

**Perform Building enclosure repairs which consists of repair existing windows and roof membrane at 321 Dovercourt Road as detailed in the consultant’s drawings and specifications documents and according to the City’s Contract.**

<b>CLOSING DATE:</b> Wednesday August 21, 2024	<b>CLOSING TIME:</b> 2:00 PM local time
<b>ISSUED DATE:</b> August 08, 2024	<b>RFSQ Reference NO.:</b> Doc #3512316731 <b>Category:</b> 01 <b>WORK ASSIGNMENT NO.:</b> CREM-PMO-24-014
<b>DIVISION CONTACT:</b> Malake Abou-Hmaid Corporate Real Estate Management Project Management Office	<b>PHONE NO.:</b> 416-397-5558

<b>BID RECEIPT – Return your Bid by the following submission method:</b>	
E-mail Malake Abou-Hmaid, Project Management Office at <a href="mailto:Malake.AbouHmaid@toronto.ca">Malake.AbouHmaid@toronto.ca</a>	
<b>Mandatory Site Meeting:</b>  YES X  NO  <b>Please email Arshad Valiyaveetil to RSVP for the site visit by Monday, August 12, 2024: <a href="mailto:Arshad.Valiyaveetil@toronto.ca">Arshad.Valiyaveetil@toronto.ca</a></b>  <b>Failure to attend will result in your submission being found to be non-compliant.</b>	<b>Location:</b> 321 Dovercourt Road, Toronto, ON M6J 3E4  <b>Meet at front entrance.</b>  <b>Date:</b> Wednesday, August 14, 2024  <b>Time:</b> 09:30 AM
<b>Deadline for Questions:</b>	<b>Bidders shall submit questions to Project Management Office by:</b>  <b>Date / Time:</b> August 15, 2024 at 04:00 PM
<b>Deadline to Issue Addendum:</b>	<b>Date / Time:</b> August 16, 2024 at 04:00 PM
<b>Agreement Terms and Conditions:</b>	The work/services shall be performed in accordance with all of the terms and conditions set out in this Request for Quotation and in accordance with the terms and conditions set out in the  Agreement Signed: February 8, 2023  RFSQ No. Doc #3512316731
<b>Process Terms and Conditions:</b>	As per RFSQ No. Doc #3512316731 and Appendices per call.

**REQUEST FOR TENDER FOR:**

**Perform Building enclosure repairs which consists of repair existing windows and roof membrane at 321 Dovercourt Road as detailed in the consultant's drawings and specifications documents and according to the City's Contract**

<b>RFSQ Reference NO.:</b> Doc #3512316731, <b>Category:</b> 01	<b>WORK ASSIGNMENT NO.:</b> CREM-PMO-24-014
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<b>Company Name:</b>			
<b>Address:</b>			
<b>Contact Name/Title:</b>			
<b>Telephone No.'s:</b>	<b>Bus. No.:</b>	<b>Cell No.:</b>	<b>Fax No.:</b>
<b>E-Mail Address:</b>			
<b>Total Cost for all that is required as specified herein (HST to be included for all construction projects)</b>	<b>COST</b>		
	<b>SUB-TOTAL</b>		\$ _____
	<b>H.S.T. (13% of Sub-Total above)</b>		\$ _____
	<b>TOTAL</b>		\$ _____
<b>Invoice to be sent to:</b> City of Toronto Accounting Services Division Corporate Accounts Payable 55 John Street 14Floor, Metro Hall Toronto, ON M5V 3C6	<b>NO BID</b>  <b>Reason:</b> _____ _____		

Any discounts for prompt payment will be considered provided that the discount prompt payment is not earlier than 15 days from the receipt of invoice by the City, Accounts Payable Division.

State Discount terms: \_\_\_\_\_

Bidders are expected to acknowledge receipt of Addendum/Addenda as indicated below. Failure to do so shall result in the bid being declared non-compliant.

**I/We acknowledge receipt of addendum \_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_ to \_\_\_\_\_.**

**I/We the undersigned offer to supply the above at the price and conditions hereon offered:**

\_\_\_\_\_

**Authorized Signature – I have authority to bind the Corporation.**

**THIS FORM SHALL BE COMPLETED, PROPERLY SIGNED AND RECEIVED ON OR BEFORE THE DATE AND TIME SPECIFIED, OR YOUR BID WILL BE DECLARED NON-COMPLIANT**

**The following documents form part of the RFT and are included or attached:**

- Appendix A – Scope of Work & Requirements
- Appendix B – Base Bid Pricing Form
- Appendix C – Drawings & Specifications
- Appendix D – Project Schedule
- Appendix E – Schedule A to Work Assignment Agreement

## **APPENDIX A – SCOPE OF WORK & REQUIREMENTS**

**General:** A summary of the scopes includes but is not limited to the following:

Building enclosure repairs which consists of supply of all labor, equipment and materials to repair existing windows and roof membrane as per the drawings and specifications

### **1. General Specifications**

The following list of documents (drawings and technical specifications) have been provided as email attachments when this Roster Work Assignment Request for Tender was issued, forming part of the Contract Document.

- Drawings and Specifications –
  - Issued for Tender set – 2024.08.02
- The General Contractor (GC) shall provide all labour, materials, equipment and supervision as necessary for this project in accordance with the Issued for Tender drawings and specifications attached.
- Provide construction hoarding to prevent debris from falling. Pedestrian traffic shall be safely maintain at all times and must be separate from the construction areas.
- At each interior and exterior opening performed for the windows, The contractor shall make it available for consultant [Entuitive] prior to repair commencement.
- Remove existing interior and exterior wall assembly as required as per drawings and specifications to perform the repairs at all window locations and reinstate the wall assembly once the repair is completed.
- Repair the roof membrane as noted in the drawings and specifications.
- Repair all windows and its associated membrane, anchors, alignment and sealant as noted in the drawings and specifications.
- Maintain Air and Water tightness of the building at all times as the repair work is being completed.
- Provide a mock up [ First Install Review] for a joint review with the Owner representative, Consultant and the Contractor for the following:
  - roof membrane repair work
  - Window repair work [ interior and exterior]
- Shop drawings and product submittals are to be submitted prior to 14 days in advance for the owner and consultants review. Resubmit as required to attain reviewed or reviewed as noted status.

### **2. Supplementary Conditions**

This work shall include, but not be limited to the following scope of work and requirements below:

#### **A. CONSTRUCTION PLANNING**

- 1) Provide a Construction Schedule in accordance with the Schedule A –Work Assignment Agreement and for review within seven (7) calendar days from date of award. The Project Schedule is to be approved by the City and the Consultant prior to commencement of work. Update schedule as required or requested by the City to ensure accuracy of project deliverables.
- 2) The GC must maintain a Contact List for the duration of the contract and submit to the City PM and Consultant within ten (10) working days from date of Award. The list must include the name of each sub-contractor involved in the project with their company name/address/phone number, lead contact, and email address. The GC's company information must also be included with contact information with the Owner of the company, project manager, site supervisor, site foreman and emergency 24 hour contact phone number.

- 3) Prior to starting construction, the GC is to obtain a Notice of Project from the Ontario Ministry of Labour. The GC shall provide a copy of the Contractors Health and Safety Policy, as well as the Health and Safety Plan specifically for the project to the City of Toronto.
- 4) Provide a Staging Plan to the City indicating disposal bin location, material staging area (if any); these areas are to be restricted from public access with safety barriers complete with signage. This plan must be approved by the City of Toronto and the Consultant prior to any mobilization on site.
- 5) Provide Pre-Construction Report with photos, copy to Project Manager prior to start of removals and Construction. This Pre-Construction report must be submitted prior to start of the works and also provided as part of the close out documentation.
- 6) Prior to the start of any and all work, the GC shall notify the Consultant of any discrepancies or omissions which would interfere with the satisfactory completion of the work.
- 7) Coordinate and administer all necessary inspections for Authorities having jurisdiction including but not limited to ESA inspections, Building Department Inspections and signoff, for all permits. The complete approvals of these agencies is the responsibility of Contractor.
- 8) A biweekly progress meeting shall be arranged for a joint review of the project with the owner representative and consultants.
- 9) The following are additional requirements to be followed:
  - **All construction work, including noisy and vibration work, shall be limited to the hours of 9:00 A.M. to 4:00 P.M., Monday to Friday, and is prohibited on Saturday and Sunday.**
  - There is no available parking on site for GC/trades.
  - If a garbage bin is required, location must be coordinated/approved by Facilities Management
  - There is no service elevator.
  - Fire Alarm By-passes after 3:30 pm (if required) must be arranged with the Fire Life Safety team (FLS) at least 48 hours notice. Fire Watch arrangement during FA bypass will need to be arranged by the Project Manager with Security and confirmation of these details reported to FM.
  - Any requests for Building Operator assistance after 3:30 pm will be charged back to the project at time and a half (min. of 4 hours) and conditional to L416 requirements.
  - Changes to the floor plan must be reflected on Fire Safety Plan (contact FLS team to see how they want this updated).
  - Any power or service interruptions need to be coordinated/approved by FM and the Owner, minimum three (3) days in advance of any service interruptions.

## **B. CONSTRUCTION SCHEDULE / SEQUENCING**

- 1) Planning, scheduling, co-ordination and supervision of all sub-trades and work during the implementation of the scope of work. Ensure that sub-trades are co-ordinated in a manner to cause the least amount of disruption and **shortest project duration**.
- 2) Work Sequencing and Construction Plan must be incorporated in the Project Schedule prepared by the GC based on review of site, City's feedback, and Consultants recommendations. Any changes to the plan must be reviewed by the City for approval, at their discretion.
- 3) The GC is encouraged to find efficiencies and opportunities to accelerate the overall completion of the project. If successfully implemented these efforts will be reflected on the City's Contractor Performance Evaluation for this category of the contract.

### **C. CONSTRUCTION ZONE**

- 1) The areas of construction are to be clearly delineated and signed for safety purposes at all times, including access to exits, and clear paths of travel. Maintain adequate safety communication signage at all times in accordance with the Ontario Health and Safety Act.
- 2) **The site is an occupied building with vulnerable tenants requires special consideration to ensure safety, health, and minimal disruption.** Control dust and noise levels through appropriate barriers and equipment.
- 3) Emergency exiting and egress paths cannot be obstructed during construction.
- 4) The GC must ensure the work area is free and clear of debris at all times and allow for minimum OBC egress requirements through the work area at all times.
- 5) The GC shall maintain all of the life safety systems and devices in good working order for the entire duration of the project.
- 6) Prior to final handover of project area to the City of Toronto for occupancy, the GC shall provide construction clean up and general cleaning of all work areas to an acceptable level by the City of Toronto as indicated in the attached Construction Documents, including but not limited to the utilized site areas.
- 7) Cleaning of interior renovated space. The entire post-construction site is to be dust free and all stains must be removed from any flooring, walls, and/or ceilings.
- 8) The GC must make every effort to keep the lunchroom area, washrooms, and/or corridors where building access is granted during the duration of the work in clean condition, and to clean any areas where debris/dirt has been left by the GC.
- 9) The Contractor is responsible to clean up and removal from the premises all waste materials, rubbish, wrappings and salvages as generated by the construction.

### **D. CONSTRUCTION PERIOD**

- 1) Protection of existing facility, finishes, etc. during project. Any damages caused by the Contractor to existing facilities will be the Contractor's responsibility to rectify. Refer to technical drawings and specifications prepared by the Consultant for additional information.
- 2) Any construction tools and / or equipment used on project must follow OHSAA guidelines or any other code requirements having jurisdiction over tools and equipment.
- 3) All sub-contractor's shop drawings shall be submitted to the Consultant for approval through the GC prior to work being performed, unless otherwise noted. All Contractors shall submit cuts, samples and finishes for written approval prior to ordering of fabrication.
- 4) The GC shall keep the City's hubs rooms and communications riser operational at all times. City staff and its vendors shall have access to this space at all times throughout the duration of the work. New work in these rooms should be well coordinated with City staff and Bell Canada.
- 5) Disposal of any construction materials/debris, in a legal manner and in accordance with City of Toronto Construction, Renovation & Demolition Waste Management Policy. Location of waste removal bin shall be coordinated and approved by the City of Toronto.

### **E. COMMENCEMENT AND COMPLETION DATE**

- 1) The start date of this Contract is immediately upon receipt of a purchase order, issued by the City of Toronto Project Manager and/or Purchasing Materials Management Division. The scope of work

is to commence immediately after the award of the Contract. Award is conditional upon all approvals, bonding and insurance being in place. Continuous and progressive operation shall be carried out until the work is completed.

- The **Substantial Performance date is Friday December 06, 2024 or sooner.**
  - The **100% completion date is Tuesday, December 17<sup>th</sup>, 2024.**
- 2) The General Contractor is responsible to provide all the forces necessary to complete the scope of work within the specified timeframe. Should any work be delayed for any reason other than what is permitted within Schedule A –Work Assignment Agreement then the General Contractor shall not be entitled to any claims and will be subject to penalty via liquidated damages clauses noted within Schedule A – Work Assignment Agreement.
  - 3) Completion dates of the Contract may be extended subject to the required approvals being obtained in accordance with the applicable Schedule A –Work Assignment Agreement.

#### **F. WORKING HOURS**

- 1) All work shall be limited to the hours of **9:00 AM to 4:00 PM, Mondays to Fridays, and is prohibited on Saturdays and Sundays. Requests to work outside of these hours shall be submitted in writing for the Owner’s review and acceptance, a minimum of five working days in advance. Work shall not proceed outside of the pre-approved work hours without the Owner’s express written approval.**
- 2) No additional payment for after operational hours and weekend work will be permitted.
- 3) The General Contractor must schedule and perform the work in accordance with the City of Toronto Municipal Noise By-Law and include for all costs associated with this in their base bid price.

#### **G. BUILDING SERVICES**

- 1) Work involving system shut downs must be requested three (3) working days in advance. The GC must wait for written authorization to proceed with the work by the City and Consultant. The GC must coordinate work, schedule, tie-ins, and shutdowns with Owner’s representatives from Toronto Fire/Paramedic Services, PMO, Facilities Management, and other applicable building service providers that may be affected by work as part of this contract.
- 2) If applicable, the GC must review and comply with Standard Building Automation System (BAS) Requirements when upgrading/installing new HVAC/electrical systems that tie into the BAS, to the satisfaction of the City.

#### **H. BUILDING ACCESS AND SECURITY**

- 1) While work is being performed, access to the work areas will be granted to the GC for the duration of the contract. The GC is solely responsible for securing the work site and protecting their equipment while their trades are working, at all times.
- 2) The GC and all Subcontractors may be required to undergo a security check, and may be required to complete a non-disclosure agreement prior to beginning any work on site prior to being issued security access cards.
- 3) All access to the site must be approved by the City. All those permitted entrance to the site must comply to the requests of the City.
- 4) The City, the Consultant, and its designated vendors shall have unlimited access to the premises for the purpose of inspecting the construction work in progress.

- 5) The GC must maintain adequate safety communication signage at all times in accordance with the Ontario Health and Safety Act.
- 6) The GC must provide site supervision while sub-contractors are on site throughout the duration of this contract. Sub-contractor(s) are not to be left unsupervised working on site under any circumstances.
- 7) The GC site supervisor / foreman is solely responsible to provide access to the site for all sub-contractor(s) and to secure the site and the end of any shift.

#### **J. SPECIAL NOTES**

- 1) The GC shall be permitted to use the lunchroom and/or washroom facilities within the occupied areas of the building during construction period.
- 2) There will be no-smoking permitted on City of Toronto property or near the entrance to the facility.
- 3) Ensure that any subcontractor or trade receive full specifications, drawings, and instructions necessary to proceed with the work, and they coordinate and cooperate to ensure their work does not adversely impact other trades or sub-contractors. The GC must obtain more accurate information about locations, arrangements, etc., from study and co-ordination of the Contract Documents and site conditions. The GC must become familiar with each and every condition affecting these matters before proceeding with the work.
- 4) All work, whether shown or implied, unless specifically questioned, shall be considered fully understood in all respects by the GC, and he/she will be responsible for any misinterpretations or consequences thereof for all work shown on all contract documents.

#### **K. COORDINATION WITH OWNERS' SUBCONTRACTORS AND/OR VENDORS**

- 1) Work with City staff and its vendors and include costs in the base bid price form for supervision and coordination with the vendors to remove and/or modify scaffolding. The GC will include a placeholder for this work in their construction schedule in order to facilitate the implementation of the work. Approved City Vendors and City Divisional Staff include but are not limited to:
  - a. Scaffolding contractors.
- 2) The GC will cooperate with all City of Toronto personnel to facilitate the work of the contract including but not limited to maintenance and security personnel.
- 3) The Owner will not coordinate any work of the designated subcontractors. All designated subcontractors to be the responsibility of the GC and be co-ordinated accordingly to perform the work of the contract.
- 4) The GC should also allow the City's Vendors and Sub-Contractors sufficient time to coordinate and schedule the installation of their work in order to not delay to the targeted completion date of the project. The GC will be expected to allow the City's Vendors and Sub-Contractors into the work space prior their work taking place and invite them to pertinent construction meetings required for coordination.

#### **L. SUBCONTRACTORS & DESIGNATED VENDORS/SUBCONTRACTORS**

- 1) Carry all designated sub-contractors indicated in this Tender Refer to Appendix C – 'List of Subcontractors Form'.
- 2) Employ the following sub-contractors for work indicated. Include their work into the base Contract Price unless otherwise instructed to retain through the cash allowance. Include the cost of all designated subcontractors in the base Contract Price.



## **N. CLOSE-OUT DOCUMENTS**

- 1) Maintain a complete set of record drawings and specifications throughout the duration of the work of the contract on site and make available to the City and Consultant when requested.
- 2) Drawings must be in the latest AutoCAD version (2018 or sooner) in .dwg format, according to AIA Layer Standard. All CAD file (.dwg) must contain all specific (to the drawing) directories or information and/or have external references pointing to any data or files.
- 3) One type of information is to be provided on each drawing; mixing the drawing types is not permitted. One drawing per floor or location is required. Multiple location drawings are not permitted.
- 4) Upon request, one hard copy set is to have full size drawing (24x36) and the other two sets are to have folded tabloid size drawings (11x17). The USB drives are to be vinyl labelled with the project name and contract #.
- 5) Upon request, the GC is to provide two (2) hard copies of the Operating & Maintenance Manuals and 1 USB shall be submitted. Binders are to be bound in vinyl hard cover 3 "D" ring type loose-leaf for letter size paper and logically printed double sided. Binders are not to exceed 75 mm thick or be more than 2/3 full.
- 6) Organize contents into applicable sections of work to parallel project specifications breakdown. Include a cover page and table of contents and mark each section by labelled tabs protected by celluloid covers fastened to hard paper dividing sheets.
- 7) Electronic file names are to be logical and applicable to the content info with minimal use of abbreviated symbols.
- 8) The electronic submission must include labelled folders and each pdf, Excel, Word, CAD, other file must be consistently labelled and have a relevant description. Scanned files must be limited and pdf are to be readable format.
- 9) The project Close Out documents (including CAD/PDF and hard copy as-builts drawings) and the Operations and Maintenance manuals must be submitted by the GC and accepted by the Project Administrator before the Certificate of Substantial Performance can be certified by the Consultant.
- 10) Close-Out Documents must follow the filing index format noted below and include but not be limited to the following files (on USB and 2 ring Binders):
  - **Project Information**
    - Table of Contents
    - GC Project Team contact information including full Sub-Contractor Contact List with addresses, phone numbers, names and email addresses
    - Notice of Project
  - **As Built**
    - As-built Drawings (AutoCAD files to be included in the electronic submission + hard copy)
    - Red line drawings (scans in colour)
  - **Shop Drawings**
    - All final stamped / reviewed by consultant version
    - 1 pdf per shop drawing (not multiple pages) submission
    - File name is to be applicable to content
    - Shop drawing log sheet
  - **Reports**
    - Commissioning / Air Audit Report
    - ESA/TSSA Reports

- Testing & Inspection Reports / Consultant Inspection Reports
- **Schedules & COs**
  - Baseline schedule
  - Final schedule
  - All approved Change Orders and Change Directives
- **Health & Safety**
  - Corporate Policy
  - Health & Safety Site specific policy/pre-start report and Emergency Plan
  - MSDS
- **Photographs**
  - Pre-construction site condition report and photos
  - Construction progress photos
  - Completed work photos
- **Substantial Performance & Publication**
  - Certificate for Substantial Performance
  - Proof of Publication (DCN)
- **Warranties**
  - Two Year Warranty Certification from the GC with the date of Substantial Performance clearly noting its sub-contractors, suppliers and manufactures warranties
- **Maintenance and Operation Manuals**
  - Maintenance and Operation Manuals
  - Completed Asset and Equipment PM Details Form
  - Consolidated maintenance schedule
  - Record of equipment demonstration and training with all sign in sheets
- **Close Out / Sign Off:**
  - Prime Consultant sign-off letters / Final Completion Certificate
  - Building permits
  - Building inspector sign off and occupancy approval

**APPENDIX B - BASE BID - PRICING FORM**  
**CREM-PMO-24-014**

**Perform Building enclosure repairs which consists of repair existing windows and roof membrane at 321 Dovercourt Road as detailed in the consultant's drawings and specifications documents and according to the City's Contract.**

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**NAME OF CONTRACTOR:** \_\_\_\_\_

The Bidder must provide the rate and the amount for each Tender item, the total for each part / subsection, the grand total, HST amount and the total amount of Tender on the forms in the ensuing pages. Bidders that do not fully complete these forms (such as leaving lines blank), or have unclear answers (such as "n/a", "-", "tba" or "included" etc.) will be declared non-compliant. Prices that are intended to be zero cost/no charge to the city are to be submitted in the space provided in the price schedule as "\$0.00" or "zero".

All spaces for the aforementioned information must be completed in ink ensuring the printing is clear and legible.

Where included, the Alternative Prices, and Supplementary List of Prices Required for Extra Work Forms must also be completed.

The lowest Bidder will be determined solely from the Total Base Bid, subject to the City's reserved rights not to award to any Bidder.

Please note: When any additional work to the contract is required, and agreed upon, a Change order will be issued for the additional cost, to be paid through the Contingency Allowance.

The following itemized prices shall be INCLUDED in the Tender Price (all H.S.T. excluded).

Please Note: When any additional work to the contract is required, and agreed upon, a Change Order will be issued for the additional cost. The Contractor may only add as their markup of 10% overhead and 5% profit margin.

**A.) BASE BID – PRICE BREAKDOWN TENDER WORK ASSIGNMENT NO.: CREM-PMO-24-014**

Item	Description	Unit	Quantity	Unit Rate	Total Price (Quantity x Unit Rate)
<b>Construction Items</b>					
1	General Conditions	L.S.	1	\$ _____	\$ _____ -
2	Removal, Demolition & Disposal	L.S.	1	\$ _____	\$ _____ -
3	Shoring	L.S.	1	\$ _____	\$ _____ -
4	Metals	L.S.	1	\$ _____	\$ _____ -
5	Interior Finishes	L.S.	1	\$ _____	\$ _____ -
6	General Electrical Requirements	L.S.	1	\$ _____	\$ _____ -
7	Exterior Improvements	L.S.	1	\$ _____	\$ _____ -
8	<b>CONTINGENCY **</b>	L.S.	1	<b>TBD</b>	<b>TBD</b>
<b>D) Total Base Bid Price</b> (Sum of Items 1 to 7) Exclusive of HST) .....				\$ _____	
<b>E) HST Amount</b> (13% of above item D.) .....				\$ _____	
<b>F) Total Amount of Tender Call</b> (Sum of D + E) (* Copy Total Amount to front tender cover page.) .....				* \$ _____	

**\*\*CONTINGENCY**

For extra work as approved, in writing, by the City Project Manager, Project Management Office.

**APPENDIX C - LIST OF SUBCONTRACTORS FORM**

The Supplier shall provide each Subcontractor for the Work types listed in the table below or indicate "OWN FORCES" in the "Subcontractor Name" column if a Subcontractor will not be used for the Work type indicated. The names of all Subcontractors to be used for each Work type indicated must be provided. Suppliers shall not indicate "TBD" (To Be Determined) or similar wording. If Suppliers are provided a pre-approved list of mandatory Subcontractors for a work type; i.e. "Electrical", they must provide a subcontractor from that pre-approved list.

The list of Subcontractors is based on information available at time of Tender close. In the event Subcontractor information changes prior to notification of recommendation of award the Supplier must inform the Procurement Contact of the change in writing. Where a pre-approved list of mandatory Subcontractors was provided, the Subcontractor being replaced and the replacement Subcontractor must both be from the pre-approved list of mandatory Subcontracts included in the solicitation.

<b>Subcontractor Name</b>	<b>Work Type</b>	<b>Contact name</b>	<b>Contact Phone #</b>	<b>Approx. % of contract value to be performed</b>
	Demolition			
	Shoring			
	Metals			
	Drywall			
	Painting and finishes			
	Flooring			
	Roofing			
	Electrical			
	Mechanical			

## **APPENDIX D - DRAWINGS & SPECIFICATIONS**

### **Attached to the RFT:**

- Drawings and Specifications –
  - Issued for Tender – 2024.08.02

**APPENDIX E - SCHEDULE A to WORK ASSIGNMENT AGREEMENT**

**INFORMATION SHEET – WORK ASSIGNMENT AGREEMENT**

The following table provides information cross-referenced in the provisions and schedules of the Master Roster Agreement. All reference to GCs are located in Schedule D – General Conditions of the Master Roster Agreement.

<b>Row</b>	<b>Input Information</b>	<b>Reference</b>	<b>Description</b>
<b>A. Names and Information</b>			
<b>A.1</b>	Project	Sch. C, Definition 83 & GC 3.8.2.3(1)	<i>321 Dovercourt Road – Building enclosure repairs – Roof and windows.</i>
<b>A.2</b>	Site	Definition 99	<i>321 Dovercourt Road, Toronto, ON, M6J 3E4</i>
<b>A.3</b>	Notice information	GC 1.6.1.2, GC 1.6.1.3 & GC 1.6.1.4	<i>To be provided after Award</i>
<b>A.4</b>	Identity of Contract Administrator	Sch. C, Definition 24	<i>Entuitive Michael Kmetiuk, Project Engineer E-mail: <a href="mailto:Michael.Kmetiuk@entuitive.com">Michael.Kmetiuk@entuitive.com</a> Phone Number: 437.991.8164</i>
<b>A.5</b>	Identity of Owner Representative	Sch. C, Definition 72	<i>Corporate Real Estate Management, Project Management Office Arshad Valiyaveetil, Project Manager Email: <a href="mailto:arshad.valiyaveetil@toronto.ca">arshad.valiyaveetil@toronto.ca</a> Phone number: 416-918-3912</i>
<b>A.6</b>	Approved Subcontractors	GC 3.8.3, GC 3.8.3.1 & GC 3.8.3.2	<i>Refer to: Appendix A - Scope of Work and Requirements, and Appendix C - List of Subcontractors</i>
<b>B. Pricing, Markups and Liquidated Damages</b>			
<b>B.1</b>	Contractor's Markup for negotiated fixed price and negotiated unit price changes in the Work performed by Contractor	Sch. E, s. 2.2.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.2</b>	Total Cumulative Markup allowed for Contractor, Subcontractors, Suppliers and Sub-subcontractors on negotiated fixed price and negotiated unit price changes in the Work performed by Subcontractors,	Sch. E, s. 2.2.3.2	<i>Refer to Information Sheet in Master Roster Agreement.</i>

Row	Input Information	Reference	Description
	Suppliers or Sub-subcontractors (and not performed by the Contractor)		
<b>B.3</b>	T&M Percentage Markup for changes in the Work performed by Contractor	Sch. E, s. 3.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.4</b>	Total Cumulative T&M Percentage Markup allowed for Contractor, Subcontractors, Suppliers and Sub-subcontractors on changes in the Work performed by Subcontractors, Suppliers or Sub-subcontractors (and not performed by the Contractor)	Sch. E, s. 3.3.2	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.5</b>	Markup for Cash Allowance overages	GC 6.1.4	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.6</b>	Amounts of Delay Liquidated Damages	GC 7.6.1	<i>\$2,000 per Calendar Day that is a weekday</i>
<b>B.7</b>	Changes in the Work on a Time & Material Basis	Sch. E, s. 3	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.8</b>	Schedule B2 Schedule of Prices for Changes in the Work	Pricing Form	<i>N/A</i>
<b>B.9</b>	Invoice Period	Sch. C, Definition 54	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>B.10</b>	Giving of a Proper Invoice	GC 5.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C. Dates, Time Periods and Deadlines</b>			
<b>C.1</b>	Effective Date	Sch. C, Definition 40	<i>To be finalized after award</i>
<b>C.2</b>	Commencement Date	Sch. C, Definition 17 & GC 3.1.6	<i>Commence immediately upon award and expect project duration to last for approximately 10-12 weeks.</i>



Row	Input Information	Reference	Description
<b>C.3</b>	Key Work Milestones	Sch. C, Definition 56	<ul style="list-style-type: none"> <li>• <i>Construction Commencement</i></li> <li>• <i>Roof works</i></li> <li>• <i>Window interiors and Exterior works</i></li> <li>• <i>Substantial Completion</i></li> <li>• <i>Occupancy</i></li> <li>• <i>Deficiency Completion</i></li> <li>• <i>Close-Out</i></li> </ul>
<b>C.4</b>	Scheduled Date for Substantial Performance of the Work	Sch. C, Definition 94	<i>On or before Friday December 06, 2024</i>
<b>C.5</b>	Scheduled Date for Total Performance of the Work	Sch. C, Definition 95	<i>On or before Tuesday, December 17<sup>th</sup>, 2024.</i>
<b>C.6</b>	Warranty Period	Sch. C, Definition 124	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C.7</b>	Working Days	Sch. C, Definition 129	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C.8</b>	Number of Days for Contract Administrator to Issue a Certificate for Payment	GC 5.4.1.2	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C.9</b>	Deadline to acknowledge a Contemplated Change Order	GC 7.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C.10</b>	Deadline to respond to a Change Directive	GC 7.3.5	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>C.11</b>	Suspension Period for Stop Work Orders	GC 11.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>D. Insurance, Contract Security, Bonds and Contractual Holdback</b>			
<b>D.1</b>	Insurance Coverages	GC 8.1.1.1, GC 8.1.1.2, & GC 8.1.3	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>D.2</b>	Additional Contract Security	GC 8.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>D.3</b>	Amount of the Contractual Holdback	GC 8.4.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>D.4</b>	Percentage by which Contractual Holdback is Reduced after Total Performance of the Work	GC 8.4.3	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>D.5</b>	Surety Bonds	GC 8.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>

Row	Input Information	Reference	Description
<b>E. Miscellaneous</b>			
<b>E.1.</b>	Alternate order of priority of the Agreement Documents	GC 1.1.7.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
<b>E.2.</b>	Fair Wage Schedule	Sch. F, if applicable	<i>Refer to Information Sheet in Master Roster Agreement.</i>

**Appendix F – Bid Bond**

BOND NO: \_\_\_\_\_

THE FOLLOWING PARTIES:

●

herein called the “Principal”

- and –

●

herein called the “Surety”

are jointly and severally held and firmly bound unto the City of Toronto, hereinafter called the “City”, each, in the penal sum of

**10% of the Bid amount**

of lawful money of Canada, to be paid to the City or to its successors or assigns for which payment well and truly to be made, we jointly and severally bind ourselves, our and each of our several and respective executors, administrators, successors and assigns and every of them forever firmly by these presents.

SEALED with our several and respective seals.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

WHEREAS the said Principal is submitting to the City its bid (the “Bid”) for

REQUEST FOR TENDERS NO. CREM-PMO-24-014 (the “RFT”)  
CONTRACT NO. Doc #3512316731

and the said Bid provides that it is to continue open to acceptance and to be irrevocable until the formal contract is executed by the successful Supplier.

The condition of this obligation is such that if, on acceptance of the Bid of the aforesaid Principal in accordance with the terms and conditions of the RFT documents within the time period prescribed by the RFT documents for said Bid to be open for acceptance and irrevocable (the “Bid Validity Period”), the said Principal shall, within the time required, enter into a formal contract and give good and sufficient bonds required by said RFT documents to secure

- (i) the performance of the terms and conditions of the contract, and
- (ii) payment for certain labour and materials,

both in the forms required by the City then this obligation shall be void; otherwise the Principal and Surety will pay unto the City the difference in money between the total amount of the Bid of the said Principal and the sums of the amount for which the City legally contracts with another party to perform the work and for which the City of Toronto may expend or for which it may become liable by reason of such default or failure, including the cost of any advertisement for new bids if the latter sums of the amount be in excess of the former; but in no event shall the Surety’s liability exceed the penal sum hereof.

It is a condition of this Bond that it will remain valid for a period of an additional **90 days** beyond the Bid Validity Period.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

SEALED AND DELIVERED	)	_____
in the presence of	)	_____
	)	_____
	)	Principal
	)	_____
	)	_____
	)	_____
	)	Surety