



Town of Three Rivers

Tender for Construction – Cardigan Fire Hall Expansion RFP 2026-CFH-01

Tender Issue Date: Wednesday, May 20, 2026

Tender Closing Date and Time: Thursday, May 28, 2:00pm

Contact Information

John Jamieson
Town of Three Rivers
172 Fraser Street, PO Box 546
Montague, PE C0A 1R0
Phone: 902-838-2528
Email: jjamieson@threeriverspei.com

1. INVITATION TO TENDER

The Town of Three Rivers invites sealed tenders from qualified contractors for the construction of an addition to the Cardigan Fire Hall located at 358 Shore Road, Cardigan, Prince Edward Island.

The project generally consists of the construction of an approximately 1,015 square foot addition to the existing fire hall including, but not limited to:

- Site preparation and excavation;
- Concrete foundation and slab work;
- Structural framing and roofing;
- Exterior finishes to match the existing building;
- Overhead garage door installation;
- Mechanical and electrical work;
- Asphalt reinstatement and related site work;
- Interior finishing and associated works.

The work shall be completed in accordance with the project drawings and specifications prepared by Coles Associates Ltd. dated September 19, 2025.

The required Provincial Building Permit for the project has been obtained by the Town of Three Rivers.

2. TENDER DOCUMENTS

Tender documents shall include the following:

- i. Instructions to Bidders
- ii. Form of Tender
- iii. Form of Contract Agreement
- iv. General Conditions
- v. Project Drawings and Specifications

The above documents shall include, at minimum, the closing date and time and the requirement that all tenders must be submitted in sealed envelopes clearly marked with the purpose of the tender.

All documents included within the tender package shall form part of the Contract Documents.

3. PROJECT INFORMATION

The proposed expansion consists of a one-storey addition to the existing Cardigan Fire Hall and includes architectural, structural, mechanical, and electrical components as identified within the contract drawings and specifications.

Contractors are responsible for reviewing all drawings, specifications, and related documentation included within the tender package.

4. OPERATIONAL REQUIREMENTS

The Cardigan Fire Hall shall remain operational throughout the duration of construction.

The successful contractor shall coordinate all work activities with the Town of Three Rivers and the Cardigan Fire Department to ensure uninterrupted emergency response capability at all times.

The contractor shall:

- Maintain safe access to all active fire hall apparatus bays and entrances unless otherwise approved in writing by the Town;
- Ensure emergency vehicle access is maintained at all times;

- Coordinate any temporary disruptions in advance with the Fire Department/Town;
- Minimize interruptions to fire department operations;
- Maintain safe separation between construction activities and occupied operational areas;
- Ensure the site remains safe, secure, and accessible during all phases of construction.

No work shall interfere with emergency response operations without prior written approval from the Town of Three Rivers.

In the event of an emergency response, the contractor shall immediately yield access to fire department personnel and vehicles.

5. INSTRUCTIONS TO BIDDERS

5.1 Submission Requirements

Tenders must be submitted in a sealed envelope clearly marked:

“Tender – Cardigan Fire Hall Expansion”

Tenders shall be delivered to:

ATTENTION: John Jamieson
Chief Administrative Officer
Town of Three Rivers
172 Fraser Street
Montague, PE C0A 1R0

Tenders must be received no later than:

2:00 PM Atlantic Time

Thursday, May 28 , 2:00pm

Late submissions will not be accepted.

Faxed or emailed submissions will not be accepted.

5.2 Tender Submission Contents

Each tender submission shall include:

- Completed Form of Tender;
 - Proposed construction schedule;
 - Proof of insurance or confirmation of ability to obtain required insurance;
 - Current Workers Compensation Board clearance letter;
 - List of subcontractors, if requested by the Town;
 - Acknowledgement of all addenda issued, if applicable;
 - References for similar projects completed by the contractor.
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5.3 Site Conditions

Bidders are advised that the existing fire hall will remain active during construction. Contractors shall familiarize themselves with the site conditions and operational requirements prior to submitting a tender.

The successful contractor shall be responsible for coordinating construction activities to minimize operational disruptions and maintain emergency access at all times.

5.4 Bid Validity

Tenders shall remain open for acceptance for a period of thirty (30) days following the tender closing date.

5.5 Contractor Qualifications

The Town reserves the right to reject any tender where, in the opinion of the Town, the contractor does not demonstrate sufficient experience, financial capability, personnel, or resources to successfully complete the work.

FORM OF TENDER

Bidder Information

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

The undersigned hereby offers to complete all work associated with the Cardigan Fire Hall Expansion in accordance with the Tender Documents, drawings, specifications, and addenda for the following stipulated price:

Tender Price (excluding HST):

\$ _____

HST:

\$ _____

Total Tender Price (including HST):

\$ _____

The undersigned acknowledges having carefully examined the Tender Documents and confirms that all work will be completed in accordance with the requirements outlined therein.

Authorized Signature: _____

Name and Title: _____

Date: _____

7. CONTRACT AGREEMENT

The successful bidder shall enter into a Contract Agreement with the Town of Three Rivers within ten (10) business days of notification of award.

The Contract Agreement shall incorporate:

- Tender Documents;
- Drawings and Specifications;
- Addenda;
- Contractor submission;
- Insurance documentation;
- General Conditions.

8. GENERAL CONDITIONS

8.1 Codes and Regulations

All work shall comply with:

- 2020 National Building Code of Canada;
- Applicable Provincial legislation and regulations;
- Occupational Health and Safety requirements;
- Applicable municipal bylaws and regulations.

8.2 Permits and Approvals

The Town of Three Rivers has secured the required Provincial Building Permit for the project.

As the project is located on Town-owned property, no municipal Development Permit is required.

The contractor shall be responsible for obtaining any additional permits, inspections, licenses, approvals, utility locates, or certifications required for the completion of the work unless otherwise specified within the Contract Documents.

8.3 Insurance

The successful contractor shall maintain throughout the duration of the project:

- Commercial General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000);
- Workers Compensation Board coverage;
- Automobile Liability Insurance as required by law.

Proof of insurance shall be provided prior to commencement of work.

8.4 Construction Schedule

The successful contractor shall commence work as soon as possible following contract award and shall proceed diligently to completion.

The contractor shall provide a proposed construction schedule as part of their tender submission.

8.5 Site Safety

The contractor shall be fully responsible for site safety and shall comply with all Occupational Health and Safety requirements.

The contractor shall ensure that all work areas are properly secured and that safe access is maintained for fire department operations and the public.

8.6 Protection of Existing Property

The contractor shall protect all existing structures, utilities, pavement, landscaping, and adjacent property during construction.

Any damage caused by the contractor shall be repaired at the contractor's expense to the satisfaction of the Town.

8.7 Changes in Work

No changes to the scope of work shall proceed without prior written authorization from the Town of Three Rivers.

8.8 Cleanup

The contractor shall keep the site reasonably clean and free of waste materials throughout construction and shall remove all construction debris upon completion of the project.

8.9 Right to Reject

The Town reserves the right to reject any or all tenders and the lowest tender will not necessarily be accepted.

The Town further reserves the right to waive informalities or irregularities where deemed in the best interest of the Town.

9. PROJECT DRAWINGS AND SPECIFICATIONS

The following drawings and specifications prepared by Coles Associates Ltd. form part of this Tender Package, including but not limited to:

- Architectural Drawings;
- Structural Drawings;
- Mechanical Drawings;
- Electrical Drawings;
- Specifications and schedules.

10. QUESTIONS

Questions regarding this Tender may be directed in writing to:

John Jamieson
Town of Three Rivers
jjamieson@threeriverspei.com

902-838-2528