



## **Request for Quotations**

### **80 Livingstone Street Demolition**

**City of Yorkton, Saskatchewan  
Engineering Department**

**Closing Date:  
October 22, 2021  
12:00 noon (CST)**

## INTRODUCTION

1. The City of Yorkton (the "**City**") is inviting experienced demolition contractors to demolish the structures located at 80 Livingstone Street in Yorkton, Saskatchewan. The Quotation will be to demolish and remove the structures as well as fill and compact the excavation for this project, known as:

### **80 Livingstone Street Demolition (the "Project")**

2. The purpose of this Quotation ("**RFQ**") process is to select the vendor or vendors to enter into an agreement with the City to supply the Project. Further details about the Project and associated specifications requested by the City are set out in the RFQ Documents (as defined below).

## SUBMISSION OF QUOTATIONS

3. Proponents should submit one hard copy of their Quotation to the following address by **October 22, 2021 at 12:00 Noon (CST)**

**City of Yorkton  
Building Services – 2<sup>nd</sup> floor City Hall  
37-3<sup>rd</sup> Avenue North,  
Yorkton, SK, S3N 2W3**

Quotations should be submitted in a sealed envelope with the Proponent's name and the name of this RFQ clearly indicated on the outside.

**The City's office hours for the purpose of receiving Quotations are Monday to Friday, 8:00 a.m. to Noon and 1:00 p.m. to 4:00 p.m., excluding statutory holidays.**

4. Quotations and accompanying documentation provided to the City in response to this RFQ will not be returned.

## RFQ DOCUMENTS

5. The following documents are attached to and form part of this RFQ:  
Schedule A – Quotation Form
6. The RFQ Documents are provided to Proponents for the sole purpose of obtaining Quotations to perform the work described in this RFQ, and do not confer any Licence or grant permission for any other use.

## INQUIRIES/ADDENDA

7. Any inquiries concerning this RFQ should be submitted by email to [jfawcett@yorkton.ca](mailto:jfawcett@yorkton.ca)
8. All inquiries should be in writing and received by the City no less than five (5) days before the deadline set for submission of Quotations.
9. The City may circulate its response to any inquiries to all Proponents, along with the original inquiry, and/or alternatively, the City may choose not to reply to an inquiry.

10. Proponents should refrain from contacting other employees, agents or members of Council of the City in respect of this RFQ process, including for the purposes of lobbying or attempting to influence the outcome of this RFQ process. Any such contact may, in the City's sole discretion, result in disqualification.
11. The City may make changes to the RFQ Documents prior to the RFQ submission deadline. Any changes will be in the form of written addenda.
12. Proponents are responsible for addressing all addenda's in preparing their Quotations and should confirm, prior to submitting their Quotation, that all issued addenda's have been received.

#### **SITE ASSESSMENT**

13. Bidders may request a site visit to take place on October 18, 2021, prior to submitting their Bids. Please contact Jeff Fawcett @ (306) 786-1782. Or [jfawcett@yorkton.ca](mailto:jfawcett@yorkton.ca)

#### **CONTENT OF QUOTATIONS**

14. Quotations should be made on the form provided in Schedule A – Quotation Form and in accordance with any directions stated in Schedule A – Quotation Form.
15. In addition, Quotations should be accompanied by such other information or submittals as are indicated in Schedule A – Quotation Form.
16. Quotations should be made on the form provided in Schedule A - Quotation Form and in accordance with any directions stated in Schedule A - Quotation Form.
17. In addition, Quotations should be accompanied by such other information or submittals as are indicated in Schedule A - Quotation Form.
18. **Proponents must submit the following with their Quotation:**
  - a) Provide an indication of availability and dates for demolition; taking into consideration the City's guideline for completion identified in the Minimum Standards and Project Specifications.
  - b) Provide a copy of their valid City of Yorkton Business License.
  - c) Provide a letter of good standing from the Saskatchewan Worker's Compensation Board.
  - d) Provide proof of comprehensive general liability insurance in a minimum amount of five million dollars (**\$5,000,000.00**).  
**On Award of this contract, Insurance must show the City of Yorkton and Canadian Pacific Railway as additional insured**
  - e) Certificate of Recognition (COR) as issued by the Saskatchewan Construction Safety Association (SCSA) or another equivalent certifying organization.
19. Submission price must be inclusive of:
  - a) Total cost for any preparation, security fencing, fill material, proctor testing and grading;
  - b) The total cost to supply, deliver and install any materials, or equipment to the site, and
  - c) The total cost of labour, and
20. The City expects that the pricing provided in each Proponent's Quotation will remain available for a period of thirty (30) days following the Quotation submission deadline in order to allow the City sufficient time to review and evaluate Quotations.

## **EVALUATION PROCESS**

21. Quotations will be opened and evaluated privately.
22. In evaluating Quotations, the City will consider the following evaluation criteria:
  - (a) the Proponent's price Quotation;
  - (b) the City's past experience in dealing with a Proponent;
  - (c) Related experience of the project team; and
  - (d) such other factors as the City considers relevant.
23. The City has not predetermined the relative importance of the above evaluation criteria. The City is to select the proponent that provides the best overall value, as determined by the City, having regard to the evaluation criteria referred to above.
24. The City may request clarification and/or additional information from a Proponent during the evaluation process.
25. In evaluating Quotations, the City may, in its sole discretion, waive any defects, irregularities, or non-conformances with the requirements of this RFQ, and may consider each Quotation on its merits regardless of any such defects, irregularities, or non-conformances.
26. The City will notify all unsuccessful Proponents after completing the evaluation and contract award process. Unsuccessful Proponents may request a debriefing interview within 30 days to obtain feedback on their Quotation after receiving this notification.

## **FORM OF CONTRACT**

27. The successful Proponent will be expected to enter into a contract/purchase order with the City for the sale of the Project, in a form presented by the City. The City intends that such contract/purchase order will include the following terms:

## **EFFECT OF RFQ**

28. This RFQ is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the City signs a definitive agreement with a Proponent, the City does not intend to create a contractual relationship or any other legal duties or obligations with any Proponent.
29. Proponents may withdraw or amend their Quotations at any time by written notice to the City, prior to the Proponent and the City entering into a formal contract.
30. Submission of a Quotation does not obligate the City to accept any Quotation or to proceed further with the entering into of an agreement with any Proponent. Consideration of any Quotation shall be in the City's sole discretion.
31. The City may, in its sole discretion, at any time and for any reason:
  - (a) reject any and all Quotations (including, for greater certainty, the lowest cost Quotation);
  - (b) modify or vary any aspect of this RFQ at any time before or after the time for submission of Quotations, including extending the deadline for submission of Quotations;
  - (c) accept any non-compliant, conditional or irregular Quotation or any alternate Quotation, in whole or in part;

- (d) discuss the terms of a Quotation submitted by a Proponent with that Proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that Quotation;
- (e) allow any Proponent submitting a Quotation to modify or vary any aspect of its Quotation at any time by giving written notice to the City;
- (f) negotiate any and all aspects of any Quotation and the conditions of any contract with the City (including, without limitation, those provisions relating to pricing, goods, services, and/or the terms and conditions of supply) with any one or more Proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and/or
- (g) cancel this procurement at any time for any reason and thereafter proceed in any manner it sees fit.

### **CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS**

- 32. Proponents are expected to keep confidential all documents, data, information and other materials of the City, which are provided to, obtained, or accessed by a Proponent in relation to this RFQ, other than documents, which the City places in the public domain. Proponents are expected to refrain from making any public announcements or news releases regarding this RFQ or the entering into of a contract pursuant to this RFQ, without the prior written approval of the City.
- 33. Proponents are advised that the City is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), the City may be required to disclose the RFQ documents and/or parts of any Quotation in response to this RFQ.

### **CONFLICT OF INTEREST**

- 34. Proponents are asked to disclose to the City in writing whether they have any actual, potential or perceived conflicts of interest relating to their participation in this RFQ or their provision of the requested services to the City, and if so, the nature of each conflict of interest. If the City receives disclosure of a conflict of interest from a Proponent, the City may in its sole discretion take one or more of the following steps:
  - (a) require the Proponent to address the conflict of interest to the satisfaction of the City;
  - (b) disqualify the Proponent from further participation in the RFQ; or
  - (c) such other steps as the City may deem appropriate.
- 35. Further, if the City learns that a Proponent has failed to identify a conflict of interest, the City may disqualify the Proponent from this RFQ or take such other steps as the City may deem appropriate.
- 36. For the purposes of this RFQ "conflict of interest" includes any situation or circumstance where, in relation to a City procurement competition, a Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- (a) any relationship between the Proponent (including its management) and the City, members of Council, its management, or other City personnel involved in this RFQ, which may give rise to a conflict of interest;
- (b) having, or having access to, information in the preparation of its Quotation that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with the City that is not related to the creation, implementation or evaluation of this or a related procurement;
- (c) communicating with any person with a view to influencing preferred treatment in the procurement competition (including but not limited to the lobbying of decision makers involved in the procurement competition); or
- (d) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

#### **TRADE AGREEMENTS**

37. Proponents are advised that procurements issued by the City which fall within the scope of New West Partnership Trade Agreement or the Agreement on Internal Trade are subject to the applicable provisions of those trade agreements.

#### **COSTS/EXPENSES**

38. All costs and expenses incurred by a Proponent in connection with this RFQ are the responsibility of the Proponent. This includes any utility locates at the specified location. The City will not reimburse Proponents for any such costs or expenses.

**Schedule A - Quotation Form (page 1 of 1)**

**Submit Quotation To:**

Name: City of Yorkton – 37 Third Ave. North, Yorkton SK., S3N 2W3  
Attention: Building Services

**Contract Information:**

Owner: City of Yorkton  
Contract Title: 80 Livingstone Street Demolition  
Location: 80 Livingstone Street, Yorkton, SK

**Contractor's Declaration and Information:**

The undersigned Bidder has examined and read the Quotation Documents, including Addendum Number(s) \_\_\_\_\_ to \_\_\_\_\_ inclusive, and having examined all conditions affecting the Work, hereby agrees to provide all necessary materials, labour, and equipment to complete all Work set forth in accordance with the Quotation Documents by **October 22, 2021** for the LumpSum price of \_\_\_\_\_, plus GST and PST.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by an authorized representative of:

Contractor's Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

We enclose the following items with our Bid:

- 1) Provide proof of comprehensive general liability insurance in a minimum amount of five million dollars (\$5,000,000.00).
- 2) Certificate of Recognition (COR) as issued by the Saskatchewan Construction Safety Association (SCSA) or another equivalent certifying organization;
- 3) Letter of good standing issued by the Saskatchewan Workers Compensation Board; and
- 4) Provide a copy of their valid City of Yorkton Business License.

## **Part 1 Scope of Work.**

- 1) Demolition must be completed by **December 3, 2021**
- 2) **You will be working on and near CPR land and all CPR regulations must be followed**
- 3) **Securely Fence the entire site throughout demolition and until work is complete**
- 4) Inform the neighboring property owner/tenant of demolition schedules
- 5) Demolish all structures including the foundation
- 6) Remove all concrete from the excavation and property.
- 7) Remove trees and shrubs from the property as determined by the City.
- 8) Retire water line to the stand pipe or as directed by Public Works, water/sewer division
- 9) Have Building Official inspections completed prior to backfill
- 10) Supply and install fill for excavation with appropriate material to achieve compaction
- 11) Compact excavation material to 97%
- 12) Provide a Procter report for compaction
- 13) Remove all demolition debris from the site
- 14) Metal siding/roofing material should be Recycled and will be the contractor's responsibility and expense
- 15) Concrete recycling fees are the responsibility of the contractor.
- 16) Landfill tipping fees are the expense of the Owner. If material entering the City landfill contains greater than 10% recyclable material by weight, the cost of the tipping fees will be charged to the Contractor.

## **Part 2 City Responsibilities**

- 1) The City is responsible for Gas, Power and Phone retirements. Demolition will not proceed until verification of gas line removal is complete
- 2) City of Yorkton Landfill fees will be paid directly by the City
- 3) The City will be responsible for application and payment of the demolition fees

## **Part 3 REGULATORY REUIREMENTS**

- 1) Conform to applicable codes for demolition structures, safety of adjacent structures, dust control, runoff control, and disposal.
- 2) Conform to Federal codes and regulations for Work affecting both tis property and surrounding properties.
- 3) Do not obstruct roadways, sidewalks, hydrants without permits.

## **Part 4 ENVIRONMENTAL PROTECTION**

- 1) Ensure that demolition work does not adversely affect adjacent watercourses, groundwater and wildlife, or contribute to excess air and noise pollution.
- 2) Fires and burning of waste or materials is not permitted on site.
- 3) Do not bury rubbish waste materials.
- 4) Do not dispose of waste or volatile materials including but not limited to: mineral spirits, oil, petroleum based lubricants, or toxic cleaning solutions into watercourses, storm or sanitary sewers.
- 5) Do not pump water containing suspended materials into watercourses, storm or sanitary sewers, or onto adjacent properties.



- 6) Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with authorities having jurisdiction.
- 7) Protect trees, plants and foliage on adjacent properties where indicated.
- 8) Cover or wet down dry materials and waste to prevent blowing dust and debris. Control dust on all temporary roads.

**Part 5 Existing Conditions**

- 1) Should material resembling spray or trowel applied asbestos or other designated substance listed as hazardous be encountered in course of demolition, stop work, take preventative measures, and notify Owner immediately. Do not proceed until written instructions have been received.

**Part 6 Protection**

- 1) Prevent movement, settlement or damage of adjacent structures, services, walks, paving, trees, landscaping and adjacent grades.
  - .1 Provide bracing, shoring and underpinning as required.
  - .2 Repair damage caused by demolition as directed by the Owner.
- 2) Support affected structures and, if safety of structure being demolished or adjacent structures or services appears to be endangered, take preventative measures, stop work and immediately notify the Owner.
- 3) Prevent debris from blocking surface drainage system which must remain in operation.
- 4) Keep noise, dust, and inconvenience to adjacent occupants to minimum.
- 5) Provide temporary dust screens, covers, railings, supports and other protection as required.
- 6) Locate and protect all active utility lines in vicinity of work area.
- 7) Do not disturb active or energized utilities.

**Part 7 Demolition**

- 1) Crush concrete generated due to demolition of foundations to size suitable for the facility that will be receiving it.
- 2) At end of each day's work, leave Work in safe and stable condition.
- 3) Keep materials wetted as required to minimize dusting.
- 4) Contain fibrous materials (e.g. Insulation) to minimize release of airborne fibres while being transported within facility.