



RM of Frenchman Butte No. 501

Expression of Interest (EOI 2025A)

**For Renovation of the Former RM Office
Facility**

**Rural Municipality of Frenchman Butte No.
501**

Release Date: June 11, 2025

Closing Date: July 7, 2025

Closing Time: 10:00 a.m., Local Saskatchewan Time



1.0 INTRODUCTION

The Rural Municipality of Frenchman Butte No. 501 (the “RM”) invites expressions of interest from qualified building contractors to complete renovations to the former RM office building, located in Paradise Hill, Saskatchewan. This building previously served as RM’s main administrative facility and now requires significant updates to support continued use.

The objective of this EOI is to identify contractors capable of completing the renovation work in a timely, cost-effective, and professional manner. Work will include demolition, structural and cosmetic improvements, and replacement of key interior and exterior features. Contractors must demonstrate a proven ability to undertake commercial renovation projects and operate within municipal procurement standards.

2.0 PROJECT OVERVIEW

The old RM office is a single-story structure that requires both exterior and interior renovations.

2.1 Scope of Work Includes (but is not limited to):

- Removal and replacement of all existing exterior cladding with new metal siding
- Insulation upgrades behind wall cladding
- New architectural metal flashing, eavestroughs, downspouts
- Window and door replacement (13 windows, 5 OHDs, 4 walk doors)
- Demolition of all suspended T-bar ceiling and panels
- Installation of new tin ceiling system
- Supply and installation of exposed air ductwork suspended from the tin ceiling for office HVAC
- Remove and replace lighting fixtures with surface-mounted linear LED lights
- Repair/replace drywall and trim as needed
- Inspect and repair roofing and remove obsolete penetrations
- Replace damaged insulation as needed behind poly

A **bid sheet** will be provided (Table 1) and must be submitted as part of the contractor’s expression of interest.

3.0 SCHEDULE OF EVENTS

If it becomes necessary to revise any other part of this EOI, exclusive of the foregoing schedule of events, those revisions will be posted on the RM website.

	Date
EOI Release Date:	June 11, 2025
EOI Closing Date and Time:	July 7, 2025 10:00 a.m., Local Saskatchewan Time



4.0 BID SUBMISSIONS

Forward completed bid documents by email or in a sealed envelope to:

Aaron Neilly

Infrastructure Manager, by 10:00 a.m. local Saskatchewan time, July 7, 2025

Mailing address:

R.M. of Frenchman Butte No. 501
Box 180
Paradise Hill, SK
S0M 2G0

Email: rm501cet@sasktel.net

Courier Address:

Junction of Highway 3 and Highway 21 North, Paradise Hill, SK

Legal Address:

Part SW-11-53-24-W3

The office hours are: 8:00 a.m. to 4:30 p.m., Local Saskatchewan Time, Monday to Friday, excluding statutory holidays.

Submissions received after the closing time will not be considered, and will be returned.

This procurement will be subject to any applicable trade agreement(s).

5.0 CONTRACTOR REQUIREMENTS

5.1 Qualifications:

- Proven experience in commercial or municipal renovation projects
- Ability to meet insurance and safety compliance requirements
- Must be in good standing with Workers' Compensation Board (WCB)
- Availability to commence work during the 2024 construction season

6.0 SUBMISSION GUIDELINES

6.1 Company Information:

- Legal company name, address, contact details
- Summary of relevant renovation experience
- Key personnel assigned to project

6.2 Bid Form:

- Submit the completed bid form Table 1
- Provide Bid Price for each scope item

6.3 Proof of Insurance:



- Minimum \$2,000,000 liability coverage
- Current WCB clearance letter

6.4 Timeline and Availability:

- Anticipated start date and estimated duration of project

7.0 EVALUATION CRITERIA

Submissions will be reviewed based on:

- Completeness of submission
- Contractor qualifications and references
- Price competitiveness and clarity of bid form
- Availability to complete work within required timeframe

The RM reserves the right to negotiate with preferred contractors and may reject any or all expressions of interest.

8.0 BID SUBMISSION FORMAT

Bids must be submitted in PDF format via email or as a hard copy via registered mail. All documents should be clearly labeled and organized in logical order.

To ensure a submission is considered, all the information requested on the *Submission Form* and *Table 1- Bid Sheet*, must be completed.



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SUBMISSION FORM

Legal company name: _____

Business Name Registration Number: _____

Occupational Health & Safety Committee Number (if applicable) _____

Company Address: _____

Contact name: _____

Phone number: _____

E-mail address: _____

TABLE 1 - BID SHEET

Item No.	Item Description	Bid Price	Remarks
1	Remove existing wall cladding (recycle)		
2	Repair and rework existing insulation to accept new sheeting (Ensure pre. Eng. Vapor Barrier intact. Report any deterioration to RM)		
3	New architectural cladding to exterior (Color TBD) (Architectural 26-gauge cladding with 1-1/2" standoff) Steel building compliant sheeting to ensure lateral force and engineered envelope.		
4	New eave flashing, gable flashing, window flashing and 10" gutter complete with 4" X 4" downspouts. All components to be steel building components with proper screw steel backup pans, foam closures and reinforced gutter clips.		



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5	Remove existing walk doors and replace with new steel insulated walk doors (4) No Knockdown Frames. Insulated Welded frames with steel building anchors 16 gauge insulated door CW commercial grade panic hardware. Painted Color TBD		
6	Rework front entrance to accept steel insulated double door. Double door to be 6-0 X7-0 Insulated Welded frame with steel building anchors 16 gauge insulated door CW commercial grade panic hardware. Painted Color TBD Steel building opening to be galvanized 12-gauge 8" C-channel with new flashing.		
7	Remove and replace windows with new PVC triple pane windows (13) – 2 with opening capabilities. Windows to be caulked with screw flanges. Custom sizes as per existing.		
8	Repair interior trim and drywall as necessary around windows.		
9	Reframe shop bay to accept 1 new 16' x 16' overhead door (repair 1 door jamb) Ensure steel building components and engineered parts for repair and new door. Minimum 12-gauge 8" steel c channels for new material with commercial concrete anchors for floor.		
10	New 16' x 16' overhead doors complete with full view light (SA 6000) panel down from top and small view window (24"x12") at opener side (5)		
11	5 electric door openers complete with push button remotes. Electrical hookup included.		



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12	Inspect and repair existing roofing system (remove unused penetrations) (Remove Tar and inspect all penetrations) Silka products with 15-year lifespan to be used on roof system.		
13	Shop Side- Install new interior ceiling cladding (full replacement) 26 Gauge R-Panel Architectural Cladding. *** Rework mechanical and electrical.		
14	Office Side - Remove T-bar ceiling grid and panels		
15	Office Side - Install new cladding ceiling panels mounted to existing strapping (corrugated tin ceiling style) ***Rework existing mechanical and electrical to suit.		
16	Remove and replace existing fluorescent fixtures with extruding LED strip-style lights		
17	Install exposed heating and cooling ductwork suspended from new tin ceiling panels, including any necessary supports, fittings, and integration with the existing HVAC system		
18	Remove and replace damaged insulation above ceiling if required		
Total Bid			



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ACCEPTANCE OF TERMS AND CONDITIONS

Should this offer be accepted, the contractor's representative shall be:

_____ Telephone number _____

Email address _____

Should this submission be accepted by the Municipality, the contractor will enter into a *Renovation Service Agreement* with the Municipality within three weeks of the contract award date.

Name (*Please Print*) of Authorized Company Official

Signature of Authorized Company Official

Telephone Number



RM of Frenchman Butte No. 501

RENOVATION SERVICE AGREEMENT

This agreement, made in duplicate this _____ day of _____, 20____

BETWEEN: _____

(hereinafter called the “Supplier”)

-And-

The Rural Municipality of Frenchman Butte No. 501
Box 180
Paradise Hill, SK
S0M 2G0
(hereinafter called the “Municipality”)

WHEREAS the RM desires to engage the Contractor to perform certain renovation work on the former RM office building located in Paradise Hill, Saskatchewan;

AND WHEREAS the Contractor has represented that it has the necessary expertise, workforce, equipment, and financial capacity to perform such renovations;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. SCOPE OF WORK

The Contractor shall furnish all labour, materials, equipment, and supervision required to complete the renovation of the former RM office in accordance with the bid items detailed in the Contractor's submission (EOI 2025A - Table 1). Work includes but is not limited to:

- Demolition of T-bar ceiling and installation of new tin ceiling panels
- Installation of new exposed HVAC ducting suspended from ceiling
- Replacement of windows, doors, and cladding
- Installation of new lighting



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- Roofing inspection and repair
- Drywall, insulation, and trim work

All work shall be completed in a professional and timely manner, in accordance with all applicable laws, building codes, and safety regulations.

2. CONTRACT PRICE

The total contract price shall be as set out in the accepted bid form (Table 1 - Bid Sheet), and is not to exceed \$_____ plus applicable taxes. The bid prices shall remain firm for the duration of the project.

3. TERM OF AGREEMENT

The work shall commence no later than _____, 2025 and shall be substantially completed by _____, 2025, unless otherwise agreed to in writing by both parties.

4. PAYMENT

The RM agrees to pay the Contractor based on progress payments as work is completed. Payment shall be made within 30 days of invoice receipt, subject to RM inspection and approval. A holdback of 10% shall apply in accordance with The Builders' Lien Act.

5. INSURANCE AND WCB

The Contractor shall:

- Maintain general liability insurance of not less than \$2,000,000.
- Provide proof of Workers' Compensation Board (WCB) coverage.
- Provide a Certificate of Insurance naming the RM as additional insured prior to commencement.

6. SAFETY AND COMPLIANCE

The Contractor shall comply with:

- The Saskatchewan Employment Act and OH&S Regulations
- All applicable building codes and municipal bylaws
- All safety requirements including the use of proper PPE and hazard mitigation



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7. TERMINATION

Either party may terminate this agreement by providing 30 days' written notice. The RM may terminate immediately if the Contractor is in material breach of this agreement.

8. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the RM from any claims, liabilities, or expenses arising from the Contractor's performance of this agreement.

9. NON-ASSIGNMENT

This contract shall not be assigned or subcontracted in whole or in part without prior written approval by the RM.

10. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties. Any amendments must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Herbicide Applicator Agreement as of the day and year first above written.

Signed, Sealed, and Delivered

In the presence of

(Print Name)

Witness (Print Name)

(Signature)

Witness (Signature)

(Company name)

(SEAL)

(SEAL)

Tom S. Hougham, Reeve
R.M. of Frenchman Butte No. 501

Aaron Neilly, A/Chief Administrative Officer
R.M. of Frenchman Butte No. 501