



**Request for Tender # T-1032-2021**  
**for**  
**Relocation of Oral Health Clinic**  
**to 200 John Street, Oshawa**

**Appendices A, B, C, D (D3 to D5) and Attachments**  
**and Standard Forms**

**Document 2 of 4**  
**Electronic submission required**

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## **Appendix A – Form of Agreement**

### **1. Agreement with the Regional Municipality of Durham**

This agreement shall be based on and incorporate by reference, the CCDC 2 – 2008 Stipulated Price Contract.

CCDC 2 -2008 General Conditions shall apply to this contract, as amended by the Supplementary Conditions in Appendix B. The application of these conditions shall be governed in accordance with the order of precedence stipulated in the CCDC 2 -2008 General Conditions.

**Appendix B – Supplementary Conditions (SC) to stipulated price  
CCDC 2-2008**

Appendix B – Supplementary Conditions (SC) to stipulated price CCDC 2-2008 is posted as a separate document under T-1032-2021 on [durham.bidsandtenders.ca](http://durham.bidsandtenders.ca)

## **Appendix C – Pricing Form(s)**

### **1. Appendix C, Electronic Pricing Form(s)**

Appendix C, Electronic Pricing Form(s) are available for viewing by registered plan takers only on the Region's bidding website. To view the pricing pages and submit a bid for this opportunity, you will have to register for this bid opportunity (refer to Part 1, section 1.6 Submission of Bids, sub-section 1.6.3 Bids to be submitted Electronically). Once you have registered and become a plan taker for this bid opportunity, you can click on the "Start Submission" button and follow the steps to complete all the electronic forms necessary to complete your submission.

## **Appendix D, D-1 The Deliverables**

D-1 The Deliverables and D-2 Material Disclosures are posted separately as one document under T-1032-2021 on [durham.bidsandtenders.ca](http://durham.bidsandtenders.ca)

## **Appendix D, D-2 Material Disclosures**

D-1 The Deliverables and D-2 Materials Disclosures are posted separately as one document under T-1032-2021 on [durham.bidsandtenders.ca](http://durham.bidsandtenders.ca)

## **Appendix D, D-3 Mandatory Submission Requirements**

### **1. Submission Form**

Each bid must include a completed electronic Submission Form submitted by an authorized representative of the bidder.

### **2. Pricing Form**

Each bid must include the electronic Pricing Form(s) (Appendix C) completed according to the instructions contained in the form(s) and Part 4, Electronic Form Instructions.

### **3. Bid Security**

Bidders shall submit a **digital bid bond** in accordance with the instructions in Part 1 of the RFT.



**Appendix D, D-4 Initial Pre-conditions of Award**

Failure to satisfy all of the Initial Pre-Conditions of Award listed below within two (2) business days of the Region's request will, subject to the express and implied rights of the Region, be cause for disqualification and the bid will not be evaluated further.

**The lowest priced compliant Bidder must complete the following, which are attachments to the bid document for reference:**

- Schedule of Sections and Prices

The sum of prices provided in the Schedule of Sections and Prices must agree with the Divisional Prices in "Appendix C - Divisional Breakdown of Lump Sum Tendered Price (Total in Summary Table)" Where Divisional Prices have been adjusted to reflect appropriate balancing as per Part 4.2, the sum of prices in Schedule of Sections and Prices must agree with the adjusted Divisional Prices.

Failure to comply with the above requirements will be deemed to constitute a breach of the Tender's Terms and Conditions, resulting in forfeiture of the Bidder's Bid Security.

## Appendix D, D-5 Final Conditions of Award

In accordance with the terms and conditions of this RFT, the following documentation must be provided **within ten (10) business days of notice provided by the Region in the form of a contract award letter**. Failure to provide the required documentation will constitute a default by the Company.

- A Certificate of Insurance, as noted in **Appendix B – Supplementary Conditions**. A copy of the Region's form to be completed by your agent or broker or insurer is attached for this purpose.

The specific insurance requirements are as follows:

### **General liability insurance**

**General liability insurance** shall be in the name of the Contractor, with the Region of Durham the (Owner), ), Barry Bryan Associates and the City of Oshawa named as additional insureds, with limits of not less than **five million dollars** inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof, with a property damage deductible of not more than \$5,000. The form of this insurance shall be the Regional Municipality of Durham Certificate of Insurance Form. The Contractor shall forward with the executed contract documents a certified copy of the completed Certificate of Insurance Form.

### **Automobile Liability Insurance**

**Automobile liability** insurance in respect of licensed vehicles shall have limits of not less than **five million dollars** inclusive per occurrence for bodily injury, death and damage to property, in the following forms endorsed to provide the Region of Durham the (Owner) with not less than 30 Days written notice in advance of any cancellation, change, or amendment restricting coverage:

- standard non-owned automobile policy including standard contractual liability endorsement, and
- standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by the Contractor.

### **Professional Liability**

**Professional Liability (Errors and Omissions)** insurance shall have limits of not less than \$2,000,000 per occurrence and an aggregate limit of not less than \$4,000,000.

- A Certificate of Clearance from the WSIB, as noted in **Appendix B – Supplementary Conditions**. (to be uploaded into bidsandtenders.ca in the WSIB Clearance Certificate section).
- An executed copy of **Appendix A – Form of Agreement - CCDC 2-2008 Contract Agreement** signed by an officer of the Company with the authority to bind the corporation.
- A signed copy of the Region's **Confirmation of Favourable Health and Safety** Practice form
- List of Bidder's Senior Staff (as per attachments)

- A Performance Bond in an amount equal to fifty per cent (50%) of the tendered price (HST excluded) for the faithful performance of the Contract, including all obligations during the Warranty Period, as noted in **Appendix B – Supplementary Conditions of Contract** (refer to **Appendix SC-B Form 32**). **An original copy of the Performance Bond must be sent via courier to the Procurement Officer.**
- A Labour and Material Payment Bond in an amount equal to fifty per cent (50%) of the tendered price (HST excluded) for the faithful payment of all labour and materials related to this Contract, as noted in Appendix B – Supplementary Conditions of Contract (refer to **Appendix SC-C Form 31**). **An original copy of the Labour and Material Payment Bond must be sent via courier to the Procurement Officer.**

**Region now accepts digital Performance and Labour and Material Payment Bonds.**

**Note that the Region of Durham is now accepting digital Performance and Labour and Material Payment bonds.** Please advise the Region's Procurement Officer at Sharon.strain@durham.ca should you be able to supply these bonds 31 and 32 in digital format through your bonding company.

A scanned copy of a paper bond will not be accepted. Bidders and their sureties should review the industry checklist for digital bond requirements. All instruction details for accessing authentication must be included with the uploaded bond.”

- A copy of the Direct Deposit Authorization Form (as per attachments)

## **Attachments**

Certificate of Insurance

Health and Safety Practice Form

Direct Deposit Authorization Form

Bidder's Senior Staff Form

Schedule of Sections and Prices



**Certificate of insurance**

**Proof of liability insurance will be accepted on this form only.**

**This form must be completed and signed by your agent, broker or insurer.**

**All insurers shown must be licensed to operate in Canada.**

**This is to certify that the Named Insured hereon is insured as described below**

Named insured	Address of the Named Insured
Location and operations of the Named Insured for which Certificate is issued: All operations performed for the Region of Durham	

**Automobile Liability Insurance**

Insuring company	Policy numbers	Limit of Coverage	Effective date	Expiry date
	Automobile Liability	Deductible, if any:	D/M/Y	D/M/Y
	Excess Liability (if applicable)		D/M/Y	D/M/Y

The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by contract to provide bodily injury and property damage insurance.

**Commercial General Liability**

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Commercial General Liability	Per Claim / Annual Aggregate  Deductible, if any:	D/M/Y	D/M/Y
	Excess Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	

Provisions of Amendments or Endorsements of Listed Policy(ies)

**Professional Liability – Claims Made Basis – Yes/No**

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Professional Liability	Per Claim / Annual Aggregate  Deductible, if any:	D/M/Y	D/M/Y
	Excess Professional Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

- Is the limit inclusive of indemnity and claims expenses - **Yes/No**  
 - If the policy is on a claims made basis have there been any claims notices given for this policy term – **Yes/No**

**Environmental Liability – Claims Made Basis – Yes/No    Occurrence Basis – Yes/No**

Insuring company	Policy numbers	Limit of Coverage	Effective date	Expiry date
	Environmental Liability	Per Claim / Annual Aggregate  Deductible, if any:	D/M/Y	D/M/Y
	Excess Environmental Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

- Is the limit inclusive of indemnity and claims expenses - **Yes/No**  
 - if the policy is on a claims made basis have there been any claims notice given for this policy term – **Yes/No**

**Commercial General Liability** is issued on an ‘occurrence’ basis form and is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner’s and Contractor’s Protective Coverage, Products/Completed Operations, Contingent Employer’s Liability, Cross Liability Clause and Severability of Interest Clause.

With respect to Commercial General Liability Insurance, **The Regional Municipality of Durham, Barry Bryan Associates** and **The City of Oshawa** are added as Additional Insureds but only with respect to their liability arising out of the operations of the Named Insured.

The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Regional Municipality of Durham.

If cancelled or changed so as to reduce the coverage as outlined on this certificate, during the period of coverage as stated herein, thirty (30) days, prior written notice by registered mail will be given by the Insurer(s) to: **The Regional Municipality of Durham, Attention: Purchasing Section, Finance Department, 605 Rossland Road East, Whitby, ON, L1N 6A3**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date	Name, Address, Fax and Telephone Number of Certifying Party	Signature of Authorized Representative or Official
		Print Name of above Authorized Representative or Official



## **Confirmation of favourable health and safety practice form**

### **To Contractor(s):**

The Region of Durham is committed to:

1. The prevention of workplace injury and illness to all workers at Regional work locations.
2. The belief that contractor safety is compatible with the safety policy of the Region and is good business.
3. Reserving the right to cite contractors for any violation of the contract.

To ensure the Regional workplace is a healthy and safe working environment, contractors, constructors and sub-contractors must have knowledge of and operate in compliance with the Occupational Health and Safety Act (OHSA) and any other legislation pertaining to employee health and safety.

For long term contracts, or contracts involving pre-selected contractors, the Region reserves the right to cancel (or place on probation) the contract of any contractor who is charged and/or convicted of offences under the OHSA while carrying out any part of a project with the Region.

### **Contractor's Statement of Responsibility**

As a contractor retained to perform work for the Region of Durham, I/we accept the following health and safety responsibilities:

1. I/we confirm compliance with all procedures and requirements of the OHSA, Regional safety policies and procedures, department and site specific policies and procedures, and all applicable legislation and regulations.
2. I/we agree to work safely with skill and care so as to prevent accidental injury to ourselves, fellow employees and all other persons on the site of the work.



Confirmation of favourable health and safety practice form continued

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3. For contracts or sub-contracts that involve commercial motor vehicles as defined by the Highway Traffic Act, I/we confirm possession of a current Carrier CVOR abstract with one of the following safety ratings: Excellent; Satisfactory; Conditional; or Satisfactory - Unaudited. I/we confirm the Carrier CVOR abstract will be maintained throughout the entire term of the contract.
4. I/we will advise the Region if the CVOR safety rating of our firm is changed to "Unsatisfactory" at any time during the course of the contract and, upon request, will provide the Region with a copy of the most recent Carrier CVOR abstract indicating the sanctions imposed by the Ministry of Transportation.
5. I/we certify that I/we have all statutorily required policies and programs in place in accordance with the OHSA, including but not limited to a current and valid Health and Safety Policy Statement in accordance with section 25(2)(j).
6. I/we certify that all required equipment, materials, and protective devices, along with related procedures, are provided, used, and maintained in good condition, in accordance with the OHSA.

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Contractor

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Name of Person Signing for Contractor

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Signature of Contractor

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Date



The Regional Municipality of Durham  
 Finance Department – Expenditure Management  
 PO Box 710  
 605 Rossland Road East  
 Whitby, ON L1N 0A9  
 905-668-7711 x2237

## Direct Deposit Authorization Application

### Company Contact Information

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Title/Position \_\_\_\_\_  
 \_\_\_\_\_ Phone # \_\_\_\_\_  
 HST/GST Registration # \_\_\_\_\_ Contact E-mail \_\_\_\_\_  
 Effective Date (mm/dd/yy) \_\_\_\_\_ Remittance E-mail \_\_\_\_\_

### Banking Information

**Attach original “voided” cheque.**

Financial Institution Name \_\_\_\_\_  
 Financial Institution Address \_\_\_\_\_  
 Bank Number \_\_\_\_\_ Transit Number \_\_\_\_\_  
 Account # \_\_\_\_\_

**I hereby authorize The Regional Municipality of Durham to make deposits to my bank account and to send the advice of payments to the EFT remittance email address specified above. This authorization will remain in effect until cancelled or changed in writing.**

### CEO/Owner/Signing Officer Authorization

Print Name & Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Contact Email and Phone \_\_\_\_\_  
 Date (mm/dd/yy) \_\_\_\_\_

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to deposit payments to your account. Questions about this information should be addressed to the Expenditure Management, Finance Dept. The Regional Municipality of Durham, PO Box 710, 605 Rossland Road, East, Whitby, Ontario, L1N 0A9.



Section	Title	Amount (\$)
<b>Division 00 Procurement and Contracting Requirements</b>		
00 61 14.01	50% Performance Bond	.....
00 61 14.02	50% Labour and Material Payment Bond	.....
00 61 14.03	General Liability Insurance	.....
00 61 14.04	Automobile Liability Insurance	.....
00 61 14.05	Warranty Security Interest Carrying Cost	.....
00 65 36	One Year Extension of Contract Warranty Period	.....
<b>Total - Division 00</b>		<b>\$ .....</b>
<b>Division 01 General Requirements</b>		
01 14 00	Work Restrictions	.....
01 21 13	Cash Allowances	\$ 232,000.00
01 29 00	Payment Procedures	.....
01 31 00	Project Management and Coordination	.....
01 31 14	Interference and Coordination Drawings	.....
01 31 19	Project Meetings	.....
01 32 00	Construction Progress Documentation	.....
01 33 00	Submittal Procedures	.....
01 35 29	Health and Safety Procedures	.....
01 41 00	Regulatory Requirements	.....
01 45 00	Quality Control	.....
01 50 00	Temporary Facilities and Controls	.....
01 51 00	Temporary Utilities	.....
01 52 00	Construction Facilities	.....

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Name of Firm

Note: The lowest-priced compliant Bidder must complete and submit this Appendix within 2 Business days of being requested to do so by the Procurement Officer from the Region's Purchasing Section

Appendix - Schedule of Sections and Prices  
 (All prices are excluding H.S.T.)

Section	Title	Amount (\$)
01 53 00	Temporary Construction	.....
01 55 00	Vehicular Access and Parking	.....
01 62 00	Product Options	.....
01 65 00	Product Delivery Requirements	.....
01 74 00	Cleaning and Waste Management	.....
01 75 19	Testing and Balancing	.....
01 78 00	Closeout Submittals	.....
01 78 37	Extended Warranties	.....
01 79 00	Demonstration and Training	.....
<b>Total - Division 01</b>		<b>\$ .....</b>
 <b>Division 02 Existing Conditions</b>		
02 41 19	Selective Demolition	.....
<b>Total - Division 02</b>		<b>\$ .....</b>
 <b>Division 03 Concrete</b>		
03 30 00	Cast-In-Place Concrete	.....
<b>Total - Division 03</b>		<b>\$ .....</b>
 <b>Division 04 Masonry</b>		
04 21 13	Brick Masonry	.....
<b>Total - Division 04</b>		<b>\$ .....</b>

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Name of Firm

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Section	Title	Amount (\$)
<b>Division 05 Metals</b>		
05 12 23	Structural Steel	.....
05 50 00	Metal Fabrications	.....
<b>Total - Division 05</b>		<b>\$ .....</b>
<b>Division 06 Wood, Plastics and Composites</b>		
06 10 00	Rough Carpentry	.....
06 20 00	Finish Carpentry	.....
06 61 16	Solid Surfacing	.....
<b>Total - Division 06</b>		<b>\$ .....</b>
<b>Division 07 Thermal and Moisture Protection</b>		
07 21 13	Building Insulation	.....
07 21 29	Sprayed Insulation	.....
07 24 00	Exterior Insulation and Finish Systems	.....
07 26 00	Vapour Retarders	.....
07 27 13	Modified Bituminous Sheet Air Barriers	.....
07 46 13	Performed Metal Siding	.....
07 54 23	TPO Roofing	.....
07 62 00	Sheet Metal Flashing and Trim	.....
07 84 00	Firestopping and Smoke seals	.....
07 92 00	Sealants	.....
<b>Total - Division 07</b>		<b>\$ .....</b>

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Name of Firm

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Section	Title	Amount (\$)
<b>Division 08 Openings</b>		
08 11 00	Metal Doors and Frames	.....
08 14 16	Flush Wood Doors	.....
08 50 00	Aluminum Doors and Screens	.....
08 70 00	Hardware	.....
08 71 13	Automatic Door Operators	.....
08 80 00	Glazing	.....
08 87 00	Decorative Window Films	.....
08 88 13	Fire Resistant Glazing	.....
<b>Total - Division 08</b>		<b>\$.....</b>
<b>Division 09 Finishes</b>		
09 21 16	Gypsum Wallboard	.....
09 30 00	Tiling	.....
09 51 13	Acoustic Ceilings	.....
09 65 00	Resilient Flooring and Accessories	.....
09 65 36.13	Static Dissipative Resilient Flooring	.....
09 65 43	Linoleum Flooring	.....
09 65 43	Painting	.....
<b>Total - Division 09</b>		<b>\$.....</b>
<b>Division 10 Specialties</b>		
10 21 13	Compartments and Cubicles	.....
10 28 13	Washroom Accessories	.....

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Name of Firm

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Section	Title	Amount (\$)
10 51 23	Phenolic Lockers	.....
10 80 00	Miscellaneous Specialties	.....
<b>Total - Division 10</b>		<b>\$ .....</b>
 <b>Division 11 Equipment</b>		
11 73 13	Patient Lifts	.....
<b>Total - Division 11</b>		<b>\$ .....</b>
 <b>Division 21 Fire Suppression</b>		
21 00 01	General Conditions	.....
21 05 00	Common work results for fire suppression	.....
21 00 50	Basic materials and methods	.....
21 00 55	Work in existing buildings	.....
21 05 00	Common work results for fire suppression	.....
21 05 29	Bases, hangers and supports for Fire-Suppression Piping and Equipment	.....
21 05 53	Identification for Fire-Suppression Piping and Equipment	.....
21 13 00	Sprinkler systems	.....
<b>Total - Division 21</b>		<b>\$ .....</b>
 <b>Division 22 Plumbing</b>		
22 00 01	General conditions	.....
22 00 50	Basic materials and methods	.....
22 00 55	Work in existing buildings	.....
22 05 14	Electrical wiring	.....

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Name of Firm

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Appendix - Schedule of Sections and Prices  
(All prices are excluding H.S.T.)

Section	Title	Amount (\$)
22 05 23	Plumbing valves	.....
22 05 29	Bases, hangers and supports for plumbing piping and equipment	.....
22 05 48	Vibration isolation	.....
22 05 53	Identification for plumbing piping and equipment	.....
22 05 76	Facility Drainage Piping Cleanouts	.....
22 05 93	Testing, balancing and adjusting	.....
22 07 00	Plumbing insulation	.....
22 11 16	Domestic water piping	.....
22 11 19	Domestic water piping specialties	.....
22 13 16	Sanitary waste and vent piping	.....
22 13 19	Sanitary waste piping specialties	.....
22 33 00	Electric domestic water heaters	.....
22 34 00	Gas fired domestic water heaters	.....
22 40 00	Plumbing fixtures	.....
<b>Total - Division 22</b>		<b>\$ .....</b>
 <b>Division 23 Heating, Ventilating, and Air Conditioning</b>		
23 00 01	General conditions	.....
23 00 50	Basic materials and methods	.....
23 00 55	Work in existing buildings	.....
23 05 14	Electrical wiring	.....
23 05 29	Bases, hangers and supports for HVAC piping and equipment	.....
23 05 48	Vibration isolation for HVAC	.....

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Name of Firm

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Section	Title	Amount (\$)
23 05 53	Identification for HVAC piping and equipment	.....
23 05 93	Testing, balancing and adjusting for HVAC	.....
23 07 00	HVAC insulation	.....
23 09 00	Instrumentation and control for HVAC	.....
23 11 23	Natural gas system	.....
23 30 13	Ductwork and accessories	.....
23 34 00	Fans	.....
23 35 00	Air Control Valve	.....
23 36 00	Air terminal units	.....
23 37 13	Diffusers, registers and grilles	.....
23 41 00	Air filters	.....
23 51 00	Breeching Chimneys and Stacks	.....
23 83 13	Steam humidification system	.....
23 83 33	Electric heaters	.....
<b>Total - Division 23</b>		<b>\$ .....</b>
 <b>Division 26 Electrical</b>		
26 05 00	General conditions	.....
26 05 01	Common work results – electrical	.....
26 05 20	Wire and box connectors (0-1000V)	.....
26 05 21	Wires and cables	.....
26 05 27	Grounding	.....
26 05 29	Hangers and supports for electrical systems	.....
26 05 31	Splitter, junction, pull boxes and cabinets	.....

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Name of Firm

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Section	Title	Amount (\$)
26 05 32	Outlet boxes, conduit boxes and fittings	.....
26 05 34	Conduits, conduit fastenings and conduit fittings	.....
26 27 26	Wiring devices	.....
26 28 13.01	Fuses – low voltage	.....
26 28 23	Disconnect switches – fused and non-fused	.....
26 60 02	Testing and commissioning of electrical systems	.....
<b>Total - Division 26</b>		<b>\$ .....</b>
 <b>Division 28 Electronic Safety and Security</b>		
28 13 00	Access control	.....
28 31 00.02	Fire alarm system	.....
<b>Total - Division 28</b>		<b>\$ .....</b>
 <b>Division 31 Earthworks</b>		
31 23 10	Excavating, trenching and backfilling	.....
<b>Total - Division 31</b>		<b>\$ .....</b>

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Name of Firm

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