



## **Community Services- Northern Lights Palace Lobby Flooring replacement**

### **General**

For the purpose of these tender specifications, the City of Melfort shall hereinafter be referred to as “the City”. A party interested in responding to the City’s call for tenders shall hereinafter be referred to as “the Bidder”.

### **Terms & Conditions**

1. The City will receive sealed tenders for a “**Flooring replacement for Northern Lights Palace Lobby Area**”
2. All interested bidders must contact **Facility Operations Manager, Ryan Danberg, at 306-752-5911** to obtain Tender Specifications.
3. The City will open the tenders received on **Friday March 17, 2017 at 2:00p.m.** Once Tenders are opened and reviewed, the tender may be awarded. If required, a recommendation for tender award shall be made to City Council. Thereafter, the City will inform all bidders whether or not they were successful.
4. All tender responses must be filed using the attached Tender Response Form. Tenders must include all taxes, fees, and charges associated.
5. Tenders are irrevocable after the time of closing, and are open for acceptance for a period of thirty (30) calendar days following the closing.
6.
  - a) The City reserves the right to reject any or all tenders received. The lowest or any tender will not necessarily be accepted.
  - b) If the bids received show that, in the opinion of the City, the Tender is not feasible within the budget considerations of the City, that consideration may result in no contract being awarded or the scope of Tender may be reduced to conform with the budget.
  - c) If only one bid is received, the City reserves the right to:
    - i) Accept or reject that bid; or
    - ii) Negotiate acceptable terms and conditions for completion of the work, or a portion thereof, with that bidder.
7. Return the Tender Response Form in an envelope clearly marked “Brunswick Playground Paddling Pool”, no later than **Friday, March 17, 2017 at 1:00 p.m.** at the office of:

Ryan Danberg, Facility Operations Manager  
City of Melfort  
Box 2230, 202 Burrows Avenue West  
Melfort, Sask. S0E 1A0  
**Email: [facilitymanager@cityofmelfort.ca](mailto:facilitymanager@cityofmelfort.ca)**

Office Hours: 8:00 a.m. to 4:30 p.m., Monday to Friday

8. Any questions related to these tender specifications must be submitted to: Teri Scaife, Director of Community Services at 306-752-5911.
9. Any and all information received, which may change the intended interpretation of this tender document, shall only be accepted as valid, by the City of Melfort, if subsequently confirmed by way of an addendum.
10. Addenda may be issued up to one (1) calendar week prior to the close of this tender without any requirement for the City of Melfort to extend the close time or date. Addenda issued following this time shall have an extension granted in order to observe the one (1) calendar week final completion period.

**Tender Specifications can be picked up at City Hall during regular work hours, 8:00 a.m. to 4:30 p.m. daily.**