

# CHRISTIAN HORIZONS TENDER REQUEST



Tender Issue Date: Wednesday, August 23, 2017

**PROJECT NUMBER:** 18147  
**PROJECT DESCRIPTION:** Connect Sprinkler System to Municipal Water Source  
**PROGRAM NAME:** Durham 6  
**PROJECT LOCATION:** 60 Elizabeth Cres. S., Whitby, ON L1N 3R7

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## 1.0 INTRODUCTION

Christian Horizons provides person-centered support to men, women and children with developmental disabilities. Services include: residential group homes, supported independent living, respite services, community participation supports, family home services and employment supports.

Our person-centered support helps people define and pursue their own dreams and goals, experience inclusion and relationships, enjoy meaningful activities, exercise self-determination and pursue personal growth.

This tender request is an invitation to selected General Contractors / Constructors to bid on the following work.

The following is a brief summary of the work to be completed:  
Connect Sprinkler System to Municipal Water Source

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## 2.0 LIST OF TENDER AND CONTRACT DOCUMENTS

### The Tender documents comprise:

- 1.0 Introduction and Bid Solicitation
- 2.0 List of Procurement and Contract Documents
- 3.0 Instructions to Bidders
- 4.0 Bid Form
- 5.0 General Requirements
- 6.0 Scope of Work

### The Contract documents will comprise:

- 7.0 Short Form Stipulated Price Contract with Unit Prices
- 8.0 Condition Requirements
- 9.0 Cost Breakdown with Unit Prices\* including Sub-Trades Listing
- 10.0 Project Schedule
- 11.0 General Insurance Liabilities Certificate
- 12.0 Current WSIB Clearance Certificate
- 13.0 Health & Safety Policy or Statement

\*Projects that are funded by the Ministry of Community and Social Services (MCSS) and the Ministry of Children and Youth Services (MCYS) has mandated that each project approved budget, is to be a separate cost center, requiring detailed cost breakdowns between different materials used and labour.

If more than one project undertaken by a General Contractor in a program or CH facility, please note the project number, description and scope of work for each project must form part of the tender bid (but each value shown separately) and may form part of the the final contract document.

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## 3.0 INSTRUCTION TO BIDDERS

### 3.1 Tenders

- 3.1.1 Tenders may be emailed, faxed or delivered to the attention of: Lisa Cramm  
By email please forward to: [lcramm@christian-horizons.org](mailto:lcramm@christian-horizons.org)  
By fax, please fax to: 519-650-8984  
By delivery, please address to: Christian Horizons Resource & Leadership Centre  
4278 King St., East  
Kitchener, ON N2P 2G5
- 3.1.2 Tender Closing Date: Thursday, September 7, 2017  
Tender documents received after 2:00 PM not be accepted.
- 3.1.3 The Owner reserves the right to reject any or all tenders, or accept any tender deemed most satisfactory to accomplish the project.
- 3.1.4 Questions regarding the tender will not be accepted 48 hours prior to closing.
- 3.1.5 Submit tenders using the enclosed tender forms/formats either by email, fax or delivery in a sealed envelope marked 'TENDER'.
- 3.1.6 Please include project number, project description and all other information requested.

### 3.2 Pre-Bid Site Visit

- 3.2.1 A mandatory site visit is scheduled for: To be arranged with Lisa Cramm

### 3.3 Project Stakeholder Contacts

Program Area Manager	Grant Carr
Program Manager	Priscilla Holden
Program Staff Contact	Lisa Cramm
Facilities Project Manager	Lisa Cramm
Director of Facilities	Phil Sheldon

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## 5.0 BID FORM

Bid offer submitted to Christian Horizons

5.1 The Work: Connect Sprinkler System to Municipal Water Source

5.2 I/We agree to provide all materials and labour for the proper completion of the Work for the **Stipulated Price (with Unit Prices) of:**

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In lawful money of Canada; included are all costs, expenses, allowances, overhead, profit, exchange, all other charges, Federal and Provincial taxes and duties, except the Harmonized Sale Tax (HST).

5.3 I/We declare that I/We have carefully examined the Scope of Work including Specifications, Schedules, Drawings and other Requirements as cited in the following appendixes and addendums.

Appendix No. \_\_\_\_\_ through \_\_\_\_\_  
Addendum No. \_\_\_\_\_ through \_\_\_\_\_

5.4 I/We further declare that I/We have visited the site and carefully examined the conditions which may affect the work included in the contract.

5.5 I/We confirm that work will start within 1 week of the receipt of permit (if required) and will attain substantial performance of work within \_\_\_\_\_ days/weeks of commencement.

5.6 Contractor with successful bid will be required to submit the following documents within twenty -four (24) hours prior to awarding:

- 5.6.1 Current WSIB Clearance Certificate
- 5.6.2 General Insurance Liabilities Certificate
- 5.6.3 Health & Safety Policy or Statement
- 5.6.4 Cost Breakdown with Unit Prices including Sub-Trades Listing
- 5.6.5 Project Schedule

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**5.0 BID FORM**

**5.7 Contractor Identification (Signatures, Witness or Seal)**

**5.7.1 Bidders Legal Name:**

\_\_\_\_\_

**5.7.2 Bidders Address:**

\_\_\_\_\_  
\_\_\_\_\_

**5.7.3 Bidders Authorized Representative:**

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**5.7.4 Witness Signature or Seal:**

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**5.7.5 Dated at**

\_\_\_\_\_

this \_\_\_\_\_ day, of \_\_\_\_\_ in the year \_\_\_\_\_

**CHRISTIAN HORIZONS  
SHORT FORM STIPULATED PRICE CONTRACT  
WITH UNIT PRICES**



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**4.0 GENERAL REQUIREMENTS**

Christian Horizon's group homes have specific requirements of contractors working at our homes and interacting with our staff and residents. While our expectations include those normally found at a typical construction project, like the legislative requirements of the Occupational Health and Safety Act, of equal importance, is the need to be considerate of our residents. Therefore, we request, that at all times, your supervisor and members of your crew communicate to the home's Program Manager activities and scheduling of work. We also request that that your team be extremely sensitive to the inquisitive nature of our residents, who may have opportunity to be in your work area. While we need your team to conduct their work, we ask that they keep all tools and equipment out of the residents reach. Please insist that all management and staff teams help you to maintain a safe working area for all.

**Contractors Responsibilities**

- 4.1 Project Start Up:** The Contractor will provide all signed or certified copies of documents including bonding certificates, contractual agreements, liability insurance, Workers Safety Insurance Board (WSIB) clearance certificates, cost breakdown and other required contract documentation before the start of any work. Confirm any outstanding items before commencement of the work. Discuss in detail the Project Site Safety Plan including means of egress and exiting for residents while construction activities take place on the site, management of tools and equipment, disposal of demolition and construction materials, etc.
- 4.2 Communication:** The General Contractor and Christian Horizons will exchange contact information for all members of the site project. Roles regarding communication and process will be exchanged as part of the communication process. Contact information will be made available as part of the meeting minutes at the end of each set of minutes. Communication information will include email address, telephone numbers, cell phone numbers, proper company address for all trades, sub trades, project managers and consultants involved in the project.
- 4.3 Meetings:** As a part of the exercise to establish and maintain a cooperative, effective and safe working environment, a project start up meeting and project site meetings on a regular basis as the project evolves if required. The purpose of project site meetings is to ensure that the project team and stakeholders have a clear understanding of the General Contractors contractual responsibilities which include direction about the project plan and protocols, the project lines of communication and project roles and responsibilities.
- 4.4 Meeting Minutes:** The General Contractor will take all meeting minutes and distribute them to the various members of the site project team for review and approval. Christian Horizons will manage distribution to their staff internally.
- 4.5 Health and Safety:** Ensure staff work safely on the site, and that all legislative requirements according to the most recent version of the Occupational Health and Safety Act are met. The General Contractor will be in good standing with the WSIB throughout the duration of this project. A First Aid Kit will be provided on site for workers safety and immediate needs in the event of an incident. In addition, all information regarding safety will be posted in an agreed upon work location for reference.
- 4.6 Site Supervision:** The General Contractor is responsible to provide daily competent site supervision at the project work site, at all times, to direct the activities and events at the work place. Contact information of site supervisors will be made available to the Christian Horizons Facilities Project Manager as outlined above.
- 4.7 Permits:** Ensure that all permits have been taken out and are posted at the work site according to the Ontario Building Code before commencement of any work. Copies of the permits are to be provided to Christian

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SHORT FORM STIPULATED PRICE CONTRACT  
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**4.0 GENERAL REQUIREMENTS**

Horizons Facilities Project Manager at the start of the project. Where inspections of the work take place, the site supervisor will make record of the inspections and provide copies to the Christian Horizons Facilities Project Manager.

- 4.8 Site Layout Plan:** Verify the logistics at the site including access to the site, location of equipment, bins, construction materials, storage of tool chests, tool cribs, etc. with the Christian Horizons Facilities Project Manager.  
Obtain permission for parking and use of utilities, washroom facilities and restricted areas of the site with the Christian Horizons Facilities Project Manager and/or the sites Program Manager.
- 4.9 Drawings & Specifications:** Maintain drawings and specifications on site during the term of the construction project including any notices of change, change orders to the project, minutes from the site meetings. Verify that the most recent drawings and specifications have been provided and the drawings contain all professional stamps as required.
- 4.10 Project Schedule:** The contractor will provide a project schedule for the work undertaken and update the project schedule at the end of each site meeting or where there are changes in scope of work. Key project dates should include start time, substantial completion, final completion and project plan to achieve schedule deliverables.
- 4.11 Change Management:** The General Contractor will submit a contemplated change notice to the Christian Horizons Project Manager where changes in the scope of work are considered. The contemplated change notice will include details on the work that is to occur, sketches if needed and cost to carry out the changes in the work. Each contemplated change notice will be numbered, dated and signed by the General Contractor. No work will begin on the contemplated change notice until a change order approval is issued by Christian Horizons.
- 4.12 Invoicing and Progressive Payments:** The General Contractor will issue invoices according to the terms of the contract agreement. Invoices must be detailed to include unit pricing when a cost breakdown has not been provided.  
Invoices should be forwarded to the attention of the Christian Horizons Facilities Project Manager at:  
Christian Horizons Resource & Leadership Centre  
4278 King St., East  
Kitchener, ON N2P 2G5
- 4.13 Testing and Inspections:** According to the terms of the project contractual agreement, the General Contractor will advise the Christian Horizons Facilities Project Manager and the group homes Program Manager of any testing or inspections that will be taking place on the site, giving a minimum, of 24 hours notice, in advance. Copies of the results of those tests will be copied to the Christian Horizons Facilities Project Manager.
- 4.14 Project Deficiencies:** At substantial completion, the General Contractor will conduct a tour of the project work with members of the project team which may include Consultants and Christian Horizons Facilities Project Manager. The results of that tour will be documented by the General Contractor. As part of the documentation of deficiencies, a timeline is to be provided as to resolution of any deficiencies identified.
- 4.15 Commissioning:** The General Contractor will arrange for demonstrations of all new or changed equipment installed as a part of the project. Manuals and cut sheets will be provided to the Christian Horizons Facilities Project Manager in a binder format as part of the commissioning process. Updated drawings, indicating any changes to the project, will be provided by the General Contractor at the completion of the project.

## CHRISTIAN HORIZONS TENDER REQUEST

**PROJECT NUMBER: 18147**

**PROJECT DESCRIPTION: Municipal Water Connection**

**PROGRAM NAME: Durham 6**

**PROJECT LOCATION: 60 Elizabeth Cres South Whitby ON L1N 3R7**

### SCOPE OF WORK

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#### Demolition

- a. Drain and Remove existing tanks

#### Sprinkler System

- a. Contractor is responsible for compliance with all of the requirements of NFPA 13D and shall prepare and provide professional engineer's stamped drawings for the complete system as a shop drawing; along with all calculations to confirm the size of all piping
- b. Sprinkler design and hydraulic calculations to be certified by a qualified engineer. Drawings to be provided as part of the permit application and for coordination with others.
- c. Contractor will provide and allowance for all exterior excavation, deposits, and coordination with Municipality of all exterior hook up to the home and/or
- d. Contractor will provide an allowance of \$15000.00 for hook up of exterior waterline from the City portion to the home.
- e. Coordinate with the Fire Suppression Vendor to ensure the existing Monitoring Panel is upgraded to CAN/ULC –S561 – 03 to incorporate the new sprinkler connections
- f. Where Interconnected Smoke Alarms exist – reprogram the existing Monitoring Panel to Supervisory functionality only. Verify with local Municipality
- g. New 2" waterline to be connected to existing municipal service and shall be c/w all necessary valves and connections as required.
- h. Supply and install residential fire pump c/w adequate tanks if not able to connect to the municipal service
- i. Review existing generator to remove tank system from unit
- j. Supply and install an approved backflow preventer certified to the current edition of CSA standard B64.4 or B64.5 or any associated.
- k. Provide drain connections for the complete drainage of system. Required for monthly testing.
- l. Upon completion of work new supply line from city to be flushed.
- m. Supply and install of switches only limited to the electrical supervision for the control valves, system low pressure and water flow.
- n. Inspection, testing, and drain upon completions to assure all function of system working
- o. Supply and install proper piping and testing valve to drain for Christian Horizons monthly testing requirements.
- p. Training to Christian Horizons staff upon activation of system with all relevant manuals.
- q. Landscaping to be completed at end of job; any damages created by exterior excavation will be covered by the contractor

#### General Notes:

- r. Contractor shall verify dimensions on site and is responsible for all measurements. Do not scale from drawing
- s. Contractor shall obtain, pay for and provide proof of all permits, locates, and inspections as required and provide Christian Horizons with verification reports. Clarification needed if sprinkler work requires a separate permit to proceed.



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### SCOPE OF WORK

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- t. All work to be complete as per regulator codes.
- u. Exact extent of the work to be reviewed on site prior to submitting a bid.
- v. The Contractor has restricted use of the 'Place of Work'. This is an active home and coordination through the Program Manager will be required to minimize disruption to the residents.
- w. All work shall be done by licensed trades, to meet building code standards and to ensure good workmanship/construction practices.
- x. A safe garbage drop will be set up and area caution taped off with visible barriers
- y. Site will be cleaned and kept safe for the easement of house and workers
- z. Contractor will leave the site clean with all waste materials disposed of at authorized site.
- aa. Other Trades may be onsite, please ensure to coordinate schedules and direct any concerns to Facilities Project Manager.

**Note:**

*Schedule of work to be provided to Facilities Project Manager before work commences to ensure residents have day plans or alternative living arrangements during certain periods of time throughout the overall construction.*