



MOCR202503 – Municipal Administration Building Flooring Replacement

1. **INVITATION**

The Municipality of the County of Richmond is seeking quotations for the installation of approximately 2,400 square feet of Stone Product Composite Flooring (SPC) at the Municipal Administration Building at 2357 Highway 206, Arichat. Quotations may be submitted in a sealed envelope or electronically to the RFQ Contact Person no later than 2:00 pm on **Thursday, March 27th, 2025**. Site visits can be arranged prior to the RFQ deadline, by contacting the RFQ Contact Person.

2. **SCOPE**

Refer to attached Trifos drawing #301 showing the rooms and square footage of each room.

Flooring is Goodfellow Dubai and is being supplied by the Municipality. All other labour, materials and equipment required for installation are the responsibility of the contractor.

The successful contractor will be responsible for:

- Removal baseboards / trims
- Removal of the existing carpet (the Municipality will arrange for disposal)
- Preparation of concrete floor (if required)
- Installation of new flooring
- Reinstallation of baseboards / trims

In order to minimize disturbance to office staff the successful contractor will work on only one to two offices at a time so that displaced staff can work elsewhere in the building.

The Municipality will be responsible for the following:

- Supply of flooring
- Disposal of carpet
- Removal/relocation of furnishings from space prior to flooring installation and reinstallation of furnishings when work is complete

The contractor shall endeavour to complete the Work as soon as possible after written notification of award.

2.1. **RFQ Contact Person**

The Contact Person for this RFQ is the following:

Chris Boudreau, P.Eng.
Director of Public Works
Municipality of the County of Richmond
Tel: (902) 226-3988
chris.boudreau@richmondcounty.ca

All questions regarding this RFQ are to be directed to the Contact Person.



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2.2. Preparation of RFQ Submission

The Quote Form provided in **Section 3** of these RFQ Documents is to be completed in ink or typed format and submitted in accordance with the instructions herein. Any changes or corrections are to be initialed by the Authorized Person signing the RFQ Submission. RFQ submitted by or on behalf of any Corporation must be signed in the name of such Corporation by a duly authorized officer or agent, who shall subscribe his/ her own name and office and affix the Company Seal to the Quote Form.

2.3. Investigation

The bidder will be deemed to have familiarized themselves with the existing site and working conditions and all other conditions which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension.

2.4. Insurance

The contractor shall carry suitable liability insurance coverage in the amount of at least \$2,000,000 to cover all risks associated with this work and the Municipality of the County of Richmond shall be a named insured on the contractor's policy for the duration of this project. Proof of satisfactory insurance shall be provided to the Municipality upon request.

2.5. Right to Accept or Reject

The Owner reserves the right to waive informalities or technicalities in any RFQ, reject any or all RFQ submissions received or to accept any RFQ considered to be in their best interest. The Lowest or any bid may not necessarily be accepted.

2.6. Worker's Compensation

The successful bidder shall be required to provide proof of good standing and compliance with the Worker's Compensation Board, where applicable.

2.7. Payment

The Municipality agrees to pay the contractor for the performance of all the work required under this contract and the Contractor agrees to accept as its full and only compensation therefore such sum or sums of money as may be proper in accordance with the price hereinafter set forth.



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3. **Preparation of RFQ Submission**

Schedule of Prices

Pricing must include all fees and charges. Pricing must exclude HST.

Item	Comment	PRICE EXCLUDING HST
A	Price per square foot (based on minimum square footage of 2000 ft ²)	\$
TOTAL PRICE EXCLUDING HST ("A" x 2400)		\$

Authorized Signatures

Dated this _____ day of _____, 2025

Name of Bidder: _____

Address: _____

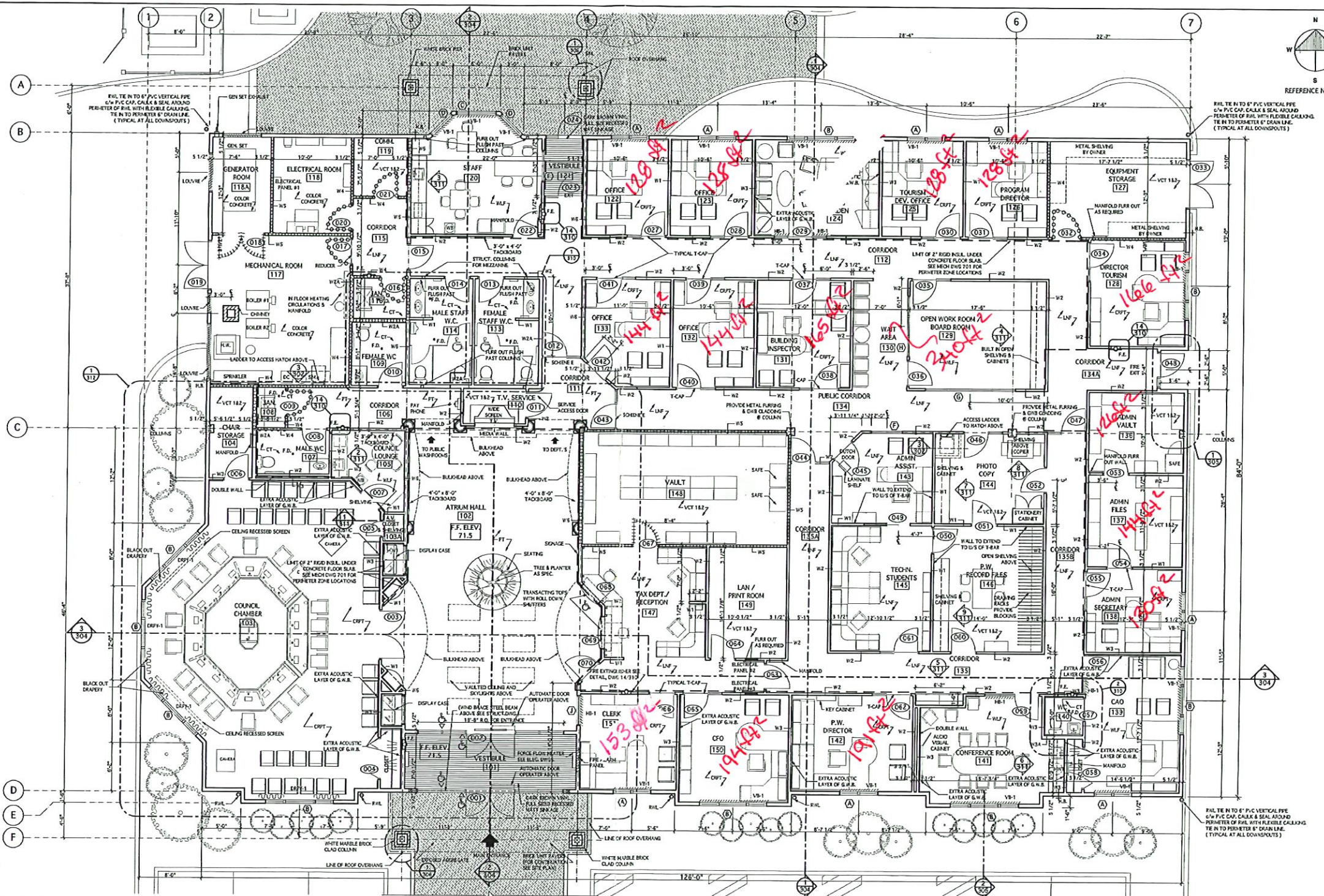
Telephone, Fax, email: _____
 Telephone number Fax number Email address

 (Signature of Authorized Person)

 (Signature of Authorized Person)

 (Printed Name of Authorized Person)

 (Printed Name of Authorized Person)



GENERAL NOTES

IT IS THE CONTRACTOR'S RESPONSIBILITY TO CHECK AND VERIFY THAT ALL DIMENSIONS AND SIZES ARE CORRECT, AND TO REPORT IN WRITING ANY ERRORS OR OMISSIONS TO THE ARCHITECT PRIOR TO PROCEEDING WITH WORK. AVOID SCALING OF DRAWINGS EXCEPT AS PERMITTED BY ARCHITECT. READ THE DRAWINGS IN CONJUNCTION WITH ALL ARCHITECTURAL, ELECTRICAL, MECHANICAL, STRUCTURAL, AND COMPLETE SPECIFICATIONS. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA 1995. THESE DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNLESS SIGNED AND SEALED BY THE ARCHITECT.

NOTES

WALL ASSEMBLIES

- NON-RATED ACOUSTIC 5/8" G.W.B. PARTITION WALL TO U/S TRUSS UNLESS NOTED OTHERWISE
- ONE HOUR FIRE RATED INSULATED STUD 7/8" G.W.B. WALLS TO U/S OF TRUSS
- TWO HOUR FIRE RATED INSULATED STUD 7/8" G.W.B. WALLS TO U/S OF TRUSS
- FIRE EXTINGUISHER CABINETS (CONFORM LOCATION ON MECH. DIV. 6)
- LIMIT OF 2" RIGID INSULATION UNDER SLAB (SEE MECH. DIV. 701 FOR EXACT LOCATIONS)

WA-1 EXTERIOR WALL ASSEMBLY

JAMES HARDIE FIBER CEMENT BOARD CLADDING ACCORDING TO MANUFACTURER'S SPECIFICATION. UTILIZE HARDPLANK, HARDITEM & HARDISYSTEM OR PRE-APPROVED EQUAL. BLIND NAIL TO STRAPPING. LATER CALK ALL GAPS TO TRUSS AND BUTT JOINT SEAMS.

2. USE HARDPLANK SELECT CEDAR/MILL (LONG WALL) AND SMOOTH (GABLE ENDS WITH 5" EXPOSURE COLOR PLUS COLLECTION.

3. USE HARDITEM 3/4" SMOOTH TO WIDTHS INDICATED. PRIME PLUS COATED.

FLOORING

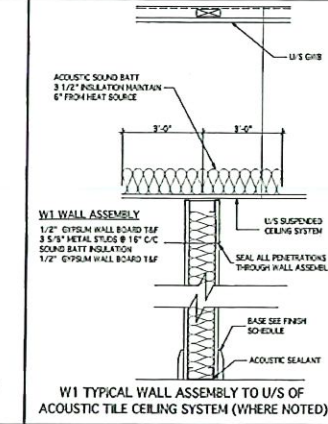
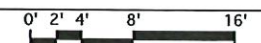
FT - PORCELAIN TILE
 VCT - VINYL COMPOSITE TILE
 CRT - CARPET
 CT - CERAMIC TILE
 LNF - LINOLEUM SHEET FLOORING
 WLF-1 - WOOD LOOK TILE/PLANK

NO.	DESCRIPTION	DATE	BY / D / Y
2	ISSUE FOR TENDER	08/08/03	
1	ISSUE FOR REVIEW	08/06/03	
NO.	REVISIONS		

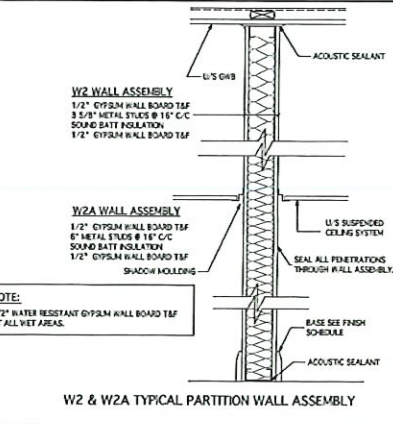
REGISTERED MEMBER
 ARCHITECTS OF CANADA
 ASSOCIATION OF ARCHITECTS

1 FLOOR PLAN (TOTAL GROSS SQUARE FEET = 10,821)

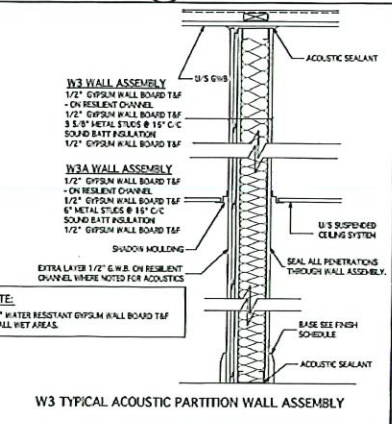
SCALE: 3/16" = 1'-0"



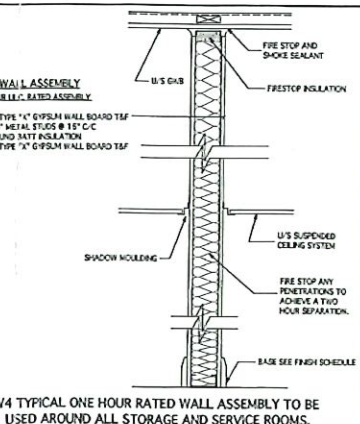
W1 TYPICAL WALL ASSEMBLY TO U/S OF ACOUSTIC TILE CEILING SYSTEM (WHERE NOTED)



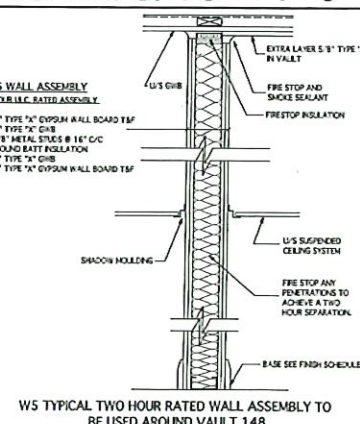
W2 & W2A TYPICAL PARTITION WALL ASSEMBLY



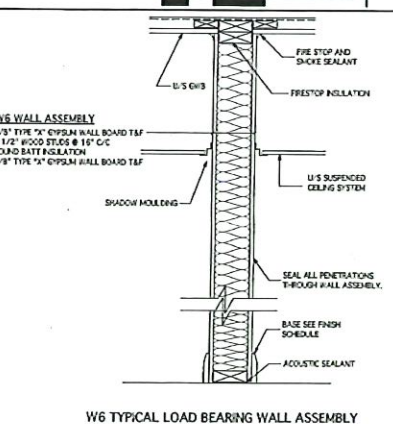
W3 TYPICAL ACOUSTIC PARTITION WALL ASSEMBLY



W4 TYPICAL ONE HOUR RATED WALL ASSEMBLY TO BE USED AROUND ALL STORAGE AND SERVICE ROOMS.



W5 TYPICAL TWO HOUR RATED WALL ASSEMBLY TO BE USED AROUND VAULT 148



W6 TYPICAL LOAD BEARING WALL ASSEMBLY

2 WALL ASSEMBLIES SCALE: N.T.S.

Trifos ARCHITECTURE

PROJECT: MUNICIPAL ADMINISTRATION BUILDING
 MUNICIPALITY OF THE COUNTY OF RICHMOND
 ARCHAT, NOVA SCOTIA

DRAWING: FLOOR PLAN & WALL ASSEMBLIES

DRAWN BY: S.M./C.D./J.W.
 CHECKED BY: S.T.
 SCALE: AS NOTED
 PLOT DATE: AUGUST 8, 2003

CAD FILE: MAIN/PROJ/CAD/02-037
 DRAWING NO: 301