

**TOWN OF BLACKFALDS**  
**CIVIC CENTRE UPSTAIRS PAINT AND CARPET RENOVATION**  
**#12-20-530-2026**  
**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 a paint and carpet renovation at the Civic Cultural Centre upstairs office and two entrances.

We are seeking a qualified contractor to manage this project located at 5018 Waghorn Street.

**2. INFORMATION**

- 2.1 Refer to the attached drawing. Site visit is required.
- 2.2 **SITE VIST / TOUR: August 19, 2026 at 10:00am**

**3. SCOPE OF WORK**

**Proposal shall include the following items:**

- 3.1 Upstairs office and open space carpet removal and replacement
- 3.2 Office furniture and office partition moving and set-up plan
- 3.3 Upstairs offices, open spaces, metal doors/frames, and entry way repainting
- 3.4 **All details for the Renovation Plan can be found in the attached renovation plan document.**
- 3.5 Disregard:
  - drawing A220 #15 under General Renovation Notes
  - drawing A230 #15 under General Renovation Notes
  - drawing A240 #15 under General Renovation Notes
- 3.6 **JOB COMPLETION DATE: December 18, 2026**

#### **4.0 CONTRACT CONSIDERATIONS**

**The Proposal shall include:**

- 4.1 The project manager must attend the site tour.
- 4.2 All Contractors and Sub-Contractors 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 must be identified.
- 4.5 Remove and disposal of debris.
- 4.6 Provide a construction schedule to complete the work.

#### **5. PROPOSAL SUBMISSION**

- 5.1 **Proposals will be received up to 2:00 pm on Thursday, August 27, 2026 and may be submitted either by:**
  - email: [jheindel@blackfalds.ca](mailto:jheindel@blackfalds.ca)
  - delivered in a sealed envelope clearly identified:

### **CIVIC CENTRE UPPER ADMINISTRATION OFFICE RENOVATION PROJECT #12-20-530-2026**

Town of Blackfalds Civic Centre  
5018 Waghorn Street  
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](mailto:jheindel@blackfalds.ca)



## APPENDIX 'B'

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### 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