

APPENDIX A RFT PARTICULARS

Table of Contents

A. The Work	2
B. Material Disclosures	2
1. Contract for the Work	2
2. Term of Contract	3
3. COVID-19	3
4. Electronic Monitoring Policy	3
5. Examination of the Site	3
6. Designated Substances Notice	4
7. Award of Contract	4
C. Mandatory Submission Requirements	4
1. Bid Deposit	4
2. Undertaking to Bond	4
D. Mandatory Technical Requirements	5
1. Certificate of Recognition (COR™) Safety Program	5
E. Pre-Conditions of Award	5
1. Executed Contract	5
2. WSIB Certificate of Clearance	5
3. Insurance	5
4. Bonds	6

APPENDIX A - RFT PARTICULARS

A. The Work

The Work includes, but is not limited to Renovation and Millwork Upgrade of the Great Hall, Decommissioning of the Existing Cafeteria, and Minor Renovations of the Old Access York Space at the York Region Administrative Centre, 17250 Yonge Street, Newmarket, Ontario, as further described in Appendix C – Form of Contract.

The selected bidder shall provide all the labour, materials and equipment required to complete a minor renovation project at the Great Hall, the decommissioning of the kitchen and seating area in the existing cafeteria space, and closing off the older Access York Counter, all on the ground floor of the York Region Administrative Centre. The Great Hall space is approximately 563m² (6,065 ft²) and the cafeteria space is approximately 383 m² (4,130 ft²).

For the Great Hall, the work will include the removal of the existing Customer Service and Security Kiosk and supplying a new customized Security Kiosk. The work in the Great Hall will also including lighting, HVAC and flooring repair.

For the existing cafeteria, the Work will include demolition of the existing space including the existing commercial scale kitchen, and patching of the floor as required, and patching of perimeter wall as required. Existing furniture will be removed by the Region prior to commencement of the Work.

More information can be found on the Drawings and Specifications included in the Contract Documents, and as further described in Appendix C – Form of Contract.

B. Material Disclosures

1. Contract for the Work

The selected bidder will be required to enter into a contract with the Region for the provision of the Work in the form of contract attached as Appendix C. Bidders should review the form of contract before submitting their bid. Any concerns or questions regarding the terms and conditions of the contract should be directed to the Region through the 'Submit a Question' feature on the Bidding Website before the Submission Deadline.

2. Term of Contract

The Work shall be completed in accordance with the Contract Time specified in Appendix C – Form of Contract.

3. COVID-19

The bidder that enters into a contract with the Region for the provision of the Work will be required to comply with all legislative amendments, controls, regulations, requirements and orders that were or are issued by the Government of Canada, the Province of Ontario, the Region or other municipal authority in response to the global pandemic of the virus leading to COVID-19 including any resurgence or mutation thereof (the “**Pandemic**”).

Bidders shall consider all legislative amendments, controls, regulations, requirements and orders that were issued, prior to the Submission Deadline, by the Government of Canada, the Province of Ontario, the Region or other municipal authority in response to the Pandemic, including any impacts such legislative amendments, controls, regulations, requirements and orders could have on pricing, and the bidder’s prices will be deemed to include all costs associated with the foregoing.

4. Electronic Monitoring Policy

The Region has implemented an [Electronic Monitoring Policy](#), as may be amended from time to time. This policy outlines when and how employees and contractors may be electronically monitored while performing work-related duties and activities or while using Regional assets, equipment, systems or information. A copy of this policy is available at the below link: <https://www.york.ca/business/doing-business-york-region/current-bids-and-tenders>.

5. Examination of the Site

Prior to submitting a bid, bidders shall thoroughly acquaint themselves with the RFT and carefully examine the site where the Work will be performed, to fully inform themselves of the existing conditions and limitations. Access to the site may be provided during the bidding period when requested.

Bidders shall not claim, after the submission of their bid, that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

6. Designated Substances Notice

A site hazard assessment has been conducted and all known designated substances under the *Occupational Health and Safety Act*, RSO 1990, c O.1 are listed in the Pre-Work Hazard Assessment Form attached as Appendix G.

The Pre-Work Hazard Assessment Form is provided for information purposes only and the Region assume no responsibility for its correctness or completeness.

7. Award of Contract

The award of the contract will be subject to the approval of Regional Council or its authorized delegate and, if applicable, the receipt of sufficient funding.

C. Mandatory Submission Requirements

1. Bid Deposit

Bidders shall submit a bid deposit in the amount of \$75,000.00 to act as security for the satisfaction of the pre-conditions of award listed in Section E.

The bid deposit shall be in the form of a digital Bid Bond from a recognized guarantee or surety company acceptable to the Region and authorized by law to do business in the province of Ontario. The form of Bid Bond acceptable to the Region is attached as Appendix E.

Bidders shall upload the digital Bid Bond in the document upload field titled “Bid Bond (Digital Bond)” in the Documents & Bonding step in the Bidding Website.

2. Undertaking to Bond

Bidders shall submit a digital Undertaking to Bond. The form of Undertaking to Bond acceptable to the Region is attached as Appendix F. The Undertaking to Bond shall be from a recognized guarantee or surety company acceptable to the Region and authorized by law to do business in the province of Ontario.

Bidders shall upload the digital Undertaking to Bond in the document upload field titled “Undertaking to Bond (Digital Bond)” in the Documents & Bonding step in the Bidding Website.

D. Mandatory Technical Requirements

1. Certificate of Recognition (COR™) Safety Program

Bidders should provide proof of:

- (a) COR™ certification; or
- (b) COR™ Equivalency

in a form acceptable to the Region, in its sole discretion. Acceptable forms of proof are limited to:

- (a) COR™ Certification
 - (i) A copy of the bidder's Certificate of Recognition from the IHSA
- (b) COR™ Equivalency
 - (i) A letter or email from the IHSA stating that the bidder has obtained COR™ Equivalency; or
 - (ii) A valid Letter of Reciprocity issued by the IHSA, indicating that the bidder is in the process of obtaining COR™ Equivalency.

Bidders shall upload the documentation required under this section D.1 in the document upload field titled "COR Documentation" in the Documents & Bonding step in the Bidding Website.

E. Pre-Conditions of Award

1. Executed Contract

The selected bidder shall execute a contract with the Region for the provision of the Work.

2. WSIB Certificate of Clearance

The selected bidder shall submit a current Certificate of Clearance from the Workplace Safety and Insurance Board.

3. Insurance

The selected bidder shall provide proof of insurance coverage as specified in Appendix D. Bidders should review the insurance requirements with their insurance provider to ensure that each requirement can be met before submitting their bid. Any concerns or questions regarding the insurance requirements should be directed to the Region through the 'Submit a Question' feature on the Bidding Website before the Submission Deadline.

4. Bonds

The selected bidder shall provide:

- (a) a Performance Bond in an amount equal to 100% of the estimated contract price and conforming to Form 32 - Performance Bond under Section 85.1 of the Construction Act; and
- (b) a Labour and Material Payment Bond in an amount equal to 50% of the estimated contract price and conforming to Form 31 - Labour and Material Payment Bond under Section 85.1 of the Construction Act

Form 32 – Performance Bond under Section 85.1 of the Construction Act and Form 31 – Labour and Material Payment Bond under Section 85.1 of the Construction Act can be found at <http://ontariocourtforms.on.ca/en/construction-lien-act-forms/>.

The bonds shall be issued by a recognized guarantee or surety company acceptable to the Region and authorized by law to do business in the province of Ontario.