



Invitation to Tender
For
Interior Renovations to Westmount Public School

Invitation to Tender No. PUR18-031-ITT

Submission Deadline: April 5, 2018 no later than 2:00:00 pm

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 Invitation to Bidders.....	3
1.2 Bids and Tenders Registration.....	4
1.3 ITT Contact	4
1.4 Type of Contract for Deliverables.....	4
1.5 ITT Timetable	4
1.6 Submission of Bids.....	4
PART 2 – EVALUATION AND AWARD	7
2.1 Stages of Evaluation	7
2.2 Stage I – Mandatory Submission Requirements.....	7
2.3 Stage II – Mandatory Technical Requirements	7
2.4 Stage III – Pricing.....	7
2.5 Selection of Lowest Compliant Bidder	7
2.6 Notice to Bidder and Execution of Agreement	7
2.7 Failure to Enter into Agreement	7
PART 3 – TERMS AND CONDITIONS OF THE ITT PROCESS	9
3.1 General Information and Instructions	9
3.2 Communication after Issuance of ITT	10
3.3 Notification and Debriefing	11
3.4 Conflict of Interest and Prohibited Conduct.....	11
3.5 Confidential Information	13
3.6 Reserved Rights and Limitation of Liability	13
3.7 Governing Law and Interpretation.....	14
APPENDIX A – FORM OF AGREEMENT	15
APPENDIX B – SUBMISSION FORM.....	16
APPENDIX C – PRICING	19
APPENDIX D – ITT PARTICULARS.....	21
A. THE DELIVERABLES.....	21
B. MATERIAL DISCLOSURES	21
C. MANDATORY SUBMISSION REQUIREMENTS	22
D. MANDATORY TECHNICAL REQUIREMENTS	23
E. PRE-CONDITIONS OF AWARD	23
ADDENDIX E - ARCHITECTURAL SPECIFICATIONS.....	25
APPENDIX F - MECHANICAL & ELECTRICAL SPECIFICATIONS.....	29
ADDENDIX G – SUPPLEMENTARY VOLUME	31
APPENDIX H – TENDER DRAWINGS	34
APPENDIX I - ASBESTOS ABATEMENT ASSESSMENT.....	36
APPENDIX J – SUPPLEMENTARY CONDITIONS.....	37
TO CCDC-2 2008 STIPULATED PRICE CONTRACT	

APPENDIX I – SUPPLEMENTARY INFORMATION

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Bidders

This Invitation to Tender (the “ITT”) is an invitation by the Kawartha Pine Ridge District School Board (“the Board”) to prequalified bidders to submit bids for **PUR18-031-ITT**, as further described in Section A of the ITT Particulars (Appendix D) (the “Deliverables”).

The Board covers a geographical area of approximately 7,000 square kilometers and consists of 74 Elementary Schools, 14 Secondary Schools and 3 Adult Learning Centre’s to serve the educational needs of approximately 32,000 students. The Board serves the communities located in Municipality of Clarington, Northumberland County and Peterborough County.

The Board is seeking bids for the Interior Renovations to Westmount Public School including all associated work as described on the accompanying drawing and specifications.

Pre-Qualified Contractors

Bids will be accepted only from the following pre-qualified General Contractors, who have been duly notified by the Board of their pre-qualification status. The General Contractors shall refer to the list of prequalified sub-contractors in Appendix D. It is the responsibility of the general contractors to retain all other competent sub-trades to complete the work specified herein.

General Contractors

Gerr Construction Ltd.
Dalren General Contractors
Rutherford Contracting Ltd.
Steelcore Construction
Garritino Brothers
Struct-Con Construction
TRP Construction
Deciantis Construction Ltd
Peak Engineering & Construction
Quinan Construction
Beavermead Construction
Tambro Construction
Kawartha Capital Corp
Silver Birch Contracting
Snyder Construction
Gallant Construction

1.2 Bids and Tenders Registration

The Board will only consider bids received from bidders who have registered with Bids and Tenders and have obtained the ITT directly from the Bids and Tenders website at <https://kprdsb.bidsandtenders.ca>.

1.3 ITT Contact

To contact the Board or ask questions in relation to this ITT, bidders must initiate the communication electronically through the Bids and Tenders website at <https://kprdsb.bidsandtenders.ca>. The Board will not accept any bidder's communications by any other means, except as specifically stated in this ITT.

For the purposes of this procurement process, the "ITT Contact" will be:

Pat Barkwell – patricia_barkwell@kprdsb.ca

Bidders should only contact the ITT Contact where specifically instructed to in this ITT. All other communication in relation to this ITT must be through the Bids and Tenders, as described above.

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the District, other than in accordance with this section. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder's bid.

1.4 Type of Contract for Deliverables

The selected bidder will be required to enter into an agreement with the Board for the provision of the Deliverables in the form attached as Appendix A to the ITT (the "Agreement"). It is the Board's intention to enter into the Agreement with only one (1) legal entity.

1.5 ITT Timetable

Mandatory Site Meeting	March 26, 2018 at 3:30 PM local time
Deadline for Questions	March 27, 2018 at 2:00 PM local time
Deadline for Issuing Addenda	March 29, 2018 at 2:00 PM local
Submission Deadline	April 5, 2018 at 2:00 PM local time
Irrevocability Period	60 days

The ITT timetable is tentative only, and may be changed by the Board at any time.

Mandatory Site Meeting

A Mandatory Site Meeting is scheduled for the date and time set out in the above timetable at the following location:

Westmount Public School
1520 Sherwood Crescent, Peterborough K9J 6T8

- Contractors are to meet in the school's main foyer.

Attendance will be taken and noted by the Board at the end of the site meeting. Bids received by bidders that did not attend the mandatory site meeting will be rejected.

Public Opening

There will be no public opening after the submission deadline. The bid results will be posted on Bids and Tenders.

1.6 Submission of Bids

1.6.1 Bids to be Submitted at Prescribed Location

Bids must be submitted at:

Kawartha Pine Ridge District School Board
1994 Fisher Drive
Peterborough, Ontario K9J 6X6

1.6.2 Bids to be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline will be rejected. Onus and responsibility rest solely with the bidder to deliver its bid to the exact location (including floor, if applicable) indicated in the ITT on or before the Submission Deadline. The District does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

1.6.3 Bids to be Submitted in Prescribed Format

Bidders must submit one (1) hard copy enclosed in a sealed package. Bids should be prominently marked with ITT title and number (see ITT cover page) with the full legal name and return address of the bidder .

1.6.4 Amendment of Bids

Bidders may amend their bids prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the ITT title and number and the full legal name and return address of the bidder to the location set out above. Any amendment should clearly indicate which part of the bid the amendment is intended to amend or replace.

1.6.5 Withdrawal of Bids

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a bid, a notice of withdrawal must be sent to the ITT Contact prior to the Submission Deadline and must be signed by an authorized representative of the bidder. The District is under no obligation to return withdrawn bids.

1.6.6 Bids Irrevocable after Submission Deadline

Bids shall be irrevocable for a period of 60 days running from the moment that the Submission Deadline passes.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Board will conduct the evaluation of bids in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which bids comply with all of the mandatory submission requirements. Bids that do not comply with all of the mandatory submission requirements as of the Submission Deadline will, subject to the express and implied rights of the Board, be disqualified and not evaluated further. The mandatory submission requirements are listed in Section C of the ITT Particulars (Appendix D).

2.2.1 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the ITT, a bidder may not make any changes to any of the forms. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be disqualified.

2.3 Stage II – Mandatory Technical Requirements

Stage II will consist of a review to determine which bids comply with all of the mandatory technical requirements. Bids that do not comply with all of the mandatory technical requirements as of the Submission Deadline will, subject to the express and implied rights of the Board, be rejected. The mandatory technical requirements are listed in Section D of the ITT Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each compliant bid in accordance with the evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements has been completed.

2.5 Selection of Lowest Compliant Bidder

Subject to the Board's reserved rights, the compliant bidder with the lowest pricing will be selected to enter into the Agreement in accordance with the following section. In the event of a tie, the selected bidder will be determined by way of a coin toss.

2.6 Notice to Bidder and Execution of Agreement

Notice of selection by the Board to the selected bidder shall be in writing. The selected bidder shall execute the Agreement in the form attached as Appendix A to this ITT and satisfy any other applicable conditions of this ITT, including the pre-conditions of award listed in Section E of the ITT Particulars (Appendix D), within fifteen (15) days of notice of selection. This provision is solely for the benefit of the Board and may be waived by the Board.

2.7 Failure to Enter into Agreement

In addition to all other remedies available to the Board, if a selected bidder fails to execute the Agreement or satisfy any applicable conditions within fifteen (15) days of notice of selection, the

Board may, without incurring any liability, withdraw the selection of that bidder and proceed with the selection of another bidder.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE ITT PROCESS

3.1 General Information and Instructions

3.1.1 ITT Incorporated into Bid

All of the provisions of this ITT are deemed to be accepted by each bidder and incorporated into each bidder's bid. A bidder who submits conditions, options, variations or contingent statements to the terms as set out in this ITT, including the terms of the Agreement in Appendix A, either as part of its bid or after receiving notice of selection, may be disqualified. If a bidder is not disqualified despite such changes or qualifications, the provisions of this ITT, including the Agreement set out in Appendix A, will prevail over any such changes or qualifications in the bid.

3.1.2 Bidders to Follow Instructions

Bidders should structure their bids in accordance with the instructions in this ITT. Where information is requested in this ITT, any response made in a bid should reference the applicable section numbers of this ITT.

3.1.3 Bids in English

All bids are to be in English only.

3.1.4 No Incorporation by Reference

The entire content of the bidder's bid should be submitted in a fixed form, and the content of websites or other external documents referred to in the bidder's bid but not attached will not be considered to form part of its bid.

3.1.5 Past Performance

In the evaluation process, the Board may consider the bidder's past performance or conduct on previous contracts with the Board or other institutions.

3.1.6 Information in ITT Only an Estimate

The Board and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this ITT or issued by way of addenda. Any quantities shown or data contained in this ITT or provided by way of addenda are estimates only, and are for the sole purpose of indicating to bidders the general scale and scope of the Deliverables. It is the bidder's responsibility to obtain all the information necessary to prepare a bid in response to this ITT.

3.1.7 Bidders to Bear Their Own Costs

The bidder will bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or demonstrations.

3.1.8 Bid to be Retained by the Board

The Board will not return the bid or any accompanying documentation submitted by a bidder.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

The Board makes no guarantee of the value or volume of work to be assigned to the successful bidder. The Agreement will not be an exclusive contract for the provision of the described Deliverables. The Board may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of ITT

3.2.1 Bidders to Review ITT

Bidders shall promptly examine all of the documents comprising this ITT, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

through Bids and Tenders at <https://kprdsb.bidsandtenders.ca> on or before the Deadline for Questions. No such communications are to be directed to anyone or initiated through any other means. The Board is under no obligation to provide additional information, and the Board is not responsible for any information provided by any other source or obtained through any other means. It is the responsibility of the bidder to seek clarification through Bids and Tenders on any matter it considers to be unclear. The Board is not responsible for any misunderstanding on the part of the bidder concerning this ITT or its process.

3.2.2 All New Information to Bidders by Way of Addenda

This ITT may be amended only by addendum in accordance with this section. If the Board, for any reason, determines that it is necessary to provide additional information relating to this ITT, such information will be communicated to all bidders by addenda through Bids and Tenders. Each addendum forms an integral part of this ITT and may contain important information, including significant changes to this ITT. Bidders are responsible for obtaining all addenda issued by the Board. In the Submission Form (Appendix B), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Board determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Board may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating bids, the Board may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. The response received by the Board shall, if accepted by the Board, form an integral part of the bidder's bid.

3.3 Notification and Debriefing

3.3.1 Notification to Other Bidders

Once the Agreement is executed by the Board and a bidder, the other bidders may be notified directly in writing and shall be notified by public posting in the same manner that this ITT was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Bidders may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the ITT Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a bidder wishes to challenge the ITT process, it should provide written notice to the ITT Contact in accordance with Board's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the bidder's concerns with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this ITT, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the ITT process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Board in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the ITT process (including but not limited to the lobbying of decision makers involved in the ITT process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive ITT process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations contemplated under a contract for the Deliverables, the bidder's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Board may disqualify a bidder for any conduct, situation or circumstances, determined by the Board, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The Board may disqualify a bidder, rescind a notification of selection or terminate a contract subsequently entered into if the Board determines that the bidder has engaged in any conduct prohibited by this ITT.

3.4.4 Prohibited Bidder Communications

Bidders must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.5 Bidder Not to Communicate with Media

Bidders must not at any time directly or indirectly communicate with the media in relation to this ITT or any agreement entered into pursuant to this ITT without first obtaining the written permission of the ITT Contact.

3.4.6 No Lobbying

Bidders must not, in relation to this ITT or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful bidder(s).

3.4.7 Illegal or Unethical Conduct

Bidders must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Board; deceitfulness; submitting bids containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this ITT.

3.4.8 Past Performance or Past Conduct

The Board may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Board, in its sole and absolute discretion, to have constituted a Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the Board

All information provided by or obtained from the Board in any form in connection with this ITT either before or after the issuance of this ITT

- (a) is the sole property of the Board and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this ITT and the performance of the Agreement;
- (c) must not be disclosed without prior written authorization from the Board; and
- (d) must be returned by the bidder to the Board immediately upon the request of the Board.

3.5.2 Confidential Information of Bidder

A bidder should identify any information in its bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Board. The confidentiality of such information will be maintained by the Board, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Board to advise or assist with the ITT process, including the evaluation of bids. If a bidder has any questions about the collection and use of personal information pursuant to this ITT, questions are to be submitted to the ITT Contact.

3.6 Reserved Rights and Limitation of Liability

3.6.1 Reserved Rights of the Board

The Board reserves the right to

- (a) make public the names of any or all bidders;
- (b) make changes, including substantial changes, to this ITT provided that those changes are issued by way of addendum in the manner set out in this ITT;
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder's response to that request for clarification into the bidder's bid;
- (d) assess a bidder's bid on the basis of: (i) a financial analysis determining the actual cost of the bid when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this ITT, consider any other relevant information that arises during this ITT process;
- (e) waive formalities and accept bids that substantially comply with the requirements of this ITT;

- (f) verify with any bidder or with a third party any information set out in a bid;
- (g) check references other than those provided by any bidder;
- (h) disqualify a bidder, rescind a notice of selection or terminate a contract subsequently entered into if the bidder has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (i) select a bidder other than the bidder whose bid reflects the lowest cost to the Board;
- (j) cancel this ITT process at any stage;
- (k) cancel this ITT process at any stage and issue a new ITT for the same or similar deliverables;
- (l) accept any bid in whole or in part; or
- (m) reject any or all bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a bid, each bidder agrees that

- (a) neither the Board nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this ITT process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- (b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profit or loss of opportunity by reason of the Board's decision not to accept the bid submitted by the bidder, to enter into an agreement with any other bidder or to cancel this bidding process, and the bidder shall be deemed to have agreed to waive such right or claim.

3.7 Governing Law and Interpretation

These Terms and Conditions of the ITT Process (Part 3)

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Board; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

The Form of Agreement will be the CCDC 2-2008 Stipulated Price Contract, including the Supplementary Conditions to CCDC 2 – 2008 Stipulated Price Contract as provided in Appendix J.

APPENDIX B – SUBMISSION FORM

1. Bidder Information

Please fill out the following form, naming one person to be the bidder's contact for the ITT process and for any clarifications or communication that might be necessary.	
Full Legal Name of Bidder:	
Any Other Relevant Name under which Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Bidder Contact Name and Title:	
Bidder Contact Phone:	
Bidder Contact Fax:	
Bidder Contact Email:	

2. Offer

The bidder has carefully examined the ITT documents and has a clear and comprehensive knowledge of the Deliverables required under the ITT. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the ITT, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its bid.

3. Rates

The bidder has submitted its rates in accordance with the instructions in the ITT and in Pricing (Appendix C) in particular. The bidder confirms that it has factored all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Addenda

The bidder is deemed to have read and accepted all addenda issued by the Board prior to the Deadline for Issuing Addenda. The onus is on bidders to make any necessary amendments to their bids based on the addenda.

5. No Prohibited Conduct

The bidder declares that it has not engaged in any conduct prohibited by this ITT.

6. Conflict of Interest

Bidders must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the ITT. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of the Board within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the bidder will be deemed to declare that (a) there was no Conflict of Interest in preparing its bid; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the ITT.

Otherwise, if the statement below applies, check the box.

- The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its bid, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the ITT.

If the bidder declares an actual or potential Conflict of Interest by marking the box above, the bidder must set out below details of the actual or potential Conflict of Interest:

7. Disclosure of Information

The bidder hereby agrees that any information provided in this bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by the Board to the advisers retained by the Board to advise or assist with the ITT process, including with respect to the evaluation this bid.

8. Accessibility for Ontarians with Disabilities Act 2005

The bidder agrees that all employees have been trained as required under the Act and will provide any documentation regarding training policies, practices and procedures if requested.

8. Bid Irrevocable

The bidder agrees that its tender shall be irrevocable for a period of 60 days following the Submission Deadline.

9. Execution of Agreement

The bidder agrees that in the event its bid is selected by the Board, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix A to this ITT in accordance with the terms of this ITT.

Signature of Bidder Representative

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

- (a) Bidders should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their bids, or, if there is no table below, by completing the attached form and including it in their bids.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Rates quoted by the bidder must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Board, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

The Bid will be awarded to the compliant Bidder with the lowest total stipulated price.

3. Required Pricing Information

Description	Price
Westmount Public School Interior Renovations	
Subtotal	
HST	
Total Tender Price (Including HST)	

4.1 Additional Information:

4.2 Electrical, Mechanical and Asbestos Abatement Sub-Contractors

Company Name	Trade	Price (Including HST)
	Abatement	
	Electrical	
	Mechanical	

4.3 List of Sub-Contractors and Suppliers

Complete the following list of subcontractors to be used for the project. Where the Contractor shall complete the work, indicate “own forces”. Where the term own forces is used, these persons shall be bonafide employees of the Prime Contractor. Following submission, no subcontractor or supplier may be substituted from this list without Board approval.

Trade	Name
Flooring	
Ceiling	
Millwork	
Painting	

APPENDIX D – ITT PARTICULARS

A. THE DELIVERABLES

Renovations to Westmount Public School, Architectural Specifications
Attached herein as APPENDIX E

Renovations to Westmount Public School, Mechanical & Electrical Specifications
Attached herein as APPENDIX F

Renovations to Westmount Public School – Supplementary Volume – Project Manual Volume 3
Attached herein as APPENDIX G

Renovations to Westmount Public School – Tender Drawings
Attached herein as APPENDIX H

Renovations to Westmount Public School – Asbestos Assessment and Hazardous Building
Materials Assessment
Attached herein as APPENDIX I

B. MATERIAL DISCLOSURES

On Site Construction Start Date	July 2, 2018
Construction Substantial Performance Date	August 27, 2018
Construction Total Completion Date	August 31, 2018

Prequalified Sub-Contractors

Electrical

Andy Electric
Ferguson Electric
Peterborough Industrial Services (1986) Ltd
SRP Electric Ltd
Tri-Line Electrical Service Ltd
Trilogy Electric Ltd
Voltage Tech Electrical
OWWWM Limited
Star Electrical Services Inc
Cremer Brothers Electric Ltd

Mechanical

Boulder Mechanical Contracting Inc
Adamson and Dobbin

Mutual Mechanical
Soan Mechanical
Summit Mechanical
Quality Mechanical
ANVI Services Ltd
Crozier Mechanical Inc
Prairie Plumbing Ltd
Mapleridge Mechanical Contracting Inc

Asbestos Abatement

Alliance Environmental & Abatement Contractors Inc
D & F Insulation Ltd
I & I Construction Ltd
JCH Environmental
Ontario Insulation

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each bid must include a Submission Form (Appendix B) completed and signed by an authorized representative of the bidder.

2. Pricing (Appendix C)

Each bid must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Bid Security

A Bid Security is required in the amount of ten percent (10%) of the total Bid Submission price. Applicable tax shall not be included when calculating the amount of the bid security that is required. The Bid Security is to be submitted as an original signed and sealed Bid Bond from a Surety Company authorized by law to conduct business in the Province of Ontario, in favour of the “Kawartha Pine Ridge District School Board”. The Bid Security must be irrevocable and open for Bid acceptance for at least sixty (60) days from the date of Bid opening. Bid Security shall be forfeited if the Bidder declines to enter into a formal Contract in the amount tendered and to furnish the Performance Bond, when called upon to do so.

Agreement to Bond/Surety’s Consent-Performance Payment Bond

An executed agreement to Bond for Performance in the amount 50% as requested is required to be returned with the Bid Submission.

4. OTHER MANDATORY SUBMISSION REQUIREMENTS- N/A

D. MANDATORY TECHNICAL REQUIREMENTS

Must be a pre-qualified General Contractor as indicated in Part 1- Invitation and Submission Instructions.

E. PRE-CONDITIONS OF AWARD

Insurance

The Successful Bidder(s) will be required to provide a certificate of insurance as required under the CCDC 2 -2008 Stipulated Price Contract.

WSIB eClearance

It will be the responsibility of Pre-qualified Contractors to be current at all times on WSIB coverage during the Pre-Qualification period and any subsequent Contract.

The Successful Bidder must maintain their Clearance Certificate eligibility with the appropriate WSIB Classification Unit for the services required herein. The board will monitor the Successful Bidders eClearance Certificate status using WSIB eService website.

Payments to the Successful Bidder(s) will not be made by the Board if eligibility for Certificate of Clearance issued by the WSIB is not in good standing.

ADDENDIX E - ARCHITECTURAL SPECIFICATIONS

VOLUME 1 ARCHITECTURAL SPECIFICATIONS

Professional Seals Sheet

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

Section 00 20 00 Supplementary Instructions for Procurement

Section 00 73 00 Supplementary General Conditions

DIVISION 01 - GENERAL REQUIREMENTS

Section 01 10 00 General Instructions

Section 01 24 00 Valuation of Changes

Section 01 31 00 Project Management and Coordination

Section 01 32 00 Construction Progress Documentation

Section 01 33 00 Submittal Procedures

Section 01 33 23 Shop Drawings, Product Data and Samples

Section 01 35 20 Safety Requirements

Section 01 35 43 Hazardous Materials

Section 01 41 00 Regulatory Requirements

Section 01 42 13 Abbreviations and Acronyms

Section 01 43 00 Quality Assurance

Section 01 51 00 Temporary Utilities

Section 01 52 00 Construction Facilities

Section 01 56 00 Temporary Barriers and Controls

Section 01 58 00 Project Identification

Section 01 71 23 Field Engineering

Section 01 73 00 Execution

Section 01 74 00 Cleaning and Waste Management

Section 01 77 00 Closeout Procedures

Section 01 78 00 Closeout Submittals

Section 01 82 19 Fire Rating and Assemblies

Section 01 91 00 Commissioning

DIVISION 02 - EXISTING CONDITIONS

Section 02 40 00 Demolition and Alterations

DIVISION 03 - CONCRETE

See Architectural Drawings

DIVISION 04 – MASONRY

Section 04 05 13 Masonry Mortar and Grout

Section 04 05 19 Masonry Anchorage and Reinforcement

Section 04 05 23 Masonry Accessories

Section 04 22 00 Concrete Unit Masonry

DIVISION 05 - METALS

Section 05 52 00 Metal Fabrications

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

Section 06 10 00 Rough Carpentry
Section 06 20 00 Finish Carpentry
Section 06 41 13 Architectural Casework
Section 06 41 19 Plastic Laminate Work

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

Section 07 21 00 Insulation
Section 07 26 16 Under-Slab Vapour Barrier
Section 07 84 00 Firestopping and Smoke Seal
Section 07 92 00 Joint Sealants

DIVISION 08 - OPENINGS

Section 08 11 13 Hollow Metal Doors and Frames
Section 08 14 00 Wood Doors
Section 08 51 13 Aluminum Windows and Doors
Section 08 71 00 Door Hardware
Section 08 71 05 Door Hardware List
Section 08 81 00 Glazing
Section 08 83 00 Mirrors

DIVISION 09 - FINISHES

Section 09 01 61 Flooring Restoration
Section 09 06 00 Room Finish Schedule
Section 09 22 16 Non-Load Bearing Metal Framing
Section 09 29 00 Gypsum Board
Section 09 30 00 Ceramic Tiling
Section 09 51 00 Acoustic Ceilings
Section 09 65 00 Resilient Flooring
Section 09 66 13 Terrazzo Flooring
Section 09 92 00 Painting & Repainting

DIVISION 10 – SPECIALTIES

Section 10 11 00 Visual Display Boards
Section 10 14 23 Interior Signage
Section 10 28 13 Toilet Accessories
Section 10 57 13 Coat Racks
Section 10 95 00 Manufactured Specialties

DIVISION 11 - EQUIPMENT

Section 11 52 13 Projection Screens

DIVISION 12 - FURNISHINGS

Section 12 24 00 Window Shades

VOLUME 2 MECHANICAL AND ELECTRICAL SPECIFICATIONS

Division 20 Common Requirements for Mechanical
Division 22 Plumbing
Division 23 Heating, Ventilating, and Air Conditioning (HVAC)
Division 25 Integrated Automation
Division 26 Common Requirements for Electrical

Division 27 Communications
Division 28 Electronic Safety and Security

VOLUME 3 SUPPLEMENTARY INFORMATION

1. Hazardous Building Materials Assessment; report by Pinchin Ltd. - Available upon request.
2. Asbestos Abatement Specifications by Pinchin Ltd.
3. Existing Drawings (separate digital file)

APPENDIX F - MECHANICAL & ELECTRICAL SPECIFICATIONS

DIVISION 20 COMMON REQUIREMENTS FOR MECHANICAL

20 00 01 Mechanical Specification Index

Common Contract Requirements for Mechanical

20 02 21 Mechanical Supplemental Tender Form

20 02 51 Mechanical Contract Requirements

Common Work Results for Mechanical

20 05 11 Mechanical General Work Requirements

20 05 21 Demolition and Renovation

20 05 31 Expansion Fittings and Loops

20 05 32 Thermometers and Pressure Gauges

20 05 34 Bases, Hangers and Supports

20 05 48 Seismic Restraint

20 05 49 Vibration Control Measures

20 05 53 Identification of Mechanical Services

Testing, Adjusting, and Balancing

20 06 11 Testing, Adjusting, and Balancing (TAB) of Mechanical Systems

Commissioning for Mechanical

20 08 11 Mechanical Contractor Commissioning Requirements

DIVISION 21 FIRE SUPPRESSION

Fire-Suppression Standpipes

21 12 13 Fire-Suppression Standpipe System

DIVISION 22 PLUMBING

Plumbing Insulation

22 07 19 Plumbing Piping Insulation

Facility Water Distribution

22 11 16 Domestic Water Piping - Copper

22 11 20 Backflow and Cross Connection Measures

22 11 31 Potable Water Auxiliary Equipment

Facility Sanitary Sewerage

22 13 13 Sanitary Drains

22 13 16 Sanitary Waste and Vent Piping – Cast Iron and Copper

22 13 17 Sanitary Waste and Vent Piping – Plastic

Plumbing Auxiliary Equipment

22 36 13 Plumbing Auxiliary Equipment

Fire Extinguishers

22 37 13 Portable Fire Extinguishers

Plumbing Fixtures

22 44 13 Plumbing Fixtures and Trim

**DIVISION 23 HEATING, VENTILATING, AND AIR
CONDITIONING (HVAC)****Common Work Results for HVAC**

23 05 81 Pipe Welding

HVAC Insulation

23 07 13 Duct Insulation

23 07 19 HVAC Piping Insulation

Hydronic Piping and Pumps

23 21 11 Hydronic Accessories

23 21 13 Hydronic Piping (Welded)

23 21 23 Pumps Hydronic

HVAC Water Treatment

23 25 13 Water Treatment for Closed-Loop Hydronic Systems

HVAC Ducts and Casings

23 31 13 Metal Ducts

Air Duct Accessories

23 33 13.13 Volume-Control Dampers

23 33 13 Duct Accessories

23 33 16 Fire Dampers

23 33 18 Operating Dampers

23 33 46 Flexible Ducts

23 33 53 Duct Liners

HVAC Fans

23 34 23 Packaged Exhausters

Air Outlets and Inlets

23 37 13 Diffusers, Registers, and Grilles

23 37 23 Louvres, Intakes and Exhaust

Air-To-Air Energy Recovery Equipment

23 72 19 Fixed-Plate Air-to-Air Heat Recovery Ventilators

Convection Heating and Cooling Units

23 82 23 Hydronic Unit Ventilators

23 82 29 Radiators, Convectors, and Cabinet Heaters

23 82 31 Hydronic Radiant Ceiling Panels

Radiant Heating Units

23 83 12 Electric Duct Heaters

DIVISION 25 INTEGRATED AUTOMATION

Building Automation System

25 20 11 Building Automation System

**ADDENDIX G – SUPPLEMENTARY VOLUME
PROJECT MANUAL VOLUME 3**

PRICING INSTRUCTION DOCUMENT

General Part 1

- 1.1 General and Related Work
- 1.2 Work Covered by this Section
- 1.3 Kawartha Pine Ridge District School Board Pre-Approved Bidders
- 1.4 Pricing Instructions

ASBESTOS ABATEMENT –TYPE 1 PROCEDURES

General- Part 1

- 1.1 General and Related Work
- 1.2 Site Conditions
- 1.3 Outline of Work
- 1.4 Schedule
- 1.5 Definitions
- 1.6 Submittals
- 1.7 Regulations
- 1.8 Supervision
- 1.9 Quality Assurance
- 1.10 Notification
- 1.11 Instructions and Training
- 1.12 Personal Protection
- 1.13 Authorized Visitor Protection
- 1.14 Inspection

Products and Facilities - Part 2

- 2.1 Materials and Equipment
- 2.2 Signage

Execution - Part 3

- 3.1 Site Preparation
- 3.2 Maintenance of Asbestos Work Area
- 3.3 Asbestos Removal – General
- 3.4 Asbestos Removal- Caulking
- 3.5 Waste and Material Handling
- 3.6 Asbestos Work Area Dismantling

ASBESTOS ABATEMENT –TYPE 2 PROCEDURES

General- Part 1

- 1.1 General and Related Work
- 1.2 Site Conditions
- 1.3 Outline of Work

- 1.4 Schedule
- 1.5 Definitions
- 1.6 Submittals
- 1.7 Regulations
- 1.8 Supervision
- 1.9 Quality Assurance
- 1.10 Notification
- 1.11 Instruction and Training
- 1.12 Personal Protection
- 1.13 Authorized Visitor Protection
- 1.14 Air Monitoring
- 1.15 Inspection

Products and Facilities - Part 2

- 2.1 Materials and Equipment
- 2.2 Transfer Room
- 2.3 Curtained Doorways
- 2.4 Signage

Execution - Part 3

- 3.1 Site Preparation- General
- 3.2 Site Preparation – Enclosure Required
- 3.3. Site Preparation – No Enclosure Required
- 3.4. Maintenance of Asbestos Work Area
- 3.5 Asbestos Removal –General
- 3.6. Asbestos Removal –Mechanical Insulation (less than 1 square Metre)
- 3.7 Ceiling Entry where Vermiculite is Present Lying on the Ceiling
- 3.8 Installation of J Mould with HEPA Filtered Power Tools
- 3.9 Waste and Material Handling
- 3.10 Application of Post Removal Sealant
- 3.11 Clean-Up Dismantling

ASBESTOS ABATEMENT – GLOVE BAG PROCEDURES

General- Part 1

- 1.1 General and Related Work
- 1.2 Site Condition
- 1.3 Outline of Work
- 1.4 Schedule
- 1.5 Definitions
- 1.6 Submittals
- 1.7 Regulations
- 1.8 Supervision
- 1.9 Quality Assurance
- 1.10 Notification
- 1.11 Instruction and Training

- 1.12 Personal Protection
- 1.13 Authorized Visitor Protection
- 1.14 Air Monitoring
- 1.15 Inspection

PART 2 – PRODUCTS

- 2.1 Materials and Equipment

PART 3 – EXECUTION

- 3.1 Site Preparation
- 3.2 Maintenance of Asbestos Work Area
- 3.3 Glove Bag Removal
- 3.4 Waste and Material Handling
- 3.5 Clean-Up and Dismantling

APPENDIX H – TENDER DRAWINGS

- A2.0 - Key Plans
- A2.1 - Demolition Plans, Sections, Details
- A2.2 - Floor Plans, Door & Frame Schedule, Door & Frame Types , Details
- A2.3. - Reflected Ceiling Plans, Details
- A2.4 - Flooring Pattern Plans
- A3.1 - Interior Elevations
- A4.1 - Millwork Details

- M1.1 - Keyplan , Legend, Schedules and Details
- M1.2 - Demolition and Renovation Part Plans
- M1.3 - Demolition and Renovation Part Plans and Fire Protection Plan
- E1.0 - Overall Key Plan & Legend
- E1.1 - Details and Schedules
- E2.0 – Lighting Demolition and Renovation Part Plans
- E3.0 - Power and Systems Demolition and Renovation Part Plans

- S1.1 Framing Plans and Sections

APPENDIX I -ASBESTOS ABATEMENT ASSESSMENT

Westmount Public School, Hazardous Building Materials Assessment Report
Westmount Public School, Asbestos Assessment Report

**APPENDIX J – SUPPLEMENTARY CONDITIONS
TO CCDC-2 2008 STIPULATED PRICE CONTRACT**

Supplementary Conditions to CCDC 2-2008 Stipulated Price Contract (attached)