



REQUEST FOR QUOTATION – Margaret Moss Health Clinic – Ramp Replacement

Project #: RFQ-2025-02

The City of Duncan (the City) is requesting quotations for the replacement of the ramp on the Margaret Moss Health Clinic building located at 675 Canada Avenue.

The work will include repairing and renewing the existing accessible access ramp, including:

1. The contractor is required to maintain access to the front entrance of the building via the stair adjacent to the ramp for the duration of the ramp replacement. Any disruption to this access to occur outside of Health Clinic business hours.
2. Remove, clean and store existing handrails/ guardrails for re-installation. Demo existing painted plywood Ramp surface (for extent indicated on drawing) to expose pressure treated ramp framing below (2011 construction, refer to record drawings).
3. Contractor to inspect pressure treated ramp framing and tag any rotten or deteriorated members that are recommended for replacement (est. 25%). Owner will review and add like-for-like pressure treated replacements to the scope of work as necessary.
4. Contractor to investigate drainage of below ramp area after removal of existing ramp surface. The new deck surface will be self draining to below and it is anticipated that drainage will need to be added/ modified to ensure that this rainwater is routed away from the existing area. The recommend solution to address water run-off to be added to the scope of work as necessary.
5. Replace all existing plywood decking (including stair treads) w/ 1" thk. X 3/4" square top mesh micro-mesh FRP decking, c/w textured non-slip walking surface and openings less than 3/8" in diameter (high heel footwear safe). Contractor to provide sample product to the City for approval prior to ordering product. Secure to existing deck supports as indicated in drawings.
6. Replace exterior plywood siding and plywood stair risers along full extent of ramp with smooth finish, Hardie panel siding (or approved equal) installed per manufacturer requirements, finish with exterior grade paint (colour to be chosen by owner).



7. Replace existing wood stairs at north face of building to secondary entrance with full like for like replacement, including replacement of existing plywood walking surface with FRP micro-mesh panels as outlined in item 1 above.
8. Pressure wash existing concrete immediately adjacent to the ramp including ramps, stairs, walls, and bike parking pad.

The contractor is encouraged to visit the site to become familiar with the site and the scope of work. A site meeting with the project contact can be arranged as necessary.

The City, 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 irregularity or insufficiency in the Proposal submitted;
- Not be liable for any misunderstandings or errors in the RFQ;
- Issue addenda to the Request for Quotation;
- Contact references provided by the Quotation;
- Request points of clarification to assist the City in reviewing quotations;
- Negotiate changes with the Proponent; and
- Withdraw the RFQ.

Quotes must be submitted in a sealed envelope, marked on the outside with the project number and description, and received by **3:00 PM, Wednesday, April 2, 2025**, addressed to the project contact as follows:

City of Duncan, City Hall
Attention: Rachel Hastings, Manager of Building and Bylaw
200 Craig Street
Duncan, BC V9L 1W3

Instruction To Bidders

Bidders are solely responsible for their own expenses in preparing and submitting quotations, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Bidder for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Bidder in preparing and submitting a quotation, or participating in negotiations for a contract or other activity related to or arising out of this RFQ.



By submitting a quotation, a Bidder represents that it has expertise, qualifications, resources, and relevant experience to supply the goods and services.

A Bidder must disclose in its quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials, or employees.

The successful Bidder is responsible for supplying all materials, equipment, labour, and security, as well as disposal of all excavated material and all other deleterious materials.

The construction site must be kept safe for the public. The contractor is responsible for the area of work and is required to follow the Prime Contractor Responsibilities outlined by WorkSafeBC (found at worksafebc.com).

The City of Duncan does not require a bid bond for this project; however, a 10% holdback will be retained by the City of Duncan for a minimum of 52 days after final inspection.

A City of Duncan Work on City Property Permit (WOCP) will be required.

The successful Bidder must have a City of Duncan Business Licence or valid Inter-Community Business Licence.

The successful Bidder must provide the City of Duncan with proof of sufficient WCB coverage. It is the responsibility of all Bidders to ensure that their contact information and receipt of RFQ documents is known to the City of Duncan to ensure that any addendums or revisions to the RFQ are forwarded to all parties that are interested.

Please send contact name, company name, mailing address, email address, and telephone number via email to rachel@duncan.ca to ensure addenda will be received.

Proponents shall carefully examine this RFQ document and shall fully inform themselves as to the intent, existing conditions, and limitations which may affect their quotation submission. No consideration will be given after submission of quotation to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in this RFQ document or having doubts as to the meaning or intent of any provision, should immediately notify the project contact.



This is not a Tender. The City reserves the right to accept any quote that it deems most advantageous to itself and the right to reject any or all quotes, in each case without giving notice. The lowest or any quotes will not necessarily be accepted.

The City reserves the right to negotiate with a selected Bidder.

The City shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed related to an approved agreement. In no event will the City be responsible for the costs of preparation or submission of a quote.

Quotes that contain qualifying conditions or otherwise fail to conform to the Request for Quotations may be disqualified or rejected. The City may, however, in its sole discretion, reject or retain for its consideration quotes that are non-conforming to the Request for Quotations.

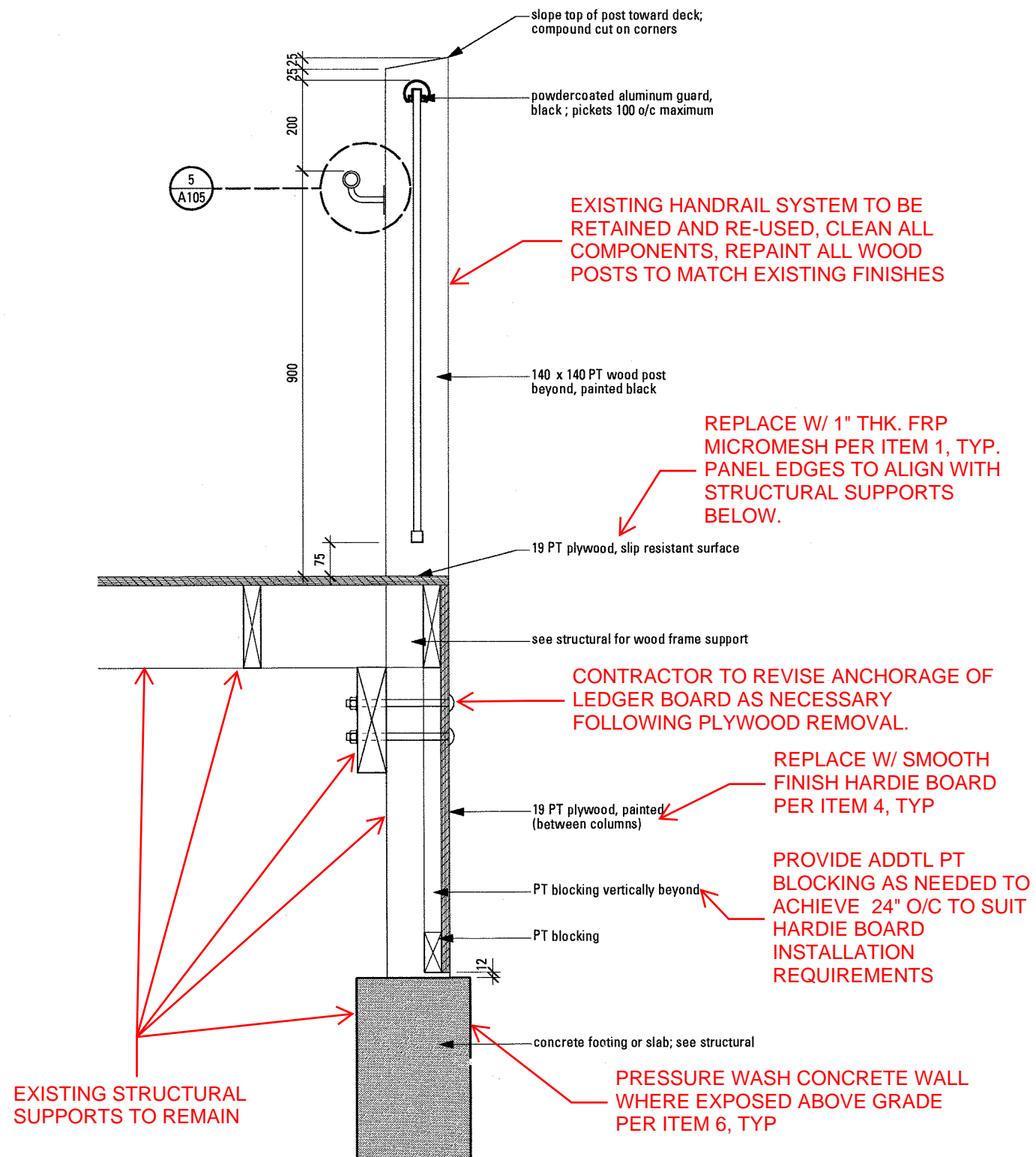
By submitting a quote, the bidder acknowledges the City's rights under this Request for Quotations and absolutely waives any right, or cause for action against the City, its officers, directors, employees, or agents by reason of the City's failure to accept the quote submitted by the Bidder, whether such right of cause of action arises in contract, negligence, or otherwise.

Please direct questions to the project contact:

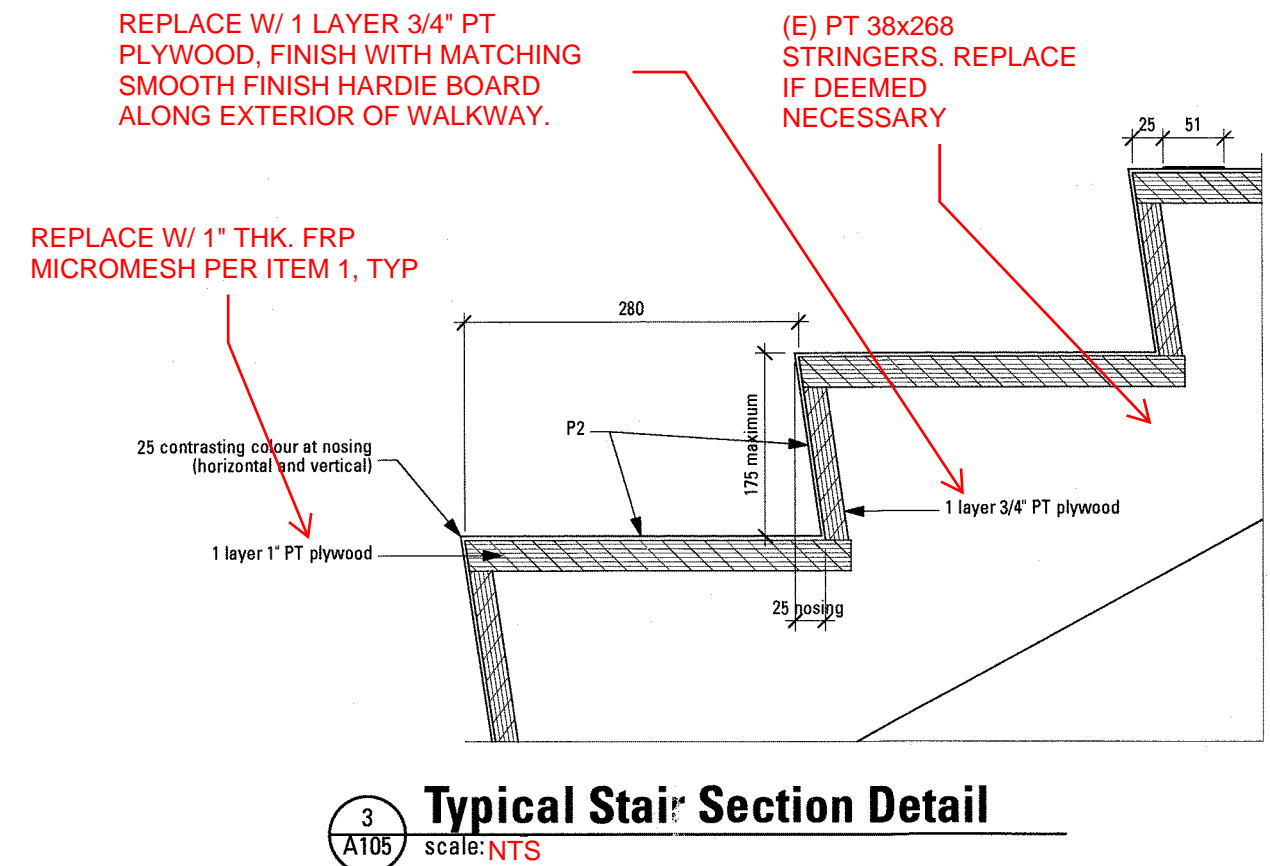
Rachel Hastings

Email: rachel@duncan.ca

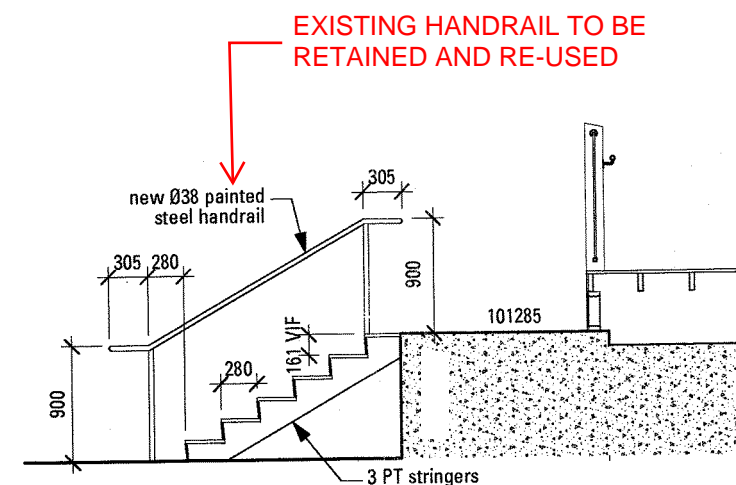
Phone: 250-746-6126



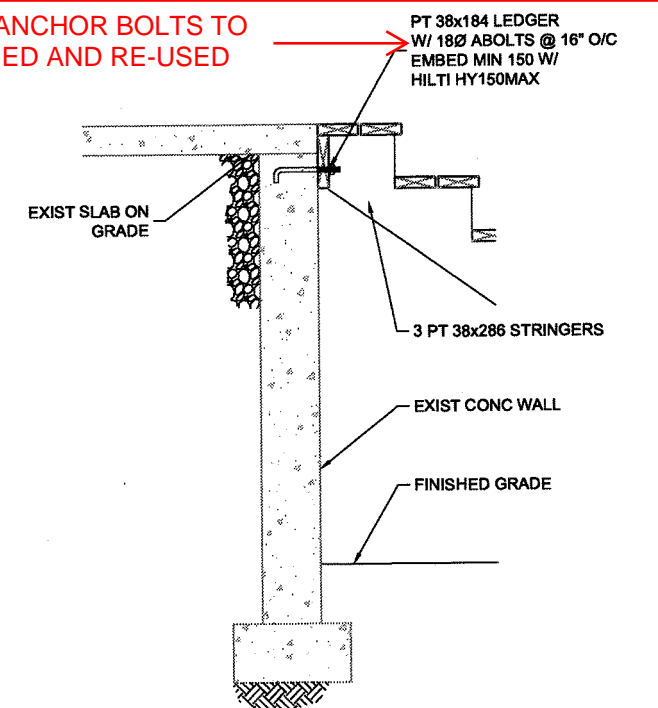
1 A105 scale:NTS
Typical Ramp Guard Section



EXISTING STAIRS AT NORTH END OF BUILDING TO BE REPLACED LIKE-FOR-LIKE PER ITEM 5



EXISTING ANCHOR BOLTS TO BE RETAINED AND RE-USED





SCREW SIZE TO BE CHOSEN TO ALLOW
FLUSH INSTALL

INDICATIVE IMAGES OF MICROMESH GRATING AND TACTILE STAIR NOSING