



REQUEST FOR TENDER

**INTERIOR DEMOLITION, DESIGN &
INTERIOR BUILD
STEWIACKE PUBLIC WORKS OFFICE
BUILDING
TOWN OF STEWIACKE
STEW-2026-05**

**CLOSING: Thursday August 27th, 2026, at
2:00 pm**

INSTRUCTION TO BIDDERS

Sealed Tenders, in clearly marked envelopes, are to be delivered to Town Hall - 295 George Street, Stewiacke NS, B0N 2J0, **prior to 2:00:00 P.M. LOCAL TIME on Thursday August 27th, 2026.**

This Request for Tender is to obtain an offer from a qualified contractor. The Town of Stewiacke reserves the right to, at any time during the process, reject any or all tenders, either in whole or in part.

Tenders received after the deadline, will not be opened and will be returned unopened. Fax or electronic (email) submissions will not be accepted. The onus is on the Proponent to ensure that the Tender is received in the proper location and before the closing time.

COMMUNICATIONS

All questions relating to this project, are to be directed to **procurement@stewiacke.net**.

INSTRUCTIONS TO PROPONENTS

Sealed Tenders, in clearly marked envelopes which includes the prescribed form(s) as instructed, are to be delivered to **Town Hall - 295 George Street, Stewiacke NS, B0N 2J0**, prior to 2:00:00 P.M. LOCAL TIME (as per time clock located in the Corporate Services Division) **Thursday, August 27th, 2026.**

The Town of Stewiacke is NOT obligated to accept the lowest or any Tender. The onus is on the Proponent to ensure that the Tender is received in the proper location and before the closing time.

Tenders must be submitted on the forms provided. Tenders that do not comply strictly with the terms and conditions hereof may be declared informal and/or disqualified. Tenders that are incomplete, conditional, obscure or unqualified will be rejected.

Your signed Tender submission shall be taken as your statement that you understand the requirements and agree to comply with our requirements and any supplementary terms and conditions stated in the Tender Documents. Your signed Tender Document confirms that you have checked and confirmed your pricing and by signing the Form of Tender and/or Form of Quotation or your Tender submission, you agree that you have not omitted any items from your Tender and you will be bound by law to supply the items as specified at the prices proposed.

The contractor is responsible for required traffic measures and overall site safety.

SCOPE OF WORK

Section 1 – Interior Demolition (Pricing Required)

The successful Proponent shall complete the interior demolition of the Public Works Office Building located at:

103 Main Street East
Stewiacke, Nova Scotia B0N 2J0

The work shall include, but is not limited to:

- Complete demolition and removal of all non-structural interior building components.
 - Nonstructural walls
 - Insulation
 - Electrical
 - Gyproc
 - Plumbing
- Proper handling, transportation, and off-site disposal of all demolition materials in accordance with all applicable federal, provincial, and municipal regulations, including the recommendations and requirements identified in the hazardous materials assessment.
- Protection of the existing structural components that are to remain.

Completion Criteria:

Section 1 will be considered complete when the building's interior has been stripped to its structural framing and all demolition debris has been removed from the site.

Section 2 – Interior Design (Pricing Required)

The successful Proponent shall prepare and present a proposed interior layout for the Public Works Office Building for review and approval by Town staff.

The proposed design shall:

- Comply with the current Nova Scotia Building Code Regulations for Group D (Business and Personal Services Occupancies).
- Meet regulations outlined in the National Fire Code of Canada
- Meet all applicable accessibility requirements and current code standards.

- Maximize the functionality of the available floor space while maintaining an open-concept office environment.
- Include:
 - One (1) barrier-free male washroom.
 - One (1) barrier-free female washroom.
 - An upgraded main entrance and accessible ramp.
- Comply with Energy Code Requirements
- Ventilation

The final design shall be subject to review and approval by the Town prior to construction.

Section 3 – Interior Construction (Pricing Required)

Following approval of the design prepared under Section 2, the successful Proponent shall provide all labour, materials, equipment, supervision, and project management necessary to complete the interior construction of the Public Works Office Building in accordance with the approved design. The price will be inclusive of electrical, plumbing, insulation, flooring, heating and cooling system necessities.

The work shall include all construction required to deliver a complete, code-compliant, and occupancy-ready office space.

In addition, the Proponent shall provide a separate cost estimate for the following potential exterior repairs and upgrades:

- Brick masonry repairs.
- Chimney repairs.
- Soffit repairs or replacement.
- Peaked roof repairs or replacement, as required.
- Concrete step repairs or replacement.

The Town reserves the right to include or exclude any or all the exterior repair work from the final contract award.

The Town reserves the right to include or exclude **Section 2 and 3** depending on budgetary implications.

Team Composition

The proponent is required to identify the key personnel who will be assigned to this project, these key personnel must remain on the project until completion of the project. Please provide each employee's name, title/role, and years of related experience and indicate the percentage of their time to be dedicated to this project. Name of the client

- Name, title, telephone number and email of a client contact
- Brief description of the reference projects scope, complexity, and duration
- Role the proposed individual played in the reference project.

The listed personnel must include all partners/consultants'/ external resources that are to be used on this project.

References

The Proponent shall provide three references. The Town reserves the right to contact the references provided or any others deemed appropriate by the Town.

The Town reserves the right to obtain and consider reference feedback from Town staff having experience with the Proponent who has provided services to the Town. Staff currently employed by the Town cannot be listed as client references.

References will only be rated as a pass/fail. References that are considered accurate and relevant based on the size and scope of this project and prove to validate, to the Town's satisfaction, that the Proponent generally met the reference's expectations will be rated as a pass.

The Town may choose not to enter into contract negotiations with any Proponent whose references, in the Town's sole opinion, are found to be unsatisfactory.

References – Please List Three	
Reference 1	
Reference 2	

STEWIACKE RIVERS OF OPPORTUNITY  HALF WAY BETWEEN THE NORTH POLE & EQUATOR	Interior Demolition, Design & Interior Build Stewiacke Public Works Office Building STEW-2026-05
Reference 3	



FORM OF TENDER

TO: The Corporation of the Town of Stewiacke (hereinafter called the "Town")

TENDER: Interior Demolition, Design, and Interior Build – Public Works Office

(Name of Firm or Individual Proponent)

Address and Postal Code:

Name of Person Signing for Firm: _____

Position of Person Signing for Firm: _____

Phone Number: _____ Email Address: _____

I/We, the undersigned, having carefully examined the site of the proposed Work, and having read, understood, and accepted the Instructions to Proponents, and will complete the Work in strict accordance with the Tender Documents noted above and hereto attached for the lump price including taxes of: _____

Dollars (In Words, including taxes).

The cost of all material & labour to be incorporated in the project is:

Section 1: _____

Section 2: _____

Section 3: _____

Exterior Addition: _____

TOTAL : _____

PROPONENT'S DECLARATION

I/We certify that:

1. The party(ies) executing this document is authorized to bind their corporation.
2. To the best of my/our knowledge and belief the information provided in our Tender submission is correct.
3. Except as expressly and specifically permitted in the Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this tender process, and by submitting a tender each Proponent shall be deemed to have agreed that it has no such claim.
4. To the best of my/our knowledge and belief the Tender submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a tender for the same Work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of Town Council, Committees and no officer or employee of the Town of Stewiacke is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of this agreement, or in the supplies, Work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.
6. My/Our Tender submission will remain open for acceptance for a period of 90 (ninety) business days after opening of the Tenders and the Town of Stewiacke may at any time within this period accept our Tender submission.
7. To the best of my/our knowledge and belief there is not nor was there any actual or perceived unfair advantage or conflict of interest in our tender submission or our performing of or observing the contractual obligations of the proponent as set out in the contract.

I/We agree if awarded the contract that I/we will supply at the time of issue or my execution of the contract, at my/our expense, a copy of our letter of incorporation, certificate of corporate status, or business registration.

Name of Firm: _____

Signing Officer's
Signature: _____

Declared by me this ____ day of _____, 2026.

GENERAL ACKNOWLEDGEMENTS

No Collusion

In participating in this Request for Tender, the Proponent will not discuss or communicate, directly or indirectly, with any other Proponent or any servant, agent or representative thereof, respecting the preparation or presentation of their Tender. Each Proponent's Tender shall be submitted without any connection, knowledge, comparison of figures or arrangements with any other Proponent or servant, agent or representative thereof and each Proponent will be responsible to ensure that its participation in this process is conducted fairly and without collusion or fraud.

Conflict of Interest

The Proponent shall provide a statement that clearly identifies that the Proponent has no conflict of interest with respect to other work and/or other clients.

No member of the Council and no officer or employee of the Town is, will be, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said agreement, or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived therefrom

Cancellation

Failure by the successful Proponent to comply with all terms, conditions and general provisions of this Request for Tender to the satisfaction of the Town of Stewiacke shall be just cause for the cancellation of the Contract award. The Town of Stewiacke shall then have the right to award this Contract to any other Proponent, or to re-issue the Request for Tender.

Default

In the event that the successful Proponent fails to properly, promptly, and fully carry out the Work required by these Documents, the Town reserves the right to notify the successful Proponent to discontinue all Work under this Contract, to advertise for new Tenders or carry out the Work in any way as the Town may, at its sole discretion, deem best.

Indemnification

The Proponent will indemnify and save harmless the Town, its employees, agents, successors, and assigns, from and against all actions claims and demands whatsoever which may be brought against or made upon the Town and against all losses, liability, judgments, claims, costs, demands or expenses which the Town may sustain, suffer, or be put to resulting from or arising out of the Proponent's failure to exercise reasonable care, skill or

diligence in the performance or rendering of any Work or service required hereunder to be performed or rendered by the Proponent.

Claims and Costs

All costs and expenses incurred by the Proponent relating to the Tender submission and any negotiations with the Town of Stewiacke will be borne by the Proponent. The Town of Stewiacke is not liable to pay such costs or expense or reimburse or compensate Proponents under any circumstances, including the rejection of any or all other Tenders. The Town of Stewiacke will not accept responsibility for any delays or costs associated with any reviews or the approval process. No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Tender and by submitting a Tender, the Proponent shall be deemed to have agreed that it has no claim. The Proponent hereby releases and waives any claims for damages, including any claims for damages for fundamental breach, relating to this Request for Tender.

Rejection of Tenders

The Town of Stewiacke reserves the right to reject any, or any part of, or all Tenders, and also reserves the right to award a contract to other than the Proponent submitting the lowest total acquisition cost or highest scored Tender. The Town of Stewiacke will not consider Tenders where the Form of Tender is improperly filled out.

Variation of Tender Prices

No variation in the unit prices or total Tender Price will be permitted after a sealed Tender has been submitted to the authorized representative, except in the instance of variation due solely to an increase or decrease in the rate of eligible taxes, beyond the control of the Proponent, occurring after the time and date of submission of their Tender. An increase or a decrease in the rate of eligible taxes, under these circumstances, shall alter the price of the Tender, but only to the extent of the tax increase or decrease.

Legal Compliance

The Contract resulting from the Request for Tender shall be governed by, subject to and interpreted in accordance with the laws of the Province of Nova Scotia.

Proponents/Bidders will be required to demonstrate that they are in compliance with the requirements of any applicable authority which is licensing, regulating or approving the activities which relate to the tender, request for tender or quotation.

Site Inspection

The Town reserves the right to show or inspect the site at any time and also to cancel any order or stop any Work that is not performed in strict accordance with the specifications.

Control and Correction of Work

The successful Proponent shall adequately protect the Work, the Owner's property, adjacent property and the public, and shall be fully responsible for any damage or injury due to his act or neglect or is attributable to the acts or omissions of the successful Proponent, its subcontractors, suppliers, agents, employees, officers, directors, and all other persons and other entities for whose acts the successful Proponent may be liable or for whom it is responsible in law and their respective officers, directors, agents and employees;

The successful Proponent shall be solely responsible for construction means, methods, techniques, sequences and procedures and coordinating the various parts of the Work under the Contract. The successful Proponent shall complete the Work in a first class and Workmanlike manner in conformity with the Contract Documents.

Insurance

Forthwith upon the execution of agreement the contractor shall provide a copy of their commercial general liability insurance insuring against damage or injury to persons or property with the Town of Stewiacke added as an additional insured.

Permits and Regulations

The Proponent shall apply and pay for all necessary permits and licenses, approvals and consents required for the execution of the Work. The Proponent shall give all necessary notices and pay all fees required by law and comply with all laws, by-laws, rules, regulations and requirements relating to the Work and to the preservation of public health. The Proponent shall be responsible for the safety of all Workers and equipment on the site in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing construction safety.

Subcontractor Qualifications

Since all Proponents must be qualified and experienced in this type of Work, it will be necessary for the Proponent to verify that its subcontractors are similarly qualified and experienced in their specified area of Work. Therefore, the Proponent is required to submit both a list of subcontractors (Schedule 2) for approval along with a list of references. Only those subcontractors named and approved at time of order may be used. Approval of subcontractors is at the sole discretion of the Owner.

The Contractor shall be responsible to the Owner for the acts and omissions of its subcontractors and of all persons directly or indirectly employed by it in connection with the Work and shall be responsible for and shall ensure they obtain all necessary permits, licenses, certificates, inspections and insurance in accordance with the Work as may be required by laws, rules, regulations and codes related to the Work and the Contract Documents. Nothing contained in the Contract Documents shall create any contractual relation between any subcontractor and the Owner.

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The Owner reserves the absolute right to require the Contractor to use an alternate subcontractor where the subcontractor is in litigation adverse to the Owner. The Owner shall not be liable to the Proponent for any costs associated with this change in sub-proponent.

Limitations of Operations

Schedule shall be based upon all Work required to complete the contract must be carried on between the hours of 7:00 a.m. and 7:00 p.m., Monday to Saturday. Please note that no Work will be permitted on legal holidays or holidays observed by the Town of Stewiacke without the written permission of the Contract Administrator.

If the successful Proponent wishes to perform Work outside of the hours noted above, they may do so upon the written permission of the Contract Administrator.