



119 Van Order Drive, Kingston, ON K7M 1B9 🏠 Fax (613) 546-9375 🏠 Phone (613) 546-5591 www.kfhc.ca

PUBLIC TENDER

PROJECT MANUAL

PT 21-01

LOCATION:	300 Conacher Drive Kingston, ON
WORK:	Elevator Modernization
PRE-BID MEETING:	Monday, April 19, 2021 By appointment only 300 Conacher Drive Kingston, ON
ONLINE CLOSING:	Thursday, May 6, 2021 11:00:00 a.m. Local Time Via Bidding.com

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 Drawings:	 NA

NOTE:

Bidders must ensure that they receive all the contents listed above. Any omissions must be drawn to the attention of the Housing Office at least five (5) days prior to bid closing.

SPECIFICATIONS INDEX

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END OF SECTION

1.0 SPECIAL CONSIDERATION

1.1 Pre-Bid Questions & Responses

1.1.1 Questions are to be submitted via email no later than 4:00 p.m. on Monday, May 3, 2021 to Scott Vanderschoor, Director of Assets & Development for Kingston & Frontenac Housing Corporation (KFHC), at svanderschoor@kfhc.ca with a copy to Brian Hardacre, Senior Consultant for KJA Consultants Inc., at brian.hardacre@kja.com.

1.1.2 Responses will be provided by 9:00 a.m. on Wednesday, May 5, 2021, if not before.

1.2 Public Tendering Protocol due to COVID-19 (Coronavirus)

1.2.1 To ensure social distancing guidelines are followed, KFHC will not have a public opening of tender bids. Electronic bids will be opened at the stated time by KFHC staff. Recorded meeting minutes will be shared via email to all bidders shortly after the tender closing.

1.2.2 Only electronic bids may be submitted via Biddingo.com.

1.3 Submitted Bid Documents must include:

- Bid Form,
- Appendices A, B, C, and
- An electronic copy of Proof of Bid Security (i.e. Certified Cheque, Bank Note, Bid Bond)

END OF SECTION

Scott VanderSchoor
Kingston & Frontenac Housing Corporation
119 Van Order Drive
Kingston, ON K7M 1B9

Re: **Elevator Modernization**
300 Conacher Drive
Kingston, Ontario

1.0 CONTRACT PRICE

- .1 I/We _____
(Company Name)
having carefully examined the Bid Documents and visited the Project Site, and
having examined and complied with Section 00 10 00 Instruction to Bidders,
hereby offer to enter into a Contract to perform the work required in the Bid
Documents for the **STIPULATED PRICE** of

Dollars (\$ _____) including payment of **all** applicable federal,
provincial and municipal taxes.
This Bid is firm, irrevocable and open to acceptance by the Owner for sixty
(60) days from the date of Bid closing.
- .2 The following amount of HST **has been included** in the above STIPULATED
PRICE
\$ _____ HST REGISTRATION NO. _____.
- .3 I/We agree to comply in all respects with the requirements set out in the Bid
Documents including **ADDENDA No.** _____ to **No.** _____ inclusive as issued
as supplements thereto. (If no addenda have been received, indicate 'NIL' in the
spaces provided).
- .4 I/We agree to commence this work immediately upon being notified in writing to
do so by the Housing Corporation and that work will be done on a continuous
basis.
- .5 I/We expressly warrant that the prices contained in my/our bid, whether as unit
prices or lump sums are quoted in utmost good faith on my/our part without any
collusive arrangement or agreement with any other person or partnership or
corporation and that I/we are not party or privy to any deceit tending to mislead
the Owner into accepting my/our bid as a truly competitive offer.
- .6 I/We agree to complete all work required, acceptable to the Owner.
- .7 I/We enclose a bid bond, certified cheque, bank draft or irrevocable letter of

credit in the amount of **\$25,000.00** payable to the Owner and valid for sixty (60) days from the date of bid closing.

.8 Tax Compliance Declaration

I hereby certify that _____
(name of company)

at the time of submitting this bid, is in compliance with all tax statutes administered by the Ministry of Finance for Ontario and that in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payments have been made and maintained.

2.0 SUBCONTRACTORS

- .1 We submit a complete list of subcontractors we propose to use on this Contract and the Sections of the Work to be done by them.
- .2 We reserve the right to substitute another subcontractor for the same work in the event that a subcontractor should withdraw his bid, or become bankrupt. All subcontractor substitutions are subject to the Owner's approval.
- .3 Any such substitution, in order to be considered for approval by the Owners and/or Consultant, is contingent on the submission of conclusive evidence of withdrawal, bankruptcy or unsatisfactory performance.
- .4 The Contractor is responsible for all costs incurred as a result of substituting one subcontractor for another.
- .5 Tenders may not be considered unless the names of all subcontractors are listed in space provided.**

SECTION	TITLE	NAME OF SUBCONTRACTOR

- 2.1.1 The following is a list of the sections of The Work which we propose to execute with our own forces:

SECTION	TITLE

3.0 AGREEMENT TO BOND

- 3.1 Attached is our agreement to provide performance bonds as requested in the Bid Documents.
- 3.2 We agree to furnish Bonds in accordance with Section 00 10 00 Instructions to Bidders and the General Conditions of this contract within fourteen (14) days of Contract execution.

4.0 ACCEPTANCE

- 4.1 This Bid is irrevocably open to acceptance for a period of **sixty (60) days** from the date of bid closing and is promised in consideration of the amount of **\$25,000.00** (we attach a Bid Security) as per Section 00 03 00 Bid Form 1.7. Failure to enter into a contract after Owner's acceptance of this bid shall result in forfeiture of the Bid Security.
- 4.2 We agree to enter into a contract with the Owners within five (5) days of written notification of acceptance of this Bid.
- 4.3 We understand and agree that this bid may be adjusted in accordance with any or all of the separate or additional prices submitted herewith.
- 4.4 We understand that the submission of this bid implies acceptance of the existing conditions at the site.

- 4.5 We understand that the lowest or any tender will not be necessarily be accepted and selected items may be deleted from the Project as represented in the Bid Form.
- 4.6 We understand that the Owner reserves the right to waive minor defects or irregularities in the bid submission.
- 4.7 We understand that the Owner may withhold total and partial payment to cover third party liability claims as outlined in Tender Documents.
- 4.8 We agree to staff on-site activity within **five (5) days** of Award of Contract. We agree to complete The Work by **October 31, 2021** as outlined in these specifications.
- 4.9 We understand that Contract time is of the essence and that any improvements to the schedule submitted with our bid will be considered prior to the award of the Contract. We therefore submit the following improvement to the completion date indicated in the tender package for consideration in evaluating our Bid **PT 21-01**.

5.0 BIDDER'S SIGNATURE AND COMPANY SEAL

SIGNED AND SEALED * this _____ day of _____, 2021.

Print full name

Contractor: _____

Signing Officer: _____

Address: _____

WSIB Account Number: _____

City: _____

Postal Code: _____

Telephone: _____

Email: _____

Signature: _____

NOTE: BIDDERS ARE ADVISED THAT FAILURE TO COMPLETE THIS FORM WILL CAUSE DISQUALIFICATION.

* Affix Corporate Seal (if applicable).

END OF SECTION

Bond No. _____ Project No. _____

Amount \$ _____

Know All Men By These Presents, that _____

As Principal, hereinafter called the Principal, and _____

as Surety, hereinafter called the Surety, are held and firmly bound unto Kingston & Frontenac Housing Corporation as Oblige, in the amount of _____

_____ Dollars (\$ _____)

lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the Principal has submitted a written proposal, (or tender) to the Oblige dated the _____ day of _____, _____, for _____

Now Therefore The Condition Of This Obligation in such that if the aforesaid Principal shall have the tender accepted within sixty (60) days from the closing date of the Call for Tenders and the said Principal will, within such reasonable time as may be allowed after notice of such acceptance, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms and conditions of the contract, then this obligation shall be null and void; otherwise the Principal and Surety will pay unto the Oblige the difference in money between the amount of the bid of the said Principal and amount for which the Oblige legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond. Any suit under this Bond must be instituted before the expiration of six months from the date of this Bond.

The Testimony Whereof, the Principal has hereunto set its had and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signatures of its duly authorized officers, this _____ day of _____, A.D. _____.

Signed, Sealed and Delivered

in the Presence of:

Principal

Surety

END OF SECTION

No. (the “**Bond**”) Bond Amount \$

.....
(name of the contractor*)

as a principal, hereinafter [collectively] called the “**Contractor**”, and

.....
(name of the surety company**)

.....
a corporation created and existing under the laws of

.....
(place of incorporation)

as a surety, and duly authorized to transact the business of Suretyship in the Province of Ontario and hereinafter called the “**Surety**”, are held and firmly bound unto Kingston & Frontenac Housing Corporation as obligee, hereinafter called the “**Owner**”, in the amount of \$

.....
(Bond Amount in figures)

hereinafter called the “**Bond Amount**”, for the payment of which sum the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally in accordance with the provisions of this Bond (the “**Obligation**”).

WHEREAS the Contractor has entered into a written contract with the Owner dated the

..... day of in the year for
(name of month) (title or description of the contract)

(the “**Original Contract**”) and, for the purpose of specifying the conditions of the Obligation, this contract together with amendments made in accordance with its terms are by reference made part hereof and are hereinafter referred to collectively as the “**Contract**”;

NOW THEREFORE the condition of this Obligation is such that if the Contractor shall promptly and faithfully perform the Contract then this Obligation shall be null and void; otherwise it shall remain in full force and effect, subject to the following terms and conditions:

1.0 WRITTEN NOTICE

- .1 The Owner may make a written demand on the Surety in accordance with this Bond, by giving notice to the Surety substantially in the form Schedule A (the “**Notice**”), shared when necessary. Except for a Pre-Notice Meeting in accordance with Section 2.1, the Surety shall have no obligation under this Bond until it receives a Notice.

- .2 Where the Surety includes two or more companies, the Notice may be delivered to the first listed Surety on behalf of all Sureties. The first listed Surety is hereby authorized to respond to the Notice on behalf of the Sureties, and the Owner is not required to give separate Notice to each Surety and is entitled to correspond with the first listed Surety on behalf of all Sureties.

2.0 PRE-NOTICE MEETING

- .1 The Owner may, at its sole discretion and acting reasonably, request a pre-Notice conference by notifying the Surety and the Contractor in writing that it is considering declaring the Contractor to be in default under the Contract (the "Pre-Notice Meeting"). This notice and request for a Pre-Notice Meeting by the Owner does not constitute a Notice under this Bond, nor under the Contract, nor is it a precondition to the giving of a Notice. Upon receipt of such request the Surety shall propose a face-to-face meeting, a telephone conference call or a meeting by any other form of electronic media between the Contractor, the Owner and the Surety to take place at a time and place mutually convenient for all parties within seven (7) business days (or such longer time as agreed by all parties) after the Surety's receipt of the Owner's request for a Pre-Notice Meeting in accordance with this Section. The Owner, the Contractor and the Surety shall make reasonable efforts to arrange and attend the Pre-Notice Meeting. In the event that the Owner delivers a Notice prior to the Pre-Notice Meeting, then the Pre-Notice is deemed to be retracted.
- .2 The purpose of a Pre-Notice Meeting is to allow the Owner, prior to exercising its other rights under this Bond, to express any concerns about the Contractor's performance pursuant to the Contract and to allow the Contractor to respond to such concerns. The participation of the parties in one or more Pre-Notice Meetings shall be without prejudice to their respective rights and obligations under the Contract, this Bond or applicable law, and neither the participation by any party in any Pre-Notice Meeting, nor any statement or position taken or information provided by any party during any Pre-Notice Meeting, may be relied on by any other party as a waiver or compromise of the rights or obligations of the Owner, the Surety or the Contractor under the Contract, this Bond or applicable law; including, but not limited to the Owner's right to declare the Contractor in default under the Contract and give Notice under this Bond.

3.0 SURETY'S INVESTIGATION AND RESPONSE

- .1 Upon receipt of a Notice from the Owner, the Surety shall promptly initiate an investigation of the Notice (the "**Investigation**"), using its best efforts, to determine if the Conditions Precedent have been satisfied and to determine its liability, if any, under the Bond.

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- .2 Within the four (4) business days following receipt of the Notice, the Surety shall provide the Owner with an acknowledgement, substantially in the form set out as Schedule B (the “**Acknowledgement**”), identifying the date on which the Notice was received and requesting from the Owner the information and documentation (the “**Information**”) the Surety requires to continue the Investigation and, if necessary, request access to personnel who are knowledgeable about the circumstances of the Notice and to the Contract work site(s) where the work is being performed. Upon receipt of the Surety’s Acknowledgement, the Owner shall promptly, and in accordance with terms of the Contract, provide the Surety with the requested Information and access to personnel and the work site(s) within its possession or control.
- .3 The Surety shall within a reasonable time conduct the Investigation, but in any event no later than twenty (20) business days after receipt by the Surety of a Notice (or such longer period as may be agreed between the Surety and Owner), the Surety shall provide the Owner with its written response to the Notice, substantially in the form set out at Schedule C (the “**Surety’s Position**”), advising either that:
- a) The Surety accepts liability under the Bond and proposes to satisfy its Obligation by performing one of the options set out in Section 6.1; or
 - b) The Surety does not accept liability, providing its specific reasons; or
 - c) The Surety is unable to determine whether or not one or more of the Conditions Precedent has been satisfied and, in the Surety’s sole discretion, the Surety may propose a process for collaborating with the Owner in the advancement of the completion of the work so as to attempt to mitigate the Owner’s cost to complete the Contract.
- .4 The Surety shall also, if requested by the Owner to do so, meet with the Owner to discuss the status of the Investigation within five days following receipt of the request. This meeting may take place via a face-to-face meeting, a telephone conference call or a meeting by any other form of electronic media as may be mutually agreed to by the Owner and Surety.

4.0 NECESSARY INTERIM WORK

- .1 Prior to and during the Investigation, if the Owner must take action which is necessary to:
- d) ensure public or worker safety,
 - e) preserve or protect the work under the Contract from deterioration or damage, or
 - f) comply with applicable law,
-

The Owner may, acting with due diligence and provided written notice is subsequently provided to the Surety within three (3) Business Days of the commencement of such Necessary Interim Work provided that:

- i. Owner shall allow the Surety and/or its consultant(s) reasonable access to the Contract work site(s) during the course of the Necessary Interim Work for the purpose of monitoring the progress of the Necessary Interim Work;
 - ii. any such Necessary Interim Work shall be undertaken without prejudice to the rights of the Owner, the Contractor or the Surety under the Contract, this Bond or applicable law; and
 - iii. the reasonable costs incurred by the Owner in undertaking such Necessary Interim Work (to the extent they are not deducted in the calculation of the Balance of Contract Price in Section 9.1) shall be reimbursed by the Surety, subject to the Surety's liability being subsequently established and subject to such expenses being covered by this Bond. Any payments made by the Surety in respect of the Necessary Interim Work shall reduce the Bond Amount by the amount of any such payments.
- .2 Nothing in this section is intended to limit the ability of an Owner to take whatever steps are reasonably necessary in the public interest.
- .3 Subject to the foregoing provisions in Section 4.1, the Surety shall not raise the mere fact that the Necessary Interim Work proceeded as a defence to any claim by the Owner hereunder.

5.0 POST-NOTICE CONFERENCE

- .1 Upon receipt of a Notice, the Surety shall propose a face-to-face meeting, telephone conference call or a meeting by any other form of electronic media (a **"Post-Notice Conference"**) with the Owner at a mutually convenient time and place within five (5) business days (or such longer period as may be agreed between the Surety and Owner). The Contractor may participate in a Post-Notice Conference at the invitation of the Surety.
- .2 The purpose of the Post-Notice Conference shall be to determine what actions or work, if any, the Owner believes must be done while the Surety is conducting the Investigation in order to effectively mitigate the costs for which the Owner is seeking recovery under this Bond (the **"Mitigation Work"**). Mitigation Work may be performed after Necessary Interim Work and throughout the period of investigation by the Surety.

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- .3 Provided the Owner provides reasonable evidence to the Surety that Mitigation Work is necessary during the Investigation and that the anticipated costs are reasonable, the Owner may proceed with the Mitigation Work subject to the following conditions:
- a) Owner shall pay the reasonable costs of the Mitigation Work;
 - b) Owner shall keep separate records of all amounts related to the Mitigation Work for which it intends to seek recovery under this Bond, including amounts to be set off against the Balance of Contract Price;
 - c) Owner shall allow the Surety and/or its consultant(s) reasonable access to the Contract work site(s) during the course of the Mitigation Work for the purpose of monitoring the progress of the Mitigation Work; and
 - d) the Mitigation Work shall be without prejudice to the rights or obligations of the Owner, the Contractor or the Surety under the Contract, this Bond or applicable law.
- .4 If the Surety objects to any part of the Mitigation Work, including without limitation the Owner's proposed Mitigation Work contractor(s), scope of work, cost or method of work, it shall immediately advise the Owner in writing of its objections and the reasons therefor. The Owner may still proceed with the Mitigation Work and the Surety's objections will be addressed through negotiation with the Owner or at the trial of any action brought pursuant to this Bond.
- .5 The reasonable costs incurred by the Owner in undertaking the Mitigation Work shall be reimbursed by the Surety, subject to the Surety's liability being subsequently established. Any payments made by the Surety in respect of the Mitigation Work shall form part of its Obligation under this Bond and shall reduce the Bond Amount by the amount of any such payments.
- .6 For greater clarity, any Necessary Interim Work being performed by the Owner pursuant to Section 4 may continue to be performed pending an agreement, if any, as to the Mitigation Work.
- .7 Subject to the foregoing provisions in this Section 5, the Surety shall not raise the mere fact that the Mitigation Work proceeded as a defence to any claim by the Owner hereunder.

6.0 SURETY'S OPTIONS

- .1 If the Surety has accepted liability pursuant to this Bond, the Surety shall promptly select and commence one of the following options:
- a) remedy the default; or
 - b) complete the Contract in accordance with its terms and conditions; or
-

- c) obtain a bid or bids for submission to the Owner for completing the Contract in accordance with its terms and conditions and, upon determination by the Owner and the Surety of the lowest responsible bidder:
 - i. arrange for a contract between such bidder and the Owner; and
 - ii. make available as work progresses (even if there should be a default, or a succession of defaults, under the contract or contracts of completion, arranged under this paragraph) sufficient funds to complete the Contractor's obligations in accordance with the terms and condition of the Contract including any applicable value-added taxes for which the Surety may be liable, less the Balance of Contract Price; or
 - d) pay the Owner the lesser of: (1) the Bond Amount, or (2) without duplication, the Owner's Direct Expenses plus the Owner's proposed cost of completion of the Contract and any applicable value-added taxes for which the Surety may be liable, less the Balance of Contract Price.
- .2 The option selected by the Surety is referred to in this Bond and the Schedules as the **"Surety Option"**.

7.0 OWNER'S DIRECT EXPENSES

- .1 Where the Surety is liable under this Bond, then the Surety shall be liable for the following fees and expenses, without duplication (the **"Owner's Direct Expenses"**):
- a) reasonable professional fees incurred by the Owner to complete the Contract which are a direct result of the Contractor's default and which would not have been incurred but for the default of the Contractor;
 - b) reasonable external legal fees incurred by the Owner to complete the Contract, which are a direct result of the Contractor's default and which would not have been incurred but for the default of the Contractor, with the exception of legal fees incurred by the Owner in defending a claim or action by the Contractor, or incurred by the Owner in pursuing an action against the Contractor;
 - c) reasonable, miscellaneous and out-of-pocket expenses incurred by the Owner to complete the Contract which are a direct result of the default of the Contractor and which would not have been incurred but for the default of the Contractor;
 - d) direct costs incurred as a result of an extension of the duration of the supply of services or materials used or reasonably required for use in the performance of the Contract, which are a direct result of the default of the Contractor and which would not have been incurred but for the default of the Contractor;

- e) reasonable costs of the Necessary Interim Work;
 - f) reasonable costs of the Mitigation Work; and
 - g) any additional fees and expenses agreed to by the Obligee, the Principal and the Surety.
- .2 For the purpose of Section 7.1(d), the “direct costs” incurred are the reasonable costs of performing the Contract during the extended period of time, including costs related to the additional supply of services or materials (including equipment rentals), insurance and surety bond premiums, and costs resulting from seasonal conditions, that, but for the extension, would not have been incurred.
- .3 Subject to any agreement to the contrary, between the Obligee, the Principal and the Surety, the Surety shall not be liable under this Bond for:
- a) any liquidated damages under the Contract;
 - b) if no liquidated damages are specified in the Contract, any damages caused by delayed performance or non-performance of the Contractor, except as provided in Section 7.1(d); or
 - c) any indirect or consequential damages, including but not limited to costs of financing, extended financing, hedging arrangements, loss of or deferral of profit, productivity or opportunity, or head office overhead costs.
- .4 If the Surety is liable under this Bond then, at the Owner’s option, Owner’s Direct Expenses may be deducted by the Owner from the Balance of the Contract Price as defined hereinafter or will be promptly reimbursed by the Surety subject to the other terms, conditions and limitations of this Bond and will reduce the Bond Amount.

8.0 CONDITIONS PRECEDENT

- .1 The Surety shall have no liability or Obligations under this Bond unless all of the following conditions precedent (the “**Conditions Precedent**”) have been satisfied:
- a) The Contractor is, and is declared by the Owner to be, in default under the Contract;
 - b) The Owner has given such notice to the Contractor of a default of the Contractor, as may be required under the terms of the Contract;
 - c) The Owner has performed the Owner’s obligations under the Contract; and
 - d) The Owner has agreed to pay the Balance of Contract Price to the Surety or as directed by the Surety.

9.0 BALANCE OF CONTRACT PRICE

- .1 The term “**Balance of Contract Price**” means the total amount payable by the Owner to the Contractor under the Contract, including any adjustments to the price in accordance with the terms and conditions of the Contract, or other amounts to which the Contractor is entitled, reduced by any amounts deducted by the Owner for the Owner’s Direct Expenses under Section 7.4 and all valid and proper payments made to or on behalf of the Contractor under the Contract.
- .2 The Balance of Contract Price shall be used by the Owner to first mitigate against any potential loss to the Surety under this Bond and then under the Labour & Material Payment Bond, when necessary, and the Owner shall assert all rights and remedies available to the Owner to the Balance of Contract Price and make payment of the Balance of Contract Price as directed by the Surety.

10.0 LIMITATIONS ON THE SURETY’S LIABILITY

- .1 Notwithstanding anything to the contrary contained in this Bond or in the Contract, the Surety shall not be liable for a greater sum than the Bond Amount under any circumstances.
- .2 The Surety’s responsibility to the Owner under this Bond in respect of any Surety Option or Owner’s Direct Expenses shall not be greater than that of the Contractor under the Contract.

11.0 RIGHT OF ACTION

- .1 No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein, or the heirs, executors, administrators or successors of the Owner.

12.0 COMMENCEMENT OF ACTION

- .1 It is a condition of this Bond that any suit or action must be commenced before the expiration of two (2) years from the earlier of: (a) the date of substantial performance of the Contract as defined under the *Construction Act* (the “**Act**”); or (b) the date on which a Notice in respect of the default that is the subject of such suit or action is received by the Surety under this Bond.
 - .2 The Owner, the Contractor and the Surety agree that any suit or action is to be made to a court of competent jurisdiction in Ontario and agree to submit to the jurisdiction of such court notwithstanding any terms to the contrary in the Contract.
-

13.0 COMMON LAW RIGHTS

- .1 The rights and obligations of the Owner, the Contractor, and the Surety under this Bond are in addition to their respective rights and obligations at common law and in equity.

14.0 APPLICABLE LAW

- .1 This Bond is governed by the laws of the Province of Ontario.

15.0 NOTICES

- .1 All notices under this Bond shall be delivered by registered mail, facsimile, or electronic mail at the addresses set out below, subject to any change of address in accordance with this Section. Any notice given by facsimile or electronic mail shall be deemed to have been received on the next business day or, if later, on the date actually received if the person to whom the notice was given establishes that he or she did not, acting in good faith, receive the notice until that later date. Any notice given by registered mail shall be deemed to have been received five (5) days after the date on which it was mailed, exclusive of Saturdays and holidays or, if later, on the date actually received if the person to whom the notice was mailed establishes that he or she did not, acting in good faith, receive the notice until that later date. A change of address for the Surety is publicly available on the Financial Services Commission of Ontario website (see: https://www5.fSCO.gov.on.ca/Licensing/LicClass/eng/lic_companies_class.aspx). The address for the Owner or the Contractor may be changed by giving notice to the other parties setting out the new address in accordance with this Section.

The Surety:

[Surety corporate name]
[address]
[address]
[fax]
[email]

The Owner:

Kingston & Frontenac Housing Corp.
119 Van Order Drive
Kingston, ON K7M 1B9
F 613-546-9375
svanderschoor@kfhc.ca

The Contractor:

[Contractor corporate name]
[address]
[address]
[fax]
[email]

16.0 HEADINGS FOR REFERENCE ONLY

- .1 The headings and references to them in this Bond are for convenience only, shall not constitute a part of this Bond, and shall not be taken into consideration in the interpretation of this Bond.

IN WITNESS WHEREOF, the Contractor and the Surety have Signed and Sealed this Bond this _____ day of _____ in the year _____.

[Contractor proper name]

Witnessed by:

By: _____

Name: _____

Name of Witness: _____

Title: _____

Address of Witness: _____

I have authority to bind the corporation.

[Surety corporate name]

By: _____

By: _____

Name: _____

Name: _____

Attorney-in-fact: _____

Attorney-in-fact: _____

* IF THERE ARE TWO OR MORE COMPANIES IN PARTNERSHIP OR JOINT VENTURE, JOINTLY AND SEVERALLY BOUND, INSERT THE NAME OF EACH PARTNER OR JOINT VENTURE PARTY, AND INSERT THE WORD "COLLECTIVELY" AFTER THE WORD "HEREINAFTER" IN THE FIRST LINE.

** IF THERE ARE TWO OR MORE SURETY COMPANIES, JOINTLY AND SEVERALLY BOUND, INSERT THE "[Name of the surety company], a corporation created and existing under the laws of [Place of incorporation]," FOR EACH SURETY, FOLLOWED BY "each as a surety and each duly authorized to transact the business of Suretyship in the Province of Ontario and hereinafter collectively called the "Surety".

*** INSERT THE CROWN, A MUNICIPALITY OR A BROADER PUBLIC SECTOR ORGANIZATION, AS APPLICABLE, OR SUCH OTHER PARTY DEEMED TO BE THE OWNER UNDER THE ACT, AND ENTERING INTO THE PUBLIC CONTRACT WITH THE CONTRACTOR.

This document is FORM 32 PERFORMANCE BOND UNDER SECTION 85.1 OF THE ACT, The "Construction Act of Ontario" as created by the Province of Ontario and provided to Kingston & Frontenac Housing Corporation by Surety Association of Canada May 11, 2018.

END OF SECTION

1.0 GENERAL

1.1 Definitions

- .1 "Owner" means **Kingston & Frontenac Housing Corporation**.

1.2 Instructions

- .1 Before submitting a bid, Bidders shall:
- .1 Examine and read the Bid Documents thoroughly.
 - .2 Examine the site and ascertain the extent and nature of all conditions, limitations, or building regulations affecting the performance of the Work. The site is open and available for review by the Bidders during normal business hours. Coordinate site access through the Manager of Technical Services. All dimensions are to be confirmed by on-site measurement by the Bidder.
 - .3 Confirm all utility services in the vicinity of the Work that will require protection and maintenance during the course of the Work.
 - .4 Consider the effect of regulatory requirements applicable to the Work.
 - .5 Study and correlate Bidder's observations with the Bid Documents.
 - .6 Immediately notify the Owner of all perceived omissions and discovered conflicts, errors and discrepancies in the Bid Documents.
 - .7 Be satisfied that Bidder understands the Bid Documents and is competent to undertake and complete the Work.
- .2 Bid shall include cost of all permits required (excluding the building permit), royalties, freight, government duties and taxes where applicable.
- .3 The Owner will obtain and pay for the Municipal Building Permit when required by the Ontario Building Code.
- .4 In the event of any change in any applicable tax made public after the date of tender closing, the Contract Price shall be adjusted by an amount equal to the increase or decrease in the cost of the Work to the Contractor brought about by the change in such tax.
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- .5 The Owner reserves the right to add or delete items to be performed under this Contract before and after the Contract is awarded without any penalty. Any revisions to the submitted Contract Price as a result of these deletions are to be solely based on the unit prices (or lump sum prices) quoted by the Bidder for those items.
 - .6 The Bidder shall not engage in collusion of any sort and, in particular, shall ensure that no person or other legal entity other than the Bidder has an interest in the Bidder's bid. The bidder shall prepare the bid without any knowledge of, comparison of figures with, or arrangement with any other person or firm preparing a bid for the same work.
 - .7 It is the Bidder's responsibility to provide all labour, material, equipment and supervision to complete the repairs outlined in these Bid Documents taking into account all site conditions, schedule and noise restrictions, work area restrictions, protection requirements, accessibility restrictions, etc. No extras will be entertained for inconveniences after award of the Contract.
 - .8 Bidder shall read the Bid Documents in their entirety prior to bidding in order to be aware of all project requirements.
 - .9 If the Bidder is a joint venture, each party to the venture must execute the bid under seal in the manner appropriate to such party.

1.3 Form of Contract

- .1 The Owner will issue an Award Letter which shall be the basis for acceptance of the Bid by the Owner and Award of the Contract to the Contractor. The Award Letter will describe information required by the Owner; namely, Performance Security and Insurance Certificate requirements.
- .2 Upon receipt of the documents outlined in the Award Letter, a Purchase Order or Contract Order, as amended by Section 00 72 13 General Conditions, will be raised by the Owner and issued to the Contractor.

1.4 Employment Equity

- .1 In accordance with the employment equity goals, the Owner encourages bidders to take an active role in supporting and facilitating opportunities for employment equity designated groups.

1.5 Site

- .1 The Work is to be performed at various properties owned by Kingston & Frontenac Housing Corporation and Kingston Non-profit Municipal Housing Corporation (Town Homes Kingston) listed in Appendix A.

1.6 Owner and Owner's Representative

- .1 The Owner is: Kingston & Frontenac Housing Corporation
119 Van Order Drive
Kingston, ON K7M 1B9
- .2 The Owner's Representative is: Scott VanderSchoor
Director of Assets & Development
613-546-5591 ext. 1560
svanderschoor@kfhc.ca

1.7 Consultant

- .1 The Consultant is: KJA Consultants Inc.
120 Adelaide Street West, Suite 1020
Toronto, ON M5H 1T1
- .2 The Consultant's Representative is: Brian Hardacre, P. Eng
Senior Consultant
(613) 238-5128 ext. 37
brian.hardacre@kja.com
- .3 Any questions during the Bid Period shall be directed to the office of the Owner and the Consultant.
- .4 Addenda will be issued in all cases where questions result in changes or clarification to BID DOCUMENTS.

1.8 Pre-Bid Closing Site Meeting

- .1 A **NON-MANDATORY** pre-bid closing site inspection and meeting will be held on site at 10:00 a.m. on **Monday, April 19, 2021** for the benefit of all Bidders. Bidders should meet at **300 Conacher Drive, Kingston, ON.**

1.9 Examination of Site

- .1 The onus shall be on the Bidder to investigate the Project Site and inform themselves before bidding of all physical and labour conditions and administrative practices prevailing at the project site.
- .2 The Bidder shall not claim at any time after the submission of their bid any misunderstanding of the terms and conditions of the Contract relating to the site conditions.
- .3 The Bidder shall make allowances as required for the installation of temporary services (heating and ventilators, etc.) into and out of the work area. No extra for this item will be entertained after bids have closed.

1.10 Bid Submission

- .1 Completed Bid Forms together with the required bid security, consents of surety and all supplementary bid submission material shall be delivered to the office of the Owner in a sealed envelope no later than **Thursday, May 6, 2021 at 11:00:00 a.m.** and addressed as follows:

Confidential: **Bid Submission**
Bid For: **Kingston & Frontenac Housing Corporation**
 119 Van Order Drive
 Kingston, ON K7M 1B9

Attention: **Scott VanderSchoor**
 Director of Assets & Development

Tender Number: **PT 21-01**
Tender Description: **Elevator Modernization**

- .2 Bidder's name shall be typed on the reverse side of the envelope.
 - .3 Bids will be opened publicly at the office of the Owner.
 - .4 Using the Bid Form provided, the bid shall be filled out in ink or typed, signed in longhand by a duly authorized company official, and sealed with the Bidder's corporate seal.
 - .5 The Bid Form shall not be altered and all spaces for information will be completed.
 - .6 The Owner may, after bid closing time and before Contract award, require any Bidder to submit, in a form prescribed by or acceptable to the Owner,
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supplementary information about any aspect of the Bidder's bid that, in the Owner's opinion, is necessary for bid evaluation purposes.

- .7 Failure to fulfil the requirements of the Bid Documents will result in disqualification at the sole discretion of the Owner.
- .8 Offers submitted after the specified time will be returned to the bidder unopened.
- .9 Verbal or electronically submitted information will not be accepted as part of the bid documents.
- .10 Bidders must not submit the entire tender specification documents with their bid submission forms.

1.11 Bonding Requirements

- .1 A bid deposit in the form of a certified cheque or bid bond made payable to the Owner in the amount of \$25,000.00 shall accompany all bids.
- .3 The Bidder shall provide the Owner with performance security as outlined in Section 00 72 13 – General Conditions 1.3, a consent of surety to provide these bonds shall accompany the Bid, if applicable.
- .4 All bonds shall name the Owner as obligee.
- .5 The amount must be as stipulated and valid for a period of sixty (60) days from the date of Bid Closing.
- .6 The cost of bonds is to be included in the bid lump sum prices.

1.12 Sufficiency of Bid

- .1 The submission of a bid shall constitute an incontrovertible representation by the Bidder that:
 - .1 The Bidder has complied with all bid requirements.
 - .2 The Bidder is qualified and experienced to perform the Work in accordance with the Bid Documents.
 - .3 The bid is based upon performing the Work in accordance with the Bid Documents, without exception.

- .4 The price or prices stated in the bid cover all the Bidder's obligations under the Contract and all matters and things necessary for the performance of the Work in accordance with the Bid Documents.

1.13 Bid Irregularities

- .1 At the discretion of the Owner, bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may be accepted or declared informal.
- .2 At the discretion of the Owner, bids that fail to include or to comply with bid security, bonding or insurance requirements may be accepted or declared informal.
- .3 Informal bids may or may not be considered at the sole discretion of the Owner.
- .4 The Owner may accept or waive a minor and inconsequential irregularity, or where practicable to do so, the Owner may, as a condition of bid acceptance, request a Bidder to correct a minor and inconsequential irregularity with no change in bid price.
- .5 The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at the Owner's sole discretion.
- .6 Discrepancies between words and figures will be resolved in favour of words.

1.14 Bid Withdrawal and Acceptance

- .1 The Owner reserves the right to reject any or all bids as the interests of the Owner may require, without stating reasons therefore, and the lowest or any bid will not necessarily be accepted.
- .2 A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last bid that is received shall supersede and invalidate all previously submitted bids by that Bidder for this Contract.

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- .3 A bid may be withdrawn at any time before the bid closing time, provided the request is in the form of a letter received at the office of the Owner before the bid closing time.
 - .4 Withdrawn bids may be resubmitted in accordance with these bidding requirements providing the resubmitted bid is received at the office of the Owner before the bid closing time.
 - .5 A bid may not be withdrawn at or after bid closing time and shall be open to acceptance by the Owner until whichever of the following occurs first:
 - .1 Another Bidder has entered into a Contract with the Owner for performance of the Work.
 - .2 Sixty (60) days after the bid closing time.
 - .6 The sixty (60) day acceptance period shall commence at midnight at the date of bid closing and shall terminate at midnight of the sixtieth (60th) day thereafter. If the sixtieth (60th) day falls on a statutory holiday, such day(s) shall be omitted from the computation.
 - .7 The sixty (60) day acceptance period may be extended at the Owner's request and subject to the Bidder's written agreement to the extension.
 - .8 If a Bidder withdraws his Bid after the Bid closing or if the Bidder does not provide Performance Security, Certificate of Liability Insurance or any other document required; the Owner may retain the Bid Security for its use.
 - .9 In the case of an error in addition, the number shown in 1.1 of the Contract Price of the Section 00 03 00 Bid Form, shall be deemed to be the total bid price regardless of any other amount submitted by the Bidder.
 - .10 Evaluation of Bid

In evaluating the bids, the Owner may consider any criteria, with such consideration to be exercised by the Owner in its sole discretion, including the following:

 - .1 The Contract Price as determined from the base bid or from the alternate bid.
 - .2 The Owner's authorized budget for the Work.
 - .3 The Contract Time.
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- .4 The Bidder's ability to effectively manage and perform the Work and work with other subcontractors.
 - .5 The Bidder's understanding of the Work.
 - .6 The Bidder's Unit Prices, Allowances, and Separate Prices, if applicable.
 - .7 The Bidder's ability to present cost saving opportunities that may be appropriate and acceptable to the Consultant and the Owner.
 - .8 The Bidder's experience, competence and past performance in undertaking work similar to the Work, as well as that of its subcontractors.
 - .9 The Bidder's financial strength and capability.
 - .10 The experience, qualifications and abilities of the Bidder's supervisory personnel.
 - .11 Aesthetic changes resulting from the Bidder's proposed approach to the Work.
 - .12 Other criteria which the Owner, in its sole discretion, may consider appropriate to its evaluation.
- .11 Acceptance of Bid
- .1 The lowest or any bid need not be accepted by the Owner. The Owner reserves the right to accept or reject any or all bids at their sole discretion on any basis at any time without further explanation or to accept any bids considered advantageous to the Owner.
 - .2 The Bidder acknowledges and agrees that the Owner will not be responsible for any costs, expenses, losses, damages or liabilities incurred by the Bidder as a result of or arising out of submitting a bid for the proposed Contract, or due to the Owner's acceptance or non-acceptance of their bid.
 - .3 The Owner may also elect not to proceed with the Project.
 - .4 Where all other factors are equal, lowest price shall govern. Where all factors are equal, including price, the Buyer shall select the successful Vendor based on a coin toss, which shall be conducted
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in the presence of the tied Prospective Vendors should they wish to attend. Award shall then be made to the winner of the coin toss.

- .5 In the event that three or more tied or identical Bids remain following evaluation, the Buyer shall select the successful Vendor based on a lottery draw, which shall be conducted in the presence of the tied Prospective Vendors should they wish to attend. The Award shall then be made to the winner of the lottery.

1.15 Canadian Content

- .1 The Owner reserves the right to give preference to materials, products and equipment of Canadian origin and manufacture.

1.16 Addenda

- .1 Direct all questions in writing to the Owner.
- .2 Answers to queries are only binding when confirmed by written Addenda.
- .3 Clarifications requested by Bidders must be submitted in writing to the Owner no less than four (4) days before the date set for receipt of the bids. Any reply will be in the form of an Addendum, a copy of which will be forwarded to known Bidders no less than two (2) days before the date set for receipt of the bids.
- .4 Addenda may be issued by the Owner during the bid period. Any Addenda will be delivered by the Owner via e-mail or courier to all parties recorded by the Owner as having received the Bid Documents.
- .5 All Addenda become part of the Bid and Contract Documents and the costs arising from any Addenda are to be included in the bid price.
- .6 Each Bidder shall ascertain before bid submission that all Addenda issued by the Owner have been received and the Bidder shall indicate in the Bid Form the addendum number(s) of all Addendum received.

1.17 Construction Schedule

- .1 Refer to schedule requirements outlined in Section 01 10 01 – General Requirements.
- .2 The Contractor will complete the work within the time specified in Section 01 10 01 General Requirements 1.2.1.

.3 TIME IS OF THE ESSENCE OF THE CONTRACT.

1.18 Qualifications

- .1 Persons of Bidders submitting bids for this Project shall be actively engaged and experienced in the type of work required by these Bid Documents and the Bidder shall provide, on request, a statement of similar work performed by those persons.

END OF SECTION

1.0 GENERAL

1.1 Definitions

- .1 Whenever any of the following words or phrases are used in the contract, they shall have the meanings attributed to them, as follows:
 - .1 "Bid" means any bid, tender or offer submitted by a bidder pursuant to the Instructions to Bidders.
 - .2 "Owner" means **Kingston & Frontenac Housing Corporation**.
 - .3 "Contractor" means the person, firm or corporation identified on the Purchase Order or Contract Order responsible for the work.
 - .4 "Contract Price" means the total price including tax the Owner has agreed to pay the Contractor for the work stipulated in the Contract, and in any event shall not exceed the amount specified in the Purchase Order.
 - .6 "Business Day" means any day except a Saturday, Sunday or statutory holiday.
 - .7 "Building Code" means the Ontario Building Code (latest edition).
 - .8 "As detailed" means as shown on the drawings.
 - .9 "As specified" means as specified herein.
 - .10 "Provide" means supply and install.
 - .11 "Controlled" has the same meaning as in subsection 1 (5) of the Business Corporation Act.

1.2 Precedence of Documents and Interpretation

- .1 Whenever the words "shall" or "will" are used in the Contract, they have the meanings attributed to them in the Interpretation Act of Ontario.
- .2 Whenever words which have well known technical or trade meanings are used in the Contract, they are used in accordance with such recognized meanings.
- .3 The documents forming the Contract are complementary, and what is required by any one shall be as binding as if required by all.

The following documents all form part of the Contract:

- Instructions to Bidders
- Supplementary Conditions, if applicable
- General Conditions
- Bid Form
- Specifications with Appendices and Addenda
- Schedules
- Drawings
- Award Letter
- Purchase Order
- Contract Order

.4 In the event of conflict between documents, the following priorities shall apply:

- Documents of later date shall govern;
- Supplementary Conditions shall govern over General Conditions;
- General Conditions shall govern over Specifications;
- Specifications shall govern over Drawings;
- Figured dimensions shown on the Drawings shall govern even though they may differ from scaled dimensions.
- Drawings of larger scale shall govern over those of smaller scale of the same date.

1.3 Performance Security

.1 The Contractor shall provide performance security in favour of the Owner in order to secure the due and faithful performance of the contract. Such performance security will be as follows:

- .1 A Performance Bond issued by a Surety Company acceptable to the Owner in an amount equal to 50% of the Contract Price including tax.
 - .2 If the Contract Price including tax is less than \$1,000,000, the bond alternative forms of security must be equivalent to **20%** of the Contract Price. In each case, the following alternate forms of security are acceptable:
 - .1 an irrevocable letter of credit, bank draft, or certified cheque; or
 - .2 bearer or negotiable bonds of Dominion of Canada, Province of Ontario, or the Ontario Hydro Electric Power Commission (bonds to be assessed at market not face value); or
 - .3 such other collateral, excluding a letter of guarantee, as may be acceptable to the Owner.
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- .4 For contracts under \$100,000 in value, the alternate forms of security are reduced to 10% of the contract amount.
- .2 If the Contractor fails to meet these requirements within the time stipulated by the award letter, the Owner retains the right to terminate the contract and use the bid security towards damages.
- .3 Where security is in the form of a Performance Bond, the document will be retained by the Owner for a period of two (2) years from the date of substantial completion, after which it will be returned to the Contractor.
- .4 Where alternate security is provided, it will be returned to the Contractor ninety (90) days after completion of the work and correction of all deficiencies.
- .5 Where deficiencies involve seasonal work which must be postponed, sufficient funds will be retained from the contract amount to cover the cost of completing such deficiencies and the Performance Security returned to the Contractor. Where contract funds are not available, the Performance Security may be reduced to the amount required to cover the correction of the deficiencies and the balance of the security returned to the Contractor.

1.4 Insurance

- .1 Contractor must keep in force for the duration of the contract Public Liability and Property Damage Insurance in an amount not less than \$2,000,000. Without limiting the foregoing, such Insurance Coverage shall include Comprehensive General Liability; Contractual Liability; Personal Injury; and Contingent Liability with respect to Sub-Contractors. Submit proof of same in the form of an Insurance Certificate which lists Kingston & Frontenac Housing Corporation as an additional insured but only with respect to the operations of the named insured. Such Insurance Certificate must contain a firm undertaking to give the Owner thirty (30) days notice prior to any cancellation.
- .2 If the Contractor fails to meet the requirements of this item within the time stipulated by the award letter, the Owner retains the right to terminate the contract and use the Bid Security toward damages.

1.5 Workplace Safety & Insurance Board (WSIB)

- .1 Contractor will submit, evidence of compliance with all of the requirements of the Workplace Safety & Insurance Board (WSIB) of Ontario, including payments due thereunder. Such evidence must be furnished to the Owner before final payment is made.

1.6 Assignment of Contract or Proceeds of Contract

- .1 Contractor acknowledges that neither the Contract nor the proceeds thereof may be assigned without the written consent of the Owner.
- .2 Any contract entered into is binding upon the parties, their heirs and successors, and permitted assigns.
3. The contract cannot be assigned by the Contractor to any third party without the prior written consent of the Owner, which consent may be unilaterally withheld.

1.7 Taking The Work Out of the Contractors Hands

- .1 The Owner may, without any authorization, take all or part of the work out of the Contractor's hands and may employ such means as it may see fit to complete the work, including the use of Performance Security when applicable, in any of the following cases, namely:
 - .1 where the Contractor has made default or has delayed in commencing or in diligently executing the work or any portion thereof to the satisfaction of the person designated on the Purchase Order/Contract Order, and the Owner has given notice thereof to the Contractor, and has by such notice required the Contractor to put an end to such default or delay, and such default or delay continues for seven (7) days after such notice was communicated.
 - .2 where the Contractor has made default in the completion of the work, or any portion thereof, within the time limit for such completion by the Contract.
 - .3 where the Contractor has become insolvent.
 - .4 where the Contractor has committed an act of bankruptcy.
 - .5 where the Contractor has abandoned the work.
 - .6 where the Contractor has made an assignment of the Contract without the required consent of the Owner; or
 - .7 where the Contractor has otherwise failed to observe or perform any of the provisions of the Contract.
 - .2 Where the work or any portion thereof has been taken out of the Contractor's hands, the Contractor will not be entitled to any further payment, including payments then due and payable but not paid, and the
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obligation of the Owner to make payments shall be at an end, and the Contractor shall be liable upon demand therefore to pay the Owner an amount equal to all loss and damage suffered by reason of the non-completion of the work by the Contractor.

- .3 Where the work or any portion thereof has been taken out of the Contractor's hands and that portion is subsequently completed by the Surety, or by the Owner, the Owner will determine the amount, if any, of the holdback and progress claims of the Contractor unpaid at the time of taking the work out of his hands that in the Owner's opinion is not required for the purposes of the Contract and the Owner may, if it is of the opinion that no financial prejudice will result, pay that amount to the Contractor.
- .4 The taking of the work, or any portion thereof, out of the Contractor's hands does not operate so as to relieve or discharge the Contractor from any obligations under the Contract or imposed upon him by law, except the obligation to complete the physical execution of that portion of work so taken out of his hands.
- .5 The Owner may take the work out of the Contractor's hands if a construction lien has been filed against the project and the Contractor does not take immediate steps to have the lien removed.

1.8 Indemnification Claims

- .1 Contractor will indemnify and save harmless the Owner from all claims relating to labour and materials furnished or supplied in executing the Contract and from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor in performing the Contract, or to an infringement or an alleged infringement by the Contractor of a patent of invention.

1.9 Subcontractors

- .1 On request, the Contractor will provide a complete and firm list of names and addresses of the subcontractors whom he will use for the work.
- .2 Contractor agrees to:
 - .1 require his subcontractors to perform their work in accordance with and subject to the terms and conditions of the Contract Documents, and;
 - .2 be fully responsible to the Owner for acts and omissions of his subcontractors and of persons directly or indirectly employed by

them as for acts and omissions of persons directly employed by him. The Contractor therefore agrees that he will incorporate all the terms and conditions of the Contract Documents into all subcontract agreements.

- .3 nothing contained in the Contract Documents shall create any contractual relationship between any subcontractor and the Owner.

1.10 The Residential Tenancy Act

- .1 In accordance with the Residential Tenancy Act, access to premises of residents may only be gained by permission of the resident, or as necessary, upon the landlord giving notice to the resident specifying the time of entry not less than twenty-four (24) hours prior to the time of entry.
- .2 Contractor must schedule his work accordingly and shall advise the Owner not less than seventy-two (72) hours in advance of requested access to any residents' premises.

1.11 Laws, Notices, Permits and Fees

- .1 The laws of the municipality where the project is situated shall apply to the work.
 - .2 Contractor will obtain all permits, licences and certificates and pay all fees required for the performance of the work.
 - .3 The Owner will obtain and pay for **BUILDING PERMITS** when required.
 - .4 Contractor will not be responsible for verifying that the Contract Documents are in compliance with the applicable laws, ordinances, rules, regulations and codes relating to the work. If the Contract Documents are at variance therewith, or changes which require modification to the Contract Documents are made to any of the laws, ordinances, rules, regulations and codes by the authorities having jurisdiction subsequent to the date of tender submission, any resulting change in the cost shall constitute a corresponding change in the Contract Price. Contractor must notify the Owner in writing requesting direction immediately on any such variance or change.
 - .5 If the Contractor fails to notify the Owner in writing and obtain its direction as required above and performs any work knowing it to be contrary to any laws, by-laws, ordinances, rules, regulations, codes and orders of any authority having jurisdiction, he shall be responsible for and shall correct any violations thereof and shall bear all costs, expense and damages attributable to his failure to comply with the provisions of such laws, by-laws, ordinances, rules, regulations, codes and orders.
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1.12 Ontario Labour Conditions and Regulations

- .1 Persons employed on the work must be fully qualified to perform the work required. The Contractor will comply with the provisions of the Government Contracts Hours and Wages Act, the Construction Lien Act, R.S.O. 1990, c. C.30 including all subsequent updates, and the Ontario Health and Safety Act & Regulations for Construction Project.
- .2 The Contractor shall comply with Ontario Regulation 644/88 including all subsequent updates - Workplace Hazardous Materials Information System (WHMIS) wherever and whenever controlled products are used within the scope and duration of this Contract.
- .3 The Contractor will be responsible to ensure that the Ontario Human Rights Code is adhered to by the Contractor and all of their employees and subcontractors.

1.13 Toxic and Hazardous Substances

- .1 Prior to the Contractor commencing the Work, the Owner shall:
 - .1 take all reasonable steps to establish whether or not any toxic or hazardous substances are present at the Place of the Work, and
 - .2 provide the Contractor with written report indicating all toxic or hazardous substances of such findings.
- .2 If the Contractor:
 - .1 encounters toxic or hazardous substances at the Place of the Work, or
 - .2 has reasonable grounds to believe that toxic or hazardous substances are present at the place of the Work, the Contractor shall
 - .3 takes all reasonable steps, including stopping the Work to ensure that no person suffers injury, sickness or death and that no property is injured or destroyed as a result of exposure to the presence of the substances, and
 - .4 immediately reports the circumstance to the Owner in writing.

1.14 Award Letter and Contract Order

- .1 The Owner will issue an Award Letter which shall be acceptance of the Bid and award of the Contract to the Contractor. Award Letter will describe information required by the Owner namely Performance Security and Insurance Certificate.
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- .2 Upon receipt of the above, a Contract Order will be raised.

1.15 Completion Date

- .1 The Contractor will complete the work within the time specified in the Section 01 10 01 General Requirements 1.2.1.
- .2 TIME IS OF THE ESSENCE OF THE CONTRACT.

END OF SECTION

1.0 GENERAL

Except as otherwise specifically stated, all obligations set out herein shall be on account of the Contractor and at the Contractor's sole expense.

1.1 Description of Work

It is the Contractors responsibility to provide all labour, material, equipment and supervision to complete the work outlined in this specification, taking into account all site conditions, noise restriction, work area restrictions, protection requirements, accessibility restrictions, etc. No extras will be entertained for inconveniences after the award of this Contract.

In particular the work includes, but is not necessarily limited to the following:

1. The installation and maintenance of hoarding, dust protection and construction signage around each phase of the work as described herein.
2. The installation and maintenance of ventilation and exhaust systems into and out of the work area as described herein.
3. Repair/replace/restore all areas damaged by construction activity to a like-new condition; specifically, the Contractor shall repair all damage resulting from the Construction to the satisfaction of the Owner.
4. Final cleaning of site and the disposal all waste products and/or debris generated by the construction activity as well as any material present in the work area prior to the commencement of the Work. The areas requiring cleaning shall consist of all areas affected by the Work.

1.2 Work Sequence

- .1 The Work areas will be available as of 7:00 a.m. to 5:00 p.m., Monday to Friday. Contractor to confirm start date. Work schedule to be in accordance with "Completion of Work" as specified by the Contractor in Appendix B.
- .2 Time and all time limits stated within the Bid submittal and Contract Documents are of the essence of the Contract. Contractor shall perform work expeditiously with adequate forces to complete the Contract Work within the time specified.

1.3 Construction Schedule

- .1 In conjunction with and in a form acceptable to the Owner/Consultant and the Owner, provide within five (5) working days after contract award, a schedule indicating the phasing and procedures required to complete the Work within the submitted timeframe.
- .2 The construction schedule shall reflect completion of all work under the Contract within the specified time and in accordance with these specifications.
- .3 The Contractor shall submit a revised schedule to the Owner/Consultant if, after commencing the Work, the schedule fails to reflect actual progress or the Contractor wishes to make a major change to their approach. The revised construction schedule must be submitted in advance of beginning a revised approach.

1.4 Contractor's Use of Site

- .1 The use of all equipment is to be restricted in accordance with noise by-laws as modified herein. Contractor has access to the work areas with quiet work proceeding around the clock if desired.
 - .2 Work will be carried out between the hours of 7:00 A.M. and 5:00 P.M. Monday through Friday. Work outside of these hours must be approved by the Owner.
 - .3 The Contractor has twenty-four (24) hour access to site; however, the use of the premises will be restricted due to user occupancy.
 - .4 The Contractor shall schedule their operation to minimize the interruption of the normal use of the site and building and to comply with laws, ordinances, rules and regulations relating to Work.
 - .5 The building is to remain open and operational through the Contract. It is the Contractor's responsibility to ensure the building remains operational and that areas outside those designated for closure remain available and safely accessible at all times.
 - .6 Do not unreasonably encumber the Place of Work with materials or equipment. Construction related debris shall not be permitted to accumulate on site where visible to building users. Remove daily if necessary.
 - .7 Do not overload the structure.
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- .8 Do not close or obstruct or store materials in roadways, sidewalks or passageways without prior approval from the Owner. Do not interfere with safe passage to and from the building and adjacent public sidewalks and roads. Move stored products or equipment that interferes with building operations.
 - .9 Take all precautions and provide all required protection to ensure the safety of the general public.
 - .10 No storage of materials or equipment is allowed outside the designated work areas without the Owner's approval.
 - .11 During transportation of materials or equipment through occupied areas, ensure the public, property, and finishes are protected from damage. All damage caused by the Contractor is to be repaired or rectified at the Contractor's expense.
 - .12 Propane powered equipment not permitted within interior areas.
 - .13 Arrange all construction access into occupied areas with the Owner to allow the Owner to provide proper notice, where required.
 - .14 Maintain work areas and the vicinity clean and tidy to the satisfaction of the Owner and Consultant.
 - .15 The Contractor is to obtain and pay for all permits required for completion of the Work, excluding the Building Permit. Do not start construction until the Building Permit has been issued. Provide copies of all other permits to the Owner and Consultant and post on site where required.

1.5 Walkthrough Inspection of Site

- .1 Prior to start of Work, the Contractor and Owner will perform walk-through inspection of the site to determine existing conditions. Owner to pay for elevator service personnel during inspection if applicable.
 - .2 The Contractor is to perform a thorough inspection of the site prior to the start of work and provide a written notice to the Owner that details all damaged property as well as all items that appear to be of poor working order or appearance (i.e. signs, fixtures, dirt, etc.).
 - .3 Upon receiving this notice, the Owner will review the validity of the items listed.
-

- .4 If written notice is not given within five (5) days of commencement of Work, it will be assumed that the Contractor has reviewed the site and has accepted the condition of the property as being free of damage.
- .5 Any damages not listed as part of the written notice of clause 1.5.2 above found after the completion of the work will be the sole responsibility of the Contractor to rectify. These rectifications shall be completed in a timely and satisfactory manner.
- .6 The project will not be considered substantially performed if the cost to correct these outstanding deficiencies is greater than the limits outlined in the Construction Lien Act.

1.6 Temporary Field Offices and Sheds

- .1 Provide or construct work sheds for storage of tools, equipment and materials, which may be otherwise damaged by weather.
- .2 Maintain sheds in a clean and orderly condition to the Owner's satisfaction.
- .3 Provide suitable hardware and locks on doors to sheds to reasonably secure them and keep locked when unsupervised.
- .4 Relocate sheds as required by the progress of the Work. Remove sheds from the Site when directed or when they are no longer required.

1.7 Electrical Power

- .1 Discuss available power with the Owner prior to bidding. Existing 110V power outlets may be used for small hand tools. No other power is available without prior written approval from the Owner. Alternatively, the Contractor may pay for alterations to the electrical system that are required to accommodate the Contractor's equipment. Co-ordinate alterations with the Owner and reinstate the system to the Owner's satisfaction upon completion.
- .2 Power consumption will be paid for by the Owner.

1.8 Water Supply

- .1 The Contractor shall pay for the cost of any connections or alterations that they require to perform the Work. Reinstall the system to the Owner's satisfaction upon completion of the Work.
- .2 Water consumption will be paid for by the Owner.

1.9 Sanitary Facilities

- .1 Existing sanitary services, where available, may be used by the Contractor and his personnel on approval by the Owner. If not available at the specific project, the Contractor must provide this service at his own expense. Locate where agreeable to the Owner.
- .2 Provide all required signage necessary to protect the public from the construction and work area, control pedestrian and/or vehicular traffic flow, and to inform users that construction activity is in progress. Signage is to be of a professional quality and design to the Owner's satisfaction.

1.10 Protection of Work and Property

- .1 The Contractor shall take all reasonable precautions necessary to protect the Work and property from damage during performance of the Contract, and shall make good any damage to the Work or property caused by the Contractor or any of its Subcontractors.
 - .2 Ensure all property is protected from dust and damage. Interior areas that require access outside of working hours are to be cleaned at the end of each work shift to provide a functional environment for the user.
 - .3 Dust, dirt, construction debris, water and fumes from the Work must be contained so as not to affect areas that are to remain in operation outside of the designated work areas. Resulting damage caused by contamination is the responsibility of the Contractor.
 - .4 The Contractor is responsible for any damage to all property, mechanical equipment, motors, elevator equipment, fixtures, air intakes, etc., resulting from dust contamination from the Work.
 - .5 The Contractor shall completely enclose and ventilate the work areas (fresh air in and exhaust out) without allowing any dust to escape from the work area. The exhaust system must filter the dust out of the air before it is released into the atmosphere. All exhaust systems must be filtered and directed to the outside through ducting, which is to be installed in a manner acceptable to the Owner. Filters are to be cleaned and replaced regularly.
 - .6 Protection shall be provided for all entrance and exit-ways, floors, walls and all standing fixtures, air intakes and equipment rooms.
 - .7 Areas that are to be protected but still require access such as elevator lobbies and stairs will be hoarded using temporary vestibules.
-

Pressurization to be adjusted by Contractor (by providing necessary fans) to prevent dust from entering these areas.

- .8 Contractor shall patch and repair all finishes or painted surfaces damaged during the course of the Work. This includes surfaces damaged by tape, fasteners, or similar materials during hoarding and protection.
- .9 Contractor shall not keep secure doors open for extended periods without the Owner's permission. Any resulting damage caused to building finishes or equipment, and any resulting property losses due to compromised building security, shall be the responsibility of the Contractor.

1.11 Construction Barriers and Enclosures

- .1 All work areas are to be completely enclosed by hoarding and protection and only accessible to the Contractor and Owner.
- .2 Contractor shall supply and construct hoarding, barriers and enclosures as indicated in these specifications, on the drawings, and as directed by the Owner as the construction progresses.
- .3 Restrict access for unauthorized personnel by placing barricades or posting guards around areas of the Work. Unauthorized personnel shall mean the public and anyone not directly concerned with the execution, supervision or inspection.

1.12 Protection of Existing Exposed Facilities/Services

- .1 In general, no essential services such as electric power and domestic hot water supply are to be interrupted for more than one continuous hour, and no longer than three consecutive hours for the heating system during the heating season. In all cases, previous arrangements are to be made and approval obtained from the Owner.
- .2 The Contractor shall make allowance in the price to cover all costs of temporary removal and replacement and/or relocation of existing electrical wiring and hardware required for completion of the Work.
- .3 All exposed conduit, fixtures, attached devices, wet sprinkler fire system plumbing, mechanical system components, louvers and ducts are to be protected or Contractor to correct damages at their own expense. Contractor to promptly report any damage to the Owner.
- .4 Prior to commencing the Work, contact the Owner to locate all protective or alarm systems and sensors. All services shall be protected against damage or interruption. Provide Owner with forty-eight (48) hours

minimum advance notice of any necessary interruption. All claims resulting from damage shall be the responsibility of the Contractor.

- .5 The Contractor shall restore landscaping beds in the area of work to their original plantable state after the work is complete. The Owner will arrange to remove and store for replanting, all landscaping including plants, shrubs, trees, etc. impacted by the work.

1.13 The Work, Work in Progress, Property and Persons

- .1 Protect the Work during construction from damage by weather.
 - .2 Protect existing buildings, walls, floors, ceilings, furnishings, equipment, plant materials, lawns, etc. from any damages resulting from performing work on this Contract. Any damages to be repaired without cost to the Owner.
 - .3 Protect new work from damages from any cause. All finished surfaces must be protected so that no marks or scratches mar the finished surfaces prior to acceptance of the work.
 - .4 Protect and be responsible for all new finished and unfinished work which is exposed and susceptible to vandalism or theft.
 - .5 Provide means for protecting occupied areas from water leakage between the removal and reinstallation of roofing systems, moisture barriers, sealants, etc.
 - .6 Take reasonable and required measures, including those required by authorities having jurisdiction, to protect the public and those employed on the Work from bodily harm.
 - .7 Comply with requirements of the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
 - .8 The Contractor shall be prepared to provide respirators, dust protection, ear protection, hard hats, etc. for those employed by the Owner at the Site.
 - .9 Direct all Subcontractors to protect their own work, existing property, adjacent public and private property and work of other Sections from damage while working.
-

1.14 Location of Existing Utilities

- .1 The contractor shall be responsible for arranging for the location of all existing utilities prior to construction and protection of it during construction.
- .2 Use the electrical service and water service at the site only as directed by the Owner.
- .3 Supply and pay for hoses, extension cords, special wiring or boxes as required.

1.15 Fire Protection

Contractor will:

- .1 Take necessary precautions to eliminate fire hazards and to prevent damage to the Work, building materials, equipment and other property both public and private having to do with the Work. Inspect the Work at least once a week for this purpose.
- .2 Store and locate products and equipment packed in cardboard cartons, wood crates and other combustible containers in orderly and accessible manner. Place approved types of firefighting equipment in vicinity of products packed in this type of crate or carton until permanent fire protection and equipment are available.
- .3 Store no flammable products such as paint or fuel in the parking garage without the Owner's permission in writing.
- .4 Ensure tarpaulins to be fire-resistant.
- .5 Ensure open fires or burning of rubbish or debris are not permitted on Site.

1.16 Overhead Protection

- .1 The Contractor shall erect and maintain pedestrian walkway including roof and side covers to protect the public and property from injury or damage.
 - .2 Minimum extent of overhead protection as designated on drawings.
 - .3 Minimum unobstructed overhead height of 2.4 metres. Minimum unobstructed width of at least 2 metre greater than the combined width or access doors and side lights at entrances. Minimum length shall provide protection for a clear distance of 10 metres horizontally from the nearest area of overhead work.
-

- .4 Overhead protection shall be capable of supporting any load likely to be applied to it, and capable of supporting a load of at least 2.4 kN/m².
- .5 Install and provide adequate temporary lighting within the entire length of the overhead protection. Type, quantity and attachment of light fixtures to be approved by Owner.
- .6 Apply plywood panels to sides vertically flush and butt-jointed. Paint sides of plywood enclosures in colors selected by Owner, with one coat primer to CGSB 1-GP-59M and one coat exterior paint to CGSB 1-59M + Amdt-Aug-84.
- .7 All overhead protection and enclosures to be marked with safety signage.
- .8 All overhead enclosures and protection to be maintained daily, keeping them clean, orderly and graffiti free.
- .9 Remove temporary facilities from site promptly when directed by Owner.

1.17 Site Enclosures

- .1 The Contractor shall erect and maintain site enclosures to completely enclose the Work area, to protect the public and property from injury or damage.
- .2 All enclosures to be marked with safety signage.
- .3 All enclosures and protection to be maintained daily, keeping them clean, orderly and graffiti free.
- .4 Remove temporary facilities from site promptly when directed by Owner.

1.18 Work Site Safety – Contractor is “Prime Contractor”

- .1 The Contractor shall, for the purposes of the Ontario Occupational Health and Safety Act, and for the duration of the Work and Contract:
 - .1 Be designated as “Prime Contractor” pertaining to safety at the “Work site”.
 - .2 Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required, to ensure the health and safety of all persons at the “Work site”.

- .2 The Contractor shall direct all subcontractors, workers and any other persons at the "Work site" on safety related matters, to the extent required to fulfill its "Prime Contractor" responsibilities pursuant to the Act.

1.19 Material and Equipment

- .1 Unless otherwise specified, Contractor shall provide, maintain and pay for all materials, tools, machinery, equipment, temporary facilities, controls and conveniences necessary for execution of the Work. All materials shall be new, of merchantable quality, and suitable for the intended purpose.
- .2 Unless otherwise specified, comply with Manufacturer's latest printed instructions for materials and installation methods. Notify the Consultant in writing of any conflict between the Contract Documents and Manufacturer's instructions. Deliver, store and maintain packaged materials with Manufacturer's seals and labels intact.

1.20 Coordination

- .1 Co-operate with the Owner and arrange for all work to be expedited with the minimum of inconvenience to all parties, and report in writing any difficulties encountered in expediting the work.
- .2 The Contractor is responsible for coordination of trades. Lines of demarcation between Contractor's work and trades' work are solely the responsibility of the Contractor. The Owner assumes no responsibility for division of the Work or for any jurisdiction regarding such division.
- .3 Contractor is responsible for coordination with the Owner of all on-site activity as it affects the operation of the building.
- .4 The Contractor is to notify the Building Inspector at least 72 hours in advance for site review where a Building Permit is required to perform the work. No work shall be covered or concealed until the Building Inspector has reviewed it, unless they have informed the Contractor that a site review will not be performed. Such review does not absolve the Contractor from their responsibility to perform the Work in accordance with the Contract Documents.

1.21 Waste Removal and Cleaning

- .1 The Contractor shall maintain the Place of the Work free from unsightly or hazardous accumulations of waste materials and rubbish, and shall perform all required cleaning during the Work. Area of work to be cleaned and swept daily.

- .2 All wastes, which create hazardous conditions, must be removed from the premises daily.
- .3 Disposal of all waste products to be performed in strict accordance with the product Manufacturer's Material Safety Data Sheet, and in accordance with the provincial Waste Control Regulations. Drainage systems shall not be used to dispose of Project wastes and materials.
- .4 Ensure all moisture sensitive equipment (i.e. exposed electrical and mechanical systems, etc.) are removed or protected against moisture infiltration during washing and dust-generating activities.
- .5 Remove all construction-related grease, dust, dirt, stains, labels, fingerprints, over-spray and other foreign materials immediately prior to the Consultant's final review. Return all adjacent areas, equipment, duct work, etc. to the Owner in a dust-free condition. Leave site in a neat and tidy condition at completion of the Work.

1.22 Superintendence and Workmanship

- .1 The Contractor shall provide a full time on-site Superintendent that is responsible for the quality, control, organization, and coordination of all phases of the Work. The Superintendent shall be in attendance at all site meetings.
- .2 Superintendence shall be satisfactory to the Owner.
- .3 Superintendence shall be deemed unsatisfactory and changes or additions to superintendence can be demanded by the Owner when control, organization, or coordination of the Work is not adequate, the quality of the Work does not meet the Contract Document requirements, directions given in accordance with the Contract Documents are not followed, or progress is behind schedule.
- .4 Ensure that only experienced, skilled, and certified tradesmen are employed.
- .5 Repair, replace or otherwise make good all unacceptable or defective work.

2.0 PRODUCTS

Not applicable

3.0 EXECUTION

Not applicable

END OF SECTION

1.0 GENERAL

1.1 Contract Close-Out Procedure

.1 Contractor's Review

- .1 The Contractor and their Subcontractors shall conduct a review of the work and correct all noted deficiencies.
- .2 The Contractor shall notify the Owner, in writing, of satisfactory completion of the "Contractor's Review" after the correction of all noted deficiencies and shall request an "Owner's Review".

.2 Owner's Review

- .1 The review team shall consist of the Owner and the Contractor. The Owner or their representative shall attend at their option.
- .2 The Owner will prepare a list of deficiencies noted during the "Owner's Review" and will issue the list to the Contractor.
- .3 The Owner will determine the value of work associated with any outstanding deficiencies noted during the Owner's Review. Payment of these retained funds will be withheld until the deficiencies have been rectified to the satisfaction of the Owner.
- .4 The Contractor shall correct all deficiencies indicated on the list in a timely and satisfactory manner.

.3 Final Review

- .1 The Contractor shall request a "Final Review" when the Contractor is satisfied that all deficiencies have been corrected. The request shall be made in writing.
- .2 The "Final Review" shall be conducted by the Owner and the Contractor.

.4 Certificate of Substantial Performance

- .1 The Contractor must submit a request in writing to the Owner for a Certificate of Substantial Performance.
 - .2 The Contractor shall comply with the following during Contract close-out:
-

- .1 The requirements of the Construction Lien Act.
- .2 The requirements of the Workers Compensation Act.
- .3 All other contractual requirements

.5 Total Performance

- .1 Immediately following the issuance of the Certificate of Substantial Performance, the Owner, in consultation with the Contractor, will establish a reasonable date for the "Total Performance of the Work".
- .2 The Contractor shall supply all guaranties and review certificates in accordance with the requirements of the Contract Documents prior to the date established for "Total Performance of the Work".

.6 Release of Holdback

- .1 The lien holdback amounts will be released pursuant to the Construction Lien Act.

2.0 PRODUCTS

Not applicable

3.0 EXECUTION

Not applicable

END OF SECTION

1.1 GENERAL

1.2 Payment and Holdbacks

- .1 For the purpose of the Construction Lien Act, R.S.O. 1990, c. C.30, the Payment Certifier shall be the Owner, or any son the Owner may designate from time to time as required by the Construction Lien Act, R.S.O. 1990, c. C.30, who shall:

- .1 Determine and certify substantial performance; and
- .2 Determine completion.

1.3 Applications for Payment

- .1 The Contractor shall submit a detailed schedule of values for the various components of the work in a form to the satisfaction of the Owner for review within ten (10) days of Award of Contract. This schedule of values shall form the basis by which progress draws are evaluated for completeness of the work performed.
- .2 Applications for payment on account may be made MONTHLY as the work progresses and submitted to the Kingston & Frontenac Housing Corporation.
- .3 Before tax totals, all applicable taxes and totals must be shown separately on all invoices.

1.4 Evidence of Publication

- .1 Upon completion of the work, the Payment Certifier will issue a Certificate of Substantial Performance. Contractor must then provide the Owner with evidence acceptable to it of publication. Holdback will be released on the sixtieth (60th) day from date of publication.

1.5 No Additional Payment for Increased Costs

- .1 The amount payable to the Contractor under the Contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant equipment, labour, materials or wage rates.

1.6 Deductions for Uncorrected Work

- .1 If in the opinion of the Payment Certifier, it is not expedient to correct defective work, or for work not done in accordance with the Contract Documents, the Owner may deduct from the Contract Price the difference in value between the work as done and that called for by the Contract.

1.7 Warranty/Guaranty Period

- .1 The Contractor shall provide a one (1) year minimum warranty for all Work of the Contract.

1.8 Bonds

- .1 Bonding costs, including the expense of getting bonds executed, shall be borne by the Contractor.
- .2 Provide the Owner with the following surety bonds within fourteen (14) days after Contract award:
 - .1 A Performance Bond to secure the due and proper performance by the Contractor of their obligations under the Contract in an amount equal to 50% of the Contract Price.
 - .1 The performance bonding period shall commence on the date of contract execution and end two (2) years from date of Substantial Performance.
- .3 If a lien claim is filed against the title of the lands on which the work or any part thereof is performed in relation to the Contract by an entity other than the Contractor, the Contractor is to provide a Lien Bond to remove the registered lien claims and/ or certificates of action.
- .4 Bonds are to be in favour of the Owner.
- .5 Bonds are to name the Owner as Obligee. The Obligors are the Contractor and a Guarantee Surety Company unobjectionable to the Owner and not insolvent, bankrupt, in receivership or winding-up proceedings.
- .6 Guarantee Surety Company is to be a properly licensed surety company registered and duly authorized to transact the business of suretyship in the Province Ontario.

2.0 PRODUCTS

Not applicable

3.1 EXECUTION

3.2 Remedial Work Under Guaranty/Warranty

- .1 The Contractor shall perform any required warranty repair work for the duration of the warranty period at no extra cost.
- .2 Notice will be provided to the Contractor during the warranty period within thirty (30) days of the discovery of any defect in the Work. The Contractor shall take necessary steps to protect the area against further damage immediately upon receipt of notice and shall take corrective action to make good any damage incurred. The Contractor shall schedule repair work with the Owner and shall make every attempt to make good the defects within three (3) weeks of notice.
- .3 Remedy is to be at no cost to the Owner and is to include all labour, material, equipment, and supervision necessary to make good defective areas of the Work and any damages incurred to obtain access to defective areas.
- .4 The Contractor must reimburse the Owner for any resulting assessment costs incurred to define the extent of the defect and for costs incurred to test the repaired defect to confirm acceptability of repairs.
- .5 The Contractor must reimburse the Owner for all associated costs incurred due to closure of the areas requiring repair under warranty.
- .6 Warranty periods for areas requiring repair are to be extended by the amount of time-lapsed between issuance of notice and completion of remedial work. The warranty/guaranty period will then re-commence upon completion of the remedial work.
- .7 Warranties are not to be deemed to restrict any liability of the Contractor arising out of any applicable law.

END OF SECTION

WORK PERFORMANCE REFERENCE

NOTE:

- (1) Reference must be from persons or companies for whom you have performed work within the last twenty-four (24) months. Also reference must be for work of the same nature as that called for in the contract.
- (2) If you have performed work for Kingston & Frontenac Housing Corporation within the past forty-eight months please use them as one of your references. Failure to do so may be cause for disqualification.

1. Name: _____

Address: _____

Telephone: _____

2. Name: _____

Address: _____

Telephone: _____

3. **BANK REFERENCE**

Name of Branch: _____

Address: _____

Telephone: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____

Date

Signature

CONFIRMATION OF PRICING

INTRODUCTION

Kingston & Frontenac Housing Corporation ("Owner") is requesting bids for the modernization of one overhead geared elevator and one hydraulic elevator (the "Services") as described in this tender from a qualified party ("Proponent").

Bid Process

Proponents should make a full and thorough examination of the tender Documents. It is the responsibility of the Proponent to be satisfied with the complete nature of the Services being requested and the Form of Agreement.

There will be a site tour. It is the responsibility of the Proponent to ensure the right individuals attend the tours and familiarize themselves with the equipment.

The Proponent may submit questions to the Submission Contact by electronic mail at svanderschoor@kfhc.ca. If required, an Addendum or clarification will be issued and sent by electronic mail to all of the Proponents.

Proponents are advised that they may only rely on changes or clarifications to the tender made by Addendum or written responses to inquiries or clarifications issued by the Owner.

Bids are revocable and may be withdrawn at any time before the Submission Deadline by written notice delivered to the Owner and signed by the authorized signatory for the Proponent.

Conditions of the Tender

All costs associated with the preparation and submission of the bid and attendance at the presentations, as applicable, will be borne solely by the Proponent.

The Consultant provides only technical and administrative services for the Owner and may issue Addenda, clarifications, documents or award notices on behalf of, and only with the express written approval of, the Owner.

This tender does not constitute an offer. No agreement shall result upon submission of a bid. The Owner shall not be under any obligation to enter into a contract with a Proponent or anyone in connection with this tender and responses received.

The Owner reserves the right to reject any or all bids, to re-advertise for additional bids if necessary, to waive minor irregularities and formalities, and to accept the bid which offers, in the Owner's sole and unfettered opinion, the best proposition.

The Owner reserves the right to open all bids in a manner and at a time and place determined by the Owner, in its sole discretion.

The Owner reserves the right to accept or reject any or all bids in whole or in part without explanation. The Owner reserves the right, in its sole discretion, to seek further information from, or clarification of, any bid submitted by any Proponent and the Owner is entitled to utilize any such information or clarifications received in deciding which bid it may accept. Bids will be evaluated by representatives of the Owner on the basis of the overall best value to the Owner, any and all information contained in the bid and provided at the presentation including, but not limited to, Proponent's qualifications and experience on comparable and other projects, the Proponent's resources, organizational structure, technology, quality control and other relevant information as described in the bid, the Proponent's pricing, the Owner's past experience with the Proponent, the Owner's perception of the Proponent's reputation or standing in the marketplace and any other relevant criteria as determined by the Owner in its sole and absolute discretion.

The Proponent acknowledges and agrees that the Owner shall not, under any circumstances, pay any costs or expenses incurred by any Proponent in the preparation or submission of a bid or be liable to an unsuccessful Proponent for any loss or damage that an unsuccessful Proponent may suffer or incur, including lost profits, as a result of its participation in this tender or as the result of the approval or acceptance by the Owner of any bid whatsoever, including a non-compliant bid. By submitting a bid in response to this tender, a Proponent shall be deemed to have agreed that it has no such claim against the Owner.

The Owner, Proponent and Consultant shall treat all information provided and/or submitted under this tender as confidential and shall take necessary steps to limit access to personnel who require the information to complete the bid submission and review processes.

Declarations

The Proponent confirms the following:

- i. We have reviewed the tender documents in their entirety and have completed the necessary site visits or inspections to fully understand the existing equipment and scope of work;
- ii. We acknowledge receipt, understanding and full consideration of all of the Addenda;
- iii. We warrant the existing site conditions and equipment are compatible with our equipment and we are able to effectively maintain the equipment according to the terms and condition of the tender documents;
- iv. We have included the necessary local and regional representatives and employees in the review of the equipment and submission of these documents;
- v. We have not received any information not publicly available or issued by the Owner through this tender process;
- vi. We have not cooperated with or colluded with any other organization in the preparation or submission of this bid;
- vii. By submitting this bid, we are notifying the Owner that we agree to termination any current present maintenance agreement by the Owner on 30 days notice in writing in the event that we are not awarded the contract;
- viii. We commit to the submitted bid pricing in appendix "B" and hold this pricing available for acceptance by the Owner for a period of ninety (90) days from the Submission Deadline;
- ix. We offer bid pricing in Appendix "B" in Canadian Dollars and our pricing includes all taxes, fees, direct, indirect, and overhead costs and excludes only required provincial or federal sales taxes;
- x. We offer to provide the Services in accordance with the terms of the tender and this bid.

ACKNOWLEDGEMENT OF ADDENDA

Addendum Number(s):

Date:

We the undersigned submit that we have carefully examined the proposed work, all applicable specification documents pertaining to or related to the work, and we hereby accept and agree to same as forming the basis of our bid.

CONFIRMATION OF PRICING

The base price submitted on the Bid Form, Section 00 03 00, is:

- 300 Conacher Drive: traction elevator: \$ _____
- 300 Conacher Drive: hydraulic elevator: \$ _____
- 300 Conacher Drive: TOTAL (traction + hydraulic): \$ _____

The Proponent acknowledges this number is a check for mathematical consistency only and the Owner will not be using this number for any other purpose.

COMPLETION OF WORK

We would have drawings completed and issued
for review after award of contract by: _____ weeks

We would be able to have materials on site and
commence work on the elevator upgrade after
the approvals are confirmed by: _____ weeks

The upgrade would be completed after
commencement of work by: _____ weeks

Legal Name of Proponent:

Address of Proponent:

Representative of Proponent in preparation and submission of bid:

Name: _____

Title: _____

E-mail Address: _____

Telephone Number: _____

Signature of Authorized Signing Officer(s):

I/we are legally entitled to bind the Proponent to the submitted bid.

Name / Title

Signature

Name / Title

Signature

Witnessed By:

Name / Title

Signature

Dated at _____ this _____ day of _____, 2021.

A. PRODUCTS

We intend to use the following products in the execution of work (product brochures and technical information enclosed):

Traction Elevator

Product	Manufacturer	Model
Control Equipment (generic third party)		
Solid State Drive		
Geared Hoist Machine (Base Scope)		
Gearless Hoist Machine (Alternative Price)		
Emergency Brake		
Door Operator (rear entrance)		
Door Detector (rear entrance)		
Door Equipment (rear entrance)		
Fixtures		
Communication System		

Hydraulic Elevator

Product	Manufacturer	Model
Control Equipment (generic third party)		
Pumping Unit		
Hydraulic Valve		
Door Operator		
Door Detector		
Door Equipment		
Fixtures		

B. SEPARATE PRICES

We hereby outline the following separate prices. If the separate prices are accepted, the base price will be adjusted accordingly (excluding applicable taxes).

- 2.2 Maintenance, as detailed in Appendix D:
five years: traction elevator \$ _____/unit/month
- 2.2 Maintenance, as detailed in Appendix D:
five years: hydraulic elevator \$ _____/unit/month
- 2.3 Hydraulic: heat exchanger: Hydraulic
Elevator #2 \$ _____

C. ALTERNATIVE PRICES

We hereby outline the following alternative prices (extra costs or reductions). If the alternative prices are accepted, the base price will be adjusted accordingly (excluding applicable taxes).

3.2 Machine and motor: gearless: Traction \$ _____
Elevator #1

D. ITEMIZED PRICES

We hereby outline the following itemized prices (costs included in base bid).

4.2 Re-activate floor 1R: Traction Elevator #1 \$ _____

E. EXTRA TO CONTRACT LABOUR RATES: MODERNIZATION PERIOD

Where extra to contract work is performed at the Owner's expense, we hereby propose the following hourly rates:

	Regular Time	Overtime
Mechanic		
Crew		

For work set out in the Specifications to be performed in regular hours but which the Owner elects to have performed outside of regular hours, we hereby propose the following hourly rates for the overtime premium portion only:

	Overtime Premium
Mechanic	
Crew	

F. EXTRA TO CONTRACT LABOUR RATES: MAINTENANCE (POST-MODERNIZATION)

Where extra to contract work is performed at the Owner's expense, we hereby propose the following hourly rates:

	Regular Time	Overtime
Mechanic		
Crew		

For work set out in the Specifications to be performed in regular hours but which the Owner elects to have performed outside of regular hours, we hereby propose the following hourly rates for the overtime premium portion only:

	Overtime Premium
Mechanic	
Crew	

We the undersigned submit that we have carefully examined the site of the proposed work, all applicable specification documents pertaining to or related to the work, and we hereby accept and agree to same as forming the basis of our bid.

Telephone Number: _____

Signature of Authorized
Signing Officer:

Sign

Print

Witnessed By:

Sign

Print

Dated: _____

ELEVATOR MAINTENANCE SCHEDULE OF SERVICES

1.0 GENERAL

1.1 Preventative Maintenance Program

- 1.1.1 All Services to be in accordance with Technical Standards & Safety Act 2000 & Ontario Regulation 209/01 including all subsequent addendums, amendments or Directors Orders. Given any conflicts between this document and the appropriate act, the stringent shall apply.
- 1.1.2 Provide an up-to-date Preventative Maintenance Program designed to prolong the elevator equipment life and assure safe, reliable and acceptable elevator operation.
- 1.1.3 The Preventative Maintenance Program shall assure elevator components are thoroughly cleaned, and maintained clean, permitting unimpeded, systematic inspections of equipment, except the areas noted in paragraph 1.10 of this specification.
- 1.1.4 The preventative Maintenance Program shall ensure the contractor's equipment inspections will result in the necessary adjustment, lubrication, repair and replacement work required to reduce and keep elevator breakdowns or malfunctions to a minimum.
- 1.1.5 All work to be executed by competent, qualified personnel, skilled in the elevator trade. Provide the Owner with names of maintenance personnel assigned to the site and their positions. State the number of mechanics and helpers, and the number of adjusters required to do the work on a regular basis.
 - 1.1.5.1 The site supervisor (as indicated on the Maintenance Personnel list specified above) shall plan, track and supervise all aspects of the maintenance program, including preventative maintenance, repair, adjusting and housekeeping routines to be undertaken by working personnel.
 - 1.1.5.2 At the sole discretion of the owner, after a meeting with the Contractor's district manager, replace the site maintenance personnel within a maximum of 10 working days of written notification.
 - 1.1.5.3 Outfit the site personnel to present a neat appearance. Limit their movement through the project to the actual requirements of their work.

1.1.5.4 The Contractor shall furnish each mechanic responsible for maintenance and call backs on the elevators covered by this contract, with a mobile telephone located in the automobile provided to the mechanic. All costs associated with the use of the telephone on Kingston & Frontenac Housing Corporation buildings shall be included in the contract price.

1.1.5.5 The Site Supervisor shall carry out surveys as follows:

Carry out a preliminary survey of the equipment status within two months of commencement of the contract. Carry out all work required to ascertain the status of the equipment. Carry out a complete survey of the equipment status on a yearly basis with one month of the anniversary of the contract.

1.1.6 Only first-class workmanship is accepted, not only regarding safety, efficiency and durability, but also regarding neatness and accuracy of detail.

1.1.7 Repair unsatisfactory work at no additional cost to the satisfaction of the Owner.

1.1.8 Adjust and maintain the rated speed, speed control (e.g. acceleration and deceleration), levelling devices and door operation to a minimum standard consistent with the original manufacturer's specifications and standards.

1.1.9 Ensure that the specific work, herein described or as otherwise required in current and relevant manufacturer's instruction and manual, is done with rigid adherence to the required frequency of equipment servicing.

1.2 Parts, Oils, Tools

1.2.1 Provide parts (except as otherwise excluded), lubrication, hydraulic fluid, cleaning materials and tools and retain an adequate stock of normal replacement parts readily available to enable the mechanic to effect prompt repairs.

1.2.2 The contractor must maintain at his place of business a stock of parts commonly required for the equipment under contract.

1.2.3 Supply repair or replacement parts and all components when required using only original manufacturer's replacement parts.

1.2.4 Where other than original replacement parts need to be installed, permission must first be obtained from the owner, and such parts must be CSA approved where applicable and be acceptable in accordance with CAN3-B44-M94 Safety Code for Elevators.

1.3 Maintenance Inspection Frequency

- 1.3.1 The monthly frequency of inspection is to be considered as the minimum number of times each month that the contractor must visit the site for the sole purpose of performing Preventative Maintenance.
- 1.3.2 Maintenance shall be performed consistently in the same week of each month.
- 1.3.3 Upon commencement of the contract the Contractor shall advise the Owner of the weeks during which the maintenance inspections will be performed.

1.4 Call Back Service

- 1.4.1 The Contractor shall provide call back service at any hour of any day when requested by the Owner.
- 1.4.2 Overtime call back service shall be provided any hour of any day at no extra cost to the owner.
- 1.4.3 The Contractor's response to any emergency call back shall be less than one (1) hour. Where this requirement is not possible, note any variation in the space provided in the Bid Submission forms.
- 1.4.4 Emergency call backs shall include but not be limited to:
 - passengers trapped in an elevator
 - report of fire or flood
 - all passenger elevators in building out of services
 - any unsafe condition

1.5 Owner's Inspection Reports

- 1.5.1 The Contractor will receive inspection reports periodically from the Owner.
 - 1.5.2 When the report indicates that a reply is required the Contractor shall reply within the time limit given as follows:
 - 1.5.2.1 If all deficiencies are completed the report shall be signed, dated and returned to the Owner.
 - 1.5.2.2 If deficiencies are of a nature that cannot be completed within the time limit given, the Contractor shall notify the Owner in writing giving explanation and completion date. Upon completion, paragraph 1.5.2.1 shall apply.
 - 1.5.2.3 If deficiencies are of a nature which the Contractor deems to be
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unreasonable or not within the terms of the Maintenance Agreement, the Contractor shall reply in writing to the Owner stating his position.

- 1.5.3 The Owner's inspection reports shall form a major part of the criteria that will be used to monitor and assess the Contractor's performance and compliance with these specifications.

1.6 Elevating and Amusement Devices Safety Program

- 1.6.1 The Contractor shall test the safety operating equipment as often as required by, and in a manner acceptable to the Technical Standards & Safety Act 2000 and all subsequent revisions addendums. The Contractor shall assist the Technical Standards & Safety Act 2000 as required by them in the performance of their inspections and test at no extra cost to the Owner.
- 1.6.2 The Contract shall comply with all instruction from the Technical Standards & Safety Act 2000 within the limits specified on their report, and advise the Owner upon completion.
- 1.6.3 Should the Contractor not be able to complete the deficiencies due to a delay by the Owner in notifying the Contractor of the deficiencies, the Contractor shall so advise the Owner.
- 1.6.4 Should the deficiencies consist of items not covered by the terms of this contract, the Contractor shall immediately advise the Owner and request direction with regard to these items.
- 1.6.5 Non-compliance with the foregoing shall render the Contractor liable for any re-inspection fees.

1.7 Specific Duties

- 1.7.1 The Contractor shall ensure that at all times only fuses that meet the manufacturer's ratings will be installed. Should it be found that changed conditions require modification of these ratings, full information shall be provided to the Owner for approval.
- 1.7.2 The Contractor shall ensure that on completion of a maintenance visit, call back or service work, all covers on equipment shall be in place.
- 1.7.3 The Contractor shall ensure that all car top lighting is functioning correctly. Any faulty fixtures or guards shall be replaced by the Contractor. Bulbs shall be supplied, upon request, by the Owner's site personnel.
- 1.7.4 At the completion of the draining of the gear oil from the machine, the worm and gear shall be inspected by the Contractor and the condition found reported to the

Owner in writing. Excessive backlash in the gear, excessive noise or excessive play in the thrust bearing shall be corrected.

- 1.7.5 A log book shall be kept on site and up to date in accordance with Ontario Regulation 209/01, S. 34 of the Technical Standards & Safety Act 2000.

1.8 Joint Survey

- 1.8.1 At approximately the 15th month and the 30th month of the contract, the Contractor shall provide a representative in a supervisor or managerial position to accompany a representative of the Owner on a complete survey of all installations.
- 1.8.2 The purpose of the survey will be to establish the standard of preventative maintenance being performed and to determine what, if any, corrective actions are required.

1.9 Wiring Changes

- 1.9.1 Should any wiring changes be made to the equipment by the Contractor, the Contractor shall supply the Owner with one (1) complete set of marked-up drawings indicating all changes made and signed by an officer of the Company.

1.10 Limit of Contractor's Responsibility

- 1.10.1 Under the terms of this contract, the Contractor:
- 1.10.1.1 Shall not be required to clean the interior of car or make repairs to finishes of car cab interiors, or car or hoistway door panels or frames or sills or buried piping or cylinders of hydraulic elevators or replace car cab illumination lamp.
 - 1.10.1.2 Shall not be responsible for the repair or replacement of parts damaged by fire or flood not caused by the Contractor or his employees or for damages caused by unlawful, careless, or negligent acts of any persons other than the contractor or his employees.

2.0 PROGRAMMED DUTIES

- 2.1 Within twenty-one (21) days of the awarding of the maintenance contract, the Contractor shall produce, for the Owner's approval, a preventative maintenance program schedule indicating duties to be performed by maintenance personnel and the frequency of these duties.
- 2.2 A copy of the approved schedule is to be posted in each machine room and kept

current by the maintenance personnel.

3.0 CLEANING

3.1 Machine Room

- 3.1.1 The Contractor shall maintain the elevator machine room and equipment in a clean and neat condition at all times.
- 3.1.2 No oily rags or combustible materials shall be left exposed.
- 3.1.3 All oils, cleaning materials, parts, etc. shall be stored inside the maintenance cabinets.

3.2 Machine Room Equipment

- 3.2.1 In the first six (6) months of the contract, the Contractor shall thoroughly clean all machine room equipment, particularly the controllers, control equipment and motor and motor generator brush gear, and shall maintain the cleanliness throughout the term of the maintenance contract.
- 3.2.2 Depending on type and condition, the equipment shall be either dusted down, blown out or cleaned with an approved electrical cleaner, to remove the accumulated oil residue and dirt.
- 3.2.3 The Contractor shall advise the owner in writing when this work is completed, initially.

3.3 Car Tops

- 3.3.1 The Contractor shall clean all car tops once each, or more frequently as required.

3.4 Hoistways

- 3.4.1 The Contractor shall thoroughly clean all the equipment in the hoistways, including the removal of lubricant accumulations, once each year and the interval between regular cleaning shall not exceed twelve (12) months.
 - 3.4.2 The Contractor shall advise the Owner in writing when the regular cleaning has been performed.
 - 3.4.3 Should conditions warrant extra cleanings between the regular cleanings, the Contractors shall advise the Owner and request written authorization before proceeding.
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- 3.4.4 This work is to be performed specifically assigned to the work and shall not interfere with the routine preventative maintenance program.

3.5 Pits

- 3.5.1 The Contractor shall clean all elevator pits once each month minimum, or more frequently as required.

4.0 OIL CHANGES

4.1 Task Requirements

- 4.1.1 The work described in this section shall be completed within six (6) months of the commencement date of the maintenance agreement.
- 4.1.2 This work is to be performed by personnel specifically assigned to the work and shall not interfere with the routing preventative maintenance program.

4.2 Oil Change

- 4.2.1 The gear oil from the traction machines including all sludge accumulated in the bottom of the gear housing shall be thoroughly flushed out. Refer to Clause 1.7.4 for worm and gear inspection.
- 4.2.2 New gear oil of a quality equal to the original manufacturer's specifications shall be supplied and installed.
- 4.2.3 The Contractor shall advise the Owner at least one week in advance so that the oil change may be witnessed.

4.3 Sealing of Oil Leaks

- 4.3.1 Upon completion of the gear oil change the machines shall be completely sealed to prevent oil leakage.

4.4 Car Tops

- 4.4.1 The top of each car shall be thoroughly cleaned.

4.5 Pivot and Hinge Point Check

- 4.5.1 Upon completion of the machine room painting all pivot and hinges points shall be checked for freeness.

4.6 Machine Room Equipment Numbering

- 4.6.1 All machine room equipment shall be identified by numbers (not alphabetically). Numbering shall correspond to the Elevating Devices numbering in that the lowest elevating device number for the group shall be elevator number one. If necessary, the disconnect switches shall be re-numbered to correspond.
- 4.6.2 The numbers shall be white decals approximately 50mm in height.

5.0 ON-SITE PROCEDURES

5.1 Routine Maintenance

- 5.1.1 When performing routine maintenance, the Contractor shall contact the designated representative of the Owner, if available, and discuss the operations of the elevators and the work to be performed.
- 5.1.2 Upon completion of the routine maintenance, the Contractor shall fill out the maintenance log book in the machine room supplied by the Contractor. This duty will be required in addition to KFHC receiving a copy of the company work order containing the following information:
 - 5.1.2.1 Location
 - 5.1.2.2 Date.
 - 5.1.2.3 Start and stop times and total hours worked.
 - 5.1.2.4 Elevator numbers on which routing maintenance has been performed.
 - 5.1.2.5 Description of specific work complete.

5.2 Call Backs

- 5.2.1 When answering call backs, the Contractor shall contact the designated representative of the Owner, if available, and discuss the problem and action taken.
 - 5.2.2 Should a problem be of a nature that cannot be resolved satisfactorily during that visit, the Contractor shall report back to the Owner's representative explaining how and when the problem will be resolved.
 - 5.2.3 Upon completion of the work, the Contractor shall give to the Owner's representative, a copy of a company work order containing the following information:
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- 5.2.3.1 Location.
- 5.2.3.2 Date.
- 5.2.3.3 Start and stop times and total hours worked.
- 5.2.3.4 Elevator number worked on.
- 5.2.3.5 Description of problem and action taken.

5.3 Emergency and Major Repairs

5.3.1 The Contractor will provide the following service when called upon:

- 5.3.1.1 On responding to a service call which requires major work for repairs, i.e. burnt out motors, generators, seized bearings, etc. the Contractor will work whatever hours that are necessary to put the elevator back in service in the shortest possible time. This would mean all additional expenses incurred by the Contractor (not covered in this contract), i.e. overtime premium, machine or motor rewind shop expenses would be paid by Kingston & Frontenac Housing Corporation. To minimize down time a phone call to the Director of Assets & Development, or Technical Services Supervisor, confirming work action to be taken is sufficient for authorization to commence work.
- 5.3.1.2 In addition to working any and all overtime to repair the elevators, it will also be the Contractor's responsibility to keep the Director of Assets & Development fully informed of the work in progress, so that any questions arising can be competently answered by personnel.

6.0 INVOICING

- 6.1 All invoicing shall, only be submitted following the included billing period no more than 15 days after the billing period. All invoicing will be due within 30 days of receipt by KFHC.
- 6.2 When submitting the regular monthly maintenance invoice, a copy of the work order referred to in 5.1 is to be attached to the invoice.
- 6.3 When submitting an extra charge invoice, a copy of the work order referred to in 5.2 is to be attached to the invoice.
- 6.4 The invoice shall clearly indicate the number of hours charged, the hourly rate, material and other charges.
- 6.5 The invoice shall also indicate specific work completed on maintenance and the problem and action taken on call backs.

END OF SECTION