



Request for Tender # T-1013-2024
for
Accessibility ramp replacement and New
Elevator at 327 Kellett Street, Port Perry, ON

Appendices A, B, C, D (D3 to D5) and Attachments
and Standard Forms

Document 2 of 4
Electronic submission required

Table of Contents

Appendix A – Form of Agreement 3

 1. Agreement with the Regional Municipality of Durham 3

**Appendix B – Supplementary Conditions (SC) to stipulated price
CCDC 2-2020 4**

Appendix C – Pricing Form(s)..... 5

 1. Appendix C, Electronic Pricing Form(s)..... 5

Appendix D, D-1 The Deliverables 6

Appendix D, D-2 Material Disclosures..... 7

Appendix D, D-3 Mandatory Submission Requirements..... 8

 1. Submission Form..... 8

 2. Pricing Form 8

 3. Bid Security 8

 4. Other Mandatory Submission Requirements..... 8

Appendix D, D-4 Initial Pre-conditions of Award 9

Appendix D, D-5 Final Conditions of Award 10

Attachments 14

 Certificate of Insurance Form (attached)..... 14

 Health and Safety Practice Form (attached) 14

 Direct Deposit Authorization Form (attached) 14

 Schedule of Sections and Prices (attached) 14

Appendix A – Form of Agreement

1. Agreement with the Regional Municipality of Durham

This agreement shall be based on and incorporate by reference, the CCDC 2 – 2020 Stipulated Price Contract.

CCDC 2 -2020 General Conditions shall apply to this contract, as amended by the Supplementary Conditions in Appendix B. The application of these conditions shall be governed in accordance with the order of precedence stipulated in the CCDC 2 -2020 General Conditions.

**Appendix B – Supplementary Conditions (SC) to stipulated price
CCDC 2-2020**

Appendix B – Supplementary Conditions (SC) to stipulated price CCDC 2-2020 is posted as a separate document under T-1013-2024 on durham.bidsandtenders.ca

Appendix C – Pricing Form(s)

1. Appendix C, Electronic Pricing Form(s)

Appendix C, Electronic Pricing Form(s) are available for viewing by registered plan takers only on the Region's bidding website. To view the pricing pages and submit a bid for this opportunity, you will have to register for this bid opportunity (refer to Part 1, section 1.6 Submission of Bids, sub-section 1.6.3 Bids to be submitted Electronically). Once you have registered and become a plan taker for this bid opportunity, you can click on the "Start Submission" button and follow the steps to complete all the electronic forms necessary to complete your submission.

Appendix D, D-1 The Deliverables

D-1 The Deliverables and D-2 Material Disclosures are posted separately as one document under T-1013-2024 on durham.bidsandtenders.ca

Appendix D, D-2 Material Disclosures

D-1 The Deliverables and D-2 Materials Disclosures are posted separately as one document under T-1013-2024 on durham.bidsandtenders.ca

Appendix D, D-3 Mandatory Submission Requirements

1. Submission Form

Each bid must include a completed electronic Submission Form submitted by an authorized representative of the bidder.

2. Pricing Form

Each bid must include the electronic Pricing Form(s) (Appendix C) completed according to the instructions contained in the form(s) and Part 4, Electronic Form Instructions.

3. Bid Security

Bidders shall submit a **digital bid bond** in accordance with the instructions in Part 1 of the RFT.

4. Other Mandatory Submission Requirements

Not applicable.

Appendix D, D-4 Initial Pre-conditions of Award

Failure to satisfy all of the Initial Pre-Conditions of Award listed below within two (2) business days of the Region's request will, subject to the express and implied rights of the Region, be cause for disqualification and the bid will not be evaluated further.

The lowest priced compliant Bidder must complete the following, which are attachments to the bid document for reference:

- Schedule of Sections and Prices

The sum of prices provided in the Schedule of Sections and Prices must agree with the Divisional Prices in "Appendix C - Divisional Breakdown of Lump Sum Tendered Price (Total in Summary Table)" Where Divisional Prices have been adjusted to reflect appropriate balancing as per Part 4.2, the sum of prices in Schedule of Sections and Prices must agree with the adjusted Divisional Prices.

Failure to comply with the above requirements will be deemed to constitute a breach of the Tender's Terms and Conditions, resulting in forfeiture of the Bidder's Bid Security.

Appendix D, D-5 Final Conditions of Award

In accordance with the terms and conditions of this RFT, the following documentation must be provided **within ten (10) business days of notice provided by the Region in the form of a contract award letter**. Failure to provide the required documentation will constitute a default by the Company.

- A Certificate of Insurance, as noted in **Appendix B – Supplementary Conditions**. A copy of the Region’s form to be completed by your agent or broker or insurer is attached for this purpose.

The specific insurance requirements are as follows:

Commercial general liability insurance shall be in the name of the Contractor, with the Region of Durham the (Owner), The Township of Scugog, and TAK Engineering Limited named as additional insureds, with limits of not less than **five million dollars (\$5,000,000)** inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof, with a property damage deductible of not more than \$5,000. The form of this insurance shall be the Regional Municipality of Durham Certificate of Insurance Form. The Contractor shall forward with the executed contract documents a certified copy of the completed Certificate of Insurance Form.

Automobile liability insurance including all vehicles and commercial trailers owned or leased by the successful bidder, for an amount not less than **Five Million (\$5,000,000) dollars** on forms meeting statutory requirements covering all vehicles and commercial trailers used in any manner in connection with the performance of the terms of this agreement.

Professional Liability (Errors and Omissions) in an amount of not less than **two million dollars (\$2,000,000.00)** per claim with an aggregate limit of **four million dollars (\$4,000,000.00)**.

Where a Subcontractor will perform work (such as but not limited to professional design work), the Subcontractor may provide this coverage on behalf of the Contractor for the work which the Subcontractor will be performing.

Contractors' Pollution (Environmental) Liability insurance shall have limits of not less than **five million dollars (\$5,000,000)** per occurrence for bodily injury, death, and damage to property. The policy shall provide coverage for pollution conditions as a result of the operations performed at the job site. Coverage shall include bodily injury, property damage, clean up and remediation costs.

- A Certificate of Insurance completed by your agent or broker or insurer for the following insurance requirements:

"Broad form" property insurance in the joint names of the Contractor, the Owner and the Consultant. The policy shall include as insureds all Subcontractors. The "Broad form" property insurance shall have limits **of not less than the sum of 1.1 times Contract Price and the full value**, as stated in the Contract, of Products and design services that are specified to be provided by the Owner for incorporation into the Work, with a deductible not exceeding \$10,000. The insurance coverage shall not be less than the insurance provided by IBC Forms 4042 and 4047 or their equivalent replacement. The "Broad form" property insurance shall be provided from the date of commencement of the Work until the earliest of:

- (a) 10 calendar days after the date of Ready-for-Takeover;
- (b) on the commencement of use or occupancy of any part or section of the Work unless such use or occupancy is for construction purposes, habitational, office, banking, convenience store under 465 square metres in area, or parking purposes, or for the installation, testing and commissioning of equipment forming part of the Work; and

- (c) when left unattended for more than 30 consecutive calendar days or when construction activity has ceased for more than 30 consecutive calendar days.

Boiler and machinery insurance in the joint names of the Contractor, the Owner and the Consultant. The policy shall include as insureds all Subcontractors. The coverage shall be maintained continuously from commencement of use or operation of the boiler and machinery objects insured by the policy and until 10 calendar days after the date of Ready-for-Takeover.

Contractor's Equipment Floater

The contractor shall provide and maintain coverage on equipment used during the term of this Agreement. Coverage will be provided, on a broad form basis, for construction machinery, equipment, tools and stock that will be used by the Contractor in the performance of the work. The coverage will also include rental expense.

- A Certificate of Clearance from the WSIB, as noted in **Appendix B – Supplementary Conditions**.
- An executed copy of **Appendix A – Form of Agreement - CCDC 2-2020 Contract Agreement** signed by an officer of the Company with the authority to bind the corporation.
- A signed copy of the Region's **Confirmation of Favourable Health and Safety Practice form**
- A digital Performance Bond in an amount equal to fifty per cent (50%) of the tendered price (HST excluded) for the faithful performance of the Contract, including all obligations during the Warranty Period, as noted in **Appendix B – Supplementary Conditions of Contract (refer to Appendix SC-B Form 32)**.

- A digital Labour and Material Payment Bond in an amount equal to fifty per cent (50%) of the tendered price (HST excluded) for the faithful payment of all labour and materials related to this Contract, as noted in Appendix B – Supplementary Conditions of Contract (refer to **Appendix SC-C Form 31**).

A scanned copy of a paper bond will not be accepted. Bidders and their sureties should review the industry checklist for digital bond requirements. All instruction details for accessing authentication must be included with the uploaded bond.”

- A sample copy of company invoice required for payment setup purposes
- A completed copy of the Direct Deposit Authorization Form (as per attachments)

Attachments

Certificate of Insurance Form (attached)

Health and Safety Practice Form (attached)

Direct Deposit Authorization Form (attached)

Schedule of Sections and Prices (attached)



Certificate of insurance

Proof of liability insurance will be accepted on this form only.

This form must be completed and signed by your agent, broker or insurer.

All insurers shown must be licensed to operate in Canada.

This is to certify that the Named Insured hereon is insured as described below

Named insured	Address of the Named Insured
Location and operations of the Named Insured for which Certificate is issued: All operations performed for the Region of Durham	

Automobile Liability Insurance

Insuring company	Policy numbers	Limit of Coverage	Effective date	Expiry date
	Automobile Liability	Deductible, if any:	D/M/Y	D/M/Y
	Excess Liability (if applicable)		D/M/Y	D/M/Y

The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by contract to provide bodily injury and property damage insurance.

Commercial General Liability

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Commercial General Liability	Per Claim / Annual Aggregate Deductible, if any:	D/M/Y	D/M/Y
	Excess Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	

Provisions of Amendments or Endorsements of Listed Policy(ies)

Professional Liability – Claims Made Basis – Yes/No

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Professional Liability	Per Claim / Annual Aggregate Deductible, if any:	D/M/Y	D/M/Y
	Excess Professional Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

- Is the limit inclusive of indemnity and claims expenses - **Yes/No**
 - If the policy is on a claims made basis have there been any claims notices given for this policy term – **Yes/No**

Environmental Liability – Claims Made Basis – Yes/No Occurrence Basis – Yes/No

Insuring company	Policy numbers	Limit of Coverage	Effective date	Expiry date
	Environmental Liability	Per Claim / Annual Aggregate Deductible, if any:	D/M/Y	D/M/Y
	Excess Environmental Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

- Is the limit inclusive of indemnity and claims expenses - **Yes/No**
 - if the policy is on a claims made basis have there been any claims notice given for this policy term – **Yes/No**

Commercial General Liability is issued on an ‘occurrence’ basis form and is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner’s and Contractor’s Protective Coverage, Products/Completed Operations, Contingent Employer’s Liability, Cross Liability Clause and Severability of Interest Clause.

With respect to Commercial General Liability Insurance, **The Regional Municipality of Durham, Township of Scugog and TAK Engineering Limited** have been added as Additional Insureds but only with respect to its liability arising out of the operations of the Named Insured.

The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Regional Municipality of Durham.

If cancelled or changed so as to reduce the coverage as outlined on this certificate, during the period of coverage as stated herein, thirty (30) days, prior written notice by registered mail will be given by the Insurer(s) to: **The Regional Municipality of Durham, Attention: Purchasing Section, Finance Department, 605 Rossland Road East, Whitby, ON, L1N 6A3**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date	Name, Address, Fax and Telephone Number of Certifying Party	Signature of Authorized Representative or Official
		Print Name of above Authorized Representative or Official



Confirmation of favourable health and safety practice form

To Contractor(s):

The Region of Durham is committed to:

1. The prevention of workplace injury and illness to all workers at Regional work locations.
2. The belief that contractor safety is compatible with the safety policy of the Region and is good business.
3. Reserving the right to cite contractors for any violation of the contract.

To ensure the Regional workplace is a healthy and safe working environment, contractors, constructors and sub-contractors must have knowledge of and operate in compliance with the Occupational Health and Safety Act (OHSA) and any other legislation pertaining to employee health and safety.

For long term contracts, or contracts involving pre-selected contractors, the Region reserves the right to cancel (or place on probation) the contract of any contractor who is charged and/or convicted of offences under the OHSA while carrying out any part of a project with the Region.

Contractor's Statement of Responsibility

As a contractor retained to perform work for the Region of Durham, I/we accept the following health and safety responsibilities:

1. I/we confirm compliance with all procedures and requirements of the OHSA, Regional safety policies and procedures, department and site specific policies and procedures, and all applicable legislation and regulations.
2. I/we agree to work safely with skill and care so as to prevent accidental injury to ourselves, fellow employees and all other persons on the site of the work.
3. For contracts or sub-contracts that involve commercial motor vehicles as defined by the Highway Traffic Act, I/we confirm possession of a current Carrier CVOR abstract with one of the following safety ratings: Excellent; Satisfactory; Conditional; or Satisfactory - Unaudited. I/we confirm the Carrier CVOR abstract will be maintained throughout the entire term of the contract.
4. I/we will advise the Region if the CVOR safety rating of our firm is changed to "Unsatisfactory" at any time during the course of the contract and, upon request, will

Confirmation of favourable health and safety practice form continued

provide the Region with a copy of the most recent Carrier CVOR abstract indicating the sanctions imposed by the Ministry of Transportation.

5. I/we certify that I/we have all statutorily required policies and programs in place in accordance with the OHSA, including but not limited to a current and valid Health and Safety Policy Statement in accordance with section 25(2)(j).
6. I/we certify that all required equipment, materials, and protective devices, along with related procedures, are provided, used, and maintained in good condition, in accordance with the OHSA.
7. I/we certify that all staff are apprised of and will comply with legislation, public health guidelines and the Region's procedures as they relate to COVID-19. It is understood that the Region may request that Company/Contractor Staff be replaced if they are not complying with these policies and procedures and the Company/Contractor shall promptly facilitate the replacement.
8. I/we verify that individuals working on Regional contracts are strongly encouraged, but are not required at this time, to be vaccinated against COVID-19 in accordance with current provincial guidelines. As part of the Region's obligations under the Occupational Health and Safety Act, the Region retains the right to implement a mandatory vaccination policy for Regional Contractors where it is deemed to be a reasonably necessary measure to protect the health and safety of workers and the public. Such a determination will be made in consideration of the recommendations or requirements of the Durham Medical Officer of Health, the Chief Medical Officer of Health, and any other applicable Public Health recommendation(s) in place at the time. Note: the current vaccine guidance can be found on the [Ministry of Health Ontario's website COVID-19 Vaccine Guidance - 2023-03-29 \(gov.on.ca\)](https://www.health.gov.on.ca/en/public/COVID-19/vaccine_guidance_2023-03-29.pdf)

Name of Person Signing for Contractor

Signature of Contractor

Date



The Regional Municipality of Durham
 Finance Department – Expenditure Management
 PO Box 710
 605 Rossland Road East
 Whitby, ON L1N 0A9
 905-668-7711 x2237

Direct Deposit Authorization Application

Company Contact Information

Company Name _____ Contact Name _____
 Address _____ Title/Position _____
 _____ Phone # _____
 HST/GST Registration # _____ Contact E-mail _____
 Effective Date (mm/dd/yy) _____ Remittance E-mail _____

Banking Information

Attach original “voided” cheque.

Financial Institution Name _____
 Financial Institution Address _____
 Bank Number _____ Transit Number _____
 Account # _____

I hereby authorize The Regional Municipality of Durham to make deposits to my bank account and to send the advice of payments to the EFT remittance email address specified above. This authorization will remain in effect until cancelled or changed in writing.

CEO/Owner/Signing Officer Authorization

Print Name & Signature _____
 Title _____
 Contact Email and Phone _____
 Date (mm/dd/yy) _____

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to deposit payments to your account. Questions about this information should be addressed to the Expenditure Management, Finance Dept. The Regional Municipality of Durham, PO Box 710, 605 Rossland Road, East, Whitby, Ontario, L1N 0A9.

Section	Title	Amount (\$)
Division 00 Procurement and Contracting Requirements		
00 61 14.01	50% Performance Bond
00 61 14.02	50% Labour and Material Payment Bond
00 61 14.03	General Liability Insurance
00 61 14.04	Automobile Liability Insurance
00 61 14.05	Warranty Security Interest Carrying Cost
00 65 36	One Year Extension of Contract Warranty Period
Total - Division 00		\$
Division 01 General Requirements		
01 14 00	Work Restrictions
01 25 00	Product Substitution Procedures
01 26 00	Contract Modification Procedures
01 29 00	Payment Procedures
01 31 19	Project Meetings
01 32 00	Construction Progress Documentation
01 32 21	Interference and Coordination Drawings
01 33 00	Submittal Procedures
01 35 29	Health and Safety Procedures
01 35 31	Fire Safety Requirements
01 40 00	Quality Requirements
01 45 43	Packaging, Shipping and Handling Quality Control
01 51 00	Temporary Utilities
01 52 00	Construction Facilities

Name of Firm

Note: The lowest-priced compliant Bidder must complete and submit this Appendix within 2 Business days of being requested to do so by the Procurement Officer from the Region's Purchasing Section

Section	Title	Amount (\$)
01 55 00	Vehicular Access and Parking
01 56 00	Temporary Barriers and Enclosures
01 61 00	Common Product Requirements
01 73 29	Cutting and Patching
01 74 00	Cleaning and Waste Management
01 77 00	Closeout Procedures
01 78 00	Closeout Submittals
01 78 37	Extended Warranties
01 79 00	Demonstration and Training
Total - Division 01		\$
 Division 04 Masonry		
04 22 00	Unit Masonry
Total - Division 04		\$
 Division 07 Thermal and Moisture Protection		
07 26 00	Vapour Retarders
07 27 00	Vapour Permeable Air Barriers
07 31 13	Asphalt Shingles
07 42 43	Composite Metal Panels ACM System
07 51 00	Modified Bitumen Roof
07 62 00	Sheet Metal Flashing and Trim
07 84 00	Firestopping
07 92 00	Joint Sealants

Name of Firm

Note: The lowest-priced compliant Bidder must complete and submit this Appendix within 2 Business days of being requested to do so by the Procurement Officer from the Region's Purchasing Section

Section	Title	Amount (\$)
Total - Division 07		\$
Division 08 Openings		
08 80 05	Glazing
Total - Division 08		\$
Division 14 Conveying Equipment		
14 21 06	Passenger Elevator
Total - Division 14		\$
Division 14 Electrical		
16 00 10	General Electrical Requirements
Total - Division 16		\$
Division 28 Fire Safety		
28 46 00	Fire Detection and Alarm
Total - Division 28		\$
Division 31 Earthwork		
31 23 00	Earthwork
31 41 13	Shoring and Hoarding
Total - Division 31		\$

Name of Firm

Note: The lowest-priced compliant Bidder must complete and submit this Appendix within 2 Business days of being requested to do so by the Procurement Officer from the Region's Purchasing Section

Section	Title	Amount (\$)
Division 32 Exterior Improvements		
32 12 16	Asphalt Paving
32 17 23	Parking Line Painting
32 31 13	Chain Link Fences and Gates
32 32 23.13	Concrete Segmental Retaining Wall
32 92 00	Turf and Grasses
Total - Division 32		\$.....

Name of Firm

Note: The lowest-priced compliant Bidder must complete and submit this Appendix within 2 Business days of being requested to do so by the Procurement Officer from the Region's Purchasing Section