



CALL FOR TENDER – MUNICIPALITY OF THE DISTRICT OF CLARE

NAME OF TENDER:	Clare Health Centre Entrance Office
LOCATION OF WORK:	8559 Highway 1, Meteghan Centre, NS
TENDER CLOSING DATE:	Thursday, September 18, 2025
CLOSING TIME:	2:00 pm
OPENING TIME:	IMMEDIATELY AFTER CLOSING
OPENING LOCATION:	MUNICIPAL OFFICE 1185 Highway 1, Little Brook, NS

1. NOTICE TO BIDDERS

All Proposals submitted to the Municipality of the District of Clare must be submitted in a sealed envelope or electronically. The name and address of the bidder and the name of the tender shall be clearly marked on the envelope/email.

Proposals may be dropped off at the municipal office at 1185 Highway 1, Little Brook or mailed to:

Attention: Daniel Gaudet, Director of Public Works
Municipality of Clare
1185 Highway 1
Little Brook, NS B0W 1M0

Electronic proposals may be emailed to: building2@munclare.ca

Tender Opening: All tenders will be opened in public at the municipal office immediately following the closing time.

2. DETAILED REVIEW OF TENDER

No award will be made at the time of the opening. All tenders accepted will be reviewed in detail before a recommendation, if any, can be made for award of tender. The detailed review will take place as soon as possible after the public opening.

The “Tender Submission/Signature Form” must be signed by the bidder as an acknowledgment of receipt and understanding of the documents (including any addendums where applicable). All appendices must be included with the bid submissions.

A check of the bid prices will be made and all mathematical errors will be corrected by municipal staff.

3 INSTRUCTIONS TO BIDDERS

3.1 Examination of Plans, Specifications, Tender Quantities and Site of Work-

Bidders shall carefully examine all the following documents which are applicable to this tender (Instructions to Bidders, Documentation Required from Successful Bidder, and Specifications).

Bidders shall carefully examine the work site in order to satisfy themselves as to all local conditions affecting the contract.

3.2 Site Visit - A site visit will take place at the Clare Health Center on September 12, 2025, at 2:00 p.m.

3.3 Tender Forms - The bidder must submit their tender on the form supplied by the Municipality. The bidder must state the prices (both in numerals and words).

3.4 Addenda - Bidders must include, as part of their tender, all addenda issued during the bidding period by the Municipality. The bidder shall make all revisions to the tender documents as instructed in the addenda.

When an addendum is issued, the closing time may, where necessary, be adjusted to reasonably allow bidders to receive and adequately consider, prepare and submit their bids.

3.5 Bid Security - Tenders will be rejected unless accompanied by a bid security of not less than ten percent (10%) of the contract price (including all valid bid modifications). This deposit shall consist of a certified cheque, irrevocable standby letter of credit, bank draft, money order, or bid bond. Security shall be made payable to the Municipality of the District of Clare.

3.6 Amendments – Bidders may submit amendments to their bid until the tender closing time. Amendments shall be clearly marked and signed and submitted in the following manner:

Via fax: (902) 769-3713

Via email: building2@munclare.ca

Via mail at the address listed in the Notice to Bidders (Section 1)

3.7 Rejection of Tender -The Municipality reserves the right to reject any or all tenders. The lowest or any tender will not necessarily be accepted. The tender deemed the best value may be the tender accepted taking into account price and life cycle cost considerations, environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the tender documents.

4 DOCUMENTATION REQUIRED FROM SUCCESSFUL BIDDER

4.1 The successful bidder shall provide, within forty-eight (48) hours of request, evidence of an account in good standing with the Workers' Compensation Board and coverage under the Workers' Compensation Act.

4.2 Proof of Insurance - The successful bidder shall be required to take out and maintain, during the period prescribed herein, liability and builder's risk insurance coverage with a limit of not less than two million dollars (\$2,000,000.00) inclusive for any one occurrence. Upon award of the contract, the successful bidder shall provide proof of insurance to the Municipality prior to commencing the work.

4.3 Permits- The contractor is responsible to obtain any and all necessary permits for the work.

5 CONTACT INFORMATION

For additional information, please contact Daniel Gaudet, Director of Public Works, at 902-769-2031 ext. 238.

6 TENDER SUBMISSION

Tenders must be received **no later than 2:00 pm on Thursday September 18, 2025.**

7 OTHER

The Contractor shall ensure compliance with all construction safety requirements of the Department of Labour, Occupational Health and Safety Division.

Tender award is subject to budgetary approval.

The Contractor is responsible for the removal of all construction debris from the site and disposal at the Municipal Transfer Station.

Every precaution shall be taken to ensure the safety of the public and staff during normal working hours.

Specifications:

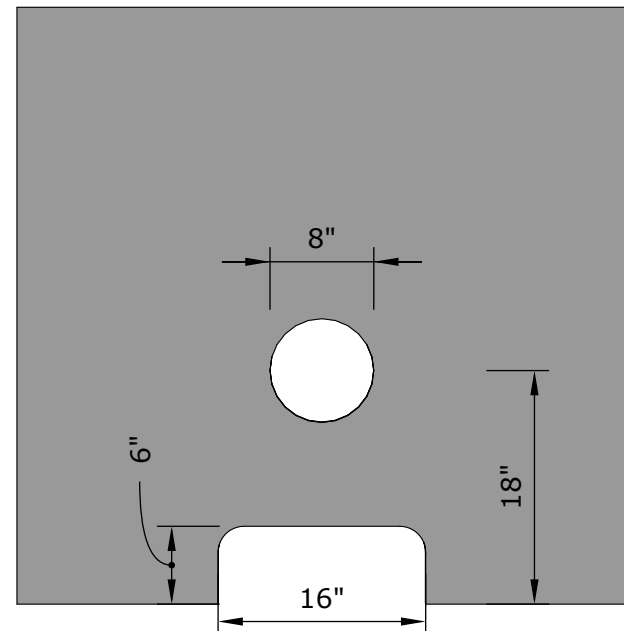
1. Flooring to be repaired to match existing where walls are removed in waiting room. In office, floor to be replaced , flooring to be supplied by owner to match room 222.
2. Baseboard and trim to be installed where required, to match existing.
3. Hole to be cut in wall for pass through window. Finished window size to be 48"x48".
4. Electrician to remove plugs and wires to accommodate pass through window.
5. Plumber to cap and conceal plumbing and drainage after sink removal.
6. Re-paint entire office and where work has been done. Paint to match room 222.
7. Install Mechanical Shutter (supplied by owner) and pass through window as per attached specifications. See also: "*Pass through window detail*" below.
8. Supply and install 109" x 37" seamless corian countertop pass through desk unit to match existing. Desk height 29". Client side overhang to be 5" to match existing.
9. Client side under counter wall shield to be supplied and installed to match room 222. See (A04)
10. Work shall include strict dust control measures.
11. Demolition must be coordinated during nights or weekends.
12. Construction may be undertaken during normal business hours.
11. Refer to "*Additional notes for drawing A01*" for further details..

CMC Entrance office V1R0
Reference Horner Ltd. Proj. LH0726107
Drawing No.313 Rev.0 (E3)
Specifications: A00

Additional notes for drawing A01

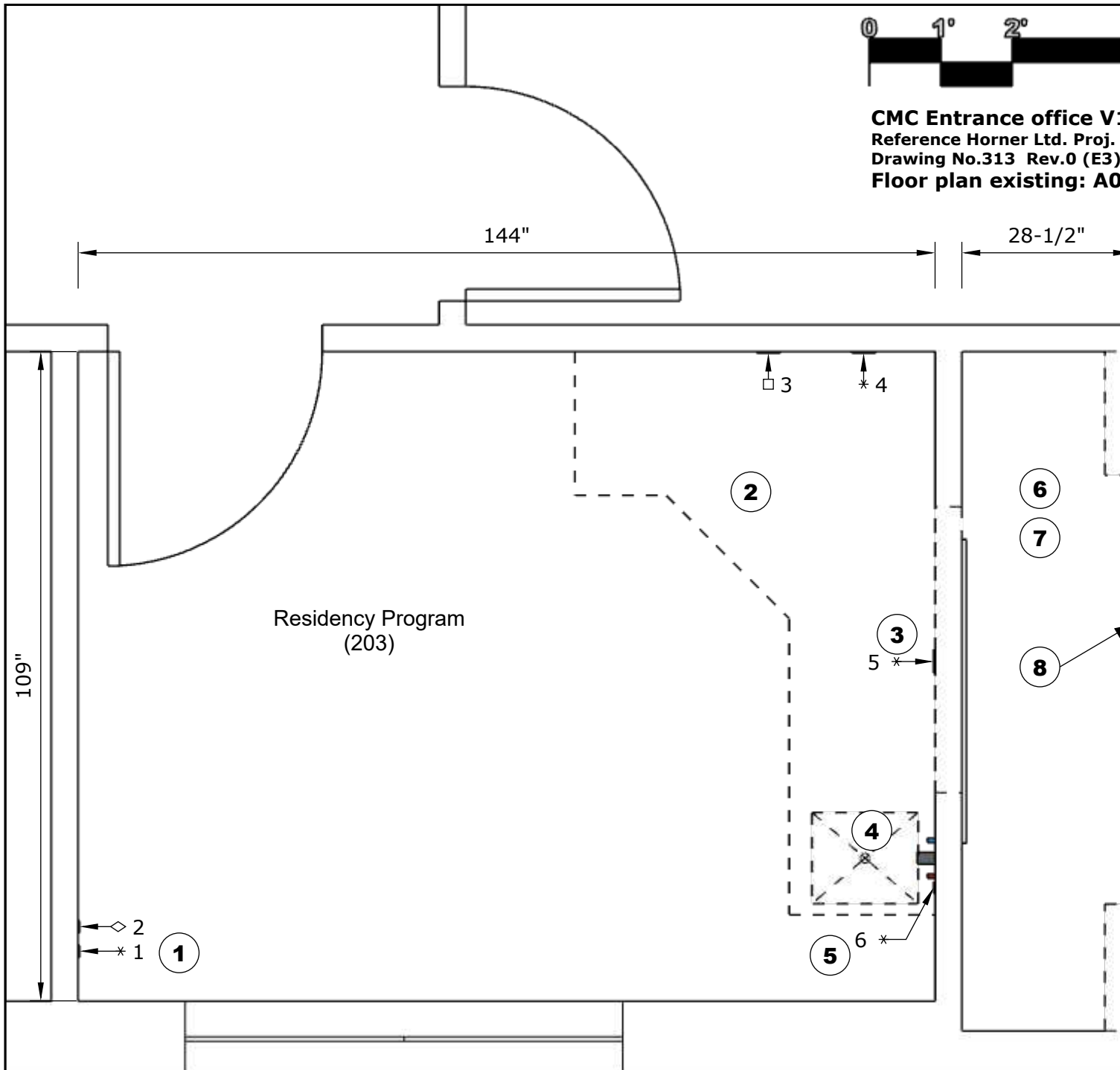
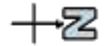
- 1 Data ports to be extended from location 3.
- 2 Existing counter to be removed.
- 3 Receptacle 5 & 6 and wiring to be removed.
- 4 Plumbing and drain to be capped and concealed.
- 5 Remove existing flooring, install new vinyl flooring provided by owner.
- 6 Closet door and wall structure to be removed. Flooring to be patched accordingly.
- 7 Gyproc and crack fill to match existing ceiling in existing space.
- 8 Cut flooring on line and install new section. Color to be chosen by manager.

Pass through window detail





CMC Entrance office V1R0
Reference Horner Ltd. Proj. LH0726107
Drawing No.313 Rev.0 (E3)
Floor plan existing: A01



----- To be removed

Location	Description
1	Receptacle
2	Cable
3	Data
4	Receptacle
5	Receptacle
6	Receptacle

**Measurements are
approximate. Contractor
to verify on-site.**

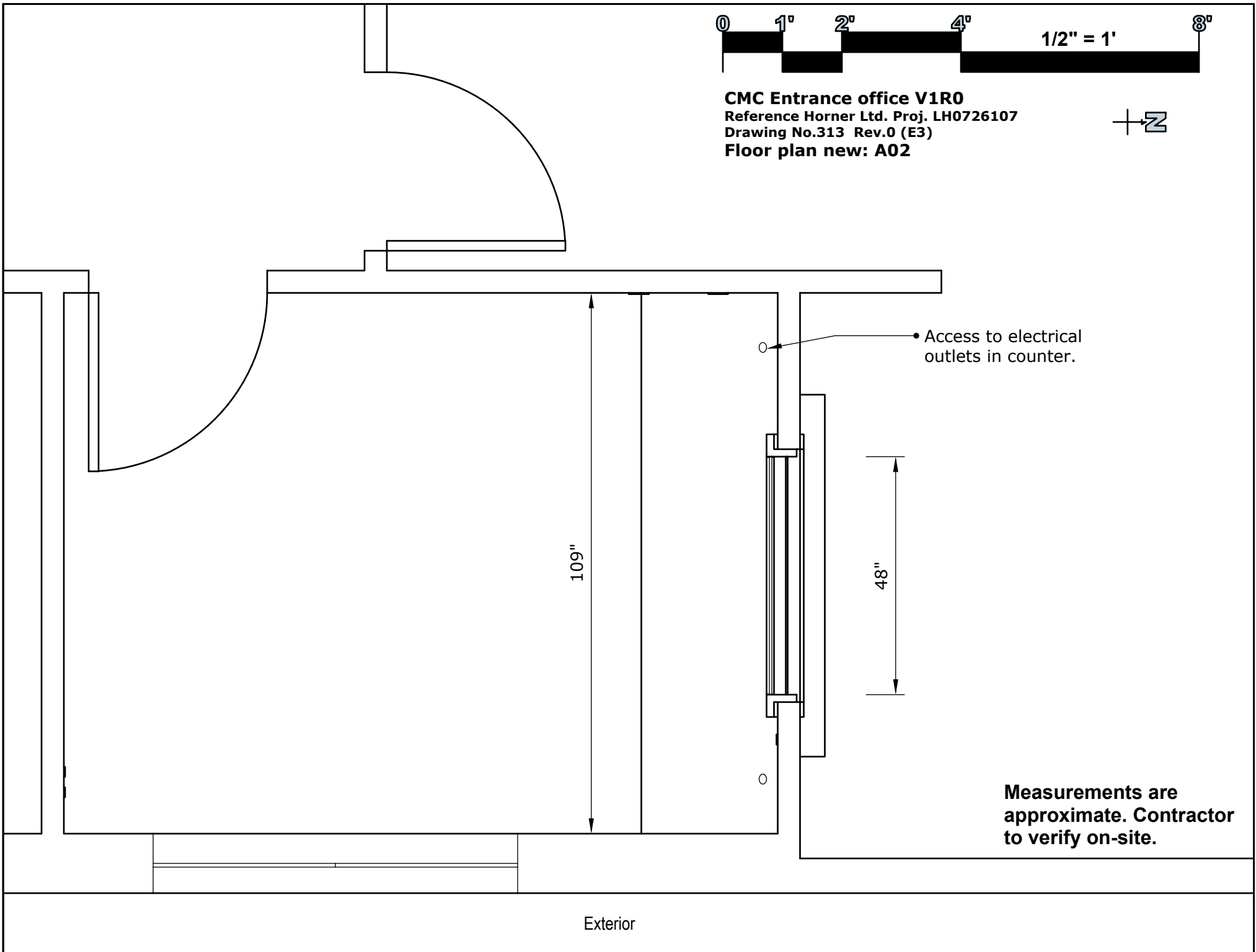
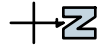


CMC Entrance office V1R0

Reference Horner Ltd. Proj. LH0726107

Drawing No.313 Rev.0 (E3)

Floor plan new: A02

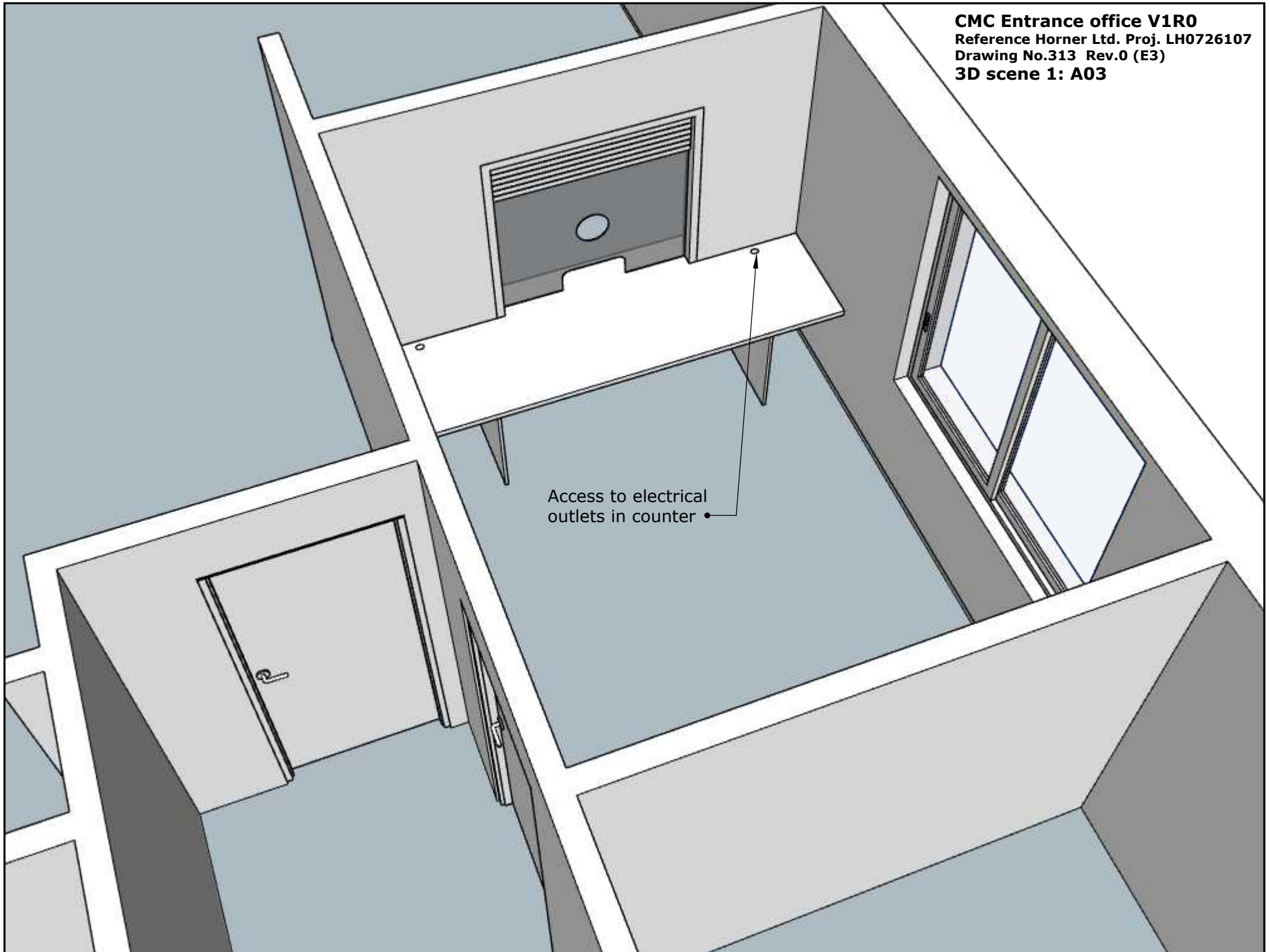


**Measurements are
approximate. Contractor
to verify on-site.**

Exterior

CMC Entrance office V1R0
Reference Horner Ltd. Proj. LH0726107
Drawing No.313 Rev.0 (E3)
3D scene 1: A03

Access to electrical
outlets in counter •





Under counter wall shield

CMC Entrance office V1R0
Reference Horner Ltd. Proj. LH0726107
Drawing No.313 Rev.0 (E3)
3D scene 2: A04

TENDER SUBMISSION/SIGNATURE FORM

Clare Health Centre Entrance Office



LOCATION NAME	LOCATION ADDRESS
Clare Health Centre	8559 Highway 1, Meteghan, NS

BUDGET OVERVIEW

COST	HST	TOTAL
\$	\$	\$
TOTAL price written in words:		

TIMELINE

EXPECTED START DATE	EXPECTED COMPLETION DATE

DECLARATION

The undersigned Bidder declares that they have read, understand, and agree to the conditions referred to in this Tender.

Name of Bidder:

Company Name:

Address:

Email:

Phone:

Signature of Bidder:

Signature of Witness:

Date: