



**Notice of Project**  
**St. Clair Catholic District School Board**  
**Roof Replacement**  
**Ursuline College Catholic Secondary School**  
**85 Grand Ave. W., Chatham, ON**  
**Jorden & Cook Architect Ltd. Project No.: 1201**

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 Roof Replacement of Ursuline College Catholic Secondary School 85 Grand Ave. W., Chatham, Ontario until 1:00 p.m. local time, as indicated on the timeclock of the SCCDSB Reception, on March 13, 2012.**

**Scope of Work**

Project consists of the following work, to be awarded as a single contract:  
Roof Replacement of approximately 18,000 sq. ft. of existing roofing with mechanically attached TPO roofing system. Separate Pricing is required for replacement of an additional 9,200 sq.ft. of existing roofing with mechanically attached TPO roofing system.

**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: [doug@jordenandcook.com](mailto:doug@jordenandcook.com) or [joy@jordenandcook.com](mailto:joy@jordenandcook.com)

Fax: 519-352-6344, attention Doug Brown or Joy Griggs

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 **February 27, 2012** beginning at **1:00 p.m.** All interested parties will meet at the office of Ursuline College Catholic Secondary School, 85 Grand Ave. W., Chatham, Ontario. **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 12:00 noon on **February 15, 2012** on the Jorden & Cook Architect Ltd. FTP site. Access information will be provided to registered bidders.

**Notification of Project**  
**Roof Replacement to Ursuline College Catholic Secondary School**  
**85 Grand Ave. W., Chatham, Ontario**

**Page 2**

**Addenda**

Addenda will be issued electronically to Registered Contractors during the Bid Period, and will be published to the Jordan & 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 OR 10% Certified Cheque 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 OR 10% Certified Cheque 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.



## GENERAL CONTRACT BIDDER REGISTRATION FORM

**PROJECT:** St. Clair Catholic District School Board  
Roof Replacement to Ursuline College Catholic Secondary School  
85 Grand Ave. W., Chatham, Ontario  
Jorden & Cook Architect Ltd. Project No.: 1201

**ISSUED FOR TENDER:** February 14, 2012

**CLOSING DATE/TIME:** March 13, 2012 until 1:00 p.m.

**MANDATORY SITE EXAMINATION/BIDDERS' BRIEFING DATE/TIME:** February 27, 2012 at 1:00 p.m.

**FIRMS MUST REGISTER WITH JORDEN & COOK ARCHITECT LTD. IN ORDER TO BE LISTED AS A BIDDER AND TO ENSURE RECEIPT OF ADDENDA. PLEASE PROVIDE THE FOLLOWING INFORMATION AND SUBMIT TO: Doug Brown or Joy Griggs; [doug@jordenandcook.com](mailto:doug@jordenandcook.com) OR [joy@jordenandcook.com](mailto:joy@jordenandcook.com), or by fax (519) 352-6344**

FIRM NAME:

CONTACT PERSON:

ADDRESS:

TELEPHONE

FAX

EMAIL CONTACT