MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17

Request for Quotation

RFQ No. RFQ-[0001]-ODR-2026

Sandy Lake Outdoor Rink — Construction of Two Covered Players' Benches

Issued	November 17, 2026
Closing	**November 24, 2026 at 2:00 p.m.** (Alberta Time)
Posted on	MD17 tender website
Contact	Director of Capital Projects and Facility Maintenance, everett.gottfried@mdopportunity.ab.ca

1. Invitation

The Municipal District of Opportunity No. 17 (MD17) invites quotations to supply all labour, materials, and equipment to construct **two covered players' bench structures, each 8′ wide × 20′ long, with a 16′ players' bench seat centred in each**, at the Sandy Lake outdoor rink. Schedule A sets out the requirements and Appendix A contains the drawings.

2. Key Dates

Milestone	Date	Time
RFQ posted on the MD17 tender website	November 17, 2026	—
Site visit	By appointment at the bidder's convenience, before the question deadline	Arranged with Director
Deadline for questions	November 20, 2026	2:00 p.m.
RFQ closing	**November 24, 2026**	**2:00 p.m.**
Anticipated award	November 25, 2026	—
Substantial completion	December 25, 2026	—

All times are local (Mountain Time).

3. Enquiries

Direct all questions in writing to the MD17 Director of Capital Projects and Facility Maintenance, everett.gottfried@mdopportunity.ab.ca Do not contact other MD17 staff or Council about this RFQ. Answers that change or clarify the RFQ will be issued by addendum on the MD17 tender website. Bidders must acknowledge all addenda on the Quote Submission Form.

4. Site Visit

Site visits are optional but recommended, and are arranged by appointment at the bidder's convenience. Contact the Director of Capital Projects and Facility Maintenance to book a visit before the question deadline. Bidders are responsible for knowing site conditions, including the asphalt-over-concrete surface and the bench location shown on Drawing 1.

5. Submission Requirements

Submit one PDF by email to everett.gottfried@mdopportunity.ab.ca by the closing time. Late quotes will not be accepted. Each quote must include:

1. Completed and signed Quote Submission Form (Section 9).
2. Completed Pricing Schedule (Section 9).
3. Proposed schedule with start and completion dates.
4. A sketch or shop drawing showing bench layout, framing, roof, and anchoring method.
5. Current WCB Alberta clearance letter.
6. Proof of insurance, or a letter from the insurer confirming coverage will be provided on award (Section 8).
7. Evidence of a safety program (COR/SECOR preferred).
8. Two references for similar construction completed in the last five years.

6. Evaluation

Quotes are evaluated in two steps:

1. **Mandatory review (pass/fail):** received on time, signed, and all items in Section 5 included.
2. **Price:** award to the lowest compliant quote, including any optional items MD17 chooses to accept.

MD17 may seek clarification from bidders and check references. Clarifications cannot change the quoted price.

7. Award and Reserved Rights

This RFQ is issued under MD17 Finance Policy F.12. MD17 reserves the right to reject any or all quotes, waive minor irregularities, accept or decline optional items, and cancel this RFQ. Quotes are irrevocable for 60 days after closing. Bidders bear their own costs of preparing a quote. The successful bidder will receive a purchase order or written agreement before work starts.

Schedule A — Technical Specifications

The contractor will build two covered players' bench structures side by side on the parking-lot side of the rink, centred on the centre line and directly behind the rink boards (Drawing 1). Each structure is enclosed on three sides with a single-slope roof and is open to the ice above the boards.

A1. Design requirements

Element	Requirement	Drawing
Quantity	Two (2) structures, one per team (Bench A and Bench B), built side by side	1, 2
Structure size	8′-0″ wide (depth from boards) × 20′-0″ long each; 40′-0″ overall frontage	2
Players' bench seat	One 16′ seat per structure, centred lengthwise (2′ clear at each end), set at about mid-depth	2, 3
Seat height	Approximately 18″–20″ above the floor	3
Wall heights	8′-0″ at the ice side and 7′-0″ at the back, measured from the top of the floor platform	3
Roof	Single-slope roof sloped away from the ice to shed snow and meltwater, with an overhang on both sides	3

Element	Requirement	Drawing
Enclosure	Solid windbreak walls on the back, both outer ends, and the centre divider between Bench A and Bench B. Ice side open above the boards	2, 3
Floor	Raised wood floor platform over the full 8′ × 20′ of each structure, with height set to suit the ice level at the gates (confirm on site), finished with skate-resistant rubber matting	3
Access to ice	Two gate openings per bench, one near each end, aligned with gates in the rink boards. Gate width to be confirmed with MD17	2
Location	Parking-lot side of the 72′ × 182′ rink, centred on the centre line, outside the board line	1

A2. Materials

- Pressure-treated lumber for framing and any member in ground or pavement contact.
- Exterior-grade plywood for walls and floor sheathing. Metal roofing, or an equivalent approved by MD17.
- Hot-dip galvanized or stainless fasteners and connectors throughout.
- Exterior paint or stain on exposed wood, colour to match the rink boards.

A3. Structural and anchoring

- Roof structure designed for local snow loads under the Alberta Building Code.
- The contractor proposes the anchoring method, and MD17 must approve it before work starts. The surface is asphalt over concrete.
- No sharp edges, protruding fasteners, or pinch points in player areas.

A4. Coordination and execution

- Coordinate gate openings and the schedule with MD17 Facility Maintenance.
- Submit a shop sketch for MD17 approval before ordering materials. The drawings in Appendix A are conceptual. The approved shop sketch governs.
- Keep the site secure and clean daily, and remove all waste at completion.
- Provide completion photos and a one-page summary of materials used at handover.

8. General Terms and Conditions

8.1 Pricing. Prices are fixed and in Canadian dollars, including all labour, materials, equipment, freight, and travel. GST is shown separately.

8.2 Payment. Payment follows Alberta's *Prompt Payment and Construction Lien Act*. MD17 will pay a proper invoice within 28 days of receipt, less a 10% holdback. The holdback is released after the lien period expires, provided no liens are registered.

8.3 Insurance. Before starting work, the contractor must provide:

- Commercial general liability of at least $2,000,000 per occurrence, naming MD17 as additional insured.
- Automobile liability of at least $2,000,000 on vehicles used for the work.
- 30 days' written notice to MD17 of cancellation or material change.

8.4 WCB. The contractor must hold WCB Alberta coverage for the full contract term and provide a clearance letter before the first payment and before holdback release.

8.5 Health and safety. The contractor must comply with the Alberta *Occupational Health and Safety Act*, Regulation and Code. MD17 staff may be working on site at the same time, so MD17 will designate the prime

contractor in writing before work starts. The contractor must complete a site hazard assessment and attend a pre-start meeting.

8.6 Permits and codes. The contractor is responsible for work meeting the Alberta Building Code and any permit requirements for the bench structures.

8.7 Subcontracting. No subcontracting without MD17's written approval.

8.8 Changes. Changes to scope, price, or schedule are valid only when MD17 approves them in writing before the work is done.

8.9 Warranty. The contractor warrants materials and workmanship for one year from substantial completion and will correct defects at no cost.

8.10 Indemnity. The contractor indemnifies MD17 against claims arising from the contractor's work, except to the extent caused by MD17's negligence.

8.11 Termination. MD17 may terminate for failure to perform after written notice and a reasonable cure period, paying only for work satisfactorily completed.

8.12 Governing law. The laws of Alberta apply.

9. Quote Submission Form

RFQ-[0001]-ODR-2026 — Sandy Lake Outdoor Rink: Covered Players' Benches

Bidder information

Field	Entry
Legal company name	
Address	
Contact name and title	
Phone	
Email	
GST registration no.	
WCB Alberta account no.	

Pricing schedule (CAD, excluding GST)

Item	Description	Qty	Unit	Unit price	Total
1	Mobilization and demobilization	1	lump sum		
2	Covered players' bench structure, 8′ × 20′ with 16′ seat: supply and construct per Schedule A and Appendix A	2	each		
3	Site cleanup and waste disposal	1	lump sum		
	Subtotal				
	GST (5%)				
	Total quoted price				
Opt. 1	Covered penalty box (optional; MD17 may accept or decline)	1	each		

Schedule

Field	Entry
Proposed start date	
Proposed substantial completion date	

Addenda acknowledged: No. _____ to No. _____

Submission checklist

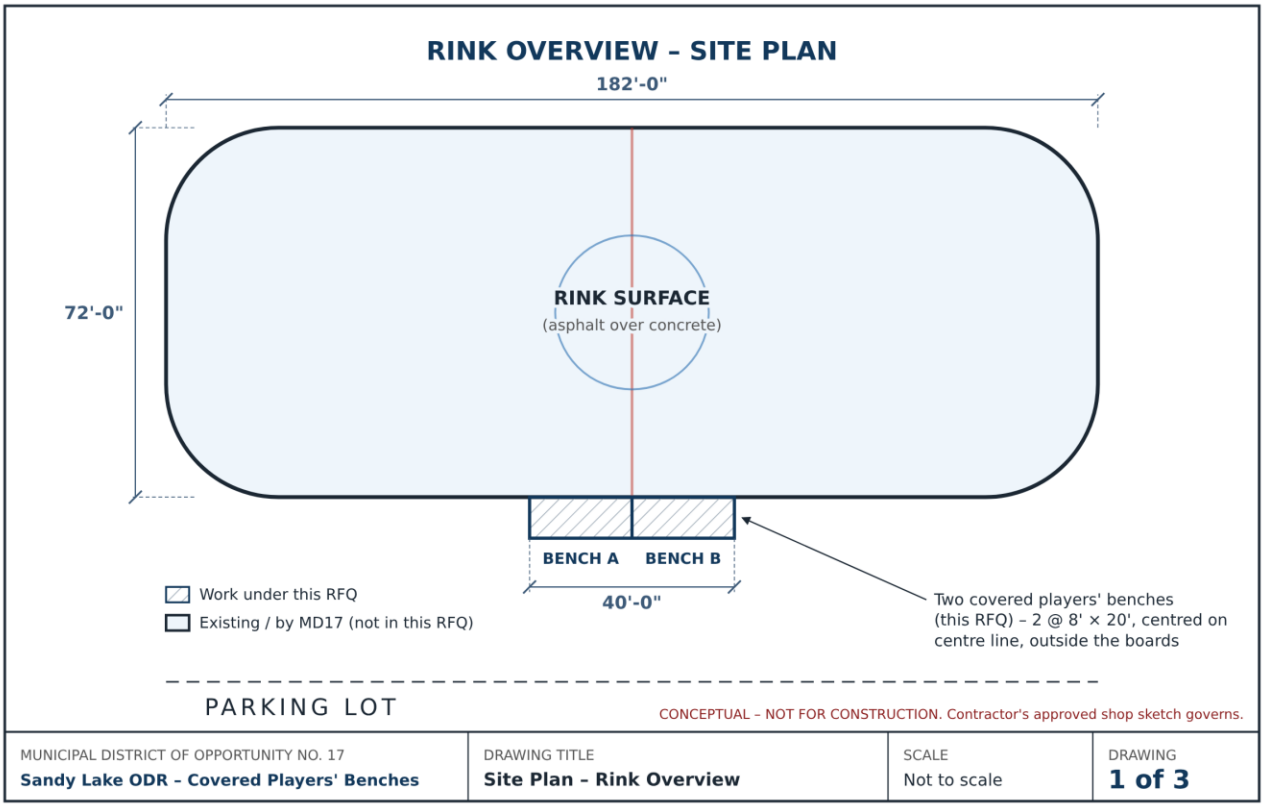
- ☐ Signed Quote Submission Form
- ☐ Completed pricing schedule
- ☐ Proposed schedule
- ☐ Sketch or shop drawing of bench design and anchoring
- ☐ WCB Alberta clearance letter
- ☐ Proof of insurance or insurer’s letter
- ☐ Safety program evidence (COR/SECOR preferred)
- ☐ Two references

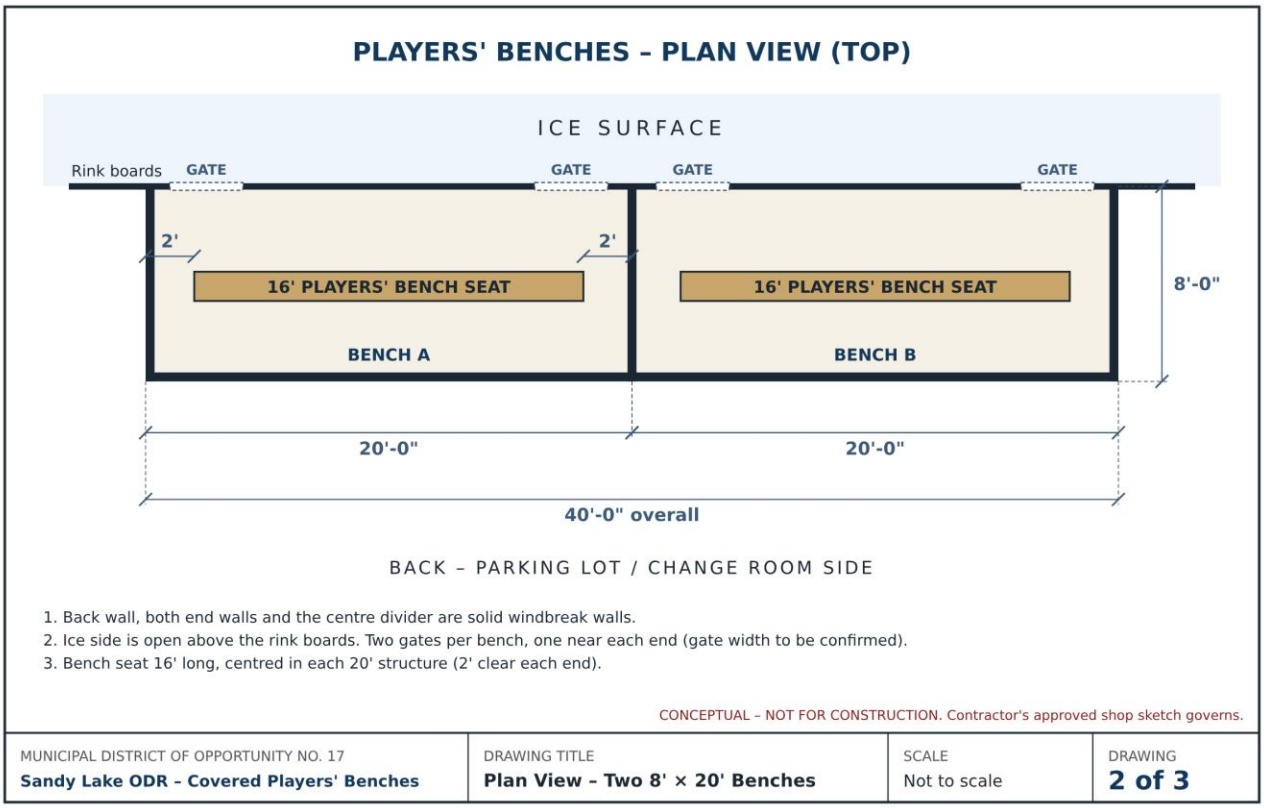
Declaration. The undersigned has read the RFQ and all addenda, agrees to its terms, and offers to complete the work at the prices above. This quote is irrevocable for 60 days after closing.

Field	Entry
Authorized signature	
Name and title	
Date	

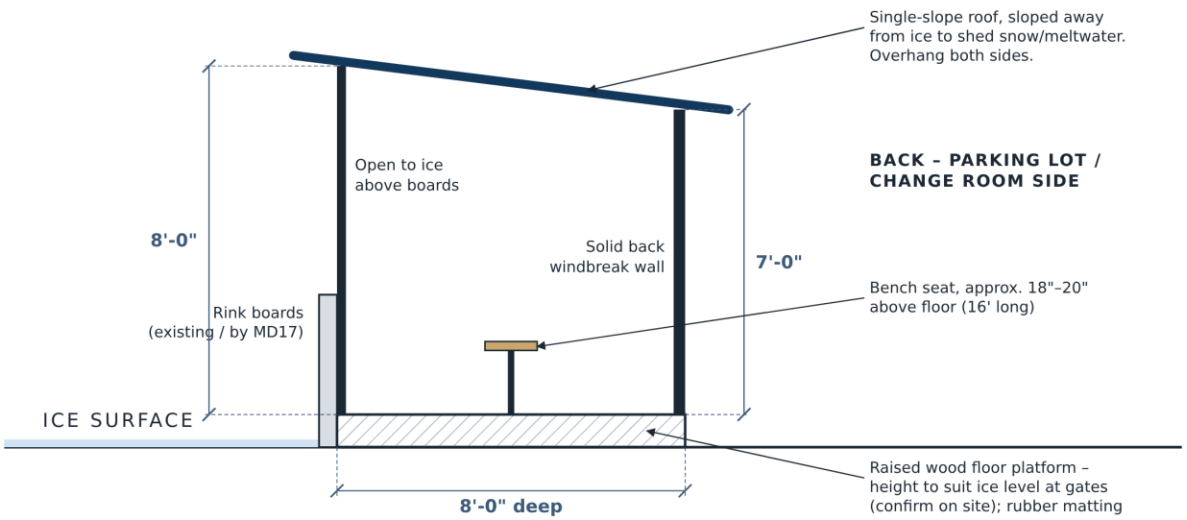
Appendix A — Drawings

The drawings are conceptual and show design intent only. Bidders confirm dimensions on site, and the contractor's shop sketch, once MD17 approves it, governs construction.





SECTION – SIDE PROFILE



Heights measured from top of floor platform to underside of roof. Roof designed for snow load per Alberta Building Code.

CONCEPTUAL – NOT FOR CONSTRUCTION. Contractor's approved shop sketch governs.

MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17	DRAWING TITLE	SCALE	DRAWING
Sandy Lake ODR – Covered Players' Benches	**Section – Side Profile**	Not to scale	**3 of 3**