



The Corporation of the City of Richmond Hill

Second Stage Request for Quotations

For

Connor Building Renovation and Retrofit

Request for Quotation No.: **RFQ-2510155**

Issued: **April 28, 2025**

Submission Deadline: **May 23, 2025**

***** ELECTRONIC BID SUBMISSIONS ONLY *****

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Referenced Documents:

- RFQ-2510155 Attachment A–Contractors and Supplier Environmental Responsibilities

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Bidders

This Request for Quotation (the “RFQ”) is an invitation by The Corporation of the City of Richmond Hill (“the City”) to prospective Bidders which were shortlisted on the Request for Supplier Qualification RFSQ-2410262 Renovation of the Connor Building, to submit non-binding submission as further described in the RFQ Particulars (Appendix C) (the “Deliverables”).

1.2 Type of Contract for Deliverables

The selected Bidder will be requested to enter into a contract for the provision of the Deliverables using the CCDC-2-2020 with the supplementary terms and conditions as set out in the Form of Agreement (Appendix D) (the “Agreement”).

1.3 RFQ Timetable

Event	Date
Issue Date of RFQ	April 28, 2025
Site Visit	May 7, 2025 at 10:00 a.m.
Deadline for Questions	May 15, 2025
Deadline for Issuing Addenda	May 21, 2025
Submission Deadline	May 23, 2025 at 2:00 p.m.
Rectification Period	2 Business Days
Anticipated Execution of Agreement	June 9, 2025

The RFQ timetable is tentative only and may be changed by the City at any time.

Site Visit

Category	Details
Day and Time	Wednesday May 7, 2025 at 10:00 a.m.
Address	39 King Rd, Richmond Hill, ON, L4E 2T7
Meeting Location	Meet in front of the building entrance. (Image Below).
Details of any PPE Equipment	It is suggested that Bidders wear Hard Hat, Steel Toe Boots and Construction Safety Vest.



Optional Bid Meeting

Attendance at the site meeting is optional. At this time Bidders may verify any logistical access and satisfy any site-specific conditions that may affect schedule or cost to the project.

NOTE: Bidders are to ensure that all sub-contractors who need to examine the site are present at this optional site meeting. No additional site meetings are planned.

Bidders may visit the site at their convenience to verify any logistical access and satisfy any site-specific conditions that may affect schedule or cost to the project, however access to the interior of the building will only be provided during the optional site visit.

There will be no consideration of any claim, after Bidders' submissions, that there is a misunderstanding with response to the condition of the site.

1.4 Bidding System Registration

The City will only consider submissions received from Bidders who have registered with the City's electronic bidding system at <https://richmondhill.Submissionsandtenders.ca> (the "Bidding System") and have obtained the RFQ directly from the Bidding System.

All Bidders must establish a Bidding System account and be registered as a Plan Taker for the bid opportunity, which will enable the Bidder to download the RFQ, to receive addenda email notifications, download addenda and to provide their submissions electronically through the Bidding System.

1.5 RFQ Contact and Bidders' Questions

1.5.1 RFQ Contact

For the purposes of this procurement process, all communications in relation to this RFQ must be made to the RFQ contact through the Bidding System, unless specifically instructed within the RFQ document.

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the RFQ Contact. Failure to adhere to this rule may result in the disqualification of the Bidder and the rejection of the Bidder's submission.

Post bid closing communications in relation to this RFQ may be made to the Procurement Services at purchasing@richmondhill.ca

1.5.2 Bidders' Questions

Prior to the Deadline for Questions, Bidders may ask questions or seek additional information in relation to this RFQ through the Bidding System using the "Submit a Question" link associated with this bid opportunity. The City will not accept Bidder's questions or requests for information by any other means, except as specifically stated in this RFQ.

1.6 Submission

1.6.1 Electronic Submission Only

Submissions must be submitted electronically through the Bidding System. The City will not accept Submissions submitted by any other method.

1.6.2 Submissions must be Received on Time

Submissions will only be accepted if they are received by the Bidding System by no later than the Submission Deadline. The Submission Deadline will be determined by the Bidding System clock. The timing of the submission is based on when the submission is **received** by the Bidding System, regardless of when the Bidder began the submission process. Onus and responsibility rest solely with the Bidder to ensure its submission is received by the Bidding System by no later than the Submission Deadline.

Bidders are advised that transmission of submissions can be delayed due to file transfer size, transmission speed and other issues. Bidders are strongly encouraged to allow sufficient time to upload their submission and attachment(s), if applicable, and to resolve any issues that may arise. Bidders making submissions near the Submission Deadline do so at their own risk.

The Bidding System will send a confirmation email to the Bidder advising that their submission was successfully received.

1.6.3 Acknowledgement of Addenda

It is the responsibility of the Bidder to have received all addenda to this RFQ that have been issued by the City through the Bidding System. Bidders will be required to check a box for each addendum and any applicable attachments that have been issued before a Bidder can submit their submission in the Bidding System.

Bidders must check the Bidding System for any addenda up until the Submission Deadline.

If a submission is submitted before an addendum is issued, the Bidding System will automatically withdraw the submission and identify the status of the submission as incomplete (not accepted by the City). The withdrawn submission can be viewed by the Bidder in the "MY SUBMISSIONS" section of the Bidding System. The Bidder is solely responsible for:

- (a) reviewing the status of their submission;
- (b) making any required adjustments to their submission;
- (c) acknowledging the addendum; and
- (d) ensuring the submission is re-submitted and received by the Bidding System by no later than the Submission Deadline.

The City will not be responsible for the withdrawal of a submission due to the Bidder's failure to acknowledge any addenda issued prior to the Submission Deadline.

1.6.4 Amendment of Submissions

If a Bidder wishes to amend a completed submission prior to the Submission Deadline, the Bidder may withdraw the submission and resubmit a revised one prior to the Submission Deadline through the Bidding System. The Bidder is solely responsible for ensuring that the revised submission is received by the Bidding System by no later than the Submission Deadline.

1.6.5 Withdrawal of Submissions

At any time throughout the bid process, a Bidder may withdraw a submission. Prior to the Submission Deadline, the Bidder may withdraw the submission through the Bidding System. To withdraw a submission after the Submission Deadline, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the Bidder. The City is under no obligation to return withdrawn Submissions.

1.7 AODA Accessible Documents

If you require this document in an alternative format, contact purchasing@richmondhill.ca.

[End of Part 1]

PART 2 – EVALUATION

2.1 Stages of Evaluation

The City will conduct the evaluation of submissions in the following stages:

2.2 Stage I Unsealing of Submissions

The City will unseal submissions at time of closing and publish unofficial results prior to completing an evaluation of mandatory submission or technical requirements. Stages II and III will be completed for submissions in order of ranking, based on price starting from lowest Total Amount. In the event of a tie, the selected Bidder will be determined by way of a coin toss.

2.3 Stage II Mandatory Submission Requirements

Stage II will consist of a review to determine which submissions comply with all of the mandatory submission requirements as set out in listed in Section C of the RFQ Particulars (Appendix C). If a bid fails to satisfy all the mandatory submission requirements, The City will issue the bidder a rectification notice identifying the deficiencies and provide the bidder an opportunity to rectify the deficiency. If the bidder fails to satisfy the mandatory submission requirements within the Rectification Period, its bid will be rejected. The Rectification Period will begin to run from the date and time that the City issues a rectification notice to the bidder. Bidders that fail to satisfy the mandatory submission requirements will be excluded from further consideration.

2.4 Stage III Mandatory Technical Requirements

The City will review the submission which passed Stage II, to determine whether the mandatory technical requirements as set out in Section D of the RFQ Particulars (Appendix C) have been met. Questions or queries on the part of the City as to whether a submission has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3. If a quote fails to meet the mandatory technical requirements, the City will repeat Stage II and Stage III with the next lowest price bid.

2.5 Selection of Successful Bidder

After the completion of Stage III, the lowest priced compliant bidder will be invited to enter into the Agreement in accordance with Part 3. The selected Bidder will be notified in writing and will be expected to satisfy any applicable conditions of this RFQ, including the pre-conditions of award listed in Section E of the RFQ Particulars (Appendix C), and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the Bidder and the selection of another Bidder or the cancellation of the RFQ.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1 General Information and Instructions

3.1.1 Bidders to Follow Instructions

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

3.1.2 Submissions in English

All submissions are to be in English only.

3.1.3 No Incorporation by Reference

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

3.1.4 References and Past Performance

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

3.1.5 Information in RFQ Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ 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 submission in response to this RFQ.

3.1.6 Bidders to Bear Their Own Costs

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

3.1.7 Submission to be Retained by the City

The City will not return the submission or any accompanying documentation submitted by a Bidder.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The City makes no guarantee of the value or volume of work to be assigned to the successful Bidder. The agreement entered into with the selected Bidder will not be an exclusive contract for the provision of the described Deliverables. The City 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 RFQ

3.2.1 Bidders to Review RFQ

Bidders should promptly examine all of the documents comprising this RFQ and should report any errors, omissions or ambiguities through the Bidding System prior to the Deadline for Questions. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than by addenda issued by the RFQ Contact through the Bidding System. It is the responsibility of the Bidder to seek clarification from the RFQ Contact on any matter it considers to be unclear. The City is not responsible for any misunderstanding on the part of the Bidder concerning this RFQ or its process.

3.2.2 All New Information to Bidders by Way of Addenda

This RFQ may be amended only by addendum. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all Bidders by addendum through the Bidding System. Each addendum forms an integral part of this RFQ.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

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

3.2.4 Verify, Clarify and Supplement

When evaluating submissions, the City may request further information from the Bidder or third parties in order to verify, clarify or supplement the information provided in the Bidder's submission, including but not limited to clarification with respect to whether a submission meets the mandatory technical requirements set out in Section C of the RFQ Particulars (Appendix C). The City may revisit and re-evaluate the Bidder's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Bidders

Once an agreement is executed by the City and a Bidder, the other Bidders may be notified directly in writing and will be notified by public posting in the same manner that this RFQ was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Unsuccessful 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 RFQ Contact and must be made within twenty-one (21) days of such notification. The intent of the debriefing information session is to aid the Bidder in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.3 Procurement Protest Procedure

After a Debriefing, if a Bidder wishes to challenge the bid process, it should provide written request for review in writing within seven (7) days of the Debriefing to the RFQ Contact. 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 Bid, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the Bid 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 City in the preparation of its submission that is not available to other Bidders, or
 - ii. communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or
 - iii. engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair, or
- (b) in relation to the performance of its contractual obligations in a City 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 City may disqualify a Bidder for any conduct, situation or circumstances, determined by the City, in its sole and absolute discretion, that constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The City may disqualify a Bidder, rescind a notice of selection or terminate a contract subsequently entered into if the City determines that the Bidder has engaged in any conduct prohibited by this City which may include but is not limited to the following:

- a) Collusion: The Bidder engaged in any form of collusion with another supplier during the preparation of its submission, including any comparison of figures or coordination with another supplier or any other any illegal business practices, including activities such as bid-rigging, or price-fixing.

- b) Communication During Blackout Period: The Bidder, between the issuance of this Request and notice of an award, communicated about this procurement request with:
 - (i) City staff, consultants or sub-consultants involved in this Bid, except through or as authorized by Procurement Services staff; or
 - (iii) any member of Council, including by requesting to appear as a delegation in front of Council or any committee.
- c) Interference with Other Suppliers: The Bidder threatened, intimidated, harassed, or otherwise interfered with another Bidder's submission or performance of a City contract.
- d) Misrepresentation in Submission: The bidder submitted a bid containing misrepresentations or other misleading, or inaccurate information.
- e) Unethical Conduct: The Bidder engaged in any unethical conduct, including lobbying in an attempt to influence the selection of the successful Bidder or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this Bid.

3.4.4 Bidder Not to Communicate with Media

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

3.5 Supplier Suspension

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

- (a) Documented poor performance in a previous contract in areas such as schedule adherence, workmanship quality, or contract and project management, health & safety, or environmental compliance.
- (b) failure to perform or complete performance of a Contract.
- (c) the refusal of the Bidder to enter into a contract after the Bidder's submission has been accepted.
- (d) the Bidder, any affiliate of that Supplier, or any principal, officer or director of the Bidder, directly or indirectly through another corporation or other business entity is in litigation with the City.

3.6 Confidential Information

3.6.1 Confidential Information of the City

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

- (a) is the sole property of the City and must be treated as confidential;

- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the City; and
- (d) must be returned by the Bidder to the City immediately upon the request of the City.

3.6.2 Confidential Information of Bidder

Bidders are advised that the City is governed by Ontario's Municipal Freedom of Information and Protection of Privacy Act *R.S.O. 1990, c.M.56, as amended* ("MFIPPA") and information submitted to the City in response to this RFQ may be subject to disclosure under MFIPPA. A Bidder should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City and is advised to consult with their own legal advisors regarding the appropriate way to identify such information. The City will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under MFIPPA or any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their submissions will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFQ process, including the evaluation of submissions. If a Bidder has any questions about the collection and use of information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

3.7 Procurement Process Non-binding

3.7.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Bidder nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour the prices submitted in response to this Bid.

3.7.2 No Contract until Execution of Written Agreement

This RFQ process is intended to identify prospective suppliers for the purposes of entering potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the Bidder and the City by this RFQ process until the execution of a written agreement for the acquisition of such goods and/or services.

3.7.3 Non-binding Price Estimates

While the pricing information provided in submissions will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the submissions and the ranking of the Bidders. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such

evaluation or ranking or the decision of the City to enter into an agreement for the Deliverables.

3.7.4 Cancellation

The City may cancel or amend the RFQ process without liability at any time.

3.8 Governing Law and Interpretation

These Terms and Conditions of the RFQ 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 will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; 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 – SUBMISSION FORM

Bidders should refer to the instructions attached to the solicitation for the Appendix A - Submission Form requirements and provide that information in accordance with the instructions provided in the bidding system.

APPENDIX B – PRICING

1. Instructions on How to Provide Pricing

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which will be in addition to the price quoted.

2. Evaluation of Pricing

Pricing will be evaluated based on the lowest Total Amount for the Bidder who is compliant with all the Deliverables as stated within this RFQ.

3. Required Pricing Information

Bidders shall complete the Bidding System Schedule of Prices.

APPENDIX C – RFQ PARTICULARS

A. THE DELIVERABLES

The City of Richmond Hill is seeking quotations from prequalified Bidders for the provision of all labour, equipment, and materials necessary for the renovation, addition to and site improvements of the Connor Building, located at 39 King Road in the City of Richmond Hill L4E 2W1 as per the attached specifications and drawings.

B. MATERIAL DISCLOSURES

The material disclosures that apply to this RFQ, if any, are set out below.

1. Work Schedule

The provision of the deliverables must be completed by **August 31, 2026**.

2. Participation

Selected bidders included on the prequalified contractor list are expected to participate in second-stage competitive processes when requested. Failure to participate in second-stage invitations a total of four (4) times during the term of the list may result in removal from the list.

3. No Negotiations

Please be advised that the City will not permit any changes to the contract terms and conditions after the bid closing date. Any requests for modifications must be made prior to the deadline for questions using the “Submit a Question” link associated with this bid opportunity. The acceptance of modifications will be made through an addendum. The City reserves the right to accept or reject any such requests at its sole discretion.

4. Contractors and Supplier Environmental Responsibilities

Contractors, including all its employees, must be familiar with and must be trained and capable of carrying out duties and functions arising from the Contractors and Supplier Environmental Responsibilities Package as provided in the Referenced Documents.

5. Compliance With Laws

All persons, partnerships, corporations or other legal entities who provide service to or perform work in City facilities shall do so in compliance with all applicable laws, statutes regulations, by-laws, rules, declarations, ordinances, directions, directives, orders, requirements, codes and policies then in effect, of all federal, provincial, municipal, local and other government and quasi-government authorities, departments, commissions and boards having jurisdiction.

6. Insurance Requirements

NOTE: Additional insurance requirements have been identified above those disclosed at the time Request for Supplier Qualification #RFSQ-2410262 was issued.

Bidders must carefully review section GC 11.1 INSURANCE in the attached RFQ-2510155 Appendix D - Form of Agreement which outlines the coverages required for this RFQ.

7. Referenced Documents

The following is a list of document(s) that are required references and are to be read as part of this assignment. Refer to the following available attachments:

- **RFQ-2510155 Attachment A–Contractors and Supplier Environmental Responsibilities**

C. MANDATORY SUBMISSION REQUIREMENTS

1. Online Submission Form (Appendix A)

Bidders shall complete Appendix A Submission Form in the Bidding System.

2. Online Pricing (Appendix B)

Bidders must include pricing information that complies with the instructions contained in Appendix B – Pricing.

3. Agreement to Bond

Each submission must include an Agreement to Bond as proof of ability to supply 75% Performance and 75% Labour and Material Payment Bonds if awarded the contract. The Agreement to Bond should be uploaded to the online bidding system.

4. COR™ Certification

All Bidders must have COR™ Certification. Bidders must provide a valid Certificate of Recognition (COR™ Certificate) issued by IHSA (Infrastructure Health & Safety Association) showing the same company name that corresponds with details provided in the Bidder Information Table. If the COR™ Certificate is more than one year old Bidders must also provide an IHSA Letter of Good Standing (LGS). If the COR™ Certificate or LGS displays a different trade name than the one provided in the Bidders Information Table, Bidders must also submit proof that the company shown on the COR™ Certificate or LGS is the same as the Bidder's company.

The City may also independently validate the Bidder's good standing with the IHSA.

5. Health and Safety History.

Bidders must provide an up-to-date **Workplace Injury Summary Report (WISR)** from Workplace Safety and Insurance Board (WSIB) showing the same company name that corresponds with details provided in the Bidder Information Table.

NOTE: A WSIB Clearance Certificate or a CAD-7 Calculation form is not acceptable.

Bidders must disclose any recent critical injuries and /or fatalities not previously provided to the City of Richmond Hill on a previous prequalification or bid submission, as well as any orders or charges under the Occupational Health and Safety Act and Regulations in relation to these incidents through the completion of the online **Health and Safety Incidence Disclosure** form. Bidders should be aware that a WSIB – Safety Check may also be reviewed by the City.

Bidders with an unacceptable health and safety history will be disqualified.

6. List of Subcontractors Form

Bidders shall complete the List of Subcontractors form in the Bidding System. At minimum, Bidders must provide the following information:

- Name of subcontractor
- Work type to be subcontracted

7. Other Online Mandatory Submission Requirements

Please see all other required forms in the online bidding system. The bid submission will not be complete unless all required documents are completed and submitted.

D. MANDATORY TECHNICAL REQUIREMENTS

The mandatory technical requirements that apply to this RFQ, if any, are set out below.

Where brand names are called for in the specifications, alternatives will be considered so long as these exceed the specifications, performance and quality of the brands specified.

Requests for equivalency review and approvals must be made prior to the deadline for questions using the "Submit a Question" link associated with this bid opportunity. Bidders should attach any relevant documents with their request providing details such as cut-sheet, specifications and drawings that will allow for a detailed review of the proposed alternative. If sufficient detail is not provided, the request will be declined. The addition of any approved equivalent products will be made through an addendum.

E. PRECONDITIONS OF AWARD

The selected Bidder(s) must satisfy the following conditions and provide the following information within fourteen (14) days of selection:

1. Workplace Safety and Insurance Board Clearance

The successful Bidder(s) must provide a valid, current Clearance Certificate declaring that they are registered with Workplace Safety and Insurance Board (WSIB) and has an account in good standing.

If WSIB coverage is not required by law to be carried by the successful Bidder(s), they shall provide one of the following:

- An Exemption Letter from WSIB, satisfactory to the City
- An Independent Operators Status Certificate issued by WSIB, or
- Such further and other evidence coverage as may be satisfactory to the City.

2. Insurance Certificate

NOTE: Additional insurance requirements have been identified which are above those disclosed at the time Request for Supplier Qualification #RFSQ-2410262 was issued.

Bidders must carefully review section GC 11.1 INSURANCE in the attached RFQ-2510155 Appendix D - Form of Agreement which outlines the coverages required for this RFQ.

The successful Bidder(s) must provide a current Certificate of Insurance for the coverages outlined in Appendix D Form of Agreement. Evidence of insurance will only be accepted on the City of Richmond Hill Certificate of Insurance Form(s). Fillable City Certificates of Insurance forms can be obtained at <http://www.richmondhill.ca/certificatesofinsurance>. The Insurance shall not be terminated or cancelled unless written notice of such termination or cancellation is given by the insurers to the City at least thirty (30) days before the effective date.

Indemnified parties outlined below must be named as additional insured on all Applicable Liability Certificate of Insurance Forms.

- WSP E&I Canada Limited

3. Bonding

Upon selection and prior to the commencement of the contract, the successful bidder must supply a 75% Performance and 75% Labour and Material Payment Bond.

4. Form of Agreement

The successful Bidder(s) will be required to complete and provide to the City an executed agreement, provided under separate attachment as APPENDIX D – Form of Agreement.

F. SPECIFICATIONS AND DRAWINGS

All material and labour supplied must meet requirements outlined below as per all the attached specifications and drawings. WSP Project #CA0010351.5022

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APPENDICIES to RFQ-2510155 Appendix C Section F Final Specifications:

1. RFQ-2510155 Appendix C Section F Final Specifications - Appendix A – CoRH
Guideline: Door Hardware & Key Specifications for the Connor Building
2. RFQ-2510155 Appendix C Section F Final Specifications - Appendix B - CoRH
Guideline: Card Access System Specifications for the Connor Building
3. RFQ-2510155 Appendix C Section F Final Specifications - Appendix C - CoRH
Guideline: Surveillance system specifications for the Connor Building
4. RFQ-2510155 Appendix C Section F Final Specifications - Appendix D - CoRH
Guideline: Burglary Intrusion System Specifications for the Connor Building
5. RFQ-2510155 Appendix C Section F Final Specifications - Appendix E – WSP Canada Inc.: Arborist Report, Dated - March 21, 2025
6. RFQ-2510155 Appendix C Section F Final Specifications - Appendix F1 – Haag Canada: Summary of Asbestos-Containing Materials at Connor Building, Dated Dec. 13, 2021
7. RFQ-2510155 Appendix C Section F Final Specifications - Appendix F2 – WSP Canada Inc.: Asbestos Sampling Assessment Report, Dated – February 9, 2023
8. RFQ-2510155 Appendix C Section F Final Specifications - Appendix G-1 – Soil Engineers Ltd.: A Geotechnical Investigation for Proposed Building Redevelopment - Dated May 2023
9. RFQ-2510155 Appendix C Section F Final Specifications - Appendix G-2 – Soil Engineers Ltd.: Soil Characterization Report - Dated – Rev. March 17, 2025.

RFQ-2510155 - Connor Building Renovation and Retrofit

Opening Date: April 28, 2025 12:00 PM

Closing Date: May 23, 2025 2:00 PM

Schedule of Prices

The Bidder hereby bids and offers to enter into the Contract referred to and to supply and do all and any part of the Deliverables called for in this bid, at the unit prices, and/or lump sums hereinafter stated.

*Denotes a "MANDATORY" field. Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the City.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Schedule of Prices - Base Contract

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which will be in addition to the price quoted.

Rates quoted by the respondent must be all-inclusive and must include all labour, material and equipment costs, all travel and carriage costs, all insurance and applicable bonding costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, travel, disbursements, and all other overhead, including any fees or other charges required by law.

Item#	Description	Quantity	Unit of Measurement	Unit Price *	Extended Price
1	Provision of all labour, equipment and materials required for the Deliverables at 39 King Road, Richmond Hill, Building Construction and Site Works	1	Lump Sum		
Subtotal:					

Schedule of Prices - Provisional Items

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which will be in addition to the price quoted.

Rates quoted by the respondent must be all-inclusive and must include all labour, material and equipment costs, all travel and carriage costs, all insurance and applicable bonding costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, travel, disbursements, and all other overhead, including any fees or other charges required by law.

Pricing for provisional items will be included in the calculation for the evaluation of pricing. The Bidder is not entitled to payment of provisional items except for additional work carried out in accordance with the contract as directed by the City in writing and only to the extent of such additional work.

Item #	Description	Quantity	Unit of Measurement	Unit Price *	Extended Price
Refer to Section 26 32 14	<p>Natural Gas Generator: Supply and Install Natural Gas Generator</p> <p>Note: All works in preparation for the generator including gas line, concrete pad, meter and regulator, wiring and conduit and automatic transfer switch shall be included in the base bid. (Refer to Section 26 32 14)</p>	1	Lump sum		
Refer to Dwg A101, Architectural Drawings Set	<p>Electric Vehicle Chargers: Supply and Install EV Chargers as shown on drawings.</p> <p>Note: EV chargers to be mounted on same pole stands as block heaters. The electrical block heaters and all works in preparation for the EV chargers including pole stands, wiring and conduit, breakers and disconnects shall be included in the base bid.</p>	1	Lump sum		
Refer to Dwg EXPR-1, Civil Drawings Set	<p>Asphalt paving - Overlay: Supply and Install Overlay 40mm HL3 Asphalt.</p> <p>Note: All preparation for HL8 base coat, Granular Material and Sub Excavation shall be included in the base bid.</p>	1	Lump sum		
Subtotal:					

Contingency and Allowances

Contingencies and allowances are provided in Canadian funds. HST, which will be in addition to the amount identified. Contingencies and allowances will be included in the calculation for the evaluation of pricing. The Bidder is not entitled to payment of contingencies and allowances except for additional work carried out in accordance with the contract as directed by the City in writing and only to the extent of such additional work.

City approved sub-contractors shall be used to complete the additional work carried out under these cash allowance items.

Line Item	Description	Quantity	Unit of Measurement	Unit Price	Extended Price
1	Inspection and Testing	1	Lump Sum	\$30,000.0000	\$ 30,000.00
2	Soil Management	1	Lump Sum	\$100,000.0000	\$ 100,000.00
3	Commissioning	1	Lump Sum	\$20,000.0000	\$ 20,000.00
4	Door Hardware	1	Lump Sum	\$30,000.0000	\$ 30,000.00
5	Signage and Wayfinding	1	Lump Sum	\$20,000.0000	\$ 20,000.00
6	Alectra. Transformer, pull wiring and Connection	1	Lump Sum	\$80,000.0000	\$ 80,000.00
7	Metering	1	Lump Sum	\$10,000.0000	\$ 10,000.00
8	Security System: Camers, card access, entry alarm	1	Lump Sum	\$90,000.0000	\$ 90,000.00
9	Control System Integration	1	Lump Sum	\$15,000.0000	\$ 15,000.00
10	Informaton Technology and Yorknet System	1	Lump Sum	\$100,000.0000	\$ 100,000.00
Subtotal:					\$ 495,000.00

Summary Table

Bid Form	Amount
Schedule of Prices - Base Contract	
Schedule of Prices - Provisional Items	
Contingency and Allowances	\$ 495,000.00
Total Amount (Exclusive of Taxes):	

Specifications

Bidder Information

The bidders name entered in this form must be the full legal name. If the bidder is successful, the legal company name will be confirmed by doing a corporate search and will be the name used for the contract, insurance, and WSIB documents at the time of contract award.

New Column	Response	
Full Legal Name of Bidder. Include "Operating As" Business Name, if applicable.		*
Primary Address including Street Name and Number, City, Province, and Postal Code		*
Address for Issuing PO and Remittance of Payment (If different from above)		
Name of Signing Officer who has the Authority to Bind the Respondent Company		*
Title of Signing Officer who has the Authority to Bind the Respondent Company		*
Email Address of Signing Officer who has the Authority to Bind the Respondent Company		*
Name of 2nd Signing Officer who has the Authority to Bind the Respondent Company (if applicable)		
Title of 2nd Signing Officer who has the Authority to Bind the Respondent Company (if applicable)		
Email Address of 2nd Signing Officer who has the Authority to Bind the Respondent Company (if applicable)		
HST Number		*
Bid Contact Name		*
Contact Title		*
Contact Phone Number		*
Contact Cell Number		*

Health and Safety Incidence Disclosure

Bidders must disclose any critical injuries and /or fatalities from the last 5 years as well as any orders or charges under the Occupational Health and Safety Act and Regulations in relation to these incidents. Bidders should be aware that a WSIB – Safety Check may also be reviewed by the City.

If Bidders select “We will not be submitting for Health and Safety Incidence Disclosure”, they are acknowledging they have not had any critical injuries or fatalities in the last 5 years.

☐ We will not be submitting for Health and Safety Incidence Disclosure

Line Item	Date of Incident	Description of Incident	Type of injury	Were there orders or charges under the Occupational Health and Safety Act and Regulations in relation to this incident?	Actions taken to prevent recurrence	
1						*
2						
3						
4						

Preliminary Work Schedule

Based on the Anticipated Execution of Agreement of **June 9, 2025** provided in Part 1 Invitation and Submissions Instructions 1.3 RFQ Timetable, and the Substantial Completion date of **August 31st, 2026** provided in Appendix C - RFQ Particulars Section B 1. Work Schedule that must be adhered to, Bidders are to complete this table with a start and end date for each milestone activity.

Bidders are also to upload a GANTT chart in the document uploads section which specifically details all milestones and critical path of the project.

Failure to demonstrate that a project can be completed within a deadline specified within the bid document may result in disqualification.

Line Item	Activity	Starting Month and Year	Completion Month and Year	
1				*
2				
3				
4				
5				
6				
7				
8				
9				
10				

Sub-Contractors

Subcontractors - Specific List

The bidder shall specify all subcontractors and the type of work each will perform for this project. Bidders shall not use terms such as TBD (To Be Determined) or TBA (To Be Advised) or any similar wording.

If trade indicated is being completed by Bidder, the subcontractor column should be completed with "Own Forces".

After the submission deadline, bidders may be requested to provide a list of references for any or all proposed subcontractors. This list must include proof of experience, demonstrating the successful completion of at least three projects of similar size and scope as outlined in the bid document. If the subcontractor is not satisfactory to the City, the bidder may be required to replace one or more of the subcontractors as a condition of award. If the Bidder does not comply, The City may deem the respondent non-compliant and proceed to the next ranked bidder.

Subtrade	Name of Subcontractor	
Demolition		*
Designated Substances (Asbestos) Abatement		*
Excavation and Grading		*
Civil Works and Site Services		*
Asphalt Paving		*
Landscaping		*
Concrete Forming		*
Masonry		*
Structural Steel		*
Roofing		*
Siding and Cladding		*
Windows and Exterior Doors		*
Partitions and Gypsum Board		*
Mechanical HVAC		*
Plumbing		*
Electrical		*
Tile and Finishes		*
Interior Doors and Frames		*

Subcontractors - Other

The bidder shall specify all subcontractors and the type of work each will perform for this project. Bidders shall not use terms such as TBD (To Be Determined) or TBA (To Be Advised) or any similar wording.

If trade indicated is being completed by Bidder, the subcontractor column should be completed with "Own Forces".

After the submission deadline, bidders may be requested to provide a list of references for any or all proposed subcontractors. This list must include proof of experience, demonstrating the successful completion of at least three projects of similar size and scope as outlined in the bid document. If the subcontractor is not satisfactory to the City, the bidder may be required to replace one or more of the subcontractors as a condition of award. If the Bidder does not comply, The City may deem the respondent non-compliant and proceed to the next ranked bidder.

☐ By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES".

[illegible]

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the City. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

Please note only one (1) file can be attached per uploaded section provided below. If you have multiple files you will need to zip them into a compressed folder and upload the zipped folder and/or you will need to merge your multiple PDF's into one PDF if working with PDF documents.

It is the Bidders responsibility to make sure uploaded files are not defective or corrupted and are able to be opened and viewed they the City. Please review the Bid document carefully to ensure your documents provide all the required details and information.

- COR Certificate issued within the last year or an IHSA Letter of Good Standing * (mandatory)
- Workplace Injury Summary Report - WISR (Note WSIB clearance cert. or CAD-7 Calculation form is NOT acceptable) * (mandatory)
- Project Schedule GANTT Chart * (mandatory)

Bonding Upload Section

Bidders shall submit with their on-line bid a digital copy of the requested bond.

Agreement to Bond

An Agreement to Bond must be provided as proof of ability to supply both a **Performance Bond** in the amount equal to **seventy-five percent (75%)** of the contract price plus HST and a **Labour and Material Bond** in an amount equal to **seventy-five percent (75%)** of the contract price plus HST . The bond shall be issued by a surety company authorized by law to do business in the Province of Ontario.

- Agreement to Bond * (mandatory)

Addenda, Terms and Conditions

1. Acknowledgement of Non-Binding Procurement Process

The bidder acknowledges that this bid process will be governed by the City's Procurement By-law and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or services will be created between the City and the bidder unless the City and the bidder execute a written agreement for the Deliverables or issues a Purchase Order that is accepted by the successful bidder.

2. Ability to Provide Deliverables

The bidder has carefully examined the bid documents and has a clear and comprehensive knowledge of the Deliverables required. The bidder represents and warrants its ability to provide the Deliverables for the rates set out in its submission.

3. Non-binding Price

The bidder has submitted its pricing in accordance with the instruction in the bid document. The bidder confirms that the pricing information provided is accurate. The bidder acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its submission or its eligibility for future work.

4. Addenda

The bidder is deemed to have read and taken into account all addenda issued by the City prior to the deadline for submission. The onus is on the bidder to make any necessary amendments to their submissions based on the addenda.

5. No Prohibited Conduct

The bidder declared that it not not engaged in any conduct prohibited by this bid request.

6. Disclosure of Information

The bidder hereby agrees that any information provided in their submission, 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 bases of this proposal by the City to the advisers retained by the City to advise, or assist with the bid process, including the evaluation of this submission.

7. AODA Standards for Customer Service

In accordance with subsection 6(2) of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Customer Service Standard, the City is required to ensure that every person who deals with members of the public on its behalf is trained on the following: (a) the purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standard; (b) how to interact and communicate with persons with various types of disabilities; (c) how to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal or support person; (d) how to use equipment that is available on the premises that may help in the provision of goods or services; and (e) what to do if a person with a particular type of disability is having difficulty accessing the City's goods or services. Accordingly, the City requires that all its suppliers who deal with members of the public on behalf of the City are trained in the matters outlined in (a) through (e) above. The bidder agrees that, if selected to provide the Deliverables outlined in this bid , upon request by the City it shall either: (i) Provide the City a document describing its training policy, a summary of the contents of the training and details of training dates and attendees; or (ii) if the training policy referred to is not yet in place, require those individuals who will be involved in dealing with the public in relation to the goods/services provided to the City to complete training satisfactory to the City.

☐ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

Conflict of Interest

The respondent should refer to the following definition of Conflict of Interest and whether it applies to them or to any individual that participated in the preparation of its submission or that will be involved in the performance of the contractual obligations contemplated

in any contract that is awarded:

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where

(a) in relation to the bidding process, the respondent 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, information in the preparation of its submission that is confidential and not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFx process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFx process and render that process non-competitive and unfair;

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent'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; or

(c) where, outside of a Request for Information, a respondent was retained to participate in the development of a bid solicitation, or the specifications for inclusion in a bid solicitation

If the question answered below is "no", the respondent will be deemed to declare that there was no Conflict of Interest in preparing its submission and there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the submission.

Otherwise, if the statement below applies, check "Yes" to the question below.

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

If the respondent declares an actual or potential Conflict of Interest by checking "yes" to below, the respondent must set out below details of the actual or potential Conflict of Interest:

☒ **Yes** ☐ **No**

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		