



February 24, 2026

**Re: Museum & Heritage Services – Britannia Shipyard Building Exhibit Unpack and Re-install**

1. The City of Richmond (the “**City**”) is issuing this Invitation to Provide Quotations (the “**Invitation**”) to invite interested and qualified parties to submit quotations (each, a “**Quotation**”) for post-construction removal of in situ protective coverings and crating storage and the re-installation of exhibits in Britannia Shipyard Building at Britannia Shipyard National Historic Site (the “**Services**”).
2. The City invites Quotations on the following basis:
  - a. The Services to be performed by the selected bidder should:
    - i. include the following deliverables considering information provided in Appendix 1 – Project Background:
      1. Install protective floor coverings in any work areas with unprotected flooring;
      2. Clean in two stages:
        - a) All surfaces, including crates, heritage items protected in place, and totes to be vacuumed.
        - b) Each surface to be vacuumed again before placing the artifacts and props back in place;
      3. Disassemble in situ protective coverings and storage crating - Larger objects should be unpacked and replaced first, followed by those on pallets and then those in totes. The protection of the original-to-site (OTS) items should stay in place until any use of pallet jacks or larger equipment is complete;
      4. Move and store salvaged crating material in designated area(s) at Britannia Shipyards site;
      5. Replace artefacts and other exhibit elements to their original location using existing photo documentation and inventory. Record the location in the inventory. Place artefacts on exhibit in the order of larger to smaller and complete light dusting as required;
      6. Note any changes in condition and necessary repairs in the detailed documentation;
      7. Replace security attachments where required;
      8. Note any items not marked with a permanent accession number or as a prop, in the detailed documentation,;
      9. Clean OTS items, exhibit and workspaces and remove all waste;

10. Provide a final report with all issues and corrections highlighted and summarized; and
  11. Supply all necessary supplies and equipment to complete deliverables.
- ii. be performed to meet the following estimated schedule (exact dates to be confirmed at time of contract award):
    1. **Week of April 13, 2026:** start up meeting, begin set-up, and review of de-installation and protection documents
    2. **May 1, 2026:** complete disassembly and removal of protective structures and materials.
    3. **May 29, 2026:** complete re-installation of all artefacts to pre-exhibit locations.
    4. **June 5, 2026:** project completion (final adjustments and cleaning, delivery of final documentation)
  - iii. be completed as per the direction of the City's Project Liaison who will advise on the specific standards of delivery and approve the successful completion of each deliverable.
- b. The City will provide the following related to the Services:
- i. Documentation of pre-construction de-installation and protection process;
  - ii. Inventory of artefacts to be returned to exhibit;
  - iii. Photo-documentation of exhibits prior to de-installation;
  - iv. A temporary workspace with access to wifi;
  - v. On site parking;
  - vi. Access to power; and
  - vii. A Project Liaison.
- c. The form of contract for the performance of the Services (the "**Contract**") will be the City's General Terms and Conditions located at [GTC-supply61420.PDF](#).
- The City does not invite Quotations which include amendments to these terms of Contract, or that are based on another form of contract.
- d. When received by the City a Quotation will be an offer which the City may, at its election, accept for the performance of the Services. The City will have no obligation whatsoever to accept a Quotation, or to make any award for the performance of the Services.

3. A Quotation should include:
  - a. a list of examples of past projects of similar nature to the Services, and for each past project include references including contact person information;
  - b. a list of key individuals and a list of subcontractors, consultants and subconsultants if any that are intended to be used for the performance of the Services, together with a brief description of the qualifications, relevant past experience and anticipated role for each such person or firm;
  - c. the prices to perform the Services in accordance with the terms of the City's form of contract as called for in the attached as Appendix 2 – Fees.
4. A Quotation should be submitted by email to the undersigned as soon as convenient, but preferably no later than 5pm on **Wednesday, March 18, 2026**.
5. This Invitation is not a tender or a request for proposals and the submission of a Quotation does not create a contract of any kind with the City. The City reserves the complete right to:
  - a. make an award of some or all of the Services;
  - b. make an award to more than one person for different portions of the Services;
  - c. elect not to make an award to any person for any portion of the Services and to proceed to obtain the Services, or portion of the Services in some other manner, or by way of another process; and
  - d. negotiate changes to the terms of any Quotation, and to any provision of the Contract.

If you have any questions, please contact the undersigned. The City may, in its sole discretion, choose not to provide a response to any question.

**City of Richmond – Department/Division**

6911, No.3 Road,  
Richmond, BC  
V6Y 2C1  
Telephone:  
Email:

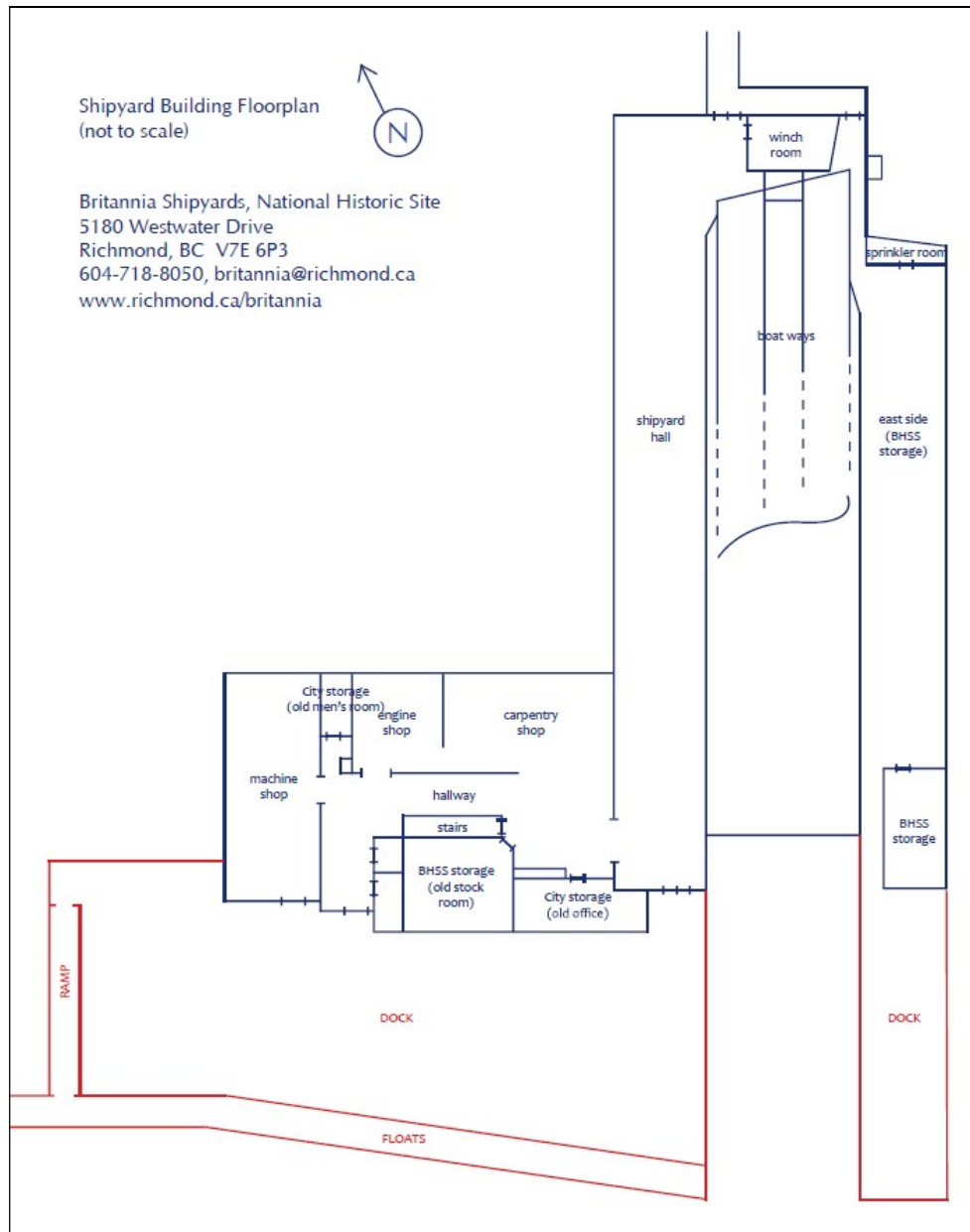
## Appendix 1 – Project Background

1. Exhibit items include both exhibit props and permanent collection artefacts. In Spring of 2025, in preparation for construction work, approximately 400 items were either:
  - a. removed from exhibit and packed into bins on pallets,
  - b. moved onto pallets and into a protected area, or
  - c. protected in place.
2. Images of exhibit spaces secured during construction:



3. Images of exhibit spaces prior to construction can be seen in this 3-D tour:  
<https://my.matterport.com/show/?m=KG1ikWw5BMS&brand=0>

4. Floor Plan of Britannia Shipyard Building:



## Appendix 2 – Fees

Quotes should include a breakdown of costs as per the following:

<b>Labour</b>	Role	Number of personnel	Hourly rate	Number of hours	Labour Cost
<b>Supplies</b>	Item	Quantity	Cost per		Supplies Cost
<b>Equipment</b>	Item	Quantity	Cost per		Equipment Cost
<b>Sub-Contractor Fees</b>	Role / Company	Rate			Sub-Contractor Cost
<b>Travel</b>	Type of Cost	Rate			Travel Cost
<b>Shipping</b>					Shipping Cost
<b>TOTAL COST</b>					