

INSTRUCTIONS TO BIDDERS

1. **CONTRACT DOCUMENTS**

1.1. Consult the following documents, which form the basis of the Contract to be entered into by the successful Contractor and Owner:

1.1.1. STANDARD CONSTRUCTION DOCUMENT CCDC 2 (LATEST AMENDMENT) FOR A STIPULATED PRICE CONTRACT, INCORPORATING AND REFERRING TO THE CONTRACT DOCUMENTS LISTED BELOW:

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BID FORM

SUPPLEMENTS TO BID FORM

DRAWINGS (AS LISTED IN DRAWING INDEX ON DRAWING A-001)

SPECIFICATIONS

ADDENDA

2. **SITE LOCATION**

2.1. Work under this Contract covers alterations and an:

ADDITION TO THE BLUEBERRY PAVILION

WILMOT ORCHARDS

3377 CONCESSION ROAD 3, CLARINGTON, ONTARIO

3. **SUBMISSION AND DELIVERY OF BID**

3.1. Submit Bid on the attached form entitled "BID FORM" and "SUPPLEMENTS TO BID FORM", no later than 4:00 PM, Thursday, June 11, 2020, in a sealed envelope addressed to:

2020145 ONTARIO INC., WILMOT ORCHARDS

C/O: PICCINI ARCHITECT

148 WALTON STREET, UNIT 1, PORT HOPE, ON L1A 1N6

and deliver Bid to the offices of Piccini Architect.

Alternatively, in view of the current situation with respect to COVID-19, bids may be submitted electronically and emailed to the Architect and Client simultaneously, to:

Reno Piccini, at
reno@picciniarchitect.com

and Courtney Stevens, at
courtney@wilmotblueberries.com

3.2. Bids received after the above noted time and date may not be considered.

3.3. Ensure Bids are complete and signed by the appropriate principal or principals of the Contractor, duly authorized to enter into contract under seal. Ensure the completed Bid Form is without alteration or erasure. Qualified Bids or Bids not completed in full may not be considered.

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3.4. Express the Bid as being irrevocable from the time it is submitted until ninety (90) days after the closing date for the Bids.

3.5. The lowest or any Bid will not necessarily be accepted. The Owner reserves the right to reject any or all Bids without explanation.

4. **SITE VISIT AND CONDITIONS**

4.1. Before submitting the Bid, examine the site and services thereon, at no cost or risk to the Owner, and investigate matters relating to the nature and extent of the Work, including the means of access and egress, all obstacles, rights and interests of other parties which may be interfered with during the execution of work, all conditions, limitations and considerations which may affect the performance of work.

5. **DISCREPANCIES, ERRORS AND OMISSIONS, QUESTIONS AND ADDENDA**

5.1. Examine the Contract Documents, existing conditions and limitations, including laws, ordinances and regulations affecting the Contract and work and include in the Bid all items implied or required to complete work of this Contract.

5.2. Report to the Architect all discrepancies, errors, omissions or ambiguities so that the Architect may, if considered necessary, issue instructions by Addenda before the Bid closing date. Neither the Owner, nor the Architect will be responsible for any oral instructions.

5.3. Address all questions regarding the Contract Documents during the Tender period to:

PICCINI ARCHITECT
148 WALTON STREET, UNIT 1, PORT HOPE, ON L1A 1N6
ATTENTION: MR. RENO PICCINI, email: reno@picciniarchitect.com
TELEPHONE: 905-885-8729

5.4. During the Bidding period, Contractors may be advised by Addenda of required additions, deletions from, or alterations to the requirements of the Contract Documents. All such changes become an integral part of the Contract Documents and shall be allowed for in arriving at the Stipulated Sum. Insert in the space provided on the Bid Form, numbers of all Addenda received during the Bidding period, including Addenda bound into the Specifications. If no Addenda have been received, insert the word "NONE" instead.

6. **SUBSTANTIAL PERFORMANCE OF THE CONTRACT**

6.1. Contractors guarantee to provide Substantial Performance of the Contract (completion of 97% of the Contract) or adequate completion to allow Owner to obtain occupancy by end of March, 2021.

6.2. If the Contractor, in the performance of the Work, is delayed through causes beyond the Contractor's control, such as changes initiated by the Owner or Architect, unforeseen structural or systems problems or inclement weather, then the Contract time shall be extended for such reasonable time as the Consultants may decide in consultation with the

INSTRUCTIONS TO BIDDERS

Contractor.

7. **INSURANCE**

7.1. The Contractor agrees to provide proof of insurance in accordance with GC 11.1 of General Conditions of the Contract, in effect to the amount of \$2,000,000.00 liability prior to commencing work, including general liability insurance and automobile liability insurance.

7.2. The Owner agrees to provide proof of fire and comprehensive insurance covering the total building and addition and renovation work and \$2,000,000.00 Third Party Liability Insurance and to notify the Owner's insurance company that the Contractor is doing work upon the Owner's premises, specifying the value of the Contract.

8. **BUILDING PERMIT**

8.1. Obtaining the Building Permit and payment of the building permit fee will be the responsibility of the Owner.

9. **CONSTRUCTOR**

9.1. The Role of Constructor will belong to the General Contractor. Supervision of the construction site, workplace safety, and making application to the Ministry of Labour for Notice of Project will be the General Contractor's responsibility.

END OF INSTRUCTIONS

BID FORM

PROJECT: **ADDITION TO THE BLUEBERRY PAVILION**
WILMOT ORCHARDS, 3377 CONCESSION RD. 3, CLARINGTON, ONTARIO
PROJECT NO. 19.316

NAME & ADDRESS OF CONTRACTOR:

Name of Company

Address

City or Town

Postal Code

Telephone No. Facsimile No. Email:

TO: **2020145 ONTARIO INC., WILMOT ORCHARDS**
3377 CONCESSION ROAD 3, CLARINGTON, ON L1B 0N1
ATTENTION: MS. COURTNEY STEVENS

1. **BID PRICE**

Having carefully examined the Instructions to Bidders, the Drawings and Specifications, including Addenda Nos. ____ to ____ and the site of the Work, I/We agree to supply all necessary labour, materials, products, equipment and services required for the execution and completion of the above Project in accordance with the Contract Documents, for the Stipulated Sum of:

\$ _____

which includes all prime costs and allowances, but which excludes the Harmonized Sales Tax.

The Harmonized Sales Tax not included in the above is:

\$ _____

BID FORM

2. **EXECUTION OF CONTRACT AND COMMENCEMENT OF WORK**

Within seven (7) days from the date of notification of acceptance of this Bid, we agree to execute the Contract and to furnish to the Owner a Certificate of good standing from the Workers' Compensation Board. In addition, we undertake to commence the work at the job site September 8, 2020.

3. **BID VALIDITY AND COMPLETION OF PROJECT**

The period of validity for acceptance by the Owner of this Bid is ninety (90) days from the date of submission of this Bid. After this period of ninety (90) days, in the absence of a letter of intent or notification by the Owner, this Bid shall be null and void. In addition, we guarantee to provide Substantial Performance of the Contract within 6 months of the commencement of work.

4. **SUPPLEMENTS TO BID FORM**

Attached to this Bid, duly completed on the forms supplied, are the following Supplements to Bid Form:

1. SEPARATE PRICES
2. ALTERNATIVE PRICES
3. SENIOR SUPERVISORY STAFF
4. LIST OF SUBCONTRACTORS
5. CLIENT REFERENCES

5. **ADDITIONS AND DELETIONS OF WORK**

The mark-up for work added to the Contract shall be calculated at cost plus ____ % for overhead and profit. The credit for work deleted from the Contract shall be calculated at cost less ____ % for overhead and profit. We agree to provide a breakdown of additions and deletions of work, showing labour, material and mark-up.

6. **DECLARATION AND ACCEPTANCE**

We declare as follows:

We have carefully examined the Project Completion date and agree to complete the work of this Bid in compliance with this date.

No person, Firm or Corporation other than the Bidder has any interest in this Bid or the proposed Contract for which this Bid is made and to which it relates.

This Bid is made by the Bidder without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Bid for the same work and is in all respects fair and without collusion or fraud.

BID FORM

We understand and accept that it is the prerogative of the Owner not to accept the lowest or any Bid received.

Dated this _____ day of _____, 2020

Name of Firm

Address

Incorporated under the laws of the Province of _____

Names of Officers:

President

Secretary

Treasurer

Affix Seal Here

(_____) _____

Signature

(_____) _____

Signature

(_____) _____

Signature

Bidder:

Bidder

(_____) _____

Signature

Witness:

Witness

(_____) _____

Signature

Address

SECTION 00430 - SUPPLEMENTS TO BID FORM

1. **SEPARATE PRICES**

In the following list of separate and unit prices, prices include the costs of all labour, materials, procedures, tools, services, equipment and incidentals, overhead, supervision and profit to complete each portion of the work. These prices do not include the Harmonized Sales Taxes where applicable.

Item	Description	Cost
1.1.	SEPARATE PRICE TO STRIP EXISTING PAVILION ROOFING & INSTALL NEW FIBER-GLASS-REINFORCED ASPHALT SHINGLES, SEE ROOF PLAN DWG. A104:	_____
1.2.	SEPARATE PRICE TO STRIP EXISTING GAZEBO ROOFING & INSTALL NEW FIBER-GLASS-REINFORCED ASPHALT SHINGLES, SEE SITE PLAN DWG. A101:	_____

2. **ALTERNATIVE PRICES**

Alternative prices are for work which is not included in the Tender Price, but which may be substituted by the Owner for work that is included. Alternative Prices submitted take into consideration and allow for changes and adjustments in other work as may be necessary to form a complete and finished job. Alternative Prices quoted shall be the amount to be added or subtracted from the Bid Price should the Owner accept the Alternative Price. With the following Alternative Prices, prices shall include the costs of all labour, materials, procedures, tools, services, equipment and incidentals, overhead, supervision and profit, Provincial Sales Taxes where applicable and Goods and Services Taxes to complete each portion of the Work.

Item	Description	Cost
2.1.	ALTERNATIVE PRICE TO INSTALL STEEL SHINGLES ON EXISTING PAVILION ROOF, WAKEFIELD BRIDGE 29 GA. SHINGLES, IN BRIGHT SLIVER, BY IDEAL ROOFING, OR PRE-APPROVED EQUIVALENT PRODUCT:	_____
2.2.	ALTERNATIVE PRICE TO INSTALL STEEL ROOFING ON SHELTER ADDITION, POCKET RIB 24 GA. PANEL ROOFING, IN BONE WHITE, BY IDEAL ROOFING, OR PRE-APPROVED EQUIVALENT PRODUCT:	_____

SECTION 00430 - SUPPLEMENTS TO BID FORM

3. **SENIOR SUPERVISORY STAFF**

Name	Appointment	Qualifications & Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. **LIST OF SUBCONTRACTORS**

If the Contractor does not identify any Subcontractors, it is assumed he does not intend to subcontract any of the Work.

Should the Contractor, after the Tender, inform the Owner that he intends to subcontract a portion(s) of the Work and the Owner or Consultant object to the choice of Subcontractor(s), the Contractor must substitute new Subcontractor(s) acceptable to the Owner at no additional increased costs to the Contract.

Should the Owner or Consultant object to the use of any particular Subcontractor, the Contractor is required, as a condition of this Contract, to make written application to the Consultant or Owner for the change, and to receive written authority from the Consultant for such change, before proceeding to Subcontract the portion(s) of Work.

The Bidder hereby submits the following detailed list of Subcontractors for the Work:

Subcontractor	Description of Work
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION 00430 - SUPPLEMENTS TO BID FORM

5. **CLIENT REFERENCES**

Provide client references for whom you have done work of a similar nature in the past, as follows:

Client Name & Telephone No.	Project Description & Address	Year	Contract Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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