



DISTRICT OF PORT HARDY

**Request For Quotations
Municipal Hall Flooring
RFQ 1220-20-622-2026**

Closing Time:

MONDAY APRIL 27, 2026
9:00 AM, Local Time, Port
Hardy, BC

Closing Location:

District of Port Hardy
7360 Columbia Street
PO Box 68
Port Hardy, BC V0N 2P0
Attention: Tony Defreitas,
Capital Works Manager

By email to:
tenders@porthardy.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code:		
Contact Name:		
Telephone number:		Fax:
Email:		Date:
Signature by authorized signatory:		

By my signature above, it shall be understood that I have read, understood, and accepted the requirements outlined in the RFQ. We hereby propose to supply the Services in accordance with the RFQ and as outlined in this Form of Proposal.

PLEASE INCLUDE THIS PAGE WITH SUBMISSION

PROJECT BACKGROUND

The District of Port Hardy invites qualified contractors and flooring professionals to submit quotations for the removal, renovation, and installation of new flooring in the Municipal Hall

OBJECTIVES

- Replace existing flooring with durable, commercial grade materials
- Ensure installations meet safety, accessibility, and building code requirements
- Minimize disruption to facility operations
- Deliver a high-quality, long-lasting finished product

SCOPE OF WORK

Scope of Services

The Contractor shall provide all necessary services including, but not limited to:

1 Site Verification

- Attend site (if required) to verify measurements, existing conditions, and access constraints
- Identify any issues that may impact installation (moisture, subfloor condition, hazardous materials, etc.)

2 Removal and Disposal

- Remove existing flooring materials (e.g., carpet, vinyl, tile, adhesives, transitions)
- Dispose of all materials in accordance with local regulations
- Protect adjacent finishes and structures during removal

3 Subfloor Preparation

- Inspect and prepare subfloors to ensure proper installation
- Perform levelling, patching, grinding, or moisture mitigation as required
- Ensure subfloor meets manufacturer specifications for new flooring

4 Installation

- Install flooring materials as specified in Attachment 1
 - Installation requirements:
 - Follow manufacturer specifications and industry best practices
 - Ensure proper transitions between flooring types
 - Install baseboards, cove base, and trim as required
 - Ensure slip resistance and accessibility compliance

5 Finishing and Cleanup

- Remove all debris, materials, and equipment from site
- Clean installed flooring and surrounding areas
- Ensure the site is left in a safe and usable condition

SCHEDULE

- Contractor shall provide a detailed project schedule, including:
 - Mobilization
 - Removal
 - Installation phases
 - Completion
- Work may be required outside normal business hours to minimize disruption
- Work with Project team to coordinate a timeline with fixed beginning and end points.

COMMUNICATIONS AND ENQUIRIES

All enquiries regarding this RFQ are to be directed in writing or by email prior to the specified closing date/time. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the District of Port Hardy's option.

District of Port Hardy
Subject- RFP 1220-20-622-2026 Question
tenders@porthardy.ca

Setting up site meetings should be directed to Tony Defreitas tdefreitas@porthardy.ca
Or by calling 250-902-7206 or the office line at 250-949-6665

QUALITY ASSURANCE

- All work must comply with:
 - Manufacturer's installation guidelines
 - Applicable building codes and standards
- Contractor shall provide a minimum [1-year] workmanship warranty

DELIVERABLES

- Completed flooring installation
- Product data and maintenance instructions
- Warranty documentation

PROPOSAL EVALUATION

The District will first check proposals against the mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will then be assessed against the criteria for assessment.

Only the information contained in the proposal will be used to evaluate the proposal. There will not be an opportunity to make a presentation to the evaluation committee beyond the information contained in the proposal.

The possibility of actual or perceived conflict of interest or lack in independence will be considered. If, in the opinion of the District a reasonable person would perceive there to be a conflict of interest or lack of independence on the part of the Proponent, the proposal will be rejected.

The District, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the document submitted;
- Not be liable for misunderstandings or errors
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in the evaluations
- Request points of clarification to assist the District in evaluating
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Quotations

MANDATORY REQUIREMENTS

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

- The proposal must be received by the closing date and time.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.
- The Proponent must provide written confirmation of the Proponent's independence and that the Proponent has no conflict of interest with respect to the public body.

CRITERIA FOR ASSESSMENT

Proposals meeting the mandatory requirements will be assessed against the criteria and weighting noted below:

Methodology and Approach – 30 %

Consideration is given to whether the proponent has effectively addressed each aspect of the Request for Proposals, thoroughly understood the requirements of the Request for Proposal, chosen a suitable approach, and identified problem areas.

Capability and Experience of Consultant/Firm and Team – 30%

An organizational overview of the consultant firm, including the experience and current capabilities of its partners, managers and staff, relating to an outline of the responsibilities that will be assigned to each team member proposed, and information regarding any additional staff or sub-contractors required by the firm to complete the project, including resumes, experience, and tasks to be assigned to any sub-consultant; and

The proposed team's experience with previous projects of a similar or relevant nature, particularly with projects in cooperation with local government; and

Policies on notification to clients of changes in key personnel.

Pricing – 20%

The total project cost, **excluding taxes**, for the requested work shall be provided, including cost breakdowns as follows:

- Principal consultant fees – hourly rate and estimated hours required to complete project.
- Sub-consultant fees, if any – total amount allocated for sub- contracted work.
- Travel costs – total amount allocated for travel.
- Other out of pocket costs, if any.

Timeline – 20%

The proponent's availability of resources and workplan must clearly demonstrate project completion.