

**REQUEST FOR QUOTATION - TOWN OF LUNENBURG**

SUBMITTER'S COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Terms:**

1. This is a request for a quotation only for a Scope of Work as outlined in the attachment – it is not a Purchase Order or Tender. The Town of Lunenburg (the "Town") is solely requesting quotes regarding the costs of undertaking this service for the following fiscal year (2022-23) in order to enable us to consider during our 2022-23 budget deliberations. Proponents may wish to provide an inflationary cost structure in their proposal. The Town may use any quotation it receives for informational purposes only, or it may choose to accept the quotation in which case a binding contract will be formed with the Submitter by issuing a Purchase Order. The Town reserves the right to solicit quotations from other sources at any time including before or after the submission deadline. The Town has no obligation to consider or accept any quotation. The Town reserves the right at any time to accept, ignore or reject any quotation, or use the information contained in any quotation for any purpose whatsoever. The Town reserves the right to negotiate after the submission deadline with any proponent to finalize arrangements in the best interests of the Town.
2. Quotations must be submitted on this form only unless otherwise permitted by the Town.
3. Any suggestions with respect to appropriate equivalents, alternatives or substitutes are welcome. If offering an equivalent, alternative or substitute please ensure the manufacturer's name, contacts and complete technical information is supplied.
4. If a portion of a quotation relates to the provision of labour and/or services, a current WCB clearance letter must be provided with the quotation.
5. The Town is eligible for all Provincial standing order pricing.
6. The quote shall include an inflationary costs structure so that the quote is good for a Calendar year from the date of the quote. The RFQ is for budgetary purposes and intended not to be carried out until awarded following the approval of the Town's 2022-23 Budget. The Town reserves the right not to approve the granting of this scope of work at its sole discretion.
7. Please check the Town website [www.explorelunenburg.ca/purchasing.html](http://www.explorelunenburg.ca/purchasing.html) to determine if any addendums have been issued prior to the submission deadline.
8. If further information is required please contact Arthur MacDonald by email at [amacdonald@explorelunenburg.ca](mailto:amacdonald@explorelunenburg.ca).
9. Please return your completed quote by **2:00 p.m. AST, September 30, 2021**, the submission deadline, or the Town may in its sole and absolute discretion choose not to consider it. Send completed quote to Katie MacMillan, Business Coordinator, 119 Cumberland Street, Lunenburg, NS B0J2C0 or by email at [kmacmillan@explorelunenburg.ca](mailto:kmacmillan@explorelunenburg.ca).

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
To undertake an inspection of the Town of Lunenburg's sidewalks complete with the development of a digitized Street Map outlining the current sidewalk locations throughout the Town complete with the development of Sidewalk Design Standards as further described in the Scope of Work found in Schedule "A" attached.	
<b>Total Lump Sum (excluding HST).....</b> <b>(including inflationary structure for one Calendar year)</b>	\$ _____
<b>HST to be applied to this quote.....</b>	\$ _____
<b>Please attach the following additional information:</b> <input type="checkbox"/> List of employees and their resume. <input type="checkbox"/> Start and end time required to complete the work. <input type="checkbox"/> List of accessibility affiliates or memberships. <input type="checkbox"/> Two relevant work references and contact phone numbers. <input type="checkbox"/> List of relevant similar jobs and work examples. <input type="checkbox"/> Proof of current WCB coverage.	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Email Address

## **REQUEST FOR QUOTATION - TOWN OF LUNENBURG**

### **SCHEDULE "A" – Scope of Work**

The Scope of Work will include a cost estimate for undertaking an inspection of the Town of Lunenburg's sidewalks complete with the development of a digitized Street Map outlining the current sidewalk locations throughout the Town complete with the development of Sidewalk Design Standards in compliance with the Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code.

The Sidewalk Design Standards shall consider the uniqueness of the Town's streets such as sidewalk width limitations, topography limitations, street width limitations, street intersections limitations, proximity to the built environment limitations including buildings, street furniture and street infrastructure and other such barriers that may impact the ability to comply with Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code.

The Sidewalk Design Standards shall address the Town's sidewalks uniqueness in an effort to comply as much as possible to the Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code. The Sidewalk Design Standards shall incorporate a reference to a variety of designs complete with an indication of where such design standards should be used and under which circumstances.

The intent of the Sidewalk Design Standards is to enable the Town to renovate existing sidewalks and develop new sidewalks that are compliant as much as possible with the Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code. The Sidewalk Design Standards shall incorporate text and diagrams/illustrations of actual sidewalk locations throughout Town (minimal of ten locations with a minimal of 6 locations in Old Town and 4 locations in New Town) and outlines their potential redesign.

The Sidewalk Design Standards shall also include design standards for curb-cuts and curb-cuts for crosswalks as well as design standards for the cross-walks themselves in compliance with the Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code. The Sidewalk Design Standards shall incorporate text and diagrams/illustrations of actual curb-cut locations throughout Town (minimal of ten locations with a minimal of 6 locations in Old Town and 4 locations in New Town) and outlines their potential redesign.

The Sidewalk Design Standards shall be signed and stamped by a Professional Engineer licensed to practice in the Province of Nova Scotia certifying that the design or redesign are in compliance with the Provincial Accessibility Standards in the Built Environment, the CSA Accessible Design for the Built Environment B651-12, CSA Accessible Design for the Built Environment B651-18 and applicable accessibility standards of the Nova Scotia Building Code or alternatively note where such deviations occur and the reasons for such deviations.