

Fire station no. 243, 4560 Sheppard Ave East, - Site, ventilation and fire alarm system upgrades as detailed in the consultant's drawings and specifications documents and according to the City's Contract.

CLOSING DATE: April 25, 2025	CLOSING TIME: 12:00 NOON local time
ISSUED DATE: April 9, 2025	RFSQ Reference NO.: Doc3512316731 Category: 01-Electrical WORK ASSIGNMENT NO.: CREM-PMO-25-009
DIVISION CONTACT: Malake Abou-Hmaid Corporate Real Estate Management Project Management Office	PHONE NO.: 416-397-5558

BID RECEIPT – Return your Bid by the following submission method:

E-mail Malake Abou-Hmaid Project Management Office at Malake.AbouHmaid@toronto.ca

* **Mandatory Submission:** See Appendix BA for Quotation Submission Requirements
Failure to include mandatory items will result in your submission being found to be non-compliant.

Mandatory Site Meeting: YES X NO Please email Helen Lyronis to RSVP for the site visit by Monday April 14, 2025: Helen.Lyronis@toronto.ca Failure to attend will result in your submission being found to be non-compliant.	Location: 4560 Sheppard Ave East, Fire Hall No. 243 Date: Wednesday April 16, 2025 Time: 10:00am Location: Meet Outside the Firehall
Deadline for Questions:	Bidders shall submit questions to Project Management Office by: Date / Time: April 22, 2025 12:00 Noon
Deadline to Issue Addendum:	Date / Time: April 23, 2025 12:00 Noon

REQUEST FOR TENDER

Agreement Terms and Conditions:	<p>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</p> <p>Agreement Signed: February 8, 2023</p> <p>RFSQ No. Doc3512316731</p>
Process Terms and Conditions:	<p>As per RFSQ No. Doc3512316731 and Appendices per call.</p>

REQUEST FOR TENDER FOR:

Fire station no. 243, 4560 Sheppard Ave East, - Site, ventilation and fire alarm system upgrades as detailed in the consultant's drawings and specifications documents and according to the City's Contract.

RFSQ Reference NO.: Doc3512316731, Category: 01- Electrical	WORK ASSIGNMENT NO.: CREM-PMO-25-009
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Company Name:			
Address:			
Contact Name/Title:			
Telephone No.'s:	Bus. No.:	Cell No.:	Fax No.:
E-Mail Address:			
Total Cost for all that is required as specified herein (HST to be included for all construction projects)	COST		
	SUB-TOTAL	\$ _____	
	H.S.T. (13% of Sub-Total above)	\$ _____	
	TOTAL	\$ _____	
Invoice to be sent to: City of Toronto Accounting Services Division Corporate Accounts Payable 55 John Street 14Floor, Metro Hall Toronto, ON M5V 3C6	NO BID Reason: _____ _____		

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 _____.

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 BA Mandatory Requirements**
- Appendix C – Sub-Contractors List
- Appendix D – Drawings and Specifications and DSS Reports
- Appendix E – Schedule A to Work Assignment Agreement
- Appendix F – Bid Bond

APPENDIX A – SCOPE OF WORK & REQUIREMENTS

General: A summary of the design brief includes but is not limited to the following:

The Contractor shall provide all labour, materials, equipment, and supervision as necessary for **Site, ventilation and fire alarm system upgrades at Fire Station No. 243, 4560 Sheppard Ave. East** in accordance with the Issued for Tender drawings and specifications attached *6915 - Fire Station No. 243 Site, Ventilation and Fire Alarm System Upgrades Drawings - IFT 2024.12.10*

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.

- Technical Specifications - *6915 - Fire Station No. 243 Site, Ventilation and Fire Alarm System Upgrades Specifications - IFT 2024.12.10*
- Drawings – *6915 - Fire Station No. 243 Site, Ventilation and Fire Alarm System Upgrades Drawings - IFT 2024.12.10*
- DSS Report - *4560 – Sheppard Ave E – 243 – 2020 Annual DSS Report*
- DSS Report - *HBMA Report, 4560 Sheppard E Toronto ON, CofTor, Mar 24 2025*

2. Specific Requirements and Supplementary Conditions

The General Contractor (GC) shall provide all labour, materials, equipment, and supervision as necessary for **site (asphalt paving landscaping, line painting and associated works), ventilation and fire alarm system upgrades at Fire Station No. 243, 4560 Sheppard Ave. East** in accordance with the Issued for Tender drawings and specifications attached.

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**. The Project Schedule is to be approved by the City, Consultant and Client prior to commencement of work. Update schedule as required or requested by the City of Toronto to ensure accuracy of project deliverables.
2. The contractor shall ensure continuous access to the training facility and all designated areas.
3. The contractor shall ensure that the work does not disrupt the operation of the Fire Hall or cause any closures.
4. 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 coordinated in a manner to cause the least amount of disruption and shortest project duration.
5. Prior to starting construction, the Contractor is to obtain a Notice of Project from the Ontario Ministry of Labour. Contractor 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.

These documents shall be provided to the Consultant and the City. Contractor shall provide and set up Health & Safety Board on site.

6. When applicable, provide a construction sequencing and staging plan to the Consultant and City of Toronto Project Manager indicating site access, safety barriers, material staging area, work area, phasing of work and disposal bin location. This plan must be approved by the City of Toronto and the consultant prior to any mobilization on site.
7. Provide Pre-Construction report with photos and video survey copy to City Project Manager prior to start of Demolition and Construction.
8. Prior to the start of any and all work, the Contractor shall notify the Consultant of any discrepancies or omissions which would interfere with the satisfactory completion of the work.
9. All work, whether shown or implied, unless specifically questioned, shall be considered fully understood in all respects by the General Contractor, and he will be responsible for any misinterpretations or consequences thereof for all work shown on all contract documents.
10. The General Contractor shall provide a Construction Schedule to the City's Project Manager for review within **seven (7) calendar days** from date of award.
11. The General Contractor shall provide a Schedule of Value to the City's Project Manager and the Prime Consultant for review and approval within **ten (10) calendar days** from date of award. The Schedule of Values must be approved in writing by both City's Project Manager and the Prime Consultant before any payment will be certified.
12. 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.
13. 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.
14. The GC is to obtain utility locates prior to construction, and protection of utilities, conduits, cabling, services, etc. during construction.
15. The contractor shall develop and implement a Traffic Management Plan to ensure safe and efficient movement of vehicles and pedestrians on the main road, in and around the worksite, minimizing disruptions to public access and emergency services. If police presence is required, it must be included in the plan and factored into the contractor's fees.
16. The contractor shall ensure that all necessary safety protocols are implemented and that all required approvals from the Authority Having Jurisdiction (AHJ) are obtained before commencing work.
17. The Contractor shall be responsible for the identification, safe removal, handling, transportation, and disposal of asbestos-containing materials (ACMs) and contaminated soil in accordance with all applicable federal, provincial (Ontario), and municipal regulations, including but not limited to the Occupational Health and Safety Act, Ontario Regulation

278/05 (Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations), and Ontario Regulation 153/04 (Records of Site Condition – Part XV.1 of the Environmental Protection Act), ensuring environmental protection and worker safety.

18. The following are additional requirements to be followed:

- All construction work can occur at regular hours (7:30AM to 5:00PM) Monday to Friday with prior permission from the Client.
- Limited designated parking spots will be provided to GC/trades.
- If a garbage bin is required, location must be coordinated/approved by Facilities Management
- Fire Alarm By-passes (if required) must be arranged with the Fire Life Safety team (FLS), at least 48 hours' notice. Fire Watch arrangement during FA bypass after 3:30 pm will need to be arranged by the Project Manager with Security and confirmation of these details reported to FM.
- Any request for City of Toronto Facility Maintenance staff onsite assistance will need to be notified 48 hours in advance.
- Any requests for Building Operator assistance after 3:30 pm will be charge back to the project at time and a half (min. of 4 hours) and conditional to L416 requirements.
- No power interruption at any time.

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 coordinated 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.
3. The Contractor is encouraged to find efficiencies and opportunities to amend or enhance the phasing of work if it results in acceleration to 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. COMMENCEMENT AND COMPLETION DATE

1. The start date of this Contract is **immediately upon receipt of a purchase order**, issued by the CoT Purchasing & Materials Management Division (PMMD). 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.
2. The mandatory substantial performance date for all phases of construction is before **September 5, 2025**.
3. The 100% completion date is **October 3, 2025**.
4. 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**.

5. 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**.

D. CONSTRUCTION PERIOD

1. Protection of existing facility, finishes, generators etc. during project. Any damages caused by the Contractor to existing interior and exterior 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 OHSA guidelines or any other code requirements having jurisdiction over tools and equipment.
3. The security and safe storage of construction tools will be the sole responsibility of the contractor. The City will not be responsible for any lost or stolen tools from the work site.
4. Throughout the entire course of construction, the General Contractor and any other trade working on job site must follow the current OHSA guidelines in addition to all codes having jurisdiction as it relates to protective clothing: hard hats, gloves, eye protection and shoes.
5. All sub-contractor's shop drawings shall be submitted to the Consultant for approval through the General Contractor prior to work being performed, unless otherwise noted. All Contractors shall submit cuts, samples and finishes for written approval prior to ordering of fabrication.
6. Selective demolition of existing building elements and services necessary to facilitate the new work and as indicated in the attached Construction Design Drawings & Specifications.
7. Disposal of any construction materials/debris, in a legal manner, for this project on a daily basis 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. Contractor must provide for review and approval a waste management plan which identifies quantities and type of waste material to be diverted from landfill. Waste management certificates are to be submitted.
8. Patch and make good of existing finished elements to match existing areas affected by the new work and as indicated in the attached Construction Documents and any areas damaged by trades during the work. Special care shall be exercised in basement and perimeter areas of building outside the City's lease line.
9. Renovation, Alteration and New Construction for the space and associated areas as indicated in the attached Construction Documents including but not limited to the following:
 - a) Supply and installation of new all materials, equipment and labour required to complete the scope of work indicated in the attached Construction Documents.
 - b) Additions and revisions to the existing Mechanical, and Electrical Systems as indicated in attached Construction Documents.
 - c) Coordination and supervision of the Owners' Vendors as required

E. BUILDING SERVICES, ACCESS, PERMITS, INSPECTIONS

1. Cooperate with Client, City staff, and other agents working for or with the City of Toronto for general work and regular building functions for the duration of the construction period.
2. The contractors must familiarize themselves and adhere to all base building and site requirements.
3. Both the Consultant and the designated City staff shall have access to the premises at all times.
4. Shutdowns of services will not be permitted without the approval by the City of Toronto and Toronto Fire Services and must have a minimum of 3 business days (72 hours) notice. The GC must wait for written authorization to proceed with the work by the City. 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. The City reserves the right to stop any disruptive work and may request to have this work completed at a different time at no extra cost to the project. The Contractor will not be entitled to a claim for work deemed too disruptive to staff or tenants during core business operating hours. It will be the Contractors responsibility to co-ordinate this work at a time suitable to the City, Tenant and Landlord.
 - a) Should any of the adjacent occupants object to noisy/odorous work during permitted work hours then such work must be immediately stopped and only continue at such time as not to cause any such disturbance.
 - b) Any demolition work must be completed after regular business hours.
5. Interruption of services to the building and area of work for the shortest duration possible in order to implement the work of the contract and minimize disruption to the occupants of the building and the general public. Interruption of services shall require approval of the City of Toronto project staff throughout the duration of the work.
6. Obtain all necessary approvals from the City of Toronto necessary to facilitate the construction of the work and access to the site including but not limited to the following:
 - a) Access to designated delivery dock/area during off hours for delivery of materials to and from the site.
 - b) When the access to the designated delivery dock/area is not available the Contractor will be responsible for material delivery via street level access and will pay for and obtain all right of way permits as required.
 - c) The City must be given minimum 3 business days (72 hrs) advanced notice prior to booking of freight elevator for any daytime or night-time material deliveries.
 - d) Obtaining security access approval via City of Toronto Corporate Security staff responsible for the facility.
 - e) The City must be given minimum 3 business days (72 hrs) advanced notice prior to any work being performed on the base building systems.
7. The Contractor will not be permitted to block traffic to facilitate delivery of materials and shall abide by all local by-laws and street signage inherent to project location. The Contractor will not be permitted to block access to the parking entrance or waste removal bins at any time.
8. Apply and pay for all necessary right of way permits to accommodate the work specified on the contract documents including but not limited to road closures, air encroachment agreements, hydro permits, lifting permits and pay duty officers required to facilitate the work.

9. Coordinate and interface with the Building's Operation staff on all Fire Alarm work, service shut- downs, use of service spaces & loading dock, and any associated site work or work in areas outside the area of work as designated in the attached Construction Documents.
10. Coordinate and administer all necessary inspections for Authorities having jurisdiction including but not limited to ESA inspections, Building Department Inspections and signoff, Fire Marshall Inspections and Fire Safety Plan sign offs, Fire alarm Verification, Toronto Hydro and HVAC, sprinkler and plumbing inspections (including hydraulic calculations) and applications for all occupancy permits. The complete approvals of these agencies is the responsibility of Contractor, the City will provide necessary Plumbing, HVAC and Building Permits.
11. If on-site parking is available, City of Toronto will arrange for parking access for contractor and sub-contractors. If parking is not available on site, contractor is to arrange and pay for public parking at the expense of the contractor for the duration of the project work.
12. Coordinate, administer and pay for any security escort services (regular & after hours) that may be required to supervise construction work within secured areas.
13. 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.

F. BUILDING ACCESS AND SECURITY

1. While work is being performed, access to the facility 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.

G. EXISTING UTILITIES

1. The Contractor is fully responsible for the protection of all utilities shown on the drawings and/or the utility locates, including but not limited the natural gas supply to the emergency generator on site.

H. SUBCONTRACTORS & DESIGNATED VENDORS/SUBCONTRACTORS

1. Carry all designated sub-contractors indicated in this Tender Refer to Appendix C – 'List of Subcontractors Form'.
2. Only those approved or equivalent will be accepted for project.

I. 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, if required.
2. The General Contractor 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 Consultant and the City reserve the right to allow other contractors to perform work in connection with the project. The General Contractor shall be responsible for coordination of work and establishing schedules for all trades; they shall afford other contractors reasonable opportunity for the introduction and storage of their materials and equipment for execution of their work.
4. The Owner will not coordinate any work of the designated subcontractors. All designated subcontractors to be the responsibility of the General Contractor and be coordinated accordingly to perform the work of the contract.
5. Detailed contact information of City's Vendors and Sub-Contractors will be provided to the successful bidder upon commencement of the work or throughout the duration work as these contracts are awarded.
6. The General Contractor 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.
7. The contractor will cooperate with all City of Toronto personnel to facilitate the work of the contract including but not limited to maintenance and security personnel.

J. WORKING HOURS

1. Work shall be undertaken during regular operation hours, which is from **7:30 AM to 5:00 PM, Mondays to Fridays**. Any demolition and work that is noisy, dusty, odorous, or causes vibration or disturbance to the occupants shall be conducted at times approved by the City Project Manager and Client. A minimum of 3 business days' notice is required.
2. Saturday and Sunday work is permitted **with prior approval in writing by the City Project Manager**. A minimum of 3 business days' notice is required. No additional payment for Saturday and Sunday and after-hours work will be permitted.

3. All construction work undertaken shall not contravene the requirements of local noise and pollution by-laws and all other regulatory requirements.
4. 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.

K. 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. Where project work may cause temporary or partial closure of the exits or egress to and from the site then alternate exits or egress will need to be provided. Contractor shall provide visible and proper construction signage, including any temporary directional signage, at no extra costs to the project.
2. Maintain adequate safety communication signage at all times in accordance with the Ontario Health and Safety Act.
3. Emergency exiting and egress paths cannot be obstructed during construction. In the event of an emergency the contractor must allow the public access through the site. The contractor shall ensure the work area is free and clear of debris and allow for minimum OBC egress requirements through the work area during normal business hours
4. Half of the driveway providing access to the parking lot and training areas at the back of the site must remain open and accessible at all times, as per drawings and specifications.
5. The General Contractor 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.
6. The General Contractor shall maintain all of the life safety systems and devices in good working order for the entire duration of the project.
7. An experienced and competent full time Site Supervisor is required to be on site at all times with trades & subtrades throughout the work of this contract
8. Prior to final handover of project area to the City of Toronto, the General Contractor 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.
9. The entire post-construction site is to be dust free and all stains must be removed from any flooring, walls, ground, curbs landscaping etc
10. The General Contractor 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 General Contractor.
11. The General Contractor is responsible to clean up and removal from the premises all waste materials, rubbish, wrappings and salvages as generated by the construction.

L. SPECIAL NOTES

1. The General Contractor shall not 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 General Contractor must obtain more accurate information about locations, arrangements, etc., from study and co-ordination of the Contract Documents and site conditions. The General Contractor 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 General Contractor, and he/she will be responsible for any misinterpretations or consequences thereof for all work shown on all contract documents.
5. **Supply and installation of abatement measures at the tailpipe exhaust fan flexible duct connection, perforated panel within the kitchen ceiling space, and masonry wall painting, as needed.**

M. INVOICING, CASH ALLOWANCE

1. For each invoice submitted, the Contractor is to list the Invoice number, payment number, all previous charges to date, percentage completion of each item of work, the remaining charges for each item of work and which, if any, items have been charged to the cash allowance. See an example of an invoice reference material. The Project Manager and Consultant shall receive invoices in advance of the time they are sent to the City Account Payable for processing. The Consultants validation for payment of the Contractors invoice shall also reflect similar level of detail.
2. All inspection and testing noted in the specifications and on the drawings is part of the bid price. Any Cash Allowance is only for additional inspections and testing as directed and required by the City. Payments from the Contingency Allowance will not be permitted without prior written approval of the City's Project Manager via Change Orders. The unused portion is to be identified as credit to the contract prior to any other Change Orders. All Change Orders are to be prepared and executed by the Consultant.
3. Payments from the Cash Allowance will not be permitted without prior written approval of the City's Project Manager via Cash Allowance Authorization. The unused portion is to be identified as credit to the contract. All Cash Allowance Authorizations are to be prepared and executed by the Consultant.
4. No material substitutions shall be made unless previously approved in writing by the Consultant and the City by completed the appropriate request for substitution process included for the drawings and specifications.

N. CLOSEOUT-OUTS, RECORD DRAWINGS AND AS-BUILT

1. The General Contractor shall provide a complete set of construction documents on site including but not limited to the following: a) RFI's b) CO's c) Quotations d) Site Instructions e)

CCN's f) Change Directives g) Drawings and Specifications, h) Approved Shop Drawings i) Meeting Minutes, j) Construction Schedule.

2. 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.
3. Drawings must be in the latest AutoCAD version 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.
4. 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.
5. 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 #.
6. Upon request, the General Contractor 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.
7. 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.
8. Electronic file names are to be logical and applicable to the content info with minimal use of abbreviated symbols.
9. 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.
10. 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.
11. Close-Out Documents must follow the filing index format noted below and include but not be limited to the following files (on USB):

➤ **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
 - All project schedules
 - 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

APPENDIX B - BASE BID - PRICING FORM

Fire station no. 243, 4560 Sheppard Ave East, - Site, ventilation and fire alarm system upgrades as detailed in the consultant's drawings and specifications documents and according to the City's Contract

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.

Appendix BA

Mandatory Requirements:

The paving sub-contractor must have a minimum of ten (10) years asphalt pavement experience specific to replacements and new installations. The City retains the right to require verification.

A.) BASE BID – PRICE BREAKDOWN TENDER WORK ASSIGNMENT NO.: CREM-PMO-25-009

Item	Description	Unit	Quantity	Total Price
1	General / Demolition			
1.1	General conditions, general requirements, bonding, insurance, mobilization, construction facilities, Traffic Management Plan, demobilization, close-out documents c/w as-built drawings, equipment start-up reports and all other miscellaneous items required in order to complete the intended scope of work drawings and specifications.	L.S.	1	\$_____
1.2	Demolition, removal and disposal in accordance with the requirements of the Drawings and Specifications	L.S.	1	\$_____
1.3	Obtain utility locates prior to construction, and protection of utilities, conduits, cabling, services, etc. during construction	L.S.	1	\$_____
2	New Work			
2.1	Supply and install asphalt paving and sub-base repairs	L.S.	1	\$_____
2.2	Supply and install grading, landscaping and restoration of surfaces at non-paved areas	L.S.	1	\$_____
2.3	Supply and install fire alarm system complete with wiring, conduit, devices, connections to other systems, accessories, programming, configuration, testing, verification and ULC-S1001 integrated systems testing	L.S.	1	\$_____
2.4	Supply and install natural gas supply valves supervised by fire alarm system complete with piping work modifications required to accommodate valves	L.S.	1	\$_____
2.5	Supply and install tail pipe exhaust fan, variable frequency drive, power supply conduit and wiring, distribution panel A upgrade, ductwork, accessories, and testing, adjusting and balancing of system	L.S.	1	\$_____
3	Provisional Items			
3.1	Provision of abatement at tailpipe exhaust fan flexible duct connection, perforated panel in kitchen ceiling space and masonry wall paint (if required)	L.S.	1	\$_____
4	Allowances			
4.1	Cash Allowance* (H.S.T excluded) (For both repaving and Fire system. i.e., Permit fees, testing, etc as approved)			\$15,000.00

	by the City Project Manager)	
4.2	Concrete and Curb Repair* (H.S.T excluded) (i.e Utilized for any concrete curb replacement or repairs)	\$10,000.00
4.3	Additional Landscaping and Sod Repairs Allowance	\$5,000.00
4.4	Environmental Allowance (H.S.T excluded) (i.e. For any DSS environmental related items, as approved by the City Project Manager)	\$20,000.00
D) Total Base Bid Price (Sum of Items 1 to 4) Exclusive of HST)		\$ _____
E) HST Amount (13% of above item D.)		\$ _____
F) Total Amount of Tender Call (Sum of D + E) (* Copy Total Amount to front tender cover page.)		\$ _____

*** CASH ALLOWANCES**

Such are intended to cover the net cost to the Contractor of providing the pre-determined services, products, or for other authorized expenses specified. The Total Bid Price, and not the Cash Allowances, shall include the Contractor's overhead, and profits, supervision on such cash allowances. If cost exceeds the cost allowance, the extra sum is an extra to the contract, if cost is less the unused portion is credit to the contract.

Cash Allowance is additional work requested and authorized, in writing, by City Project Manager.

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.

Subcontractor Name	Work Type	Contact name	Contact Phone #	Approx. % of contract value to be performed
	Demolition			
	Paving			
	Painting			
	Electrical			
	Mechanical			
	Utility Locates			
	Concrete			

APPENDIX D - DRAWINGS & SPECIFICATIONS AND DSS REPORTS

Attached to the RFT:

- Technical Specifications - 6915 - *Fire Station No. 243 Site, Ventilation and Fire Alarm System Upgrades Specifications - IFT 2024.12.10*
- Drawings – 6915 - *Fire Station No. 243 Site, Ventilation and Fire Alarm System Upgrades Drawings - IFT 2024.12.10*
- DSS Report - 4560 – *Sheppard Ave E – 243 – 2020 Annual DSS Report*
- DSS Report - *HBMA Report, 4560 Sheppard E Toronto ON, CofTor, Mar 24 2025*

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.

Row	Input Information	Reference	Description
A. Names and Information			
A.1	Project	Sch. C, Definition 83 & GC 3.8.2.3(1)	Fire station no. 243 - Site, ventilation and fire alarm system upgrades
A.2	Site	Definition 99	4560 Sheppard Ave East, Toronto, M1A 2V7
A.3	Notice information	GC 1.6.1.2, GC 1.6.1.3 & GC 1.6.1.4	<i>To be provided after award</i>
A.4	Identity of Contract Administrator	Sch. C, Definition 24	<i>To be provided after award</i>
A.5	Identity of Owner Representative	Sch. C, Definition 72	<i>Corporate Real Estate Management, Project Management Office Helen Lyronis, Project Manager Email: Helen.Lyronis@toronto.ca Phone number: 647-296-6324</i>
A.6	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. Pricing, Markups and Liquidated Damages			
B.1	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.2	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.3	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.4	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.5	Markup for Cash Allowance overages	GC 6.1.4	<i>Refer to Information Sheet in Master Roster Agreement.</i>
B.6	Amounts of Delay Liquidated Damages	GC 7.6.1	\$2,000 per Calendar Day that is a weekday
B.7	Changes in the Work on a Time & Material Basis	Sch. E, s. 3	<i>Refer to Information Sheet in Master Roster Agreement.</i>
B.8	Schedule B2 Schedule of Prices for Changes in the Work	Pricing Form	N/A
B.9	Invoice Period	Sch. C, Definition 54	<i>Refer to Information Sheet in Master Roster Agreement.</i>
B.10	Giving of a Proper Invoice	GC 5.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
C. Dates, Time Periods and Deadlines			
C.1	Effective Date	Sch. C, Definition 40	<i>To be finalized after award</i>
C.2	Commencement Date	Sch. C, Definition 17 & GC 3.1.6	<i>Commence immediately upon award and expect project duration to last for approximately 20 weeks</i>

Row	Input Information	Reference	Description
C.3	Key Work Milestones	Sch. C, Definition 56	<ul style="list-style-type: none"> • Construction Commencement • Ventilation + Fire Alarm System Upgrades • Phase I Driveway Asphalt Paving • Phase II Driveway Asphalt Paving • Substantial Completion • Deficiency Completion • Close-Out
C.4	Scheduled Date for Substantial Performance of the Work	Sch. C, Definition 94	On or before September 5, 2025
C.5	Scheduled Date for Total Performance of the Work	Sch. C, Definition 95	On or before October 3, 2025
C.6	Warranty Period	Sch. C, Definition 124	<i>Refer to Information Sheet in Master Roster Agreement.</i>
C.7	Working Days	Sch. C, Definition 129	<i>Refer to Information Sheet in Master Roster Agreement.</i>
C.8	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>
C.9	Deadline to acknowledge a Contemplated Change Order	GC 7.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
C.10	Deadline to respond to a Change Directive	GC 7.3.5	<i>Refer to Information Sheet in Master Roster Agreement.</i>
C.11	Suspension Period for Stop Work Orders	GC 11.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
D. Insurance, Contract Security, Bonds and Contractual Holdback			
D.1	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>
D.2	Additional Contract Security	GC 8.2.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
D.3	Amount of the Contractual Holdback	GC 8.4.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
D.4	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>

Row	Input Information	Reference	Description
D.5	Surety Bonds	GC 8.3.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
E. Miscellaneous			
E.1.	Alternate order of priority of the Agreement Documents	GC 1.1.7.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
E.2.	Allowable Portion of the Work for Subcontracting	GC 3.8.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
E.3.	Accuracy of Utilities and Structures	GC 4.1.4.1	<i>Refer to Information Sheet in Master Roster Agreement.</i>
E.4.	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-25-009 (the “RFT”)
CONTRACT NO. Doc3512316731

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