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## **Request for Proposal**

### **Gaynor Family Regional Library Renovation**

**RFP # 2026-01**

**At**

**806 Manitoba Avenue  
Selkirk, Manitoba  
R1A 2H4**

**RFP Release Date: January 15, 2026**

**RFP Closing Date: February 02, 2026**

**@ 3:00 pm Central Standard Time**

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## Part A Instructions to Bidders

### A 1 Invitation

- .1 Request for Proposal (RFP) to renovate the Gaynor General Regional Library
  - .1 Proposals signed under seal, executed, and dated will be received by the Library, at the Library, 806 Manitoba Ave, Selkirk, Manitoba, R1A 2H4, before 15:00 hrs. (3:00 pm) local time **February 02, 2026** (Closing).
  - .2 Proposals submitted after closing shall be returned to proponents unopened. With a mark "Rejected because of late drop-off, submitted time."
  - .3 Proposals will be opened immediately after closing and recorded, followed by a private review by the Owner.
  - .4 Amendments to proposal submittals will be permitted if received in writing before closing and if endorsed by the same party or parties who signed and sealed the proposal.

### A 2 Intent

- .1 Intent of this RFP is to solicit Proposals for the Renovation Project contract for the **Gaynor Family Regional Library**, located at 806 Manitoba Ave, Selkirk, Manitoba, R1A 2H4 for a Stipulated Price in compliance with the Contract Documents.
- .2 **The Contract for this project for the facility is set to a max Value of \$900,000.00 plus GST. The Owner may reject proposals that exceed this amount.**
- .3 The project shall be substantially completed by June 26, 2026. The preliminary target dates for the various phases of the project are as follows:
  - .1 Release of RFP: **January 15, 2026**
  - .2 **MANDATORY** Site Visit: Selkirk: **January 21 , 2026 @10:00 am Central Standard Time**
  - .3 Closing Date of RFP: **February 02, 2026, 2026 @ 3:00 pm Central Standard Time**
  - .4 Notification of Successful Contractor: **Up to 2 weeks after the closing Date.**
  - .5 Construction Start: **March 02, 2026**
  - .6 Substantial completion (not including seasonal work): **June 25, 2026**
  - .7 Final project completion date: **August 28, 2026**
  - .8 Owner Occupancy and Utilization: **July 01, 2025**

### A 3 Contractors Services and Specifications

- .1 The General Contractor services and specifications identified in this section, other sections, and appendices following, identify the minimum acceptable project requirements to be met by Proponents.
- .2 Project requirements are stated in performance terms related to recognized industry

- standards and codes to provide flexibility to Bidders in meeting the desired objectives.
- .3 These General Contractor services and specifications may not be all-inclusive. Proponents are responsible for substantiating in their Proposal these minimum project requirements and any other work they deem necessary and required to comply with the latest version of the local building code requirements and deliver an optimal solution at a reasonable cost to the Owner.
- .4 Where errors, contradictions, omissions or discrepancies within the General Contractor services and specifications exist, the Owner's Representative shall be notified, and the more stringent requirements shall apply.

## **A 4 Contract Documents**

### **.1 Identification**

- .1 The Construction work will be carried out according to CCA-CSC- RAIC, CCDC 2, 2020 Edition, Stipulated Price Contract as amended by the terms of this Request for Proposals.
- .2 Proponents shall obtain a copy of the Contract before submitting their Proposal and familiarize themselves with the terms and contract conditions.
- .3 The Contract General Conditions noted in Document (CCDC 2, 2020) apply to the Work of the Contract unless amended herein.
- .4 RFP Documents include Instructions to Proponents, Bid Forms, Proponents' Certification Form – Legislative and Safety Requirements, Schedule of Values, General Requirements, Project Program, Performance Technical Specifications, and Appendices identified herein.
- .5 Submitted Proposal: Quality Control Plan and Project Schedule, and required submittals.
- .6 The 'Owner' for this RFP is Gaynor Family Regional Library Board (GFRLB). The Contract will be executed by the General Contractor and GFRLB.
- .7 After execution of the Contract, General Contractor submits Construction Documents that meet the Owner's Statement of Requirements. When accepted and signed by both GFRLB and General Contractor, these also become part of the Contract Documents.

### **.2 Availability / Examination**

- .1 RFP Documents are available from the Owner at the address stipulated in A5.3.1.
- .2 Submit the name of the company receiving the RFP Documents and contact person, along with the address, telephone number, and e-mail address.
- .3 RFP Documents will be made available for viewing at:
- a. Gaynor Family Regional Library  
806 Manitoba Ave.  
Selkirk, Manitoba.
- .4 Bid Documents are also available on the MERX electronic tendering service site (merx.com).

- .5 Proponent shall immediately notify Owner's Representative upon finding discrepancies or omissions in RFP Documents.

**.3 Questions**

1. Direct questions to Owner's Representative:

Gaynor Family Regional Library  
Attention: Viktor Koos – Owners Representative  
Box 58, Grp 316, RR#3  
Selkirk, Manitoba  
R1A 2A8  
Phone: (204)-794-9095  
Email: info@viko-consulting.ca

**.4 Addenda**

- .1 The Owner may, at any time before the Submission Deadline, issue addenda correcting errors, discrepancies, or omissions in the RFP, accepting Approved Equals and Approved Alternates, or clarifying the meaning or intent of any provision therein.
- .2 The Owner will issue each addendum at least five (5) business days before the Submission Deadline or will issue an addendum, extending the Submission Deadline to provide for at least five (5) business days between the issuing of an addendum and the Submission Deadline.
- .3 Proponents will submit questions ten (10) business days in advance of the submission deadline.
- .4 Proponents are responsible for ensuring that they have received all addenda and are advised to check the MERX electronic tendering site for addenda before submitting their Bids.
- .5 Proponents must acknowledge receipt of each addendum in paragraph 5.1 of the Bid Form. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- .6 Verbal clarifications or assumptions shall not be interpreted to change the intent or contents of this RFP. The Owner retains the right to decline to answer an enquiry. Any revision to this RFP will be issued as an addendum.
- .7 Addenda issued by the Owner during the time of bidding will supersede and amend the drawings, specifications, and schedules as set forth therein and become part of the RFP.

## **A 5 Supplementary Conditions**

- .1 The following provisions modify, change, delete from, or add to the Canadian Standard Form Construction Document CCDC 2 (2020) Canada's standard Stipulated Price Contract between the GFRLB and the General Contractor.
- .2 Where any Article, Definition, or General Condition is modified, or any paragraph, sub-paragraph, clause, or sentence thereof is modified or deleted by this Supplementary Condition, any unaltered provisions of that Article, paragraph, sub-paragraph, clause, or sentence shall remain in effect.

## ARTICLE A-5 PAYMENT

- .1 Add a new subparagraph 5.1.4:  
"5.1.4 If the Owner has notice of any lien or trust claim when a progress payment or release of holdback is due, the Owner may refuse to make the progress payment or release of holdback until it is satisfied that the lien or trust claim has been discharged or that sufficient funds have been set aside for this purpose."
- .2 Delete subparagraph 5.3.1 in its entirety and replace it with the following:  
"5.3.1 If the Owner fails to pay amounts when due according to paragraph 5.1 of this Article, amounts not paid by the Owner within sixty (60) days after receipt of an acceptable payment certificate from the Payment Certifier shall bear interest, from the 61st day after the due date until paid in full, at the interest rate fixed for holdback by regulation under The Builders' Liens Act (Manitoba)."

## DEFINITIONS

- .1 **Definition – Substantial Performance of the Work** – Delete the definition and replace it with the following:  
"The date of Substantial Performance of the Work means the date on which the Owner certifies that Substantial Performance of the Work has occurred, as determined by The Builders' Liens Act (Manitoba)."
- .2 **Definition – Value Added Taxes** – Add the following sentence to the end of the definition:  
"Manitoba Retail Sales Tax (also known as RST or PST) is excluded from, and does not form part of, Value Added Taxes."

## GC 1.1 CONTRACT DOCUMENTS

- .1 Paragraph 1.1.5.1: revise this paragraph on Precedence of Documents, as follows:  
"1.1.5 If there is a conflict within the Contract Documents, the order of priority of documents, from highest to lowest, shall be:
  - .1 Supplementary Conditions,
  - .2 the Agreement between the Owner and the Contractor (CCDC 2, 2020),
  - .3 the Definitions,
  - .4 the General Conditions,
  - .5 the Owner's Statement of Requirements (RFP)
  - .6 the Construction Documents.
- .2 Delete paragraph 1.1.7.
- .3 Delete paragraph 1.1.10 and replace it with the following:  
"1.1.10 The Owner shall be entitled to retain the use of drawings and electronic media developed in connection with the work."

### GC 1.3 RIGHTS AND REMEDIES

- .1 Add a new paragraph 1.3.3 as follows:

"1.3.3 The Contract, including without limitation, the indemnification provisions in Part 12, shall ensure to the benefit of, and be binding on the respective successors and assigns of the Owner and the Contractor."

"5.10.1 Without restricting any right of set-off given or implied by law, the Owner may set off against any amounts payable under the Contract

Documents to the Contractor any amount, including expenses and damages, owing to the Owner by the Contractor."

## A 6 Qualification

- .1 The Proponent shall:

1. Be in good standing under The Corporations Act (Manitoba) or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in the Province of Manitoba and/ or RM of St. Andrews.
2. Have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.
3. Have successfully carried out work, similar in nature, scope and value to the Work.
4. Be registered and in good standing with the Workers Compensation Board of Manitoba.
5. Employ only Subcontractors who have successfully carried out Prime Contractor work, similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them and are fully capable of performing the Work by the terms of the Contract.
6. Employ only Contractors and Subcontractors who are registered with the Certificate of Recognition (COR) Program through the Construction Safety Association of Manitoba; and,
7. Have a written workplace safety and health program by the Workplace Safety and Health Act (Manitoba)

## A 7 Site Investigation

- .1 Proponents should attend a **mandatory** site visit to be held on the following date:  
**January 21, 2026 @ 10:00 am Central Standard Time**  
at the Gaynor Family Regional Library, to obtain an understanding of the scope of work and to seek clarification on any item before submitting a formal Proposal. Attendance will be confirmed 4 business days in advance.
- .2 Proponents are advised that no claim shall be made by General Contractor after Proposal Submission or Work is done, that there was a misunderstanding as to their responsibility in securing for themselves information relative to the nature of the Site or the amount of Work to be done.

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## A 8 Proposal Submission

### .1 Proposal Ineligibility

1. Proposals that are unsigned, improperly signed or sealed, conditional, illegible, obscure, and contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the sole discretion of the Owner, be declared ineligible.
2. Proposals with Bid Forms and enclosures which are improperly prepared may, at the sole discretion of the Owner, be declared ineligible.
3. Proposals that fail to include security deposit, bonding or insurance requirements SHALL, at the sole discretion of the Owner, be declared ineligible.
4. Proposals based upon prices seeming to be so unbalanced as to adversely affect the interests of the Owner may, at the sole discretion of the Owner, be declared ineligible.
5. Proposals based upon an unreasonable period for completion of the Work may, at the sole discretion of the Owner, be declared ineligible.

### .2 Proposal Signing

1. The Proponent shall execute the Proposal under seal.
2. If the Proponent is an individual or a partnership, the Proposal shall be executed by the individual or a partner in the presence of a witness, and the signer must show the capacity in which he signs (e.g., Partner or Proprietor).
3. If the Proponent is a corporation, the Proposal shall be executed under the seal of the company, affixed in the presence of the authorized officers/directors.
4. If the Proponent is a joint venture, each party to the joint venture shall execute the Proposal under seal in the manner appropriate to such party.

### .3 Proposal Submissions

1. Proponent shall be solely responsible for the delivery of their Proposals in the manner and time prescribed.
2. Submit one paper original, two (2) paper copies, and one electronic copy (pdf) of the complete executed Proposal on Bid Form, signed and with corporate seal, together with required attachments in an opaque envelope identified with Proponent's name and marked:

**"PROPOSAL – Gaynor Family Regional Library, Renovation Project"**

**Gaynor Family Regional Library  
806 Manitoba Ave.  
Selkirk, MB R1A 2H4**

3. The Owner shall not be responsible for the costs of preparation or submission of a Proposal. Any costs incurred are the Proponent's responsibility.
4. All components of the Proposal Submission shall be fully completed or provided, and submitted by the Bidder no later than closing, with all required entries made clearly and completely in ink, to constitute a responsive Proposal.

#### **.4 Taxes**

1. Federal Goods and Services Tax (GST)
  - a. The Bidder shall NOT include any amount in the proposal prices for the Goods and Services Tax (GST). The successful Contractor will indicate on each application for progress payment, as a separate item, the appropriate amount of GST that the owner is legally obligated to pay. This amount will be paid to the Contractor in addition to the amount certified for payment by the owner's representative under the contract and will therefore not affect the contract price.
  - b. The Contractor shall ensure that GST has not been included in any cost of material or Sub-Contractor work.
2. Provincial Sales Tax (PST)
  - a. All Proposals shall include the Provincial Sales Tax.
  - b. The Contractor will be responsible for assisting and supplying to Owner the amount of tax included in the project costs, for Owner's accounting, rebate purposes, or government audit.

### **A 9 Proposal Enclosures / Requirements**

#### **.1 Instructions to Bidders**

1. Trades, Wage Rates and Safe Workplace
  - a. The bidder shall confirm that the bidder is aware of and shall abide by all safety requirements, apprenticeship ratios, provincial labour laws and wage rates by completing the "*Bidders Certification Form – Trades, Employment Standards, Wage Rates and Workplace Safety and Health*" and submitting the completed form with the Bid. Completed forms from all subcontractors must be submitted by the bidder before work commences.
  - b. For information, contact:  
  
Phone: 1-866-332-5077  
Website: [www.gov.mb.ca/tce/apprent](http://www.gov.mb.ca/tce/apprent)
  - c. Bid packages that do not include a signed copy of the "*Bidders Certification Form – Trades, Employment Standards, Wage Rates and Workplace Safety and Health*" by the bidder will be disqualified.

#### **.2 Security Deposit**

1. Provide a Bid Bond in the amount of 10% of the Bid price. The Bid Bond shall be valid for a period not less than ninety (90) days from the date of Bid Closing.
2. Endorse Bid Bond in the name of Owner (GFRL) as obligated, signed and sealed by Contractor and surety.
3. Use the latest edition of CCDC-approved bond forms.
4. Security deposit will be returned after delivery to the Owner of the required Performance and Labour and Material Payment Bond(s) by the accepted Proponent.
5. If no contract is awarded, all security deposits will be returned.

**.3 Consent of Surety**

1. The Proposal shall be accompanied by a Consent of Surety to Bond in the form of a signed and sealed letter stating that the surety providing the Bid Bond is willing to provide a Performance Bond and a Labour and Materials Payment Bond for 50% of the Contract value if the Proposal is accepted.

**.4 Performance Assurance**

1. Contractor must provide a Performance Bond and a Labour and Materials Payment Bond, both in the amount of 50% of the contract price.
2. Bonds shall be in the same form as the latest edition of the Canadian Construction Document Committee CCDC 221 and CCDC 222, respectively.
3. Include the cost of bonds in the Proposal Price.

**.5 Contractor**

1. Proponents shall provide a corporate profile and three (3) references for Contractor from previously completed projects of a similar nature within Manitoba within the past five years.

**.6 Construction Personnel**

1. The proponent shall identify Key Personnel and the On-Site Project Manager assigned to the project. Provide written qualifications for all demonstrating their ability to perform in the Construction process in Manitoba.

**.7 Subcontractor List**

1. The proponent shall identify all subcontractors who are proposed to be engaged to complete the project.
2. The Owner must approve alterations to the listed Subcontractors in writing.
3. All work can be completed by a Certified company/certified (ticketed) Red Seal Tradesman must be completed by a Certified company/certified (ticketed) Red Seal Tradesman. The Owner reserves the right to request confirmation of current certifications.

**.8 Commencement and Completion of Work**

1. State in the Bid Form the time required to complete the work. The completion date in the Agreement must be the same as the completion time and commencement date.
2. Owner requires that the work of this contract be completed as quickly as possible, and consideration will be given to the time of completion when reviewing Proposals submitted.

**.9 Quality Control Plan**

1. Refer to Part B6 Quality of the Bid Form

**.10 Withdrawal of Proposals**

1. Any Proponent may withdraw his submission, either personally or by written request, at any time before the scheduled Closing. No Proponent may withdraw their submission after Proposals have been opened unless agreed by the Owner. All Proposals shall be subject to acceptance by the Owner during this period.

## A 10 Evaluation of Proposals

- .1 The selection of a successful Contractor shall be based upon careful and objective consideration of each Bidder's ability to perform the services described in the RFP, as well as their ability to meet/exceed the performance and program requirements substantiated in their Proposal.
- .2 Proposals will be evaluated on the following criteria:

	Category	Weight:
.1	Compliance with the mandatory requirements of the RFP <ul style="list-style-type: none"> <li>€ A Bid Form (with Commencement and Completion Date)</li> <li>€ Proponent's Certification Form – Legislative and Safety Requirements</li> <li>€ Bidder's Certification Form – Training and Development</li> <li>€ Conflict of Interest Form</li> <li>€ Bid Bond (10%)</li> <li>€ Consent of Surety for Performance Bond (50%) and Labour and Materials Payment Bond (50%)</li> <li>€ Corporate Profile of the Contractor and three references</li> <li>€ Subcontractor List</li> <li>€ Preliminary construction schedule</li> <li>€ Summary of Deviations from RFP</li> <li>€ Quality Control Plan</li> <li>€ Project Schedule (construction duration)</li> </ul>	Pass/Fail
.2	Contractors Team qualifications and experience, past relevant experience with projects similar in nature/size/location, Manitoba experience, and references. Proponents must obtain fifty percent (50%) of the total points in this category.	20
.3	Quality & Durability of Materials and Building Systems. Proponents must obtain fifty percent (50%) of the total points in this category.	25
.4	Quality of work described by responses provided by References and past performance.	15
.5	Past performance & references on Contractors' Projects. Proponents must obtain fifty percent (50%) of the total points in this Category.	15
.6	Quality Control Plan	5
.7	Project Schedule	5
.8	Total Proposal Price	15

- .3 The evaluation of the Proposals will be conducted in the following manner:
  1. Those Proponents not meeting all the "shall", "must", and "will" requirements of the RFP will be eliminated. The remaining Proposals will be scored according to the criteria listed.

2. Each Proponent will receive a score of between zero (0) and ten (10) for each weighted evaluation category. The Proponent that best satisfies, in the opinion of the Owner, a particular weighted evaluation category will receive a score of ten (10) for that category. All other Bidders will be scored, in that category, in relation to the Bidder that received the TEN. The scores in each category will be multiplied by the specified weight factors, and the sum of a Proponent's scores for all categories will constitute its aggregate score.
3. The proponent with the highest-ranked aggregate score will be approached to finalize the details of a contractual agreement with the intent of awarding the Contract.

The Quality Control Plan (see Part B 6) shall be evaluated based on the policies, procedures and control activities, and the lines of responsibility and authority by which the Contractor will assure the Owner that all Work objectively conforms to the Contract requirements in a manner that reflects a total commitment to quality. Every effort must be made to achieve and demonstrate a cooperative and professional relationship to reach the common goal of a quality Project.

4. Positive consideration will be given to Proposals that identify innovative and cost-effective materials and construction procedures that enhance the durability and sustainability of the Project.

## **A 11 Proposal Acceptance / Rejection**

### **.1 Duration of Proposal**

1. Proposals shall remain open to acceptance and irrevocable for a period of ninety (90) days after closing.
2. The proponent shall identify in Bid Form a fixed price to hold the Proposal open to acceptance for ninety (90) days.

### **.2 Acceptance of Proposal**

1. The Owner reserves the right in its absolute discretion to accept the Proposal which it deems most advantageous to itself and the right to reject any or all proposals, in each case without giving any notice. The lowest or any Proposal will not necessarily be accepted.
2. Proposals which contain qualifying conditions or otherwise fail to conform to the Instructions to Bidders may be disqualified or rejected. The Owner may, however, in its sole discretion, reject or retain for its consideration Proposals, which are non-conforming because they do not contain the content or form required by the Instructions to Bidders or for failure to comply with the process for submission set out in these Instructions to Bidders.
3. The Owner will give notice of acceptance to the successful Proponent, by way of a letter of intent indicating Award of Contract and Contract value.
4. After the Proposal has been accepted, unsuccessful Proposals will be returned to respective Bidders with submitted securities and other requested enclosures.

### **.3 Award of Contract**

1. Without limiting the generality of A11.2 (Acceptance of Proposal), the Owner will have no obligation to award a Contract where:
  1. The prices exceed the available funds for the work.  
The owner reserves the right to negotiate with the lowest bidder who

exceeds available funds.

2. The prices are materially more than the prices received for similar work in the past.
  3. Only one Proposal is received: or
  4. In the judgment of the Owner, their interests would be best served by not awarding a Contract.
2. Where an award of Contract is made by Owner, the award shall be made to the responsible and qualified Proponent submitting a formal Proposal determined to be the most advantageous (best value) to the Owner based upon the evaluation criteria specified in A10 (Evaluation of Proposals).

## **A 12 SUBSTITUTION PROCEDURES APPROVED EQUAL & APPROVED ALTERNATE**

### **.1 Description**

1. The work described in the RFP is based on the specific materials, products and methods specified.
2. Substitutions shall not be allowed unless the application has been made and prior approval has been granted by the Owner in writing.
3. Requests for approval of a substitute will not be considered unless received in writing by the Owner at least fifteen (15) business days before the Submission Deadline.
4. The Bidder shall ensure that all requests for approval of a substitute:
  - a. Provide sufficient information and details to enable the Owner to determine the acceptability of the material, product or method as either an approved equal or approved alternative.
  - b. Identify any changes required in the applicable work, and all changes to any other work, which would become necessary to accommodate the substitute.
  - c. Identify any anticipated cost or time savings that may be associated with the substitute.
  - d. Certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified, has the same or superior long-term operation and maintenance capacity as that specified, and can be incorporated into the work, strictly by the proposed work schedule and any dates specified in the Supplemental Conditions;
  - e. Certify that in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and be capable of performing the same function as that specified, has the same or superior long-

term operation and maintenance capacity as that specified, and can be incorporated into the work, strictly by the proposed work schedule and any dates specified in the Supplemental Conditions.

- .5 The Owner, after assessing the request for approval of a substitute, may at his/her sole discretion, approve the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to approve the substitute.
- .6 The Owner will respond in writing, at least three (3) business days before the closing Deadline, only to the Bidder who requested the substitute.
- .7 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons they wish to inform.

**.2 APPROVED EQUAL**

- .1 If the Owner approves a substitute as an "approved equal", the Bidder may use the approved equal in place of the specified item and may include the price of the approved equal in the Base Bid.

**.3 APPROVED ALTERNATIVE**

- .1 If the Owner approves a substitute as an "approved alternative", the Bidder must base the Base Bid on the item specified in the Tender documents, but may indicate on Appendix C of the Bid Form an alternative price based upon the approved alternative.

**.4 NO CLAIM BY CONTRACTOR**

- .1 No later claim by the Contractor for an addition to the Base Bid because of any other changes in the work necessitated using an approved equal or an approved alternative will be considered.

## **A 13 PAST PERFORMANCE**

- .1 In addition to the determination of a Bidder's competency and qualifications, a Bidder's record of past performance will be a factor in the Owner's determination of the Bidder's qualifications to fulfil the contract.
- .2 From information received or obtained by the Owner before selecting the successful Bidder, that:
  - a. A Bidder or Bidder's affiliate or joint venture member is debarred from participating in the public procurement process of any of the following:
    - An institutional authority, academic institution or other entity providing education and social services funded by the Government of Manitoba.
    - A department, branch or division of the Government of Manitoba; or
    - A Manitoba Crown Corporation
  - b. A Bidder or a Bidder's affiliate or joint venture member is a party to a legal proceeding that discloses or concerns deficient, improper, incomplete or negligent construction or design of a project or part of a project, or a failure to comply with a term or condition of the contract governing the construction or design of the project, and such legal. The proceeding has been initiated by any of the following:
    - A Public authority, academic institution or other entity providing education, health, or social services funded by the Government of Manitoba.

- 
- A department, branch or division of the Government of Manitoba;  
or
  - A Manitoba Crown Corporation
- c. A Bidder or Bidder's affiliate or joint venture member has initiated legal proceedings against any entity listed in the clauses above, and the Owner thinks that the existence of the legal proceeding is likely to adversely affect working relationships on the Project or under the contract.
- .3 If the Owner determines that a Bidder's record of past performance is unsatisfactory, the Owner may, in its absolute discretion, disqualify the Bidder and reject its submission. The Owner may determine (conclusively or by inference) that a Bidder's record of past performance is unsatisfactory.

**END OF SECTION**

## Bid Form

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**TO: Gaynor Family Regional Library**  
**ATTN: Ken Kuryliw, Director of Library Service**  
**RE: GFRL Renovation Project**  
**806 Manitoba Ave.**  
**Selkirk, Manitoba**

.1 **BID**

Having carefully examined the Request for Proposal (RFP) Documents as well as all modifications, supplements and/or addenda thereto, prepared by the Owner; and having determined the conditions affecting the work, we hereby offer to complete all Work as set down in the Documents for the stipulated sum of:

\_\_\_\_\_ Dollars

(\$\_\_\_\_) (Base Bid)

in lawful money of Canada which **includes** government sales or excise taxes in force on this date, **except** Goods and Services Tax (G.S.T.), in the amount of:

\_\_\_\_\_ Dollars

(\$\_\_\_\_\_) (Base Bid)

We acknowledge that our Base Bid is based on the materials specified or otherwise approved by the Owner's Representative as an approved equal following Section A12 Substitution Procedures.

We enclose herewith the required Bid Submissions identified as:

- .1 Proponent's Certification Form – Legislative and Safety Requirements
- .2 Conflict of Interest Form
- .3 10 % Bid Bond
- .4 Consent of Surety for 50 % Performance Bond and 50 % Labour and Materials Payment Bond.
- .5 Corporate Profile of the Contractor and three references
- .6 Construction Personnel including Written Qualifications
- .7 Subcontractors List
- .8 Summary of Deviations from RFP
- .9 Quality Control Plan
- .10 Project Schedule (construction durations. Mandatory)

**.2 Execution of Agreement**

If notified in writing by the Owner of the acceptance of this Proposal within thirty (30) days of such notification:

- .1 Execute the Agreement.
- .2 Provide Policies and bond(s) on the CCDC endorsed form(s).

**.3 Alternate Prices**

- .1 An alternate price is the price difference from the substitution of a specified product or portion of the Work with an alternate product or portion of the work. Alternate Prices are to be indicated as an addition to or a deduction from the Base Bid.
- .2 Acceptance of Alternative Prices is at the sole discretion of the Owner.
- .3 Submit complete and accurate prices for each Alternate Price, including overhead and profit, all labour and materials. Include in the Alternate Price all costs for Work by all Subcontractors whose work is affected.
- .4 Alternate Prices submitted are deemed to be full prices and therefore, claims for extras to the Contract due to the addition of an Alternate Price will not be accepted.

Alternate Price:

1. <u>Install Window Blinds at the South Elevation to match</u>	
the existing	\$
2. <u>Replace floor in circulation area</u>	
(matching existing)	\$
3. <u>Widen the Entrance to the site as per C Drawings</u>	\$
4. <u>Repair erosion Damage</u>	\$
5. <u>Site Walk to Turtle, Gazebo and Manitoba Ave.</u>	\$
6. <u>C-2.20 Animal shelving</u>	\$
7. <u>C-2.17 Architectural Woodwork. Supply and install four acoustical trees</u>	\$

**.4 Contract Documents**

- .1 I/We hereby acknowledge receipt of all the documents as identified in the Request for Proposal Contents, including all Appendices.

**.5 Addenda**

- .1 I/We hereby acknowledge receipt of the following addenda covering modifications to the Contract Documents.

Addendum No.	Dated
_____	_____
_____	_____
_____	_____

**.6 Itemized Prices**

- .1 An Itemized Price is required for information or account purposes only; however, the owner reserves the right to delete the product or portion of the Work included under each Itemized Price from the Proposal Price based on pending funding for the work.
- .2 Submit complete and accurate prices for each Itemized Price, including overhead and profit, all labour and materials. Include in the Itemized Price all costs for Work by all Subcontractors whose work is affected.
- .3 Claims for additional costs to the Contract due to the deletion of an Itemized Price will not be accepted.

**.7 Schedule**

- .1 Commencement Date of Construction Start:  
\_\_\_\_\_
- .2 Completion Date of Project (Substantial Performance):  
\_\_\_\_\_
- .3 Total Number of Weeks \_\_\_\_\_

**8 Affix Seal (if applicable)**

Company Name of Proponent \_

Signature: \_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Witness Signature: \_\_\_\_

Print: \_\_\_\_\_

**END OF SECTION**

## Schedule of Values

- .1 The successful Contractor shall submit to the Owner, at least 14 days before the payment application, a Schedule of Values for the parts of the Work, aggregating the total amount of the Contract Price, to facilitate the evaluation of applications for payment according to GC 5.2. (CCDC 2 - 2020 Edition, Stipulated Price Contract)
- .2 The schedule of values table must, as a minimum requirement, identify each of the components listed in the following table.

Price Components	Value \$	% Complete	Previous Claim	This Claim	Amount Remaining
Site set up and Hoarding					
Earthwork and Site Services					
Paving and Parking					
Concrete Aprons/Sidewalks					
Doors					
Interior Wall Construction					
Gypsum Wall Board					
Finish Hardware					
Doors					
Flooring					
Painting					
Equipment					
Millwork					
Mechanical					
Electrical					
Building Data Network					
As-Built Drawings & O&M Manuals					
Change Order No. ____					
<b>Total Contract</b>					

END OF SECTION

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## **PART B General Requirements**

### **B 1 SUMMARY OF WORK**

- .1 It is the intent of the Contract Documents that the Contractor undertake full responsibility for the delivery of the Project.
- .2 Contractor shall provide construction activities, and all the associated direct and indirect costs, including, but not limited to, labour, materials, equipment, supervision, tools, transportation, supplies, permits, and incidentals necessary to complete the Project in compliance with the Contract Documents.

### **B 2 Statement of Requirements**

- .1 Project Summary
  - .1 The Work to be done under the Contract shall consist of the renovation and construction of the new area at Gaynor Family Regional Library
- .2 The major components of the Work are, but are not limited to:
  - .1 Site work (driveways, curbs, landscape, etc.), foundation of the decks, and utilities
  - .2 Demolition
  - .3 Interior wall and flooring.
  - .4 Doors
  - .5 Interior construction
  - .6 Interior finishes
  - .7 Specialties (e.g., lockers, washroom accessories)
  - .8 Plumbing
  - .9 Electrical power, lighting, controls and communication
  - .10 Equipment
  - .11 Fire Alarm
  - .12 Voice/Data

### **B 3 Codes, Standards & Authorities**

- .1 All Work shall comply with all current applicable codes, regulations, by-laws and ordinances for City of Selkirk and the Province of Manitoba and to the requirements of 'Authorities Having Jurisdiction' at the time of Closing.
- .2 In no instance shall the standard of quality of materials, products, and workmanship established by the Contract Documents be reduced by any of the codes, standards, or regulations.

### **B 4 Roles & Responsibilities**

- .1 Roles and responsibilities will be as set out in CCDC 2 - 2020 Stipulated Price Contract except as amended in Supplementary Conditions and specifically noted below.

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- .2 Communication between Contractor and Owner shall be through Project Manager.
- .3 The Payment Certifier will be the Project Manager / Owners Representative. Consultant may provide information, expertise and advice concerning payment amounts, but the signing authority will be the Project Manager/ Owners Representative.
- .4 The Project is intended to provide a "Turnkey" solution. In the unlikely event of a Change Order, they will be issued by the Project Manager / Owner's Representative.
- .5 Substantial Completion of the Work will be certified by the Project Manager /Owner's Representative and/or Owner's Consultant.

## **B 5 Administrative Requirements**

- .1 **Subcontractor List**
  - .1 Contractor shall provide in writing to the Owner a complete list of Subcontractors whom they propose to engage to complete the work required by this RFP at the time of Proposal Submission. Alterations to this list must be approved by the Owner or at the Owner's request.
- .2 **Detailed Work Schedule**
  - .1 To plan, monitor, maintain, and control project activities and progress, the Contractor shall provide the Owner with an electronic copy (PDF) (unless specifically requested to provide paper copies) of a **detailed** Work Schedule for review within 30 days after the award of Contract and maintain that schedule during the entire time of the project. A copy of the construction schedule is a mandatory part of the progress application.
  - .2 The schedule shall identify all major project milestones through Construction phases of the Project in chronological order, in a horizontal bar chart format with a time scale identifying the first workday of each week. Any changes to the construction schedule should be identified on the original submitted schedule, highlighted by a colour definition.
  - .3 Owner will review the schedule and return the reviewed copy within TEN (10) days after receipt.
  - .4 Resubmit finalized schedule within SEVEN (7) days after the return of the reviewed copy.
  - .5 Include the complete sequence of construction activities and associated milestones.
  - .6 Activities to be indicated shall include, but not necessarily be limited to, the following:
    - .1 Site mobilization
    - .2 Phasing Plan
    - .3 Shop drawing submissions and reviews.
    - .4 Quality Control Plan activities.
    - .5 Interior Hoarding and Negative Air Plan
    - .6 Demolition
    - .7 Installation of Point to Point's conduit run from Roof to Mechanical Room

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- .8 Wall framing
  - .9 Subcontractor work.
  - .10 Mechanical systems rough-in, equipment deliveries and installation, finishing.
  - .11 Electrical systems rough-in, equipment deliveries and installation, finishing.
  - .12 Utility systems rough-in.
  - .13 Architectural systems installations and finishing.
  - .14 Millwork and other major equipment/component deliveries and installation.
  - .15 Paving, concrete aprons, and concrete sidewalks.
  - .16 Grading and landscaping.
  - .17 Submissions of Operation and Maintenance Manuals.
  - .18 Training activities (orientation) and turnover procedures.
  - .19 Substantial Completion
  - .20 Project Records and Documentation submissions.
  - .21 Warranties and Final Completion.
- .7 The schedule shall be reviewed and updated within SEVEN (7) days of the Owner approving the Construction Documents.

**.4 Construction Facilities**

- .1 Contractor is responsible for all necessary temporary construction-related facilities and services, including but not necessarily limited to:
  - .1 Field office, sheds, storage and other temporary facilities.
  - .2 Interior Hoarding, negative Air inside the hoarding, tools and equipment, protection, and security.
- .2 All site signage must be pre-approved by the Owner.

**.5 Start-up Meeting**

- .1 After the Award of the Contract, but before the start of Work, Contractor shall arrange for, schedule, and chair an initial start-up meeting to introduce all key personnel involved, to discuss and resolve administrative procedures and responsibilities, and to clarify any matters of the Contract.
- .2 Senior representatives of the Contractor, Owner, Contractor, and major Subcontractors shall attend.
- .3 Establish a time and location of the meeting agreeable to the Owner and notify all concerned parties within ten (10) working days of the meeting.
- .4 Agenda shall include, but not necessarily be limited to, the following:
  - .1 Appointment of official representatives of participants in the Work
  - .2 Communication plan, distribution list, and contact information
  - .3 Schedules of work, submissions, progress scheduling, meetings, reviews and milestones
  - .4 Plans for temporary facilities, offices, storage sheds, sanitary facilities, utilities, and fences.
  - .5 Safety program
  - .6 Waste Management Plan

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- .7 As-Built Drawings
- .8 Operation & Maintenance Manuals
- .9 Take-over procedures, acceptance, warranties
- .10 Monthly progress claims, administrative procedures, holdbacks
- .11 Job Progress Meetings
- .12 Additional items brought forward by attendees.

- .5 Record, prepare and distribute minutes to all attending parties within two (2) Calendar days after the meeting.

**.6 Job Progress Meetings**

- .1 Hold job progress meetings at regularly scheduled intervals to ensure proper coordination of the Work, but not less than weekly.
- .2 Designate times and locations of meetings and notify all parties concerned, including Subcontractors, to attend.
- .3 Chair meetings and record minutes. Prepare and distribute minutes to all attending parties within five (5) calendar days after the meeting.

**.7 Letter of Conformance**

- .1 Before Substantial Performance, submit a letter to the Owner's Representative from each Consultant confirming that, "the work has been performed following Building Codes and Standards, the drawings and specifications prepared by the Consultant, and following the requirements of the 'Authorities Having Jurisdiction'.

**.8 Shop Drawings**

- .1 Shop drawings will be produced by suppliers and fabricators and reviewed by the Contractor and Project Manager, as required by the nature of the work. The Contractor shall keep a shop drawing log, which will be reviewed at each Job Progress meeting.
- .2 Owner review of the shop drawings is for conformity to the design and contract documents. The review does not relieve the contractor from the responsibility for errors or omissions in the drawings, coordination with other building components, nor for meeting all the requirements of the contract to include, but not limited to, all codes and standards.

**.9 Colour Selection**

- .1 All finishes should match existing. A colour scheme by the Contractor will be required for review and approval by the Owner, with coordinated colour samples for all finishes.
- .2 Provide a schedule for colour selection to allow for adequate time for the Owner's input of selected finishes.

**.10 Record (As-Built) Drawings**

- .1 One complete set of Construction Documents (drawings, specifications, and shop drawings) shall be kept on-site for the sole purpose of recording deviations made during construction.

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- .2 This set will be identified as "PROJECT RECORD COPY" and will be available for review by the Owner. Changes will be made daily as they occur.
- .3 The information from the Project Record Copy will be transposed onto 2 clean copies of the construction drawings, and one (1) CAD/ Revit version & one PDF version on a compact disk (CD), which will be turned over to the Owner as a requirement of Substantial Completion.

**.11 Orientation and Operation & Maintenance Manuals**

- .1 Orientation of major equipment and systems is to be provided by qualified individuals (i.e., contractor, supplier) to the Owner's representatives.
- .2 Manuals containing information on the operation and maintenance of the Project will be provided as part of the work. The content of the manuals will be limited to the information normally provided with the products by the manufacturers. Three (3) identical copies of the Manuals are required as well as one (1) digital copy.
- .3 The Owner shall be provided with the following material matching the same installed in the building.
  - .1 One four (4) litre can of finish paint for each colour.
  - .2 Three (3) square meters of each type & colour of flooring.
  - .3 One (1) full case of acoustic ceiling tile of each type & colour.
  - .4 After completion of the facility all HVAC Filters should be replaced and an additional two (2) each spare HVAC filters of each type provided.
- .4 Substantial Completion will not be issued unless Owner has received acceptable Orientation and is in receipt of and has accepted the finalized O & M manuals and As-Built drawings. A cost of \$15,000.00 for each trade may be held back until some are received. This cost shall be shown as a line item on the progress draw.

**.12 Inspection and Takeover Procedures**

- .1 Before Substantial Completion, Contractor shall carefully inspect the work and ensure that it is complete, that major and minor construction deficiencies are complete and/or corrected and that the building and site are ready for occupancy.
- .2 Submit a letter to the Project Manager / Owner's Representative from each Consultant confirming that, "the work has been performed following Building Codes and Standards, the drawings and specifications prepared by the Consultant, and following requirements of the Authorities Having Jurisdiction" and request a review.
- .3 The final review team is to include Project Manager / Owner's Representative, Contractor, Consultant(s), and any subcontractors deemed necessary by the Contractor and/or Owner.
- .4 Defects and deficiencies determined by this review will be listed by the Contractor, and when completed and/or corrected, will be confirmed by a Re-review by the Owner's Representative and Contractor.

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**.13     Warranty Period**

- .1     The Contractor shall promptly remedy any defects due to faulty materials, equipment or workmanship, as defined by the Contract, for a period of one (1) year after the date of Substantial Completion.

**B 6             QUALITY CONTROL**

- .1     Contractor shall have in place a Quality Control Plan that details the procedures, instructions and reports to be used to assure compliance with the Contract Documents.
- .2     The Quality Control function is the regulatory process by which the Contractor shall measure actual quality performance through a careful and critical investigation of all Work, compare it with performance standards and codes to detect variances and act on the difference to correct in time to prevent reworking and delay.
- .3     The Plan shall apply to all Construction phases of Work and may be developed in two parts as such. The Plan should identify a process and a series of activities designed to ensure that the Contractor produces Work to the performance standards called for in the Contract Documents.
- .4     The Plan shall describe in detail proposed quality control practices that identify items of Work which will be subject to controls, list particular checks and tests that are to be performed for each item of work, indicate the frequency of checks or tests, milestones at which they are to be carried out, and provide for reports on results of these activities, with reports submitted to Owner.
- .5     The Contractor shall appoint and pay for the services of Testing Agents and Laboratories.
- .6     Where tests or inspections by a designated Testing Laboratory reveal work not following requirements, Contractor shall pay all costs for additional tests or inspections as required by the Owner to verify the acceptability of corrected work.
- .7     The owner reserves the right to appoint an independent inspection/testing agency to carry out the inspection and testing of the Work for conformance with the Contract Documents. Such costs for Inspection and testing will be paid by the Owner. Any additional inspection and testing required resulting from non-conformance discovered by Owner's testing will be at the Contractor's expense.
- .8     Dated photographs provided by the Contractor on a regular schedule (Daily) shall form part of the Quality Control Plan and be emailed to the Owner as well as provided to the Owner on a flash drive.
- .9     As part of the Quality Control Plan, the Consultant(s) shall perform the tasks listed below. These tasks are listed for guidance only and do not constitute a full inventory of activities. It is the Contractor's responsibility to define the accurate and project-specific quality control process requirements to substantiate the Work.
  - .1     Civil:
    - a.     Inspect work before closing in and submit reports to Owner/Rep.
    - b.     Provide independent reports on concrete, soil and asphalt testing.
  - .2     Architectural:
    - a.     Inspection and approval of insulation vapor retarders and air barriers before cover-up.
    - b.     Inspection and approval of fireproofing and fire stopping before closing

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- in.
  - c. Weekly site inspections to otherwise report on overall conformance to specifications and drawings, quality control and workmanship.
- .3 Mechanical:
- a. Certify pressure test of all piping before closing in.
  - b. Inspect and report on piping installations once a week.
  - c. Inspect and report that all plumbing clean-outs are installed such that the entire drainage system can be rodded before closing in.
  - d. Inspect and report on the position of service valves and ensure valves are oriented correctly.
  - e. Inspect and report on isolation valves and unions being properly located for specific equipment.
  - f. Weekly site inspections to otherwise report on overall conformance to specifications and drawings, quality control and workmanship, and codes and standards.
- .4 Electrical:
- a. Inspection of electrical components/systems/installations to certify conformance to specifications, drawings, codes and standards.
- .5 Operational testing for all other systems at project completion
- a. Certify conformance to specifications, drawings, codes and standards, and performance.

## **B 7 SCHEDULE OF WORK**

- .1 **Commencement**
- .1 The Contractor shall not commence any Work until he receives a letter of intent from the Owner indicating the Award of the Contract and authorizing the commencement of the Work.
  - .2 The Contractor shall not commence any Work on the Site until the Owner confirms receipt and approval of:
    - a. evidence of the works' compensation coverage specified in GC:11.1.1;
    - b. The Workplace Safety and Health Program specified in A 6.1.7.
    - c. evidence of the insurance specified in A 9.1.3;
    - d. the performance security specified in A 10.4;
    - e. the subcontractor list specified in B 5.2;
    - f. the detailed work schedule specified in B 5.3.1;
- .2 **Work by Others**
- .1 The Contractor shall arrange and coordinate work to be performed by Other Contractors and Owner and shall include utilities and other agencies on or near the Site.

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- .2 Work by others includes but is not necessarily limited to Manitoba Hydro and Manitoba Telecom Service, GFRL, etc. Include in Base Bid any costs or contributions to be paid by any utility or other agency to complete the required work.
- .3 Where work by others interferes with the Contractor's planned work, the Contractor shall modify their plans and do other work to keep the project on schedule.
- .4 Contractor will coordinate with GFRL the layout of equipment & wiring within voice/data (Server /Mechanical Room) with Owner's forces before installation. The Contractor will leave approximately a 4' x 8' area of the Mechanical Room wall clear for the Owner's use of ITC Equipment & Hook-up. Coordination on site is required before the installation of mechanical equipment.

**END OF SECTION**

**PART C Project Program**

**C 1 Site Analysis**

**1. Existing Site Conditions**

- .1 The site is located at the following address:  
806 Manitoba Ave. Selkirk, Manitoba
- .2 All existing conditions, including but not limited to dimensions, elevations, utility location and access, are to be determined and confirmed by the Contractor.

**C 2 Room Requirements**

The room requirements listed below shall be read in conjunction with the complete Request for Proposals and the Floor Plan Drawings contained in Appendix "A" to determine the full extent of the Work and the rooms required. The rooms identified below represent only those spaces with special requirements.

The Contractor shall provide interior hoarding at all construction locations in a manner that does not interrupt the Library's operations.

Provide and install three (3) whiteboards in rooms and locations coordinated with the owner.

**1. Library General**

- .1 Specific architectural requirements:
  - a. Paint the interior of the entire facility (paint colour to be selected by Owner.
  - b. Paint Parking Lot lines (Yellow)

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- c. Supply and install window blinds at the South Windows (matching existing)

**2. YA Area Booths**

- .1 **Build three "Nooks":**
  - a. Refer to drawings for architectural specifications.

**3. Move YA Bookshelves**

- a. Disassemble YA bookshelves (22 units) and salvage
- b. Assemble the salvaged YA bookshelves in two 10-unit sections at the location identified on drawings or as instructed by the Project Manager.

**4. Stack Window Wall**

- 1. Install new floor electrical outlets (1) at each window.

**5. Circulation Desk**

- 1. Supply and install new quartz (matching existing) desk
- 2. Repair quartz edges as required at existing counters
- 3. Replace the steel plate at the drop Box with a Stainless Steel Plate
- 4. Replace task lighting bulbs over the circ desk with LED bulbs:

**6. Staff Room**

- .1 Replace kitchen countertop with stain-resistant p-lam countertop.

**7. Staff Washroom**

- 1. Relocate the cupboard from the new children's washroom to the staff space.

**8. Old Children's**

- .1 Remove glass doors and salvage
- .2 Install salvaged doors from old children's at New Children's and New Office entrance.
- .3 Repair openings where the door was installed to match the existing.
- .4 Remove and salvage kitchenette.
- .5 Install the salvaged Kitchenette at the new location.
- .6 Repair wall at kitchenette location to match existing.
- .7 Install three new floor electrical outlets along the windows. The finish to match the existing.

**9. Cafe**

- .1 Move floor outlets or microwave outlets to counter height.

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**10. Main and West Entrance**

1. Remove the floor grid and fill the opening. Install ceramic tile at the grid location. (Finish to match existing).

**11. Main Vestibule**

- .1 Supply and install the enclosure of the drop box. Finishing to match the existing door framing.

**12. Theatre**

- .1 Move closet wall as per the drawings.
- .2 Build a lighted box in the window as per the drawings.
- .3 Install art lights to match the lighting in the cafeteria area.
- .4 Demolish and fill in the cutout at the stage area as per drawings.

**West Entrance**

- .1 Relocate the washroom door as per the drawings
- .2 Enclose closet with owner-supplied doors
- .3 Reinstall owner-supplied shelving.
- .4 Rotate Lockers to the East wall
- .5 Remove open Cupboard if needed.
- .6 Install (2) GFI outlets in old locker space. Location to be selected by Owner.

**14. New Storytime**

- .1 Install salvaged kitchenette.
- .2 Demolish walls as indicated on the drawings.
- .3 Install salvaged glass doors (make lockable)
- .4 Provide and install sound insulation above the ceiling.
- .5 Provide and install a new whiteboard.

**15. Story Time Book Arch**

- .1 Remove and salvage the book arch at the existing location.
- .2 Disassemble the book arch.
- .3 Install one jamb book assembly to the new story time entrance. Location to be selected by the Owner.
- .4 Install the rest of the book arch at the front of the double door in the corridor. Location to be selected by the owner.
- .5 Provide and install a platform for the book section with a rolled steel base to match the existing.
- .6 Provide and install a fire door release for the fire-rated door.

**16. New Washroom**

- .1 Install new child-friendly washroom /fixtures/ baby change table as per drawings.
- .2 Supply and install a baby change table in the library public

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washroom off the circulation desk.

**17. Architectural Woodwork**

- .1 Supply and Install (4) wood trees with leaves as per the design drawings. Locations to be selected by the Owner. One of the trees supports the book arch.
- .2 Provide power to the top of all the trees.

**18. New Children's area**

- .1 New storage room as per the design.
- .2 Shorten the cubby desk if required to accommodate the new glass door.
- .3 Provide power/data to the computer stations
- .4 Provide power/ USB outlets along the windows
- .5 Remove the existing RJ45 cable in the center of the room at the floor
- .6 Remove the floor rise in the center of the floor
- .7 Provide a replacement carpet throughout with new carpet tile to match the existing.
- .8 Supply and install a panic bar to the staff door exit

**19. Den Shelving**

- .1 Provide Shelving as per the design.

**20. Animal shelving (Alternate Pricing)**

- .1 Provide and install animal shelving as per the design. Location selected by Owner. Shelf Depth is 11"-12" on both sides. The animal's size needs to be close to the original, except for the bunny. The bunny size needs to be 24" high and 18" long.
  - a One bunny, bison and wolf. Shelving arrangement to be decided by the Owner at the shop drawing stage.

**21. Office West Meeting Room**

- .1 Relocate the Dirt Wall system to enclose the hot office space.
- .2 Provide and install frost film on the glass as instructed by the Owner for the bottom portion of the glass.
- .3 Install two of the salvaged glass doors from the old children's area.

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**22. Large West Room**

- .1 Provide and install a new whiteboard at the North Wall.

**23. Small West Room**

- .1 Provide and install a new whiteboard at the North Wall.

**24. Electrical**

- .1 Wire doorbell at the entrance and staff door (different chimes)
- .2 Extend Speakers to the new space for announcements.
- .3 Connect lights in a loop and add to the Watt stopper.
- .4 Pole light at the top of the drive, fix and to Watt stopper.
- 5 Pole Light at staff door is disconnected, fix, and add to the Watt stopper.
- .6 Update all lighting for the entire building to LED (replacing bulbs).

**25. Data**

- .1 Run (2) data lines from the Planning Server room to the Library Server room.
- .2 Install (2) RJ45 connections for Wi-Fi/ SonicWALL nodes

**26. Cabinets**

- .1 Remove the center "U" upper in planning
- .2 Reinstall with kick plate and countertop in Heritage Room (5-Units)
- .3 Reinstall with kick plate and countertop in large West room (5-Units) under the whiteboard. Convert the cabinets to lockable.
- .4 Remove "U" lowers in planning.
- .5 Reinstall the cabinets with kick plate and countertop in theatre (4 Units). Convert the cabinets to be lockable.
- .6 Remove center "U" lowers in planning
- .7 Install with kick plate (3-Units) and countertop in staff area. Location to be selected by the Owner.
- .8 Relocate the electrical plug behind the copier.

**27. Staff Storage Room**

- .1 Provide and install two GFI outlets in the staff storage room along the east wall. Location to be coordinated with the owner.

**28. Vestibule P1:03**

- .1 Relocate existing lockers to the East Wall
- .2 Add two GFI outlets on the South Wall location to be coordinated with the owner.

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**28. Plumbing**

- .1 Provide Water and sewer lines and connect them in the new Storytime space.
- .2 Tie in plumbing and sewer for relocated kitchenette. All service lines to match existing. Typ.
- .3 Tie in the plumbing and sewer in the new washroom. (All service lines to match existing. Typ.)

**29. Landscaping**

- .1 Supply and install ramps as per design on all (3) decks
- .2 Provide and install a Fence around the West Deck as per the design.
- .3 Provide signage on the building and Puris. Signage and locations to be coordinated and confirmed with the Owner.
- .4 Paint Parking Lot Lines.
- .5 Update the library's name and install LED lights at the library sign on Manitoba AVE.

**END OF SECTION**

**Part D Performance & Technical Specifications**

**D 1 General**

- 1. The Performance & Technical Specifications define the performance and quality of the building elements that are required by the Project Program.
- 2. The performance technical sections are arranged in sequential order of major components and/or building systems.
- 3. All components (i.e. materials & equipment) shall be new and shall be suitable for the specified purpose, environment and application. Installation shall follow the manufacturer's / supplier's instructions and recommendations.
- 4. Products that are deemed to be hazardous (e.g. Asbestos) shall not be used.

**D 2 Interior Constructions**

**.1 General**

- a. This section includes the requirements for interior construction and fixed partitions, interior doors/windows and frames, hardware, finishes, and other interior specialties and accessories.
- b. All work shall comply with current/applicable codes and design standards as a minimum and following the approval of authorities having jurisdiction.

**.2 Quality Assurance**

- a. Materials and assemblies installed in the work shall be inspected and found to be following industry standards and these specifications before acceptance of the work. Items found not to comply shall be removed or corrective measures taken to ensure compliance with standards.
- b. Assemblies requiring fire ratings shall be inspected during the work and shall

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meet all requirements of the applicable Code on the Construction Documents. Items not found in compliance will be required to be removed or corrective measures taken to assure compliance with standards.

- c. All installations shall be performed by qualified installers, who together with the materials and standards specified, shall conform to the requirements of the manufacturer's printed installation instructions, inclusive of any testing requirements.

**.3 Construction Submittals**

- d. Product Data

- a. Washroom Accessories – Manufactured Units

**.4 Finishes and Millwork**

- e. Walls and Doors

- a. All surfaces of walls, doors and frames shall match existing or be coordinated with the Project Manager.
  - b. Wall finish shall be durable, water-resistant, and washable. Standard of acceptance: Panolam FRP class C material 0.09".
  - c. Submit to Owner a colour scheme of different colours for partition surfaces, doors and frames for approval.

- f. Floor Covering

- a. Standard of acceptance for regular sheet vinyl flooring shall be a 4 mm thick sheet vinyl consisting of a wear layer of 1.5 mm and an acoustical backing of 2.5 mm. Colour will be dispersed throughout the wear layer thickness. Supply in 2000 mm (6'6") wide rolls by length to suit room dimensions. Install with the manufacturer's recommended adhesive and welded seams over the floor. Allow for up to 3 colours from the standard range.
  - b. Extended Warranty, as noted below, shall be required. The flooring contractor will warrant the workmanship of the materials installed. The warranty period will be for 2 years from the final completion. Warranty will cover: lifting, separation from substrate, buckling, blistering, wrinkling, and seams welded with heat-weld threads will not split, open, curl or separate due to workmanship deficiencies. Written warranty on the manufacturer's letterhead stating that flooring materials will be free of manufacturing defects, and will not wear through the colour and pattern for a period of 5 years.
  - c. The concrete floor in the mechanical room shall be finished with 3 coats of Industrial concrete epoxy finish on all exposed concrete finished floor surfaces.

- g. Painting

- a. All visible surfaces which are not pre-finished materials shall be painted.
  - b. Paint products shall conform to Canadian General Standards (CGSB) standards. Use environmentally safe (low VOC) products.

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- c. Acceptable manufacturers:
  - i. Dulux, Cloverdale, General Paint
- d. Painting Schedule:
  - i. Gypsum Board Walls:
    - .1 latex primer-sealer, 1 coat
    - .2 acrylic latex flat, 2 coats
  - ii. Gypsum Board Ceilings:
    - .1 latex primer-sealer, 1 coat
    - .2 latex flat, 2 coats
  - iii. Wood Doors and Trim Painted:
    - .1 enamel undercoat, 1 coat
    - .2 latex semi-gloss, 2 coats
  - iv. Primed Ferrous Metal Surfaces:
    - .1 spot primer, 1 coat
    - .2 enamel undercoat, 1 coat
    - .3 latex semi-gloss, 2 coats
  - v. Galvanized and Zinc Coated Metal:
    - .1 primer, 1 coat
    - .2 acrylic latex semi-gloss, 2 coats
  - vi. Special Coatings – Epoxy Paint Gypsum Board
    - .1 latex vinyl acrylic wall primer, 1 coat
    - .2 epoxy coating with eggshell activator, 2 coats
    - .3 Standard of Acceptance: Pratt & Lambert Tech-Guard
- e. Millwork Units
  - a. Construction shall be to the Quality Standards of the Architectural Woodwork Manufacturers Association of Canada (AWMAC), latest.
  - b. Millwork fabricated Countertops shall be 20mm (3/4") thick fir plywood faced with 1.15mm (0.05") high-pressure laminate. Four (4") high backslashes and ends where the counter meets a wall are required. The owner has to approve the colour.
  - c. Where indicated, supply and install a drop-in sink on the countertop.
  - d. Doors and Drawer Fronts shall be 19mm (3/4") fir plywood core with (GP 28) .75mm high-pressure decorative plastic laminate laid up on both edges. All 4 edges of the door and drawer fronts shall have 3mm (1/8") thick impact-resistant PVC hot melt glue applied to the edge.
  - e. Drawers shall be 12mm (1/2") MCP sides, back and sub front. 1mm (0.04") impact-resistant PVC to top edges. 12mm (1/2") MCP drawer bottoms.

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- f. Interior shelving shall be 16mm (5/8") MCP with 3mm PVC edges.
- g. Workstation gable ends, which are visible, will be millwork. Metal hangers on visible gable ends are not acceptable.
- h. Valance at task lighting location.
- f. Millwork Locations
  - a. Confirm the final location of millwork and installation with the Owner.
- g. Interior Flush Doors
  - a. Salvaged interior flush doors shall be used.
- h. Specialties
  - a. Provide the following accessories with plywood backing as required by the Building Code, and confirm with the Owner:
    - i. Grab bars to suit accessibility code.
    - ii. Toilet paper dispenser (2 rolls, covered)
    - iii. Napkin dispenser/disposal (1)
    - iv. Mirror over sink c/with utility shelf (1)
    - v. Robe hooks (2)
    - vi. Utility Shelf (1)
    - vii. Paper towel dispensers (3 – washroom, kitchenette)
  - b. Washroom accessories shall be wall semi-recessed, as applicable, and the following Manufacturer's products are acceptable for use:
    - i. Bobrick
    - ii. Frost
    - iii. Watrous
  - c. Install the following Owner supplies accessories with plywood backing as required by the Building Code:
    - i. Hand hygiene (soap) dispensers
  - d. Window coverings shall be manually operated, chain-driven roller blinds at the south windows. Location to be coordinated with owner. Confirm colour with the Owner before ordering.
    - i. Standard: Sun Project SP1-F or approved alternate.
    - ii. Fabric: Eco-screen 8300 with 3% openness (Matching Existing)
  - e. Fire extinguishers
    - i. Fire extinguishers (size and type) as required by the National Fire Code shall be provided and mounted in recessed cabinets.
    - ii. Fire extinguishers shall be refillable or rechargeable, be equipped with a gauge indicating content level or pressure, and have a dispersal hose for controlled discharge. Type

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as required.

- f. Building Signage
  - i. Provide exterior surface-mounted building signage consisting of 6 "individual die-cut letters screwed to the exterior at an appropriate scale to be read from the driveway. Names shall read:
  - ii. Type, layout, and location to be approved by Owner.

### **D 3 PLUMBING**

- 1. **General**
  - a. All new plumbing should match existing. This section includes the design and construction of interior plumbing systems. All demolished plumbing fixtures should be salvaged and used first.
  - b. All work shall comply with applicable codes and design standards as a minimum, and following approval of 'Authorities Having Jurisdiction'.
  - c. Provide an interior plumbing system as described in the Project Program, including accessories and devices as necessary and required for a complete and usable system.
- 2. **Quality Assurance**
  - a. Materials and assemblies installed in the work shall be inspected and found to comply with industry standards and these specifications before completion of the work. Items found not to comply should be removed or corrective measures taken to ensure compliance with standards.
- 3. **Material Standards**
  - a. Materials, equipment, fixtures, and other appurtenances shall comply with applicable Underwriters Laboratories, Inc. (UL) Inc., or applicable standards of a similar independent testing organization.
  - b. All materials shall bear the label of Underwriters Laboratories whenever standards have been established, and label service is normally and regularly furnished by the agency.
  - c. All equipment provided shall be listed and labelled suitable for the specified purpose, environment, and application and installed following the manufacturer's recommendations.
- 4. **Construction Submittals**
  - a. Product Data required for:
    - a. Water closets
    - b. Sinks
    - c. Faucets, mixing valves, thermostatic control
    - d. Water heater
    - e. Pumps

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5. **Plumbing Standards**

- a. All water lines and fittings shall be ¾" copper, Type "L" or AquaRise IPEX colour-coded.
- b. All domestic hot and cold water lines shall be insulated with pipe insulation. Plumbing vent lines shall be insulated.
- c. All pipe penetrations through fire-rated assemblies shall be fire-stopped to maintain the rating. A ULC reference number acceptable to the Provincial Department of labour shall be provided for each fire-stop installation.
- d. All fixture cleanouts shall be above flood lines, complete with stainless steel covers.

6. **Plumbing Scope of Work**

- a. The scope of work required under this section includes inside the building:
  - a. Sanitary sewer connection.
  - b. Domestic cold-water connection
  - c. Warm Water Connection
  - d. A complete system of sanitary drainage, including vent piping to serve fixtures and equipment within the building, complete with connection to outside service work.
  - e. A complete system of drainage from floor drains and catch basins.
  - f. A complete domestic cold water supply system from the building service to all plumbing fixtures, equipment, etc., requiring cold water connections and connection to the service provided.
  - g. The supply and installation of plumbing fixtures and related equipment.
  - h. Union or flange connections at all equipment, devices and fixtures shall be provided to allow for ease of service or future replacement.
  - i. The water supply system shall be tested (with documentation) to confirm potable water & adjustments made as necessary to ensure acceptance.

7. **Plumbing Fixtures and Trim**

- a. Plumbing fixtures and trim include:
  - a. Floor Drains (Pipe Drains & Clean-Outs to be Flush Mounted to avoid tripping hazard)
    - .1 Mechanical Room
  - b. Water Closet
    - .1 Washroom
  - c. Hand Sink
    - .1 Washroom

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**8. Labelling**

- a. All major zones and shut-off valves with 38mm (1-1/2") diameter brass tags shall be tagged. Index and list valves insert list in each O & M.
- b. Identify all piping with stencilled lettering and directional arrows at intervals no greater than 6m (20') and at every change in direction. Labelling and identification to the National CSA Standard.

**9. Quality Assurance**

- a. Materials and assemblies installed in the work shall be inspected and found to comply with industry standards and these specifications before the work. Items found not to comply shall be removed or corrective measures taken to assure compliance with standards.

**10. Material Standards**

- c. Materials, equipment, fixtures, and other appurtenances shall comply with applicable Underwriters Laboratories, Inc. (UL) Inc., or applicable standards of a similar independent testing organization.
- d. All materials shall be new and shall bear the label of Underwriters Laboratories whenever standards have been established, and label service is normally and regularly furnished by the agency.
- e. All equipment provided shall be listed and labelled suitable for the specified purpose, environment, and application and installed following the manufacturer's recommendations.
- f. All insulation shall be asbestos-free.

**11. Training**

- a. After installation of the equipment and systems, provide individual training courses for the Owner's staff covering items contained in the Operations and Maintenance manuals. Provide one electronic format document (confirm format) of the training course(s) to be used as refresher courses and to train additional personnel.
- b. Training shall include discussion as well as hands-on maintenance, replacement of typical components and repair-type maintenance training for parts typically replaced or repaired in the field.
- c. Submit the training plan 14 calendar days before training sessions. The training plan shall include scheduling, content, outline, and training material handouts.

**12. Service Support**

- a. The equipment items shall be supported by service companies that are reasonably convenient for the equipment installation to render satisfactory service to the equipment on a regular and emergency basis during the warranty period of the contract. This will be verified with a supplied list of equipment service companies' contact info & locations.

**13. Mechanical Services**

- a. Contractor will file all necessary notices and approved layouts, obtain and pay for all Local Authority and Fire Underwriters Inspections, approvals and permits applicable to each Mechanical Service. Any changes required to secure Local

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Authorities' approval will be without cost to the Owner.

- b. The installation, welding and tests of piping and other equipment shall conform to the Regulations of the A.S.M.E. Code and the Provincial Department of Labour.
- c. All certificates required by Local Authorities shall be provided to the Owner before acceptance of the building.
- d. Three bound sets of all brochures or literature supplied by the manufacturers of each piece of equipment shall be delivered to the Owner, including:
  - i. Complete list of mechanical equipment supplied and installed,
  - ii. Correct installation procedures,
  - iii. Manufacturers recommend operating and maintenance instructions.
- e. Written guarantees and warranties shall be required on all mechanical equipment and installations, including materials, work and operations. In addition, guarantee heating systems through one complete heating season, guarantee cooling systems through one complete cooling season and provide to the Owner all equipment manufacturer's guarantees specified for more than 1 year.
- f. As-Built Drawings of all mechanical work, including invert elevations for all new underground services, shall be provided to the Owner.
- g. All special structural work required for the installation of all supports, equipment bases and pits shall be supplied and erected. Mount all major pieces of equipment, such as pumps, compressors, fans, etc., on 100mm (4") high concrete reinforced pads following standard details and to suit the equipment.

## **D 4 Electrical Power & Lighting**

### **1. General**

- a. This section must be used in conjunction with all parts of the RFP for a consultant to determine the full requirements of this section.
- b. All of the rooms have Tamper-Resistant Receptacles.
- c. Provide an interior electrical system as described in the Project Program, including accessories and devices as necessary and required for a complete and usable system.
- d. The specific location for the power and voice/data outlets shall be confirmed with the Owner.
- e. All work shall comply with applicable codes and design standards as a minimum, and by approval of Authorities Having Jurisdiction unless specified within this RFP as required.

### **2. Quality Assurance**

- a. Materials and assemblies installed in the work shall be inspected and found to follow industry standards and these specifications before acceptance of the work. Items found not to comply shall be removed or corrective measures taken to assure compliance with standards.

### **3. Material Standards**

- a. Materials, equipment, fixtures, and other appurtenances shall comply with applicable Underwriters Laboratories, Inc. (UL) Inc., or applicable standards of a similar independent testing organization.

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- b. All materials shall be new and shall bear the label of Underwriters Laboratories whenever standards have been established, and label service is normally and regularly furnished by the agency.
- c. All equipment provided shall be listed and labelled suitable for the specified purpose, environment, and application and installed per the manufacturer's recommendations.
- d. Any costs for connection or modifications of the electrical utility must be included in the Bid Price.

4. **Service Support**

- a. The equipment items shall be supported by service companies that are reasonably convenient for the equipment installation to render satisfactory service to the equipment on a regular and emergency basis during the warranty period of the contract.

5. **Electric Utility**

- a. All capital costs for connection to the electric utility shall be included in the Bid Price.
- b. The Contractor shall arrange and pay for all permits and fees required to provide electric utility power to the building, including connect and disconnect costs for temporary and permanent service. The MB Hydro Service Agreement is to be set up by the Contractor.

6. **Lighting**

- a. LED lights with directional arrows shall meet Code requirements.
- b. All lighting shall meet Manitoba Hydro Power Smart Efficiency Standards

7. **Structured Cabling Service Connections**

- a. Data/Voice
  - i. Provide necessary backing for the telephone termination panel and IT communication rack in the Mechanical/Electrical Room.
  - ii. Provide all necessary conduit/raceway, TE Connectivity CAT6A cabling (FT6 rated if installed in spaces considered plenums), and data outlets that meet or exceed Category 6 requirements as per ANSI/TIA/EIA-568-C.2 as required. Shall have Category 6 jacks in the T568-A scheme. (Approved manufacturer: TE Connectivity)
  - iii. **All** wiring should be placed in conduit, wire mold (metal), j-hook or wire basket where appropriate and should not be visible as bare wire in public areas.
  - iv. A wire ladder or basket rack should be used in the wiring room to a 6-U wall-mounted rack. All leftover jacks in a panel should be placed with a keystone for possible future use. Patch Panels should be TE Connectivity 1-1671183-1 (<http://www.te.com/usa-en/product-1-1671183-1.html>)
  - v. Provide ¾" trade size (21mm) conduit in walls from data outlet boxes to plenum space as per current TIA/EIA-569 (CSA T530).

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- b. Confirm the location of outlet boxes with the owner.

**8. Labelling**

- a. All electrical equipment shall be labelled.

**D 5 Site Work (informative only, as a reference to cash allowance)**

**1. General**

- a. This section includes surface grading, driveway, parking, concrete aprons and landscaping.
- b. All work shall comply with applicable codes and design standards as a minimum, and following the approval of authorities having jurisdiction.

**2. Quality Assurance**

- a. Materials and assemblies installed in the work shall be inspected and found to follow industry standards and these specifications before acceptance of the work. Items found not to comply shall be removed or corrective measures taken to ensure compliance with standards.

**3. Surface Grading and Drainage**

- a. The elevation of the building floor, vehicle access, parking and walkways shall be set high enough to assure proper water run-off away from the building.
- b. Slope grade away from building 1:50 minimum.
- c. All ground surfaces damaged by construction shall be restored to their original condition.

**4. Driveway**

- a. Necessary curb cuts at the new driveway location shall meet the requirements of the local authorities, including the Permit.
- b. The vehicle access driveway to the concrete apron shall be paved in asphalt.
- c. The thickness of asphalt to accommodate the weight of vehicles with the required (industry-standard) gravel base /compaction for asphalt.

**5. Parking**

- a. There shall be parking for vehicles with stalls designated for handicap use.
- b. Each standard stall is to be no less than 10 ft. wide, and the handicap stall is to be no less than 12 ft. wide.
- c. Each parking stall shall have one duplex IPLC Block Heater Receptacle meeting Manitoba Hydro Power Smart Efficiency Standards.
- d. Parking area to be gravel – Separate Price #1 for an asphalt surface.
- e. The layout of the car park shall not impede access to the facility doors (person or ambulance).

**6. Landscaping**

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- a. Landscaping shall consist of fresh, healthy sod installed over fresh topsoil in all areas disturbed by construction that are not covered by the driveway or concrete apron.
- b. The Contractor shall be responsible for maintenance of the sod for a period of twelve (12) months following Substantial Completion.

**END OF SECTION**

## **Appendix "A"**

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# **Floor Plan and Elevations**