



THE CORPORATION OF THE CITY OF MARKHAM
101 Town Centre Boulevard
Anthony Roman Centre
Markham, Ontario
L3R 9W3

REQUEST FOR TENDER

068-T-24

MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

CLOSING TIME: Friday, April 5th, 2024 @ 3:00:00 P.M.

MANDATORY SITE MEETING: Wednesday, March 13th, 2024 @ 10:00 A.M.
Milliken Mills Community Centre - Reception Desk,
7600 Kennedy Rd, L3R 9S5, Markham, Ontario

Only Contractors that have been pre-qualified under Request for Pre-qualification #097-P-23 "Category B" will be eligible to submit a Bid in response to this Request for Tender

BID SUBMISSION

Quotations are due on or before: Wednesday, April 3rd, 2022 @ 3:00 PM via email to:
rhanna@markham.ca and hmadar@markham.ca

The Corporation of the City of Markham shall **ONLY** accept **ELECTRONIC BID SUBMISSIONS** submitted by email. Bid submissions submitted and/or received by any other method shall be rejected, unless the City has instructed otherwise by published Addendum.

All Bids must be submitted electronically only via email, no later than the specified Closing Time. Late Bids will not be accepted.

Bidders are cautioned that the timing of Bid submission is based on when the Bid is RECEIVED, not when a Bid is submitted by a Bidder, as Bid transmission can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc.

PROCUREMENT REPRESENTATIVE

Hassan Madar, Senior Buyer, Procurement Services Department
Phone: 905-477-7000, Ext. 2177 Email: hmadar@markham.ca

NOTE: Bid questions and submissions are to be submitted through the Bidding System.

TABLE OF CONTENTS	PAGE #
1 PROJECT DESCRIPTION/SPECIFICATIONS AND SCOPE OF WORK.....	3
2 GENERAL SCOPE OF WORK:	3
3 GENERAL CONDITIONS & REQUIREMENTS:.....	4
4 GENERAL CONDITIONS OF THE CONTRACT	4
5 CONTRACT	5
6 CONTRACT TERM & WARRANTY	5
7 VENDOR PERFORMANCE EVALUATION.....	5
8 ANTICIPATED SCHEDULE.....	6
9 MANDATORY SITE MEETING	6
10 WORK SCHEDULE & HOURS OF WORK.....	6
11 CONTRACTOR’S RESPONSIBILITY	6
12 CITY OF MARKHAM CONTRACTOR’S SAFETY PROGRAM.....	7
13 SUSTAINABILITY	7
14 INSTRUCTIONS FOR BID BOND AND AGREEMENT TO BOND	8
15 BID BOND.....	8
16 AGREEMENT TO BOND.....	9
17 PERFORMANCE BOND/LABOUR AND MATERIALS BOND.....	10
18 AMENDMENTS TO THE CITY’S GENERAL TERMS AND CONDITIONS.....	11
20 REQUEST FOR QUOTATION.....	12

ATTACHMENTS:

1. Bid Document
2. General Terms & Conditions – Contractor
3. Health-Safety Core Policy
4. Drawing - A3 First Floor Library Plan_APR1988
5. Drawing - A4 First Floor Pool Plan_APR1989

Note: Schedule A above is an electronic section that needs to be inputted on <https://markham.bidsandtenders.ca> in order to create a Bid submission. The inclusion of this section in this bid document is for preview purposes only.

THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

1 PROJECT DESCRIPTION/SPECIFICATIONS AND SCOPE OF WORK

The City is soliciting Bids for the replacement of ceiling tile at the Milliken Mills Community Centre, 7600 Kennedy Rd, L3R 9S5, Markham, Ontario.

The Specifications and Scope of Work (collectively, the “Work”) for this project are as set out in this Request for Quotation, as may be amended by addendum issued by the City.

2 GENERAL SCOPE OF WORK:

Bids for this project include, but is not limited, to the following work:

1. All labour, material, mobilization equipment, tools & equipment necessary to provide all work as described in the project tender documents;
2. Remove and dispose of existing Ceiling tiles;
3. Supply and install acoustic ceiling tile (2’ x 4’) in existing T-Bar grid. Modify existing T-Bar grid to support 2’ x 4’ ceiling tile;
4. Make modification/cuts to ceiling tiles for lighting, sprinklers and diffusers;
5. The following locations are to be replaced:

Room	Description
103	Library Program Room
105	Library
147	Mall - Lobby
108-109-110-112-113	Library staff spaces
180	General Office
176-177-178-179	Offices
174-175	Meeting Rooms
157	Multi-Purpose Room
167-172	Corridor
173	Dance studio
156 - 151	Coat Room
120-149	Lobby

6. All work to be completed at night (10.00 PM – 7:00 AM);
7. All clean-up, disposal off-site of waste, layout, co-ordination, site dimensioning and shop drawings, etc.
8. All means and methods to carry out the work such as temporary bracing, shoring, scaffolding, safety railing, temporary access, hoisting, etc.;
9. Meet with City PM to review scope of work, schedule, safety and areas of construction within five (5) days of receiving the Purchase Order;
10. Within ten (10) days of receiving Purchase Order, contractor is to provide:
 - a. Construction Site Plan showing areas of:
 - i. Construction parking;
 - ii. Site Access for trucks;
 - iii. Fencing/hoarding if required;

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

- iv. Equipment parking, storage, access.
- b. Construction Schedule with:
 - i. Start date;
 - ii. Demolition & Removals;
 - iii. Installation;
 - iv. Clean up and site repairs.

11. Clean and remove all tools, equipment and debris from construction site daily.

3 GENERAL CONDITIONS & REQUIREMENTS:

- 3.1. Perform work in accordance with requirements of the Occupational Health and Safety Act of Ontario and as otherwise required by jurisdictional authorities to save persons and properties from harm;
- 3.2. Immediately report any inconsistencies identified during the work to the Project Manager;
- 3.3. Pay charges made by public bodies for the dumping of waste in municipal dump sites is contractor's responsibility;
- 3.4. Keep area free of dust and debris from demolition work. Clean up accumulation of debris as they occur. Provide storage area on site for daily debris accumulation as designated by the City. No waste bins are to be kept on site over weekends or holidays. All waste and bins to be enclosed by construction fencing;
- 3.5. Ensure the work area and adjacent areas are protected from the work. Install protection consisting of barricades and hazard signs in accordance with applicable regulations. Ensure window and wall protection during construction;
- 3.6. The City will move all loose equipment/material away from the walls and area of work in advance of the contractor;
- 3.7. The City will not provide 220/240Amp power. Contractor will be responsible to provide 220/240 Amp power if required;

Work to be done during weekday hours of 10pm to 7:00am. Any work outside of these hours must be arranged with the PM 48 hours in advance

4 GENERAL CONDITIONS OF THE CONTRACT

2.1. SUCCESSFUL BIDDERS RESPONSIBILITIES AND CONTROL OF THE WORK

- 2.1.1 The Successful Bidder shall have complete control of the Work and shall effectively direct and supervise the Work so as to ensure conformance with the Contract Documents;
- 2.1.2 The Successful Bidder shall be solely responsible for construction means, methods, techniques, sequences and procedures and for coordinating the various parts of the Work under the Contract;
- 2.1.3 The Successful Bidder shall perform its work in a good and workmanlike manner and in accordance with the drawings and specifications of the Contract;
- 2.1.4 The Successful Bidder shall provide competent supervision and Key Personnel with the requisite skill and expertise to perform the Work;
- 2.1.5 The Successful Bidder shall employ suitable equipment and Key Personnel to verify the Work was deployed/installed/implemented per the Contract Documents; and,

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

- 2.1.6 The Successful Bidder shall be solely responsible for construction safety at the Place of the Work and for compliance with the rules, regulations and practices required by the applicable construction safety legislation.

5 CONTRACT

By submitting a completed Bid Form, the Bidder agrees to be bound by the terms and conditions of this Request for Tender and the following: The City's General Terms and Conditions (attached hereto) and the City's Purchasing By-law # 2017-8, which can be found on the City's website: <https://www.markham.ca/wps/portal/home/business/bids-tenders/bylaw-terms-and-conditions/05-by-law-terms-and-conditions>

All capitalized terms used herein and not otherwise defined shall have the meanings assigned in the City's *General Terms and Conditions*.

The evaluation of the Bid prices will be based on the **Bid Price (Excluding Taxes) set out in the "Summary Table"**. **Submission of the Bid Price (Excluding Taxes) in the Summary Table is a MANDATORY requirement of this Request for Tender. The failure by a Bidder to submit the Bid Price (Excluding Taxes) shall result in the Bid being rejected as non-compliant.**

The Bidder agrees that this Request for Tender, the City's *General Terms and Conditions (Parts I and III)*, the Successful Bidder's submission, the Purchase Order, and any other written agreement between the City and the Successful Bidder regarding the Work shall form the Contract between the City and the Successful Bidder.

6 CONTRACT TERM & WARRANTY

- 6.1 The Warranty Period for improper workmanship and defective Materials is one (1) year from the Work completion date.
- 6.2 All the Work must be completed by June 28th, 2024 ("Contract Time") unless otherwise specified in the Contract.

Note: It is the Successful Bidder's responsibility to maintain insurance documentation until the end of the warranty period and forward updates to the Procurement Division prior to the expiry date.

7 VENDOR PERFORMANCE EVALUATION

The performance of the Successful Bidder will be evaluated at the completion of the Work based on the criteria and metrics outlined in the City of Markham's "Vendor Performance Management" procedures. The City's Project Manager will use a pre-determined scorecard to ensure an objective assessment of a Vendor's or Service Provider's performance, by applying established evaluation criteria such as: Quality, Project Management (Health and Safety, Schedule Management, Communications), cost control (budget management) and performance of product during warranty period.

Performance evaluation may be used to provide feedback to the Vendor/Service Provider; to provide the Vendor/Service Provider with the opportunity to implement performance improvements during the Contract; and to justify an award or non-award of future Contracts by the City in accordance with the terms of the City of Markham's "Vendor Performance Management"

THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

procedures. Continued incidence of non-compliance can be reflected in the Vendor/Service Provider's performance evaluation and may affect the ability to work for the City in the future.

8 ANTICIPATED SCHEDULE

It is anticipated that the procurement process will be administered as follows:

Bid release date	Tuesday, March 5 th , 2024
Mandatory Site Meeting	Wednesday, March 13 th , 2024 @ 10.00 a.m.
Deadline for Submitting Questions	Thursday, March 21 st , 2024 @ 3:00 p.m.
Deadline for Responding to Questions	Monday, March 25 th , 2024 @ 3:00 p.m.
Closing date and time	Friday, April 5 th , 2024 @ 3:00 p.m.
Award timeframe	April, 2024
Estimated project initiation	May, 2024
Work Completion	June 28 th , 2024

Note: Although every effort will be made to adhere to this schedule, the City, in its sole discretion, reserves the right to change the dates without notification as and when required. This schedule is for information purposes only and is not to be relied upon.

9 MANDATORY SITE MEETING

A mandatory site meeting has been scheduled on Wednesday, 13th, 2024 at 10:00 A.M., convening at Milliken Mills Community Centre - Reception Desk, 7600 Kennedy Rd, L3R 9S5, Markham, Ontario

Only those Bidders whose attendance is registered at the site meeting by the City will be permitted to submit a Bid in response to this Request for Quotation.

Subsequent site visits must be coordinated with the project manager Ryan Hanna – 905-477-7000 ext. 3776.

10 WORK SCHEDULE & HOURS OF WORK

- 10.1.** The Contractor shall be responsible to coordinate and execute continuous service utilizing sufficient workers on all Work under this Contract.
- 10.2.** Regular work hours for the duration of the Work are between 10:00 p.m. and 7:00 a.m., Monday to Friday, excluding holidays;
- 10.3.** Written approval from the Project Manager is required to work at any other time;
- 10.4.** Additional access to the facility can be coordinated with the Project Manager. The City will NOT be responsible for any overtime payments or any additional costs should the Contractor perform night and weekend work.

11 CONTRACTOR'S RESPONSIBILITY

- 11.1. Mobilization, demobilization, site safety, administration, site clean-up, warranties, general requirements, barriers, temporary works, protection, signage, traffic control, coordination, etc.;
- 11.2. All damage to the facility and site caused by the Work must be repaired by the Contractor at no additional expense to the City;
- 11.3. At no time during performance of the Work are fire routes to be obstructed;

THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

- 11.4. It is the responsibility of all contractors to take accurate measurement of all areas prior to submitting a bid. The City will not be responsible for any errors or omissions. Contractors can contact the facility coordinator\supervisor to arrange an appointment to assess the environment;

All work areas must be cleaned and left in a tidy/safe condition at the end of each work day.

12 CITY OF MARKHAM CONTRACTOR'S SAFETY PROGRAM

- 12.1. The successful Bidder must comply with the City of Markham's Contractor Safety program including (as a minimum):
- 12.2. Provision of a properly completed Contractor Safety Pre-Start Submission Checklist and supporting documentation;
- 12.3. Attendance by the successful bidder to the Contractor Pre-Start Safety Meeting;
- 12.4. All other requirements of the City's Contractor Safety Program that pertain to this project will be communicated by the City's Project Manager to the successful bidder prior to commencement of the project;
- 12.5. Compliance by the Contractor is mandatory.
- 12.6. Once a contract is awarded, failure to comply with any aspect of the City's Contractor Safety Program, or any observation by the City or Ministry of Labour of a health and safety legislative violation on the part of the Contractor is fair and reasonable grounds, on the part of the City, to terminate the contract without penalty to the City.

Refer to The City of Markham Health and Safety Program.

13 SUSTAINABILITY

- 13.1. The City is committed to buying environmentally sustainable solutions. Please consider this initiative when submitting your Bid;
- 13.2. The Contractor shall keep the Work site clean and hazard-free throughout the Work period, and shall provide for proper storage, removal and disposal of garbage;
- 13.3. All debris shall be transported to an authorized dump, waste treatment site or recycling facility by the Contractor, and disposed of in accordance with applicable by-laws, laws and regulations (all at the Contractor's expense);
- 13.4. The City reserves the right to approve of the disposal site and method of disposal;
- 13.5. Complete the work in a manner to minimize waste materials.

THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

14 INSTRUCTIONS FOR BID BOND AND AGREEMENT TO BOND

- 14.1 Bid Bond and Agreement to Bond must be submitted with your electronic bid submission in the Bidding System in the bid submission file labeled “Bid Bond” and “Agreement to Bond”.
- 14.2 Bid Bond and Agreement to Bond shall be in digital format only. Please refer to the information for this type of Bid Bond found on the Surety Association Canada’s website. The information on this site includes the following:
- A list of third parties that provide online surety digital bond services such as Mobile Bonds or Xenex. The City does not endorse or promote any third party digital bond service provider.
 - An industry checklist which Digital Bonds provided should meet.
- 14.3 All instruction details for accessing authentication should be included with the up-loaded Bond.
- 14.4 All Bonds must be issued by a surety company licensed to issue surety bonds in the Province of Ontario.
- 14.5 If the City is unable to verify the Bid Bond and/or Agreement to Bond requirements, upon request by the City, the Bidder shall be given five (5) business days to remedy the verification to the City’s satisfaction, otherwise Bidders will be disqualified.

15 BID BOND

A Bid Bond **must be submitted with the Bid** in the amount of TWENTY-FIVE THOUSAND DOLLARS (\$25,000). Bid Bonds must be irrevocable and open for bid acceptance for at least ninety (90) days from the date Closing Time.

If a Bid is accepted and the Bidder fails to accept a Purchase Order for the Work, or provide the other necessary bonds or documents required after the award of the Contract, the Bid Bond may be enforced by the City.

THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT

16 AGREEMENT TO BOND

We, the Undersigned, hereby undertake and agree with The Corporation of the City of Markham to become bound as Surety for _____

(Bidder)

for the written Bid submitted by the Bidder to the City dated _____

(Date)

for _____

(Tender Document Name and Number)

and any subsequent Purchase Order (Collectively, the "Contract) for the Performance Bond and Labour and Materials Bond in an amount equal to **50%** percent each of the **Total Bid Price (including taxes)** for the prompt and proper performance of the Work specified in the Contract. If our Principal's Bid is accepted by you, such Performance Bond and Labour and Materials bond is to provide for a warranty / maintenance period of ***One (1) Year from the substantial completion of the Work.***

As witness our corporate seal, testified by the hand of the proper officer thereunto duly authorized.

DATED this _____ day of _____

(Name of Surety)

(Address)

(Signature)

(Name: please print)

(Title)

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

17 PERFORMANCE BOND/LABOUR AND MATERIALS BOND

After award of the Contract to the Successful Bidder and prior to the issuance of a Purchase Order, the Successful Bidder shall provide a Performance Bond and a Labour and Materials Bond, in an amount specified in this Request for Tender, and in a form acceptable to the City (in its sole discretion).

The Performance Bond and Labour and Materials Bond shall be provided at the Bidder's cost, in favour of the City of Markham, in order to secure the due and faithful performance of the Contract during the initial term and any renewal term.

Each of the Performance Bond and Labour and Materials Bond shall be for **50%** if the **Total Bid Price (including taxes)**. If the Successful Bidder fails to meet the requirements of this section within ten (10) business days of receipt of the award letter, the City of Markham shall (in its sole discretion) cancel the award and enforce the Bid Bond.

Should the Successful Bidder, in the performance of the Contract, fail to fulfill any of the requirements of the Contract, the Performance Bond and the Labour and Materials Bond may be enforced by the City.

NOTE:

The following forms are required for completion by the Successful Bidder:

• **Form 31 - Labour and Material Bond**

<http://ontariocourtforms.on.ca/static/media/uploads/courtforms/cla/31/form31-rev0119-fil-en.doc>

• **Form 32 - Performance Bond**

<http://ontariocourtforms.on.ca/static/media/uploads/courtforms/cla/32/form32-rev0119-fil-en.doc>

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

18 AMENDMENTS TO THE CITY'S GENERAL TERMS AND CONDITIONS

The following amendments shall apply to the City's *General Terms and Conditions* for the purposes of this Request for Tender:

Delete: Part III, Section 16.1 (a)(iv) (Commercial General Liability Insurance), as follows:
(iv) an exception to the pollution liability exclusion for Hostile Fire, or an endorsement adding back in coverage for Hostile Fires where there exists an absolute pollution exclusion.

Delete: Part III, Section 16.1(c) (Professional Liability Insurance), as follows:
(c) Professional Liability Insurance, in a minimum amount of \$1,000,000.00 inclusive per claim and \$2,000,000.00 in the aggregate for each policy period. Upon completion of the Warranty Period the policy shall remain in force for twelve (12) months.

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

20 REQUEST FOR QUOTATION

ITEM DESCRIPTION	UNIT	QUANTITY	BID PRICE (EXCL. HST)
Milliken Mills Community Centre Ceiling Tile Replacement	Lump Sum	1	
TOTAL BID PRICE (EXCLUDING TAXES):			

CONDITIONS OR DISCLAIMER:

Base Quotation Price:

The base quotation price includes all labour, material, freight charges, insurance and other costs and expenses related to the identified scope of work.

Number of Addendum Received: _____ of _____

Confirmation that the Work can be completed within TIMELINE of receipt of PO _____
(contractor initials)

Company Name: _____

Company Address: _____

Contact Email: _____

Contact Phone No. Including Extension _____

Signature of Authorized Representative

(I have the authority to bind the company) _____

Print Name and Title: _____

Date: _____

**BID FORM AND THIS PAGE NEED TO BE SUBMITTED AS PART OF THE QUOTE VIA
EMAIL**

**THE CORPORATION OF THE CITY OF MARKHAM
068-T-24: MILLIKEN MILLS COMMUNITY CENTRE CEILING TILE REPLACEMENT**

NOTES:

1. No changes will be permitted to the quote without an approved Change Order signed by the City of Markham
2. Change Orders rates:

Costs*	Subcontractor and Contractor's Own Forces Mark-Up (%) (includes overhead and profit)	Contractor Mark-Up (%) on Subcontractor Work (includes overhead and profit)
\$1.00 to \$10,000.00	10	5
\$10,000.01 and up	8	5

3. 10% holdback is to be applied to the contractor's sub-total on all invoicing;
4. Invoices will be paid within 30 days or City receiving a correct and proper invoice;
5. To be included with all invoices:
 - a. Statutory Declaration – following the first invoice;
 - b. Current WSIB Clearance Certificate;
 - i. Contractor is required to submit a Current WSIB Clearance Certificate and maintain WSIB in good standing for the duration of the project;
6. Work **MUST** take place within hours indicated in RFQ;
 - a. City will not pay for overtime hours or disbursements;
 - b. Any exceptions to approved work hours must be approved in writing by the City PM prior to the work proceeding;
7. Health & Safety: Attachment "A" – City's Health and Safety Policy. Successful contractor will be required to complete and submit all applicable forms prior to commencing any works;
8. Contractor Insurance Requirement: See attached City of Markham "Certificate of Insurance";
9. By submitting a Bid in response to a Quotation, the Bidder agrees to be bound by the terms and conditions of the Quotation and the City's General Terms and Conditions and Purchasing By-Law #2004341, General Terms and Conditions for Contractors:

https://www.markham.ca/wps/wcm/connect/markham/ce2a101f-a162-49a8-b557-c34c88bd6ef5/general-terms-and-conditions-contractors-Mar9-v9.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_2QD4H901OGV160QC8BLCRJ1001-ce2a101f-a162-49a8-b557-c34c88bd6ef5-mVr69R5

GENERAL TERMS AND CONDITIONS - CONTRACTOR

PART I – DEFINITIONS

The terms below shall have the following meanings:

“**Bid**” means the offer of a Bidder to furnish goods or services in response to a Quotation issued by the City.

“**Bidder**” means any individual, corporation or other person submitting a response to a Quotation issued by the City. “**Bid Form**” means the “Bid Form” section of the Quotation, which must be completed by the Bidder and include the Bid Price and the signature of the authorized signing representative(s) of the Bidder.

“**Bid Price**” means the total bid price for the Work as specified in the Bid, EXCLUDING all applicable taxes.

“**Bidding System**” means the City’s online web-based solution for issuing solicitations and/or receiving online bid submissions and posting bid results.

“**Business Days**” means a day other than a Saturday, Sunday, statutory holiday or other holiday that is observed by the City.

“**City**” means The Corporation of the City of Markham, and shall include any elected official, director, officer, employee or agent of the City who has been authorized to act on its behalf.

“**Closing Time**” means the date and time that all Bids must be received by the City as specified in the Quotation.

“**Competent Person**” means a person who is qualified because of knowledge, experience and training to organize the Work and its performance, is familiar with the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and Regulations, as amended, that apply to the Work, and has knowledge of any potential or actual danger to health or safety in the workplace. “**Conflict of Interest**” means a situation in which the personal, private or commercial interests of a Bidder, Contractor or Subcontractor (or their directors, officers, employees, or agents) conflict with the interests of the City.

“**Contract**” means the legally binding agreement between the City and the Successful Bidder, which agreement is comprised of the Quotation, the Bid, the Purchase Order and any other written agreement between the City and the Successful Bidder regarding the Work, unless otherwise specified in the Quotation.

“**Contract Award**” means the notice in writing (signed by a duly authorized representative of the City) that a Bidder has been selected as the Successful Bidder for the purposes of a Quotation.

“**Contractor**” means the Successful Bidder which has been awarded the Contract by the City for the Work.

“**Council**” means the Council of The Corporation of the City of Markham.

“**Deliverables**” means all services, materials, plans, designs, drawings, data, products, equipment, devices, hardware, software or other deliverables created, developed, prepared or provided by or on behalf of the Contractor in connection with the Work or the Contractor’s obligations under the Contract.

“**General Terms and Conditions**” mean the City’s *General Terms and Conditions*, as may be revised by the City from time to time.

“**Purchase Order**” means the form of purchase order used by the City to procure goods and/or services.

“**Purchasing By-law**” means the by-law enacted by Council with respect to the procurement of goods and/or services by the City, which by-law may be revised by Council from time to time.

“**Quotation**” means a request for quotation, request for proposal, request for tender, request for pre-qualification, expression of interest (and any addenda thereto issued by the City) or other document by which Bids are solicited by the City.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

“**Successful Bidder**” means the Bidder which has been awarded the Contract by the City for the Work.

“**Subcontractor**” means the individual, corporation or other person engaged by the Contractor to complete a portion of the Work.

“**Total Bid Price**” means the total bid price for the Work as specified in the Bid, INCLUDING all applicable taxes.

“**Work**” means the labour, materials, products, equipment and/or services specified in the Quotation and, upon Contract Award, required to complete the requirements of the Contract.

PART II – INSTRUCTIONS TO BIDDERS

1. QUOTATION PROCESS

By submitting a Bid in response to a Quotation, the Bidder agrees to be bound by the terms and conditions of the Quotation and the City’s *General Terms and Conditions* and *Purchasing By-Law #2017-8*, which can be found on the City’s website:

<https://www.markham.ca/wps/portal/home/business/bids-tenders/bylaw-terms-and-conditions/05-by-law-terms-and-conditions> or from the City.

2. MANDATORY REQUIREMENTS

The failure by a Bidder to comply with any requirement of a Quotation which is identified as “MANDATORY” shall result in the Bid being rejected as non-compliant.

3. MANDATORY SITE MEETING

If a Quotation indicates that a MANDATORY site meeting shall be held, all Bidders must attend the site meeting (on the date and time indicated) and register with the City’s representative. Failure to attend and register shall result in the Bid being rejected as non-compliant.

4. BIDDER’S RESPONSIBILITY

4.1 It is the Bidder’s responsibility to examine all components of the Quotation, including all appendices, schedules, forms and addenda, and to seek clarification of any requirement that they consider unclear before submitting a Bid. The failure of any Bidder to examine any component of the Quotation or to seek clarification shall not relieve the Bidder of any obligation with respect to their Bid or any Contract awarded based on their Bid.

4.2 Should a Bidder find discrepancies in or omissions from the Quotation, or have any questions regarding a Quotation, the Bidder shall direct all inquires to the designated City staff specified on the Quotation cover page. No oral interpretations shall be effective to modify any provisions of the Quotation. Only written addenda issued by the City shall modify the Quotation.

4.3 It is the Bidder’s responsibility to review the Work site and to include in their Bid any items that might have been missed from the specifications that would reasonably be considered part of the specifications. The Bidder shall take into account all obstacles that may be faced during the Work when setting prices in the Bid.

5. ADDENDA

5.1 The City reserves the right, in its sole discretion, to revise the Quotation *prior to* the Closing Time. If the City exercises this right, the revisions shall be by addendum forwarded through the Bidding

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

System or to the email address provided. The addendum shall form part of the Quotation upon issuance by the City.

- 5.2 It is the responsibility of the Bidder to confirm that they have received all addendums that have been issued by the City. Bidders should check on line at <https://markham.bidsandtenders.ca> or contact the City prior to submitting their Bid.

6. CONFIDENTIALITY

All correspondence, documentation and information provided by the City to Bidders in connection with a Quotation;

- (a) are and shall remain the property of the City,
- (b) shall be treated by Bidders as confidential, and
- (c) shall not be used for any purpose other than for replying to the Quotation and completing the requirements of the Contract.

7. BID SUBMISSION

7.1 The City shall not be liable for, nor reimburse any Bidder for, costs incurred in the preparation and/or submission of a Bid.

7.2 Bidders are required to disclose in their Bid any real or potential Conflict of Interest.

7.3 Bidders are required to disclose in their Bid a list of all proposed Subcontractors. The City reserves the right, in its sole discretion, to accept or reject any or all Subcontractors proposed in a Bid (and any subsequent changes thereto). Upon request, Bidders shall provide evidence satisfactory to the City (as determined by the City in its sole discretion) that the proposed Subcontractors have the qualifications, experience and resources to complete the Work.

7.4 If a Quotation requires the submission of paper copy of the Bids:

- (a) The Bid shall be legible, written in ink or typed. Any erasures, overwriting or strike-outs should be initialed by the person(s) signing on behalf of the Bidder.
- (b) Bids shall be submitted in a sealed envelope, with a submission label clearly identifying the Bid number and project description.
- (c) The Bid Form shall bear the legal name and signature of the authorized signing representative(s) of the Bidder. If a joint Bid is submitted, the Bid Form shall be signed on behalf of each of the Bidders and, if the authorized signing representative for both Bidders is one individual, such individual shall sign separately on behalf of each Bidder.
- (d) Bids shall be in the possession of the City, date and time stamped no later than the Closing Time. Bids received by the City after the Closing Time shall NOT be accepted and shall be returned unopened to the Bidders.
- (e) The use of mail or courier for delivery of a Bid shall be at the risk of the Bidder. Bids submitted by email or other telecommunications shall not be accepted, unless otherwise specified in the Quotation.

7.5 If a Quotation requires the submission of Bids through the Bidding System:

- (a) Bids shall be received by the Bidding System, no later than the Closing Time.
Bidders are cautioned that the timing of their Bid submission is based on when the Bid is

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

RECEIVED by the Bidding System, **not** when a Bid is submitted by the Bidder, as Bid

transmission can be delayed by an “Internet traffic jam” due to file transfer size, transmission speed etc. Bidders should allow sufficient time to upload their Bid submission and attachment(s) and to resolve any issues that may arise. The Closing Time shall be determined by the City’s Bidding System web clock.

- (b) Where, in the sole opinion of the City, the Bidding System has experienced or is experiencing an issue affecting the receipt of Bids, or there is a failure of the underlying infrastructure, the City may extend the Closing Time without prior notice. As soon as practicable in the circumstances, the City will notify Bidders that the Closing Time has been extended. Once the issue has been resolved, the City shall notify Bidders of the new Closing Time via an addendum released through the Bidding System.
 - (c) Bidders should contact the City, at least twenty-four (24) hours prior to the Closing Time, if they encounter any problems. The Bidding System will send a confirmation email to the Bidder advising that their Bid was submitted successfully. Bidders should contact the City immediately if they do not receive a confirmation email.
 - (d) To ensure receipt of the latest information and updates via email regarding a Quotation, or if a Bidder has obtained a Quotation from a third party, the onus is on the Bidder to create a Bidding System Vendor account and register as a “Plan Taker” for the Quotation opportunity at <https://markham.bidsandtenders.ca>.
- 7.6 Adjustments by any method to a Bid already submitted shall **NOT** be considered. A Bidder desiring to make adjustments to a Bid shall submit a revised Bid prior to the Closing Time.
- 7.7 Bids shall be irrevocable and valid for acceptance by the City for a period of NINETY (90) Business Days from the Closing Time, unless otherwise specified in the Quotation.
- 7.8 Disclosure of information submitted to the City in connection with a Quotation is subject to the *Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”)*. Bidders should clearly indicate in their Bid which parts, if any, are exempt from disclosure under MFIPPA.

8. BID PRICE

- 8.1 The quantities referenced in a Quotation are estimates only and shall be used as a basis for calculating the Bid Price. These quantities are not guaranteed to be accurate and are furnished without any liability to the City. The City reserves the right, in its sole discretion, to increase or decrease quantities as required. Payment shall be based on actual quantities ordered, received and accepted for use by the City.
- 8.2 The Bid Price shall include all labour, materials, products, equipment, services, cash allowances, costs, expenses, disbursements, duties, overhead and profit required to complete the Work, with the unit price for each Work item detailed in the Bid (if required by the Quotation).
- 8.3 If a Quotation requires the submission of paper copy of the Bids and in the event of an ambiguity, discrepancy or mathematical error in the prices set out in the Bid, the City shall have the right, in its sole discretion, to resolve such ambiguity, discrepancy or mathematical error in accordance with the following:
 - (a) In the event of an ambiguity or discrepancy between the lump sum price and the unit price for any Work item (“Unit Price Error”), the unit price shall prevail. Extensions, sub-totals and

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

totals shall be corrected accordingly, and adjustments resulting from the correction shall be applied to the Bid Price and Total Bid Price.

- (b) In the event of an ambiguity, discrepancy or mathematical error other than described in Section 8.3(a) above:
 - (i) the Bid Price shall prevail over all other prices contained in the Bid (including, without limitation, the Total Bid Price) (collectively, the “Summary Prices”), and the Bid Price shall be capable of acceptance by the City; and
 - (ii) the City reserves the right (in its sole discretion) to seek clarification from the Successful Bidder regarding any such ambiguity, discrepancy or mathematical error in the Summary Prices, to correct such ambiguity, discrepancy or mathematical error in the Summary Prices (as confirmed by the Successful Bidder), and to require that the Successful Bidder initial such corrected ambiguity, discrepancy or mathematical error.
- 8.4 In the event that the City exercises any of its rights under Section 8.3 above:
- (a) The Bid Price shall NOT be considered uncertain, erroneous, non-compliant or incapable of acceptance by the City; and
 - (b) The Bid shall NOT be considered non-compliant or incapable of acceptance by the City.

9. BLACK-OUT PERIOD

To ensure that the City’s procurement process is fair, open and transparent to all Bidders, there shall be no communication between the City and Bidders during a Quotation process, except as specified in the Quotation. Any communication between a Bidder and City staff or Council (other than as specified in the Quotation) may result in the Bid being rejected as non-compliant.

10. BID OPENING

“Requests for Tenders” and “Requests for Proposals” shall be opened at a public meeting at the Markham Civic Centre, 101 City Centre Boulevard, Markham, Ontario. The Bid opening shall be done in public approximately fifteen (15) minutes after the Closing Time. For “Requests for Tenders”, only the Bid Price shall be read out. For “Requests for Proposals”, only the names of the Bidders shall be read out.

If a Quotation requires the submission of Bids through the Bidding System, a public Bid opening will not be held. The names of the Bidders and the unverified Bid Price shall be posted on the City’s Bidding System on the same day as the Closing Time.

All Bid prices are subject to review and verification by the City

11. WITHDRAWAL OF BIDS PRIOR TO THE CLOSING TIME

Paper copy Bid Withdrawal

- 11.1 A Bidder may request that their Bid be withdrawn. The withdrawal shall be allowed if the request is received by the City prior to the Closing Time. Withdrawal requests shall be made in writing by an authorized representative of the Bidder and should be directed to the designated City staff specified on the Quotation cover page. Telephone requests shall NOT be considered.
- 11.2 Bids confirmed by the City as withdrawn prior to the Closing Time shall be returned unopened to the Bidder.
- 11.3 The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid for the same Quotation prior to the Closing Time.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

11.4 If more than one Bid is submitted by the same Bidder for the same Quotation and no withdrawal notice has been received by the City prior to the Closing Time, the Bid bearing the latest date and time shall be considered the intended Bid. All earlier Bids shall be considered void and shall be returned unopened to the Bidder.

Bidding System Bid Withdrawal

11.5 If more than one Bid is submitted by the same Bidder for the same Quotation, the Bid received by the Bidding System bearing the latest date and time shall be considered the intended Bid.

12. WITHDRAWAL OF BIDS DURING PUBLIC BID OPENING

12.1 In some instances, the Bids for more than one Quotation are opened at the same public meeting. At such public meeting, at the conclusion of the reading out of Bids for the first Quotation, the low Bidder on that Quotation may withdraw any of their remaining Bids relative to those other Quotations which have not yet been opened by advising the City's representative. The City's representative shall read out the Bidder's name and announce that the Bid has been withdrawn.

12.2 Bids withdrawn under this procedure cannot be reinstated.

13. WITHDRAWAL OF BIDS AFTER THE CLOSING TIME

Withdrawal requests received after the Quotation Closing Time shall NOT be permitted.

14. NOTICE

14.1 Every notice, including any addendum, that the City may be required to give to the Bidder *prior to* the Closing Time shall be deemed to have been properly given if forwarded through the Bidding System or to the email address provided when the Quotation was downloaded from Biddingo.com or obtained from the City. Bidders are requested to acknowledge receipt of addenda as indicated in the Quotation.

14.2 Every notice, including any addendum, that the City may be required to give to the Bidder *after* the Closing Time shall be deemed to have been properly given if forwarded by the Bidding System or by email to the address provided in the Bid.

15. ACCEPTANCE / REJECTION OF BIDS

15.1 The City reserves the right, in its sole discretion, and without incurring any liability whatsoever, to accept or reject any or all Bids, or to cancel the Quotation process at any time, without cause, if deemed in the best interests of the City to do so.

15.2 Unless otherwise specified in the Quotation, Bids which are qualified or restricted by any statement added to the Bid or a covering letter shall be rejected as non-compliant.

15.3 Any Bid which is incomplete, illegible, which contains alterations not called for, fails to comply with the requirements of the Quotation, or is otherwise irregular in any way (collectively, "Irregularities"), may be rejected as non-compliant by the City. The City reserves the right, in its sole discretion, to waive minor Irregularities and seek clarification from the Bidder regarding such minor Irregularities.

15.4 The City reserves the right, in its sole discretion, to ask for clarification regarding or to solicit additional information regarding any information included in a Bid, or (except for MANDATORY requirements) to request that a Bidder provide information not included in the Bid.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

15.5 If the City is unable to verify bonding requirements, upon request by the City, the Bidder shall be given five (5) business days to remedy the verification to the City's satisfaction.

16. DISQUALIFIED VENDORS

The City, in its sole discretion, may disqualify a vendor from participation in a Quotation process, or place a vendor's name on a list of disqualified vendors for a period of two (2) years on the basis of documented poor performance, non-performance, Conflict of Interest (including, without limitation, involvement in any litigation or contractual dispute with the City), or failure to accept a Contract Award. This information may be obtained from within the City or through reference checks. A written notice of the decision shall be provided to the vendor by the City. From and after the delivery of such notice, the disqualified vendor shall not be eligible to participate in any Quotation process, or to provide goods or services to the City for so long as the supplier remains on the list of disqualified vendors (as applicable). After the two (2) year period referred to above, disqualified vendors, who are otherwise in good standing, may request that their name be removed from the list. Removal of names from the list shall be at the sole discretion of the City.

17. CONTRACT AWARD

17.1 The award of a Contract is based on the best value for the City based upon quality, service and price. The award is subject to the City's budget restrictions, limitations and approvals.

17.2 The City reserves the right, in its sole discretion, to negotiate with the lowest priced Bidder / highest ranked Bidder (as applicable, and whose reference checks meet or exceed the expectation of the City in accordance with Section 17.4 below) in the event that the Bid Prices submitted by the Bidders exceed the City's budget. If an acceptable contract cannot be concluded with such Bidder, the City reserves the right to negotiate a contract acceptable to the City with the next lowest priced Bidder(s) / highest ranked Bidder(s) (as applicable) in succession.

17.3 The City reserves the right, in its sole discretion, to award in whole or in part (including, without limitation, by part, item or group of items), or to award to more than one Bidder.

17.4 The City reserves the right, in its sole discretion, not to award to the lowest priced Bidder, the highest ranked Bidder or to any Bidder whose reference checks do not meet or exceed the expectations of the City (as determined by the City in its sole discretion) regarding past performance, timely project completion, health and safety performance, experience, qualifications, financial standing, appropriate manpower, equipment and/or facilities, or any other criteria deemed necessary by the City to meet the requirements of the Quotation.

17.5 The acceptance of a Bid and Contract Award to the Successful Bidder shall be indicated by notice in writing signed by a duly authorized representative of the City. No other act of the City shall constitute the acceptance of a Bid and Contract Award.

17.6 Upon acceptance of a Bid and Contract Award by the City, and upon submission by the Successful Bidder of all documents required by the Quotation, a Purchase Order shall be issued to the Successful Bidder.

17.7 In the event that the Successful Bidder fails to accept the Contract Award or fails to submit to the City all documents required by the Quotation within ten (10) Business Days of notification, the City may, in its sole discretion:

- (a) Grant additional time to fulfill the requirement; or
- (b) Cancel the Contract Award, award to another Bidder which meets the Quotation requirements, and exercise any remedies available to the City (including, without limitation, forfeiture of any bid deposit or enforcement of any bid bond).

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

18. NO LIABILITY

The City, its affiliates, elected officials, directors, officers, employees and agents shall not be liable (in contract, tort or otherwise) for any costs, expenses, losses or damages incurred, sustained or suffered by any Bidder or any third party, prior or subsequent to, or by reason of the acceptance or rejection by the City of any Bid, by reason of any award decision (or delay thereof) by the City, by reason of the cancellation of the Quotation process, or by reason of the exercise by the City of any of its rights specified in the Quotation or the City's *General Terms and Conditions*.

PART III – CONTRACT TERMS AND CONDITIONS

1. CONTRACT

- 1.1 The Contract shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- 1.2 The Contract shall consist of the following (collectively, the “Contract Documents”), unless otherwise specified in the Quotation;
 - (a) Purchase Order,
 - (b) Bid,
 - (c) Quotation,
 - (d) the City's *General Terms and Conditions*, and
 - (e) any other written agreement between the parties regarding the Work.
- 1.3 In the event of a conflict or inconsistency *among* the Contract Documents, the provision in the document first listed above shall prevail, unless otherwise expressly provided in any Contract Document.
- 1.4 In the event of a conflict or inconsistency *within* the Contract Documents, the order of priority of documents, from highest to lowest, shall be:
 - (a) Supplementary Conditions;
 - (b) General Conditions of the Contract;
 - (c) Specifications;
 - (d) Contract Drawings;
 - (e) City of Markham Engineering Criteria and Standard Drawings;
 - (f) Special Provisions;
 - (g) Ontario Provincial Standard Drawings; and
 - (h) Ontario Provincial Standard – General Conditions of the Contract.

2. CONTRACT TERM

The term of the Contract shall be as specified in the Contract, unless otherwise extended or amended by mutual written agreement of the City and the Contractor (“Contract Term”). Notwithstanding the expiry of the Contract Term, the terms and conditions of the Contract shall continue to apply during the Warranty Period.

3. WORK

- 3.1 The Work shall start and be completed as set out in the Contract, unless otherwise extended or amended by mutual written agreement of the City and the Contractor. Unless otherwise specified in the Contract, Work shall start within five (5) Business Days after issuance of a Purchase Order, and shall be carried out on a continuous basis until final completion of the Work.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- 3.2 The Contractor shall make no change or alteration to the Work, or perform any additional work without the City's prior, written approval.

4. CONTRACTOR'S RESPONSIBILITY

- 4.1 The Contractor shall comply with all federal, provincial and municipal laws and regulations applicable to the Work.
- 4.2 The Contractor shall obtain all permits and licenses required to perform the Work, and shall not do or suffer to be done anything in violation of any such permits and/or licenses.
- 4.3 The Contractor shall bear the risk and responsibility of any loss, damage or expense of any nature or kind whatsoever to the Work or to the Contractor arising from strikes or labour disputes, other than such loss, damage or expense caused by the failure of the City to meet its obligations under the Contract.
- 4.4 The Contractor shall bear the risk and responsibility of any equipment, tools, or supplies delivered to any site or facility by or on behalf of the Contractor, prior to, during or after carrying out the Work, unless otherwise expressly provided in the Contract.
- 4.5 The Contractor shall ensure that all persons employed or engaged by the Contract to perform the Work, when using any City buildings, premises, equipment, hardware or software, shall comply with all security policies, regulations or directives relating to such buildings, premises, equipment, hardware or software.
- 4.6 The Contractor shall furnish all personnel required to perform the Work, and all such personnel shall be competent and qualified to perform the Work. Where specific personnel have been proposed by the Contractor for the performance of the Work, and have been accepted by the City, such personnel shall not be replaced with other personnel without the prior written consent of the City, such consent not to be unreasonably withheld.

5. HEALTH AND SAFETY

The Contractor shall comply with the City's health and safety policies, the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and Regulations, as amended, and all applicable industry standards for the Work.

6. CODE OF ETHICS

- 6.1 The Code of Purchasing Ethics published by the Supply Chain Management Association (SCMA) and the National Institute of Government Purchasing (NIGP) Code of Ethics shall apply to all purchases of goods and/or services by the City. SMAC's Code of Ethics can be found at www.scma.com. NIGP's Code of Ethics can be found at www.nigp.org
- 6.2 The Contractor shall read, understand and conduct itself according to the Values "Honesty/Integrity, Professionalism, Responsible Management, Serving the Public Interest and Conformity to the Laws..." as outlined in the SMAC Code of Ethics. Failure to do so shall result in the termination of the Contract and exclusion from future Quotations.

7. RECORDS

The Contractor shall maintain at all times, detailed and accurate records of all transactions relating to the Contract. The City reserves the right, in its sole discretion, to inspect and audit the books, payrolls,

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

accounts and records of the Contractor at any time during the Contract Term, and at any time thereafter, as required by the City. The Contractor shall supply certified copies of payrolls and any other records required by the City. The City shall provide the Contractor 48 hours prior written notice of its requirement for such audit or certified copies.

8. INDEPENDENT CONTRACTORS

The relationship of the City and the Contractor is one of independent contractors. Nothing contained in the Contract is intended to place the City and the Contractor in the relationship of partners, joint ventures, principal-agent, or employer-employee, and neither the City nor the Contractor shall have any right to obligate or bind the other party in any manner whatsoever. The Contractor is responsible for all legally required employer and employee contribution and deductions, compensation and benefits for itself and its personnel.

9. SUBCONTRACTORS

- 9.1 The Contractor shall not assign or sublet the Contract (or any part thereof) or subcontract any portion of the Work without the prior written consent of the City.
- 9.2 No Subcontractor shall, under any circumstances, relieve the Contractor of its liabilities and obligations under the Contract. Should any Subcontractor fail to perform the Work in a satisfactory manner, the City may, in its sole discretion, require the Contractor to replace such Subcontractor.
- 9.3 The City shall have no obligation to deal directly with any Subcontractor. The Contractor shall be solely responsible for the payment of all amounts owing to Subcontractors. The Contractor shall coordinate the provision of the products and/or services by Subcontractors in a manner acceptable to the City, and shall ensure that Subcontractors comply with the terms and conditions of the Contract. The Contractor shall be liable to the City for all costs or damages arising from the acts, omissions, negligence or willful misconduct of Subcontractors.

10. CONFLICT OF INTEREST

If, during the Contract Term, a Conflict of Interest (or the appearance of same) arises, or the Contractor is retained by another client giving rise to a potential Conflict of Interest, the Contractor shall immediately inform the City. If a Conflict of Interest is deemed to exist by the City, the Contractor shall (if required by the City) take such steps as are necessary to remove the Conflict of Interest to the satisfaction of the City, failing which the City may, in its sole discretion, terminate the Contract.

11. PRIVACY

The Contractor agrees and acknowledges that the City is bound by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended, and any other Provincial or Federal privacy legislation that may be in effect during the Contract Term (collectively "Privacy Legislation"). The Contractor agrees to be bound by the Privacy Legislation, and agrees that it shall not directly or indirectly disclose, distribute or use any Personal Information provided to it by the City, without obtaining the prior written consent of the City. "Personal Information" means information which relates to an individual and allows that individual to be identified, and includes any information defined from time to time as "personal information" under any Privacy Legislation.

12. CONFIDENTIALITY

- 12.1 "City Confidential Information" means;

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- (a) Personal Information, confidential, secret or proprietary information, including data, technical information, financial information, business information (including business plans, strategies and practices) of the City which is disclosed to or obtained by the Contractor in connection with the Contract, and
- (b) all information related to the operations of the City which comes to the attention of the Contractor in the course of performing the Work, but excludes any such information which;
 - (i) is or becomes publicly available,
 - (ii) is already rightfully in the possession of the Contractor and not subject to any pre-existing obligation of confidentiality,
 - (iii) is independently developed by the Contractor outside the scope of the Contract, or (iv) is rightfully obtained by the Contractor from third parties.

12.2 The Contractor shall protect the City Confidential Information at all times and in the same manner as the Contractor protects the confidentiality of its own proprietary and confidential information, but in no event with less than a reasonable standard of care. The Contractor shall not, without the prior written consent of the City, disclose City Confidential Information to any person nor use City Confidential Information for any purpose other than for the benefit of the City in connection with the Work.

13. OWNERSHIP OF DELIVERABLES

13.1 Unless otherwise expressly provided in the Contract, the City shall have all ownership rights in and to all originally developed Deliverables, vesting in the City immediately upon their creation and at every stage of their development. The Contractor hereby assigns to the City all right, title and interest (including, without limitation, copyright and other intellectual property rights) in and to such Deliverables, and the Contractor expressly waives the Contractor's moral rights in respect of such Deliverables. The Contractor shall provide reasonable assistance to the City in the preparation of all documents necessary to evidence the City's ownership rights in and to such Deliverables (including, without limitation, obtaining a waiver of moral rights from all authors).

13.2 If the Deliverables contain any pre-existing materials owned or licensed by the Contractor that are incorporated into the Deliverables ("Contractor Materials"), the Contractor hereby grants to the City a perpetual, non-transferrable, non-exclusive, royalty-free licence to use the Contractor Materials to the extent reasonably necessary or convenient to receive or enjoy the benefits of the Deliverables.

14. WARRANTY

14.1 The Contractor represents and warrants that the Work shall be performed in a professional and workmanlike manner, in accordance with applicable industry standards.

14.2 The Contractor represents and warrants that the Deliverables;

- (a) shall be in accordance with the requirements specified in the Contract and with all applicable laws, bylaws, regulations and standards,
- (b) shall function or otherwise perform in accordance with the features, functional and technical specifications provided in the Contract, and
- (c) shall in no way infringe or violate the intellectual property rights of any person.

14.3 The Contractor represents and warrants that if at any time prior to one year (or such longer warranty/guarantee period specified in the Contract) after completion of the Work (the "Warranty Period"), the Deliverables or any part of the Work becomes defective or is deficient or fails due to defect in design, material or workmanship, or otherwise fails to meet the requirements of the

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

Contract, then the Contractor, upon request by the City, shall make good every such defect, deficiency or failure at the Contractor's cost and expense.

15. INDEMNITY

The Contractor shall indemnify and hold harmless the City (and its affiliates, elected officials, directors, officers, employees and agents) (collectively, the "Indemnified Parties") from and against all actions, suits, claims, demands, liens, proceedings and judgments which may be brought against or made upon the Indemnified Parties, and against all liabilities, damages, losses, costs, charges and expenses (including legal expenses) which may be incurred, sustained or suffered by the Indemnified Parties, resulting from or arising out of the infringement (actual or alleged) by the Deliverables of the intellectual property rights of any person, or the acts or omissions of the Contractor (its Subcontractors, agents or employees) in connection with the Contract or the performance of the Work.

16. INSURANCE

16.1 The Contractor shall purchase and maintain in force, at their own expense (including the payment of all deductibles), during the Contract Term and the Warranty Period (unless otherwise stated), the following policies of insurance underwritten by insurers licensed to conduct business in the Province of Ontario and satisfactory to the City (unless otherwise specified in the Contract):

- (a) Commercial General Liability Insurance policy shall include coverage for but not limited to Bodily Injury, Person Injury, Property Damage and Contractual Liability with a minimum amount of \$2,000,000.00 for each occurrence, and include:
 - (i) an endorsement certifying that the **The Corporation of the City of Markham** is included as an additional insured;
 - (ii) a cross liability clause;
 - (iii) non-owned automobile coverage including legal liability for damage to hired automobiles; and,
 - (iv) an exception to the pollution liability exclusion for Hostile Fire, or an endorsement adding back in coverage for Hostile Fires where there exists an absolute pollution exclusion.
- (b) Automobile Policy for all licensed Motor Vehicles owned or leased by the Contractor in a minimum amount of \$2,000,000.00 for each occurrence.
- (c) Professional Liability Insurance, in a minimum amount of \$1,000,000.00 inclusive per claim and \$2,000,000.00 in the aggregate for each policy period. Upon completion of the Warranty Period the policy shall remain in force for twelve (12) months.

The policies shall be-endorsed to the effect that such insurance policies shall not be altered, cancelled or allowed to expire without thirty (30) days advance written notice to the City. All policies shall apply as primary and not as excess of any insurance available to the City.

Upon request by the City, the Contractor shall furnish the City with a certificate of insurance (in a form satisfactory to the City, in its sole discretion) confirming that the Contractor has in place the required insurance.

If applicable, and based upon the operations of the sub-consultant, sections 16.1 a & b. shall apply in the same manner to any sub-contractor as it would to the Contractor. Further, it is the Contractor's

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

obligation to ensure that the sub-contractor is aware of these obligations. Upon request, the Contractor shall provide to the City confirmation of the sub-contractor's insurance.

16.2 The Contractor shall furnish the City with a certificate of insurance (in a form satisfactory to the City, in its sole discretion) confirming that the Contractor has in place the above-mentioned insurance policies. The certificate of insurance shall also contain an endorsement to the effect that such insurance policies shall not be altered, cancelled or allowed to expire without thirty (30) days advance written notice to the City.

17. DEFAULT AND TERMINATION

17.1 Any of the following shall be considered to be an "Act of Default" by the Contractor:

- (a) Failure to comply with the terms and conditions of the Contract, and such failure is not remedied within ten (10) calendar days after written notice of such failure by the City.
- (b) Breach of Section 11 (Privacy) or Section 12 (Confidentiality).
- (c) Assignment, transfer, conveyance, sublet, or disposition of the Contract or the Contractor's right, title, or interest therein to any person without the prior written consent of the City.
- (d) Failure to comply with all federal, provincial and municipal laws and regulations applicable to the Work.
- (e) Commencement of any proceeding under bankruptcy, creditor protection or similar law in respect of the Contractor, or appointment of a receiver, receiver-manager or liquidator in respect of the Contractor.

17.2 Where an Act of Default occurs, the City reserves the right, in its sole discretion and upon providing written notice to the Contractor, to immediately invoke any applicable bond(s) and/or terminate the Contract.

17.3 The City reserves the right, in its sole discretion, to terminate the Contract, in whole or in part, without cause, upon providing thirty (30) days prior written notice to the Contractor.

17.4 Upon receipt of a notice of termination hereunder, the Contractor shall immediately cease performance of the Work (unless otherwise directed by the City in writing) and promptly remove all Contractor and Subcontractor equipment from the City's property.

17.5. In the event of termination hereunder, the City shall not incur any liability whatsoever to the Contractor except for payment for the goods and/or services that have been satisfactorily delivered or performed by the Contractor up to the effective date of termination.

18. FORCE MAJEURE

Neither the City nor the Contractor shall be liable for default or delay in the performance of obligations under the Contract due to causes beyond the reasonable control of (and not due to the fault or negligence of) the party affected, including, without limitation, natural disasters, plagues, epidemics, war, insurgence, terrorism, and power outages. The Contractor shall give the City prompt written notice when any such cause has or appears likely to delay deliveries and/or performance of the Work, and shall take appropriate action to avoid or minimize such delay. If any such default or delay threatens to impair the Contractor's ability to meet delivery requirements for materials, supplies and/or services, the City shall have the right,

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

without any liability to the Contractor, to terminate the portion or portions of the Contract so affected upon written notice to the Contractor.

19. TRANSPORTATION AND DELIVERY

All prices shall include transportation and delivery charges and customs duties fully prepaid by the Contractor to any specified destination within the corporate limits of the City. The F.O.B. point shall be the destination specified in the Contract.

20. PURCHASE ORDER/INVOICES

The Purchase Order number shall appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips. Invoices that do not include the applicable Purchase Order number, item number and order description shall not be processed, and shall be returned to the Contractor until the appropriate information is provided. All invoices shall be forwarded to Accounts Payable, City of Markham, 101 City Centre Boulevard, Markham, Ontario.

21. PAYMENT

21.1 Unless otherwise specified in the Contract, all prices shall be in Canadian dollars and payment shall be made to the Contractor twenty-eight (28) calendar days after Receipt of Proper Invoice by the City. Where applicable, taxes shall be shown separately.

21.2 The Contractor shall invoice the City monthly on a time and expense basis, charging the goods/services/actual hours/disbursements, as applicable, incurred each month up to the Contract amount. If the Work involves a fixed fee contract, the fees payable shall not exceed the fixed fee amount, unless the City has provided prior written approval. If the Work involves progress payments, the invoice schedule shall be based on the Work schedule and milestones as outlined in the Contract. The Contractor, when invoicing for expenses, shall provide receipt for those expenses.

21.3 Where there is a question of non-performance by the Contractor, the disputed portion of the invoice may be withheld by the City. In the event that the City is entitled to a discount for prompt payment, the withholding of payment as provided herein shall not deprive the City from taking such discount.

21.4 In the event that an invoice amount is determined to be in error by the City (or the City's payment certifier) after payment is made to the Contractor, the City shall notify the Contractor in writing, and the Contractor shall make a correction adjustment on the next invoice.

21.4 For the purposes of this Section 21, "**Proper Invoice**" means a written bill or other request for payment in respect of Work supplied under the Contract, which shall contain the following information:

- (a) Contractor's name and address, and name, title, telephone number and mailing address of the person to whom payment is to be sent.
- (b) The date of the Proper Invoice and the period during which the Work was supplied. Payment shall be made only for Work supplied prior to the date of the Proper Invoice.
- (c) Information identifying the authority, in the Contract or otherwise, under which the Work was supplied (Contract number, or as otherwise required by the Contract).
- (d) A description, including quantity where appropriate, of the Work that was supplied.
- (e) The amount payable for the Work that was supplied, and the payment terms (sub-totals, totals, holdback and taxes to be separately shown on invoice).
- (f) Contractor HST Registration Number.
- (g) City of Markham Purchase Order Number.
- (h) City of Markham Project Manager / Department.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

21.5 For the purposes of this Section 21, “**Receipt of Proper Invoice**” means the date that a Proper Invoice is received by the City, which date shall be deemed to be: (a) if sent by mail or personal delivery, the date received at the address specified by the Contract, provided that if such day is not a Business Day, then receipt shall be deemed to be the Business Day next following such day (“Delivery Date”); and (b) if sent by electronic communication, the date of transmission, provided that if such day is not a Business Day or if it is received after the end of normal business hours on the date of transmission, then it shall be deemed to have been received at the opening of business on the first Business Day next following the transmission (“Transmission Date”); and (c) the later of the date of the Proper Invoice and the Delivery Date or Transmission Date (as applicable).

22. SALES TAX

The City is subject to payment of sales and excise taxes imposed by the Federal and Provincial Governments. Should there be any approved variation in any tax or duty imposed by the Province of Ontario or the Government of Canada which becomes directly applicable to the goods/services to be purchased during the Contract Term, the Contractor and the City mutually agree to allow the appropriate increase or decrease in the prices as of the date they become effective. The onus is on the Contractor to bring to the City’s attention any such changes. All Provincial and Federal taxes shall be shown separately on the applicable invoice.

23. ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

23.1 In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers’ policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

- (a) How to interact and communicate with persons with various types of disability.
- (b) How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person.
- (c) How to use equipment that is available on the premises that may help in the provision of goods or services.
- (d) What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.
- (e) Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

23.2 Contractors that provide customer service on behalf of the City shall meet the requirements of Ontario Regulation 429/07 with regard to training. A document describing the training policy, a summary of the contents of the training and details of training dates and attendees shall be submitted to the City upon request. The following website may be referenced for the purposes of training:
<http://www.mcsc.gov.on.ca/mcsc/serve-ability/splash.html>.

24. CONSTRUCTION ACT

Where the *Construction Act*, R.S.O. 1990, c. C.30, as amended, (the “Act”) and the regulations thereto (the “Regulations”) apply to the Contract, the following sections shall be applicable unless otherwise specified in the Contract Documents:

- (a) **Labour and Material Payment Bond.** Upon Contract Award, the Contractor shall provide the City with a labour and material payment bond, in the form prescribed by the Regulations, that,
 - (i) is of an insurer licensed under the *Insurance Act* to write surety and fidelity insurance;

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- (ii) has a coverage limit of at least 50 per cent of the Bid Price, or such other percentage of the Bid Price as may be prescribed; and
- (iii) extends protection to subcontractors and persons supplying labour or materials to the improvement.

The labour and material bond may set out the claims process applicable in respect of the bond.

(b) Performance Bond. Upon Contract Award, the Contractor shall provide the City with a performance bond, in form prescribed by the Regulations, that,

- (i) is of an insurer licensed under the *Insurance Act* to write surety and fidelity insurance; and
- (ii) has a coverage limit of at least 50 per cent of the Bid Price, or such other percentage of the Bid Price as may be prescribed.

The performance bond may set out the claims process applicable in respect of the bond.

(c) Basic Holdback. The City shall retain a holdback (“Basic Holdback”) equal to 10 per cent of the price of the services or materials as they are actually supplied under the Contract until all liens that may be claimed against the Basic Holdback have expired or been satisfied, discharged or otherwise provided for in accordance with the Act.

(d) Holdback for Finishing Work. Where the Contract is certified to be substantially performed by the City, but services or materials remain to be supplied to complete the Work, the City shall retain, from the date of the Certificate of Substantial Performance a separate holdback (“Finishing Holdback”) equal to 10 per cent of the price of the remaining services or materials as they are actually supplied under the Contract, until all liens that may be claimed against the holdback have expired or been satisfied, discharged or otherwise provided for in accordance with the Act.

(e) Contract Substantially Performed.

- (i) When the Contract has been substantially performed (in accordance with the Act), the Contractor shall apply to the City to certify substantial performance. A “Statutory Declaration” (in a form acceptable by the City, declaring that that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred by the Contractor in the performance of the Work have been paid) and a Workplace Safety and Insurance Board “Certificate of Clearance” (in a form acceptable by the City) shall accompany the application.
- (ii) If the City is in agreement that the Work has been substantially performed, a “Certificate of Substantial Performance” (in the form required by the Regulations) shall be signed and issued to the Contractor within seven (7) days of signing.
- (iii) The Contractor shall publish a copy of the “Certificate of Substantial Performance” in a construction trade newspaper (as that term is defined in the Regulations), and provide suitable evidence of the publication to the City.
- (iv) The City shall retain, from the date of the Certificate of Substantial Performance, a Finishing Holdback equal to 10 per cent of the price of the services or materials that remain to be supplied to complete the Work.

(f) Contract Deemed Completed. When the Contract is deemed to be completed (in accordance with the Act), the Contractor shall apply to the City to certify completion. A “Statutory Declaration” (in a form acceptable by the City, declaring that that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred by the Contractor in the performance of the Work have been paid) and a Workplace Safety and Insurance Board “Certificate of Clearance” (in a form acceptable by the City) shall accompany the application.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- (g) **Payment of Basic Holdback.** Subject to subsection 24(i) below, upon certification of substantial performance of the Contract by the City and expiration of the sixty (60) day period following publication of the Certificate of Substantial Performance, and provided there are no lien claims (or all lien claims have been satisfied, discharged or otherwise provided in accordance with the Act), the City shall make payment of the Basic Holdback, so as to discharge all claims in respect of that holdback.
- (h) **Payment of Finishing Holdback.** Subject to subsection 24(i) below, upon certification of completion of the Contract by the City and expiration of the sixty (60) day period following the date of certification, and provided there are no lien claims (or all lien claims have been satisfied, discharged or otherwise provided for in accordance with the Act), the City shall make payment of the Finishing Holdback, so as to discharge all claims in respect of that holdback.
- (i) **Non-payment of Holdback.** The City may refuse to pay some or all of the Basic Holdback or Finishing Holdback amount the City is required to pay, if,
 - (i) the City publishes a notice in the prescribed form specifying the amount of the holdback that the City refuses to pay, and the notice is published in the manner set out in the Regulations no later than 40 days after the date on which,
 - (A) the applicable certification or declaration of substantial performance is published, or
 - (B) if no certification or declaration of substantial performance is published, the date on which the Contract is completed, abandoned or terminated; and
 - (ii) the City notifies, in accordance with the Regulations, if any, the Contractor of the publication of the notice.
- (j) **Contract Termination.** In the event that the Contract is terminated, for any reason, the Contractor shall publish, in the manner set out in the Regulations, a notice of the termination in the prescribed form.
- (k) **Adjudication.** Either the City or the Contractor may refer to adjudication a dispute with the other party to the Contract, in accordance with the adjudication procedure set out in the *Construction Act*, R.S.O. 1990, c. C.30, and *O.Reg.306/18*.

25. GENERAL INSTRUCTIONS FOR WORK ON CITY PROPERTY

- 25.1 The Contractor shall keep one copy of the Contract at the Work site.
- 25.2 The Contractor shall coordinate all Work with the City's representatives to ensure minimum disruption of public service and inconvenience to occupants of and visitors to public buildings.
- 25.3 The Contractor shall ensure that there is no interference with the use of and safe passage to and from public buildings, public sidewalks and roads without the prior written approval of the City. Material shall not be stored in or obstruct roadways, sidewalks or passageways without the prior written approval of the City. The Contractor shall not interfere with or damage privately or publicly-owned adjacent property.
- 25.4 Prior to and during the performance of the Work, the Contractor shall establish the location of existing utility lines, and shall ensure that same are protected and maintained.
- 25.5 Where alterations are necessary, the Contractor shall ensure that new and old Work shall be joined, cut, removed, patched, repaired or finished in a professional and workmanlike manner to the satisfaction of the City.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- 25.6 The Contractor shall provide and maintain temporary facilities and services required to carry out the Work. All such temporary facilities and services shall be removed by the Contractor upon completion of the Work.
- 25.7 The Contractor shall only use new products unless otherwise specified in the Contract. The Contractor shall deliver and store material and equipment to manufacturers' instructions, with manufacturers' labels and seals intact. When material or equipment is specified by standard or performance specifications, the Contractor shall, upon request by the City, obtain from the manufacturer an independent testing laboratory report, stating that the material or equipment meets or exceeds specified requirements.
- 25.8 The Contractor shall keep the Work site clean and hazard-free throughout the Work period, and shall provide for proper storage, removal and disposal of garbage. All debris shall be transported to an authorized dump, waste treatment site or recycling facility by the Contractor, and disposed of in accordance with applicable by-laws, laws and regulations (all at the Contractor's expense).
- 25.9 The Contractor shall make such explorations and probes as are necessary to ascertain any protective measures required before proceeding with demolition and removal.
- 25.10 The Contractor shall protect existing structures, furnishings and persons by providing and maintaining adequate temporary protective coverings during the performance of the Work. The Contractor shall be responsible for any injury to persons, damage to existing structures and furnishings as a result of the Work. Any damage occurring as a result of the Work shall be repaired or replaced by the Contractor at the Contractor's expense and to the satisfaction of the City (in its sole discretion).
- 25.11 The Contractor shall provide and maintain adequate fire protection in accordance with the regulations and requirements of the City's Fire and Emergency Services Department.
- 25.12 The Contractor shall provide and arrange for traffic control where necessary for delivery of materials, removal of garbage, or any other activity related to the Work as required by applicable by-laws, laws and regulations.
- 25.13 The Contractor shall take the necessary precautions to keep dust, dirt and noise to an acceptable level, as directed by the City or as required by applicable by-laws, laws and regulations.
- 25.14 The Contractor shall provide suitable protection for all entrances and exit ways into all buildings, all fresh air intakes, telephone, hydro, and mechanical rooms, elevators shafts and all plumbing, against dust, dirt, water and fumes.
- 25.15 The Contractor shall provide canvas tarps from ground to roof for all entrance and exit ways, floors, walls and all standing fixtures against spillage of materials and/or damage during the Work period.
- 25.16 The Contractor shall not store materials or use a truck or other equipment in a manner which would load the structure beyond its design capacity.
- 25.17 The Contractor shall ensure that all persons employed or engaged by the Contractor to perform the Work use designated existing sanitary facilities and not undress, use profane language or make coarse gestures while on City property.
- 25.18 The Contractor shall be responsible for and take every precaution reasonable in the circumstances for the protection of all workers associated with the Work (whether employed by the Contractor, the City or a third party), and for the protection of all other persons. The Contractor shall ensure that all persons employed or engaged by the Contractor to perform the Work are supervised by a Competent Person and trained to perform the specific tasks of their jobs in a healthy and safe manner, and that documentation to support such training remains current during the Work period.

**THE CORPORATION OF THE CITY OF MARKHAM
OCTOBER 1, 2019 Version 9**

- 25.19 The Contractor shall ensure that all tools, equipment and machinery brought to the Work site shall be used, stored and maintained properly in accordance with applicable laws, regulations and industry standards.
- 25.20 The Contractor shall ensure that all materials brought to the Work site shall be used, stored, handled, transported and disposed of properly in accordance with applicable laws, regulations and industry standards. All materials delivered to the City or used in conjunction with the Work shall have applicable Material Safety Data Sheets in accordance with Workplace Hazardous Materials Information Systems (“WHMIS”) regulations in the Province of Ontario. Applicable Material Safety Data Sheets shall be available for inspection at the Work site at all times while such materials are present.
- 25.21 The Contractor shall notify the City of all hazardous materials delivered to the City or used in conjunction with the Work, including without limitation, all products controlled federally and/or provincially under WHMIS or Transportation of Dangerous Goods regulations, and all designated substances as defined in the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and Regulations.



28 April 2023

The City's strategic plan, "**Building Markham's Future Together**" states that "We will foster a safe and healthy work environment". The City of Markham (the City) holds employee physical and psychological health, safety and wellbeing as integral to the success of the Municipality as a whole. Therefore, the City is committed to maintaining a healthy and safe workplace by engaging all employees in enhancing their well-being and preventing occupational injury and illness through timely and effective hazard recognition, assessment and control activities.

Workplace injuries and illnesses are preventable. To achieve the goal of an injury and illness free workplace, the active participation and support of the Chief Administrative Officer, Commissioners, Directors, Managers, Supervisors, Employees and Unions is required. To that end, the City maintains a Health and Safety Management System (HSMS) to achieve the following objectives:

- Prevention of occupational injuries and illnesses, including less visible injuries and illnesses such as those that relate to psychological health and ergonomics.
- Recognition, assessment and control of health and safety hazards including steps to address and reasonably control the risk of violence and harassment in the workplace;
- Development and communication of health and safety policies and programs (including standards, procedures, guidelines and instructions) that support the safety, psychological and physical health and wellbeing of employees;
- Provision of training and instruction to staff in applicable legislation, safe work procedures, and hazard identification and reporting;
- Identification, communication and support of the health and safety rights, roles and responsibilities of all employees;
- Awareness by all employees of their responsibility to work safely and to report all hazardous conditions in a timely manner;
- Prohibition of reprisal against employees for exercising their legislated rights;
- Appointment of competent persons as managers and supervisors who are held accountable for the health and safety of all employees under their supervision;
- Support of managers and supervisors in fulfilling their health and safety responsibilities;
- Confirmation that the City's expectations regarding health and safety are communicated to and met by contractors, subcontractors and suppliers while working at City facilities and worksites; and
- Annual review of the HSMS, including this policy, health and safety incident statistics and other relevant information, in order to ensure system sustainability as well as effectiveness of the HSMS in preventing workplace injuries and illnesses.

In order for the City's HSMS to be effective, staff must work together at all levels of the organization to ensure that the intent of this policy is fulfilled. Commitment to psychological health and wellness and the prevention of injuries and illnesses through a robust internal responsibility system, in which all employees work together to identify and eliminate or control hazards, must form an essential part of this organization's culture and each employee's day-to-day activities.

<p>Andy Taylor Chief Administrative Officer</p>					
<p>Trinela Cane Commissioner Corporate Services</p>	<p>Bryan Frois Sr. Manager Executive Operations, Strategic Initiatives & Communications</p>	<p>Adam Grant Fire Chief</p>	<p>Arvin Prasad Commissioner Development Services</p>	<p>Claudia Storto City Solicitor & Director of People Services</p>	<p>Eddy Wu Acting Commissioner Community Services</p>
<p>Sumon Archarjee Chief Information Officer</p>	<p>Frank Clarizio Director Engineering</p>		<p>Mary Creighton Director Recreation Services</p>	<p>Stephanie DiPerna Director Building Standards</p>	
<p>Chris Rickett Director Economic Growth, Culture & Entrepreneurship</p>	<p>Giulio Cescato Director Planning & Urban Design</p>		<p>Kimberley Kitteringham Director Legislative Services</p>	<p>Alice Lam Director Operations</p>	



Mark Visser
Acting Treasurer



Graham Seaman
Director Sustainability & Asset Management



Eddy Wu
Director Environmental Services



PROJECT PRE-START HEALTH & SAFETY MEETING CHECKLIST

During the pre-start meeting held on _____, the following City of Markham health & safety expectations were communicated to those present.

“Constructor” means any of constructor, contractor or general contractor for the purpose of this document.

Table with 2 columns: Legend, Description. Legend: Green sections are to be completed by all Contractors and Constructors. Legend: Yellow sections are to be completed by Constructors only. Legend: Blue sections are to be completed by Contractors only.

Scope of work, location & contract number: Estimated duration of project: (from – to)

Constructor for this Project OR Contractor for this project:

[] The Contractor has submitted a job safety plan (JSP) for the work to be performed

[] There will be sub-contractors / trades working on this project (list):

[] All pertinent information discussed at this meeting will be shared by the Constructor/Contractor with all sub-contractors / trades and others present at the worksite as well as the JSP.

Inspectors, Engineers, Architects that will be present onsite during the project: (list)

[] City’s Contractor Pre- start Submissions Checklist has been completed and submitted along with required documentation as described on the checklist

[] The Constructor for the project, named above, shall ensure that all health and safety legislative requirements are met for this project including but not limited to the Occupational Health and Safety Act and Regulation 213.

Number of workers that will be present on the project: _____ per shift _____ over the duration of the project

Site Supervisor / Foreperson: _____ (5 or more workers present).

[] The supervisor named shall comply with all requirements specified in Regulation 213

[] The supervisor’s weekly inspection is documented

Health and Safety Representatives: (list name of representative and employer)

[] All required permits have been obtained and a copy provided to the City Project Manager for this project including: [] Municipal Consent (Utilities) [] Occupancy Permits (all other)



PROJECT PRE-START
HEALTH & SAFETY MEETING CHECKLIST

Check All High Risk Tasks that will be performed as a part of the scope of work for this project:

- Confined space entry
 Work in roadways
 Creating excavations / trenches
 Work in excavations / trenches
 Work at heights >3M
 Work at heights < 3M:

Ladder styles to be used: straight extension step platform ladder none

Operation of motor vehicle onsite: list: _____

Operation of construction or other heavy equipment (such as cranes, forklift trucks) (list: _____)

Lockout - Tagout
 Hot Work – if checked, City HW Permits to be used Yes or No, for the following reason: _____

Work with WHMIS Hazardous Products or other Hazardous Chemical: (list) _____
 Note: if a hazardous product will be brought on site, the SDS must be provided to the Project Manager

Other high risk task(s) or activities (list / describe: _____)

- Energized Electrical Work <50Volts
 Energized Electrical Work 50 Volts to 600Volts
 Energized Electrical Work >600Volts

If energized electrical work is being performed, justification as follows:

- de-energizing introduces additional or increased hazard
 task being performed is not feasible in a de-energized state (due to equipment design or operational limitations)
 for energized electrical work <50V, there will be no increased exposure to electrical burns or explosion due to electric arcs

If energized electrical work is being performed:

- an *energized electrical work permit* has been completed for the work or appropriate written safe work instructions have been provided;
 PPE will be provided to and used by the worker(s) performing the energized electrical work

Designated Substance Assessment is complete and all designated substance present at the worksite have been communicated to the contractor by the City (or designate)	<input type="checkbox"/>	Designated Substances on site are (list):
The contractor is qualified to work on / near the identified designated substances	<input type="checkbox"/>	
All hazards that relate to this project have been identified, communicated to workers and controlled appropriately (engineering, safe work instructions, orientation training, PPE, etc.)	<input type="checkbox"/>	<u>Confirmed by:</u>

<p>The Site Foreman/Supervisor will ensure that any worker that does not appear to be in a “fit to work” conditions, is not permitted to operate equipment or otherwise perform work. This may be due to use of a substance such as alcohol, marijuana, medication or may be due to fatigue or medical condition.</p>	<input type="checkbox"/>	
<p>An emergency plan has been developed to address all potential emergencies that could occur on site, including fire, explosion, medical, etc.</p> <p>If emergency exits or routes will be blocked, a contingency plan or route is in place. Same for fire panels, sprinklers, extinguishers.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>A current copy of the City of Markham Health & Safety Policy has been forwarded to the Contractor and the Contractor has read and understands it.</p>	<input type="checkbox"/>	
<p>The Contractor understands his/her responsibilities and accountabilities under federal and provincial health and safety and criminal law. The contractor is in no way absolved from these legal responsibilities regardless of any submissions to the City of Markham or any discussions.</p> <p>The purpose of the pre-start submissions checklist and this checklist is to communicate the City’s expectations regarding contractor safety.</p> <p>The City does not take responsibility for evaluating the quality of safety training provided by the Contractor or Subcontractor to their employees; that is the responsibility of the Contractor or Subcontractor. The City seeks to confirm that training is in place for the hazards associated with this project and job site.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>The Contractor shall ensure that all federal and provincial laws are followed by supervisors and workers working on site, whether they work for the contractor, subcontractor or other.</p> <p>If the City representative (Project Manager or Senior Health & Safety Specialist) observes that health and safety rules and legal requirements are not being upheld or other hazardous condition exist at the worksite that could result in serious injury, the City representative may stop the work without penalty.</p> <p><i>Work shall not continue until the hazard is corrected.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Qualified 1st Aid providers will be on site at all times during work</p>	<input type="checkbox"/>	

<p>In the event of an incident / accident / near miss – a City of Markham accident form will be completed and forwarded to the City Project Manager within 24 hours of the incident.</p> <p>It is understood by all parties that a violent incident (as defined in the Occupational Health and Safety Act – including threat, actual or attempted violent act) must be reported on accident form and forwarded as described above.</p> <p>The City Project Manager & Senior Health & Safety Specialist shall be notified immediately if there is a critical injury, exposure or other event that causes the Ministry of Labour (MOL) to attend (except routine inspection by MOL).</p> <p>A copy of any MOL field inspection report or other report shall be provided to the City by the Constructor or Contractor, including orders issued to the Constructor, Contractor or Sub-contractor. The report copy shall be provided to the City within 24 hours of issue; a copy of any related notice of compliance shall be provided to the City by the Constructor or Contractor within 24 hours of submission to MOL (or due date according to orders issued if NOC is not submitted).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>The contractor / constructor has implemented a program to meet legislative requirements with respect to the prevention of violence and harassment in the workplace, including a written policy, violence risk assessment(s) and worker training.</p> <p>The Constructor, Contractor and any Sub-contractors have completed Health and Safety General Awareness training for Supervisors and Workers in accordance with Regulation 297.</p> <p>The Constructor, Contractor and any Sub-contractors have implemented and enforce a policy to ensure employees who are present on the site are free of impairment and are fit for work at all times while at work. This policy includes clear direction that:</p> <ul style="list-style-type: none"> • no employee may use or be under the adverse influence of alcohol and/or drugs whether legal, illegal, prescription or over-the-counter. This includes but is not limited to recreationally used cannabis. • no employee shall use, possess, distribute or sell controlled substances, including but not limited to cannabis, alcohol or illegal drugs. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p>Form 1000 - "Registration of Constructors and Employers Engaged in Construction" completed by City of Markham, contractors and subcontractors to be posted at the project. The Constructor or General Contractor has been provided a copy for each employer present on the site.</p> <p>"Notice of Project" completed and filed with the local MOL Office & to be posted at the project</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The Constructor / Contractor will ensure that cell phones and other hand held electronic devices are not used by workers when driving or operating vehicle, machinery or equipment while onsite.</p>	<p style="text-align: center;"><input type="checkbox"/></p>	
<p>The General Contractor / Constructor for this project has been provided with a copy of the pre-start safety submissions checklist for all inspectors or other individuals (other than City employees) who will be present on site.</p> <p>It is understood by all parties in attendance at this meeting that the constructor names above is in charge of the worksite and responsible for the ongoing safety of all those present on the site. As such, all persons present at the site must comply with the safety requirements stipulated by the constructor.</p> <p>The City shall ensure that any City employee attending this worksite has received appropriate safety training to attend the site and perform the tasks assigned to them. All City employees attending the site will be advised by the City project manager that the Constructor names above is in charge of the site. All City employees are instructed as to their legal health and safety responsibilities and they shall comply.</p> <p>If the Constructor observes non-compliance on the part of City staff, the Constructor is to reporting it to the City as soon as possible (City Project Manager, Senior Health and Safety Specialist or other City Contact).</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The Corporation of the City of Markham reserves the right to audit the worksite(s) included in this project for compliance with health and safety laws and industry standards. Those persons who may attend the site(s) include the Senior Health and Safety Specialist or designate.</p>	<p style="text-align: center;"><input type="checkbox"/></p>	

Other Discussion:

Representative(s) for the Contractor, Sub-Contractor: (use additional pages if required)

Name	Signature	Company	Date

City of Markham Project Manager: (use additional pages if required)

		Corporation of the City of Markham	
		Corporation of the City of Markham	
		Corporation of the City of Markham	
Name	Signature	Company	Date

Distribution: Original to be retained in project file, Copies to contractor, purchasing department, facility manager and Senior Health & Safety Specialist.



CONTRACTOR SAFETY PROGRAM
PRE-START CONFIRMATION OF LEGISLATIVE COMPLIANCE
AND DOCUMENT SUBMISSIONS CHECKLIST

Contract / Project No.:
Project Description:
City of Markham Representative for this project:

PART I: GENERAL LEGISLATIVE COMPLIANCE:

On behalf of _____ (referred to as 'The Company'), I confirm that the
(insert name of company)

following information is true and correct:

The Company has forwarded the records indicated (✓) in Section 1 and will make available the records indicated (✓) in Section 2.

The Company has read and understands the City of Markham's General Terms & Conditions. The Company has received a copy of the City of Markham's Health & Safety Policy and understands the City of Markham's expectations regarding health and safety as it relates to performance of work on this project. These expectations are described in (but not limited to) the City Contractor Safety information package. The Company will ensure that all persons brought on site by the Company or our sub-contractors (including our employees and subcontractors) abide by the City of Markham's health and safety rules as well as all legislative requirements.

The Company has been provided a list of all designated substances and other hazardous materials present at the work site.

If work in confined space(s) is being performed, the Company understands that the Company must complete either the 'Coordination Document' (for multiple employer entries) or the 'Single Contractor Acknowledgement of Compliance' form.

If hot work is being performed, the Company understands that the Company must follow (or exceed the requirements of) the City's Hot Work Program, including completion and timely submission of hot work permits to the City Project Manager.

If electrical work is being performed, the Company understands that the Company must meet or exceed the requirements of the City's Electrical Safety Program. This includes Lockout-Tagout-Verify as required.

The Company has endeavored to ensure that ergonomic aspects of the tasks performed have been considered in order to prevent or reduce ergonomic injuries in the workplace.

The Company understands that this document and all associated submissions do not waive our legal obligations under the Occupational Health & Safety Act (referred to as 'the Act'), Regulations or any other legislation.



CONTRACTOR SAFETY PROGRAM
PRE-START CONFIRMATION OF LEGISLATIVE COMPLIANCE
AND DOCUMENT SUBMISSIONS CHECKLIST

The Company will ensure that all supervisors (as defined in the Act), workers and sub-contractors fulfill their legal responsibilities per the Act, Regulations and other applicable legislation and that supervisors understand and will comply with the following City of Markham expectations:

- A job hazard analysis has been completed and a job safety plan developed in relation to this project and the scope of work
- Onsite supervisor will ensure that a daily inspection of the work site is completed and a record of those inspections is made available to the City of Markham on request.
- Onsite Supervisor will engage all workers on site in regular safety talks and make available a record of attendance on request by the City of Markham.
- Onsite supervisor will ensure all workers work in compliance with the Act & Regulations and City of Markham policies and procedures.
- Onsite supervisor will ensure that a City of Markham ‘Contractor Report of Accident / Incident’ is completed for any accidents, incidents, threats or acts of violence, damage to property or other hazardous act that occurs during the project work; the completed report must be forwarded to the City of Markham representative for the project within 24 hours of the incident. In the event of a critical injury or fatality, the onsite supervisor shall immediately contact the City of Markham representative for the project and the Senior Health & Safety Specialist (Nancy Myles, 905-477-7000 x3440)

PART II: TRAINING & DOCUMENTATION SUBMISSION REQUIREMENTS:

Complete all sections of the following checklist. For items checked in “Part A: Training”, check all training from the list that applies to the scope of work being performed. Note that mandatory training for all workers are indicated by an asterisk (*) and are checked. For all other trainings checked, attach proof of training for all employees who will perform the related work during the project. Note: training matrices submitted as proof of training must indicate - as a minimum - worker name, type of training, date of training and training expiry date.

<u>PART A: TRAINING</u>	To be Submitted
WHMIS General (all onsite workers)	✓
WHMIS Specific (all onsite workers)	✓
Basic Safety Awareness Training for Workers (per Regulation 297)	✓
Basic Safety Awareness Training for Supervisors (per Regulation 297)	✓
Transportation of Dangerous Goods (if products listed in TDG Regulations are transported to / within / from the City of Markham)	
Confined Space for all workers working in / entering areas identified as confined spaces	
Work at Heights (per Regulation 297)	
Aerial Work Platforms / Elevated Working Platforms	
Ladder Safety	
Scaffold Safety	



CONTRACTOR SAFETY PROGRAM
PRE-START CONFIRMATION OF LEGISLATIVE COMPLIANCE
AND DOCUMENT SUBMISSIONS CHECKLIST

Designated Substances – Handling, Use, Storage, Protective Measures & Disposal of applicable Designated Substances or other hazardous materials (PCB's, mould, etc.)	
Driver Safety	
Construction and other Heavy Equipment	
Cranes / Hoists / Rigging	
Mobile Equipment, Machinery - Powered Industrial Vehicles (forklift truck, etc.)	
Specific Vehicle / Equipment Training not listed above	
1 st Aid / CPR for all 1 st Aid Providers onsite	✓
Traffic Control / Traffic Protection / Work in Roadways / Book 7	
Trenching	
Lock out / Tag out	
Electrical Safety / Electrical Certification or Licensing	
Hot Work	
Hazardous waste disposal specific to the hazardous material being disposed of	
Safe Outdoor work in seasonal extreme temperatures (summer / winter as appropriate)	
Health & safety program, policy and procedures review for your company	
Basic Ergonomic Principles for Safe performance of work	
Supervisor due diligence (for all site supervisors)	
PART B: PROOF OF COMPANY HEALTH AND SAFETY LEGISLATIVE COMPLIANCE: ATTACH THE DOCUMENTS INDICATED TO THIS FORM WHEN COMPLETED	To be Submitted
Documentation indicating: <ul style="list-style-type: none"> • number of WSIB lost work day claims this year (to date) and the past 2 years • number of critical injuries this year (to date) and the past 2 years • number of Ministry of Labour orders issued this year (to date) and the past 2 years 	
Current WSIB Clearance Certificate (Schedule 1) or Letter of Good Standing (Schedule 2)	
Form 1000 - "Registration of Constructors and Employers Engaged in Construction" completed by City of Markham, contractors and subcontractors (also to be posted at the project)	
"Notice of Project" completed and filed with the local MOL Office (also to be posted at the project)	
List of all Controlled Products / Designated Substances / Other Hazardous Materials brought onsite (include a description of their use in the project) – MSDS for each must be available on project site.	
Company Health & Safety Policy Statement and Program Extract / Summary	
PART C: THE FOLLOWING RECORDS ARE TO BE MADE AVAILABLE TO THE CITY ON REQUEST	
All applicable licenses, certificates and training records pertaining to qualification to perform the work but not listed above for each worker on site (includes: driver abstracts and licences, electrical and millwrights licensing, steam fitting, welder CWB tickets, supervisor training records etc.)	
Inspection, preventive maintenance and repair records for all machinery, equipment and vehicles brought on site. (including rented / leased equipment)	
Job Specific Hazard Training & General Safety Training records not listed above for each worker	
All pertinent Health & Safety Procedures for the scope of work.	
Assessment(s) of the potential for violence or harassment in the workplace, related policy and records of employee training for the prevention of violence and harassment.	

Distribution: Original to be retained in project file, copy to facility manager if applicable and Senior Health & Safety Specialist if requested.

Representative for the Contractor:

The above information is true and correct. I have authority to represent the Company named below for the purpose of completing this document for the project described here.

Name	Signature	Company	Date



CONTRACTOR SAFETY PROGRAM
CONTRACTOR JOB HAZARD ASSESSMENT & SAFETY PLAN

Contractors must submit a Job Safety Plan (JSP) for the work they will perform on behalf of the City. The JSP must be based on a thorough assessment of the actual and potential hazards that pose a risk to health and safety of all those present including the Contractor’s workers, City employees and members of the public. A copy of the JSP must be submitted to the City Project Manager before the work is started. If the work or hazards change, a new JSP must be submitted.

This form may be used for the purpose of documenting the JSP. If another form is to be used, it must be pre-approved by the City Project Manager or Senior Health & Safety Specialist. The JSP will be used by the City’s Project Manager to monitor the work on site.

PART A: TO BE COMPLETED BY THE CITY PROJECT MANAGER FOR THIS PROJECT/WORK.		
City Project Manager Name	Cell Phone	Date
Contract/PO/Release No.	Contractor Name	
Expected Duration of Project	Location of Project	
Description of Project		
Indicate if any of the following designated substances are present at the worksite. Review the City’s Designated Substance Assessment Report for the building / site in order to identify all designated substances present. <u>Circle all that are present</u>		
Arsenic	Asbestos	Benzene
Lead	Mercury	Silica
<u>Description:</u> (for all those circled, describe the specific location, condition and if it is expected that it will be disturbed or otherwise impact the work or workers present for the project)		

<input type="checkbox"/> Additional pages are attached.		
List all known / potential hazards at the worksite, that are present before the project starts or will be introduced independent of the Contractor’s work but that that may impact the work / workers present for the project. (For further guidance refer to the “Contractor Job Hazard Assessment and Safety Plan” guide)		

<input type="checkbox"/> Additional pages are attached.		
<input type="checkbox"/> Pre-job / pre-start walk-thru of the jobsite has been conducted with the Contractor		
<input type="checkbox"/> The City Project Manager will ensure that City staff who work in or attend the worksite are trained and competent to be in attendance in the area.		



CONTRACTOR SAFETY PROGRAM
CONTRACTOR JOB HAZARD ASSESSMENT & SAFETY PLAN

PART B: TO BE COMPLETED BY THE <i>CONTRACTOR'S REPRESENTATIVE, WHO WILL ACT AS SITE SUPERVISOR*</i>, OVERSEEING THE WORK AND WILL BE ONSITE FOR THE DURATION OF THE PROJECT – OR DESIGNATE. (*SUPERVISOR AS DEFINED BY THE OCCUPATIONAL HEALTH & SAFETY ACT).		
Prepared by:	Cell Phone:	Date:
Primary Contractor Name:		
Contract/ PO / Release No.	Expected Duration of Project	
Location of Project		
Brief Description of Project		
Required Permits: (list all required permits and frequency of completion – a copy of all required permits must be provided to the City Project Manager on a timely basis)		
Site Supervision:		
<input type="checkbox"/> The Contractor shall ensure that all federal and provincial laws are followed by supervisors and workers working on site, whether they work for the contractor, subcontractor or other.		
List all Competent Persons* who will be supervising* any aspect of work on the project: ("Competent Person" and "Supervisor" as defined by the Occupational Health & Safety Act)		
<u>Competent Person / Supervisor</u>	<u>Area of Competency</u>	<u>Cell Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> Worksite inspections will be conducted daily to ensure hazards are identified and controlled appropriately, including housekeeping and fire prevention concerns, etc.		
Emergency Contact Information		
1 st Aid Provider onsite:	Police / Fire / EMS: 9-1-1	
Joint Health & Safety Representative onsite:	Ministry of Labour: 1-877-202-0008	
<input type="checkbox"/> City Project Manager for this project will be called by the worksite Supervisor (or designate) if a serious injury occurs at the worksite. <input type="checkbox"/> A City Contractor Incident form will be completed and sent to the Project Manager within 24 hours for all incident resulting in injury. <input type="checkbox"/> The City Project Manager will be advised by the worksite Supervisor (or designate) if the Ministry of Labour attends the worksite for any reason. A copy of any Ministry of Labour field visit report, field investigation report or any other MOL report that is issued to the Contractor for the worksite or work will be forwarded to the City Project Manager, including any orders issued by the Ministry of Labour. Same for TSSA attendance at the site.		
Closest Hospital: (name, address, directions)		
<input type="checkbox"/> Map attached		
<input type="checkbox"/> 1 st Aid Supplies will be available onsite	<input type="checkbox"/> All workers onsite will be advised of this emergency information	



List all Sub-contractors and their scope of work:
Subcontractor #1: (Name of firm, Contact Name, Cell Phone#, Scope of Work)
Subcontractor #2: (Name of firm, Contact Name, Cell Phone#, Scope of Work)
Subcontractor #3: (Name of firm, Contact Name, Cell Phone#, Scope of Work)
Actual / Potential Hazards of the Job / Project:
Vehicles /Equipment / Machinery to be used onsite: _____ _____
WHMIS Controlled Products to be used onsite: (attach SDS sheet for each) _____ _____
<input type="checkbox"/> Workers who will be working with these controlled products onsite have been trained in the specific safe handling, use and storage of them.
<input type="checkbox"/> These controlled products will be stored safely while onsite.
Work Activities / Tasks Hazard Assessment: Break down the scope of work by work activity. For each activity, describe the <u>hazards</u> associated with the work and the <u>control measures</u> that will be put in place to reduce the risk of injury or harmful health exposure to an acceptable level. (If additional space is required, add pages)
1. Work Activity/ Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity
2. Work Activity/ Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity
3. Work Activity / Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity
4. Work Activity / Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity
5. Work Activity / Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity
6. Work Activity / Tasks: _____ Hazards: _____ Control Measures: _____ <input type="checkbox"/> There is a written safe work procedure in place for this activity



Training, Licensing & Certification Requirements: Based on the hazard assessment above, describe the training required for staff who will be present onsite. **The Contractor is responsible to maintain records of training to reflect required training. For sub-contractors, the Contractor must confirm that training is current.**

All workers onsite: _____

Subcontractors: _____

Specific Tasks / Job Positions: _____

Required Personal Protective Equipment:

All workers / persons onsite: _____

Task / Area Specific Equipment: (describe the PPE and where/when it is required) _____

Page attached

Other Protective Equipment (other than PPE) to perform the Work

Page attached

Other Control Measures:

<u>Hazard</u>	<u>Control Measure</u>

Additional Control Measures to Protect Other Workers & Members of the Public:

Employee Information and Awareness - JSP

- All workers onsite will be provided a worksite orientation including being made aware of all known hazards relating to this project and worksite including the information contained in this JSP; this information will be provided to them before they start work on the site.
- On an ongoing basis, where the Contractor becomes aware of a health or safety hazard, this information will be provided to workers onsite in a timely manner.

PART C: TO BE COMPLETED BY CITY PROJECT MANAGER AND CONTRACTOR REPRESENTATIVE

This JSP does not replace the Contractor's responsibility to comply with all applicable legislation including the Ontario Occupational Health & Safety Act and Regulations, Canada's Criminal Code, Ontario Fire Code, etc. The Contractor is responsible to address all health or safety concerns that arise out of the Contractor's work, in a timely and effective manner. Where City staff are aware of a health or safety concern related to this project, they will bring the concern to the attention of the Contractor. However, if the City representative (Project Manager, Senior Health and Safety Specialist, Supervisor or designate) observe or are made aware that health and safety rules or legislative requirements are being contravened or other hazardous condition exists at the worksite and a serious risk to health or safety exists, the City representative has the authority to and will stop the work without penalty.

If the Contractor observes non-compliance on the part of City staff, the Contractor is to reporting it to the City as soon as possible (City Project Manager, Senior Health and Safety Specialist or other City Contact).

Representative for the Contractor:

City Representative (Project Manager) for this project:

Name (print)

Signature

Date

Name (print)

Signature

Date



CONSTRUCTOR & CONTRACTOR SAFETY PROGRAM
HEALTH & SAFETY INCIDENT INVOLVING
CONSTRUCTOR OR CONTRACTOR

To be completed immediately following any incident that impacts the health and/or safety of person(s). To be completed by the General Contractor/site supervisor/foreman and forwarded, within 12 hours of the incident, to the City of Markham Project Manager, City Facility Manager (if applicable) and the City Senior Health & Safety Specialist (email: nmyles@markham.ca or fax: 905-479-7774).

Note: The City Project Manager, Facility Manager (if applicable) & Senior Health & Safety Specialist shall be notified immediately in the event of critical injury to a person, exposure or other event that causes the Ministry of Labour to attend (random inspections that do not result in the issuance of orders is exempt)

Form containing sections for: City of Markham Project Identification, City of Markham Project Manager Contact, General Contractor (if applicable), Contractor / Subcontractor (as applicable), Type of Incident (with checkboxes for Injury, Exposure, Violence, etc.), MOL attendance at site, Date & Time of Incident, Location of Incident, and a Witnesses table with columns for Name, Address, and Phone.



**CONSTRUCTOR & CONTRACTOR SAFETY PROGRAM
HEALTH & SAFETY INCIDENT INVOLVING
CONSTRUCTOR OR CONTRACTOR**

Incident Description: (include all pertinent details such as position of persons, equipment / machinery present, weather, weights, distances, sizes, volumes, and a step-by-step description of events) (use additional pages if required)

additional pages attached pictures attached MOL orders attached

Immediate Impact:

Injury/Exposure to person.
Describe injury (including body part and side) _____

Attention Required: 1st Aid only Medical Assistance Critical Injury Fatality WSIB Reportable

As a result of the injury, will employee be absent from work for their next scheduled shift?
 Yes No Not Applicable

Damage to vehicle, equipment, machinery or property. Describe: _____

Root Cause	
Corrective Action(s) (include person responsible and timeline)	
Person Completing this Report (include: company, position, name, signature)	

City of Markham Use only

Contractor Incident No.:	Project Manager:	Received by Project Manager (date and time):
Reviewed by Project Manager (sign and date):	Comments by Project Manager: (* also complete "follow up" section below)	
Reviewed by Senior Health & Safety Specialist (sign and date):	Comments by Senior Health & Safety Specialist:	

* **Follow Up:** (to be completed by Project Manager)
Was a "Contractor Health & Safety Incident Follow Up" meeting held?
 YES – Date: _____ (attach completed "Contractor Health & Safety Incident / Event Report & Corrective Action Follow Up" form)
 NO - Reason for not holding meeting?

Forwarded to: (list all)
 Department Manager: _____ Director: _____ Commissioner: _____

Contractor Health & Safety Incident / Event Corrective Action Follow Up Meeting Checklist

To be completed by the City Project Manager or Senior Health & Safety Specialist at the corrective action follow-up meeting to be held after an incident or other event that results in (or has the potential to result in) critical injury, serious injury, MOL order issuance, unsafe condition or other health and safety concern held by the City involving a constructor, general contractor, contractor, or subcontractor.

Project Identification & Location:				Contractor Incident No.:
Contractor Contact:		<input type="checkbox"/> Pre-start Submissions Checklist Attached <input type="checkbox"/> Pre-start Safety Meeting Checklist Attached <input type="checkbox"/> MOL Report Attached		
Incident Date & Time:		Project Closing Date:		
Describe the Incident:				
Ministry of Labour present: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, reason for presence: <input type="checkbox"/> Random Site Inspection <input type="checkbox"/> Targeted Site Inspection (describe): _____ <input type="checkbox"/> Critical Injury Investigation (date of CI): _____ <input type="checkbox"/> Worker Complaint <input type="checkbox"/> Other Investigation (describe): _____ <input type="checkbox"/> Other: _____				
*MOL Report / Orders issued: <input type="checkbox"/> NO <input type="checkbox"/> YES If 'yes', to whom: _____ Acknowledgement of Compliance forwarded on: _____				
*Note: if MOL issued report, orders, etc. – a copy must be attached to this form				
Identified Legislative Violation(s) , Hazard(s), Concern(s):				
Identification of Violation(s) of Corporate Contractor Safety Expectations:				
Corrective Action(s)				
Concern & Action	Person Responsible	Due Date	Confirmation Date	Confirmed by



--	--	--	--	--

Follow Up Site Audit: Performed by: _____ Date & Time: _____
 Findings:

Check Any/All High Risk Tasks involved in above:

- | | |
|---|---|
| <input type="checkbox"/> Confined Space Entry
<input type="checkbox"/> Work on Ladders / Scaffolds / AWP Equipment
<input type="checkbox"/> De-energized Electrical (Lockout-Tagout)
<input type="checkbox"/> Electrical Work 50 Volts to 600Volts
<input type="checkbox"/> Hot Work
<input type="checkbox"/> Work with Controlled Products or other Hazardous Chemical: (list) _____
<input type="checkbox"/> Other (describe) _____ | <input type="checkbox"/> Work at Heights (>3M)
<input type="checkbox"/> Operation of Vehicles or other Mobile Equipment
<input type="checkbox"/> Electrical Work <50Volts
<input type="checkbox"/> Electrical Work >600Volts
<input type="checkbox"/> Machines requiring guarding |
|---|---|

Other Discussion:

Representative for the Contractor:

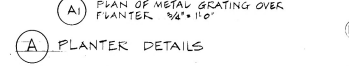
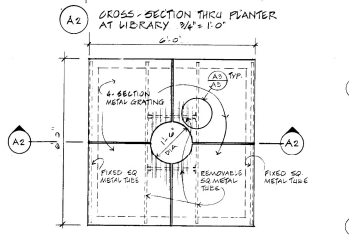
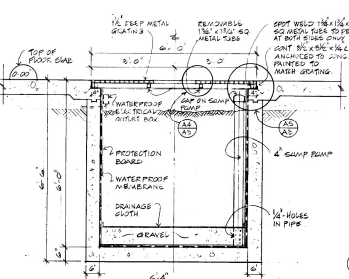
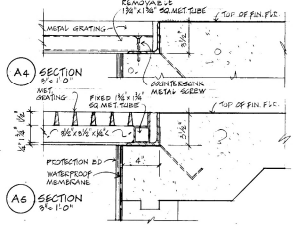
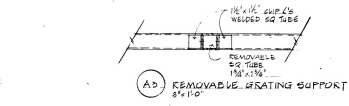
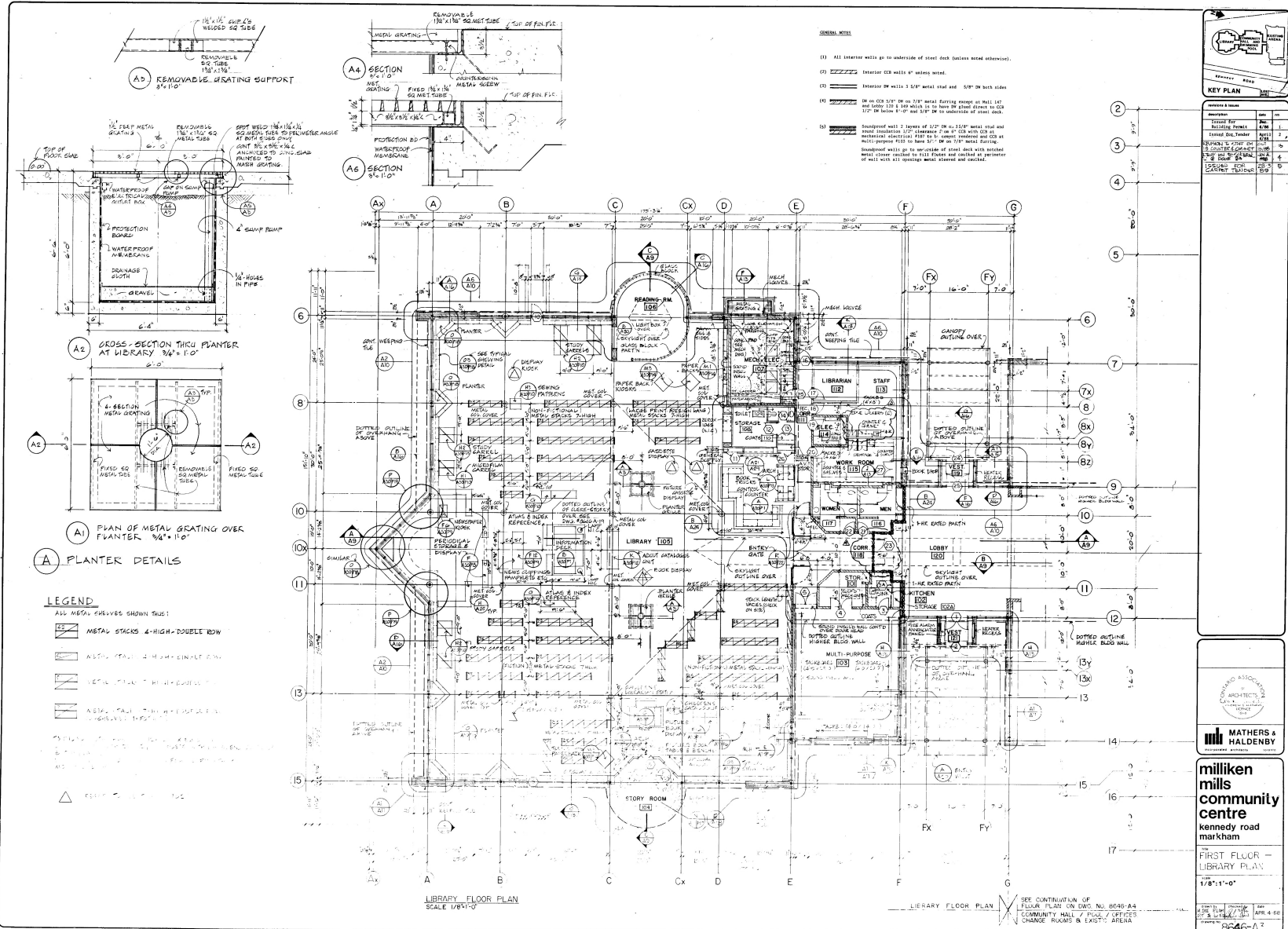
Name	Signature	Company	Date

City of Markham Project Manager:

Senior Health & Safety Specialist:

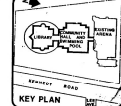
			Nancy Myles		
Name	Signature	Date	Name	Signature	Date

Distribution: Original to be retained in project file, Copies to contractor, purchasing department, facility manager and Senior Health & Safety Specialist.



- LEGEND**
- ALL METAL SHELVES SHOWN TRUE!
 - METAL STACKS 4-HIGH-DOUBLE ROW
 - METAL STACKS 4-HIGH-SINGLE ROW
 - METAL STACKS 2-HIGH-DOUBLE ROW
 - METAL STACKS 2-HIGH-SINGLE ROW
 - METAL STACKS 1-HIGH-DOUBLE ROW
 - METAL STACKS 1-HIGH-SINGLE ROW
 - DOTTED OUTLINE OF GLASS DISPLAY
 - DOTTED OUTLINE HIGHER BLDG WALL
 - DOTTED OUTLINE LOWER BLDG WALL
 - EMPTY METAL SHELVES

- GENERAL NOTES**
- (1) All interior walls go to underside of steel deck (unless noted otherwise).
 - (2) Interior OSB walls 5/8" unless noted.
 - (3) Interior IM walls 5/8" metal stud and 5/8" IM on both sides.
 - (4) IM on OSB 5/8" IM on 2x4 metal framing except at wall let and where OSB is 1/2" which is to have IM steel studs to OSB 1/2" IM below 4'-0" and 3/4" IM to underside of steel deck.
 - (5) Staircase wall 2 layers of 1/2" IM or 5/8" metal stud and steel insulation 2x4-stud frame of OSB with OSB at exterior elevation. IM to be shown framing and OSB at multi-purpose HED to have 1/2" IM or 5/8" metal framing. Staircase walls to be 2x4 with steel deck with bonded metal cladding to fill fibres and coated at perimeter of wall with all openings metal-studded and caulked.



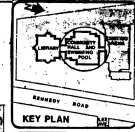
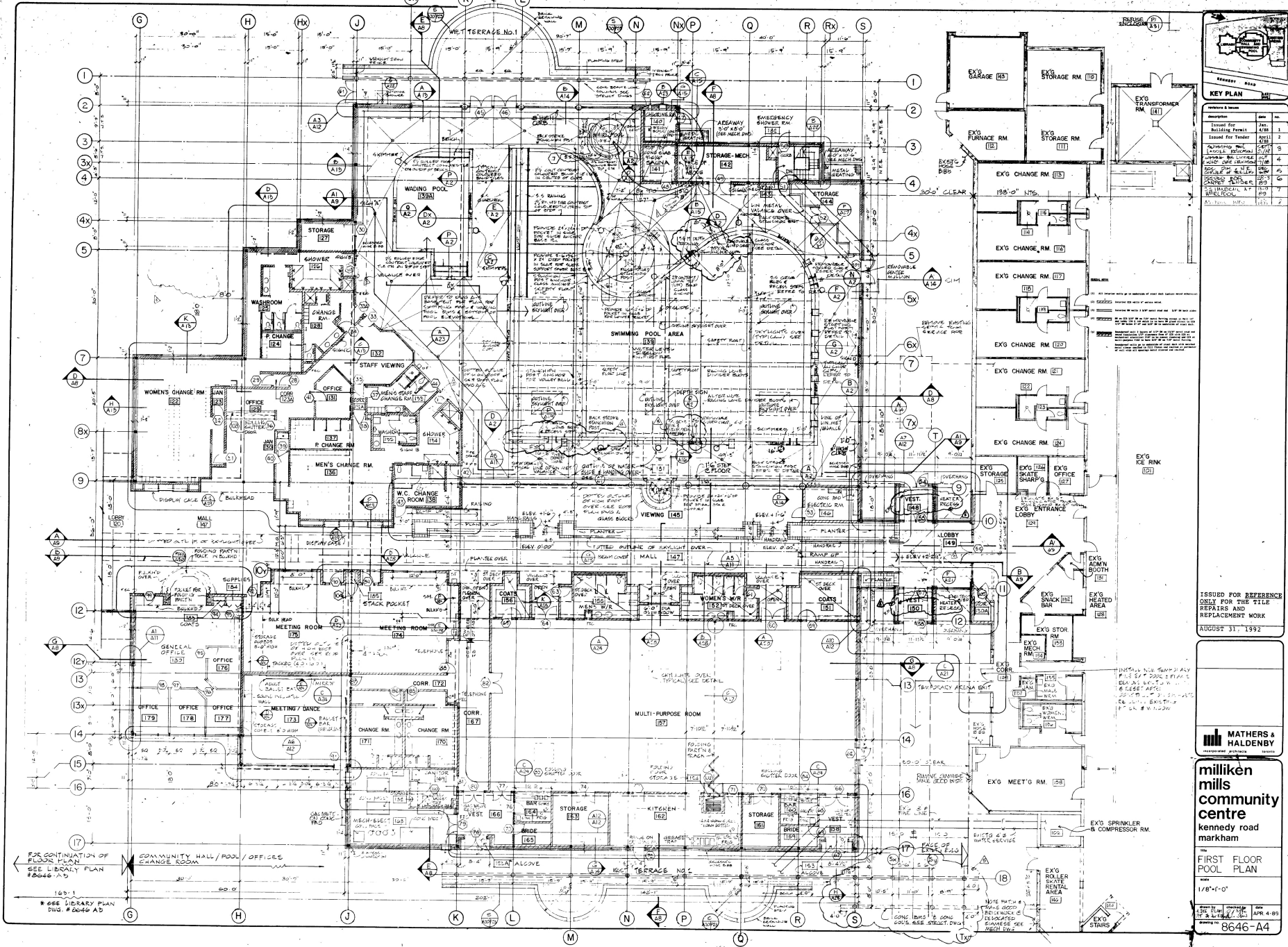
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ISSUED FOR PERMITTING	10/15/11	AK
ISSUED FOR PERMITTING	10/15/11	AK
ISSUED FOR PERMITTING	10/15/11	AK



milliken mills community centre
KENNEDY ROAD
MARKHAM

FIRST FLOOR - LIBRARY PLAN
1/8"=1'-0"

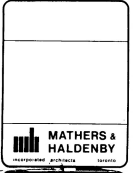
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BY: AK
APP: 4-68
6646-A4



REVISIONS

NO.	DATE	DESCRIPTION
1	1/23/92	ISSUED FOR PERMIT
2	2/12/92	ISSUED FOR PERMIT
3	3/12/92	ISSUED FOR PERMIT
4	4/12/92	ISSUED FOR PERMIT
5	5/12/92	ISSUED FOR PERMIT
6	6/12/92	ISSUED FOR PERMIT
7	7/12/92	ISSUED FOR PERMIT
8	8/12/92	ISSUED FOR PERMIT
9	9/12/92	ISSUED FOR PERMIT
10	10/12/92	ISSUED FOR PERMIT
11	11/12/92	ISSUED FOR PERMIT
12	12/12/92	ISSUED FOR PERMIT

ISSUED FOR REFERENCE ONLY FOR THE TILING REPAIRS AND REPLACEMENT WORK
AUGUST 31, 1992



milliken mills community centre
kennedy road markham

FIRST FLOOR POOL PLAN
1/8"=1'-0"
1992-08-31
8646-A4

FOR CONTINUATION OF FLOOR PLAN SEE LIBRARY PLAN #8646-A3
SEE LIBRARY PLAN #8646-A5
1/8"=1'-0"
* SEE LIBRARY PLAN DWG. # 8646-A5