

1 GENERAL INSTRUCTIONS

- 1.1 Persons and firms submitting Bids shall be engaged in the type of Work required by the Contract Documents.
- 1.2 No facilities of the Owner or Consultant, such as telephones, facsimile (fax) machines, computers, desks or rooms, may be used by Bidders in the preparation of their Bids.
- 1.3 No cellular phones, computers, portable facsimile machines or other such devices are permitted in the Owner's or Consultant's offices during Bid preparation.

2 BID SUBMITTAL

- 2.1 Submit digital copies of the Bid on the Bid Form and Supplementary Bid Information Form provided, addressed and delivered via email to antero@lga-ap.com on or before:

Bid Form Submittal:

4:00:00 p.m. Local Time, Friday, July 10th, 2026.

Supplementary Bid Information Form Submittal:

12:00:00 p.m. (noon) Local Time, Wednesday, July 15th, 2026.

Subject line:

"CONFIDENTIAL BID FOR: OAHS 321 JOHN ST COBOURG - COMPANY NAME 123 CONTRACTORS"

c/o Antero Fonte
LGA Architectural Partners
antero@lga-ap.com

- 2.2 Bidders are solely responsible for the delivery and submission of their Bid in the manner and within the time prescribed. Oral, telephone, mail, or facsimile proposals or modifications will not be considered.
- 2.3 Submissions must be completed on or before the Submission's Deadline. Submissions submitted after the Submission Deadline will be rejected without exception.
- 2.4 OAHS strongly recommends Proponents give themselves sufficient time of at least one (1) hour before the Submissions Deadline to begin the uploading process and to finalize their submission.

- 2.5 OAHS shall not be responsible for technical issues such as network or power failures, computer failure, internet browser, and mistakes / errors in filling the Bids that cause Bidders to submit Bids after the Submission's Deadline as specified. Bids received after the Submission's Deadline will be deemed late and will not be considered even where a technical issue outside the Proponent's control caused the Bid to be submitted late.
- 2.6 The completed Bid Form shall be without alterations or erasures. Fill in all blank spaces on the Bid Form. Amounts shall be in words as well as figures. Bid forms not completed in full, may be rejected at the discretion of the Owner. Enclose or attach documents required to be submitted with Bid.
- 2.7 Bids shall be signed and sealed by the Bidder. Signatures shall be longhand and executed by the principal duly authorized to bind the company into a Contract.
- 2.8 Amendments to a submitted Bid will be permitted if received in writing prior to Bid closing and also endorsed by the same party or parties who signed the original Bid.

3 SUPPLEMENTARY BID INFORMATION

- 3.1 Supplementary Bid Information identified in Documents 00 43 01 and all specified Schedules and Appendices shall be submitted before Submission Deadline as indicated in this Document, identified as "Supplementary Bid Information" and with name and address of bidder. Failure to submit completed additional Supplementary Bid Information will result in disqualification of Base Bid.
- 3.2 The completed Supplementary Bid Information Forms shall be without alterations or erasures. Fill in all blank spaces on the Forms. Supplementary Bid Information Forms not completed in full, may cause the Contractor's Bid to be rejected at the discretion of the Owner.

4 QUERIES - ADDENDA

- 4.1 Bidders finding discrepancies or ambiguities in, or omissions from the Drawings, Specifications or other Bidding and Contract Requirements, or having doubt as to the meaning and intent of any part thereof shall contact the Consultant via email for clarification not later than **4:00:00 p.m. Local Time, July 2nd.** ~~10 business days before Bid form submittal date.~~
- 4.2 Direct questions to:

Antero Fonte
LGA Architectural Partners
Email: antero@lga-ap.com
- 4.3 Questions will be accepted only from invited Bidders. Subcontractors or suppliers shall obtain interpretations and clarifications from Contractors to whom they are Bidding.

- 4.4 Any interpretation of, or change in Bid Documents prior to Bid closing date will be made only by written addendum issued by the Consultant to each Bidder to whom Bid Documents have been issued.
- 4.5 Information contained in Addenda supersedes and amends the Bidding and Contract Documents. Bidders shall include and allow for Addenda accordingly. Bidders shall state in the space provided on the Bid Form, the numbers of all Addenda received and included for by them in the preparation of the Bid. If no Addenda have been received, insert the word "None".
- 4.6 Final Addenda will be issued not later than **4:00:00 p.m. Local Time, July 7th**.~~5-business days before Bid form submittal date.~~
- 4.7 Direct questions to:
- 4.8 No other interpretation or explanations shall be valid.

5 EXAMINATION

- 5.1 Prior to submitting Bid, examine the site and ascertain conditions affecting the Work. Determine nature and location of items and services which may have to be protected, removed, or relocated.
- 5.2 Prior approval is required to visit the property. Arrange visits with Consultant.
- 5.3 Examine Specifications, Drawings, and other Bid Documents, Contract Requirements and information available to Bidders. Report to Consultant, all ambiguities, discrepancies, omissions, errors, departure from building by-laws or from good practice, apparent during examination.
- 5.4 The bidder must carefully examine the site of the work before submitting the bid, either personally or through a representative and be satisfied as to the nature and location of the work, local conditions, soil structure and topography at the site of the work, the nature and quality of the materials to be used, the equipment and facilities needed preliminary to and during the prosecution of the work, the means and access to the site, on-site accommodation, all necessary information as to risks, contingencies and circumstances as may affect the bid, and other matters that can in any way affect the work under the contract.
- 5.5 The bidder is fully responsible for obtaining all information required for preparation of the bid and for execution of the work. It will be the responsibility of the successful bidder to provide all of the necessary materials and labour required to fully satisfy the requirements of this contract and to complete the works.

6 PREBID MEETING/SITE TOUR

- 6.1 A Prebid Meeting/Site Tour will be held for the benefit of Bidders to familiarize themselves with the site and to answer questions regarding the Bid Documents.
- 6.2 The Prebid Meeting/Site Tour will be held on **Wednesday, May 3rd** at 321 John St. Cobourg, at **11:00 a.m. Local Time**.
- 6.3 Face masks are optional for individuals attending a Prebid Meeting/Site Tour.

6.4 Prebid Meeting/Site tour is **mandatory** for all Bidders.

6.5 Purpose of the Prebid Meeting/Site Tour is to make Bidders familiar with the site and project. Any questions regarding the nature of the Work or the Bid and Contract Documents shall be submitted to the Consultant and, where necessary, written clarification and/or additional information will be issued in the form of Addenda to all Bidders who have obtained Bid Documents.

7 BID DOCUMENTS AVAILABILITY

7.1 Bid Documents will only be issued to invited Bidders. Each Bidder will receive digital copies of Drawings and Specifications, on loan. Bidders may print at their own expense additional reproductions from such Drawings and Specifications for Bidding purposes.

7.2 CAD drawings will not be supplied to the Bidders.

7.3 Upon receipt of Bid Documents, each Bidder shall verify that they are complete. Notify Consultant should Bid Documents be incomplete. Immediately notify Consultant upon finding discrepancies or omissions in Bid Documents.

7.4 Drawings and Specifications are the property of the Owner and shall be returned in good condition to the Consultant no more than 7 calendar days after Notice of Award of Contract, rejection of all Bids, or after expiry of Bids.

8 BONDS AND INSURANCE

8.1 Bids shall be accompanied with a Bid Bond and a letter or 'Agreement to Bond' Form from a Surety Company doing business in Canada and located in the place of the Work stating that the Surety Company will provide a **Performance Bond for 50 percent of the Contract price** and a **Labour and Material Payment Bond for 50 percent of the Contract price** for the successful bidder.

8.2 The **Bid Bond** shall be in the amount of **ten percent (10%) of the Bid Price**.

8.3 Endorse the Bid Bond in the name of the Owner as Obligee, signed and sealed by the principal and surety.

8.4 Bid Bonds and Agreements to Bond shall be valid for **60 calendar days** after time and date set for Bid closing.

8.5 Bonds of unsuccessful Bidders will be returned upon award of the Contract.

8.6 Failure of the successful Bidder to provide the Owner with the specified insurance policies and Bonds within 14 calendar days of the award date will cause the Bid to be declared invalid at Owner's sole discretion.

8.7 Except where specified otherwise, all premiums shall be paid by the Bidder.

8.8 Refer to the Bid Form and to the Canadian Standard Construction Document CCDC2-2020, as amended.

9 ALTERNATIVES

9.1 Submit Bid pricing for work specified in the Contract Documents. Alternatives beyond the ones listed in Section 00 43 01 may not be proposed by the Bidder during the Tender period.

9.2 Base Bid price must be based on specified Products, equipment or systems. Bids will be rejected if alternatives are included in the Bid price.

9.3 The Contractor shall accept full responsibility that a proposed alternative will not exceed dimensional requirements as indicated on the Drawings, that it is compatible in all ways with other specified work, that coordination and cost of installation is included in his price for the proposed alternative and that the Contractor will be responsible for additional engineering/design requirements.

10 PROJECT REQUIREMENTS

10.1 As per the Government of Canada and CMHC Build Canada Homes (BCH) Investment Policy Framework November 2025 (Revised) funding requirements, construction is required to include:

- .1 **Modern methods of construction** – including, but not limited to, factory and/or off-site built systems and rapid assembly.
- .2 Adhere to the **Buy Canadian policy** by prioritizing projects that utilize domestically produced materials, with a particular emphasis on Canadian softwood lumber and steel (structural steel and miscellaneous metal fabrications).

Bidders are encouraged to consider and demonstrate this capacity in their Bids.

10.2 Bidders to propose construction timelines, completion and occupancy dates.

11 SUBMISSION REQUIREMENTS

11.1 The Bidder shall furnish evidence, satisfactory to the Owner, of its ability to complete the Work in accordance with the Bid Documents.

11.2 With its Bid, the Bidder shall submit:

- .1 Complete and signed **Bid Form**.
- .2 Complete and signed **Supplementary Bid Form** and suppliers of all major equipment, materials, and systems intended for use on the Contract.
- .3 The executed **Bid Bond**.
- .4 The executed **Agreement To Bond**.
- .5 Workplace Safety and Insurance Board (WSIB): Submit a **WSIB Clearance Certificate**.

- .6 **Proof of insurance.**
- .7 **Bar Chart Schedule** showing how the Bidder proposes to meet their specified completion dates. The schedule shall indicate the start and finish dates for each phase and category of the Work.
- .8 **Organization chart** illustrating senior office and field staff to be assigned to this Contract. Identify names, titles and responsibilities.
- .9 All Appendices, as follows:
 - .1 Submit resumes for all the Bidders' key personnel available and assigned to this project, including Construction Superintendent and Project Manager. Personnel to have a minimum of 10 years' experience, on a minimum of three (3) similar projects, with a value ranging from \$5-20 million, of comparable components, size and complexity.
 - .1 Once reviewed and signed off on, the General Contractor shall not replace key personnel without the express written consent of the Consultant on behalf of the Owner.
 - .2 Submit Brick Veneer subcontractor company (scope included in Section 04 20 00), and metal soffit, siding and roofing company (scope included in Sections 07 41 00 and 07 46 00), to the satisfaction of article 1.5.1 of Sections 04 20 00, 07 41 13 and 07 46 19 including but not limited to;
 - .1 Company profile;
 - .2 Project portfolio for a minimum of three (3) and a maximum of five (5) comparable similar projects previously constructed in the last ten (10) years, with a contract value ranging from \$250,000 to \$5 million for brick veneer, and \$200,000 to \$5 million for metal soffit, siding and roofing.
 - i. References – submit references for a minimum of three (3) of those projects.
 - .3 Resumes for key personnel available and assigned for this project, including foreman, identifying a minimum of 10 years' experience on a minimum of three (3) similar projects
 - i. References – submit references for a minimum of three (3) of those projects.
 - .4 It is the responsibility of the Bidder to confirm the subcontractor companies and key personnel meet the above requirements.
 - .5 The Owner or the Consultant reserve the right to reject companies and/or personnel that do not meet the requirements and may request the Bidder to procure a new subcontractor company and/or personnel that does.
 - .6 Once reviewed and signed off on by the Owner or by the Consultant on behalf of the Owner, the General Contractor shall not replace the subcontractor company, and the subcontractor company shall not replace key personnel, without the express written consent of the Consultant on behalf of the Owner.

12 OPENING AND ACCEPTANCE OF BIDS

- 12.1 The Owner reserves the right to open the sealed Bids privately and to accept or reject any or all Bids without explanation. The Owner has the right not to accept the lowest Bid or not to accept any Bid, in its sole, absolute and unfettered discretion. The Owner may accept a non-compliant Bid, if, in the Owner's sole, absolute and unfettered discretion, the non-compliance is immaterial to the Owner's overall evaluation of the Bid.
- 12.2 The Owner will issue the successful Bidder a written Bid Acceptance.
- 12.3 Once submitted a Bid may be withdrawn or changed only before time of closing. Submitted Bids shall be irrevocable for **60 calendar days** after time and date set for Bid closing.
- 12.4 It shall be noted that prior to award of the Contract a meeting may be held to review the Bid and the Contractor's understanding of the scope of work, the terms and conditions which will apply and the requirements of the schedule.
- 12.5 The Owner reserves the right to cancel this tender at any time and for any reason without any explanation or liability whatsoever to the Bidders.
- 12.6 The Successful Contractor shall sign a formal Contract with the Owner based on the Stipulated Price Contract specified herein.

13 BID INELIGIBILITY

- 13.1 A Bid which is unsigned, improperly completed, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may not be considered, at the discretion of the Owner.
- 13.2 Bids from unsolicited Bidders will not be considered.
- 13.3 Bids shall be for a Stipulated Lump Sum without escalation clauses. Bids containing escalation clauses will not be considered.

END OF SECTION