



Municipality of West Elgin

Addendum Agenda

Council Meeting

Date: September 9 2021, 9:00 a.m.
Location: West Elgin Community Complex - Hybrid Meeting
160 Main Street
West Lorne
Electronic Hybrid Meeting

Due to Orders under *Reopening Ontario Act, 2020* this meeting broadcasted electronically. If you wish to view this meeting please contact the Clerk's Department also if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

8. Staff Reports

8.5. Finance/Administration

8.5.3. M. Badura, CAO/Treasurer - Municipal Office Renovations Award Tender

3

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Renovations; and

That West Elgin Council hereby awards to the contract for the Municipal Office Renovations to Elgin Contracting and Restoration Ltd. for a total of \$526,000.00 plus applicable taxes; and

That West Elgin Council hereby authorizes the Mayor and CAO/Treasurer to execute any contracts and documents with regards to this project; and

That West Elgin Council hereby redirect funds from the 2021 Operating Budget to cover the shortfall.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-09-09
Subject: Municipal Office Renovations Award Tender

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Renovations; and
That West Elgin Council hereby awards to the contract for the Municipal Office Renovations to Elgin Contracting and Restoration Ltd. for a total of \$526,000.00 plus applicable taxes; and
That West Elgin Council hereby authorizes the Mayor and CAO/Treasurer to execute any contracts and documents with regards to this project; and
That West Elgin Council hereby redirect funds from the 2021 Operating Budget to cover the shortfall.

Purpose:

The purpose of this report is to seek Council approval to award a construction services contract for work required for the construction and refurbishment of the Municipal office building.

Background:

A formal Request for Tender was prepared seeking bids from qualified contractors for the supply of all materials, labour and equipment necessary to construct and refurbish municipal office building, by L360 Architecture on behalf of the Municipality.

The intent was to secure one Contractor that will perform all items of work covered and stipulated in the Specifications, Tender, Contract Drawings, together with any authorized alterations, special provisions, extra work and supplemental agreements. The contractor will be responsible to furnish all materials, implements, machinery, equipment, tools, supplies, transportation and labour necessary to the prosecution and completion of the work.

The work prescribed in the tender is expected to be completed in the 4th quarter of 2021 after the Municipality issues the formal Notice to Proceed following Council approval to enter into a construction services contract with Elgin Contracting and Restoration Ltd.

L360 Architecture reviewed the bid submission from Elgin Contracting and Restoration Ltd. and confirmed their compliance with all of the requirements outlined in the tender document.

Pursuant to the procurement policy, Municipal council awards contracts for goods and services to the lowest cost compliant bidder where the total cost is greater than \$10,000.00.

Financial Implications:

Staff are recommending that the shortfall of funds be redirected from transfer to reserves (01-7012-7900) and allocated to the Municipal office renovations and the remaining balance of \$25,680 be covered by Administration Operating Budget savings in wages and benefits as the administrative assistant position was not filled in.

Reserves set aside for Municipal Office Renovations	\$ 200,000.00
Keyless access and security control	\$ 20,000.00
ICIP Resiliency Grant	\$ 100,000.00
The Minister of Employment and Social Development – Enabling Accessibility	\$ 71,709.00
Proceeds from the sale of land	\$ 146,611.00
Total funds available	\$ 538,320.00

Estimated Project Cost:

Roof repair	\$ 50,000.00
L360 Architecture	\$ 30,000.00
Construction (pending approval)	\$ 526,000.00
Total Cost	\$ 606,000.00

Shortfall	\$ 75,680.00
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Municipal Building Transfer to Reserves	-\$ 50,000.00
2021 Operating Budget – Administration	-\$ 25,680.00

Policies/Legislation:

Procurement Policy AD-1.2

Report Approval Details

Document Title:	Municipal Office Renovations - 2021-41-Administration Finance.docx
Attachments:	- 21-038 WE Admin Bldg Tender Review Final (002).pdf
Final Approval Date:	Sep 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

September 3rd, 2021

Magda Badura, CAO/Treasurer
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Re: Tender Review of West Elgin Municipality Building Upgrade Tender Submission.

Ms. Badura:

Prior to 2:00pm, Tuesday, August 31st, 2021, in L360 ARCHITECTURE's London office, the tender submissions were received via email submission by six bidders, one of which submitted at a time of 2:02 pm, two minutes after the required deadline. All bids were reviewed by L360 President Paul F. Loreto, OAA, MRAIC, L360 Sr. Associate, David Doka, and L360 Architect-in-training, Sergio Gondim, to which the latter two developed a spread sheet documenting the comparison of each tender documents to be reviewed for accuracy and compliancy to industry standards, and in comparison, to the Municipality's Front-End of the Tender Specifications . (See attached files)

During this review, it was determined that two of the submissions did not include the pricing for the furniture requirement, which then designated the bids as being "improper" based on the definition found for Item i, Definitions on page 6, DEFINITIONS AND INTERPRETATIONS. Therefore, the bids were not considered "non-compliant", allowing the Municipality full right to review the "improper" aspect of the bids associated to the following two submissions:

- i) Elgin Contracting and Restoration Ltd. of St. Thomas, whose based bid was the lowest submission at \$511,000.00 and,
- ii) Michael Clarke Construction of London, whose base bid was \$545,000.00

When comparing the missed value for furniture, L360 reviewed the remaining completed bids to gain an understanding of the costs associated, and found values of \$19,500.00, \$21,500.00, and \$45,000.00 allocated to the supply and installation of furniture.

L360 has since received:

- i) a revised bid from Elgin Contracting and Restoration Ltd. of \$526,000.00, submitted after the deadline, with new values added for the furniture, addressing the "improper" bid submission aspect of their tender amount. The revised bid maintains the "lowest" and complete bid aspect of their submission.
- ii) Confirmation that the December 30th deadline is understood and achievable with the building being available to them on September 30th, 2021.

It is, therefore, L360 ARCHITECTURE's recommendation that Elgin Contracting and Restoration Ltd. be awarded this project at a tender amount of \$526,000.00 plus applicable taxes. Upon Municipality approval, L360 ARCHITECTURE will provide Elgin Contracting and Restoration Ltd. with a Letter of Award, authorizing them to begin the necessary next steps in providing us with the required standard documents, a schedule of construction and their confirmation of acceptance.

Yours sincerely,



Paul F. Loreto, OAA, MRAIC, President
L360 ARCHITECTURE

cc.: Lee Gosnell, CRS, Manager of Operations & Community Services, Municipality of West Elgin
David Doka, Sr. Project Manager, L360 ARCHITECTURE

Attachment: Elgin Contracting and Restoration Ltd. Bid forms – Original and Revised
Original Bid Compliancy Checklist
Original SUPPLEMENTAL BID FORM Comparison

Original Bid deemed
"Improper" due to missing
furniture cost requirement

Part 1 General

1.1 BID INFORMATION

Date: August 31, 2021

Submitted by: Elgin Contracting and Restoration Ltd.

(name) Matthew Pedros

(address) 10 Barrie Blvd.
St. Thomas, Ontario N5P 4B9

To: Municipality of West Elgin, Ms. Magda Badura

Project: Administration Building Upgrade
L360 ARCHITECTURE Project # 21-028

1.2 OFFER

- .1 Having examined the Contract Documents and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by L360 ARCHITECTURE for the above-mentioned project, we, the undersigned, hereby offer to enter into a contract, to perform the Work for the price of:

\$ 511,000⁰⁰

FIVE HUNDRED ELEVEN THOUSAND
dollars, in lawful money of Canada.

- .2 Taxes:

- .1 Applicable taxes (HST) are excluded from the Bid Price.

1.3 SEPARATE PRICES

- .1 Separate Price items do NOT replace or substitute items already in the Bid Documents. Accepted Separate Prices are to be in accordance with Section 002100 (Instructions to Bidders), excluding HST:
- .1 General Contractor to provide separate price for the use of CT-1 floor finish in Vestibule #1 and Reception #3a. Refer to Floor Finish Legend on drawing Add 1.

\$ 3,500⁰⁰

1.4 ACCEPTANCE

- .1 Refer to Instructions to Bidders for Conditions of acceptance.
- .2 This offer shall be open to acceptance and is irrevocable for thirty (30) calendar days from the Bid closing date and time.
- .3 The written value will be the accepted bid value
 - .1 The cost breakdown (appendix B) does not require to equal the written value
- .4 If this Bid is accepted by the Owner within the time period stated above, we will:
 - .1 Execute the 'Agreement' within seven (7) days of receipt of the form of execution.
 - .2 Furnish the required bonds within seven days of receipt of the Agreement [in the form described in the Supplementary Conditions].
 - .3 Commence work within seven (7) days after written notification of acceptance of this bid.
 - .4 100 % Complete the Work by the **31st day of December, 2021.**
- .5 If this Bid is accepted within the time stated herein, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the deposit or the difference between this Bid and the Bid which the Contract is signed.
- .6 In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions in the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.5 ADDENDA

- .1 The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.
 - .1 Addendum # 1 Dated August 10, 2021.
 - .2 Addendum # 2 Dated August 25, 2021.
 - .3 Addendum # Dated .
 - .4 Addendum # Dated .

1.6 CHANGES

- .1 When the Prime Consultant establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with CCDC 2 - Article GC 12.1 – Indemnification of the General Conditions, our percentage fee will be:
- .2 Refer to Section 00 73 03 – Supplemental Conditions

1.7 BID FORM SIGNATURE(S)

The Corporate Seal of

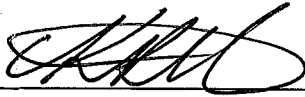
Elgin Contracting and Restoration Ltd.

(Bidder - please print)

was hereunto affixed in the presence of:

(Seal)

Kevin Hick



Vice President

Authorized signing officer

Title

Authorized signing officer

Title

If this Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture on the appropriate form or forms, as above.

Agreement to Bond

No. U-0491-2021-123

August 31, 2021

WHEREAS **ELGIN CONTRACTING AND RESTORATION LTD.** has submitted a written tender to **MUNICIPALITY OF WEST ELGIN** this **31ST** day of **AUGUST** in the year **2021**

Concerning: **WEST ELGIN ADMINISTRATION BUILDING UPGRADE – MUNICIPALITY OF WEST ELGIN – 22468 HOSKINS LINE, RODNEY, ON - PROJECT NO.: 21-028**

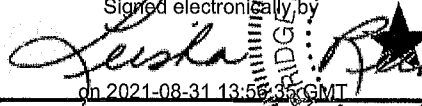
and the condition of this obligation being such that the Principal have the tender accepted within **SIXTY (60)** days from the closing date of tender.

We, **NORTHBRIDGE GENERAL INSURANCE CORPORATION**, a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in the Province of **ONTARIO** as Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

1. a contract performance bond in the amount of **(100%)** of the contract price
2. a labour and material payment bond in the amount of **(50%)** of the contract price

This agreement shall be null and void unless an application for the said bond(s) is made within **(30)** days following the award of the contract.

Northbridge General Insurance Corporation

Signed electronically by

on 2021-08-31 13:58:38 GMT

Leisha Ruddy, Attorney-in-Fact



Bid Bond No: U-0491-2021-123

Standard Construction Document CCDC 220-2002

Bond Amount: 10% Of Tender Amount

ELGIN CONTRACTING AND RESTORATION LTD. as Principal, hereinafter called the Principal, and **NORTHBRIDGE GENERAL INSURANCE CORPORATION**, a corporation created and existing under the laws of the Canada and duly authorized to transact the business of Suretyship in **Ontario** as Surety, hereinafter called the Surety, are held and firmly bound unto **MUNICIPALITY OF WEST ELGIN** Obligee hereinafter called the Obligee, in the amount of **TEN PERCENT OF TENDER AMOUNT (10%)** lawful money of Canada the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written tender to the Obligee dated this the **31ST** day of **AUGUST** in the year **2021**.

For: **WEST ELGIN ADMINISTRATION BUILDING UPGRADE – MUNICIPALITY OF WEST ELGIN – 22468 HOSKINS LINE, RODNEY, ON - PROJECT NO.: 21-028**

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **SIXTY (60)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

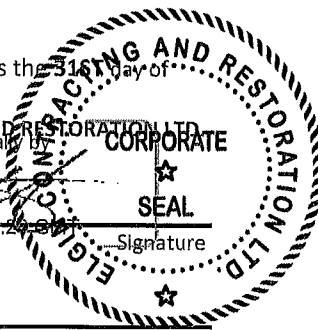
The Principal and the Surety shall not be liable for a greater sum than the bond amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this bond dated this the **31st** day of **AUGUST** in the year **2021**.

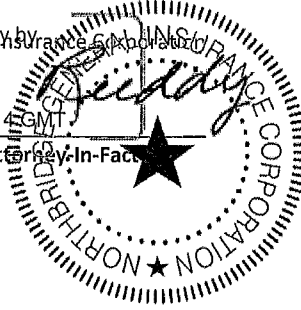
ELGIN CONTRACTING AND RESTORATION LTD.
Signed electronically by _____
on 2021-08-31 14:00:29 GMT



Name

Northbridge General Insurance Corporation
Signed electronically by _____
on 2021-08-31 13:57:14 GMT

Leisha Ruddy, Attorney-In-Fact



Copyright 2002 Canadian Construction Documents Committee (CCDC 220 – 2002 has been approved by the Surety Association of Canada)

105 Adelaide Street West, Suite 700
Toronto ON M5H 1P9

Appendix A: The following is the list of **Contract Documents** referred to in the Bid Form submitted by:
(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The list of Contract Documents include the following:

- .2 Documents and Specifications cited in the Table of Contents at the beginning of the Project Manual.
- .3 Drawings List cited at or near the beginning of the package of drawings.
- .4 Schedules cited in the Table of Contents of the Project Manual and/or in the Drawing List.

END of APPENDIX A (to be submitted 2 hours after Tender Close)

Appendix B - Subcontractors: The following is the list of Subcontractors referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and REstoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The following work will be performed or provided by Subcontractors and coordinated by us:

Portion of the Work	Subcontractor's Name	Costs Breakdown (\$)
Bonds & Insurance		\$7,000
Temporary Services		\$1,000
General Conditions (ie: construction management staff, labour, material, equipment, hoarding, clean-up, shop drawings & close-out documents)		\$26,450
Allowance <ul style="list-style-type: none"> - Contingency - Door Hardware - Security - Signage - Testing Mechanical Systems - Testing Abatement 		\$35,000.00 \$24,590.00 \$20,000.00 \$ 3,000.00 \$ 4,000.00 \$ 3,000.00
Demolition <ul style="list-style-type: none"> - General Demolition - Cutting and Removal - Abatement 	ID ALL CLEAR	\$15,000 \$5,000 \$25,000
Concrete <ul style="list-style-type: none"> - General Concrete Work - SOG Repairs (Trenching) 	OWN FORCES	\$2,000 \$1,000
Wood, Plastics & Composites <ul style="list-style-type: none"> - Wood Framing/Blocking - Finish Carpentry - Architectural Cabinetwork 	" " ISO	\$11,000 \$500 \$20,000
Thermal & Moisture Protection <ul style="list-style-type: none"> - Insulation (Batt/Blown) - Spray-in-place Insulation - Vapour Barrier (Ceiling) - Joint Sealers - Firestopping 	OCD OWN FORCES " "	\$10,000 \$10,000 \$2,000 \$500 \$500
Openings <ul style="list-style-type: none"> - Hollow Metal Doors/Frames - Door Hardware Installation 	MULLER LAVA	\$8,000 \$2,500
Openings <ul style="list-style-type: none"> - Automatic Door Operator - Aluminum Windows - Door Hardware Installation - Glass & Glazing 	ALLOWANCE SLG LAVA SLG.	ALLOWANCE \$25,000 500 \$10,000

Floor/Wall Finishes (Lump Sum) - Carpet - Ceramic - Epoxy Coating - Luxury Vinyl Tile - Trims - Transitions	INTERIOR FLOOR FINISH INTERIOR FLOOR FINISH	\$39,000 \$39,000
Stud Framing, Drywall & Texturing (including non-structural stud framing)	OLD	\$10,000
Ceiling Systems (Lump Sum): - ACT - Gypsum Board	OLD	\$50,000
Painting - Walls, Ceiling, Doors, - Trim, and Accessories	RCU	\$7500 \$500
Misc. Wall/Window Treatments - Bidder shall remove and return all wall mounted elements or window treatments to owner.	OWN FORCES	\$1500
Specialities (Washroom scope) - Washroom Accessories - Call Assist Device(s)	\$ PROBABLE ALLOWANCE	\$3,000 ALLOWANCE
Specialities (Furniture) - System Furniture - Chairs	BY OWNER	BY OWNER.
Communication/Security - coordinate removal & install of existing/new communication & security equipment	OWN FORCES COORDINATION	\$500
Electrical - Demolition - Power Distribution - Light Fixtures - Devices - General Conditions	ROBS ELECTRIC	\$39,450
Fire Alarm System - Existing (if applicable)	" "	\$0
Plumbing & Drainage - Demolition - Domestic Hot & Cold water - Sanitary & Vents - Insulation (Pipes) - Plumbing Fixtures - General Conditions	SCT	\$28,410

HVAC <ul style="list-style-type: none"> - Demolition - HVAC equipment - Controls - Ductwork & fittings - Insulation (Ducts) - Heating Piping & Hydronic - Balancing - Commissioning - General Conditions 	SCT	\$69,500
Earthworks <ul style="list-style-type: none"> - Landscaping repairs 	OWN FORCES	\$ 100
Other Misc. Costs (Provide description and costs)	N/A	N/A
Note: The <i>total value</i> of 'Appendix B' <u>must</u> <u>equal</u> the <i>written value</i> of BID FORM		TOTAL VALUE: \$511,000

END of APPENDIX B (to be submitted 2 hours after Tender Close)

Appendix C - Unit Prices: The following is the list of Unit Prices referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The following are incidental Unit Prices for specific portions of the Work as listed, and are applicable to authorized variations from the Contract Documents.

Portion of the Work	Quantity Unit (i.e.: sqft, hr, lump)	Unit Value (\$)
General Labour	HR	75
Demolition	HR	75
Concrete	HR	80
Masonry	N/A	N/A
Metals	N/A	N/A
Wood, Plastics & Composites	HR	85
Thermal & Moisture Protection	HR	75
Openings	HR	75
Floor/Wall Finishes	HR	75
Stud Framing, Drywall & Texturing	HR	75
Ceiling Systems	HR	75
Painting	HR	65
Communication/Security	HR	80
Electrical	HR	80
Fire Alarm System	N/A	N/A
Plumbing & Drainage	HR	85
HVAC	HR	85
Earthworks	N/A	N/A

Other Misc. Costs (Provide description and costs)	N/A	N/A.

END of APPENDIX C (to be submitted 2 hours after Tender Close)

Appendix D - Alternatives: The following is the list of Alternatives referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

Refer to Section 01 29 00 - Payment Procedures:

Alternative # 1 (Add) (Deduct) \$ N/A

Alternative # 2 (Add) (Deduct) \$ N/A

Alternative # 3 (Add) (Deduct) \$ N/A

END of APPENDIX D (to be submitted 2 hours after Tender Close)

END OF BASE BID

Revised Bid to address "Improper"
aspect of original submission due to
missing furniture cost requirement

Part 1 General

1.1 BID INFORMATION

Date: August 31, 2021

Submitted by: Elgin Contracting and Restoration Ltd.

(name) Matthew Pedros

(address) 10 Barrie Blvd.
St. Thomas, Ontario N5P 4B9

To: Municipality of West Elgin, Ms. Magda Badura

Project: Administration Building Upgrade
L360 ARCHITECTURE Project # 21-028

1.2 OFFER

- .1 Having examined the Contract Documents and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by L360 ARCHITECTURE for the above-mentioned project, we, the undersigned, hereby offer to enter into a contract, to perform the Work for the price of:

\$ ~~517,000.00~~ 526,000.00

FIVE HUNDRED ~~SEVEN THOUSAND~~ TWENTY SIX THOUSAND
dollars, in lawful money of Canada.

- .2 Taxes:

- .1 Applicable taxes (HST) are excluded from the Bid Price.

1.3 SEPARATE PRICES

- .1 Separate Price items do NOT replace or substitute items already in the Bid Documents. Accepted Separate Prices are to be in accordance with Section 002100 (Instructions to Bidders), excluding HST:

- .1 General Contractor to provide separate price for the use of CT-1 floor finish in Vestibule #1 and Reception #3a. Refer to Floor Finish Legend on drawing Add 1.

\$ 3,500.00

1.4 ACCEPTANCE

- .1 Refer to Instructions to Bidders for Conditions of acceptance.
- .2 This offer shall be open to acceptance and is irrevocable for thirty (30) calendar days from the Bid closing date and time.
- .3 The written value will be the accepted bid value
 - .1 The cost breakdown (appendix B) does not require to equal the written value
- .4 If this Bid is accepted by the Owner within the time period stated above, we will:
 - .1 Execute the 'Agreement' within seven (7) days of receipt of the form of execution.
 - .2 Furnish the required bonds within seven days of receipt of the Agreement [in the form described in the Supplementary Conditions].
 - .3 Commence work within seven (7) days after written notification of acceptance of this bid.
 - .4 100 % Complete the Work by the **31st day of December, 2021.**
- .5 If this Bid is accepted within the time stated herein, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the deposit or the difference between this Bid and the Bid which the Contract is signed.
- .6 In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions in the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.5 ADDENDA

- .1 The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.
 - .1 Addendum # 1 Dated August 10, 2021.
 - .2 Addendum # 2 Dated August 25, 2021.
 - .3 Addendum # _____ Dated _____.
 - .4 Addendum # _____ Dated _____.

1.6 CHANGES

- .1 When the Prime Consultant establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with CCDC 2 - Article GC 12.1 – Indemnification of the General Conditions, our percentage fee will be:
- .2 Refer to Section 00 73 03 – Supplemental Conditions

1.7 BID FORM SIGNATURE(S)

The Corporate Seal of

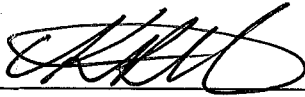
Elgin Contracting and Restoration Ltd.

(Bidder - please print)

was hereunto affixed in the presence of:

(Seal)

Kevin Hick



Vice President

Authorized signing officer

Title

Authorized signing officer

Title

If this Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture on the appropriate form or forms, as above.

Agreement to Bond

No. U-0491-2021-123

August 31, 2021

WHEREAS **ELGIN CONTRACTING AND RESTORATION LTD.** has submitted a written tender to **MUNICIPALITY OF WEST ELGIN** this **31ST** day of **AUGUST** in the year **2021**

Concerning: **WEST ELGIN ADMINISTRATION BUILDING UPGRADE – MUNICIPALITY OF WEST ELGIN – 22468 HOSKINS LINE, RODNEY, ON - PROJECT NO.: 21-028**

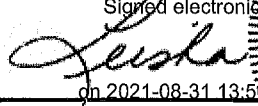
and the condition of this obligation being such that the Principal have the tender accepted within **SIXTY (60)** days from the closing date of tender.

We, **NORTHBRIDGE GENERAL INSURANCE CORPORATION**, a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in the Province of **ONTARIO** as Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

1. a contract performance bond in the amount of **(100%)** of the contract price
2. a labour and material payment bond in the amount of **(50%)** of the contract price

This agreement shall be null and void unless an application for the said bond(s) is made within **(30)** days following the award of the contract.

Northbridge General Insurance Corporation

Signed electronically by

on 2021-08-31 13:58:35 GMT

Leisha Ruddy, Attorney-in-Fact



Bid Bond No: U-0491-2021-123

Standard Construction Document CCDC 220-2002

Bond Amount: 10% Of Tender Amount

ELGIN CONTRACTING AND RESTORATION LTD. as Principal, hereinafter called the Principal, and **NORTHBRIDGE GENERAL INSURANCE CORPORATION**, a corporation created and existing under the laws of the Canada and duly authorized to transact the business of Suretyship in **Ontario** as Surety, hereinafter called the Surety, are held and firmly bound unto **MUNICIPALITY OF WEST ELGIN** Obligee hereinafter called the Obligee, in the amount of **TEN PERCENT OF TENDER AMOUNT (10%)** lawful money of Canada the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written tender to the Obligee dated this the **31ST** day of **AUGUST** in the year **2021**.

For: **WEST ELGIN ADMINISTRATION BUILDING UPGRADE – MUNICIPALITY OF WEST ELGIN – 22468 HOSKINS LINE, RODNEY, ON - PROJECT NO.: 21-028**

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **SIXTY (60)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and the Surety shall not be liable for a greater sum than the bond amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this bond dated this the **31st** day of **AUGUST** in the year **2021**.

ELGIN CONTRACTING AND RESTORATION LTD.
Signed electronically by _____
on 2021-08-31 14:00:29 GMT
Signature

Name _____
Signed electronically by _____
on 2021-08-31 13:57:14 GMT
Leisha Ruddy, Attorney-In-Fact



Copyright 2002 Canadian Construction Documents Committee (CCDC 220 – 2002 has been approved by the Surety Association of Canada)

105 Adelaide Street West, Suite 700
Toronto ON M5H 1P9

Appendix A: The following is the list of **Contract Documents** referred to in the Bid Form submitted by:
(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The list of Contract Documents include the following:

- .2 Documents and Specifications cited in the Table of Contents at the beginning of the Project Manual.
- .3 Drawings List cited at or near the beginning of the package of drawings.
- .4 Schedules cited in the Table of Contents of the Project Manual and/or in the Drawing List.

END of APPENDIX A (to be submitted 2 hours after Tender Close)

Appendix B - Subcontractors: The following is the list of Subcontractors referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and REstoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The following work will be performed or provided by Subcontractors and coordinated by us:

Portion of the Work	Subcontractor's Name	Costs Breakdown (\$)
Bonds & Insurance		\$7,000
Temporary Services		\$1,000
General Conditions (ie: construction management staff, labour, material, equipment, hoarding, clean-up, shop drawings & close-out documents)		\$26,450
Allowance <ul style="list-style-type: none"> - Contingency - Door Hardware - Security - Signage - Testing Mechanical Systems - Testing Abatement 		\$35,000.00 \$24,590.00 \$20,000.00 \$ 3,000.00 \$ 4,000.00 \$ 3,000.00
Demolition <ul style="list-style-type: none"> - General Demolition - Cutting and Removal - Abatement 	ID ALL CLEAR	\$15,000 \$5,000 \$25,000
Concrete <ul style="list-style-type: none"> - General Concrete Work - SOG Repairs (Trenching) 	OWN FORCES	\$2,000 \$1,000
Wood, Plastics & Composites <ul style="list-style-type: none"> - Wood Framing/Blocking - Finish Carpentry - Architectural Cabinetwork 	" " ISO	\$11,000 \$500 \$20,000
Thermal & Moisture Protection <ul style="list-style-type: none"> - Insulation (Batt/Blown) - Spray-in-place Insulation - Vapour Barrier (Ceiling) - Joint Sealers - Firestopping 	OCD OWN FORCES " "	\$10,000 \$10,000 \$2,000 \$500 \$500
Openings <ul style="list-style-type: none"> - Hollow Metal Doors/Frames - Door Hardware Installation 	MULLER LAVA	\$8,000 \$2,500
Openings <ul style="list-style-type: none"> - Automatic Door Operator - Aluminum Windows - Door Hardware Installation - Glass & Glazing 	ALLOWANCE SLG LAVA SLG.	ALLOWANCE \$25,000 500 \$10,000

Floor/Wall Finishes (Lump Sum) - Carpet - Ceramic - Epoxy Coating - Luxury Vinyl Tile - Trims - Transitions	INTERIOR FLOOR & WALL INTERIOR FLOOR & WALL	\$39,000 \$39,000
Stud Framing, Drywall & Texturing (including non-structural stud framing)	OLD	\$10,000
Ceiling Systems (Lump Sum): - ACT - Gypsum Board	OLD	\$50,000
Painting - Walls, Ceiling, Doors, - Trim, and Accessories	RCU	\$7500 \$500
Misc. Wall/Window Treatments - Bidder shall remove and return all wall mounted elements or window treatments to owner.	OWN FORCES	\$1500
Specialities (Washroom scope) - Washroom Accessories - Call Assist Device(s)	\$ PROBABLE ALLOWANCE	\$3,000 ALLOWANCE
Specialities (Furniture) - System Furniture - Chairs	OWNER OWN FORCES	\$15,000 \$15,000
Communication/Security - coordinate removal & install of existing/new communication & security equipment	OWN FORCES COORDINATION	\$500
Electrical - Demolition - Power Distribution - Light Fixtures - Devices - General Conditions	ROBS ELECTRIC	\$39,450
Fire Alarm System - Existing (if applicable)	" "	\$0
Plumbing & Drainage - Demolition - Domestic Hot & Cold water - Sanitary & Vents - Insulation (Pipes) - Plumbing Fixtures - General Conditions	SCT	\$28,410

HVAC <ul style="list-style-type: none"> - Demolition - HVAC equipment - Controls - Ductwork & fittings - Insulation (Ducts) - Heating Piping & Hydronic - Balancing - Commissioning - General Conditions 	SCT	\$69,500
Earthworks <ul style="list-style-type: none"> - Landscaping repairs 	OWN FORCES	\$100
Other Misc. Costs (Provide description and costs)	N/A	N/A
Note: The <i>total value</i> of 'Appendix B' <u>must</u> equal the <i>written value</i> of BID FORM		TOTAL VALUE: 526,000 \$526,000

END of APPENDIX B (to be submitted 2 hours after Tender Close)

Appendix C - Unit Prices: The following is the list of Unit Prices referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

The following are incidental Unit Prices for specific portions of the Work as listed, and are applicable to authorized variations from the Contract Documents.

Portion of the Work	Quantity Unit (i.e.: sqft, hr, lump)	Unit Value (\$)
General Labour	HR	75
Demolition	HR	75
Concrete	HR	80
Masonry	N/A	N/A
Metals	N/A	N/A
Wood, Plastics & Composites	HR	85
Thermal & Moisture Protection	HR	75
Openings	HR	75
Floor/Wall Finishes	HR	75
Stud Framing, Drywall & Texturing	HR	75
Ceiling Systems	HR	75
Painting	HR	65
Communication/Security	HR	80
Electrical	HR	80
Fire Alarm System	N/A	N/A
Plumbing & Drainage	HR	85
HVAC	HR	85
Earthworks	N/A	N/A

Other Misc. Costs (Provide description and costs)	N/A	N/A.

END of APPENDIX C (to be submitted 2 hours after Tender Close)

Appendix D - Alternatives: The following is the list of Alternatives referred to in the Bid Form submitted by:

(Bidder) Elgin Contracting and Restoration Ltd.

(Owner) Municipality of West Elgin

dated August 31, 2021 to which this Appendix is an integral part of the Bid Form.

Refer to Section 01 29 00 - Payment Procedures:

Alternative # 1 (Add) (Deduct) \$ N/A

Alternative # 2 (Add) (Deduct) \$ N/A

Alternative # 3 (Add) (Deduct) \$ N/A

END of APPENDIX D (to be submitted 2 hours after Tender Close)

END OF BASE BID

Bid Compliancy Checklist

Job: West Elgin Admin Building Upgrades
 Job No: 21-028 (No. 2021-T1)
 Date: Tuesday, August 31st, 2021 (2:00 pm)

Refer to Definitions and Interpretations of RFT for the term "Improper"

Place: Opening in L360 London Office Date: Tuesday, August 31st, 2021 (5:00pm) Attendance: Paul Loreto, David Doka, Sergio Gondim

Name of Firm	Description of Bid Document	Bid Amount	Part 1: Bid Form (Aug 31 @ 2:00 pm)					Part 2: Appendices (2 hours after Tender Close)							
			Rec'd on Time	Signing of Tender Offer Complete	Addenda's (2 Total)	Agreement to Bond	Bid Bond	Rec'd on Time	Appendix A	Appendix B (Subs)	Appendix C (Unit Prices)	Appendix D (Alts)	Appendix E (Separate Prices)		
Accuratus Design Build	Base Bid	\$605,500.00	yes (1:57pm)	yes	yes	yes	yes	yes (2:19pm)	yes	yes - total value matches written from Base Bid (but breakdown values do not add correctly)	yes	Alt #1: n/a	#1	Ceramic Tile	\$2,000.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$605,500.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$2,000.00	Alt #3: n/a	#5	Description
	Bid + App E	\$607,500.00										#6		Description	\$0.00
K&L Construction	Base Bid	\$616,900.00	yes (1:58pm)	yes	yes	yes	yes	yes (3:27pm)	yes	yes	yes	Alt #1: n/a	#1	Ceramic Tile	\$3,000.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$616,900.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$3,000.00	Alt #3: n/a	#5	Description
	Bid + App E	\$619,900.00										#6		Description	\$0.00
Elgin Contracting (Improper)	Base Bid	\$511,000.00	yes (1:58pm)	yes	yes	yes	yes	yes (2:52pm)	yes	Improper (missing furniture pricing)	yes	Alt #1: n/a	#1	Ceramic Tile	\$3,500.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$511,000.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$3,500.00	Alt #3: n/a	#5	Description
	Bid + App E	\$514,500.00										#6		Description	\$0.00

Bid Compliancy Checklist

Job: West Elgin Admin Building Upgrades
 Job No: 21-028 (No. 2021-T1)
 Date: Tuesday, August 31st, 2021 (2:00 pm)

Refer to Definitions and Interpretations of RFT for the term "Improper"

Place: Opening in L360 London Office Date: Tuesday, August 31st, 2021 (5:00pm) Attendance: Paul Loreto, David Doka, Sergio Gondim

Name of Firm	Description of Bid Document	Bid Amount	Part 1: Bid Form (Aug 31 @ 2:00 pm)					Part 2: Appendices (2 hours after Tender Close)							
			Rec'd on Time	Signing of Tender Offer Complete	Addenda's (2 Total)	Agreement to Bond	Bid Bond	Rec'd on Time	Appendix A	Appendix B (Subs)	Appendix C (Unit Prices)	Appendix D (Alts)	Appendix E (Separate Prices)		
Michael Clark (Improper)	Base Bid	\$545,000.00	yes (1:57pm)	yes (yet clarifications or disclaimers were provided)	yes	yes	yes	yes (3:02pm)	yes	Improper (missing furniture pricing - only provide labour to move existing)	Improper (not all trade unit costs were filled out)	Alt #1: n/a	#1	Ceramic Tile	\$4,000.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$545,000.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$4,000.00	Alt #3: n/a	#5	Description
	Bid + App E	\$549,000.00										#6		Description	\$0.00
Graceview (Improper and Late Submission)	Base Bid	\$605,000.00	no (2:02pm)	yes	yes	yes	yes	yes (3:49pm)	yes	Improper (missing furniture pricing)	yes	Alt #1: n/a	#1	Ceramic Tile	\$2,000.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$605,000.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$2,000.00	Alt #3: n/a	#5	Description
	Bid + App E	\$607,000.00										#6		Description	\$0.00
SDI Builders (Improper)	Base Bid	\$609,350.00	yes (1:58pm)	yes	yes	yes	yes	yes (3:20pm)	yes	Improper (assumed securtiy allownace for Comm/Secu rity scope)	yes	Alt #1: n/a	#1	Ceramic Tile	\$3,500.00
	C.A.	\$89,590 (included in Base Bid)											#2	Description	\$0.00
	TOTAL	\$609,350.00										Alt #2: n/a	#3	Description	\$0.00
	App E	Separate Prices											#4	Description	\$0.00
												\$3,500.00	Alt #3: n/a	#5	Description
	Bid + App E	\$612,850.00										#6		Description	\$0.00

Appendix B - Subcontractors: The following is the list of Subcontractors referred to in the Bid Form submitted by:
(Bidder) _____
(Owner) _____
dated _____ to which this Appendix is an integral part of the Bid Form.
The following work will be performed or provided by Subcontractors and coordinated by us:

Portion of Work	Complete		Improper				All Bidders
	Accuratus Design Build Inc	K&L Construction (Ontario) Ltd.	Elgin Contracting and Restoration Ltd.	Michael Clark Construction Inc.	Graceview Enterprises Inc.	SDI Builders 2010 Ltd.	Average
Base Bid Amount	\$605,500.00	\$616,900.00	\$511,000.00	\$545,000.00	\$605,000.00	\$609,350.00	\$582,125.00
Bonds & Insurance	\$12,000.00	\$6,489.00	\$7,000.00	\$7,000.00	\$11,685.00	\$10,000.00	\$9,029.00
Temporary Services	\$500.00	included below	\$1,000.00	included below	\$9,815.00	n/a	\$1,885.83
General Conditions (ie: construction management staff, labour, material, equipment, hoarding, clean-up, shop drawings & close-out documents)	\$73,810.00	\$98,526.00	\$26,450.00	\$70,610.00	\$70,200.00	\$42,000.00	\$63,599.33
Allowance - Contingency - Door Hardware - Security - Signage - Testing Mechanical Systems - Testing Abatement	\$89,590.00	\$89,590.00	\$89,590.00	\$89,590.00	\$89,590.00	\$89,590.00	\$89,590.00
Demolition - General Demolition - Cutting and Removal - Abatement	\$50,000.00	\$62,770.00	\$45,000.00	\$54,000.00	\$74,495.00	\$62,000.00	\$58,044.17
Concrete - General Concrete Work - SOG Repairs (Trenching)	\$3,000.00	\$12,000.00	\$3,000.00	\$4,000.00	\$2,300.00	\$3,000.00	\$4,550.00
Wood, Plastics & Composites - Wood Framing/Blocking - Finish Carpentry - Architectural Cabinetwork	\$18,000.00	\$33,570.00	\$21,500.00	\$20,000.00	\$27,875.00	\$30,000.00	\$25,157.50
Thermal & Moisture Protection - Insulation (Batt/Blown) - Spray-in-place Insulation - Vapour Barrier (Ceiling) - Joint Sealers - Firestopping	\$6,500.00	\$9,100.00	\$23,000.00	\$8,000.00	\$20,395.00	\$12,000.00	\$13,165.83
Openings - Hollow Metal Doors/Frames - Door Hardware Installation	\$9,800.00	\$12,390.00	\$10,500.00	\$10,000.00	\$13,360.00	\$10,000.00	\$11,008.33

Portion of Work	Complete		Improper				All Bidders
	Accuratus Design Build Inc	K&L Construction (Ontario) Ltd.	Elgin Contracting and Restoration Ltd.	Michael Clark Construction Inc.	Graceview Enterprises Inc.	SDI Builders 2010 Ltd.	Average
Openings - Automatic Door Operator - Aluminum Windows - Door Hardware Installation - Glass & Glazing	\$34,000.00	\$33,460.00	\$35,500.00	\$33,000.00	\$30,960.00	\$25,000.00	\$31,986.67
Floor/Wall Finishes (Lump Sum) - Carpet - Ceramic - Epoxy Coating - Luxury Vinyl Tile - Trims - Transitions	\$23,000.00	\$22,800.00	\$39,000.00	\$24,000.00	\$20,810.00	\$25,000.00	\$25,768.33
Stud Framing, Drywall & Texturing (including non-structural stud framing)	\$55,000.00	\$65,000.00	\$10,000.00	\$64,000.00	\$65,000.00	\$68,000.00	\$54,500.00
Ceiling Systems (Lump Sum): - ACT - Gypsum Board	\$20,000.00	included above	\$50,000.00	included above	included above	included above	\$11,666.67
Painting - Walls, Ceiling, Doors, - Trim, and Accessories	\$13,000.00	\$9,345.00	\$8,000.00	\$8,000.00	\$9,585.00	\$10,000.00	\$9,655.00
Misc. Wall/Window Treatments - Bidder shall remove and return all wall mounted elements or window treatments to owner.	\$500.00	included in General Conditions	\$500.00	\$300.00	included above	\$1,000.00	\$383.33
Specialities (Washroom scope) - Washroom Accessories - Call Assist Device(s)	\$2,500.00	\$2,450.00	\$3,000.00	\$2,000.00	\$2,845.00	\$3,000.00	\$2,632.50
Specialities (Furniture) - System Furniture - Chairs	\$21,500.00	\$19,500.00	assumed By Owner (Improper)	\$1000.00 No furniture price (Improper)	assumed By Owner (Improper)	\$45,000.00	\$14,333.33
Communication/Security - coordinate removal & install of existing/new communication & security equipment	\$5,000.00	included in Electrical/General Conditions	\$500.00	assumed in Security Allownace (Improper)	\$0.00	assumed in Security Allownace (Improper)	\$916.67

Portion of Work	Complete		Improper				All Bidders
	Accuratus Design Build Inc	K&L Construction (Ontario) Ltd.	Elgin Contracting and Restoration Ltd.	Michael Clark Construction Inc.	Graceview Enterprises Inc.	SDI Builders 2010 Ltd.	Average
Electrical - Demolition - Power Distribution - Light Fixtures - Devices - General Conditions	\$39,300.00	\$40,500.00	\$39,450.00	\$44,000.00	\$40,450.00	\$42,000.00	\$40,950.00
Fire Alarm System - Existing (if applicable).	\$3,000.00	included above	included above	n/a	included above	n/a	\$500.00
Plumbing & Drainage - Demolition - Domestic Hot & Cold water - Sanitary & Vents - Insulation (Pipes) - Plumbing Fixtures - General Conditions	\$61,000.00	\$28,410.00	\$28,410.00	\$28,000.00	\$115,635.00	\$38,000.00	\$49,909.17
HVAC - Demolition - HVAC equipment - Controls - Ductwork & fittings - Insulation (Ducts) - Heating Piping & Hydronic - Balancing - Commissioning - General Conditions	\$55,000.00	\$69,500.00	\$69,500.00	\$77,000.00	included above	\$62,000.00	\$55,500.00
Earthworks - Landscaping repairs	\$500.00	\$1,500.00	\$100.00	\$500.00	n/a	n/a	\$433.33
Other Misc. Costs (Provide description and costs)	n/a	n/a	n/a	n/a	n/a	\$31,760.00 (is this additional General Conditions?)	\$5,293.33
Total Value (Appendix B)	\$596,500.00	\$616,900.00	\$511,000.00	\$545,000.00	\$605,000.00	\$609,350.00	\$580,625.00
Base Bid Amount	\$605,500.00	\$616,900.00	\$511,000.00	\$545,000.00	\$605,000.00	\$609,350.00	\$582,125.00
Difference	-\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Note:
The total value of 'Appendix B' must
equal the written value of BID FORM

END of APPENDIX B (to be submitted 2 hours after Tender Close)