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

## 2025 Call for Contractors

# CARPENTRY SERVICES

CLOSING DATE: Thursday, July 24, 2025

11:00:00 a.m. Local Time

119 Van Order Drive, Kingston, ON

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\* In all areas when Director of Assets & Development is mentioned it will be implied  
"or his/her delegate"

**NOTE:**

Applicants will ensure that they receive all the contents listed above. Any omissions will be drawn to the attention of Kingston & Frontenac Housing Corporation at least three (3) days prior to submission deadline.

**PROJECT NAME** Kingston & Frontenac Housing Corporation

**PROJECT ADDRESS** As listed in APPENDIX A

**JOB TYPE** CARPENTRY SERVICES

### INVITATION

You are invited to enter into an agreement on the above-described work in accordance with the Agreement Documents.

Submissions received by the Director of Assets & Development no later than 11:00:00 a.m. Local Time on **Thursday, July 24, 2025** will be considered for inclusion on the Rotational, Pre-Qualified List.

Make submissions at:

Kingston & Frontenac Housing Corporation  
Attn: S. VanderSchoor,  
Director of Assets & Development  
119 Van Order Drive  
Kingston, ON K7M 1B9

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## GENERAL INSTRUCTIONS AND CONDITIONS OF CONTRACT

1. It is intended that this call will result in Contractors being awarded "As and When Requested" contracts for Kingston & Frontenac Housing Corporation residential units for the period **starting August 1, 2025 and ending December 31, 2026**. There shall be an option to renew contract for 2 additional 1 year terms if mutually agreed to by both parties.
2. As and when required, contracts shall be awarded to pre-qualified Contractors on the basis of rates as per Appendix C and will be required to accept these rates and satisfy the Kingston & Frontenac Housing Corporation that they have the experience and ability to accomplish the service required.
3. A signed submission shall indicate that the schedule of unit rates contained in Appendix C affords the contractor sufficient remuneration to complete the work allotted to him in accordance with the Conditions of Contract, and Specifications.
4. Appendices C and D and the Contractor's Submission Form must be signed. Failure to return Appendices C and D and the Contractor's Submission Form will result in disqualification.
5. 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 work brought about by an increase or decrease in the cost of plant labour, materials, taxes or the wage rates set out and prescribed herein.
6. All calls by Kingston & Frontenac Housing Corporation to the Contractor shall be responded to by telephone within **30 minutes** by a company representative with the authority to accept and schedule work. Failure to do so may result in removal from the Rotational, Pre-Qualified List.
7. Contractors shall be required to commence work at any time within five (5) business days of a telephone or email instruction to proceed with such work. Work which Kingston & Frontenac Housing Corporation designates as an emergency shall commence within two (2) hours of a call for such work. Failure to do so may result in removal from the Rotational, Pre-Qualified List. All requests shall be followed by a Purchase Order (PO).
8. Contractors will indicate on the Contractor's Submission Form if they are willing to undertake work in all areas listed in Appendix A.
9. It is understood that any one or more Contractors may be utilized for service in the same area, and such other areas as may be added from time to time during the term of the contract.
10. All work performed by the Contractor shall be completed to the satisfaction of Kingston & Frontenac Housing Corporation. Failure to provide and maintain a standard of service and workmanship acceptable to the Manager of Technical Services, Kingston & Frontenac Housing Corporation or their authorized delegate will result in the Contractor receiving no further allocation of work immediately following the period in which the unsatisfactory work was carried out and render the Contractor, at the discretion of Kingston & Frontenac Housing Corporation liable to removal from the Rotational, Pre-qualified List, in which case, any securities will be returned, less any expenses incurred.

11. The 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.
12. The final payment for any individual unit does not relieve the Contractor from responsibility for faulty materials or workmanship which appear within a period of 90 days from the date of final completion of the work. Any defects shall be remitted at their own expense.
13. It is understood that persons employed on the work shall be fully qualified personnel, who shall hold appropriate licences and shall be paid by Contractors not less frequently than semi-monthly in accordance with the current Province of Ontario Fair Wage Scale as amended during the course of the work in the location of the site of the work. The Contractor shall ascertain the applicable fair wage. The Public Works Creditors Payment Act RSO 1970, and any amendments thereto, applies to the Performance of this contract, and Kingston & Frontenac Housing Corporation has all the rights and powers set out herein. The Contractor shall certify on all accounts rendered for payment of money under this contract that he has complied with the provisions of this clause to the following effect; I/We certify that all workmen employed on the within job have been paid in accordance with the current Fair Wage Scale and all other creditors to the work have been paid as required by the Public Works Creditors Payment Act.
14. The Contractor will submit evidence of compliance with all the requirements of the Workplace Safety & Insurance Board (WSIB) of Ontario, including payments due thereunder and an appropriate certificate is to be supplied.
15. The Contractor will indemnify and save harmless Kingston & Frontenac Housing Corporation and its officers and agents from all claims relating to labour and materials furnished for the work, and from and against all claims, demands, losses, costs, damages, actions, suites or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributed to the activities of the Contractor in executing the work under the contract or to an infringement or an alleged infringement by the contract of a patent of invention.
16. All work, material and products, their method and timing of installation, manufacture, formulation, or construction which I/we submit or propose in this submission will comply with the Specification attached and will not be changed without the written consent of the Manager of Technical Services, Kingston & Frontenac Housing Corporation. Failure of any work material product or method of timing to meet the Specification shall be sufficient reason for the Kingston & Frontenac Housing Corporation to order suspension of all work until it is satisfactorily proved by the Supplier or Contractor that the Specifications are being complied with. If satisfactory proof is not established within seven days, Kingston & Frontenac Housing Corporation reserves the right to immediately terminate this contract by notice in writing forwarded by prepaid registered post to the last known address of the Contractor. Further, the Contractor hereby agrees to indemnify Kingston & Frontenac Housing Corporation

against any and all cost and expenses which may be incurred by reason of the Contractor using materials and/or methods of application not in accordance with the specifications hereto attached.

17. Where applicable, Building Permits for the installations that require them, shall be obtained, and the Contractor agrees to obtain and deliver such certification to the Kingston & Frontenac Housing Corporation before receiving final payment.
18. In contracts, where the specifications allow materials to be charged as an extra, the amount of Harmonized Sales Tax shall be shown separately.
19. This contract may not be assigned or sublet without the written consent of the Kingston & Frontenac Housing Corporation, Director of Assets & Development.
20. The proceeds of this contract may not be assigned without written consent of the Kingston & Frontenac Housing Corporation, Director of Assets & Development.
21. No work additional to this contract shall be carried out without receiving prior written authority from the Kingston & Frontenac Housing Corporation, Director of Assets & Development.
22.
  - a) The Contractor shall provide all necessary permits, locates, licenses, etc., all work shall conform to all Federal, Provincial and Municipal laws and regulations.
  - b) The Contractor shall furnish all labour, material, equipment, transportation, storage of tools, trucks and any other incidentals required.
  - c) The existing sanitary services, where provided, may be used by the Contractor and his personnel.
  - d) The Contractor shall be solely responsible for loss or damage of his materials or equipment for any materials delivered to him from whatever source.

## STANDING SERVICE REQUIREMENTS

### 1. SCOPE OF WORK

- a) Provide all labour, material, equipment and transportation necessary for maintenance as required and as specified herein;

### 2. EXAMINATION

The Contractor shall base their acceptance of the Schedule of Rates (Appendix C) on site visits and conditions of the projects in each area as specified on the List of Properties (Appendix A).

### 3. SITE AUTHORITY

- a) The Contractor or the authorized delegate shall be at the site at all times while work is in progress.
- b) The Kingston & Frontenac Housing Corporation office will notify the Contractor that work is required at a given location, and the quantity and description of work to be done. At the same time, Kingston & Frontenac Housing Corporation office will issue a Purchase Order (PO) number.
- c) At the time of notifying of work required, Kingston & Frontenac Housing Corporation will specify whether the work is either:

## NORMAL WORK OR EMERGENCY WORK

1. NORMAL WORK: shall be commenced not later than the day after the next normal working day following receipt of notification from Kingston & Frontenac Housing Corporation office and shall be carried out during normal working hours only, until completion of the work. Labour rates for normal working hours only will apply to this work. In the event "Normal Work" cannot be completed within seventy-two (72) hours of notification due to the volume of the work, the Contractor shall advise Kingston & Frontenac Housing Corporation and Kingston & Frontenac Housing Corporation may approve an extended completion time. The work may also be re-assigned, if necessary. In no event shall work be performed at overtime rates without prior authorization by the Kingston & Frontenac Housing Corporation.
2. EMERGENCY WORK: shall be performed immediately and continuously until completion and shall be started within two (2) hours of receipt of notification from Kingston & Frontenac Housing Corporation. Kingston & Frontenac Housing Corporation will authorize the rate for after normal working hours, weekends, and statutory holidays if required for part or all of such work at the time of notification.
3. FAILURE TO RESPOND: Contractor(s) will note that failure to respond within thirty (30) minutes by a representative with the authority to schedule work and/or refusal to do work to two (2) or more calls within the portfolio of Kingston & Frontenac Housing Corporation office may result in the Contractor being removed from the Rotational, Pre-Qualified List.

**4. PAYMENT**

- a) At the completion of the work, the Contractor will submit an invoice to Kingston & Frontenac Housing Corporation. All invoices must be in detail itemizing material cost per item, and rates for work performed, as well as show the PO number.
- b) Upon receipt verification and approval of invoice, a cheque requisition authorizing payment shall be issued against the invoice submitted. The Contractor will give Kingston & Frontenac Housing Corporation the right to consolidate a reasonable quantity of such requisitions for payment under a single cheque, but at no time will this consolidating period exceed thirty (30) days.
- c) If, on receipt and verification of said invoice, Kingston & Frontenac Housing Corporation is not in agreement; the invoices will be returned to the Contractor for re-consideration with a written explanation.

**5. SPECIFICATIONS**

- a) All work shall conform to Federal, Provincial and Municipal Laws and regulations. The Contractor shall provide and pay for all necessary permits, locates, fees and inspections.
- b) All work shall be performed in accordance with the best standard practice. Only qualified tradesmen and apprentices shall be employed to produce a first class job.
- c) The Contractor shall be responsible for repairing all damage he may cause by the movement of ladders, equipment or materials, during execution of the work.
- d) The Contractor shall submit copies of all applicable licences belonging to personnel who will be performing work on Kingston & Frontenac Housing Corporation property.

**6. STORAGE**

- a) Materials shall not be stored on site unless permission is obtained in writing from Kingston & Frontenac Housing Corporation.
- b) The Contractor shall be responsible for all materials and equipment being used on site, and for safeguards to prevent damage to Kingston & Frontenac Housing Corporation property.

**7. COMPLETION**

The Contractor shall keep the premises clean at all times and, on completion of the work at each location, shall remove all surplus materials, tools, equipment and debris and leave the site in a clean and tidy condition to complete satisfaction of Kingston & Frontenac Housing Corporation representative.

Any damage to adjacent work resulting from the work of this contract shall be made good at the Contractor's own expense.

8. EXAMINATION

Kingston & Frontenac Housing Corporation reserves the right to take a representative sample of any material the Contractor brings to the job to verify whether the material conforms to the required standard.

\*\*\*\*\* END \*\*\*\*\*

**APPENDIX A – LIST OF ALL PROPERTIES (1 of 2 pages)**

**Kingston & Frontenac Housing Properties**

<b>Address</b>	<b>Type of Project</b>	<b>No. of Units</b>	<b>Type of Units</b>
Curtis Cres.	Row Housing	72	Family
	Stacked Townhouses*	24	Adult
Wilson Ave/ Weller Ave/ Compton St.	Row Housing	246	Family
176 Wilson St.	Apartment	53	Adult
312 Conacher Dr.	Row Housing	40	Family
300 Conacher Dr.	Apartment	61	1, 2, & 3 bdrm apts
123 Van Order Dr.	Apartment	31	Adult
125 Van Order Dr.	Apartment	30	Adult
129 Van Order Dr.	Apartment	49	Senior
111 Van Order Dr.	Apartment	51	Adult
20 Cliff Cres.	Stacked Townhouses	9	Adult
28 Cliff Cres.	Row Housing	50	Family
	Stacked Townhouses**	12	Adult
36 Cliff Cres.	Apartment	31	Adult
40 Cliff Cres.	Apartment	29	Adult
1130 Montreal St.	Row Housing	51	Family
	Apartment	20	Family
205 Bagot St.	Apartment	51	Adult
381 Bagot St.	Apartment	104	Adult
27 Wright Cres.	Apartment	40	Adult
645 Brock St.	Apartment	29	Adult
233 Queen Mary Rd.	Apartment	27	Senior
Scattered & Single Units	Semi-detached***	20	Family
6094 Carleton Dr., Verona	Apartment	28	Adult

**APPENDIX A – LIST OF ALL PROPERTIES (2 of 2 pages)**

**Kingston & Frontenac Housing Properties (2 of 2 pages)**

205 Rideau St. - Rideau Crest Towers	Apartment	73	1 & 2 bdrm apts
2075 Battersea Rd. - Country Pines	Apartment	60	1 & 2 bdrm apts
257 Rideau St.	Row Housing	39	Family
37 Cassidy St.	Apartment	62	1, 2, 3, & 4 bdrm apts
375 Patrick St.	Row Housing	80	Family
710 Division St.	Row Housing	11	Family
35 Eldon Hall	Row Housing	44	Family
55 Notch Hill	Row Housing	32	Family
1316 Princess St.	Apartment	92	1 bdrm apts

\*Curtis Cres. Stacked Townhouse Apartment Units      1-129, 2-129, 3-129  
    1-137, 2-137, 3-137  
    1-147, 2-147, 3-147  
    1-149, 2-149, 3-149  
    1-151, 2-151, 3-151  
    1-173, 2-173, 3-173  
    1-207, 2-207, 3-207  
    #1b, #1c, #1d

\*\*28 Cliff Cres. Stacked Townhouse Apartment Units      15B, 15C, 15D  
    27B, 27C, 27D  
    28B, 28C, 28D  
    34B, 34C, 34D

**\*\*\*Scattered Units (20)**

Barbara Avenue	19, 21, 25, 29, 31, 33, 40, 42
Butler Street	79, 81
Drennan Street	120, 122, 142, 146
Ford Street	134, 136
Weller Avenue	122, 126
Wilson Street	85, 87

**APPENDIX B – LOCATIONS KNOWN TO CONTAIN ASBESTOS:**

<b>111 VanOrder Dr.</b>	- Stucco ceiling finish - Floor tiles - Ceiling tiles - Brick mortar	<b>19 &amp; 21 Barbara</b>	- Duct Insulation
		<b>25 &amp; 29 Barbara</b>	- Duct Insulation - Floor Tile
<b>123 Van Order Dr.</b>	- Pipe insulation - Floor tiles - Stucco ceiling finish - Grout around floor drains in storage rooms	<b>31 &amp; 33 Barbara</b>	- Duct Insulation - Drywall Joint Compound
		<b>40 &amp; 42 Barbara</b>	- Duct Insulation
		<b>79 &amp; 81 Butler</b>	- Duct Insulation - Drywall Joint Compound
<b>125 Van Order Dr.</b>	- Drywall joint compound - Floor tiles	<b>Compton St.</b> (41,51,61,71,81)	- Floor tiles - Drywall Joint Compound
<b>205 Bagot St.</b>	- Floor tiles - Floor Grout in laundry room around floor drain	<b>Compton St.</b> (70,94,100,106,110)	- Floor tiles
		<b>120 &amp; 122 Drennan</b>	- Duct Insulation
<b>381 Bagot St.</b>	- Floor tiles - Light fixture insulation - Ceiling tiles	<b>142 &amp; 146 Drennan</b>	- Duct Insulation - Floor Tile
<b>300 Conacher Dr.</b>	- stucco ceiling finish - Floor tiles	<b>134 &amp; 136 Ford</b>	- Duct Insulation - Drywall Compound
		<b>85 &amp; 87 Wilson</b>	- Duct Insulation
<b>312 Conacher Dr.</b>	- Ceiling stucco	<b>Weller &amp; Compton</b> (199,227,215, 140)	- Floor tiles - Wire Insulation - Ceiling stucco - Tile around heating duct
<b>1130 Montreal St.</b> (Buildings 1 & 2)	- Pipe insulation - Floor tiles - Exterior Brick Masonry		
<b>1130 Montreal St.</b> (townhouses)	- Floor Tile - Drywall Joint Compound	<b>122 &amp; 126 Weller</b>	- Duct Insulation
		<b>Wilson &amp; Compton</b> (16,190,200,210,220)	- Floor tiles
<b>28 Cliff Cres.</b> (townhouses)	- Floor Tile - Drywall Joint Compound	<b>176 Wilson St.</b>	- Floor tiles
<b>36 Cliff Cres.</b>	- Floor tiles - Drywall Joint Compound		
<b>Curtis Cres.</b> (townhouses)	- Floor Tiles - Drywall Joint Compound		

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**APPENDIX C – SCHEDULE OF RATES FOR MAINTENANCE**

The following charges will apply:

**Labour Rates:**

Carpenter: \$55.00 per hour plus HST  
Helpers: \$30.00 per hour plus HST

After normal working hours, weekends and statutory holidays, rates shall be 1 1/2 times regular hourly rate.

All labour charges over the minimum time period will be in half hour increments.

All rates above include supervision, overhead, profit, service truck charges, mileage and all other job costs, except major equipment such as large equipment rentals. These items must be invoiced separately indicating time used and other charges.

**Materials:**

Materials must be billed at Trade Cost plus 20% for overhead and profit.

"Trade Cost" shall mean the actual cost to the Contractor after deduction of all trade discounts.

All rates apply for a seventeen (17) month term to expire December 31, 2026.

Name of Company.....

Address .....

Name of Primary Contact for Contract.....

Email Address of Primary Contact.....

Signature .....

Telephone Number..... Date.....

City of Kingston License # .....

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**APPENDIX D – WORK PERFORMANCE AND QUALIFICATIONS (1 of 2 pages)**

**1. Work References**

- .1 Name: .....  
Company: .....  
Address: .....  
Phone: .....
- .2 Name: .....  
Company: .....  
Address: .....  
Phone: .....
- .3 Approximate Annual Dollar Value of Work Performed per Annum  
\$.....

**2. Bank Reference**

- .1 Name: .....  
Branch: .....  
Address: .....  
Phone: .....

**3. Conflict of Interest**

- .1 I/We certify that with the exception of the under-mentioned firms, I/we have no financial interest in any other firms, businesses or enterprises which either presently, or in the past, are or have rendered goods to Kingston & Frontenac Housing Corporation.  
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**APPENDIX D – WORK PERFORMANCE AND QUALIFICATIONS** (2 of 2 pages)

**4. Workplace Safety & Insurance Board**

.1 WSIB Number:.....

**5. Insurance**

Insurance Policy Number:.....

Amount of Public Liability & Property Damage Insurance: \$ .....

Insurance Company.....

Length of Time with Present Company:.....

**8. Telephone Communications**

.1 The Contractor can be reached locally as follows

During business hours at .....

After business hours at .....

Email Address.....

**9. Name of Company**

.1 Name .....

Mailing Address .....

Signature .....

Title.....

**CONTRACTOR'S SUBMISSION FORM**

Applications will be received until:  
July 24, 2025  
11:00:00 a.m. Local Time

**TITLE: CARPENTRY SERVICES**

I/We have reviewed and understand the conditions specified in this Agreement.

I/We accept the Schedule of Rates (Appendix C) as payment for performing the work described and also undertake to abide by all the conditions of the Agreement Documents.

I/We will pay all workers employed by the terms of this Agreement the current Province of Ontario Fair Wage Scale issued by the Ontario Department of Labour and will certify to Kingston & Frontenac Housing Corporation that this has been done prior to receiving any payment.

I/We understand that the rates agreed to under Appendix C include all associated costs including supervision, overhead profit, truck charges, mileage but does not include material costs.

If granted an Agreement, I/we will accept work on all projects listed in Appendix A in complete co-operation with Kingston & Frontenac Housing Corporation.

Furthermore, I/we have clearly filled in all the requirements of Appendices C and D and hereby attach same along with Workplace Safety and Inspection Board Certificate of Clearance and Certificate of Public Liability Insurance.

**FAILURE TO COMPLETE AND ATTACH THESE DOCUMENTS WILL RESULT  
IN DISQUALIFICATION.**

Proponents, if they are a "LIMITED COMPANY", should affix their corporate seal to all submitted documents.

NAME OF COMPANY .....

ADDRESS .....

SIGNATURE .....

PRINT SIGNATURE ..... DATE .....