

Invitation/Request For Quotation

Project No: 2026 Entrance Sign Paint Refresh

**A - Instruction to Bidders
B - Offer Form
C - Contract Agreement
D - Photos of Signs**

CONTACT	<u>DANIELLE GORDON-BROOME</u>
EMAIL	<u>dgordon-broome@townsr.ca</u>
PHONE NUMBER.	<u>(204) 734-4586 ext. 212</u>
FAX NUMBER	<u>(204) 734-5166</u>
ADDRESS (CURRENT)	<u>439 Main St</u>

(A) INSTRUCTION TO BIDDERS**SUBMISSION OF OFFERS**

Proposals will be accepted in an envelope, email (dgordon-broome@townsr.ca), or by facsimile, FAX No. 734-5166. The Town will not be responsible for facsimiles to other than the designated fax number. Proposals to be mailed or delivered shall be enclosed in an envelope which shall be sealed, and addressed to:

Town of Swan River
Box 879 (439 Main St.)
Swan River MB R0L 1Z0

Offers will be received up to 2:00 pm local time on Thursday, August 27, 2026 ; envelopes shall be plainly marked on the outside as follows:

QUOTATION FOR: Entrance Sign Paint Refresh

The Town may reject offers, waive defects, or accept any offer which it may consider in the best interest of the Town and is not obligated to accept the lowest quotation.

TOWN REQUESTS

Before the award, the Town may require a bidder to submit the following information:

- a) Proof that the bidder is incorporated or otherwise authorized to do business in Manitoba and a list of signing officers of the company.
- b) Provide proof of insurance.
- c) A Business License for the Town of Swan River.
- d) A list of references that the bidder has completed similar work.

Failure to provide this information may cause the offer to be rejected.

PROJECT OVERVIEW

The Town of Swan River is requesting quotations from qualified contractors to complete a paint refresh of four Town of Swan River entrance signs located throughout the community.

The signs currently have areas of flaking and deteriorating paint. The work will include proper preparation of the existing surfaces and repainting of both the grey background areas and the black inset portions of each sign.

SIGN LOCATIONS AND CONDITIONS

The four signs are located at:

1. Centennial Drive South (200 block)
2. Highway 10 East (in front of Cement Works)
3. Highway 10 North (wayside greenspace)
4. Valley Road and 4th Street South (corner)

Photos of the existing signs are provided for reference (Appendix D) and are considered part of this Request for Quotation.

Contractors are encouraged to inspect the signs and their condition prior to submitting a quotation. The Town will provide reasonable access to the signs.

ACCEPTANCE

- (a) The Town will endeavour to accept the Proposal or reject all proposals within thirty days of the date on which they were opened.
- (b) If no acceptance is made within thirty days from the opening of offers, a bidder may request the withdrawal of his offer in writing or by fax. Such withdrawal of an offer will be considered effective on the receipt of the request by the Town. In the event that the bidder does not request the withdrawal of his offer, they will, upon its acceptance, be under the same obligation to enter into an agreement as they were prior to the expiration of the said thirty days. Bidders will automatically be relieved of any obligation to enter into an agreement with the Town if no award is made within sixty days of the date on which the offers were opened.

(B) OFFER FORM

To the Town of Swan River, I, **WE the undersigned,**

THE BIDDER _____
(Name of Bidder)

hereby offer and agree to execute, construct and complete the following work:

THE WORK**Scope of Work**

The four signs to be worked on are:

1. Centennial Drive South (200 block)
2. Highway 10 East (in front of Cement Works)
3. Highway 10 North (wayside greenspace)
4. Valley Road and 4th Street South (corner)

The successful contractor will be responsible for:

- Inspecting all four signs prior to commencing work.
- Removing loose, flaking, peeling or otherwise deteriorated paint and preparing the existing painted surfaces for repainting.
- Repainting the grey background areas of the signs.
- Repainting the black inset portions of the signs.
- Taking appropriate care to maintain clean, sharp lines between the grey and black painted areas.
- Applying paint appropriate for exterior use and suitable for the sign material (masonry) and exposure conditions.
- Completing any necessary minor touch-ups to provide a clean and uniform finished appearance.
- Cleaning up all work areas and removing any paint chips, debris and other materials upon completion.

Materials and Colour Matching

The contractor is responsible for supplying all required paint, primer, preparation materials, equipment and labour. Colours should be matched as closely as reasonably possible to the existing sign colours.

The Town will require a sample or confirmation of the proposed colours prior to painting.

Site Conditions

The contractor is responsible for ensuring that their work area is properly secured and that appropriate safety measures are in place while work is being completed.

THE OFFER

Quotation Requirements

Please provide a quotation that includes:

- Labour
- Materials
- Equipment
- Surface preparation
- Painting
- Cleanup
- Any applicable taxes
- Any other costs associated with completing the work

Total Quotation: \$ _____

Applicable Taxes: \$ _____

Total Including Taxes: \$ _____

Please identify any assumptions, exclusions or additional costs that are not included in the quoted price.

Completion Date

The anticipated completion date is: _____

Contractor Information

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Quotation Submitted By: _____

Signature: _____

Date: _____

(C) CONTRACT AGREEMENT

This Agreement made in duplicate this _____ day of _____ AD 2026.

Between: The Town of Swan River
 P.O. Box 879
 Swan River, MB
 R0L 1Z0
 (Hereinafter referred to as "The Town")

- and -

(Hereinafter referred to as "the Contractor")

WITNESSETH in consideration of the mutual covenants contained in this agreement, the Town and the Contractor agree as follows:

1. PERFORMANCE

The Contractor shall provide all labour, supervision, equipment, and supplies necessary for the performance of the "The Work" for the Town.

2. PAYMENT

The Town shall pay the Contractor the agreed sum of \$ _____ upon satisfactory completion of "The Work".

The Contractor shall complete the Work on or before _____. Failure to complete the Work by this date may constitute a default under this Agreement, and the Town may terminate the Agreement and engage others to complete the Work, with any additional costs recoverable from the Contractor.

3. BUSINESS LICENCE

The Contractor shall be licensed in the Town of Swan River to perform business. It shall be the responsibility of the Contractor to be in good standing with the Town of Swan River for the duration of the Contract.

4. NOTICES

Any notice to be given to the Town may be given at the address of the Town above recited and any notice to be given by the Town to The Contractor may be given to the Contractor at the said address and such notices if mailed by prepaid registered mail shall be deemed to have been received five (5) days after the mailing thereof.

5. INSURANCE

The Contractor shall maintain general comprehensive liability insurance in connection with its performance of the services provided for in this agreement, in an amount of not less than 2 million and the Town shall be named as an additional insured. The Contractor shall provide to the Town evidence of such coverage on execution of the contract.

6. INDEMNITY CLAUSE

The Contractor will indemnify and save harmless the Town and its officers, employees, servants, successors, and assigns from or against all claims for damage arising from the performance by the Contractor of their obligations under this agreement.

Dated at _____ this _____ day of _____ 2026.

Name of Contractor

Witness as to Contractor

Insurance Company and Policy No.

Per: _____

Contractor's Signature

Address

Ph: _____ Fax: _____

APPROVALS

Offer accepted this _____ day of _____ 2026.

Chief Administrative Officer

CANADA COMMUNITIES IN BLOOM
TOWN OF SWAN RIVER RATING 5 BLOOMS
WWW.SWANRIVERMANITOBA.CA



CANADA COMMUNITIES IN BLOOM
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CANADA COMMUNITIES IN BLOOM CELEBRATE
TOWN OF SWAN RIVER RATING 5 BLOOMS

WWW.SWANRIVERMANITOBA.CA  CANADA 150

Welcome to 
SWAN RIVER

CANADA COMMUNITIES IN BLOOM
TOWN OF SWAN RIVER RATING 5 BLOOMS
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Welcome to
SWAN RIVER





