

TOWN OF BLACKFALDS
BLACKFALDS COMMUNITY CENTRE
MAIN ENTRANCE DOORS AND VESTIBULE PROJECT
#26-7208
Request for Proposal

TERMS OF REFERENCE

1. INTRODUCTION

The Town of Blackfalds is a municipality of approximately 11,415 residents (2024 Census) located in Central Alberta. The Town of Blackfalds is requesting a proposal for one (1) trail paving project located within the Town.

We are seeking qualified contractors to construct, supply, and place an asphalt trail between Vista Trail and Westbrooke Road.

2. INFORMATION

The Town of Blackfalds is conducting a door and vestibule project at the Town of Blackfalds Community Centre. The Town is requesting a Request for Proposal to replace the Main Hall entrance doors, adding barrier free operators, and also constructing an interior vestibule with doors and barrier free operator.

Site visit is required and can be arranged by contacting Jeff Heindel, Parks and Facilities Manager, to set up an appointment. Contact information at the end of this document.

3. SCOPE OF WORK

Proposal shall include the following items:

- 3.1 Exterior double doors to match the existing entrance at the west side of facility and operate in the same manner
- 3.2 Interior vestibule including double doors and frame construction, paint ready
- 3.3 Interior and Exterior doors must have barrier free operators including wiring
- 3.4 All doors must have tempered safety glass
- 3.5 Site visit to confirm specs and details
- 3.6 **PROJECT COMPLETION DATE: September 30, 2026**



TOWN OF BLACKFALDS
Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0
Town Office: 403.885.4677
<http://www.blackfalds.ca>
info@blackfalds.ca
www.blackfalds.ca

4. CONTRACT CONSIDERATIONS

The Proposal shall include:

- 4.1 The contractor must field inspect the work sites before providing a cost.
- 4.2 Contractor to obtain all approvals, permits, and licenses required (including a Town Blackfalds business license)
- 4.3 All proposals shall sign and submit Insurance Requirements (Appendix 'B').
- 4.4 All other anticipated expenses should be identified.
- 4.5 Remove and dispose of debris.
- 4.6 Provide a preliminary construction schedule to complete the work.

6. PROPOSAL SUBMISSION

- 6.1 **Proposals will be received up to 2:00 pm on Friday, April 24, 2026 and may be submitted either by:**
 - email: jheindel@blackfalds.ca
 - delivered in a sealed envelope clearly identified:

**BLACKFALDS COMMUNITY CENTRE
MAIN ENTRANCE DOORS AND VESTIBULE PROJECT
#26-7208**

Town of Blackfalds, Operations Centre
5200 Duncan Avenue
Blackfalds, AB T0M 0J0
ATTN: JEFF HEINDEL

- 6.2 Proposals will be evaluated based on best financial value to the Town.
- 6.3 The Town of Blackfalds shall reserve the right to reject any or all Proposals to undertake the plan without offering any reason and without any further obligation.

For more information please contact:

Jeff Heindel
Parks and Facilities Manager
403-885-6244 (direct)
jheindel@blackfalds.ca

APPENDIX 'A'
WORK SITE, 4810 Womacks Road





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APPENDIX 'B'

INSURANCE REQUIREMENTS

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on Town property. The Proponent further certifies that they will maintain all insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

REQUIRED COVERAGE AND LIMITS

Workers' Compensation Board (WCB) coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.

Employers' Liability: \$100,000/\$500,000/\$100,000

Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Blackfalds must be named as an additional insured and so endorsed on the policy.

Business Automobile Liability (including owned, non-owned and hired vehicle coverage): Combined Single Limit: \$1,000,000 per occurrence.

NOTE: Contractual Liability covers the following indemnity agreement:

"The Contractor agrees to indemnify, defend and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful Vendor, provided that such liability is not attributable to the Town's sole negligence."

PROPONENT'S STATEMENT

I/we understand the Insurance and WCB requirements of these specifications and will comply in full if awarded this contract.

 Signature

 Date

 Firm