. It will be available upon request.