



**Notice of Project**  
**St. Clair Catholic District School Board**  
**Full Day Kindergarten Alterations**  
**Georges P. Vanier Catholic School**  
**20 Cecile Avenue, Chatham**  
**Jorden & Cook Architect Ltd. Project No.: 1282**

This notification is provided to inform and advise of a project proposed by the St. Clair Catholic District School Board and shall be considered as a supplement to the Instructions to Bidders which are included with the Bid Package for the project.

**Invitation**

Offers signed under seal, executed, and dated will be received by **St. Clair Catholic District School Board, 420 Creek Street, Wallaceburg, Ontario, for Full Day Kindergarten Alterations, Georges P. Vanier Catholic School, 20 Cecile Avenue, Chatham, Ontario until 2:00 p.m. local time, as indicated on the timeclock of the SCCDSB Reception, on March 28, 2013.**

**Scope of Work**

Project consists of the following work, to be awarded as a single contract:

Interior renovations to three Classroom areas and the Library, totalling approximately 4,425 square feet.

**Bidder Registration**

General Contract Bidders shall register and obtain bid documents from the Consultant, Jorden & Cook Architect Ltd. Registration can be done in person, by fax or email as follows:

Email: mail@jordenandcook.com

Fax: 519-352-6344

In Person: Suite 201, 330 Richmond Street, Chatham, ON, N7M 1P7

A registration form will be sent out, and, when received, access codes will be provided to the Bidder. Bids will not be received from General Contract Bidders who do not register with the Consultant, and who do not attend the Mandatory Site Examination and Bidders' Briefing.

**Mandatory Site Examination and Bidders' Briefing**

A mandatory Site Examination and Bidder's Briefing has been scheduled for **March 6, 2013** beginning at **4:20 p.m.** All interested parties will meet at the front entrance of **Georges P. Vanier Catholic School, 20 Cecile Avenue, Chatham.** The site may not be available for viewing at any other time. All General Contractors and major subtrade tenderers and suppliers are invited. Attendance will be taken and the General Contract Bidders' List prepared from attendees. Bids will not be accepted from General Contractors who do not attend the Mandatory Site Examination and Bidders' Briefing, and who do not register as a bidder with the Consultant. Attendance for subtrades and suppliers is recommended, but not mandatory.

**Drawing Availability**

Drawings are accessible from the Jorden & Cook Architect Ltd. FTP site and will not be provided in hard copy format during the bid period. Drawings and Specifications may be downloaded from the ftp site and printed at the bidders' convenience and expense.

Drawings and specifications will be available for viewing after Noon on February 20, 2013 on the Jorden & Cook Architect Ltd. FTP site. Access information will be provided to registered bidders.

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**Addenda**

Addenda will be issued electronically to Registered Contractors during the Bid Period, and will be published to the Jorden & Cook Architect Ltd. FTP site.

**Contract**

The contract form will be CCDC 2 -08, modified with Supplementary Conditions which are part of the bid package.

**Bid Security and Performance Assurance**

All Bidders shall provide a 10% Bid Bond and an Agreement to Bond at time of bidding.

A Labour and Material Payment Bond and a Performance Bond, each in the amount of 50% of the Total Contract Amount is required from the successful Bidder.

**Insurance**

At time of Bid Closing, provide a signed standard form provided by the Contractor's insurance company or broker stating its intention to provide insurance to the Bidder in accordance with the insurance requirements of CCDC 2 -08

**WSIB**

At time of Bid Closing, provide a Certificate of good standing from the Workplace Safety and Insurance Board.

## REGISTRATION FORM

**GENERAL CONTRACT FIRMS MUST REGISTER WITH JORDEN & COOK ARCHITECT LTD. AND ATTEND THE MANDATORY SITE EXAMINATION/BIDDERS' BRIEFING IN ORDER TO SUBMIT A BID. SUBTRADES MAY REGISTER AT THEIR CONVENIENCE.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION AND SUBMIT:**

**BY EMAIL:** mail@jordenandcook.com; OR

**BY FAX:** (519) 352-6344 OR

**in person at 330 Richmond Street, Suite 201, Chatham, ON**

## PROJECT INFORMATION

**PROJECT:** The St. Clair Catholic District School Board  
Full Day Kindergarten Alterations  
Georges P. Vanier Catholic School,  
20 Cecile Ave., Chatham, ON

**Jorden & Cook Architect Ltd. Project No.: 1282**

**ISSUED FOR TENDER:** February 20, 2013

**CLOSING DATE/TIME:** March 28, 2013; 2:00 p.m. local time  
**CLOSING LOCATION:** St. Clair Catholic District School Board,  
20 Creek Street, Wallaceburg, ON

**MANDATORY SITE EXAMINATION/BIDDERS' BRIEFING** March 6, 2013, 4:20 p.m.  
Georges P. Vanier Catholic School,  
Front Entrance  
20 Cecile Ave., Chatham, ON

## FIRM INFORMATION

**MARK THE APPROPRIATE SPOT TO INDICATE IF YOUR FIRM IS A GENERAL CONTRACT BIDDER OR SUBTRADE:**

GENERAL CONTRACT BIDDER

SUBTRADE

**FIRM NAME** .....

**CONTACT PERSON:** .....

**ADDRESS:** .....

**TELEPHONE** .....

**FAX** .....

**EMAIL CONTACT** .....