



**Municipal Office Renovations
Contract #004
Request for Proposal**

- Location:** Meductic Community Centre (Upper Level)
- Overview:** Convert one large room into two separate offices. Bring entrances, doorways and washroom up to wheelchair accessible standards. All work must follow the standards of the National Building Code. (See page 2 for scope of work).
- Proposal Requirements:** Must include a breakdown of work to be preformed and the associated cost for labour, materials, electrical, heat pump, construction debris disposal, permits, etc.
- Term of Contract:** Must be completed by the end of May 2025.
- Insurance:** The Contractor must provide proof of liability insurance.
- WorkSafe NB:** The Municipality requires proof of WorkSafe NB coverage in the form of a certificate issued by WorkSafe NB. Should the Contractor not hold their own WorkSafe NB coverage, the Municipality shall carry them on their policy as a Sub-Contractor, at the expense to the Contractor.
- Payments:** A deposit for materials may be requested, with invoice, by the Contractor. Invoices for completed work will be paid within 7 days. 10% of the final invoice will be held until an inspection is done by the Municipality to determine the work is complete and satisfactory.

Submit bids in a sealed envelope with, "Municipal Office Renovations Contract #004" clearly written on the front, in person or by mail to:

Municipality of Lakeland Ridges
199 Main Street
Canterbury, NB
E6H 1M6

Bids will be accepted until 4pm on Thursday, April 17, 2025

Bids will be opened Tuesday, April 22, 10:00am at Village Office – 199 Main Street, Canterbury

Lowest Tender may not necessarily be awarded

For all inquires or questions regarding this tender or to schedule an appointment to view the jobsite please contact Susan Patterson – CAO/Clerk

Email: spatterson@lakelandridges.ca

Phone: 506-279-6248



Municipal Office Renovations Scope of Work

Office Space Renovations must include:

- Remove existing door, widen opening to 36", create hallway to accommodate separate entrances to two offices.
- Install two exterior windows (windows provided by Municipality) and ensure exterior of building is finished with same existing siding, etc.
- Finish walls and ceiling in sheetrock, crack fill and paint
- Install 36" doors for both offices. Hardware should have keyed and pin pad locks and lever handles.
- Install trim to match existing trim.

Electrical Required:

- Remove current heat pump and replace with two units (one in each office). **see note below**
- Remove old register and install new baseboard heaters.
- Remove current lighting and install adequate lighting in both offices and hallway.
- Install or relocate electrical outlets and light switches.
- Install ventilation fan in upstairs bathroom.

Contractor can price out the option of relocating current heat pump into one office and installing new unit in second office. Or replace old unit with a new dual head unit. Staff need to be able to adjust temperature to individual liking

Additional Handicap Accessibility Upgrades Required at Fire Station Entrance:

- Level exterior concrete ramp at the back entrance to bring it up to standard.
- Installation of an interior ramp, at same entrance, may also be required.
- Widen interior entrances to 36" openings between back rooms and install level handles on doors.

Additional Handicap Accessibility Upgrades Required for Upstairs Bathroom:

- Install wall mounted vanity (and required plumbing)
- Lower paper towel dispenser.
- Install tilted mirror.
- Install lever door handles.

Contractor is responsible and required to:

- Adhere to the National Building Code
- Applying and purchasing all permits.
- Supply all materials, excluding the windows, to complete all work. The windows have already been purchased and on site.
- Perform or subcontract all electrical and plumbing work.
- Subcontract the heat pump system.
- Remove all construction debris and cost of disposal fees

