



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMTÉ DE  
**RICHMOND**

MOCR202503  
Municipal Administration Building Flooring Replacement  
**ADDENDUM #1**

Please be advised of the following changes to RFP – MOCR202503. Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the RFP. This addendum shall be incorporated into the RFP and form part of the RFP documents.

**Date Issued:** March 24, 2025

**Issued By:** Chris Boudreau, P.Eng. – Director of Public Works

**Contact Info:** Direct – 902-226-3988      Email: caboudreau@richmondcounty.ca

1. **Precedence:** This Addendum forms an integral part of the Tender Documents covering all aspects of this Project and is to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
2. **Purpose:** The Purpose of this Addendum is to add to, clarify and/or amend the Specifications and Drawings.
3. **Content:** The Addendum comprises one (4) pages of text including this page.
4. **Acknowledge** this Addendum in submission.

---

**The Tender Document shall be amended with the following information, which shall form part of the Contract as described herein:**

**Revisions to Tender Document**

**Section 2 – Scope**

Delete Section 2 and replace with the revised language in the attached revised RFQ document (changes underlined and highlighted for ease of reference):

--- End of Addendum ---



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 (if required)
- 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 (if removed)
- Where baseboards / trim are not removed, and there are gaps between the flooring and wall/trim, supply and installation of quarter-round or comparable trim to hide any gaps between flooring and wall / trim. Trim to be solid wood or PVC (no MDF) – painted to match existing trim.

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

Work to be completed during regular office hours, 8:30AM to 4:00PM, Monday to Friday, excluding all civic holidays.

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**



---

MOCR202503 – Municipal Administration Building Flooring Replacement

---

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

**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.



MOCR202503 – Municipal Administration Building Flooring Replacement

**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 <sup>2</sup> )	\$
<b>TOTAL PRICE EXCLUDING HST ("A" x 2400)</b>		<b>\$</b>

**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)