



**Contract ENG16-xx**  
**Scope of Work**  
**Location**  
**Limits**

**Issued By:**  
**City of Greater Sudbury**

**Tony Cecutti, P. Eng., FEC**  
**General Manager of Infrastructure Services**

**January 2016**

**Engineering Services Division**

**H.S.T. included** \$  
**No Refund**

**City of Greater Sudbury  
Tender For**

**Contract ENG16-xx  
Scope of Work  
Location  
Limits**

Tenders must be submitted on forms provided by the Corporation, in a sealed envelope using the completed label sheet provided, to the **City of Greater Sudbury, Supplies and Services Department, Second Floor, Tom Davies Square:**

**Mailing / Courier Address:** 200 Brady Street, PO Box 5000, Station A, Sudbury, Ontario, P3A 5P3

**No Later Than  
1:30 PM Local Time  
[date]**

**Construction Works**

The construction works include the following approximate quantities:

**[Scope of Work]**

**Tender Documents**

Tender documents **and drawings** may be downloaded free of charge from the City of Greater Sudbury's (City) website <http://www.greatersudbury.ca/tenders> or may be picked up at the City of Greater Sudbury, Engineering Services Division, Third Floor, Tom Davies Square, 200 Brady Street, Box 5000, Station A, Sudbury, Ontario, P3A 5P3, **on or after [date], upon receipt of a non-refundable payment of \$[dollar amount] (includes H.S.T.).** Plan Takers who choose to download Tender Documents from the City's website, are to contact **[insert Official Point of Contact name]** at 705-674-4455, ext. **number** for a DVD containing (description). Tender documents may also be viewed at the same location.

**Communications/Official Point of Contact**

The official point of contact for this Bid Solicitation is **[insert Official Point of Contact name]**, email at [insertOfficialPointofContact.emailaddress@greatersudbury.ca](mailto:insertOfficialPointofContact.emailaddress@greatersudbury.ca) or phone number 705-674-4455, Ext. **[insert extension number]** and all communications with the City during the procurement process shall be through the official point of contact. For additional information, see Division #1 of contract document, Section 2.3 - Communications/Official Point of Contact.

**[Designer to select ONLY one section for Prequalification]**

**Prequalification**

Bidders must prequalify and the deadline to apply for prequalification is **12:00 Noon, (date).**

**Only bids from prequalified Bidders and have attended the Mandatory Tender Information Meeting, will be considered.**

**[OR]**

**Prequalification**

**(Not Applicable to Contract ENG16-xx)**

**Only bids from Bidders who have attended the Mandatory Tender Information Meeting will be considered.**

#### **Tender Information Meeting - Mandatory**

A **Mandatory** Tender Information Meeting will be held on **[date]**, at **[time]**, in Committee Room **[#]**, Tom Davies Square, 200 Brady Street, Sudbury, Ontario.

#### **Deadline for Questions**

The Deadline for questions is **12:00 Noon**, **[date]**.

#### **Tender Opening**

Tenders will be opened publicly at **2:30 PM**, on **[date]**, by the **Tender Opening Committee**, in **Committee Room C-21**, Tom Davies Square, 200 Brady Street, Sudbury, Ontario.

#### **Tender Award**

Tender award is subject to receipt of **[Subject]**.

Lowest or any tender not necessarily accepted.

**City of Greater Sudbury**

**Contract ENG16-xx**  
**[Contract Description]**

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# **Division #1**

## Division #1

### Instructions to Bidders

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## Part 1 – Introduction

### 1.1 Scope of Work

The work consists of the supply of all labour, material, equipment and supervision necessary to complete the work shown, or described by, or reasonably inferred from these contract documents. Without limiting the qualifications of the foregoing the work consists of the following:

**[insert Scope of Work]**

### 1.2 General Conditions, Specifications and Drawings

The Work shall be carried out in accordance with the current Ontario Provincial Standard Specifications and Drawings as modified by the current City Supplemental Specifications and Supplemental Drawings. The City's General Conditions apply to this procurement and will form part of any Contract pursuant to this Bid Solicitation. The City's Supplemental Specifications, Supplemental Drawings and General Conditions may be obtained at:

<http://www.greatersudbury.ca/business/engineering-standards/>.

**[Designer to select ONLY one Section 1.3 Prequalification]**

### 1.3 Prequalification

**[Designer to indicate the applicable prequalification required]**

If a Bidder has not prequalified for **[Designer to indicate the category and limits]**, by the Annual Prequalification Procedure, then the procedure outlined in this section shall be followed.

**There will be no Annual Prequalification for work pertaining to Water Plants, Wastewater Plants, Bridges and Environmental projects. These contracts will have prequalification at the time of tendering.**

**[When tendering Sewer, Water and/or Road Projects]**

Bidders must submit the following documents, prior to the specified deadline for application for prequalification:

- a) Letter from the Bidder's bank manager addressed to the City of Greater Sudbury, attesting to the Bidder's financial capability to complete this contract.
- b) A written schedule of **all** contracts successfully completed by the Bidder in the previous three (3) years.
- c) Include the value of each contract, the name of the owner, and the name and telephone number of the owner's contact person who is willing and able to attest to the Bidder's capability to perform this contract work.
- d) A list of all contracts presently undertaken, the value of each contract, the scheduling of each contract, and the name of the owner.

- e) The name, qualifications, and experience of the proposed superintendent for this contract work.
- f) A list of equipment available for this contract work, and whether “owned” or “rented”.
- g) The successful Bidder shall be required to supply a copy of a current City of Greater Sudbury license for the electrical and/or plumbing contractor(s) that they plan to “carry” on this contract. The copy of the licence(s) shall be provided at the Pre-Construction Meeting.

### **Prequalification for Traffic Signal Installation**

**[Designer to delete this entire Traffic Signal Installation section if not required]**

### **Prequalification for Traffic Signal Installation Work:**

Bidders are to submit the name of the electrical contractor(s) that they plan to “carry” on this contract who will be responsible for the Traffic Signal Installation work. The electrical contractor must meet the following requirements:

### **Qualification of Electrical Contractor**

- i) The Contractor must have fully trained, qualified and experienced licensed electricians having a minimum of three (3) years involving the installation, maintenance, and repairing of all types of traffic signals, signal system, and related devices. These individuals must be knowledgeable in the function, operation and features of modern electrical and electronic signal control equipment, specifically NEMA traffic control cabinets, and Eagle traffic controllers and systems.
- ii) The Contractor’s electricians must have successfully completed the International Municipal Signal Association (IMSA) Level I and II, Traffic Signal Certification Program.
- iii) The Contractor must have a minimum of five (5) years in business as related to traffic control signal installation and maintenance.
- iv) Minimum field personnel requirements on this contract shall include:
  - Contract Supervisor
  - Field Electrician(s)
  - Labourer(s)

In addition, the Bidder must submit the following documents, prior to the specified deadline for application for prequalification.

- a) The Contractor must supply documentation of their personnel, including: Ministry of Labour #309A Certificate of Qualification, and any other evidence as to the personnel’s qualification, training and experience in maintaining and installing traffic signal control devices.
- b) A written schedule of **all** contracts successfully completed by the electrical contractor in the previous three (3) years.

Include the value of each contract, the name of the owner, and the name and telephone number of the owner’s contact person who is willing and able to attest to the Bidder’s capability to perform this contract work.

- c) A list of all contracts presently undertaken, the value of each contract, the scheduling of each contract, and the name of the owner.
- d) The name, qualifications, and experience of the proposed supervisor for this contract work.
- e) A list of equipment available for this contract work, and whether “owned”.

**Prequalification Deadline:**

Prequalification applications for **Contract ENG16-xx** must be received by **12:00 Noon, date, 2016** and should be submitted to:

**Director of Engineering Services  
City of Greater Sudbury**

**Mailing / Courier Address:**

200 Brady Street, PO Box 5000, Station A, Sudbury, Ontario, P3A 5P3

The envelope containing the details should be clearly marked with the **Contract Number, Contract Title and the word “Prequalification”**.

Each Bidder who has submitted a prequalification application will be notified as soon as they have been prequalified.

**Only bids from prequalified Bidders and have attended the Mandatory Tender Information Meeting will be considered.**

**[OR]**

**1.3 Prequalification**

**(Not Applicable to Contract ENG16-xx)**

**Only bids from Bidders who have attended the Mandatory Tender Information Meeting will be considered.**

**Part 2 – Information for Bidders**

**2.1 Closing Date and Opening of Bids**

Bids shall be submitted to the City of Greater Sudbury, **Supplies and Services Section, 2nd Floor**, Tom Davies Square, 200 Brady Street, Sudbury, Ontario, P3A 5P3, **NO LATER THAN 1:30 PM Local Time, [insert date]**.

Bids shall be submitted **in the completed Bid submission envelope provided, where applicable, or** in an envelope or package using the completed label sheet provided, and shall include the current Form of Tender and current Schedule of Unit Prices supplied by the City, and the appropriate documents required under Section 2.12 - Bid Deposits, Performance Guarantee. Bidders are to refer to Division #2, Bidder’s Check List for more bid submission information. The Bids will be opened at a tender opening meeting which may be attended by the Bidders. Results will be posted to the City’s tender Web Page at <http://www.greatersudbury.ca/business/tenders-purchasing/tenders/>.

Bids will be opened by the Purchasing Section at the Tender Opening Meeting, the same day and at the same address at 2:30 PM, on the 2nd Floor in Committee Room C-21. Results from the opening of Bids shall be posted to the City's tender Web Page within three business days of the opening.

**[Designer to select ONLY one Section 2.2 Tender Information Meeting]**

## **2.2 Tender Information Meeting**

Bidders are invited to attend a Tender Information Meeting in **Committee Room [insert room #], Tom Davies Square, 200 Brady Street, Sudbury** at **[insert time]**, on **[insert date]**.

The purpose of the meeting is to provide additional information, if required, and to answer questions concerning the project and contract documents. All Bidders are urged to attend the Tender Information Meeting.

Any new information or project changes given at the meeting will be covered by an Addendum to the Contract which will be issued prior to the tender closing date. Minutes of the Tender Information Meeting shall be posted on the City's Web Page.

**[OR]**

## **2.2 Tender Information Meeting – Mandatory**

Bidders are required to attend a **Mandatory** Tender Information Meeting in **Committee Room [insert room #]** at **[insert time]**, on **[insert date]**. Bidders that fail to attend the Mandatory Tender Information Meeting shall be disqualified from the Bid Solicitation and shall not be permitted to submit a Bid.

The purpose of the meeting is to provide additional information, if required, and to answer questions concerning the project and contract documents.

Any new information or project changes given at the meeting will be covered by an Addendum to the Contract which will be issued prior to the tender closing date. Minutes of the Mandatory Tender Information Meeting shall be posted on the City's Web Page.

## **2.3 Communications and Official Point of Contact**

The official point of contact for this Bid Solicitation is **[insert Designer name]** and all communications with the City during the procurement process shall be through the official point of contact. Bidders shall not contact any other persons including Members of Council, City employees or consultants retained by the City regarding this Tender. In accordance with the City's Purchasing By-law, a Bidder may be disqualified from bidding on the current and any future Bid Solicitations where the Bidder, its employees or anyone involved in preparing its Bid engages in any form of communication, discussion or lobbying of any form with Members of Council, City employees or consultants retained by the City to seek to influence the outcome of the procurement process or the award.

All communications with the official point of contact shall be in writing. Verbal communications will not be binding on the City. Bidders shall review the Bid Solicitation and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein.

To facilitate comprehensive responses, Bidders are encouraged to email their questions or clarification requests as soon as possible and no later than **12:00 Noon, [insert “deadline date for questions”]** to [tenders@greatersudbury.ca](mailto:tenders@greatersudbury.ca) or by fax to (705) 671-8118. Nothing herein shall obligate the City to respond to any question or clarification request.

## **2.4 Addendum and Clarification**

The City may, at its discretion, amend or supplement the documents for the Bid Solicitation by addendum at any time prior to the closing date for receipt of Bids. Changes to the Bid Solicitation documents shall be made by Addendum only. Such changes made by addendum shall be supplementary to and an integral part of the Bid Solicitation. In the event of any conflict or inconsistency in the wording or any issue of interpretation, Addenda, when issued, shall, to the extent of such conflict or inconsistency, take priority over the original wording in the documents and any wording in prior Addenda.

Addenda will be posted on the City’s tender Web Page. While the City will endeavor to provide notification of the issuance of an addendum to prospective Bidders who have registered as a plan taker with the City, the City assumes no liability for the notification and it is the responsibility of each Bidder to monitor the City’s tender Web Page and determine whether any addenda have been issued by the City.

Upon the issuance of any addendum, the City shall provide at least three business days between the issuance of the addendum and the closing date for the receipt of Bids. If a Bidder has already submitted its Bid to the City and an addendum is subsequently issued by the City, the Bidder shall resubmit prior to the closing date for receipt of Bids, the addendum acknowledgment form acknowledging all addenda issued by the City. The addendum acknowledgment form shall be delivered in person or sent either by facsimile at 705-671-8118 or by email to [tenders@greatersudbury.ca](mailto:tenders@greatersudbury.ca). Failure to resubmit the addendum acknowledgment form may result in disqualification of the Bidder in accordance with Schedule B of the City’s Purchasing By-law. If a Bidder wishes to change its Bid as a result of the issuance of an addendum by the City then it shall have reference to Section 2.20 - “Withdrawal of Bids”.

Where the City chooses to respond to a question from a Bidder or wishes to provide additional information which is not intended to amend the Bid Solicitation (for example questions of an administrative nature) the City may do so through the issuance of a Notice to Bidders. Notices shall be made available in the same way as Addenda as stated above but shall not require any acknowledgment by Bidders.

## **2.5 Errors and Omissions**

The City shall not be held liable for any errors or omissions in any part of this Bid Solicitation. While the City has used considerable effort to ensure an accurate representation of information in this Bid Solicitation, the information contained is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the Bid Solicitation is intended to relieve the Bidders from forming their own opinions and conclusions with respect to the matters addressed herein.

## **2.6 Quantities**

While the City has made every effort to ensure that quantities stated in the Bid Solicitation are accurate, the City assumes no liability for any inaccuracy and the Bidder shall be paid based on the actual quantities. Stated quantities are approximate and are provided for the purpose of comparing competing Bids only.

## **2.7 Irrevocability of Bids**

Subject only to section 2.20 - "Withdrawal of Bids", Bids shall be irrevocable and shall remain in effect and open for acceptance by the City for ninety (90) days after the closing date for receipt of Bids.

## **2.8 Bid Irregularities**

The process for determining procedural compliance of Bids will be in accordance with Schedule "B" to the City's Purchasing By-Law, attached hereto.

## **2.9 Reserved Rights**

The City reserves the right, in its sole discretion, to reject any or all Bids, and the lowest Bid will not necessarily be accepted. The City further reserves the right to award to a Bidder submitting a Bid which is not necessarily the lowest.

Without restricting the generality of the statement above, the City shall not be required to award or accept any Bid and may, in its sole discretion, and at any time, choose to cancel the Bid Solicitation. Thereafter, the City may take such steps as it deems fit, in its sole discretion, and may, without limitation and without any liability for so doing, issue one or more revised Bid Solicitations for the Work, complete the Work with its own forces, negotiate with any Bidder or take no further steps.

The City reserves the right to waive any issues of non-compliance that it deems, in its sole discretion, to be non-material, trivial or insignificant. Where the City exercises its right to waive herein it may accept the Bid as submitted or may require the Bidder to correct such issue provided that there shall be no change in the Bid price.

Where Bids received exceed the Council Approved Budget for the Work, the City reserves the right to negotiate with the lowest compliant Bidder where, in the City's sole discretion, the changes required to achieve an acceptable Bid are of a minor nature and will not change the general nature of the Work. No Bidder shall have any rights against the City arising from such discussions or negotiations.

The City reserves the right to delete any portion or part of the work outlined and the Bidder agrees to such cancellation without any claim whatsoever because of such cancellation.

## **2.10 Disqualification of Bidders**

The City, in its sole discretion, may exclude a Bidder from eligibility to submit Bids or a submitted Bid may be summarily rejected and returned to a Bidder where one of the following circumstances has occurred:

- a) The Bidder is or has been involved in Litigation with the City, its elected officials, officers or employees;
- b) The Bidder has failed to pay an amount owed to the City when due and owing;
- c) There is documented evidence of poor performance, non-performance or default by the Bidder in respect to any Contract;
- d) The Bidder has withdrawn its Bid on a previous Bid Solicitation after Bids have been opened by the City;

- e) The Bidder is in breach of section 7 of the Purchasing By-Law (point of contact);
- f) The Bidder has been determined to be in non-compliance with the terms of the City's Fair Wage Policy as adopted pursuant to By-Law 2007-298;
- g) The Bidder or its personnel has demonstrated abusive behaviour or threatening conduct towards City employees, their agents or representatives;
- h) The Bidder has been convicted of a criminal or quasi-criminal offence including but not limited to fraud or theft; or,
- i) The Bidder has been convicted of an offence pursuant to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Bidder for the health and safety of its Workers or the general public.

For the purposes of this section 2.10, Bidder shall be deemed to include any related entity and any partner, principal, director or officer of such Bidder as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).

## **2.11 Award**

The City reserves the right in its sole discretion to award the Bid Solicitation in whole or in part. The Award of this Bid Solicitation is conditional upon the allocation of sufficient funds by the Council for the City of Greater Sudbury.

Tender award is subject to receipt of [Subject].

Lowest or any tender not necessarily accepted.

## **2.12 Bid Deposit, Performance Guarantee**

**Each tender must be accompanied by one of the following alternatives:**

- A. A tender deposit in the form of a certified cheque or Letter of Credit in the amount of **5% of estimate plus 13% HST**. The Bidder must also provide an Agreement to Bond from a Bonding Company whereby the Bonding Company agrees to provide a 100 percent Performance Bond, in a form acceptable to the City Solicitor. An Agreement to Bond for any previous tender, or a Performance Bond from any previous contract is not an acceptable alternative to the Agreement to Bond requested.
- B. A tender deposit in the form of a Bid Bond in the amount of **15% of estimate plus 13% HST**. The Bidder must also provide an Agreement to Bond from a Bonding Company whereby the Bonding Company agrees to provide a 100 percent Performance Bond, in a form acceptable to the City Solicitor. An Agreement to Bond for any previous tender, or a Performance Bond from any previous contract is not an acceptable alternative to the Agreement to Bond requested.
- C. A deposit in the form of a Letter of Credit or certified cheque, in the amount of **25% of estimate plus 13% HST**. (Letters of Credit from a Caisse Populaire or Credit Union, properly completed will be acceptable).

Under alternatives (A), (B) and (C), the deposit of the lowest Bidder is retained until the contract is awarded and the contract documents executed and the Performance Bond or Performance Deposit is received by the City of Greater Sudbury.

Under alternatives (A) and (B), the 100% Performance Bond will remain in full force without reduction until the end of the maintenance period. Under alternative (C) the deposit of the successful Bidder must remain in full force until substantial completion, following which it may be reduced to **[\$1/3 of value "C"]** until the expiration of the maintenance period.

The Bid Deposit shall be forfeited to the Corporation if the Bidder who has been awarded the contract fails to execute and return the contract and to furnish all required documents within **fourteen** days after notice from the Corporation to do so.

### **2.13 Amounts All Inclusive**

Unless otherwise stated herein, the price or prices bid by the Bidder shall be in full compensation for all items including but not limited to labour, equipment, materials, mobilization, demobilization, tipping fees, income taxes, overhead and profit, permit costs excepting only applicable taxes which shall be identified separately in the Bid. Any items omitted therefrom which are clearly necessary for the completion of the Work shall be considered part of the Work and included in the price Bid, notwithstanding that it may not be directly specified in the Bid Solicitation.

### **2.14 Taxes, Duties and Freight**

Harmonized Sales Tax ("H.S.T.") applies to all goods and services purchased by the City. H.S.T. is calculated at the applicable rate and is payable by the City at the time payment is made for the purchase. Bidders will be required to register for purposes of the tax, collect the tax on their taxable supplies to the City and remit to governmental authorities as required by legislation. Bidders will be required to provide the City with their H.S.T. registration number. The H.S.T. will be identified separately on the bid form/form of tender. The total Contract price shall be inclusive of all government sales taxes, including H.S.T., custom duties and excise taxes applicable with respect to the Contract, and shall be paid by the Bidder unless otherwise provided by statute.

All invoices and progress billings issued to the City must contain adequate information and supporting documentation as specified by legislation and regulations for the purpose of input tax credits and/or rebates in respect of the H.S.T. payable or paid by the City. The successful Bidder, if and when required, will provide any necessary documentation that the City would require to support H.S.T. recovery claims.

Prices for any Goods shall be F.O.B. destination shown and shall include all fees, tariffs, charges, surcharges and/or expenses associated with the delivery of any kind.

### **2.15 Substitutions**

Wherever possible generic specifications have been used to describe goods or services or the term "brand name" or "equivalent" to ensure that there are fair and equitable opportunities for all Bidders.

Where, pursuant to the Bid Solicitation, the Bidder is required to supply a product or group of related products designated by trade or supplier's name followed by the words "or approved equal" or similar terminology, the Bid Solicitation shall be based only upon supplying the product or group of products so designated, which shall be regarded as the standard of quality required by the specifications.

No request for a substitution shall be made by a Bidder prior to award of the Bid Solicitation. Subsequent to the Award, substitutions shall be made only with the prior written approval of the City, which approval shall be at the sole discretion of the City. No Bid price shall be based on a presumed acceptance by the City of a substitute item or supply.

## **2.16 Materials/Equipment**

Goods of any type procured by the City hereunder shall be new and unused, of good quality and free from defects in workmanship, material and design. Receipt by the City of any goods, materials or equipment shall not waive any of the Bidder's obligations herein and any defective goods, materials or equipment shall be returned and replaced at the Bidder's sole risk and expense.

Unless otherwise stated, Goods, materials and equipment supplied shall comply with all applicable specifications and industry standards, whether or not such specifications or standards are referenced in this Bid Solicitation (for example CSA, ESA, UL, etc.).

## **2.17 Costs Incurred by Bidders**

All expenses involved with the preparation and submission of Bids to the City, or any work performed in connection therewith shall be the responsibility of the Bidder. No payment will be made for any Bid received or for any other effort required or made by the Bidder prior to commencement of Work as defined by the Bid Solicitation.

## **2.18 Background Studies and Information**

Background studies and information such as soils reports or environmental studies are prepared for design purposes, and when provided to the Bidder, are for information purposes only (refer to **Division #5**). Bidders shall rely on their own investigation and interpretation of this information, and draw their own conclusions as to how this will affect their bidding and construction techniques.

## **2.19 Designated Substances**

The City of Greater Sudbury has Asbestos Cement (AC) mains and services at various places throughout the City in both the distribution and collection systems. All persons involved in work for the City of Greater Sudbury (Workers and Supervisors) are required to be trained in and provide proof of training by a competent person in an Asbestos Awareness Program as a minimum. If any AC pipe will be disturbed during construction, proper handling and disposal practices shall be followed in accordance with Regulation 278/05 Asbestos on Construction Projects and in Building and Repair Operations.

## **2.20 Withdrawal of Bids**

A Bidder may request that his or her submitted Bid be withdrawn, up until the expiry of the time for submission of Bids for a particular Bid Solicitation. A Bidder wishing to withdraw from a particular Bid Solicitation must execute an appropriate withdrawal form, signed by a principal of the Bidder, or provide a letter from the Bidder, signed by a principal, withdrawing the Bid. The Agent shall then return the withdrawn Bid unopened to the Bidder. The completed withdrawal form, specific to the time of return, shall then be signed by the Agent and kept with the other Bids until the opening of Bids.

The withdrawal of a Bid in accordance with this section shall not disqualify a Bidder from submitting another Bid for the same Bid Solicitation. The submission of more than one Bid from the same Bidder without following proper withdrawal procedures described herein shall result in the disqualification of the Bidder.

### **2.21 Limit on Liability**

The Bidders agree that, if the City is found to be liable for any act or omission in respect of, without limitation, the administration of the procurement process or award by it of this Bid Solicitation, the total liability and aggregate amount of damages recoverable against the City for any matter or relating to or arising from any act or omission by the City, whether based upon an action or claim in contract, warranty, equity, negligence or otherwise, shall be limited to the Bidder's cost of preparing its Bid.

### **2.22 Debriefing**

Bidders may, within 60 business days of being informed that they have been unsuccessful in relation to this Bid Solicitation, make a written request to the official point of contact for a debriefing and the City shall arrange a debriefing meeting to discuss the details of the particular Bidder's submission.

Where a Bidder is dissatisfied subsequent to the debriefing meeting, he or she may, within 10 business days of the date of the debriefing meeting, file a formal written complaint to the City's Purchasing Agent which complaint shall be investigated and a written response provided within 60 business days of receipt of the formal written complaint.

### **2.23 Anti-Idling**

The City endeavors to be an environmentally responsible municipal government. We encourage contractors performing Work on behalf of the City to avoid, whenever possible, unnecessary engine idling.

### **2.24 Fair Wage Policy**

For all new building and renovation construction over \$160,000.00, the City of Greater Sudbury Fair Wage Policy must be adhered to. The City's Fair Wage Policy and the Provincial Wage Schedule for Zone 24 Sudbury can be found on our tender website:  
<http://www.greatersudbury.ca/pubapps/tenders/>.

### **2.25 Application of Municipal Freedom of Information and Protection of Privacy Act**

By submitting a Bid, the Bidder agrees that any and all information contained in its Bid will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Section 10 of MFIPPA extends protection in certain circumstances to records which reveal a trade secret or scientific, commercial, financial or labour relations information. The Information and Privacy Commissioner (IPC) has held that unit pricing, quantities and extended prices arising out of competitive procurement are records that a municipality may not refuse to disclose pursuant to section 10 of MFIPPA. Accordingly, the City reserves the right to disclose pricing information, including quantities and unit, extended and total pricing, and the Bidder, in submitting its Bid, hereby consents to such disclosure.

## 2.26 Conflict of Interest

Bidders shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the City, its elected officials, officers, employees and/or the present Bid Solicitation. Where, in the City's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the City reserves the right to disqualify the Bidder from participating in the Bid Solicitation.

## Part 3 – Submission Requirements

### 3.1 Submission Requirements

In addition and subject to the requirements of Schedule “B” of the City’s Purchasing By-Law attached hereto (refer to section 6), which should be carefully reviewed by Bidders, Bidders shall comply with the following submission requirements:

- a) The Bidder shall submit one copy of its Bid using the **current** Form of Tender and **current** Schedule of Unit Prices supplied by the City, complete in every detail, which shall contain a signature of the person submitting the Bid or the person duly authorized by a corporate entity to submit a Bid on its behalf.
- b) The Bid submission shall include the appropriate documents required under section 2.12 - Bid Deposit, Performance Guarantee.
- c) A complete tender shall be delivered to the Purchasing Agent, City of Greater Sudbury, **Supplies and Services Department, Second Floor, Tom Davies Square, 200 Brady Street, PO Box 5000, Station A, Sudbury, Ontario, P3A 5P3**, in a sealed envelope using the completed label sheet provided by the City to affix to the front of your envelope/package submission.

## Part 4 – Terms and Conditions

### 4.1 Contract

Following the award of the Bid Solicitation, the City shall notify the successful Bidder(s) that its Bid has been accepted. Where applicable, the contract will be delivered to the successful Bidder(s) in person or by mail. The successful Bidder(s) shall have 14 calendar days from receipt of the document to execute and return same to the City. Failure to execute and return the contract within the specified time may result in legal action, the disqualification of the Bidder from future Bid Solicitations, the forfeiture of the Bid Deposit, the award by the City to another Bidder and/or the issuance of a new Bid Solicitation.

### 4.2 Payment Terms

Unless otherwise specified, the terms of payment for all invoices relating to this Bid Solicitation are net 30 days and the successful Bidder shall only invoice the City for Goods, Services or Construction provided in accordance with the Bid Solicitation or as may be mutually agreed in writing between the parties. Invoices shall include the contract number for the Bid Solicitation and any purchase order number, where applicable. Failure to reference the Contract number and/or purchase order number, where applicable, may result in the delay or non-payment of invoices.

For Bid Solicitations that involve Improvements as defined in the Construction Lien Act, the Bidder shall follow all steps required by such legislation and payment(s) by the City shall be made in accordance with the provisions thereof.

Where the City is of the opinion, in its sole discretion, that there are issues of quality, defects, non-conformance or non-performance the City, in addition to other legal rights it may have, reserves the right to withhold payment in an amount appropriate given the nature of the issue(s) until such issue(s) have been rectified to the City's satisfaction.

#### **4.3 Permits, Licences and Approvals**

Unless otherwise stated, the successful Bidder shall be responsible for applying for, obtaining and maintaining, at its own cost (excepting building permit fees, municipal site plan approval or committee of adjustment application fees) all necessary permits, licences, consents and approvals relating to the provision of the Work in accordance with the Contract and shall not do or cause to be done anything in violation of any such permits, licences, consents and approvals. If the attention of the successful Bidder is called to any such violation on the part of the successful Bidder, or of any person employed or engaged by the successful Bidder, the successful Bidder shall immediately, at its sole expense, cease such action and correct the violation. Further, upon completion of the Work, the Bidder must furnish final certificates of approval by the inspecting authority, where applicable and required.

#### **4.4 Plumbing and Electrical Licences**

**[Designer to delete the entire section 4.4 Plumbing and Electrical Licences, if not required]**

When required to obtain the City of Greater Sudbury plumbing licence, the Bidder will need to submit the following to the Licensing and Assessment Clerk.

- Plumbing Contractor Licence application.
- Certification of Plumbing Licence with copy of the actual Plumbing Licence from the Ministry.
- Certification of Insurance (\$1,000,000 minimum).

The City plumbing licence is effective for a one year period from January 1 to December 31 and must be renewed yearly.

Information on the fee schedule and method of payments is available from the Licensing and Assessment Clerk.

Please submit application for a plumbing licence and payment to:

**Licensing and Assessment Clerk  
City of Greater Sudbury**

**Mailing / Courier Address:**

200 Brady Street, PO Box 5000, Station A, Sudbury, Ontario, P3A 5P3

Telephone: 705-674-4455 Extension 2320

Fax: 705-671-8118

Electrical Contractors must have a current electrical Certification for Electrical Contractor issued by the Electrical Safety Authority.

#### 4.5 Cancellation/Suspension/Termination

The City, in its sole discretion and at any time during the term of the Contract hereunder, reserves the right, by notice in writing to the Bidder, to cancel or delete any portion of the Goods, Services or Construction that are the subject of this Bid Solicitation and the Bidder agrees to such cancellation or deletion without any claim whatsoever because of such cancellation or deletion.

The City, in its sole discretion and at any time during the term of the Contract hereunder, reserves the right, upon thirty (30) days notice in writing to the Bidder, to suspend or terminate without cause the Contract entered into hereunder and the Bidder agrees to such suspension or termination without any claim whatsoever because of such suspension or termination.

The City may immediately terminate the Contract by notice in writing where, the City, in its sole discretion, determines that the Bidder has failed to perform or supply the Goods, Services or Construction that are the subject of this Bid Solicitation or failed to comply with the requirements of the Contract between the parties.

#### 4.6 Pre-Construction Meeting

Following Contract execution, a pre-construction meeting shall be scheduled with the successful Bidder. The successful Bidder will be required to submit to the City the following information at that time and prior to commencement of any Work, namely:

- A construction “progress schedule” indicating clearly the proposed order and time allowance for various phases of the Work in sufficient detail to show weekly progress and the completion of the Work in accordance with the date indicated by the City in the Bid Solicitation;
- A “Traffic Protection Plan” in accordance with Section 106-3 “Provision for Traffic” in the General Conditions.
- Any plans or other documentation required by the Occupational Health and Safety Act or the regulations adopted thereunder;
- A listing of subcontractors, where permitted, and suppliers that the Bidder wishes to utilize for completing the Work; and,
- For building construction and renovation the successful Bidder must provide current electrical and/or plumbing licenses.
- The name, address, phone number and email of the successful Bidder’s representative who will be handling claims from the general public.
- The successful Bidder is hereby advised that each member of the Contractor’s workforce including sub-contractors shall be required to successfully complete the NORCAT Worksite Safety Awareness training for City of Greater Sudbury. The registration form is accessible via the internet at the NORCAT website <http://www.norcattraining.com>. Training is performed at the NORCAT office. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor. The list of names of all employees of the successful Bidder and sub-contractors must be provided.

#### 4.7 Workplace Safety and Insurance Board

Prior to commencement of any Work herein, the successful Bidder shall provide to the City a Certificate of Clearance from the Workplace Safety and Insurance Board. The successful Bidder shall maintain its good standing and shall provide to the City current Certificates of Clearance throughout the duration of the Contract.

In addition, the successful Bidder shall be required to provide a current Clearance Certificate to Construction Services for the payment of monthly progress certificates. Progress payment shall not be issued without a current Clearance Certificate. This also applies to any other payment.

#### 4.8 Insurance

For the duration of this Contract, the successful Bidder shall, at its expense maintain in effect, with an insurer licensed in Ontario the following insurance coverages and policies:

- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) Dollars. Any Aggregate limit shall be equal to or greater than the amount of minimum requirements stated above, for the Comprehensive General Liability policy. Such policy shall include clauses for coverage of non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability, severability of interest and, where the Work involves the use of explosives, the insurance shall include coverage for the use of explosives;
- b) Automobile liability insurance including all vehicles and commercial trailers owned or leased by the successful Bidder, for an amount not less than Two Million (\$2,000,000) Dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement; **and,**
- c) **[WHERE REQUIRED]** The successful Bidder shall carry Sudden and Accidental Pollution liability coverage insurance with a minimum discovery and report period of 120 hours, covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or bodily injury during transit. Such policy shall provide coverage for an amount not less than One Million (\$1,000,000) Dollars and shall remain in force for twelve (12) months following completion of work.
- d) **[WHERE REQUIRED]** Hook Liability: When installation of equipment requires the use of a hoist or crane to lift equipment into place.

The successful Bidder shall carry Crane and Hoist Operators Liability coverage (or endorsement) in an amount equal to the maximum replacement value of the property to be lifted at any one time, in the performance of the work, but in no event less than **[Designer to indicate value of object lifted]**.

Liability coverage must be provided by the successful Bidder for any bodily injury and/or property damage claim, as a result of the hook/tow/hoist operations.

Each policy of insurance shall provide that the policy shall be non-contributing with, and shall apply only as primary and not as excess to any other insurance available to the City. To the extent applicable, the policies herein shall include the City as an additional insured with respect to the successful Bidder's operations, acts and omissions relating to its obligations under the Contract. Each policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the successful Bidder. The successful Bidder shall be responsible to pay all deductible amounts.

Each policy of insurance shall also provide that neither the successful Bidder nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the City thirty days prior written notice. No policy shall contain any provision which would contravene the obligations of the successful Bidder hereunder or otherwise be to the detriment of the City.

Within 14 calendar days of being advised of the award, the successful Bidder shall provide or cause to be provided to the City a certificate of insurance completed by its insurer, in the City's standard form, which shows that the policy or policies placed and maintained by it complies with the requirements of this Bid Solicitation. Upon request by the City, the successful Bidder shall forthwith provide full copies of the insurance policies required herein. The City's standard Certificate of Insurance form can be obtained at: <http://www.greatersudbury.ca/business/tenders-purchasing/certificate-of-insurance-for-contractors/>.

The successful Bidder shall not commence work until satisfactory evidence of insurance has been filed with and approved by the City. No review or approval of any such insurance certificate by the City shall derogate from or diminish the City's rights or the successful Bidder's obligation contained in this Agreement. The successful Bidder shall further ensure that evidence of the continuance of said insurance is filed with the City prior to each policy renewal date for the duration of the contract.

If at any time the City is of the opinion that the insurance taken out by the successful Bidder is inadequate in any respect, it shall forthwith advise the successful Bidder and the successful Bidder shall forthwith take out additional insurance satisfactory to the City. The taking out of insurance shall not relieve the successful Bidder of any of its obligations under this Bid Solicitation or limit its liability hereunder.

#### **4.9 Indemnification**

The successful Bidder shall indemnify and save harmless the City, its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") from and against all costs (including, without limitation, legal fees, disbursements and administrative costs), claims, actions, losses, injuries, expenses, damages, fines, judgments or recoveries suffered by or made, brought or recovered against the Indemnified Parties, or any of them, resulting from any act or omission, willful misconduct or errors of the successful Bidder, its directors, officers, employees, agents, assigns or anyone for whom at law the successful Bidder is responsible in connection with the Work provided, purported to be provided or required to be provided hereunder unless the injury, loss or damage is caused solely by the negligence of the Indemnified Parties while acting within the scope of their respective employment, roles or duties.

#### **4.10 Set-Off**

During the term of the Contract, the City reserves the right to set-off any indebtedness of the Bidder to the City, regardless of how such indebtedness arises, against amounts owed to the successful Bidder hereunder.

#### **4.11 Ownership of Deliverables**

Unless otherwise stated and to the extent permitted by law any deliverables required of the successful Bidder hereunder shall be the exclusive property of the City. The City shall own all rights of copyright and such deliverables shall not be used, copied or modified by anyone without the prior written permission of the City.

#### **4.12 Salvage Goods**

If the Work herein involves the removal or replacement of any Goods, material or equipment that may be of some continuing value, such Goods, material or equipment shall remain the property of the City unless otherwise stated herein and the successful Bidder shall return or provide such Goods, material or equipment to a location as determined by the City.

#### **4.13 Confidentiality**

The successful Bidder agrees that all personal information that it acquires knowledge of as a result of the Work will be used, retained, protected, disclosed and disposed of in accordance with all applicable municipal, provincial and federal laws and regulations governing the collection, use, retention, disclosure and disposal of such information, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act. The successful Bidder shall not at any time before, during or after completion of the Work, use or disclose any personal or confidential information communicated to it or acquired by it in the course of carrying out the Work for any purpose other than the completion of the Work herein, in accordance with applicable law or as specifically agreed in writing by the City.

#### **4.14 Accessibility**

The City is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the standards under the Accessibility for Ontarians with Disabilities Act, 2005, (the "Accessibility Act") as may be amended from time to time.

Regulations enacted under the Accessibility Act apply to the City and third parties that provide goods and services to members of the public. The successful Bidder and any subcontractors hereunder will meet or exceed compliance with all applicable regulations under the Accessibility Act and it is the successful Bidder's responsibility to ensure it is fully aware of, and meets all requirements.



## Declaration of Accessibility Compliance

**Company Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Re: Contract #** \_\_\_\_\_

I/ we acknowledge that as a Contractor/Consultant of the City of Greater Sudbury we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility Standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above Standards.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Dated**

#### **4.15 Applicable Law**

The successful Bidder shall comply and ensure compliance with all applicable laws, regulations, rules and by-laws of the federal, provincial and municipal governments.

This Bid Solicitation and any Contract entered into between the parties hereunder shall be governed and construed in accordance with the laws of the province of Ontario. Any legal proceedings shall be commenced before the Superior Court of Justice in the District of Sudbury.

#### **4.16 Assignment**

The Bidder shall not assign, transfer, convey or otherwise dispose of its contract or its right, title or interest therein, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City which consent may be withheld or granted subject to conditions, in the City's sole discretion.

#### **4.17 Occupational Health and Safety**

The successful Bidder acknowledges that it has read, understood and shall at all times comply and take all necessary steps to ensure compliance by its workers and any subcontractors with all applicable federal, provincial or municipal legislation relating to occupational health and safety, all applicable regulations thereunder and any and all applicable industry standards and guidelines (the "Health & Safety Requirements") pertaining to the Work. The successful Bidder for this Bid Solicitation shall be the Constructor for the purposes of the Occupational Health and Safety Act (the "OHSA"), any regulations thereunder and any applicable industry standards and guidelines pertaining to the Work and shall meet all applicable requirements including but not limited to registration as a "constructor" and filing of a Notice of Project as may be required.

Without limiting the generality of the foregoing, the successful Bidder shall be responsible for taking every precaution reasonable in the circumstances for the protection of all workers associated with the Work, whether employed by the successful Bidder, the City, or a third party. The successful Bidder shall be solely and exclusively responsible for controlling the site of the Work and shall take all necessary steps to effectively direct and supervise the Work to ensure conformity with the Health & Safety Requirements.

The successful Bidder shall ensure that it has implemented and maintains a comprehensive safety program in relation to the Work including but not limited to having written policies and procedures relating to health and safety aspects of the Work, training on the Health & Safety Requirements, standards and guidelines and monitoring and enforcement of its safety program.

Upon request, the successful Bidder shall provide the City with its health and safety policies and program for control and supervision of the Work by the Constructor. The successful Bidder agrees that the receipt and/or review by the City of any health and safety policies, procedures or programs of the successful Bidder shall not constitute an approval as to the content of such policies, procedures or programs and it shall be the responsibility of the successful Bidder to ensure that such documents meet the Health & Safety Requirements.

The successful Bidder shall be responsible for the selection of its subcontractors and shall be solely responsible for the means, methods, techniques, sequences and procedures and for coordinating the Work and ensuring that foreseeable health or safety hazards are known by its own employees and the employees of any subcontractor as well as the employees of the City or any other third parties required to be at or on the project. The successful Bidder shall ensure that all of its employees and the employees of any subcontractor are qualified to perform the Work and are trained in the Health & Safety Requirements. The City or its authorized representatives shall have access to the site of the Work at all times for the purposes of determining compliance with the requirements of the Bid Solicitation and it is understood and agreed that the City shall not be performing any supervisory or inspection function with respect to the Health & Safety Requirements or controlling the Work at the site of the Work.

Prior to commencing any Work hereunder and in addition to the requirements above the successful Bidder shall ensure that each member of the Contractor's workforce including subcontractors successfully complete the NORCAT Worksite Safety Awareness training for City of Greater Sudbury. The registration form is accessible via the internet at the NORCAT website <http://www.norcattraining.com>. Training is performed at the NORCAT office. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor.

## **Part 5 – Definitions and Interpretation**

### **5.1 Definitions**

“City” means the municipal corporation of the City of Greater Sudbury;

“Work” shall include all Construction described or required by this Bid Solicitation;

### **5.2 Interpretation**

- (a) Terms herein which are undefined herein shall, where applicable, have the meaning ascribed to them in the City's Purchasing By-law, as amended from time to time.
- (b) All references to amounts in this Bid Solicitation shall be in Canadian dollars unless another currency is specifically requested herein.

## **Part 6 – Schedules**

[To Be Completed by Designer. (Reference Schedules Here). Each Tender is unique and may include different schedules such as Schedule B to the purchasing by-law, terms of reference, specifications, draft Agreement, Tender Bid form, general conditions, special provisions, maps or sketches, Geotech reports, Designated Substance Report (DSS), environmental reports, drawings, energy audits, building condition assessments or any other pertinent reports or schedules as applicable.]

6.1 Schedule “B” to By-Law 2014-1 of the City of Greater Sudbury

6.2 Sample – Irrevocable Letter of Credit

6.3 Sample – Agreement to Bond

**6.1 Schedule “B” to By-Law 2014-1 of the City of Greater Sudbury**

The table below shows Page 1 of 4 of Schedule “B” to By-Law 2014-1 of the City of Greater Sudbury:

**SCHEDULE "B"**

**to By-Law 2014-1 of the City of Greater Sudbury**

Page 1 of 4

Unless indicated otherwise by the Agent in writing, where time is provided pursuant to this Schedule such time shall commence upon written notification being sent by the Agent.

	<b>IRREGULARITY</b>	<b>RESPONSE</b>
1	Late Bid.	Automatic rejection. Bid not to be accepted at the counter. If accepted (for example: received by mail) such Bid shall not be opened or read publicly and shall be returned to the Bidder.
2	Unsealed Submission Package	Automatic rejection.
3	Failure to attend or have a representative in attendance at a Mandatory Information Meeting within the prescribed time period.	Automatic rejection where such meeting is specified as mandatory in the Bid Solicitation.
4	Any other irregularities.	Automatic rejection. The Agent and the applicable SMT Member in consultation with the City Solicitor shall have authority to waive other irregularities or grant 4 business days to initial or correct such other irregularities determined by them to be trivial or insignificant.
<b>Bid Deposit and Performance Guarantee (Where Required)</b>		
5	No Bid Deposit, performance guarantee or agreement to bond or insufficient Bid Deposit, Performance Guarantee or agreement to bond.	Automatic rejection.
6	Failure to execute agreement to bond (Surety's Consent).	Automatic rejection.
7	Failure to execute Bid Bond by Bidder or Bonding Company.	Automatic rejection.

The table below shows Page 2 of 4 of Schedule "B" to By-Law 2014-1 of the City of Greater Sudbury:

**SCHEDULE "B"**

**to By-Law 2014-1 of the City of Greater Sudbury**

<b>Bid Documents and Execution</b>		
8	All required sections of Bid documents not completed.	Automatic rejection unless, in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor, the incomplete nature is trivial or insignificant in which case 4 business days shall be provided to complete the required sections.
9	All required Bid documents not submitted	Automatic rejection unless, in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor, the bid document not provided contains information which is trivial or insignificant in which case 4 business days shall be provided to submit the document(s).
10	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor, the qualification or restriction is trivial or not significant.
11	Bids received on documents other than those provided or specified by the City.	Automatic rejection unless in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor, the intention of the Bidder is clear and the Bid documents do not materially deviate from those provided by the City.
12	Bids Containing Clerical Errors, which are trivial or insignificant.	Four (4) business days to correct and initial errors. The determination of what constitutes trivial or insignificant errors shall be made in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor
13 (a)	Bids completed and/or signed in erasable medium.	Automatic rejection.

The table below shows Page 3 of 4 of Schedule "B" to By-Law 2014-1 of the City of Greater Sudbury:

**SCHEDULE "B"**

**to By-Law 2014-1 of the City of Greater Sudbury**

(b)	Failure to include a signature of the person authorized to bind the Bidder in the space provided in the Bid documents.	Automatic rejection. Where the Bidder has provided a signature that does not appear to be an original signature (for example: a photocopy) the Bidder shall be provided with 4 business days to provide an original signature.
14 (a)	Uninitialled changes to the Tender documents, other than unit prices, which are trivial or insignificant;	Four (4) business days to initial changes. The determination of what constitutes trivial or insignificant uninitialled changes shall be made in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor.
(b)	Unit prices in the Schedule of Prices have been changed but not initialled and the Contract totals are consistent with the price as changed;	Four (4) business days to initial change in unit price.
(c)	Unit prices in the Schedule of Prices which have been changed but not initialled and the Contract totals are inconsistent with the price as changed;	Automatic rejection.
(d)	Unit price extension which is not consistent with the unit price.	The Agent will update the extended price based on the stated unit price. (No change shall be made to the stated unit price.) The Bidder shall be provided 4 business days to initial the changes as made by the Agent.
15	Other mathematical errors which are not consistent with unit prices or where an error has been made transferring an amount from one part of the submission to another	The Agent shall correct the error(s) or update with the amount shown before transfer, and shall update the ensuing totals accordingly. The Bidder shall have 4 business days to initial corrections as made by the Agent

The table below shows Page 4 of 4 of Schedule "B" to By-Law 2014-1 of the City of Greater Sudbury:

**SCHEDULE "B"**

**to By-Law 2014-1 of the City of Greater Sudbury**

16	Bids, in which all necessary Addenda have not been acknowledged.	Automatic rejection unless in the opinion of the Agent and the applicable SMT Member in consultation with the City Solicitor, the addendum (addenda) does not significantly impact the bid, in which case the Bidder will be provided 4 business days to formally acknowledge the addendum (addenda) with no change or amendment permitted to the financial Bid.
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**6.2 Sample – Irrevocable Letter of Credit**

Letter of Credit #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Initial Expiry Date: \_\_\_\_\_

TO: The City of Greater Sudbury  
PO Box 5000, Station A  
Sudbury, Ontario, P3A 5P3

We Hereby Authorize You to Draw on the

\_\_\_\_\_  
(Name of Bank and Branch)

(of \_\_\_\_\_, \_\_\_\_\_)  
City Postal Code

for the account of \_\_\_\_\_  
(Bank Customer)

Up to the Aggregate Amount of \_\_\_\_\_  
(Dollar Amount, Canadian)

(\$ \_\_\_\_\_) Payable on Demand.  
(available on demand as follows)

Pursuant to the Request of our customer: \_\_\_\_\_  
(Bank Customer)

we the, \_\_\_\_\_  
(Name of Bank)

hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of \_\_\_\_\_ as required pursuant to an Agreement made between the City of Greater Sudbury and \_\_\_\_\_ which may be drawn in whole or in part by you at any time, and

from time to time, upon written demand for payment made upon us by you, which demand we shall honour without inquiring whether you have the right as between yourself and the (our) said customer to make such demand, and without recognizing any claim of our said customer, (or objection by customer of payment to you).

We Understand that this Letter of Credit relates to services to be performed pursuant to an agreement between the customer and yourself and referred to as the

\_\_\_\_\_  
(Name of Project or Contract Name and Number)

The Amount of this Letter of Credit may be reduced from time to time as advised by notice in writing (given to us) to the undersigned from time to time by you.

It is understood that this obligation is between the \_\_\_\_\_  
(Bank Name)

and the City of Greater Sudbury and any notice referred to in the preceding paragraph shall not be used for any other purpose than herein set forth.

It is understood that the obligation of the undersigned under this Letter of Credit is an obligation to pay money only and that in no circumstances shall the \_\_\_\_\_  
(Bank Name)

be obliged to perform or cause to be performed any work under the said Agreement.

This Irrevocable Letter of Credit will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth.

It is a Condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment for year to year from the present or any future expiration date hereof, unless at least 30 days prior to any such future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

The demand drawn under this Irrevocable Letter of Credit is to be endorsed and shall state on its face that it is drawn on \_\_\_\_\_  
(Bank Name) (Bank Address)

Irrevocable Letter of Credit # \_\_\_\_\_, dated \_\_\_\_\_

Dated At \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Countersigned

By: \_\_\_\_\_  
(Name of Bank)

Per: \_\_\_\_\_  
"I have the authority to bind the (Name of Bank/Caisse Populaire/Credit Union)".

"I have the authority to bind the (Name of Bank/Caisse Populaire/Credit Union)".  
Per: \_\_\_\_\_

**6.3 Sample – Agreement to Bond**

We, the undersigned, hereby agree to become bound as for \_\_\_\_\_

\_\_\_\_\_ a bond  
(Bidder's Name)

totalling One Hundred Per Cent (100%) of the Contract amount, and conforming to the Instruments of Contract attached hereto, for the full and due performance of the works shown as described herein, if the tender for

\_\_\_\_\_ is  
(Contract Number & Title)

accepted by the City of Greater Sudbury.

It is a condition of this Agreement that if the above mentioned tender is accepted, a Performance Bond must be completed with the undersigned within fourteen (14) days of acceptance of the tender related thereto, otherwise this Agreement shall be null and void.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

\_\_\_\_\_  
Name of Bonding Company

Seal

\_\_\_\_\_  
Signature of Authorized Person  
Signing for Bonding Company

# **Division #2**

## **Division #2**

1. Form of Tender
2. Schedule of Unit Prices \*
3. Standard Form of Agreement (Sample)
4. Label Sheet
5. Bidder's Check List

**\* For tendering purposes, use documents supplied by the City of Greater Sudbury.**

City of Greater Sudbury

Form of Tender

Contract ENG16-xx  
(Contract Description)

Tender By: \_\_\_\_\_

A Corporation having its head office at \_\_\_\_\_

\_\_\_\_\_  
Or (in case of a Partnership)

Tender By: \_\_\_\_\_

Place of business or residence \_\_\_\_\_

\_\_\_\_\_  
Or (in case of unincorporated or nonpartnership Bidder)

Tender By: \_\_\_\_\_

\_\_\_\_\_  
Place of business or residence \_\_\_\_\_

\_\_\_\_\_  
hereinafter referred to as the Bidder.

**Closing Time and Date for Submission to the City is**

**1:30 PM Local Time,** \_\_\_\_\_

Total Contract Price           \$ \_\_\_\_\_

Total Contract Price to be repeated here in writing:

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

**Note:**

In case of a partnership, the name and place of business of each partner must be inserted.

The successful Bidder agrees that all prices bid in the Schedule of Unit Prices and all methods of payment stipulated in the Contract specifications and documents shall be irrevocable unless authorized by the General Manager, and shall be binding for the term of the contract.

## Form of Tender

The Bidder Declares That

- (a) No person, other than the Bidder has any interest in this Tender or in the Contract proposed to be entered into.
- (b) This Tender is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons making a Tender for the same work, and is in all respects fair and without collusion or fraud.
- (c) The several matters stated in the said Tender are in all respects true.
- (d) The Bidder has carefully examined the locality and site of the proposed works, as well as all the plans, drawings, profiles, the current Ontario Provincial Standard Specifications and Drawings as adopted by the City, and the current City of Greater Sudbury Supplemental Specifications and Drawings, addenda, Form of Tender, Instructions to Bidders, General Conditions, Special Provisions, Agreement and Bond relating thereto, and hereby accepts the same as part and parcel of this Tender and hereby Tender and offer to enter into a Contract to do all the work, provide the labour, and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein, including in every case, freight, duty, exchange and all other charges, on the terms and conditions, and under the provisions therein set forth, and to accept in full payment therefor in accordance with the schedule of prices hereto annexed, and the Bidder also agrees that this offer is to continue open to acceptance until the formal Contract is executed by the successful Bidder for said work and that the City may at any time without notice accept this Tender whether any other Tender has been previously accepted or not, and the Bidder hereby agrees that, if the Bidder withdraws this Tender before the City shall have considered the Tenders and awarded a Contract, the amount of the deposit on this Tender shall be forfeited to the City.

II

If this Tender is accepted, the Bidder agrees to furnish an approved surety for the proper fulfilment of the Contract as required under the terms of section 2.12 of the Instructions to Bidders, and to execute the Agreement in triplicate within fourteen (14) days after being notified so to do by the General Manager. In the event of default or failure on the Bidder's part so to do, the Bidder agrees that the City shall be at liberty to retain the deposit for the use of the City, and to accept the next lowest or any Tender, or to advertise for new Tenders, or to carry out the works in any other way it may deem best.

**Form of Tender**

Tender, II - continued

The Bidder agrees that in the event of default or failure and the City retains the deposit, that deposit shall be applied by the City to the difference between this Tender and any greater sum which the City may expend or incur by reason of such default or failure, or by reason of such action on the part of the City, including the cost of advertisement for new Tender. In the event that the costs are less than the amount of the deposit, the balance will be returned to the Bidder. In the event of a shortfall between the amount of the deposit and the costs incurred as a result of the default or failure, then the Bidder agrees to pay that difference.

This offer shall be irrevocable for a period of ninety (90) days following the date of the Tender closing, and the City may at any time, within the time set forth above, without notice accept this Tender whether or not any other Tender has been previously accepted.

III

If awarded the Contract, the Bidder agrees to complete the work in accordance with the contract documents including Section 1 (Commencement and Completion) of the Special Provisions and the following Addenda.

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

Addendum # \_\_\_\_\_ dated \_\_\_\_\_

**Form of Tender**

**Instructions on Signing**

**Read the Signing Instructions. Failure to Properly Execute this Bid May Disqualify Your Bid.**

**If the Bidder is a Corporation**

If the Bidder is a corporation, a duly authorized officer(s) of the Corporation must sign on the signing line above the statement "I have the authority to bind the Corporation". If a Corporate seal is available, please affix the seal. The Bidder must also date and complete the **Company Name, Name of Person Signing, Position of Person Signing**, in the space provided.

**If the Bidder is an Individual**

If the Bidder is an individual, the Bidder must date and sign in the presence of a witness who must also sign.

**If the Bidder is Partnership**

If the Bidder is a partnership, at least one partner must sign and that partner warrants that he/she binds the partnership. The partner(s) must sign in the presence of a witness who must also sign. The Bidder must also date and complete the **Company Name, Name of Person Signing, Position of Person Signing**, in the space provided.

**Bidder Date Here**

Dated At \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
(City) (day) (month) (year)

**Bidder Sign Here**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_/\_\_\_\_\_  
(Name of Person Signing) (Please Print) (Position of Person Signing)

\_\_\_\_\_  
(Signature of Person Signing)  
("I have the authority to bind the Corporation")

\_\_\_\_\_  
Signature of Witness  
(if applicable)

**All Tenders or Any Tender May Be Rejected and a Contract May Be Awarded to Any Bidder Not Necessarily the Lowest or Highest as the Case May Be.**

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows items of the Schedule of Unit Prices.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
1	201	<b>Site Preparation</b>				
		a) Clearing	sq.m.		_____	_____
		b) Close Cut Clearing	sq.m.		_____	_____
		c) Grubbing	sq.m.		_____	_____
		d) Removal of Surface Boulders	cu.m.		_____	_____
		e) Removal of Piled Boulders	cu.m.		_____	_____
2	206 209	<b>Excavation (Grading)</b>				
		a) Earth	cu.m.		_____	_____
		b) Rock	cu.m.		_____	_____
		c) Rock Face	sq.m.		_____	_____
		d) For Pavement Widening	m.		_____	_____
3	212	<b>Borrow Material</b>				
		a) Earth Borrow	cu.m.		_____	_____
		b) Rock Borrow	cu.m.		_____	_____
4	301	<b>Restoring Roadway Surfaces</b>	sq.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
5	307	<b>Stockpiling Patching Materials</b>				
		a) SC-800	tonne		_____	_____
		b) Emulsified Asphalt Patching	tonne		_____	_____
6	309	<b>Open and Dense Graded Cold Mix Asphalt</b>				
		a) Emulsified Asphalt	kg.		_____	_____
		b) Open Graded Aggregates CL__ (etc. specify type)	tonne		_____	_____
		c) Dense Graded Aggregates	tonne		_____	_____
		d) Cover Aggregate	tonne		_____	_____
7	310	<b>HMA</b>				
		a) <u>Heavy Duty Binder</u> (specify type) PG 64-34	tonne		_____	_____
		PG 52-34	tonne		_____	_____
		b) <u>Binder HL8</u> (specify type) PG 64-34	tonne		_____	_____
		PG 52-34	tonne		_____	_____
		c) <u>Surface HL3</u> (specify type) PG 64-34	tonne		_____	_____
		PG 52-34	tonne		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
8	311	<b>Placing Asphalt HL3 PG 52-34</b>				
		a) Boulevard	sq.m.		_____	_____
		b) Driveway	sq.m.		_____	_____
		c) Footpath	sq.m.		_____	_____
		d) Sidewalk	sq.m.		_____	_____
9	312	<b>Asphalt Gutter Systems</b>				
		a) Gutter OPSD 601.010, Type 'B'	m.		_____	_____
		b) Gutter Outlet OPSD 605.020 (specify type)	each		_____	_____
		c) Spillways OPSD 605.040 (specify type)	m.		_____	_____
10	314	<b>Granular Materials</b>				
		a) Granular "A" Crushed	tonne		_____	_____
		b) Modified Granular "B", Type I	tonne		_____	_____
		c) Granular "B" Quarried , Type II	tonne		_____	_____
		d) Granular "C" (to replace unsuitable material)	tonne		_____	_____
		e) Granular "O" Crushed	tonne		_____	_____
		f) Granular "M" Crushed	tonne		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
11	316	<b>Expanded Polystyrene Frost Treatment</b>				
		a) For roadways 25 mm thick OPSD 514.01	sq.m.		_____	_____
		b) For roadway 40 mm thick OPSD 514.02	sq.m.		_____	_____
		c) For Round Structures GSSD 1229.010	each		_____	_____
		d) For Square Structures GSSD 1229.020	each		_____	_____
12	331	<b>Expanded Asphalt Treatment</b> (specify thickness & PG xx-xx)				
		a) Full-Depth Reclamation with Expanded Asphalt Stabilization	sq.m.		_____	_____
		b) Performance Graded Asphalt Cement	tonne		_____	_____
		c) Corrective Aggregate	tonne		_____	_____
13	333	<b>Cold In-Place Recycled Mix</b> (specify thickness & PG xx-xx)				
		a) Existing Pavement	sq.m.		_____	_____
		b) Performance Graded Asphalt Cement	tonne		_____	_____
14	350	<b>Concrete Base</b> (specify thickness	sq.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
15	350	<b>Lean Concrete Base</b> (specify thickness)	sq.m.		_____	_____
16	351	<b>Concrete Sidewalk</b>				
		a) Concrete Sidewalk GSSD 310.010	sq.m.		_____	_____
		b) Monolithic Curb and Sidewalk GSSD 310.015	sq.m.		_____	_____
		c) Monolithic Concrete Sidewalk and Retaining Wall GSSD 310.018	sq.m.		_____	_____
17	352	<b>Concrete Steps</b>				
		a) Slabs on Grade with Footings OPSD 512.010	cu.m.		_____	_____
		b) Slab on Grade OPSD 512.011	cu.m.		_____	_____
18	353	<b>Concrete Curb and Gutter System</b>				
		<u>Concrete Barrier Curb</u>				
		i) Standard Gutter GSSD 600.010	m.		_____	_____
		ii) Wide Gutter OPSD 600.010	m.		_____	_____
		<u>Concrete Mountable Curb</u>				
		Standard Gutter GSSD 600.030	m.		_____	_____
		<u>Concrete Gutter Outlets</u>				
		i) 45 Outlet OPSD 605.010	each		_____	_____
		ii) 45 Outlet at end of Run OPSD 605.030	each		_____	_____
		iii) 90 Outlet OPSD 604.010	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
19	355	<b>Interlocking Concrete Paver Sidewalk</b> GSSD 561.010				
		a) Interlocking Concrete Pavers	sq.m.		_____	_____
		b) Concrete Edge Restraint (Curb)	m.		_____	_____
20	405	<b>Pipe Subdrain (150 mm)</b> GSSD 225.010	m.		_____	_____
21	407 516	<b>Precast Concrete Structures for Storm Sewers</b>				
		a) <u>MH-1200 mm dia.</u> OPSD 701.010 (Specify one of the following alternatives): i) Alternative 'A' ii) Alternative 'B' iii) Alternative 'C' With frame and cover OPSD 401.010, Type 'B'	v.m.		_____	_____
		b) <u>MHCB - 1200 mm dia.</u> OPSD 701.010 with 600 mm sump (Alternative 'A') with frame and cover OPSD 400.020	v.m.		_____	_____
		c) <u>MH-1500 mm dia.</u> OPSD 701.011 or <u>MH-1800 mm dia.</u> OPSD 701.012 (Alternative 'B' for both) with frame and cover OPSD 401.010, Type 'B'	v.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
21	407 516	<b>Precast Concrete Structures for Storm Sewers - continued</b>				
		d) <u>Shallow MH or MHCB</u> 1200 mm sq. GSSD 701.017 with frame and cover/grate for MH OPSD 401.010 Type 'B' MHCB OPSD 400.020	v.m.		_____	_____
		e) <u>Twin Inlet MHCB</u> OPSD 705.020 with frame and grate OPSD 400.020	v.m.		_____	_____
		f) <u>Ditch Inlet MH-Type 'A'</u> OPSD 702.040 with 600 mm sump, with frame and grate OPSD 403.010	v.m.		_____	_____
		g) <u>CB OPSD 705.010</u> with frame and grate OPSD 400.020	v.m.		_____	_____
		h) <u>Ditch Inlet CB</u> 600 mm x 600 mm OPSD 705.030 with frame and grate OPSD 403.010	v.m.		_____	_____
		i) <u>Ditch Inlets CB</u> 600 mm x 1200 mm OPSD 705.040 with frame and grate OPSD 403.010	v.m.		_____	_____
		j) <u>Specialty Structures</u> (for structures other than above - provide details)	v.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
22	407 516	<b>Cast-In-Place Concrete Structures for Storm Sewers</b>				
		a) <u>MH or MHCB 1200 mm sq.</u> GSSD 700.030 with frame and cover / grate: OPSD 401.010 Type 'B' for MH OPSD 400.020 for MHCB	v.m.		_____	_____
		b) <u>Shallow MH or MHCB 1200 mm sq.</u> GSSD 700.031 with frame and cover / grate: OPSD 401.010 Type 'B' for MH OPSD 400.020 for MHCB	v.m.		_____	_____
		c) <u>MH or MHCB 1800 mm sq.</u> GSSD 700.040 with frame and cover / grate: OPSD 401.010, Type 'B' for MH OPSD 400.020 for MHCB	v.m.		_____	_____
		d) <u>MH or MHCB 1350 mm dia. and Larger Pipes</u> GSSD 700.041 with frame and cover / grate: OPSD 401.010, Type 'B' for MH OPSD 400.020 For MHCB	v.m.		_____	_____
		e) <u>Ditch Inlet MHCB 1200 mm sq.</u> GSSD 702.040 with frame and grate OPSD 403.010	v.m.		_____	_____
		f) <u>CB GSSD 705.011 with frame and grate OPSD 400.020</u>	v.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
22	407 516	<b>Cast-In-Place Concrete Structures for Storm Sewers - continued</b>				
		g) <u>Twin Inlet MHC</u> GSSD 705.025 with frames and grates OPSD 400.020	v.m.		_____	_____
		h) <u>Twin Inlet CB</u> GSSD 705.021 with frames and grates OPSD 400.020	v.m.		_____	_____
		i) <u>Ditch Inlet CB</u> GSSD 705.035 with frames and grate OPSD 403.010	v.m.		_____	_____
23	407	<b>Replacement of MH Frames, Covers / Grates and Steps</b>				
		a) CB or MHC OPSD 400.020	each		_____	_____
		b) MH OPSD 401.010 (specify type of cover)	each		_____	_____
		c) VC OPSD 402.010	each		_____	_____
		d) Ditch Inlet OPSD 403.010	each		_____	_____
		e) MH Steps - Circular Aluminum, OPSD 405.010	each		_____	_____
		f) Curb Inlet Frame and Grate GSSD 400.080	each		_____	_____
24	408	<b>Adjusting MHs, CBs and VCs</b>	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
25	408	<b>Brick Replacement MHs, CBs and VCs</b>	v.m.		_____	_____
26	408	<b>Rebuilding MHs and VCs</b>	v.m.		_____	_____
27	408	<b>Safety Platform for MHs</b> OPSD 404.020	each		_____	_____
28	409	<b>Camera Inspection of Storm Sewers</b>	m.		_____	_____
29	410	<b>Storm Sewers</b>				
		a) 300 mm dia., Type _____	m.		_____	_____
		b) 350 mm dia., Type _____	m.		_____	_____
		c) 375 mm dia., Type _____	m.		_____	_____
		d) (etc. appropriate sizes)	m.		_____	_____
30	410	<b>Storm Sewer Spot Repairs</b>				
		a) 300 mm dia., Type _____	m.		_____	_____
		b) 375 mm dia., Type _____	m.		_____	_____
		c) 450 mm dia., Type _____	m.		_____	_____
		d) (etc. appropriate sizes)	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
31	410	<b>Breaking Into Existing Structures</b>	each		_____	_____
32	421	<b>Pipe Culverts (including clay seal) OPSD 802.010</b>				
		a) 375 mm dia., Type _____	m.		_____	_____
		b) 450 mm dia., Type _____	m.		_____	_____
		c) 600 mm dia., Type _____	m.		_____	_____
		d) (etc. appropriate sizes)	m.		_____	_____
33	422	<b>Box Culvert</b>				
		a) Precast Concrete (specify size)	m.		_____	_____
		b) Sheet Piling	sq.m.		_____	_____
34	501 506	<b>Water for Compaction and Dust Suppression</b>	cu.m.		_____	_____
35	506	<b>Dust Suppressants (Calcium Chloride)</b>				
		a) Flake	kg.		_____	_____
		b) Solution	tonne		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
36	510	<b>Removals</b>				
		a) <u>Drainage Work</u>				
		i) Asphalt / Concrete curb and Gutter	m.		_____	_____
		ii) MHs, CBs and Ditch Inlets (full depth)	each		_____	_____
		iii) MHs, CBs and Ditch Inlets (partial depth)	each		_____	_____
		iv) Pipe Culverts	m.		_____	_____
		v) Storm Sewers	m.		_____	_____
		b) <u>Fencing Work</u>				
		i) Anchor Blocks	each		_____	_____
		ii) Cable Guide Rail	m.		_____	_____
		iii) Delineator / Guide Rail Posts	each		_____	_____
		iv) Steel Beam Guide Rail	m.		_____	_____
		c) <u>Pavement Work</u>				
		i) Asphalt Pavement	sq.m.		_____	_____
		ii) Asphalt Pavement from Concrete Surfaces	sq.m.		_____	_____
		iii) Asphalt Covered Concrete Base	sq.m.		_____	_____
		iv) Concrete Pavement	sq.m.		_____	_____
		v) Lockstone Driveways (specify possible salvage and reuse)	sq.m.		_____	_____
		vi) Cutting existing pavement (Additional schedule of unit prices - only)	m.		_____	_____
		vii) Cold Planing	sq.m.		_____	_____
		viii) Asphalt Removal around Structures	each		_____	_____
		d) <u>Sidewalk Work</u>				
		i) Concrete sidewalk	sq.m.		_____	_____
		ii) Lockstone sidewalk (specify possible salvage and reuse)	sq.m.		_____	_____
		iii) Concrete Edge Restraint	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
37	511	<b>Geotextile - Terratrack 400 w</b>	sq.m.		_____	_____
38	511 512	<b>Slope protection</b>				
		a) Rip-Rap (specify Stone, R-10 or R-50)	sq.m.		_____	_____
		b) Gabions, including G-10 Stone	cu.m.		_____	_____
		c) Geotextile - Terratrack 400 w	sq.m.		_____	_____
39	514 515	<b>Rock Excavation in Trenches</b> (Including Granular 'C' Backfill) GSSD 1225.010	cu.m.		_____	_____
40	532	<b>Pavement Markings</b>				
		a) Permanent	m.		_____	_____
		b) Temporary	m.		_____	_____
		c) Symbols - Permanent	each		_____	_____
		d) Crosswalk (30 cm width)	m.		_____	_____
		e) Stop Bar (45 Cm width)	m.		_____	_____
		f) Obliterating (sand blasting)	m.		_____	_____
41	538 *S.P.	<b>Trench Support Systems</b>				
		a) Left in Place	sq.m.		_____	_____
		b) Temporary / Removed	sq.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
42	540	<b>Highway Fence / Gates</b> OPSD 971.101				
		a) Fence	m.		_____	_____
		b) Gates				
		i) Farm Entrance	each		_____	_____
		ii) Walk Gate	each		_____	_____
		c) Brace Panels	each		_____	_____
43	541	<b>Chain Link Fence / Gates</b>				
		a) Fence OPSD 972.130 (specify also OPSD 972.101 when you want to include barbed wire)	m.		_____	_____
		b) Gates OPSD 972.102				
		i) DBL Swing with 6.0 m. or 9.0 m. Opening	each		_____	_____
		ii) Single Swing with 3.0 m. or 4.5 m. Opening	each		_____	_____
		c) Terminal Posts OPSD 972.130	each		_____	_____
44	543	<b>Traffic Control Signing</b>	L.S.	L.S.	L.S.	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
45	552	<b>Guide Rail Systems</b>				
		a) <u>Three Cable Guide Rail</u>				
		i) Three Cable Guide Rail including Guide Rail Fittings OPSD 913.130	m.		_____	_____
		ii) Anchor Blocks OPSD 913.102	each		_____	_____
		b) <u>Steel Beam Guide Rail</u>				
		i) Single Rail OPSD 912.140 (specify type)	m.		_____	_____
		ii) Double Rail OPSD 912.141 (specify type)	m.		_____	_____
46	553	<b>Concrete Barriers</b>				
		a) Temporary Concrete Barrier OPSD 911.140	m.		_____	_____
		b) Temporary Concrete Barrier, Relocation	m.		_____	_____
47	554	<b>Guide Rail End Treatment - Eccentric Loader</b> OPSD 922.430	each		_____	_____
48	570	<b>Topsoil</b>				
		a) Topsoil (imported)	cu.m.		_____	_____
		b) Topsoil (Stockpiled)	cu.m.		_____	_____
		c) Preparation for Topsoil	sq.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
49	571	<b>Sodding</b> GSSD 218.010				
		a) Unstaked	sq.m.		_____	_____
		b) Staked	sq.m.		_____	_____
50	572 *S.P.	<b>Seed and Cover</b> (specify seed and cover type)				
		a) Seed and Mulch	sq.m.		_____	_____
		b) Seed and Erosion Control Blanket	sq.m.		_____	_____
		c) Seed and Bonded Fibre Matrix	sq.m.		_____	_____
51	602	<b>Adjusting Structures</b>				
		a) Bell MH	each		_____	_____
		b) Hydro MH	each		_____	_____
52	908	<b>Pedestrian Handrail</b>				
		a) For Concrete Steps OPSD 512.010	m.		_____	_____
		b) For Concrete Sidewalk GSSD 980.101	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
53	Nil *S.P.	<b>Flushing and Cleaning Existing Piping</b>				
		a) <u>Storm Sewers</u>				
		i) 300 mm dia.	m.			
		ii) 375 mm dia	m.			
		iii) 450 mm dia.	m.			
		iv) (etc. appropriate sizes)	m.			
		b) <u>Pipe Culverts</u> (specify size)				
		i) 300 mm dia.	m.			
		ii) 375 mm dia.	m.			
		iii) 450 mm dia.	m.			
		iv) (etc. appropriate sizes)	m.			
		54	Nil *S.P.	<b>Retaining Walls</b>		
a) <u>Pisa II Wall</u> GSSD 513.040						
i) Pisa Wall Stone	sq.m.					
ii) Pisa Coping Stone	each					
iii) Risigrid	sq.m.					
iv) Geotextile - Terratrack 400 w	sq.m.					
v) 20 mm Crushed Stone	tonne					
b) <u>Grande Stone Wall</u> GSSD 513.050 (specify surcharged or non-surcharged condition)						
i) 500 mm Coping Stone	each					
ii) 375 mm Wall Stone	each					
iii) 750 mm Wall Stone	each					
iv) 1,125 mm Wall Stone	each					
v) Geotextile - Terratrack 400 w	sq.m.					
vi) Modified Granular "B"	tonne					

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
55	Nil *S.P.	<b>Concrete Parking Meter Base</b> GSSD 580.010	each		_____	_____
56	Nil *S.P.	<b>Test Dig</b>	each		_____	_____
57	Nil	<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'A'**

\_\_\_\_\_ (Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Additional Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'A' – Road and Storm Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
<b>Items #1 to 57 Not Applicable to Additional Schedule Unit Prices Part 'A'</b>						
<b>Total Contingency to be entered to Contingency Item #57 Schedule of Unit Prices Part 'A'</b>						<b>_____</b>

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
58	407	<b>Concrete Structure for Sanitary Sewers</b> MH OPSD 701.010 with Frame and Cover OPSD 401.010, Type 'A'	v.m.		_____	_____
59	407	<b>MH Access Entrance at Ditches</b> GSSD 217.051				
		a) 300 mm dia. Culvert, Type _____	each		_____	_____
		b) 375 mm dia. Culvert, Type _____	each		_____	_____
		c) 450 mm dia. Culvert, Type _____	each		_____	_____
60	407	<b>Drop Structure for MHs</b>				
		a) Outside Drop OPSD 1003.010	each		_____	_____
		b) Inside Drop GSSD 1003.030	each		_____	_____
61	407	<b>Replacement of Sanitary Sewer MH Frame, Cover and Steps</b>				
		a) Frame & Cover OPSD 401.010, Type "A"	each		_____	_____
		b) Circular Aluminum Steps OPSD 405.010	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
62	409	<b>Camera Inspection of Sanitary Sewers</b>				
		a) Mains	m.		_____	_____
		b) Laterals	each		_____	_____
63	410	<b>Sanitary Sewer Mains</b>				
		a) <u>Direct Bury</u>				
		i) 150 mm dia., Type _____	m.		_____	_____
		ii) 200 mm dia., Type _____	m.		_____	_____
		iii) 250 mm dia., Type _____	m.		_____	_____
		iv) (etc. appropriate sizes)	m.		_____	_____
		b) <u>Carrier Pipe Through Casing</u>	m.		_____	_____
		GSSD 1106.030				
		(specify pipe size + type)				
64	410	<b>Sanitary Sewer Service Connections (main to lot line)</b>				
		GSSD 1006.020				
		a) 100 mm dia.	m.		_____	_____
		b) 150 mm dia.	m.		_____	_____
		c) 200 mm dia.	m.		_____	_____
		d) (etc. appropriate sizes)	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
65	410	<b>Sanitary Sewer Service Connections (lot line to 1 m. outside foundation)</b>				
		a) 100 mm dia.	m.		_____	_____
		b) 150 mm dia.	m.		_____	_____
		c) (etc. appropriate sizes)	m.		_____	_____
66	410 *S.P.	<b>Sanitary Sewer Service Connections (from 1 m. outside foundation wall to an inside connection) c/w all necessary conversions. See Agreements - Division # ____.</b> (specify Street Name & Address)				
		<u>Street Name</u>				
		a) Hse. #1	L.S.	L.S.	L.S.	_____
		b) Hse. #2	L.S.	L.S.	L.S.	_____
		c) Hse. #3	L.S.	L.S.	L.S.	_____
		d) (etc. with related Streets and Addresses)	L.S.	L.S.	L.S.	_____
67	410	<b>Sanitary Sewer Spot Repairs</b>				
		a) <u>Sewer Mains</u>				
		i) 200 mm dia., Type _____	m.		_____	_____
		ii) 250 mm dia., Type _____	m.		_____	_____
		iii) (etc. appropriate sizes)	m.		_____	_____
		b) <u>Sewer Services</u>				
		i) 100 mm dia.	m.		_____	_____
		ii) 150 mm dia.	m.		_____	_____
		iii) (etc. appropriate sizes)	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
68	412	<b>Forcemains (including fittings and cathodic protection)</b>				
		a) 100 mm dia., Type _____	m.		_____	_____
		b) 150 mm dia., Type _____	m.		_____	_____
		c) 200 mm dia., Type _____	m.		_____	_____
		d) (etc. appropriate sizes)	m.		_____	_____
69	416	<b>Jacking and Boring Steel Casing for Sanitary Sewer Main</b> (specify Casing dia. and Wall Thickness) GSSD 1106.030	m.		_____	_____
70	510	<b>Removal of Sanitary Sewer MH</b>	each		_____	_____
71	514	<b>Trench Stabilization</b>				
		a) Excavation of Unsuitable Material (below bedding line)	cu.m.		_____	_____
		b) Gran 'A' or Gran 'B' Slag (please specify)	tonne		_____	_____
		c) Geotextile - (please specify Type)	sq.m.		_____	_____
72	514 515	<b>Rock Excavation in Trenches</b> (Including Granular 'C' Backfill) GSSD 1225.010	cu.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
73	543	<b>Traffic Control Signing</b>	L.S.	L.S.	L.S.	_____
74	Nil *S.P.	<b>Test Dig</b>	each		_____	_____
75		<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'B'**

\_\_\_\_\_ (Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Additional Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'B' – Sanitary Sewer**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
<b>Items #58 to 75 Not Applicable to Additional Schedule Unit Prices Part 'B'</b>						
<b>Total Contingency to be entered to Contingency Item #75 Schedule of Unit Prices Part 'B'</b>						<hr/>

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
76	316	<b>Extruded Polystyrene Insulation Protection for Watermain and Services</b> GSSD - 1229.030				
		a) Slab	sq.m.		_____	_____
		b) Box-4 sides	sq.m.		_____	_____
		c) Inverted U	sq.m.		_____	_____
77	416	<b>Jacking and Boring Steel Casing for Watermain</b> GSSD 1106.030 (specify Watermain dia.)	m.		_____	_____
78	510	<b>Removals</b>				
		a) Valve Chambers	each		_____	_____
		b) Valve Boxes	each		_____	_____
		c) Hydrants	each		_____	_____
79	514	<b>Trench Stabilization</b>				
		a) Excavation of Unsuitable Material (below bedding line)	cu.m.		_____	_____
		b) Gran 'A' or Gran 'B' Slag (please specify)	tonne		_____	_____
		c) Geotextile (please specify Type)	sq.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
80	514 515	<b>Rock Excavation in Trenches</b> (Including Granular 'C' Backfill) GSSD 1225.010	cu.m.		_____	_____
81	543	<b>Traffic Control Signing</b>	L.S.	L.S.	L.S.	_____
82	701	<b>Watermains (including fittings)</b>				
		a) 150 mm dia., Type _____	m.		_____	_____
		b) 200 mm dia., Type _____	m.		_____	_____
		c) 250 mm dia., Type _____	m.		_____	_____
		d) (etc. specify sizes)	m.		_____	_____
83	701	<b>Watermain Service Connections including Appurtenances (main to lot line) GSSD 1104.010</b>				
		a) 20 mm dia. Copper	m.		_____	_____
		b) 25 mm dia. Copper	m.		_____	_____
		c) 40 mm dia. Copper	m.		_____	_____
		d) (etc. specify sizes)	m.		_____	_____
		(specify also GSSD 1104.020 when you want Polyethylene Water Service)				

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
84	701	<b>Watermain Service Insulated Duct Connections in Rock Trenches including Appurtenances (main to lot line) GSSD 1104.011</b>				
		a) 20 mm dia. Copper	m.		_____	_____
		b) 25 mm dia. Copper	m.		_____	_____
		c) 40 mm dia. Copper	m.		_____	_____
		d) (etc. specify sizes)	m.		_____	_____
85	701	<b>Watermain Service Connections including Appurtenances (lot line to 1 m. outside the foundation)</b>				
		a) 20 mm dia. Copper	m.		_____	_____
		b) 25 mm dia. Copper	m.		_____	_____
		c) 40 mm dia. Copper	m.		_____	_____
		d) (etc. specify sizes)	m.		_____	_____
86	701 *S.P.	<b>Watermain Service Connections (from 1 m. outside foundation wall to an inside connection) c/w all necessary conversions. See Agreements - Division # _____ (specify Street Name &amp; Address)</b>				
		<u>Street Name:</u>				
		a) Hse. #1	L.S.	L.S.	L.S.	_____
		b) Hse. #2	L.S.	L.S.	L.S.	_____
		c) Hse. #3	L.S.	L.S.	L.S.	_____
		d) (etc. with related Streets and Addresses)	L.S.	L.S.	L.S.	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
87	701	<b>Watermain Fittings</b> (specify sizes)				
		a) Tee	i) each ii) each		_____	_____
		b) Cap	i) each ii) each		_____	_____
		c) Bend	i) each ii) each		_____	_____
		d) Reducer	i) each ii) each		_____	_____
		e) Crosses	i) each ii) each		_____	_____
88	701	<b>Hydrant Sets (includes bends, corrosion protection, tees, lead, valves and valve boxes)</b> GSSD 1105.010	each		_____	_____
89	701	<b>Hydrant Extensions (includes Std. Extension Kit)</b> GSSD 1105.010				
		a) 300 mm Extension	each		_____	_____
		b) 600 mm Extension	each		_____	_____
		c) 900 mm Extension	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
90	701	<b>Watermain Gate Valves Complete with Valve Box</b> GSSD 1101.020				
		a) 150 mm	each		_____	_____
		b) 200 mm	each		_____	_____
		c) 250 mm	each		_____	_____
		d) 300 mm	each		_____	_____
91	701	<b>Access to Hydrant Across Ditch</b> OPSD 217.050				
		a) 300 mm dia. culvert, Type _____	each		_____	_____
		b) 375 mm dia. culvert, Type _____	each		_____	_____
		c) 450 mm dia. culvert, Type _____	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
92	407	<b>Cast-in-Place WM Valve Chambers with Frame and Cover</b> OPSD 402.010				
		a) For 400 mm dia. WM GSSD 1100.012	v.m.		_____	_____
		b) For 500 mm dia. WM GSSD 1100.013	v.m.		_____	_____
		c) For 600 mm dia. WM GSSD 1100.014	v.m.		_____	_____
		d) For 750 mm dia. WM (PVC + DI Pipe) GSSD 1100.015	v.m.		_____	_____
		e) For 750 mm dia. WM (Conc. Pressure Pipe) GSSD 1100.016	v.m.		_____	_____
		f) For 900 mm dia. WM (PVC + DI Pipe) GSSD 1100.017	v.m.		_____	_____
		g) For 900 mm dia. WM (Conc. Pressure Pipe) GSSD 1100.018	v.m.		_____	_____
93	407	<b>Valve and Swab Launching Station</b> GSSD 1100.030	v.m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
94	407	<b>Replacement of Valve Chamber Frame, Cover and Steps</b>				
		a) Frame and Cover OPSD 402.010	each		_____	_____
		b) Circular Hollow Aluminum Steps OPSD 405.010	each		_____	_____
95	701	<b>Watermain Gate Valves</b>				
		a) 400 mm	each		_____	_____
		b) 500 mm	each		_____	_____
		c) 600 mm	each		_____	_____
		d) (etc. specify sizes)	each		_____	_____
96	701	<b>Adjusting Valves Boxes</b>	each		_____	_____
97	701	<b>Adjusting Service Boxes</b>	each		_____	_____
98	725	<b>Installation of Test Stations</b> GSSD 1125.010	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
99	904	<b>Concrete Anchor Block for PVC to PE Pipe Transition</b> (specify size + type of pipe)				
		a) GSSD 1100.040	each		_____	_____
		b) GSSD 1100.041	each		_____	_____
		c) GSSD 1100.042	each		_____	_____
		d) GSSD 1100.043	each		_____	_____
100	702	<b>Cathodic Protection</b> (existing Watermains)				
		a) 5.4 kg Zinc Anode	each		_____	_____
		b) 10.9 kg Zinc Anode	each		_____	_____
		c) 14.5 kg Magnesium Anode	each		_____	_____
101	Nil *S.P.	<b>Test Dig</b>	each		_____	_____
102		<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'C'**

\_\_\_\_\_ (Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Additional Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'C' – Watermain**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
<b>Items #76 to 102 Not Applicable to Additional Schedule Unit Prices Part 'C'</b>						
<b>Total Contingency to be entered to Contingency Item #102 Schedule of Unit Prices Part 'C'</b>						<b>=====</b>

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'D' – Crack Sealing**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
103	341	<b>Routing, Cleaning and Sealing Cracks (HMA)</b>				
		a) Routing, Cleaning and Sealing Cracks (Cracks < 15 mm)	m.		_____	_____
		b) Cleaning and Sealing Unrouted Cracks (Cracks 15 to 25 mm)	m.		_____	_____
104	543	<b>Traffic Control Signing</b>	L.S.	L.S.	L.S.	_____
105		<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'D'**

\_\_\_\_\_ (Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'E' – Surface Treatment**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
106	304	<b>Surface Treatment</b>				
		a) Binder - H.F. 150S(P)	kg.		_____	_____
		b) Class 2 (15 mm crushed granular)	tonne		_____	_____
107	543	<b>Traffic Control Signing</b>	L.S.	L.S.	L.S.	_____
108		<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'E'** \_\_\_\_\_

(Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings



**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'F' – Traffic Works**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
115	603	<b>Rock Excavation</b>				
		a) Traffic Duct	cu.m.		_____	_____
		b) Pole Bases	cu.m.		_____	_____
		c) Controller Base	cu.m.		_____	_____
116	604	<b>Cable Installation</b>				
		a) Extra Low Voltage Cables, in Ducts				
		i) 2/c - #14 AWG (Pedestrian Push Button)	m.		_____	_____
		ii) 2/c - #14 AWG (Loop Detector)	m.		_____	_____
		b) Communication Cables, in Ducts				
		i) 3 Pair Twisted #18 AWG Cu.	m.		_____	_____
		ii) 5 Pair #16 AWG IMSA 20-6	m.		_____	_____
		c) Traffic Signal Cables, in Ducts 19/c - #14 AWG OPSD 2529.07 / 2530.01	m.		_____	_____
		d) Riser Cable, in Poles 5/c - #14 AWG OPSD 2528.01	m.		_____	_____
117	609	<b>Grounding</b>				
		a) Ground Rods	each		_____	_____
		b) Ground Wires, Direct Bury				
		i) #6 AWG - Insulated	m.		_____	_____
		ii) #6 AWG - Bare	m.		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'F' – Traffic Works**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
118	614	<b>Power Supply Disconnect Box</b> 70A, Square D, c/w Service Mast, Conduit and Wiring	each		_____	_____
<b>Items #119 to 126 - "Installation Only"</b>						
119	615	<b>Aluminum Poles, Base Mounted (Installation Only)</b>				
		a) 100 mm dia. X 3.05 m high	each		_____	_____
		b) 100 mm dia. X 6.1 m high	each		_____	_____
		c) 150 mm dia. x 6.1 m high	each		_____	_____
120	616	<b>Concrete Base for Signal Poles (Installation Only)</b>				
		a) for 100 mm dia. Pole GSSD 1230.020	each		_____	_____
		b) for 150 mm dia. Pole GSSD 1230.010	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'F' – Traffic Works**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
121	620	<b>Single Member Arms and Signal Cushion Hangers</b>				
		OPSD 2501.01 OPSD 2501.02 / OPSD 2522.01				
		<b>(Installation Only)</b>				
		a) TR 4SMA78 (1.22 m.)	each		_____	_____
		b) TR 6SMA78 (1.83 m.)	each		_____	_____
		c) TR 8SMA78 (2.44 m.)	each		_____	_____
		d) TR 10SMA78 (3.05 m.)	each		_____	_____
		e) TR 12SMA78 (3.66 m.)	each		_____	_____
		f) TR 20SMA78 (6.10 m.)	each		_____	_____
		g) TR 22SMA78 (6.71 m.)	each		_____	_____
		h) TR 25SMA78 (7.42 m.)	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'F' – Traffic Works**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
122	620	<b>Signal Heads (Installation Only)</b>				
		a) Yellow, Grey Backed, Black Faced 30 cm x 20 cm x 20 cm LED Heads	each		_____	_____
		b) Yellow, Grey Backed, Black Faced 30 cm x 30 cm x 30 cm LED Heads	each		_____	_____
		c) Yellow, Grey Backed, Black Faced 30 cm x 20 cm x 20 cm x 30 cm LED Heads	each		_____	_____
		d) Yellow, Grey Backed, Black Faced 30 cm x 30 cm x 30 cm x 30 cm LED Heads	each		_____	_____
		e) Yellow, Grey Backed, Black Faced 30 cm x 20 cm x 20 cm x 30 cm x 30 cm LED Heads	each		_____	_____
		f) Pedestrian LED Heads OPSD 2505.01	each		_____	_____
123	620	<b>Double Arm Bracket OPSD 2524.01 (Installation Only)</b>	each		_____	_____

**Schedule of Unit Prices**

**Contract ENG16-xx  
(Contract Description)**

**Part 'F' – Traffic Works**

The table below shows the Schedule of Unit Prices continued.

<b>Item</b>	<b>OPSS</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
124	621	<b>Fabricated Junction Boxes "Quazite" (Installation Only)</b>	each		_____	_____
125	622	<b>Traffic Signal Controller (Installation Only)</b>	each		_____	_____
126	623	<b>Traffic Actuation Equipment (Installation Only)</b> Pedestrian Push Button OPSD 2505.01	each		_____	_____
127	623	<b>Traffic Actuation Equipment (Supply and Install)</b>				
		a) Traffic Counting Station				
		i) Rural	each		_____	_____
		ii) Urban	each		_____	_____
		b) Loop Detectors				
		OPSD 2520.01 / 2520.02				
		i) Duplex Type	each		_____	_____
		ii) Diamond Type	each		_____	_____
128	NIL	<b>Contingency</b>	L.S.	L.S.	L.S.	_____

**Total Part 'F'**

\_\_\_\_\_ (Carry Over to Summary of Contract Prices)

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Schedule of Unit Prices**

**Contract ENG16-XX  
(Contract Description)**

**Summary of Contract Prices**

Total Part 'A' - Road and Storm Sewer	_____
Total Part 'B' - Sanitary Sewer	_____
Total Part 'C' - Watermain	_____
Total Part 'D' - Crack Sealing	_____
Total Part 'E' - Surface Treatment	_____
Total Part 'F' - Traffic Works	_____
<b>Total Parts 'A' to 'F'</b>	_____
<b>13% H.S.T.</b>	_____
<b>Total Contract Price</b>	_____

- \*GSSD = Greater Sudbury Standard Drawings
- \*S.P. = Special Provisions
- \*L.S. = Lump Sum
- \*OPSS = Ontario Provincial Standard Specifications
- \*OPSD = Ontario Provincial Standard Drawings

**Sample – Standard Form of Agreement**

This Agreement made in triplicate this (day) day of (month), (year).

**Between:**

**City of Greater Sudbury**

**hereinafter called the "City"**

**of The First Part**

**- and - (Company Name)**

**hereinafter called the "Contractor"**

**of The Second Part**

Whereas the City has awarded to the Contractor **Contract ENG16-xx** for the **(Contract Description)**, in the City of Greater Sudbury herein referred to and identified by the signature of the Contractor, the Contractor having put in a Tender therefor, a copy of which is hereto annexed, which said Tender was opened by the Tender Opening Committee on the (day) day of (month), (year), and was awarded by **City Council on the (day) day of (month), (year), by Resolution Number (resolution number); or the General Manager;**

Now Therefore, These Presents Witness that the Contractor hereby covenants and agrees with the City in manner following, namely;

(1) To execute and perform the whole of the work herein mentioned with due expedition and in a thorough workmanlike manner, in strict accordance with the provisions of this Contract, and the said Specifications and General Conditions and the Plans herein referred to (which are identified by the signature of the Contractor and the City's General Manager), and are made part of this Contract as if embodied herein, and thereafter to maintain the same as therein provided, and that in the execution and performance of the said work the Contractor will carry out, perform, observe, fulfil and abide by all the covenants, agreements, stipulations, provisoes and conditions mentioned and contained in the said Specifications and General Conditions to be carried out, performed, observed and fulfilled by the Contractor to the same extent and as fully as if each of them was set out and specifically repeated herein;

(2) To indemnify and save harmless the City, its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") from and against all costs (including, without limitation, legal fees, disbursements and administrative costs), claims, actions, losses, injuries, expenses, damages, fines, judgments or recoveries suffered by or made, brought or recovered against the Indemnified Parties, or any of them, resulting from any act or omission, willful misconduct or errors of the successful Bidder, its directors, officers, employees, agents, assigns or anyone for whom at law the successful Bidder is responsible in connection with the Work provided, purported to be provided or required to be provided hereunder unless the injury, loss or damage is caused solely by the negligence of the Indemnified Parties while acting within the scope of their respective employment, roles or duties;

(3) To pay to the City, and to such its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") thereof, on demand, any loss, costs, damages or expenses which may be paid, sustained or incurred by the City or any of its its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") in consequence of any such action, suit, claim, lien, execution or demand, and any moneys paid or payable by the City or any of its its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") in settlement or in discharge thereof, or on account thereof, and that in default of such payment all such loss, costs, damages and expenses, and any moneys so paid or payable by the City, its its elected and unelected officials, officers, employees and agents (the "Indemnified Parties"), and also any moneys payable by the Contractor under any of the terms and conditions of this Contract may be deducted from any moneys of the Contractor then remaining in the possession of the City on account of this or any other Contract, or may be recovered from the Contractor the Surety named in the Bond hereto attached in any court of competent jurisdiction as moneys paid at their request;

And the Contractor hereby authorizes and empowers the City or its Solicitor for the time being to defend, settle or compromise any of such actions, suits, claims, liens, executions or demands as the City or its said Solicitor may deem expedient, and also hereby agrees to ratify and confirm all the acts of the City or its Solicitor in its behalf, and to pay to the said Solicitor on demand his reasonable costs of defending, settling, or compromising any such actions, suits, claims, liens, executions or demands as the City may deem it expedient to defend, settle or compromise, and that in default of such payment the same may be deducted from any moneys payable by the City to the Contractor on any account whatever;

Provided, however, that the Contractor may at the expense of the Contractor, take charge of and conduct the defence in the name of the City to any such action, claim or suit.

The City covenants with the Contractor that if the said work, including all extras in connection therewith, shall be duly and properly executed as aforesaid, and if the Contractor shall carry out, perform, observe, fulfil, keep and abide by all the covenants, agreements, stipulations, provisoes, terms and conditions of this contract, the City will pay the Contractor therefor the Contract price (as determined by the unit prices and quantities involved) mentioned in said Tender (which are to apply to all extras of the character specified in the schedule of rates forming part of said Tender) and such payments may be made in the manner and subject to the holdbacks and liquidated damages mentioned in the said General Conditions, upon Certificates signed by the General Manager;

Provided that no money shall become due or be payable under this Contract unless and until a Certificate therefor shall have been signed by the General Manager, the possession of which is hereby made a condition precedent to the right of the Contractor to be paid or to maintain any action for such money or for any part thereof;

Provided Further that the City shall not be liable or compelled to pay for any extras or additional work not included in this Contract except only in the manner and as provided for herein;

Provided Also that the City shall not be liable or compelled to grant or issue any Certificate for work rejected or condemned by the General Manager, or to pay any money therefor until the work so rejected or condemned has been replaced by new material and workmanship to the written satisfaction of the General Manager, and it is hereby expressly provided that the granting of any certificate or the payment of any moneys hereunder shall not be construed as an acceptance of any bad or defective work or material to which the same relates, or as an admission of liability to pay any money in respect thereof, and shall not in any manner lessen the liability of the Contractor to replace such work or material, although the condition of the same may not have been known to or discovered by the said General Manager at the time such Certificate was granted, or moneys paid therein;

And It Is understood and agreed between the parties hereto as follows:

That this Agreement and the covenants and conditions herein and in the General Conditions contained shall extend to and be binding upon the heirs, executors, administrators, successors and assigns of the Contractor and the City, respectively; and

In this Agreement, and in the Contract, of which this Agreement forms a part, the words "person", "Plans", "shall", "may", "herein", "works", "Contract", "Contractor", "Inspector", "General Manager", and the words used in the singular number or the masculine gender, shall have the meaning and effect given to them in the General Conditions hereto annexed, or in the Interpretation Act of the Revised Statutes of Ontario;

In Witness Whereof the parties hereto have affixed their Corporate seals to these presents duly attested by their proper signing officers authorized in that behalf.

### Instructions on Signing

#### If the Contractor is a Corporation

If the Contractor is a corporation, a duly authorized officer(s) of the Corporation must sign on the signing line above the statement "I have the authority to bind the Corporation". If a Corporate seal is available, please affix the seal. The Contractor must date and also complete the **Company Name, Name of Person Signing, Position of Person Signing**, in the space provided.

#### If the Contractor is an Individual

If the Contractor is an individual, the Contractor must date and sign in the presence of a witness who must also sign.

#### If the Contractor is Partnership

If the Contractor is a partnership, at least one partner must sign and that partner warrants that he/she binds the partnership. The partner(s) must sign in the presence of a witness who must also sign. The Contractor must also date and complete the **Company Name, Name of Person Signing, Position of Person Signing, in the space provided.**

#### Contractor Date Here

Dated At \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
(City) (day) (month) (year)

#### Contractor Sign Here

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_/\_\_\_\_\_  
(Name of Person Signing) (Please Print) (Position of Person Signing)

\_\_\_\_\_  
Signature of Person Signing  
("I have the authority to bind the Corporation")

\_\_\_\_\_  
Signature of Witness  
(if applicable)

#### City of Greater Sudbury

\_\_\_\_\_  
**General Manager**

\_\_\_\_\_  
**Chief Administrative Officer or Chief Financial Officer**  
(Chief Administrative Officer or Chief Financial Officer's signature is not required if the contract is under \$5 Million) [Designer to remove this signing area completely].

Label Sheet:

Attach This Label Sheet to the Front of Your Tender Envelope/Package Submission



**Tender  
To be Returned to:  
City of Greater Sudbury  
C/O Supplies and Services  
200 Brady Street,  
2<sup>nd</sup> Floor, Tom Davies Square  
Box 5000, Stn. A  
Sudbury, ON, P3A 5P3**

**Contract **ENG16-xx**  
Tender For  
**[Contract Description]****

**Bidders' Name:** \_\_\_\_\_

**Address (including Postal Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><i>For City Use Only:</i> <i>Date and Time Received:</i></p>
---

**Note:** This address label/sheet must be affixed to the front of your sealed Tender envelope or package submission. The City of Greater Sudbury will not be held responsible for envelopes or packages that are not labeled.

## Bidder's Check List:

The table below shows the Bidder's Check List.



# BIDDER'S CHECK LIST

## BEFORE SUBMITTING YOUR TENDER, CHECK THE FOLLOWING POINTS:

1.	Has your Tender been signed and sealed or signed and witnessed?
2.	Have you enclosed the Tender Deposit in accordance with Section 2.12 of the Instructions to Bidders?
3.	Have you enclosed the Agreement to Bond, if applicable, signed and sealed by your proposed Surety?
4.	Have you reviewed all Addenda and completed the section in the Form of Tender regarding all issued addenda? (if applicable)
5.	Have you used the Schedule of Unit Prices in the Addenda? (If applicable)
6.	Have you specified the "Type of Pipe" in the Schedule of Unit Prices? (If applicable)
7.	Have you completed <b>ALL</b> schedules and prices in the Form of Tender?
8.	Have you indicated and included the Contingency Allowance in the Form of Tender? (If you are required to do so.)
9.	Have you reviewed your Tender in accordance with Section 6.1 of the Instructions to Bidders?
10.	Have you enclosed the Form of Tender in a sealed envelope using the Label Sheet provided by the City, to affix to the front of your sealed envelope/package submission?
11.	A current <b>Clearance Certificate</b> from <b>Workplace Safety Insurance Board (W.S.I.B.)</b> should be submitted with your Tender submission.

### NOTES:

**Your Tender may be disqualified if it is not completed in accordance with the "Instructions to Bidders".**

**This Check List is for the Bidder's use only, and is not to be submitted with your Tender.**

# **Division #3**

**[Designer to select appropriate Division #3]**

**“Division #3 For Roads, Sewer & Watermain Contracts”**

**OR**

**“DIVISION #3 For Plants Contracts Only”**

**and delete the division not required]**

**Division #3**

**For Roads  
Sewer & Watermain Contracts**

**(For Roads, Sewer & Watermain Contracts)**

**Division #3**

**Special Provisions**

<b>Section</b>	<b>Description</b>
1.	Commencement and Completion
2.	Designated Dump Sites
3.	Contractor Indoctrination <b>This entire Section is required for all Engineering projects</b>
4.	Salvaging Structures
5.	Watermain Taps
6.	Site Office <b>Included here only if these are <u>not</u> required, and specify that the General Conditions are amended accordingly (Section 106-24 Field Office)</b>
7.	Lines and Grades
8.	Temporary Potable Water Supply System
9.	Contract Items

- **Restoration Release Form (Sample)**
- **Disruption of Municipal Services Advisory Notice (Sample)**

## 1. Commencement and Completion

### a) Progress of the Work and Time for Completion

The Contractor shall begin work within one week of written instructions to do so and shall diligently prosecute his work on this Contract to completion by **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions. Working days do not apply to this contract.

### b) Liquidated Damages

The parties to the Contract hereto agree that the Contractor will pay to the Corporation the sum of **\$1,000.00** per day **Liquidated Damages** for each and every calendar day's delay in finishing the work in excess of **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions. Working days do not apply to this contract.

## 2. Designated Dump Sites

Further to Section 106-26 of the General Conditions, the designated dump site for **Contract ENG16-xx** will be \_\_\_\_\_

## 3. Contractor Indoctrination

The Contractor is hereby advised that each member of the Contractor's workforce including sub-contractors shall be required to successfully complete the NORCAT Worksite Safety Awareness training for City of Greater Sudbury. The registration form is accessible via the internet at the NORCAT website <http://www.norcattraining.com>. Training is performed at the NORCAT office. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor.

## 4. Salvaging Structures

Further to Section 106-29 of the General Conditions, the designated Public Works Depot for **Contract ENG16-xx** will be \_\_\_\_\_.

Items to be salvaged and delivered to the Designated Public Works Depot from **Contract ENG16-xx** are:

- Municipal signs
- Valves
- Hydrants
- Culverts
- Maintenance hole covers
- Catch basin covers
- Traffic signal poles c/w mast arms and light heads

## **5. Watermain Taps**

“Live” tapping of watermains will be done by City forces.

## **6. Site Office**

Further to Section 106-24 of the General Conditions, the site office shall not be required.

## **7. Lines and Grades**

In addition to Section 4, 104-11 Lines and Grades of the General Conditions, the base line survey is referenced to the Canadian Spatial Reference System, NAD(83), and the co-ordinates are expressed in UTM Zone 17 or City of Greater Sudbury Zone 81.

## **8. Temporary Potable Water Supply System**

The temporary potable water supply shall be tested at 820 kpa (120 psi) for one hour. The temporary potable water supply system shall be watertight. Any leakage must be repaired and the system retested.

The temporary potable water supply system shall be visually examined daily by the Contractor and Inspector for leaks and any leakage must be repaired immediately.

There shall be no additional payment for the temporary potable water system testing, retesting, repair(s) or daily inspection.

## **9. Contract Items**

The items in the Schedule of Unit Prices are intended to cover and include the supplying of all labour, equipment and materials (except as noted in the Information to Bidders and Special Provisions) necessary for the completion of the various works called for in this contract and the prices set out in the Schedule of Unit Prices for the said items shall be full compensation for the labour, equipment, material and equipment supplied to do all the work covered by the said items.

Following are special provisions pertaining to items listed in the Schedule of Unit Prices.

### **Price Indexing for Liquid Asphalt Cement**

**The City of Greater Sudbury will be using Appendix 310-B, dated November 2012, or current edition, to price index liquid asphalt cement.**

**Contract ENG16-xx  
(Contract Description)**

**Special Provisions Indexing**

- 1.
- 2.
- 3.
- 4.
5. Contingency

## Contingency

Spec Nil

**S.P.** #

The City has entered an amount for "Contingency" in the "Schedule of Unit Prices". This amount shall not be altered by the Bidder, but will form part of the sub-total for the contract.

The Bidder agrees that he is not entitled to payment of the Contingency Allowance, except for additional work carried out in accordance with the Contract and as directed by the City Engineer, and only to the extent of such additional work. The Bidder shall refer to Section 108-9 of the General Conditions.

**"Sample"**  
**City of Greater Sudbury**  
**Restoration Release Form**

**To Whom It May Concern**

**Contract #:** \_\_\_\_\_

**Description** \_\_\_\_\_

\_\_\_\_\_

This is to certify that the restoration work required on my property under this contract has been carried out as previously agreed to with the City.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

**Witnessed:** \_\_\_\_\_

- 1) **Blank forms are available from the Construction Services Section.**
- 2) **Please submit completed forms to the Construction Services Section.**

**"Sample"**

**City of Greater Sudbury**

**Advisory Notice  
Disruption of Municipal Services**

**To Whom It May Concern**

There will be a disruption of municipal servicing to your property for a period of approximately \_\_\_\_\_ hours beginning at \_\_\_\_\_ AM / PM, on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, 20 \_\_\_\_  
(Day) (Date) (Month)

This is to certify that I have been notified accordingly.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please Print:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
(Property Owner / Occupant / other)

\_\_\_\_\_  
**Address**

**Witnessed:** \_\_\_\_\_

- 1. Blank forms are available from the Construction Services Section.**
- 2. Please submit completed forms to the Construction Services Section.**

**[Designer to select appropriate Division #3]**

**“Division #3 For Plants Contracts Only”**

**OR**

**“Division #3 For Roads, Sewer & Watermain Contracts”**

**and delete the division not required]**

**Division #3**

**For Plants Contracts Only**

**(For Plants Only)**

**Division #3**

**Special Provisions**

<b>Section</b>	<b>Description</b>
1.	Commencement and Completion
2.	Site Office
3.	Project Signs
4.	Designated Dump Sites
5.	Contractor Indoctrination
6.	Confined Space Requirements
7.	Interruption and Phasing of Work / Shutdowns
8.	List of Designated Substances
9.	Submittals
10.	Contract Items
11.	Contractor Daily Work Record (Sample)

**This entire Section is required for all Engineering projects**

## 1. Commencement and Completion

### a) Progress of the Work and Time for Completion

The Contractor shall begin work within one week of written instructions to do so and shall diligently prosecute his work on this Contract to completion by **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions.

### b) Liquidated Damages

The parties to the Contract hereto agree that the Contractor will pay to the Corporation the sum of **\$(amount)** per day **Liquidated Damages** for each and every calendar day's delay in finishing the work in excess of **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions.

## 2. Site Office

Further to Section 106-24 of the General Conditions, the site office shall not be required.

## 3. Project Signs

Further to Section 105-5 of the General Conditions, the project signs shall not be required.

## 4. Designated Dump Sites

Further to Section 106-26 of the General Conditions, the designated dump site for **Contract ENG16-xx** will be \_\_\_\_\_ .

## 5. Contractor Indoctrination

The Contractor is hereby advised that each member of the Contractor's workforce including sub-contractors shall be required to:

- a) Comply with the City's Health and Safety regulations, Entry Into Confined Space regulation and Respiratory Protective Equipment/Clean Shaven policy.

For information concerning the City of Greater Sudbury Health & Safety Policies please contact the City of Greater Sudbury (CGS) Health & Safety Officer at 3-1-1.

- b) Successfully complete the NORCAT Water/Wastewater Works Safety Awareness training for City of Greater Sudbury facilities. Course information including registration details is accessible via the internet at the NORCAT website **<http://www.norcat.org>**. Registration can also be made by phone contacting NORCAT directly by phone at 705-521-8324. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor.

- c) Comply with the following Worker Requirements and carry valid proof of said certification:
  - i. NORCAT Water/Wastewater Works Safety Awareness training
  - ii. Quantitative Respirator Fit Test
  - iii. WHMIS training
  - iv. Fall Arrest training
  - v. Appropriate work wear
  - vi. Personal Respirator
- d) Attend a mandatory site specific indoctrination meeting. This indoctrination is intended to familiarize those working on the property with various plant alarms, protocols, and emergency procedures.
- e) Submit a Contractor Daily Work Plan to be completed daily as a condition of access by any contractor or sub-contractor working at the CGS Plant Facilities. Any variance in the work plan shall be communicated to the Plant Supervisor or designate.

These forms will be posted for CGS employee information and used to track and provide documentation of the Contractor's activities at CGS Plant Facilities as well as to assist our staff in the execution of emergency procedures.

Forms are to be submitted to the attention of one of the following supervisors or designate who can be reached by calling 3-1-1 or as follows:

**Water Treatment Plant Supervisor III: 705 694-4728**

**Waste Water Treatment Supervisor III: 705 675-2622**

Access to Water/Wastewater facilities shall be granted only to those workers who have complied with the above requirements. Failure to comply with these requirements will result in a possible work stoppage and removal of access privileges.

## **6. Confined Space Requirements**

The \_\_\_\_\_ are classified as "Confined Space" by the City of Greater Sudbury. All work shall be performed in accordance with the Occupational Health and Safety Regulations and the City of Greater Sudbury "Confined Space" policy.

The Contractor shall consult with the Ministry of Labour for specific requirements for work in confined spaces.

## **7. Interruption and Phasing of Work/Shutdowns**

The Contractor shall co-ordinate all work with City of Greater Sudbury staff. Work shall be conducted to minimize disruption and shutdowns.

The Contractor shall provide \_\_\_\_\_ days notice of a planned shutdown.

## **8. List of Designated Substances**

The Contractor is advised that the following chemicals are used and/or stored on site. The Contractor shall familiarise his work force with the WHMIS Material Sheet.

a) \_\_\_\_\_

b) \_\_\_\_\_

## **9. Submittals**

Submit 6 copies of Shop Drawings showing all fabrication and installation details.

Include the following:

- Dimensioned outlined drawing
- Schematic diagram
- Component list, including makes and models
- Power and control connection diagram(s)
- Table of programmable parameters

## **10. Contract Items**

**Contract ENG16-xx  
(Contract Description)**

**Special Provisions Indexing**

- 1.
- 2.
- 3.
- 4.
5. Contingency

## Contingency

Spec Nil

S.P. #

The City has entered an amount for "Contingency" in the "Schedule of Unit Prices". This amount shall not be altered by the Bidder, but will form part of the sub-total for the contract.

The Bidder agrees that he is not entitled to payment of the Contingency Allowance, except for additional work carried out in accordance with the Contract and as directed by the City Engineer, and only to the extent of such additional work. The Bidder shall refer to Section 108-9 of the General Conditions.

11. Sample – Plants Section - Contractor Daily Work Plan Form



## Plants Section

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### Contractor Daily Work Plan

A daily work plan must be completed as a condition of access by any contractor working in City of Greater Sudbury (CGS) Plants Section facilities. The work plan must specify all work locations, employees of the contractor, and a description of the work. Any variance in work plan must be communicated to the CGS Plant Supervisor (or designate). Forms will be posted for CGS employee information. All work performed must be in compliance with the City of Greater Sudbury Health & Safety Policies and Occupational Health & Safety Act & Regulations. Failure to comply will result in a review and possible work stoppage and removal of access privileges.

**Date:** mm/dd/yy: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Time:** In \_\_\_\_\_ Out \_\_\_\_\_

**CGS Facility Name:** \_\_\_\_\_

**CGS Project / Purchase Order:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Staff Names:** \_\_\_\_\_

**Contractor Contract #'s:** \_\_\_\_\_

**Specific Work Location:** \_\_\_\_\_

**Scope of Work:** \_\_\_\_\_

**Contractor Representative:** \_\_\_\_\_

(Print Name)

(Signature)

**CGS Supervisor (or designate):** \_\_\_\_\_

(Print Name)

(Signature)

# **Division #4**

## **Division #4**

1. Index to Plans
2. Specifications Listing
3. Standard Drawings Listing



**Contract ENG16-xx  
(Contract Description)**

**Specification Listing**

The table below shows the Specification Listing.

<b>OPSS Date</b>	<b>GSSS Date</b>	<b>Spec #</b>	<b>Title</b>
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**“See also the Instructions to Bidders and Schedule of Unit Prices for additional Specifications that may not be included here”.**

**Contract ENG16-xx  
(Contract Description)**

**Standard Drawings Listing**

The table below shows the Standard Drawings Listing.

<b>GSSD #</b>	<b>OPSD #</b>	<b>Rev.</b>	<b>Title</b>
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**“See also the Schedule of Unit Prices and Contract Plans for additional Standard Drawings that may not be included here”.**

# **Division #5**

## **Division #5**

### **Soils Investigations**

Division #5 provides a Soils Investigations Report provided by (Consultant name).

# **Division #6**

**Division #6**

**City of Greater Sudbury  
General Conditions**

The City of Greater Sudbury has not adopted the Ontario Provincial Standards General Conditions.

The City of Greater Sudbury General Conditions are in effect and will be bound with the contract documents to be executed between the City of Greater Sudbury and the successful Bidder.

A copy of the City of Greater Sudbury General Conditions can be viewed at and/or obtained from the City's Engineering Services Division.