November 2, 2026

VISITOR INFORMATION CENTRE LINTEL REPAIR
Contract #2026-07

REQUEST FOR QUOTATIONS

The Town of Smithers is inviting quotations from qualified Contractors to provide all labour and materials required to repair a damaged lintel located in the crawl space of the Visitor Information Centre (VIC) at 1411 Court Street, Smithers.

A **pre-bid site visit** may be arranged by contacting:

Morgan Widen, Building Inspector
(250) 847-1600
mwiden@smithers.ca

Quotations will be accepted until **2:00 p.m. on Thursday, November 12, 2026**. Quotations will be accepted at the Town of Smithers Office, 1027 Aldous Street, Smithers, BC, or by mail to PO Box 879, Smithers, BC, V0J 2N0.

Please submit quotations in a sealed envelope clearly marked:

Visitor Information Centre Lintel Repair
Contract #2026-07
C/O Morgan Widen, Building Inspector

Submission Contents

Quotations must include the following:

1. **A completed Bid Form** (Schedule “A” attached).
2. **A copy of the Contractor’s Safety Policy** for the calendar year in which the work is to commence.
3. **Bid security equal to 10% of the estimated price**, provided as a certified cheque or letter of credit payable to the Town of Smithers.

Purchasing Policy **FIN-019** applies. The Town of Smithers reserves the right to waive informalities, to reject any or all quotations, or to accept the quotation deemed most advantageous to the Town. The lowest quotation will not necessarily be accepted.

Existing Conditions

- The Visitor Information Centre (VIC) is open to the public Monday to Friday, from 8:30 a.m. to 4:30 p.m.
- The VIC is a single-storey, light wood-frame building, constructed circa the 1950s.
- A Structural Assessment of the building was completed in December 2025.
- The assessment identified a damaged concrete lintel, which provides support to the wood-frame floor system, requiring immediate repair (see attached VIC Structural Assessment).
- The damaged concrete lintel is located within the VIC crawl space, accessible through an interior floor hatch.

Scope of Work

- All work must be fully completed by **December 15, 2026**.
- The Contractor is responsible for ensuring a safe worksite at all times, with particular attention to the safety of both workers and the public.
- Work is to be carried out **outside regular office hours** (regular office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday).
- The Contractor shall supply an **Engineered Wood Product (EWP) lintel** designed and stamped by a qualified professional for all applicable loads.
- The Contractor shall install temporary supports to adequately brace the floor system, then remove the existing concrete lintel in a manner that creates an appropriate beam pocket for the new EWP lintel.
- The Contractor shall install and secure the new EWP lintel, ensuring that it is separated from adjacent concrete surfaces with a suitable membrane.
- Clear egress routes through the office must be maintained for staff and the public throughout the project.
- The job site must be left clean, orderly, and free of debris at the end of each workday.

Contractor Responsibilities

- Submit a bid for the work as described in this Request for Quotation.
- Coordinate and schedule all site activities with the Town of Smithers and Visitor Information Centre (VIC) staff.
- Comply with the **Town of Smithers General Conditions** (attached).
- Confirm receipt and understanding of the **Contractor Coordination Program (CCP)**.
- Provide proof of current **Workers' Compensation coverage**.

- Provide a copy of the Contractor's **Commercial General Liability Insurance**, naming the Town of Smithers as **Additional Insured**.
- Remove all waste materials and maintain a clean, orderly worksite at the end of each workday.
- Complete all work no later than **December 15, 2026**.

Town of Smithers Responsibilities

- Provide the VIC Structural Assessment for Contractor reference.
- Ensure the VIC building is prepared and accessible for work in the crawl space.
- Coordinate communications and scheduling between the Contractor and VIC staff as needed.
- Obtain and maintain a valid building permit for the scope of work.
- Provide the required specification for the Engineered Wood Product (EWP) lintel.
- Conduct construction inspections and approve any extra work, if required.
- Participate in Tailgate Safety Meetings.
- Process bid security and contract payments in accordance with Town procedures.
- Review, manage, and file all contract documents.
- Approve final completion of the contracted work.

Safety Policy

To be eligible to submit a quotation for Town of Smithers contracts, Contractors must include a copy of their **written Safety Policy** with their tender/quotation. A Safety Policy is considered valid for the calendar year in which the work is scheduled to commence. If a Contractor has previously submitted their Safety Policy to the Town, the Contractor may provide written notice confirming this in place of resubmitting the document.

All bidders will be notified by phone regarding the results of the procurement. The successful bidder will receive a Notice of Acceptance, in accordance with the General Conditions.

For any questions contact:

Morgan Widen. Building Inspector
(250) 847-1600
mwiden@smithers.ca