



Request for Tender 24-01
Sherwood Library Renovation



The London Public Library

Financial Services LPL
251 Dundas Street,
London, Ontario N6A 6H9

September 23, 2024

ELECTRONIC BID SUBMISSIONS ONLY shall be received by bids&tenders, no later than the closing time and date:

2:00:00 p.m., local time, Tuesday October 15, 2024

Request for Tender Number	RFT-24-01
Project Name	Sherwood Library Renovation
Question Period Closing Date and Time	Monday October 7, 2024
Mandatory Site Visit Date and Time	Tuesday October 1, 2024 at 10:00am
Site Visit Location	1225 Wonderland Rd N Unit 32
Tentative Commencement Date	November 11, 2024
Ready-For-Takeover Date	April 31, 2025
Cash Allowances:	
Abatement	\$30,000
Signage	\$10,500
Wall Graphics	\$12,500
Bid Deposit	10% of Bid Price
Bonding - Performance	50% of contract price, excluding HST
Bonding - Labour and Material	50% of contract price, excluding HST
Open for Acceptance	60 days from Tender close

1.0 Mandatory Site Examination

- a) Each Bidder must visit the site of the work before submitting their Tender to familiarize themselves with the local conditions to be met with during the construction and conduct of the work. They shall make their own estimate of the facilities and difficulties to be encountered including the nature of the surface materials and conditions. No claim shall be allowed at any time after submission of the Tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.
- b) Failure to make the necessary examinations or investigations shall not be accepted as an excuse for any default on the part of the Contractor to fulfil in every detail all the requirements of the Contract Documents or be accepted as a basis for any claims whatsoever for extra compensation or an extension of time.
- c) The Bidder shall also make all investigations necessary to obtain all required information regarding access to the site and required facilities for storage and construction operations.
- d) A **mandatory** site visit has been scheduled. Interested Bidders are invited to be at the site at the time and date specified. No inspections will be conducted at any other times than that specified.
- e) Bidders who are more than 10 minutes late to a mandatory site visit will be noted as 'absent' and will not be eligible to bid. Attendance is compulsory; Bidders are expected to stay the full duration of the site visit. Those who leave before the site visit has officially concluded will be noted as 'absent' and will not be eligible to bid.
- f) In extenuating circumstances if the Bidder notifies the Procurement Officer / Specialist in advance of the site visit then an additional 15-minute grace period may be granted. Alternatively, a Bidder can send a proxy to attend on their behalf.

2.0 Requirements at Time of Tendering

Bidders must submit the following with their Bid submission. Failure to do so shall result in the Bid being rejected.

- a) Digital Letter of Agreement/Letter of Guarantee
- b) Digital Bid Deposit

Bidders shall submit a bid deposit and Agreement to Bond from a Surety company authorized by law to carry on business in the Province of Ontario, in favour of the London

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Public Library. Bonds must be irrevocable and open for bid acceptance for at least 60 days from the date of bid closing.

Each submission must be accompanied by a digital Agreement to bond. The London Public Library will only accept submissions that include both the bid deposit and Agreement to Bond in an electronically verifiable/enforceable (e-Bond) format.

Scanned copy of bonds are not acceptable.

3.0 Requirements at Time of Execution

Subject to an award of the contract, the Successful Bidder is required to submit four (4) original copies of the following documentation in a form satisfactory to the London Public Library for execution within seven (7) working days after being notified to do so in writing. The Successful Bidder will not commence work until such time that all the completed documentation has been received and the contract has been signed by the City, in accordance with the conditions required at time of execution.

a) Executed Bonds

i) Performance Bond

The Successful Bidder shall furnish an original Performance Bond from a Surety Company licensed to operate in the Province of Ontario, to cover the faithful performance of the contract including the corrections after final payment as provided for in the Contract Documents and the payment of all obligations arising under the contract or as a result of any default, delay, neglect, or wrongful act of the Successful Bidder and including the payment of all resulting legal and engineering expenses incurred by the London Public Library in the event of any default, delay, neglect or wrongful act by the Successful Bidder. Only the Construction Lien Act Form 32, **Performance Bond** document is acceptable.

The Successful Bidder shall, throughout the term of the contract, advise the Bonding Company of all changes to the contract price or the nature of the work so that the bond may be revised if necessary. The Successful Bidder shall furnish the London Public Library with a copy of each revision to the bond.

ii) Labour and Material Bond

The Successful Bidder shall furnish an original Labour and Material Payment Bond from a Surety Company licensed to operate in the Province of Ontario to cover the faithful performance of the Contract as provided for in the Contract Documents in regard to all payments for labour, materials and services required for the work and the discharge of all liens and claims connected therewith and to cover the payment of all resulting legal and

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engineering expenses incurred by the London Public Library in the event of any default, delay, neglect or wrongful act of the Successful Bidder. Only the Construction Lien Act Form 31, **Labour and Material Payment Bond** document is acceptable.

The Successful Bidder shall, throughout the term of the Contract, advise the Bonding company of all changes to the contract price or the nature of the work, so that the bond may be revised if necessary. The Successful Bidder shall furnish the London Public Library with a copy of each revision of the bond.

b) **Executed Agreement**

Signed Agreement between the Successful Bidder and the London Public Library.

c) **Insurance**

Insurance shall be completed on the City of London's **Certificate of Insurance – Contractor**. The form can be found on the City of London Procurement and Supply/Information for Vendors web page.

The Successful Bidder shall, throughout the term of the contract, advise the insurance company of all changes to the contract or nature of the work so that the insurance may be updated as necessary.

d) **Declaration**

At the time of execution of the Contract and prior to receiving payment for substantial and total performance of the work, the Successful Bidder shall submit a Declaration stating that they have paid all assessments or compensations payable and has otherwise complied with all the requirements of the Workplace Safety and Insurance Board, and that the successful Bidder has paid all taxes and/or penalties imposed on it by the Corporation Tax Act of the Province of Ontario.

e) **Workplace Safety and Insurance Board - Certificate of Clearance**

The Successful Bidder shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This form must be furnished prior to commencement of work, every 90 calendar days or upon receipt of a Clearance Certificate from WSIB throughout the contract and must be submitted with final invoice before payment is made. The Successful

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Bidder further agrees to maintain their WSIB account in good standing throughout the contract period.

If the Successful Bidder is a non-construction*, self-employed individual, partner or executive officer who does not pay WSIB premiums and is recognized by WSIB as an 'independent operator' a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the London Public Library prior to commencement of work.

*Construction refers to Class G – Construction of Schedule 1 (O. Reg. 175/98) and/or business activities included in Class G in the WSIB Employer Classification Manual.

Review the revised regulation at the WSIB website

Review **Class G services**.

The Successful Bidder will also be required to produce a Certificate of Clearance from the Workplace Safety and Insurance Board throughout the contract, including all payment certificates.

If the Bidder fails to pay the required assessment or compensation, the London Public Library may pay such assessments or compensation to the Workplace Safety and Insurance Board and deduct such amounts from the Successful Bidder.

- f) Ontario RSO 1990 C.IO Occupational Health and Safety Act & Regulations (Notice of Project)
- g) Complete Notification and Acknowledgement of Designated Substances on Project if applicable.
- h) Verification of Registration as Contractor (with Ministry of Labour) (Form 1000)
- i) Safety Policies and Procedures and Related Documentation
 - a) Written health and safety policy and program where required under Section 25(2) (j) of the Occupational Health and Safety Act. Where not required under 25(4), Successful Bidders are asked to provide procedures or a written description of safety practices applicable to the work to be performed under the contract.
 - b) Provide additional documentation/policies/procedures as applicable and as outlined in the contract requirements. These additional requirements, if any, will be found in the Contract Document.
 - c) Contractors General Workplace Health and Safety Requirements
- j) Completed Contractor AODA Declaration of Accessibility Compliance for Contracted Services form

k) Preliminary Project Schedule

4.0 Acceptance of Offer

The acceptance and award of the Tender and execution of an agreement is subject to approval of the London Public Library Board.