



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

2025 Call for Short Form Tender Bids

GENERAL CONTRACTING

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 GENERAL CONTRACTING

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. **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

GENERAL INSTRUCTIONS AND CONDITIONS OF CONTRACT

1. It is intended that this call will result in General Contractors being pre-qualified to respond to Short Form Tenders 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 the contract for 2 additional 1 year terms if mutually agreed to.
2. Pre-qualified Contractors will be eligible to respond to Short Form Tenders that have an estimated contract value not greater than \$50,000.00.
3. A signed submission shall indicate that the hourly rate contained in the Submission Form, and for use in Cost Plus Short Form Tenders, affords the Contractor sufficient remuneration to complete the work allotted 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 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 Director of Assets & Development at Kingston & Frontenac Housing Corporation or his authorized delegate will result in the Contractor receiving no further requests to respond to a Short Form Tender 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.
7. Successful Contractors shall be required to submit the following:

A certificate of insurance covering Public Liability and Property Damage for the duration of the contract including the 90 day warranty period in an amount not less than \$2,000,000.00 without limiting the foregoing such insurance coverage shall include Comprehensive General Liability; Contractual Liability; Personal Injury; 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 Kingston & Frontenac Housing Corporation 30 days' notice prior to any cancellation.
8. The final payment for any contract does not relieve the Contractor from responsibility for faulty materials or workmanship which appear within a period of 1 year from the date of final completion of the work. Any defects shall be repaired at the Contractor's expense.

9. 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.
10. 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.
11. In contracts, where the specifications allow materials to be charged as an extra, the amount of Federal Sales Tax shall be shown separately.
12. A successful pre-qualification may not be assigned or sublet without the written consent of the Director of Assets & Development, Kingston & Frontenac Housing Corporation.
13. Short Form Tender contracts awarded will require that:
 - (a) The Contractor provide all necessary permits, licenses, etc., work conform to Federal, Provincial and Municipal laws and regulations.
 - (b) The Contractor furnish labour, material, equipment, transportation, storage of tools, trucks and any other incidentals required.
 - (c) The Contractor be solely responsible for loss or damage of his materials or equipment for any materials delivered to the Contractor from whatever source.

***** END *****

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

Kingston & Frontenac Housing Properties

Address	Type of Project	No. of Units	Type of Units
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:

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

APPENDIX C – SCHEDULE OF RATES FOR DAY-TO-DAY

Schedule of Rates

These rates are utilized for Short Form Tender Cost Plus Contracts

Labour Rates:

Supervisor: _____ per hour plus HST

Carpenter: _____ per hour plus HST

Mason: _____ per hour plus HST

Labourers: _____ per hour plus HST

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

Cost Plus Contracts will be based on CCDC #3.

Cost of the work for Cost Plus Contracts will be based on Article A-4 Cost of the Work with modifications on a project-by-project basis, appropriate to the scope of work.

Contractor's Fee will be as defined by Article A-5.

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 #

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.
.....
.....

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:.....

6. Telephone Communications

.1 The Contractor can be reached locally as follows

During business hours at

After business hours at

Email Address.....

7. Contractor

.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: GENERAL CONTRACTING (Short Form Tenders)

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.

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