



Sooke Region Museum

Operated by the Sooke Region Historical Society

Mailing Address: Box 774, Sooke, BC V9Z 1H7

Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3

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info@sookeregionmuseum.com

Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

Request for Proposal: Painting of Triangle Island Lighthouse located at the Sooke Region Museum, 2070 Phillips Rd., Sooke BC V9Z 0Y3.

The Sooke Region Historical Society is a non-profit federally registered charity located in Sooke, British Columbia. We operate a year-round community museum that explores the rich natural and human heritage of the region and promote the arts in the region. We also operate the local visitor centre and put on various community events.

The Sooke Region Historical Society is seeking bid to do the following work:

Prepare and paint the metal dome portion of the Triangle Island Lighthouse located on our grounds. This will include both the exterior and interior portion of the “dome” section of the lighthouse. The interior work does NOT include painting below the top of the second stairs nor to the concrete base or any of the equipment in the lighthouse. The exterior will include the metal portion from the concrete base to the top of the weathervane.

Considerations:

1. The interior dome is experiencing significant flaking of the existing paint, all flaking paint must be removed prior to application of the new coating.
2. The bid must include a plan identifying how existing paint will be tested for possible lead content, and if found, a remediation process to remove and dispose of the contaminated material”.
3. There is equipment and exhibits that will need to be protected during the painting process. Any handling of artifacts and exhibits would have to be done in consultation with the museum staff. While it may be possible to move some of the artifacts, many cannot be moved, and it will be up to the successful bidder to work around these in a safe manner to the bidder and the artifacts. Proponent will be responsible for any damage caused by a company employee during the painting process.
4. The successful bidder will be responsible for ensuring the site is kept clean and safe throughout the work and further that all materials are removed at the end of the project.
5. The successful bidder will make sure that their staff and any subcontractors act in a responsible manner. This includes the recognition that the area is a public site where individuals, groups, families, etc are present and their actions not only reflect on themselves, but on the Sooke Region Historical Society.
6. The interior portion of the work will have to be carried out during the regular operating hours of the museum (currently Tuesday – Saturday 9am – 5pm, with opening hours being expanded to seven days a week starting in late May. Ideally the work will be

carried out in April \ May, but we are open to discussion about this timing. Starting in June, on Thursdays we have a Night Market that runs until the first week of September, no exterior work could be done on those day and area around the lighthouse would have to be kept clear and safe during the market set up and operation.

7. All bidders must provide proof of a valid (minimum \$5 million dollar) liability insurance in place and Worksafe BC coverage for themselves and any subcontractors.

8. Use of subcontractors must be noted. The bidder will be responsible for paying any subcontractors.

9. The successful bidder will be responsible for following all local, municipal, provincial and federal laws that govern these activities.

10. Any questions other than those presented during the site visit, must be made in via email to the Executive Director, *Lee Boyko*, to director@sookeregionmuseum.com, by Friday February 18th at noon, PST. These questions will be responded to in a reasonable timeline and will be made publicly available through the museum website:

www.sookeregionmuseum.com

Site Visit

All bidders must take part in a site visit on Tuesday February 15th, 2022 at 10am PST.

Bid Submission Content

Bids should include: Proposed timeline; proposed materials to be used; proposed workplan for carrying out the painting (eg. scaffold, lifts, etc.); indicate experience including on similar projects; any guarantee \warrantee; proof of insurance; and a fixed cost to complete all the work (including cost of materials, tools and equipment), any fees, plus GST.

The bid proponent must provide all equipment required to safely/professionally complete the required work (scaffolding etc., to make sure the cost of same is accommodated in the bid).

The bid proponent will provide a single point of contact for all communications.

A written contract will be signed.

Bids must be received by noon PST on Friday February 25th, 2022 via email to Director@sookeregionmuseum.com. Only those bids submitted on time will be evaluated.

Neither the lowest bid nor any bid, may be accepted. The museum reserves the right to amend the RFP. The museum reserves the right not to proceed with the RFP, nor select any or all bids.

Process:

The bids will be reviewed by the staff of the Sooke Region Historical Society, and they will make a recommendation to as to the acceptance of a bid, if any, to the Board of the Sooke Region Historical Society. Acceptance will be based on, but not limited to the following: cost; experience of bidder; timeline; workplan; material to be used; warrantee. The Executive Director of the Sooke Region Historical Society will announce the successful bid through the museum website and will be the point of contact to answer any questions regarding the bid.