



Parks Recreation, and Culture

## Request for Proposals

No. 2023-PRC-08

# Surface Restoration of the Hot Tub, Main Pool Surge Tank, and Oasis Pool

For further information  
please contact:  
Richard Frost  
Manager of Facility  
Operations - 250.268.3583  
rfrost@ladysmith.ca

RFP Issue Date:  
RFP Closing Date:  
RFP Opening:  
Location of Bid Opening:

Friday, July 14, 2:00 pm,  
Thursday, July 27, 2:00 pm,  
Thursday, July 27, 2:15 pm,  
Ladysmith City Hall  
410 Esplanade Street  
Ladysmith, BC



## TOWN OF LADYSMITH

### INVITATION TO TENDER

#### 1. Introduction

The Town of Ladysmith is seeking a single qualified professional, or consortium of professionals, to restore the surfaces of our main pool surge tank, hot tub and the Oasis pool, located at Frank Jameson Community Centre, 810-6<sup>th</sup> Ave Ladysmith, using the recommended practices shown in Appendix A.

All costs associated with the preparation and submission of a proposal shall be borne solely by the proponent

#### 2. Required Project Deliverables

To perform and complete the scope of work within the time available during our annual shut down of August 14<sup>th</sup> – Sept.1st, 2023.

The Town requires the following services, as detailed in Appendix A:

- Main Pool Surge Tank Resurfacing/Lining - Confined Space
- Hot Tub Basin Surface Restoration & Epoxy Coating
- Oasis - Pool Basin Restoration & Epoxy Coating

#### 3. Site Visit Strongly Recommended

The Town recommends to have a site meeting on a scheduled date and time with the contractor(s).

#### 4. Response Content

All respondents should include the following information in their proposal:

- Explanation of the processes performed on each of the main pool surge tank, hot tub, and the Oasis pool, as shown in Appendix A.
- A Proposal Summary using the example language provided below.
- Included in the information package shall be the type of products that will be used to complete each process of the restoration of the surfaces.

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

- **Enquiries**

All enquiries related to this “Request for Proposal” are to be directed to:  
Richard Frost – Manager fo Facility Operations  
rfrost@ladysmith.ca  
250.245.6430

- **RFP Addenda**

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website ([www.ladysmith.ca/city-hall/bid-opportunities](http://www.ladysmith.ca/city-hall/bid-opportunities)) and on BC Bid.

- **Proposal Submission**

Proponents are requested to submit their proposals **no later than 2:00pm on Thursday, July 27, 2023** to the attention of:

Matt O’Halloran, Manager of Corporate Services  
Town of Ladysmith  
410 Esplanade - PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [bid@ladysmith.ca](mailto:bid@ladysmith.ca)

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Proposals No. 2023-PRC-08”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened publicly at the Town of Ladysmith City Hall on **Thursday, July 27 at 2:15pm.**

- **Proposal Evaluation**

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks
- Warranty
- Proponent's innovative ideas

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of "Best Value":

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and

- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
  - *Economy*
    - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
    - Contribute to a stronger local economy (buy local)
    - Increase training and apprenticeship opportunities
    - Provide work experience and employment opportunities for youth aged 15 to 24
    - Ensure that a Living Wage for the local area is paid
  - *Public Spaces*
    - Enhance community recreation, arts and/or culture infrastructure
    - Improve and enhance public spaces
    - Improve access to public spaces for people living with disabilities
  - *Environment*
    - Demonstrate that work undertaken exceeds requirements for environmental standards

### **Ownership of Proposals**

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

## PROPOSAL SUMMARY

We: \_\_\_\_\_

Company Name

Hereby offer to enter into contract to perform the work required by the Town of Ladysmith Request for Proposals #2023-PRC-08 to perform the resurfacing restoration work on the main pool surge tank, hot tub, & Oasis Pool for the stipulated price of:

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### Appendix A

#### Main Pool Surge Tank Resurfacing/Lining - Confined Space

- Must be certified to work in confined space, fall protection, first aid, & scaffolding erection as it may apply to this project.
- Contain dust movement and or material debris that may become airborne.
- remove all contaminants from the floors & walls and prepare the substrate for the new Epoxy System.
- All inlets, drains, and transitions shall be chased to ensure an excellent bond.
- Supply & install epoxy crack filler patching mortar to repair cracks, bug holes & undulations in the substrate
- Grind to create a smooth transition
- Apply 1 coats of 10-12 mils WFT (Wet Film Thickness) Prime Coat of Seal Chem SCI 100 High Strength Epoxy/Polyurethane Binding Prime Coat to the entire prepared substrate
- Apply 10-12 mils WFT (Wet Film Thickness) Topcoat of Seal Chem 4250 High Strength Epoxy/Polyurethane Topcoat to the entire prepared substrate
- Apply 1 coats of 10-12 mils WFT (Wet Film Thickness) Base Coat of Seal Chem 4250 High Strength Epoxy/Polyurethane Binding Base Coat to the entire prepared substrate

- Apply 10-12 mils WFT (Wet Film Thickness) Topcoat of Seal Chem 4250 High Strength Epoxy/Polyurethane Topcoat to the entire prepared substrate
- Area will be left clean with no debris or packaging left behind

### **Hot Tub Basin Surface Restoration & Epoxy Coating**

- Remove all hot tub fixtures (main drain cover, return inlets, etc.)
- remove all interior tile (decorative 12" border to remain), any deteriorated/spalding concrete & contaminants from the floor & walls and prepare the substrate for the new Epoxy Hot Tub Coating System.
- clean-up & dispose of any excess debris/dust/tile to maximize our bond for the new Sealchem Epoxy System and dispose of debris
- sawcut & remove approx. 3 ft<sup>2</sup> of the concrete in the hot tub basin to eliminate corrosion (rust) from penetrating through.
- Modified Cementitious Mortar will be applied at a nominal thickness of ¼"- 2" to the areas that require Epoxy Mortar Patching.
- Supply & install Sealchem High-performance Crackfiller Epoxy Patching material to any imperfections in the substrate
- Grind patches to create a smooth transition
- All inlets, drains, and transitions shall be chased to ensure an excellent bond.
- Apply 1 coats of 10-12 mils WFT (Wet Film Thickness) Prime Coat of high strength epoxy/polyurethane binding prime coat to the prepared substrate
- Apply 10-12 mils WFT (Wet Film Thickness) Base coat of high strength epoxy/polyurethane to the prepared textured area substrate
- Apply 10-12 mils WFT (Wet Film Thickness) of high strength epoxy/polyurethane UV resistant topcoat to the prepared substrate
- Apply a slip resistant texture to the hot tub basin stairs to ensure safety (texture and locations to be determined by the client) All other areas will be left smooth for cleanability purposes.
- Apply 10-13 mils WFT (Wet Film Thickness) Topcoat of Olympic Zeron Premium Epoxy Pool Coating System to create black marker lines
- Apply 10-12 mils WFT (Wet Film Thickness) of high strength epoxy/polyurethane UV resistant topcoat to the prepared substrate.

- Repair cracks in the skimmer.
- The surrounding area will be cleaned and ready for use.

### **Oasis - Pool Basin Restoration & Epoxy Coating**

- contain dust movement and or material debris that may become airborne.
- Remove all swimming pool fixtures (main drain cover, return inlets, etc.)
- remove delaminated, coatings, marcite & contaminants from the floor & walls and prepare the substrate for the new epoxy swimming pool finish.
- Supply & install structural repair mortar at a nominal thickness of ¼” – ½” to any areas greater than ¼” in depth (maximum 100 square feet).
- Supply & install epoxy crack filler patching mortar to repair cracks & undulations in the substrate.
- Grind all patches to create a smooth transition.
- All inlets, drains, and transitions shall be chased to ensure an excellent bond.
- Apply 10-13 mils WFT (Wet Film Thickness) prime coat, high build & chemical resistant epoxy primer for swimming pool coating systems to the entire prepared substrate.
- Apply 10-13 mils WFT (Wet Film Thickness) topcoat epoxy pool coating to the entire prepared/primed substrate.
- Apply a slip resistant texture to the Swimming Pool Basin Floor to ensure safety (texture and locations to be determined by the client) All other areas will be left smooth for cleanability purposes.
- Apply 10-13 mils WFT (Wet Film Thickness) Topcoat of Olympic Zeron Premium Epoxy Pool Coating System to create black marker lines
- Apply 10-13 mils WFT (Wet Film Thickness) Topcoat of Olympic Zeron Premium Epoxy Pool Coating System to recreate the red starfish that is currently in the basin.
- Reinstall all swimming pool fixtures (main drain covers, return inlets, etc.).
- Area will be left clean and left-over material packaged to be disposed of.