

City of Cranbrook  
RFQ – PWO0458 Senior Centre Repairs & Reno  
Addendum #1 – July 28, 2025

**CITY OF CRANBROOK**

REQUEST FOR PROPOSALS  
PWO0458 SENIOR CENTRE REPAIRS & RENO  
RFP NO.: CRA2025-Q-004

**ADDENDUM #1**

Date: July 28, 2025

This Addendum is issued to provide proponents with additional information as follows:

***Appendix 1 – Hazardous Materials Report Senior Centre*** (as attached)

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

Jason Perrault  
Deputy Director of Public Works  
City of Cranbrook

## REQUEST FOR QUOTATION

PWO0458 – Senior Centre Repairs and Reno  
CRA2025-Q-004

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### **Project Description:**

The City of Cranbrook is requesting quotes from qualified companies for the repairs of water damage and renovation of a patio/ sunroom, for the Senior's Centre located at 125 17<sup>th</sup> Ave. S in Cranbrook, BC.

The work shall consist of 2 areas within the facility for the repair of water damage stemming from the leaks in the basement's woodworking shop and pottery areas, including the tear-out and disposal of water damaged materials and repairs to pre loss conditions. There is also 1 area for the renovation of the patio/ sunroom from a temporary living quarter back to the original design of an exterior patio/ sunroom.

### **Scope of Work:**

#### Repair #1 - Roof Leak

##### Carpentry Room

###### Tear-out

- Tear out affected drywall and insulation.

###### ○ Repair

- Batt insulation - 4" - R14
- 5/8" drywall - hung, taped, floated, ready for paint
- Trim board - 1" x 2" - installed
- Seal (1 coat) & paint (1 coat) trim
- Painting

#### Repair #2 – Water Pipe Leak

##### Ceramics Room

- Painting the ceiling
- Mask and prep for painting

##### Lapidary 2 Room

- Drywall patch / small repair, ready for paint
- Mask and prep for painting
- Painting the ceiling

##### Level 2 Hallway

- Tear-out & Repair
  - Baseboard
  - Paint baseboard
  - Painting the walls

## Bathroom

- Tear-out & Repair
  - 1/2" drywall - hung, taped, floated, ready for paint
  - Tape joint for new to existing drywall
  - Painting the walls
  - R&R Tub/shower
  - R&R of vinyl flooring

## Reno #1 – Patio/ Sunroom

### Patio/ Sunroom

- Tear-out & Repair
  - General Demolition
  - Underlayment - 5/8" BC plywood
  - Metal Z flashing / drip cap
  - Vinyl floor covering
  - Handrail - Aluminum (no glass)
  - Fascia

## **Miscellaneous Information:**

The City has a hazardous materials report of the facility that will be shared with the successful proponent.

## **Mandatory Site Visit:**

There will be a mandatory site visit at the Senior Centre, 125 17<sup>th</sup> Ave. S, Cranbrook, BC on Tuesday, August 12, 2025, at 9:00am Mountain Time. Proponents must attend the site visit to have their quote considered.

## **Quotation:**

**Please forward your quotation, via email with the subject line “QUOTATION – PWO0458, Senior Centre Repairs and Reno”, by 2:00pm Mountain Time Thursday, August 21, 2025, to:**

Attention: Jason Perrault, Deputy Director of Public Works

Email: [Jason.Perrault@cranbrook.ca](mailto:Jason.Perrault@cranbrook.ca)

Quotes must be irrevocable and open for acceptance by the City for a period of Sixty (60) days after submission even if another Quote is accepted by the City.

Late quotations will be rejected.

The City of Cranbrook reserves the right to reject any or all quotations or to accept the quotation deemed most favorable in the interest of the City. The lowest or any quotation will not necessarily be accepted. Should only one submission be received, the City reserves the right to negotiate pricing.

The selected vendor shall review and sign the City of Cranbrook Standard Terms and Conditions of Purchase as attached.

**Submission:**

<b>SERVICE</b>	<b>PRICE:</b>
<u>Repair #1 – Roof Leak</u>	\$
<u>Repair #2 – Water Pipe Leak</u>	\$
<u>Reno #1 – Patio/ Sunroom</u>	\$
<u>Total</u>	\$

SUBMITTED BY:	
DATE:	
LEGAL NAME:	
OPERATING NAME (if different)	
ADDRESS:	
PHONE:	
NAME (printed):	
SIGNATURE:	

(Authorized Company Representative)

# **THE CORPORATION OF THE CITY OF CRANBROOK**

## **STANDARD TERMS AND CONDITIONS OF PURCHASE**

### **Offer and Acceptance:**

The Supplier, by the acceptance of a contract and/or purchase order enters into a binding agreement of purchase and sale with the City of Cranbrook (the “City”) for the supply of the goods and services subject to these terms and conditions.

The City’s placement of the contract and/or purchase order with the Supplier is expressly conditioned upon the Supplier’s acceptance of all the terms and conditions.

### **1. Purchase Orders:**

All purchases of goods and services over \$200 require a purchase order. City staff will provide the Supplier with a purchase order number at the time the order is placed or shortly thereafter. The purchase order authorizes the Supplier to provide only the specified goods and services at the price indicated. In some cases, where there are liability, labour or performance completion issues, the City may require the Supplier to sign a contract.

### **2. Required Documentation:**

Failure to meet these requirements may result in the goods and/or invoices being returned at the Supplier’s cost.

1. The purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists, and correspondence.
2. A packing list must be included with each shipment.
3. A separate invoice must be rendered for each order and for each shipment or delivery. Goods and Services Tax (GST) and Provincial Sales Tax (PST) must be shown separately on the invoice.
4. All applicable transportation charges must be prepaid unless instructions to the contrary appear on the face of the purchase order.
5. Where applicable, serial numbers are to be shown on the invoice including serial numbers of trade-in equipment.
6. The Supplier shall provide all the necessary training and instruction to its personnel, representatives and agents in the storage, handling and use of any product classified as a “Controlled Product” under WHMIS. The Supplier will provide the appropriate labels and material safety data sheets (MSDS) for WHMIS regulated products. No product containing asbestos shall be supplied at any time without written authorization. The Supplier will ensure and fully comply with the Transportation of Dangerous Goods Act and Regulations when shipping goods to the City.

### **3. Invoices and Payment:**

Invoices shall be sent to:  
City of Cranbrook  
Accounts Payable  
40 -10th Ave. S.  
Cranbrook, BC V1C 2M8  
ap@cranbrook.ca

Payment by the City shall be made after final acceptance by the City of the goods and services, notwithstanding any previous passing of title to the goods.

Payment terms are net thirty (30) days and begin the date the Accounts Payable department receives the invoices.

Unless otherwise stated, funds are payable in Canadian dollars.

Prices are to include all packing, handling, taxes, duties and are otherwise all-inclusive.

#### **4. Customs:**

For any shipments originating outside of Canada, the Supplier shall attach all required customs documents to the shipment. Payment of duties will be as per the terms of the purchase order/contract. The City's Custom Broker Contact Information: H.H. Smith Ltd., P.O. Box 30, Coutts, AB, T0K 0N0. Phone (403) 344-3822, Fax (403) 344-3027.

#### **5. Delivery:**

Time is of the essence. The Supplier must immediately advise the City of a shortage or delay of any kind. If delivery of goods and services is not completed by the date required, the City reserves the right to terminate this contract and/or purchase order in whole or in part and to purchase substitute goods and services elsewhere and charge the Supplier with any incidental or consequential damages that might be incurred.

The City shall not be liable for failure to take delivery of the goods and/or services ordered herein due to labour difficulties, acts of God, fortuitous events or other causes of a like or unlike nature reasonably beyond its control. Deliveries not taken during such period may be eliminated from this order at the City's option without liability on its part.

#### **6. Changes/Modifications/Termination:**

The City reserves the right at any time, to cancel or terminate this order in whole or in part by written or verbal notice confirmed in writing, or to make changes in any one or more of the following: quantity, specifications, methods of shipment or packing, and place or timing of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract and/or purchase order, an equitable adjustment shall be made in the price or delivery schedule, or both. No agreement or understanding to modify this contract and/or purchase order shall be binding upon the City unless in writing and signed by the City's authorized agent.

#### **7. Inspection**

All goods and services purchased hereunder are subject to inspection and approval upon delivery at the City's place of business. The City reserves the right to reject and refuse acceptance of goods and services which are not in accordance with the City's specifications or not in compliance with the Supplier's warranty (expressed or implied). Goods not accepted will be returned to the Supplier at the Supplier's expense. Payment for any good or service hereunder shall not be deemed an acceptance thereof. In the event the City judges the quality of the article, material or service to be deficient, the City may cancel the order by returning the goods at the Supplier's expense and debiting the Supplier's account with the original purchase cost.

## **8. Title:**

The City shall not be deemed to accept the merchandise until the City actually receives, inspects and accepts such merchandise at its place of business. Insofar as the order specifies FOB point, the City shall accept title for the goods at that point only. Materials not sold FOB destination must be prepaid and charged. Transportation charges, other than postage, must be supported by documentation. Materials shipped parcel post must be insured. COD charges will not be accepted.

## **9. Risk of Loss:**

Risk of loss or damage of the goods and services provided under this contract and/or purchase order shall not pass to the City until delivery at its place of business.

## **10. Holdback:**

For the supply of both materials and services, holdback of payment may be made in accordance with the requirements of the *Builder's Lien Act of BC*.

## **11. Shipping containers:**

All packing cases, bales and cartons, etc. in which the articles or materials may be shipped shall become, without charge, the City's property on receipt, unless otherwise stipulated.

## **12. Warranty:**

Without limitation to any additional warranties provided by the Supplier, whether indicated on the face of the purchase order or otherwise provided, the Supplier warrants that:

1. All goods shall be of merchantable quality and free from defects in workmanship and materials;
2. All goods shall strictly conform to applicable samples, specifications and drawings;
3. All goods and services shall be fit for the purpose intended by the City;
4. All goods shall be free and clear of all liens, charges and encumbrances;
5. The goods and services shall comply with the standards set forth by applicable federal, provincial, municipal and industry regulatory agencies;
6. The shipping and handling of any hazardous material will be made in accordance with all applicable laws and regulations; and
7. The goods and services shall comply with all applicable environmental protection laws and regulations.

Unless a longer warranty period is specified in the contract and/or on the purchase order or is otherwise provided, the foregoing warranty shall be valid for one year from the date of acceptance of the goods and services by the City. If at any time prior to the expiration of any applicable warranty period, any weakness, deficiency, failure, breakdown or deterioration in workmanship or material should appear or be discovered in the goods or services furnished by the Supplier, or is the goods and services do not conform to the terms and conditions of the contract and/or purchase order, the City may at its option:

1. Require the Supplier to promptly replace, redesign or correct the defective and non-conforming goods and services at no expense to the City, or
2. The City may replace or correct the defective goods and services and charge the Supplier with all expenses incurred by the City. The Supplier agrees to indemnify and save harmless the City, its members, officers, employees, assigns, agents, clients and the public from any liability, loss, cost and expense arising either directly or indirectly, from breach of any warranty given by the Supplier hereunder.

### **13. Assignment:**

No right of interest in this contract and/or purchase order shall be assigned by either party without the written consent of the other, and no delegation of any obligation owed, or of the performance of any obligation by either the City or Supplier shall be made without the written consent of the other party.

### **14. Imports:**

If the Supplier manufactures or purchases any goods involved in this contract, outside of Canada, he must ensure that he, his agent, or representative is the "Importer of Record" for customs purposes.

### **15. Tax and Duties:**

The Supplier agrees that all Canadian Goods and Services Tax (GST) Provincial Sales Tax (PST) and/or Customs Duty entitlement provided for by the Excise Tax and/or Customs Tariff Acts and all tax duty rate decreases and/or exemptions, resulting from amendments reclassifications, remissions or clarifications thereof on tax and/or duty - applicable priced goods/materials involved, whether recognized or not at the time the order is awarded, shall be passed onto the City. Otherwise said order is based on the specific GST/HST and/or Customs Duty status shown, which must be adhered to and all invoice billings must agree accordingly.

### **16. Insurance:**

All Suppliers/Contractors providing services to the City are required at a minimum to carry \$2,000,000 Commercial General Liability Insurance with the City of Cranbrook named as an additional insured party. The City reserves the right to modify the type of insurance coverage and the coverage amount required to be carried by the Supplier/Contractor. Proof of insurance must be provided to the City prior to commencement of work.

### **17. Business License:**

All Suppliers/Contractors conducting business within City limits will have a valid City of Cranbrook business license if required as per City of Cranbrook Business License Bylaw No. 3194 as amended from time to time or replaced. The Canadian Rockies International Airport is considered within City limits.

### **18. WCB:**

The Supplier/Contractor shall maintain an account in good standing with WCB and shall, upon City request, provide a letter from WCB so stating, prior to commencement of work. The



Supplier/Contractor shall ensure compliance by both itself and its Sub-contractors with the *Worker's Compensation Act* and regulations.

#### **19. Patents:**

The Supplier undertakes and agrees to defend at Supplier's own expense, all suits, actions or proceedings in which the City or the users of any of the City's merchandise are made defendants for actual or alleged infringement of any US, Canadian or foreign letters patent resulting from the use or sale of the items purchased hereunder, and further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action or proceeding against such defendants herein.

#### **20. Gifts, Gratuities, and Staff Discounts:**

The City of Cranbrook has strict standards against City employees accepting gifts, gratuities or staff discounts as a result of their employment with the City. Items of nominal value, such as pens and calendars, used in the course of employment are exempt.

#### **21. Indemnification:**

The Supplier, by acceptance of the contract and/or purchase order, shall indemnify and hold harmless the City of Cranbrook, its agents, and employees, from and against all loss or expense by reason of the liability imposed by law upon the City of Cranbrook its agents and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this work.

#### **22. Conflict of Interest:**

It is the Supplier's sole responsibility to disclose to the City in writing, prior to supplying goods and/or services, any actual, perceived, or potential conflict of interest and any existing business relationships it may have with the City of Cranbrook, its elected or appointed officials or employees.

#### **23. Compliance with Laws:**

In accepting the contract and/or purchase order, the Supplier represents that it has complied and will continue during the performance of this contract and/or purchase order to comply with the provisions of applicable third party contracts, and all applicable federal, provincial and municipal laws and regulations. The laws of British Columbia govern this agreement.

#### **24. Freedom of Information:**

The City of Cranbrook is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All Suppliers are therefore advised that any invoices, quotes, price offers or estimates received by the City will be treated as a public document and the contents therein may be disclosed upon written request if required to do so pursuant to the Act.