



Town of - Ville de
Gravelbourg

Request for Proposal **Interior Painting of Enterprise Centre**

Tender Reference Number:

2025-01

Town of Gravelbourg

209 Main Street,
Gravelbourg, SK

Date of Issue:

2025-08-18

Submission Deadline:

2025-09-09

Project Description

The Gravelbourg Post Office (402 Main St.) is a two-storey, Claybank brick building constructed between 1929–1930 in the Modern Classical style, featuring Tyndall stone detailing. As a designated Municipal Heritage Property, it retains many original architectural elements such as rugged brick cladding, wooden sash windows with multi-pane storm sashes, and decorative interior and exterior stonework.

Originally housing both the Post Office and R.C.M.P. offices, the building has served various federal functions over the decades. The heritage designation emphasizes the importance of the building's character, but many original interior elements have been removed or altered. Some areas (radiator, original wooden trim & doors) may require special attention during painting.

The scope of work details specific areas of the Enterprise Centre portion of the building, primarily on the second floor of the Post Office building. The total space comprises 5 occupied offices, a shared kitchen space, 2 hallways and a bathroom.

Scope of Work

1. Areas

- Entryway (4th Ave access)
- Trim (where previously painted)
- Stairway wall
- Landing
- Hallways & bathroom

2. Surface Types:

- Drywall
- Wood
- Plaster
- Metal

3. Preparation Work:

- Cleaning, sanding, priming
- Damage repair

4. Paint Specifications:

- Type/Finish/Brand preferences as per recommendations
- Colour(s): TBD

5. Number of Coats Required:

- Minimum of two coats or as per recommendations

6. Special Requirements:

- Plaster repair
- Radiator (if included) may require special prep/paint

Site

Address: 402B Main St. (4th Avenue access)

Date and Time of Site Visit: TBD

Contact Person for Site Visit: Ariel Haug/Scott Booth

Site Photos







Contractor Requirements

1. Experience and Qualifications:

- Minimum of 5 years of experience in interior painting.
- Proven track record with plaster repair

2. Licensing and Insurance:

- Town of Gravelbourg Business License (not required if working exclusively for the Town of Gravelbourg.)
- General liability coverage (minimum \$2,000,000)
- WCB in good standing

3. Health and Safety Compliance:

- Adherence provincial OH & S regulations.

4. References from Previous Projects:

- Minimum of 2 references from similar projects. Please state the type of work performed & provide client contact information.

Submission Requirements

Please email proposal to edo@gravelbourg.ca.

1. Technical Proposal:

- Detailed methodology & product details
- Project timeline.
- Plan to minimize disruption to businesses

2. Financial Proposal:

- Detailed cost breakdown (labour, materials, equipment).

3. Supporting Documents:

- Company profile.
- Certifications.

Evaluation Criteria

- Technical Capability:
 - Quality and feasibility of the technical proposal.
- Past Experience:
 - Relevant experience and references.
- Cost Competitiveness:
 - Reasonableness of the financial proposal.
- Local business (within a ~100km radius)
 - Must comply with Town business bylaw
- Timeline and Work Plan:
 - Feasibility of project timeline.

Terms and Conditions

- Payment Terms:
 - Payment schedule to be agreed upon.
- Project Timeline:
 - Completion within 3 months from the start date.
 - As determined by budget availability
- Warranty Period:
 - Minimum 1-year warranty on workmanship.
- Dispute Resolution Mechanism:
 - Arbitration as per regulations.

Contact Information

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