**BGIS Global Integrated Solutions Canada LP**

**Contractor Services**

**Schedule 1**

**Data Sheet**

**Project Name:** Office Optimization Project MLTC

**Project Number:** 240256

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| **RFQ SECTION REFERENCE AND DESCRIPTION** | **ITEM** |
| --- | --- |
| RFQ Section 1.1(1)  **General** | This RFQ (pursuant to VOR MA) is issued by BGIS on behalf of Infrastructure Ontario to the BGIS Vendor of Record on MERX.  **Project No:** **240256** |
| RFQ Section 1.1(2)  **Description of Scope of Services** | **Background**  The Long-Term Care Operations program currently occupies 2,260 RSF on the 3rd floor and accommodates 23 staff in 13 workspaces.  **Services**   * New open workstations, one meeting room, three 60-minute rooms, one storage room, and new millwork at the refuel station. * Demolition of walls, doors, associated hardware, furniture wall feed, pac poles, and accessories per drawings. * Furniture relocation by others * Ceiling tiles/Grid to remain. (Requested separate price for new tiles) * Installation of new partitions with glass fronts and doors (Requested separate pricings) * Washroom upgrades: Plumbing, lighting, finishes, millwork. (Requested separate pricings) * Electrical – Lighting (Requested separate pricings), electrical distribution updates, life safety exit signs, Under-carpet Connectrac system, Two new furniture pac poles and one wall feed * Mechanical – Mechanical HVAC rework, Balancing, Climate control, Sprinkler system updates, Relocation of heat pump to open plenum, life safety. * Glazing film - To be installed as per client standard. * Finishes – Paints (including (3) existing doors both sides), Carpet tile, linoleum sheet flooring, and rubber base. Refuel station millwork with base cabinets, solid surface countertop, and plumbing fixtures, etc. Finish specs and details to be referenced in drawing * Standard Office build in compliance with OMOS Standards and kit of parts.   **Other work at this facility**   * Require to coordinate with LL for access to accommodate for construction.   **ECH [Environmental, Cultural, Heritage]**   * Project Specific DSS – Required * Class EA: A * No Heritage Impact * Leased Location? Yes, Lease #L10640   **Security & Site Access \***Security clearances may cause site access delay**\***   * OPS Security Clearance: Required * NDA & OPP Clearance: Not Required * Is this Critical site: Not by IO Standards * Security escorts: No   **Hours of Work:**   * Regular hours (8:00 am – 5:00 pm)   **O&M Manual**   * 1 Hardcopy of Manual will be provided on site * All stakeholders to receive electronic copies 12.4.0   **Health & Safety**   * All COVID19 protocols are to be in place for everyone’s protection. When on-site during construction ensure all H&S requirements are followed.   The contractor’s scope of services as described below:  [REMOVE all the Types of work that do not apply to the project]  • Division 01 — General Requirements  • Division 02 — Existing Conditions (Ex. Alterations to existing natural conditions)  • Division 05 — Metals (Ex. Steel framing)  • Division 06 — Wood, Plastics, and Composites (Ex. House framing)  • Division 07 — Thermal and Moisture Protection (Ex. Insulation and water barriers)  • Division 08 — Openings (Ex. Doors, windows, and louvers)  • Division 09 — Finishes  • Division 12 — Furnishings  Facility Services Subgroup:  • Division 22 — Plumbing  • Division 23 — Heating Ventilating and Air Conditioning  • Division 26 — Electrical  • Division 27 — Communications  • Division 28 — Electronic Safety and Security |
| RFQ Section 2.1  **RFQ Documents** | The RFQ Documents include the following:   * + - * 1. Request for Quotation main body (the “Main Body”);         2. Schedule 1 - Data Sheet (including Appendices and Attachments);         3. Schedule 2 – Price Submission Form;         4. Schedule 3 – Form of Agreement (including Appendices, Schedules, and Attachments);         5. Addenda to the RFQ Documents, if any, and         6. The following identified documents:  |  |  |  |  | | --- | --- | --- | --- | | Document | Issued by | Revision No. | Date | | CCDC 2 (2020) SCs - v.2022.11.01(LOCKED) |  |  |  | | CCDC41-2020-E |  |  |  | | CCDC41-2020-E |  |  |  | | 465 Davis Dr. Suite 301- Issued For Tender - ID\_20250529 |  |  |  | | ENS6534693\_MLTC Office\_ELEC IFT 20250527 |  |  |  | | ENS6534693\_MLTC Office\_MECH IFT 20250528 |  |  |  | |
| RFQ Section 2.2(1)  **Obtaining the RFQ Documents** | The RFQ Documents will be available for download by Bidders through MERX:  Website: [www.bgis.merx.com](http://www.bgis.merx.com)  MERX Support Email: [merx@merx.com](mailto:merx@merx.com) |
| RFQ Section 2.2(2)  **Non-Disclosure Agreement** | Execution of non-disclosure documents is not required in this RFQ. |
| RFQ Section 3.1  **Timetable** | |  |  | | --- | --- | | **ACTIVITY** | **DATE** | | Issue date of the RFQ | **The issuance date is managed via Merx.** | | Final date for submission of Bidders’ questions | **The submission deadline is managed via Merx.** | | Bidders’ Meeting] at 465 Davis Dr. Newmarket | **The Bidders’ Meeting is managed via Merx.** | | **RFQ Closing** | **The closing date is managed via Merx** | | Award to Successful Bidder | Week of **July 14th, 2025** | |  |  | |  |  | |
| RFQ Section 3.1 (2)  **Bidders’ Meeting** | **BGIS will convene a Bidders meeting (“Bidders’ Meeting”) prior to the RFQ Closing on a date, time and location as set out in the Timetable above.  While a Bidder’s attendance at the Bidders’ Meeting is not mandatory, Bidders are strongly encouraged to attend.** |
| RFQ Section 3.1 (3)  **RFQ Questions** | All Bidder inquiries relating to the interpretation of the RFQ Documents shall be submitted through MERX, directed to the BGIS Contact Person.  **Please note questions submitted by any means other than MERX will not be answered.** |
| RFQ Section 3.1 (4)  **Contact Person** | The coordinates of the Contact Person are:  **Jen Ebel; Senior Project Manager; Jen.Ebel@bgis.com** |
| RFQ Section 4.1  **Contents of the Quotation** | The Bidder shall prepare and submit its quotation to include the following:   1. Completed Price Submission Form (Schedule 2) 2. Detailed baseline critical path schedule PDF indicating 3 Levels of WBS (work Areas, Work Packages and Activities) construction sequences, relationships and activity interdependencies, duration of activities, manpower and equipment required to complete the working accordance with the construction schedule prescribed by BGIS and the General Condition 3.5 of the IO Supplementary Conditions including “the Contractor shall employ the software Microsoft Project in generating the construction schedule, which permits the progress of the Work to be monitored in relation to the critical path established in the schedule”. 3. An original Bid Bond and Agreement to Bond for a 50% performance bond and 50% labour and material payment bond, issued by a duly licenced surety, when specified and as detailed in Section 8.1.2. |
| RFQ Section 5.1  **Submission of Quotations** | Price Submission Form must be submitted through the MERX.  Only quotations uploaded through MERX will be accepted. The submission shall be uploaded as follows:   1. One (1) completed PDF file of the entire submission Schedule 2 - Price Submission Form. 2. One (1) PDF file of a detailed baseline critical path schedule, see Section 4.1 of this Data Sheet 3. Bond documents, issued by a duly licenced surety, when specified and as detailed in Section 8.1(2).   **Note:** Please reference the MERX Supplier Guide to ensure each uploaded file is within the specified file limit.  BGIS will not be responsible for late Proposals. Proposals delivered to BGIS, either in person, courier, or by email will not be considered. |
| RFQ Section 6.1  Evaluation Process  **Step 1 – Compliance / Completeness**  **Step 2 –**  **Total Fixed Fee Evaluation** | The Evaluation Process will evaluate, submission completeness, the Total Fixed Fee, and the vendor performance deduction set forth by the VPP Program, to determine a final score of each bidder.  The evaluation of Proposals will be conducted by BGIS in the following stages:  **A. Step I – Compliance / Completeness**  BGIS will review that all submissions received have complied with all therequirements of this RFQ and have submitted a complete Price Submission Form.  Weighting for Step 1: Pass/Fail  **B. Step 2 – Price Submission Form**  The Evaluation Team will evaluate only the compliant / complete submissions Total Fixed Fee as detailed in the Evaluation Criteria. |
| RFQ Section 6.1 (2)  **Evaluation Criteria** | The criteria for evaluations are:   |  |  | | --- | --- | | Price Submission Form | Value | | Compliance / Completeness | Pass / Fail | | Total Fixed Fee | 100 pts | | Vendor Performance Program | N/A | | Total Score | 100 pts |   The Vendor Performance Program score will be assigned per the BGIS Vendor Performance Program.  The Total Fixed Fee (Fee) will be scored as follows; the lowest price will receive the maximum points available for the Fee criteria, all other submissions will receive a percentage of the maximum points available by dividing the lowest Fee by the Bidders Fee and multiplying it into the maximum points available.  = (lowest Fee / bidders’ Fee)\*maximum points for this criterion |
| RFQ Section 7.1  **Notification of Award** | The successful Bidder upon receipt of a Letter of Notification (LON) shall provide to BGIS in a timely manner, the following conditions of award as indicated in the LON:   1. An original 50% Performance Bond and 50% Labour and Material payment bond, issued by the surety which issued the Bid Bond and Agreement to Bond, originally executed and in the prescribed forms. Original bonding documents must be submitted per the Letter of Notification and electronic copy emailed. In lieu of paper bonds official E-bonds will be accepted. See section 8.1 (2) of this data. 2. Project specific Certificate of Insurance, and Pollution Liability Insurance (see section 8.1 of this Data Sheet) 3. WSIB Certificate 4. Detailed baseline critical path schedule indicating 3 Levels of WBS (work Areas, Work Packages and Activities) construction sequences, relationships and activity interdependencies, duration of activities, manpower and equipment required to complete the working accordance with the construction schedule prescribed by BGIS and the General Condition 3.5 of the IO Supplementary Conditions including “the Contractor shall employ the software Microsoft Project in generating the construction schedule, which permits the progress of the Work   Upon receipt of the documents outlined above in a form satisfactory to BGIS, in its sole discretion, BGIS may issue a Form of Agreement. |
| RFQ Section 7.1 (2)  **Award** | BGIS will issue a Form of Agreement as follows to the successful Bidder:  The Canadian Construction Documents Committee (CCDC 2 2020), as amended by the IO Supplementary Conditions, and Schedule “F”, attached which constitute the Form of Agreement between the Owner and General Contractor.  See Schedule 3 for the Form of Agreement.  BGIS shall issue a Purchase Order Number with the Form of Agreement fully executed to notify the preferred Bidder of final award. |
| RFQ Section 8.1  **Insurance** | The successful Bidder will be required to provide the insurance requirements per the Form of Agreement. |
| RFQ Section 8.1 (2)  **Bonding Requirements** | **Where the Bid price exceeds $150,000.00 or as otherwise specified**, the Bidder shall submit bonds with the electronic submission and originals to the BGIS contact Person per the following:  Bid Bond for an amount which is equal to ten per cent (10%) of the stipulated lump sum price of the Bid, signed, sealed and issued by a surety to transact business in the province of the Project. Official E-bid bonds will be accepted in lieu of original paper format. BGIS reserves the right to approve or reject any surety, in its reasonable discretion. The Bid Bond shall remain valid and will be retained by BGIS until the expiry of the irrevocability period for Bids set forth in Section 7 of the Instructions to Bidders. The Bid Bond shall specifically name “BGIS Global Integrated Solutions Canada LP”;  Written confirmation from a duly licensed surety company to provide final security of 50% performance bond and 50% labour and materials payment bond in respect of the Work including applicable provincial taxes; or a written confirmation from a Canadian Financial Institution stating that it is prepared to provide as security in accordance with the Contract. Such agreements or undertaking must be in a commercially reasonable form and name BGIS as beneficiary; The owner shall be BGIS Global Integrated Solutions Canada LP, 4175 14th Avenue, Markham, Ontario, L3R 0J2. |
| RFQ Section 9.1  **Security Clearance Checks** | Security screening checksapply to this procurement.  BGIS Company Security Information Form to be completed by the successful Bidder and submitted to BGIS at time of Notification of Award. This form is included in this Data Sheet Appendix A. |

**Appendix “A”** **- Security Clearance Checks**

* + 1. The Government of Ontario has implemented a policy that requires contractors (including employees of same), and individuals doing certain business with the Government of Ontario to undergo security clearance checks. The requirement of a security clearance check is based on a risk assessment.
    2. Security Clearance Checks, which are Criminal Record and Judicial Matters Check (CRJMC) (“**Security Clearance Checks**”), are administered by the Program & Policy Enablement Branch, Supply Chain Ontario, Ministry of Government & Consumer Services (“PPEB”, “MGCS”) and, where required for IO projects, coordinated by BGIS.
    3. Bidders will be required to undergo Security Clearance Checks at their own cost. An out of country check will be required if the applicant has resided outside of Canada within five (5) years of the date of the check and remained outside of Canada for over six consecutive months. An additional cost will apply for this check.
    4. The Bidder’s directors, officers, owners, partners (if applicable), shareholders (if applicable), and as requested by PPEB, any employees and any subcontractors (including its directors, officers, owners, partners, shareholders and employees who will work on the BGIS account) (collectively referred to as “**Affected Parties**” and individually as an “**Affected Party**”) will each be required to undergo a Security Clearance Check on execution of the Final Agreement or prior to performing work for BGIS or the Government of Ontario. Security Clearance Checks shall be renewed upon request by BGIS as required by the government of Ontario policy, as amended or replaced from time to time.
    5. It is the responsibility of the Contractor to ensure that all individuals’ clearances are valid for the entirety of the work or project. Should a renewal be required, the Contractor is responsible to contact BGIS to facilitate the same.
    6. Security Clearances are valid for up to five (5) years. During that time, the Contractor Security Screening Operating Policy requires that the Affected Party comply with the ongoing obligation to provide written disclosure within five (5) business days of any new charges that have been laid against them or their employees, between the submission and expiry dates of the individual clearance decision.
    7. A Security Screening Check includes all of the following:
       1. a written declaration by an individual disclosing any unresolved charges and previous convictions under the offence provisions of federal statutes, including but not limited to the Criminal Code, R.S.C. 1985, C. C-46, as amended from time to time (the “Criminal Code”), for which a pardon under the Criminal Records Act, R.S.C. 1985, C. C-47, as amended from time to time (the “Criminal Records Act”), has not been granted;
       2. a police records check through the Canadian Police Information Centre and provincial and municipal police force records for information about the individual in relation to:
          1. convictions under the offence provisions of federal statutes, including but not limited to the Criminal Code for which a pardon under the Criminal Records Act has not been granted;
          2. findings of guilt in relation to federal statutes for which a court has granted a discharge; and
          3. charges laid under the offence provisions of any federal statutes that are unresolved;
          4. records of judicial orders in effect made in relation to the offence provisions of federal statutes;
          5. a police records check in other jurisdictions as deemed necessary by the information provided to the PPEB/MGCS during a Security Screening Check; and
          6. if deemed necessary by PPEB/MGCS considering the circumstances of providing the goods and/or services, a driving records check.
    8. Upon award to the Successful Bidder, the BGIS Contractor Security Screening team will provide the forms and instructions on how to proceed with Security Screening Checks.

**Appendix “A”**

**BGIS Company Security Information Form**



**SECURITY CLEARANCE INFORMATION FOR OPP FACILITIES**

Please note that due to changes made by the RCMP to the criminal record check process, effective January 1st, 2011, there is now the requirement to have photocopies of two verified pieces of government issued identification included with each consent form when a request is submitted. These two pieces are required by the RCMP in order for the OPP to access CPIC for clearance purposes. Any clearances submitted prior to December 31st, 2010 will still be processed without the identification, however any submitted after January 1st that do not contain the proper identification, will not be processed. Please note that of the two pieces of ID, one of them MUST be photo ID.

Prior to commencing any Security Clearance, the collector of the application (CSO) shall personally view at least two (2) separate pieces of validly issued identification other than a health card or SIN card. Once the identification has been reviewed, make legible copies, and sign and date the copies. This should be scanned and sent with the consent form LE221E. At least one piece of identification must include a photograph of the Subject taken within the last five (5) years. Photo identification shall contain, at a minimum, the Subject's full given name, surname, date of birth and gender. Examples of acceptable identification are:

Driver's License (including drivers licenses issued by another province, territory, or a foreign jurisdiction)/ BYID Card (issued by LCBO)/ Canadian or Foreign Passport/ Canadian Citizenship Card/ Possession and Acquisition License (or PAL Card)/ Permanent Residency Card/ Certificate of Indian Status/ Canadian National Institute of the Blind (CNIB) Identification Card/ Canadian Military Employment Card or Canadian Military Family Identification Card/ International Student Card

The following are acceptable forms of non-photo identification:

Birth Certificate/ Baptismal Certificate/ Hunting License/ Outdoors Card/ Canadian Blood Donor Card/ Immigration Papers

Where the requirements of this cannot be met, an Affidavit of Identity may be completed.

Where work is being completed in OPP Facilities an additional security check is performed by the OPP. Please identify the requirement on the “Contractor Security Information” form and the Security Services team of BGIS will contact you to begin the process.

Access to OPP facilities cannot be obtained without first obtaining the TBS security clearance and the OPP clearance.

**Appendix “B” – PROJECT MILESTONES**

**NOTE: This Schedule forms part of the Contract**

The Bidders are to include the necessary resources and costing to incorporate the project milestones below into the project planning and the Bidder’s quotation.

|  |  |
| --- | --- |
| **Project Milestone** | **Date** |
|  | 7/21/2025 |
|  | 11/14/2025 |
|  | 1/16/2026 |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
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|  | Click here to enter a date. |

**Appendix “C” – ADDITIONAL CLIENT REQUIREMENTS**

**NOTE: This Schedule forms part of the Contract**

The Bidders are to include for the following additional Client requirements where applicable in relation to the scope of services detailed in the RFQ Documents.

1. **INTERFERENCE WITH EXISTING OPERATIONS**
   1. The normal operations of the Project site and building must be maintained at all times during performance of the Work. All precautions and every care must be taken to ensure that interference or disruptions to patrons, staff and management are minimized. Any Work that cannot be carried out during normal working hours due to interference with the normal operations of the Client must be done outside of business hours and all cost premiums associated with this work must be included in the stipulated sum bid price.
   2. The successful Bidder shall coordinate with BGIS and the Client any off-hour work shall comply with any instructions given by BGIS for carrying out this Work. Such disruptive Work consists of, but is not limited to, power shut down, use of heavy equipment, use of explosive actuated tools, excessive noise of any origin, use of materials with odors, coring, drilling, etc.
2. **IO PROCUREMENT POLICY**
   1. Infrastructure Ontario’s (IO) procurement policy (“Procurement Policy”) applies to all Respondents of this RFQ, as well as to the Successful Respondent. The Procurement Policy is available on IO’s website: ( <https://www.infrastructureontario.ca/Procurement> ). Respondents are responsible to review the Procurement Policy and ensure that their conduct always complies with the Procurement Policy.
3. **GOVERNING LAW**
   1. Regardless of where any of the Bid Documents, Bids or other documents used in the Bid Process may be stored, evaluated, transmitted or otherwise processed, the Bid Process shall be governed by and constructed in accordance with the laws of the province or territory, including the federal laws of Canada, in which the Work is predominantly executed or provided and litigation or other dispute shall be conducted in such province or territory under the laws of such province or territory.
4. **TAXES**
   1. The Bidders shall include all taxes, duties, and levies in their Bid price, but shall exclude the Harmonized Sales Tax, provided always that such taxes, duties, and levies have been promulgated prior to the date of the submission of Bids.
5. **SUBSTANTIAL PERFORMANCE**
   1. All statutory requirements of Substantial Performance under The Construction Act still apply, and Substantial Performance is **no** longer a contractual milestone. For the requirements regarding the new contractual milestone replacing Substantial Performance, see Section No. 6, Ready for Takeover and for the contractual requirements se CCDC 2 2020 contract (available on the internet) and enclosed IO Supplemental Conditions to the CCDC 2 2020 contract.
   2. Substantial Performance is defined under the Construction Act as is ready for use or is being used for the purpose intended and is so certified by the Contractor. Expiry of the statutory holdback period is from the date of Substantial Performance under the Construction Act.
6. **READY FOR TAKEOVER**
   1. The Ready for Takeover contractual milestone replaces the previous Substantial Performance milestone under the CCDC 2 2020 contract. The contractual prerequisites to attaining Ready for Takeover of the Work are detailed in the contract general conditions and IO supplemental conditions - Part 12 Owner Takeover, GC 12.1 READY FOR TAKEOVER.
   2. When the Contractor considers that the Work is Ready-for-Takeover, the Contractor shall deliver to the Consultant and to the Owner a comprehensive list of items to be completed or corrected, together with a written application for Ready-for-Takeover for review. Failure to include an item on the list does not alter the responsibility of the Contractor to complete the Contract.
   3. The Consultant will review the Work to verify the validity of the application and will promptly, and in any event, no later than 10 calendar days after receipt of the Contractor’s list and application:
7. Advise the Contractor in writing that the Work is not Ready-for-Takeover and give reasons why, or
8. Confirm the date of Ready-for-Takeover in writing to each of the Owner and the Contractor.
   1. Immediately following the confirmation of the date of Ready-for-Takeover, the Contractor, in consultation with the Consultant, shall establish a reasonable date for finishing the Work.
9. **PROJECT PROGRESS UPDATES**
   1. Proponents shall include for providing project progress updates, weekly or at regular frequency agreed to by BGIS and the vendor to suit the project progression. The progress update shall include but not limited to a progress of work, trades on site, crew size(s), potential risks, and opportunities, HSE, site conditions, material and equipment deliveries / delays, weather, etc., in a documented sequential format with detailed photos (time and date stamped), provided to BGIS PM and the Prime Contractor for review. This requirement will form part of the awarded contract conditions.
10. **TAX COMPLIANCE DECLARATION**
    1. The bidders will hereby certify that at the time of submitting their Proposal/Bid, Bidders are in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and that all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained
    2. The Bidders will consent to the Ministry of Finance releasing the taxpayer information described in section (a) to Infrastructure Ontario as necessary for the purpose of verifying that the Bidders are in full compliance with all statutes administered by the Ministry of Finance.
11. **CONGREATE SETTINGS ONLY – ONTARIO PUBLIC SERVICE – COVID 19 SAFE WORKPLACE**
    1. The bidders are to include for COVID-19 Safe Workplace building access requirements for any project located in a congregate setting such as correctional, youth or senior facility. All workers deployed to work at any congregate setting (correctional facility, senior or youth centre), regardless of vaccination status, must submit a negative Rapid Antigen (“RAT”) result from within the last 48 hours or submit to a RAT at the facility.
12. **ONTARIO FAIR WAGE POLICY**
    1. Contractors are to follow The Ontario Fair Wage Program.  <http://laws-lois.justice.gc.ca/eng/acts/L-4/>
13. **IO MEASUREMENT AND VERIFICATION GUIDELINES**
    1. Guidelines for the development and implementation of Measurement and Verification Plans and reports for Energy-related projects only.

1. **IO CAD STANDARDS AND GUIDELINES**
   1. All drawings shall be prepared using the latest version of AutoCAD software for Windows. All drawings shall be prepared in accordance with Infrastructure Ontario CAD Standards. CAD Standards and Guidelines are available on IO’s website [Standards and Guidelines (infrastructureontario.ca)](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.infrastructureontario.ca%2Fen%2Fpartner-with-us%2Fstandards-and-guidelines%2F&data=05%7C02%7C%7Cc62e918e88d748e2a47908dc34a53a18%7C19e7611958814f06ab7267c63f0df2ed%7C0%7C0%7C638443131460707026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=sVQ6ppAcas7pdSEBnm5BVFBaIy4nWs%2FksDTvGYdhlEQ%3D&reserved=0)
2. **IO VIDEO SURVEILLANCE POLICY**
   1. Collection of Personal Information through video surveillance may be necessary to ensure safety.
3. **CRITICAL AND VITAL ENVIRONMENTAL LIST**
   1. To be included if applicable.
4. **CONSTRUCTION AND ONTARIO BUILDING SIGNAGE REQUIREMENTS**

The Contractor shall supply and install signage for the purpose and per the general principals listed below:

Purpose:

* For Infrastructure Ontario to gain recognition for its work in managing and developing the province's real estate assets.
* To clearly demonstrate the connection between Infrastructure Ontario and the Province of Ontario/client ministries.
* To have the BGIS contact information including phone number and email address visible for inquiries.
* To have emergency assistance phone number and contact party for the General Contractor Project Superintendent /Foreman.
* Contractor’s Health Policy and MOL Green Book to be posted near to the construction site visible to pedestrian traffic.

General Principles:

* All Asset renewal and Ministry projects over $250K or that have a construction period of over 90 days, without existing signage will require the installation of New Ontario Builds signage. The Contractor will be required to include for signage.
* New projects over $250k will also require new signage and shall be requested as part of the construction tender documents in buildings that have no existing signage.
* All projects that are visible to public clients and exceed $250K in construction value should display a sign during the construction period.
* The intent of the signs is to increase the visibility of Infrastructure Ontario's projects and to identify the projects as provincial assets.
* Signs must comply with the Ontario Builds Design Guide standards, December 2023.

Artwork will be made available to the successful bidder.

1. **INFRASTRUCTURE ONTARIO CHANGE MANAGEMENT PROGRAM**
   1. General Contractors are required to complete and submit a CAC Change Request Form (CRFC) for any building related activity that will impact or potentially the consumption and production of IT Services included but not limited to the following examples:

**Utility Outages:**

* Electric, Water & Gas
* Example would be but not limited to potential impact to power supply to IT rooms (server or network rooms, etc.)
* Another example would be but not limited to potential impact to air conditioning water chillers for environmentally managed IT rooms (server rooms, etc.)

**Utility Maintenance and Contingency:**

* Generator testing, alternative utility resources

**Denial of Access:**

* Building closures, temporary access terminations
* An example would include but is not limited to tenants not being able to enter the building or floor to conduct normal business activities.

**Environmental:**

* AC maintenance, toxic activity such as special cleaning, decorating, fumigation.

1. **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) AND COMMISSIONING GUIDELINES**
   1. The CMMS form is an integral part of the Project Services Commissioning Guidelines. The intent of the CMMS form is to record the details of every item of equipment asset included in the scope of project work undertaken by the General Contractor, reviewed, and approved by the Consultant. The following form must be completed for every equipment item that is added, changed, removed, or replaced. Please request a copy of the latest CMMS form from the Project Manager when applicable.
2. **QUEENS PARK PROJECTS**
   1. Contractors are to follow the Queens Park Construction Manual, applicable only on projects located at Queen’s Park.
3. **USER GUIDE FOR CAC CRFC TEMPLATE**
   1. Refer to the User Guide for CAC CRFC template.
4. **ENVIRONMENTAL ASSESSMENT**
   1. The Contractor is advised that where the subject works in the contract are classified as a Category B undertaking under the Ministry of Infrastructure Public Work Class Environmental Assessment process, no construction work shall proceed at the site until completion of this process. The BGIS Project Manager will advise the Contractor on the status of the Class EA process for a Category B type project at time of contract award.
5. **MOULD PREVENTION MANAGEMENT PLAN**
   1. The Infrastructure Ontario (IO) Mould Prevention Management Program (MPMP) provides information, procedures, and consistent methodology for mould management in all buildings operated, leased, or partially managed by IO. The MPMP provides actions for a safe environment and steps to mitigate and minimize risk.
6. **ASBESTOS MANAGEMENT PROGRAM (AMP)**
   1. The AMP is to be used as a reference for all buildings operated, leased, or partially managed by IO, and it is intended to be a guideline for appropriate asbestos management incorporating all applicable regulatory requirements, best practices, and industry standards. The AMP now provides for an established protocol to manage building maintenance, alteration, repair, or other activities that may disturb Asbestos-Containing Material (ACM).

**Appendix “D” – HEALTH & SAFETY REQUIREMENTS**

**Note: This Schedule forms part of the contract documents.**

## Under the Occupational Health and Safety Act (OHSA) of Ontario, an employer must prepare and review at least annually a written occupational health and safety policy and must develop and maintain a program to implement that policy [clause 25(2)(j)].

## This program(s) will vary, depending upon the hazards encountered in a particular workplace. A clear, concise policy statement should reflect management's commitment, support and attitude to the health and safety program(s) for the protection of workers. This statement should be signed by the employer and the highest level of management at the workplace, thus indicating employer and senior management commitment.

## The Bidders shall be responsible for all costs related to the preparation of their Bids and participation in the Bid Process. Under no circumstances shall BGIS, the Client or their respective representatives or agents be liable, in contract, tort, restitution or any other legal theory, to any Bidder for any claim, action, loss, damage, costs or liability whatsoever arising from the preparation of a Bid, the submission of a Bid, any act or omission by BGIS, including the rejection or evaluation of any or all of the Bids, any negotiations in respect to the Bids, or the selection of any Bidder.

## Without limiting the generality of the foregoing, BGIS, the Client and their respective representatives and agents shall not be liable to any Bidder for any claim, action, cost, loss, damage or liability whatsoever arising from or related to any information or advice or any errors or omissions that may be contained in the Bid Documents, errors or omissions arising from or in connection with a Bidder’s use of MERX or any type of electronic tendering system used by BGIS as part of the Bid Process or any data, materials or documents disclosed or provided to a Bidder pursuant to this Bid Process, or otherwise.

D1 Prior to commencement of the *Work*, the *Contractor* shall submit to the *Owner*:

1. Copies of all necessary health and safety permits, notifications and related health and safety documents as called for in the *Contract* *Specifications* and/or by any authority having jurisdiction at the *Place of the Work*;

2. Documentation of the *Contractor*'s in-house safety-related programs;

3. A copy of the provincially prescribed “Notice of Project” and all necessary permits, notifications and related health and safety documents;

4. A Site-Specific Hazard Assessment,

5. A Site-Specific Safety Plan,

6. Copies of all Workplace Hazardous Materials Information System, Material Safety Data Sheet for controlled products to be brought onto or into the *Project* sites, or if unknown as at the commencement of the *Work*, prior to receiving such controlled products at the site(s).

D2 The *Contractor* shall participate in the *Owner*-*Contractor* start-up meeting prior to commencing the *Work* and fill out, sign, and comply with all related and relevant documents required by the *Owner*.

D3 The *Contractor* shall ensure that all prescribed posting requirements are posted on the site for all workers to view.

D4 The *Contractor* represents and warrants to the *Owner* that the *Contractor*'s employees and *Subcontractor*s are familiar and trained with the applicable health and safety legislation and if required by the *Owner*, shall provide proof of such instruction and training.

D5 The *Contractor* shall indemnify and save harmless *BGIS* and the *Owner*, together with their respective agents, officers, directors, employees, consultants, successors and assigns, from and against any and all safety infractions under health and safety legislation and regulations applicable to the *Place of the Work* with respect to matters within the *Contractor*’s control, including the payment of all legal fees on a solicitor and client basis.

D6 The *Contractor* shall ensure that its employees and *Subcontractor*s comply with the foregoing conditions and any site-specific health and safety protocols and that all *Subcontractor*s attend the *Contractor*’s safety meetings and site inspections as required.

D7 During the construction, the *Contractor* shall submit the following to the *Owner*, without delay:

1. Copies of all reports or directions issued by provincial or municipal health and safety inspectors pertaining to the *Work*;

2. Copies of all site incident/accident reports issued pertaining to the *Work*;

3. Copies of all monthly health and safety inspections and meeting minutes.

D8 Site Specific Health and Safety Plans - Prior to commencement of any work or site access the Contractor must ensure all Health & Safety requirements are in place per the following:

* The *Contractor* has control of the workplace and personnel and are to ensure COVID-19 protocols are established, known, and followed by everyone on site. The *Contractor* is to include the minimum legislated [Ministry](https://news.ontario.ca/mol/en/2020/03/ontario-stepping-up-measures-to-limit-the-spread-of-covid-19-on-construction-sites.html?utm_content=buffer89a9a&utm_medium=social&utm_source=linkedin.com&utm_campaign=buffer) of Labour COVID-19 requirements applicable at the *Place of the Work.*
* **The Canadian Construction Association (CCA)** has released COVID-19 – Standardized Protocols for All Canadian Construction Sites. The *Contractor* is to ensure the protocols outlined in the document are incorporated in Site Specific Safety Plans.
* The *Contractor / Constructor* are to ensure the protocols outlined in the CCA document are being incorporated into Site-Specific Safety Plans and will be audited to ensure all measures are taking place.
* Contractor will complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.
* Site Specific Safety Plans are to be updated on a regular basis as site conditions change.
* The *Contractor* is to include the minimum [MOL](https://news.ontario.ca/mol/en/2020/03/ontario-stepping-up-measures-to-limit-the-spread-of-covid-19-on-construction-sites.html?utm_content=buffer89a9a&utm_medium=social&utm_source=linkedin.com&utm_campaign=buffer) standards found at the following link:

<https://news.ontario.ca/mol/en/2020/03/ontario-stepping-up-measures-to-limit-the-spread-of-covid-19-on-construction-sites.html?utm_content=buffer89a9a&utm_medium=social&utm_source=linkedin.com&utm_campaign=buffer>

* BGIS’s Health & Safety Policy can be accessed on our website <https://www.bgis.com/ca/suppliers.htm>
* All Contractors must submit a Site-Specific Safety Plan for their projects prior to entering the site.