

# Request for Proposal (RFP)



## New Office in Golden Circle Building

[donna@townofcastor.ca](mailto:donna@townofcastor.ca)

[www.castor.ca](http://www.castor.ca)

The Town of Castor is seeking bids from companies to renovate the existing coat rack area of the Golden Circle building (4903 – 51 Street) into a single office with insulated walls, a locking door, window, electrical outlets, and phone/internet line, and the existing office into a coat room.

### TIMELINE

#### DEADLINE FOR SUBMISSION

1:00 pm March 20, 2025

- Written submissions may be sent by sealed tender via courier to: 4901 50 Ave. Castor, Alberta TOC OXO  
Attention: Donna Rowland  
email: [donna@townofcastor.ca](mailto:donna@townofcastor.ca)

#### THE WORK

- The successful bidder must be available to complete the work within the time specified.

#### THE PROJECT

Includes but not limited to:

- Adding an insulated wall in front of the existing cinder block outer wall.
- Adding a floor to ceiling wall approximately 15 feet long with a locking door.
- Installing a window (approximately 2 feet high x 5 feet wide) high on a gyprock wall.
- Relocating the existing coat racks to the small room (existing office) inside the front doors.
- Change the existing overhead lighting.
- Addition of the electrical outlets and moving the internet/telephone line from the existing office to the new office.



#### Phone

403-882-3215

#### Address

Box 479 Castor AB TOC OXO

### THE BID

Written inquiries shall be emailed to [donna@townofcastor.ca](mailto:donna@townofcastor.ca), however the bidder(s) acknowledges and agrees that the Town does not have an obligation to provide a response to any written inquiry. Telephone inquiries will not be responded to.

### ON SITE VISIT

March 6, 2025 at 10:00am

Please call or email [donna@townofcastor.ca](mailto:donna@townofcastor.ca) to indicate your interest in a site visit.

### SUBMISSION

Download the complete bid package from [www.castor.ca](http://www.castor.ca) prior to submission.

Submission of a tender by a bidder gives the Town the right to require the bidder to execute the contract to perform the project as set out within the documents. Bids may not be withdrawn after the closing and will be irrevocable and open for acceptance by the Town for a period of thirty (30) days following the end of the day of the closing. The successful bidder will be notified in writing of the award of the tender when the Town delivers a letter of intent.