

**TOWN OF INDIAN HEAD**  
**Request for Proposals**  
**Indian Head Museum General Repairs**

The Town of Indian Head invites sealed proposals from qualified contractors for the following project at the Indian Head Museum, 610 Otterloo Street Indian Head;

- Removal and disposal of existing basement staircase.
- Removal and disposal of damaged floorboards and joists at front entryway.
- Construct and install new basement staircase with handrail.
- Replace damaged floorboards and joists at front entryway.
- Complete final clean up as needed.
- Include suggest material to be used in the proposal.
- Provide a one-year warranty period on all work.
- Contractors must provide Certificate of Insurance as well as WCB Coverage.

It is understood that except as otherwise specifically stated in the contract, the contractor shall provide and pay for all materials, labour, tools, equipment, and transportation and all others services and facilities necessary to execute, complete and deliver the work within the specified time. All supplies and material shall be new.

The deadline to complete this job is Tuesday, June 21st, 2022. Please include with your quote and approximate commencement and timeline for completion.

Proposals will be accepted via mail or in person at the Indian Head Town Office, 419 Grand Avenue, P.O Box 460, Indian Head, SK, S0G 2K0 during working hours Monday to Friday, 8:30 a.m.-12:00 p.m. and 1:00 p.m. - 4:30 p.m. ***Unsealed or late proposals will not be accepted.*** Proposals must be clearly marked “Indian Head Museum General Repairs Proposal” on the outside of the envelope. Proposals will be received until 12:00 o’clock noon, Monday, May 23rd, 2022.

Proposals will be opened and reviewed at 7:00pm on Monday May 23rd, 2022 in the Council Chambers at the Indian Head Town Office.

Please contact MacKenzie Craigie, Facility Operations Manager at the Town Office (306)-695-3383 or by email at [ihfacilities@sasktel.net](mailto:ihfacilities@sasktel.net). to schedule a viewing of the site or for more information.