



REQUEST FOR PROPOSALS
New Office in Golden Circle Building

Sealed Bids for:

New Office in Golden Circle Building

Will be received by:

Town of Castor
Box 479, 4901-50 Ave.
Castor, AB T0C 0X0
Email: donna@townofcastor.ca
Attention: Donna Rowland

Time and date for "Bid Closing" is:

1:00pm local time on March 20, 2025 (the "Bid Closing")

1. The project is to include but is not necessarily limited to: renovations to change the existing coat rack area of the Golden Circle building (4903 – 51 Street) into a single office with insulated walls, locking door, window, electrical outlets, and phone/internet line, and the existing office into a coat room.
2. A drawing is available for viewing at the Town of Castor Office.
3. The successful Bidder shall be awarded a contract for the project which will have a completion date in June 2025, outlined in the letter of engagement to the successful bidder.
4. All written inquiries regarding the project shall be emailed to donna@townofcastor.ca c/o Donna Rowland, however, the bidder(s) acknowledge(s) and agree(s) that the Town does not have an obligation to provide a response to any written inquiry and that it is in the sole and unfettered discretion of the Town to provide any written response to a written inquiry. Telephone inquiries will not be replied to.
5. Submission of a bid 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 Bids may not be withdrawn after the Closing and will be irrevocable and open for acceptance by the Town for a period of thirty (30) days following the end of the day of the Closing.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 Bid when the Town delivers a letter of intent to the Successful Bidder.
6. Email donna@townofcastor.ca for complete bid package prior to submission.

On Site Visit will be held March 6, 2025 at 10:00 am.