



**ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD**

*Lighting the Way ~ Rejoicing in Our Journey*

**REQUEST FOR TENDER  
FOR  
TOPOGRAPHICAL SURVEY**

**RFT #: CP1800**

**Attention of**

Victoria Iaccino  
Procurement Officer  
Purchasing Department  
St. Clair Catholic District School Board

Due Date: Tuesday, July 24, 2018 before 2:00:00 p.m., Local Time  
Tender Submission Location: 420 Creek St., Wallaceburg ON N8A 4C4

**Date: July 3, 2018**

**BID PACKAGE #: CP1800**

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## **INSTRUCTIONS TO BIDDERS**

### **1. Bid submission**

The St. Clair Catholic District School Board (Board) is seeking a Legal Survey Company to provide a lump sum fee for the services to complete a topographical survey at the following locations:

- Holy Family Catholic School, 649 Murray Street, Wallaceburg, ON. N8A 1W1
- St. Elizabeth Catholic School, 1350 Bertha Street, Wallaceburg, ON. N8A 3K4
- St. Vincent Catholic School, 9399 McNaughton Line East, Chatham, ON. N7M 5J1
- Georges P. Vanier Catholic School, 20 Cecile Avenue, Chatham, ON. N7M 2C3
- Monsignor Uyen Catholic School, 255 Lark Street, Chatham, ON. N7L 1G9
- St. Joseph Catholic School, 25 Raleigh Street, Chatham, ON. N7M 2M6
- St. Agnes Catholic School, 55 Croydon Street, Chatham, ON. N7L 1L5
- St. Anne Catholic School, 1000 The Rapids Parkway, Sarnia, ON. N7S 6K3
- St. Patrick's Catholic High School, 1001 The Rapids Parkway, Sarnia, ON. N7S 6K2

Lump Sum Bids from bidders shall be submitted on the Bid Form provided and submitted in an envelope clearly marked:

- Bid Package #: 1800 Topographical Survey Tender

The envelope shall be sealed and delivered to:

- St. Clair Catholic District School Board  
420 Creek St.  
Wallaceburg, ON  
N8A 4C4  
**Attention: Victoria Iaccino, Procurement Officer**

Bids will be accepted at the Board's main office not later than **Tuesday, July 24, 2018 @ 2:00:00 p.m.** (No extensions to Bid Closing date are anticipated. Bidders are encouraged to act immediately to prepare their submissions!) Bids shall be filled out in ink or typed, signed in longhand by a duly authorized company official (having authority to bind). One original of the fully completed Bid Form must be submitted. Failure to provide all of the requested information on the Bid Form may result in disqualification of the bid. Bids by telephone, fax or email will not be accepted. After bid closing, sealed envelopes will be opened by the Board's Procurement Officer (Victoria Iaccino) and a representative from the Corporate Services' department.

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## 2. Scope of work

The Instructions to Bidders identifies the work to be performed in the Contract and takes priority if there is a conflict within the Bid Documents. Refer to Scope of Work in Appendix A and B for detailed description of work to be carried out by the successful proponent.

## 3. Bid documents

The following Bid Documents form the basis of this Bid Package and shall be examined by bidders:

- Instructions to Bidders.
- Bid Form.
- Prime Contract – Board plans to issue a purchase order for the work.

The Board assumes no responsibility for the bidder's failure to examine all of the Bid Documents.

## 4. Bid acceptance

It shall be understood by all bidders that the bid shall be valid and subject to acceptance by the Board, and that no adjustments shall be made to the Bid amounts for a period of up to and including sixty (60) days from the Bid Closing Date. The Board reserves the right to determine the successful bidder by any combination of base bid, separate prices, requested alternate prices and voluntary alternate prices submitted with the bid. The Board is not obligated to select the bid with the lowest price and may cancel a bid prior to award without liability to any bidder. The successful bidder shall be required to enter into a formal contract with the Board, which will include the terms and conditions of the Instructions to Bidders, Bid Form, and all other applicable documents.

## 5. Award

The Board has the right to reject any or all bids. The lowest Bid will not necessarily be accepted. The invitation to bid does not constitute an offer by the Contractor to enter into a contract. **This contract will be awarded on a per location basis or on the best cost of various groupings.** The groupings will be determined by the Board. Each bidder agrees to the award on this basis. Contractor may submit pricing for all schools or just schools of choice.

## 6. Payment

The Board shall pay within forty-five (45) days after receipt of the invoices which are received and approved by the Board.

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## 7. Taxes

Include in Bid all Taxes and all other Customs Duties and Excise. Taxes which are in force at Bid date as detailed in General Conditions. Harmonized Sales Tax (H.S.T.) is not to be included in the bid. The H.S.T. amount and the Bidder's H.S.T. Registration Number are to be indicated on the Bid Form in the spaces provided.

## 8. Addenda

Bidders finding discrepancies, ambiguities or omissions in the bid documents or having doubt as to the meaning or intent thereof, shall immediately notify the Procurement Specialist who may issue instructions and/or clarifications by Addendum to all Bidders. Bidders may also, during the Bidding Period, be advised by Addendum of any additions, deletions or alterations to bid documents. All such Addenda shall become part of the Bid Documents.

All questions to be addressed in writing to:

Victoria Iaccino, Procurement Officer  
St. Clair Catholic District School Board  
email: [victoria.iaccino@st-clair.net](mailto:victoria.iaccino@st-clair.net)  
cc: [tony.prizio@st-clair.net](mailto:tony.prizio@st-clair.net)

**Questions must be received no later than  
Wednesday July 18<sup>th</sup> at 2:00pm.**

## 9. Change notices, change orders

The following fee percentage and overhead charges shall be applied to additional work ordered by the Board:

- For work carried out by the Contractor's own forces – 10% Overhead & Profit
- For work involving a subcontractor, the subcontractor may charge a maximum 10% fee. The General Contractor may charge a maximum of 5% in addition to subcontractor's fee.

## 10. Bonding (not required)

~~On bids exceeding \$ 50,000.00, submit with the Bid an Agreement to Bond for a 50% Performance Bond, and a 50% Labour & Material Payment Bond. Upon request, the successful Bidder will be required to provide the 50% Performance Bond and 50% Labour and Material Payment Bond from a bonding company acceptable to the Board. The cost of the bond is **not** to be included in the bid sum, the amount of which is to be identified on the Bid Form.~~

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## 11. Voluntary alternate and separate prices

The Lump Sum bid amount is to be based on the bid documents. Where there is any conflict within the bid documents, the bid amount shall include the higher cost alternative. Alternative proposals are encouraged and must be identified in the bid. Submit complete information including any impact on schedule to allow a full evaluation of the proposal including, as applicable, any particulars in which the alternate proposal is at variance with or unable to meet the specifications. Note also any impact on other trades if the alternative is accepted. Alternative proposals may be made without limitation, including for items specified as single sourced.

## 12. Examination of site & site visit

In submitting a bid, it will be assumed that the bidders have carefully examined the site and surrounding properties of the work and have informed themselves as to the existing conditions, access, storage areas and limitations, and have included in the bid price the complete cost of the work contemplated by the drawings and specifications and other bid documents.

The Board is not planning to schedule a mandatory site visit. It is the bidder's responsibility to review and examine. If a bidder would like to schedule a site visit, contact **Juan Galindo 226-402-4824** to make such arrangements.

## 13. Timing of project

Award of Project (Purchase Order)—is expected to be issued by Friday July 27<sup>th</sup>, 2018.

The following locations must be completed **by Friday August 31<sup>st</sup>, 3:00pm** or better (turn over electronic AutoCAD drawings).

- Holy Family Catholic School, 649 Murray Street, Wallaceburg, ON. N8A 1W1
- St. Vincent Catholic School, 9399 McNaughton Line East, Chatham, ON. N7M 5J1
- St. Agnes Catholic School, 55 Croydon Street, Chatham, ON. N7L 1L5
- St. Anne Catholic School, 1000 The Rapids Parkway, Sarnia, ON. N7S 6K3

The following locations must be completed **by Monday October 30<sup>th</sup>, 2018, 3:00pm** or better (turn over electronic AutoCAD drawings).

- St. Elizabeth Catholic School, 1350 Bertha Street, Wallaceburg, ON. N8A 3K4
- Monsignor Uyen Catholic School, 255 Lark Street, Chatham, ON. N7L 1G9
- Georges P. Vanier Catholic School, 20 Cecile Avenue, Chatham, ON. N7M 2C3
- St. Joseph Catholic School, 25 Raleigh Street, Chatham, ON. N7M 2M6
- St. Patrick's Catholic High School, 1001 The Rapids Parkway, Sarnia, ON. N7S 6K2

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### 14. Project specific requirements

Contractor's employees will not have access to the school's toilet and washroom facilities and need to make the necessary arrangements to provide their own facilities. Please be advised that the Owner has a No Smoking Requirement on the Owner's property. Contractors are requested to ensure that employees and suppliers are advised of the Requirement. Contractor shall remove rubbish and debris from the site on a daily basis or as directed by the Board. On completion of the work, all debris shall be removed; the floor shall be thoroughly cleaned and swept; the site shall be left in a tidy condition (construction clean). Do not use the Board's equipment or facilities for cleaning or for any reason.

### 15. Insurance

Contractor must maintain, at the Contractor's expense for the entire term of the Contract or as otherwise required, all insurance as set out below:

- The successful Contractor shall provide the Board with proof of insurance for Comprehensive General Liability and Property Damage with a limit of not less than \$2,000,000.00 (two million dollars) inclusive prior to commencing work.
- The successful Contractor shall provide the Board with proof of insurance for Motor Vehicle Public Liability and Property Insurance on all owned and rented equipment with a limit of not less than \$2,000,000.00 (two million dollars) inclusive prior to commencing work.
- The Contractor agrees to indemnify, hold harmless, and defend the Board from and against any and all liability for loss, damage and expense, which the Board may suffer or for which the Board may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the proponent or any of its representatives or employees by way of ownership or operation of an automobile.
- The successful Contractor shall provide the Board with a complete certified copy of all policies.
- The successful Contractor must name the St. Clair Catholic District School Board as additional insured on their insurance policies.

### 16. Workplace Safety Insurance Board (WSIB)

Contractor must furnish a copy of Workplace Safety and Insurance Board Clearance Certificate of good standing, "Section 748" of the Workplace Safety and Insurance Act with its bid documents.

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### 17. Permits

The Contractor shall apply for and include costs for any permits and approvals required for the completion of the work.

### 18. Schedule

The successful firm will be required to perform the work in accordance with the Schedule dates provided in 13 Timing of Project. The successful firm will provide a schedule within five (5) days of being awarded the project.

### 19. Health and Safety

The Occupational Health and Safety Act describes the responsibilities of an employer. The Board requires Contractors to maintain procedures, training, and enforcement so that the responsibilities are carried out in the workplace. The Contractor shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act. All staff employed or hired by the Contractor and working on the Board's premise MUST be trained in WHMIS in accordance with Occupational Health and Safety Act and Regulations. They MUST adhere to all of the Board's Health and Safety Procedures and Guidelines and to Municipal By-Laws. They MUST complete the Board's Contracted Services Program ([www.st-clair.net/contracted-services.aspx](http://www.st-clair.net/contracted-services.aspx))

The Contractor will submit proof of its health and safety program, procedures and training as detailed above upon request by the Board.

The Contractor shall appoint a Competent Person as the Supervisor of this project. The Competent Person shall be as defined in Section 1 of the Occupational Health and Safety Act.

The successful Contractor shall conform to the Ontario "Occupational Health and Safety Act" and all regulations made under said act and assume full responsibility for contraventions of same.

All workplace injuries or accidents on Board property MUST be reported by the Contractor to the Board's representative within 24 hours.

Any workplace injury that is defined under the Occupational Health and Safety Act as a "Critical Injury" must be reported to the Board's representative IMMEDIATELY.

### 20. Safe school procedures

Contractor's staff is required to report to the main office of each school during regular school hours and notify the school office staff of the purpose of the visit. The Contractor is required to adhere to all school specific procedures if applicable.



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It is the responsibility of the Contractor's staff to sign in and sign out of the Log Book, which is located in the main office area, while performing their duties.

The following information must be recorded in a legible manner:

- Date
- Company Name
- Employee Name
- Employee Signature
- Reason for Visit
- Time Entering Building
- Time Leaving Building

## **21. Parking**

Contractors must park within the designated areas and allow for provisions to and from the designated parking area onto the job site.

## **22. Documents to share**

The Board will share all of its current documents and has set up a DropBox shared folder with all the drawings.

Bidders must register with Victoria Iaccino email: [victoria.iaccino@st-clair.net](mailto:victoria.iaccino@st-clair.net) for access to the Dropbox Shared Folder.

It is important to emphasize that these drawings are only reference and are not accurate as they are out-of-date. The Board expects the successful proponent to research and confirm all incoming-outgoing services with local utility and municipalities.

**(END OF INSTRUCTIONS TO BIDDERS)**

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### **APPENDIX A – SCOPE OF WORK**

The Scope of Work establishes the work to be performed in the contract and takes priority regarding the division of work between contracts only if there is a conflict within the bid documents.

Provide all labour, material, equipment and services to complete the field survey work, as per the scope of work and in accordance with the bid document, at the following schools:

- Holy Family Catholic School, 649 Murray Street, Wallaceburg, ON. N8A 1W1
- St. Elizabeth Catholic School, 1350 Bertha Street, Wallaceburg, ON. N8A 3K4
- St. Vincent Catholic School, 9399 McNaughton Line East, Chatham, ON. N7M 5J1
- Georges P. Vanier Catholic School, 20 Cecile Avenue, Chatham, ON. N7M 2C3
- Monsignor Uyen Catholic School, 255 Lark Street, Chatham, ON. N7L 1G9
- St. Joseph Catholic School, 25 Raleigh Street, Chatham, ON. N7M 2M6
- St. Agnes Catholic School, 55 Croydon Street, Chatham, ON. N7L 1L5
- St. Anne Catholic School, 1000 The Rapids Parkway, Sarnia, ON. N7S 6K3

Survey shall indicate location and description of any features, in relation to existing building, as well as all easements, alignment restrictions or other special zoning or city planning information, which might determine the location of the building on the property.

Notifying homeowners of adjacent properties / neighbours will be the responsibility of the successful proponent. The Board will only notify the school of when the work will begin and inform them of the crew size.

Scope of services for topographical survey shall include the following:

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## 1. Ground Elevation and Property Lines

- 1.1. Title search to verify extent of ownership and existence of easements and right-of-ways.
- 1.2. Boundaries of property lines and monument with steel bars.
- 1.3. Bearings and distance of property lines and angles at intersections of property lines.
- 1.4. Contour lines showing variations of 300mm in ground elevations.
- 1.5. Ground elevations on a five (5) to fifteen (15) metre grid.
- 1.6. Contour lines where abrupt changes in topography occur.
- 1.7. Ground elevations where abrupt changes in topography occur.
- 1.8. Ground floor elevation of all entrances to the building(s).
- 1.9. Geodetic elevations are not required. Survey plans need to clearly identify where the local benchmark elevation was taken from on the plan.

## 2. Surface Items inside Property Lines

Provide all pertinent information including sizes, materials, location, conditions<sup>1</sup>, and/or change in direction for the following:

- 2.1. Poles and anchors.
- 2.2. Sidewalks, paved areas, driveways, retaining walls, curbs.
- 2.3. Landscaping such as fences (type and height), trees (calliper and genes), grassed area, gardens, and hedges. The Board does not require trees to be identified (gene) by Landscape Architect or Arborist. The Board expects to see the trees properly located with correct caliper and overall size of each tree category.
- 2.4. Streams, wells, if applicable.
- 2.5. Perimeter of buildings fully dimensioned, include overhead canopies.
- 2.6. The Board does not expect school interior space layout to be identified. It is required all survey plans to identify each and every corner of the facility (pinning the corners).

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<sup>1</sup> The Board does not require the Contractor to evaluate the condition of the components listed in Section 2. The Board does require all survey plans to identify unusual circumstances (i.e. dead tree, etc.)



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### **3. Underground Services, Pipe Lines, and Open Ditches or Drainage Swales**

Coordinate with utility companies, and/or hire a private locate company to provide location, sizes, direction, and invert elevations, where applicable, of the following:

- 3.1. Underground electric supply lines.
- 3.2. Other underground services; water, cable, fibre optic, telephone lines.
- 3.3. Sanitary sewers and/or septic systems.
- 3.4. Storm sewers.
- 3.5. Gas lines.
- 3.6. Other pipe lines.
- 3.7. Open ditches and/or drainage swales.

### **4. Streets and Sidewalks**

- 4.1. Type of material and location of adjacent streets, lanes, sidewalks, and right-of-ways.
- 4.2. Curb lines and locations of curb cut-outs for driveways.
- 4.3. Elevation of crown of street, curb.
- 4.4. Location of obstructions, clear heights, and locations of service or pedestrian doors on service lanes.
- 4.5. Distance from property line to centerline of street.
- 4.6. Location and elevation at invert and top of manholes, catch basins.
- 4.7. Type of material and location of electric, telephone and other utility poles, as well as any fire hydrants.

### **5. Adjacent Properties**

- 5.1. Property lines and fences immediately adjacent to the site.
- 5.2. Elevations of basement, ground (shades and garages to be included), second floor and roof or parapet of buildings which are immediately adjacent (within 3 metres) to the property line.
- 5.3. Provide sufficient spot elevations to indicate surface drainage.

Successful proponent to provide digital form (compatible to AutoCAD 2010, 2012 or 2014) AutoCAD and PDF files. Also required will be two (2) hard copies, plotted onto an A0 size sheet in an appropriate Metric scale. This work is to begin as soon as possible with a completion date of October 30, 2018.

**(END OF SCOPE OF WORK)**

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## **APPENDIX B – ST. PATRICK’S HS LEGAL SURVEY UPDATE**

Provide all labour, material, equipment and services to complete the legal survey work in accordance with the bid document at the following school:

- St. Patrick’s Catholic High School, 1001 The Rapids Parkway, Sarnia, ON. N7S 6K2

Survey shall indicate location and description of any features, in relation to existing building, as well as all easements, alignment restrictions or other special zoning or city planning information, which might determine the location of the building on the property.

Due to the size of files a DropBox shared folder has been setup.

Bidders must register with Victoria Iaccino email: [victoria.iaccino@st-clair.net](mailto:victoria.iaccino@st-clair.net) for access to the Dropbox Shared Folder.

Notifying homeowners of adjacent properties / neighbours will be the responsibility of the successful proponent. The Board will only notify the school of when the work will begin and inform them of the crew size.

Scope of services for legal survey update shall include the following:

1. Title search to verify extent of ownership and existence of easements and right-of-ways.
2. Boundaries of property lines and monument with steel bars.
3. Bearings and distance of property lines and angles at intersections of property lines.
4. Perimeter of buildings fully dimensioned, include overhead canopies.
5. Property lines and fences immediately adjacent to the site.
6. Elevations of basement, ground (shades and garages to be included), second floor and roof or parapet of buildings which are immediately adjacent (within 3 metres) to the property line.
7. The Board does not expect school interior space layout to be identified. It is required legal survey update plan to identify each and every corner of the facility (pinning the corners).

Successful proponent to provide digital form (compatible to AutoCAD 2010, 2012 or 2014) AutoCAD and PDF files. Also required will be two (2) hard copies, plotted onto an A0 size sheet in an appropriate Metric scale. This work is to begin as soon as possible with a completion date of October 30, 2018.

**(END OF ST. PATRICK’S LEGAL SURVEY UPDATE)**

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**BID FORM**

**COMPANY NAME:** \_\_\_\_\_

**TO:** St. Clair Catholic District School Board  
420 Creek St.  
Wallaceburg, ON  
N8A 4C4  
**Attention Victoria Iaccino**

Having examined the Bid Documents in this Bid Package, and having visited the site and being aware of all conditions under which the work will be undertaken, we hereby offer to enter into a Contract to perform the work required by the bid documents, and as listed in the Instructions to Bidders, including all taxes except H.S.T., which is excluded, all for the stipulated price of:

Item	Description	Contract Price	HST	Total	Completion Date
<b>Completion Date No Later Than August 31st 2018</b>					
616-CP1800	Holy Family CS Topographical Survey	\$	\$	\$	
648-CP1800	St Vincent CS Topographical Survey	\$	\$	\$	
624-CP1800	St Agnes CS Topographical Survey	\$	\$	\$	
627-CP1800	St Anne CS Topographical Survey	\$	\$	\$	
<b>Completion Date No Later Than October 30<sup>th</sup> 2018</b>					
629-CP1800	St Elizabeth CS Topographical Survey	\$	\$	\$	
618-CP1800	Monsignor Uyen CS Topographical Survey	\$	\$	\$	
614-CP1800	Georges P Vanier CS Topographical Survey	\$	\$	\$	
633-CP1800	St Joseph CS Topographical Survey	\$	\$	\$	
720-CP1800	St Patrick's HS Legal Survey Update	\$	\$	\$	

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Contract Price Fixed: Note that subject to changes in the Contract Price made in accordance with the Contract, the Contract Price is fixed and constitutes the total compensation payable to the Contractor for providing the work. The Contract Price includes all labour, material, equipment, freight, taxes (excluding HST), currency exchange costs, insurances required, and all other costs and expenses of any kind respecting the work and materials to be provided. In lawful money of Canada (H.S.T. excluded) if notified of the acceptance of the offer within sixty (60) days from the time set for the opening of bids.

We recognize the right of St. Clair Catholic District School Board to accept any bid at the prices submitted or to reject any or all bids.

This Bid includes the work described in:

ADDENDA No: \_\_\_\_\_ Dated \_\_\_\_\_  
 \_\_\_\_\_ Dated \_\_\_\_\_  
 \_\_\_\_\_ Dated \_\_\_\_\_

**1. Bonds**

~~We submit an Agreement to bond for 50% Performance Bond and 50% labour and material payment bond. The cost of the Bond is not included in the Bid Sum. Premium for 50% Performance and 50% labour and material Bond.~~

Add to bid amount \$ Not Applicable (H.S.T. Excluded).

**2. Unit prices**

The following unit prices are offered as full compensation for materials, equipment, labour, overheads, profits and taxes, exclusive of H.S.T. for completion of the work described and are to be used when contract adjustments are made on a unit price basis. Unit rates are to be applied to the net difference for each category.

Description	Unit	Add	Deduct
	1	\$	\$
	1	\$	\$



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**3. Labour rates**

The following labour rates are to be used for items not covered by unit prices. Rates include all benefits, overhead/profit and taxes, excluding H.S.T.

Field Crew	per hour	\$ _____
Cad Operator	per hour	\$ _____
Engineer	per hour	\$ _____

**4. Equipment rates**

The following equipment rates are to be used for items not covered by unit prices. Rates include operator, fuel, overhead/profit and taxes, excluding H.S.T.

Description of Equipment

_____ Not Applicable	per hour	\$ _____
_____	per hour	\$ _____
_____	per hour	\$ _____

**5. Separate prices**

The following is a list of Separate Prices, which have not been included in the Bid sum. Prices include all labour, materials, equipment, overhead/profit and taxes (except H.S.T.). Separate Prices may be added for the amount quoted hereunder:

Item#	Description	Amount
	Not Applicable	\$ _____





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**6. Proposed alternates**

The following Proposed Alternates are not included in the Stipulated Sum Bids, but may at the Owner's discretion, be included and the final contract price will be adjusted accordingly.

Adjustment to Bid Amount  
(H.S.T. Excluded)

_____	\$ _____
_____	\$ _____

**7. List of subcontractors**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Schedule**

We submit the following detailed schedule information:

1. Lead time from contract award to start of work on site \_\_\_\_\_ Days
2. Total time required to complete work on site \_\_\_\_\_ Weeks

**9. H.S.T. Registration**

Bidder's H.S.T. Registration Number is: \_\_\_\_\_



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**10. Contract**

We hereby agree, if notified of the acceptance of this Bid within the specified time of 60 days, to execute a contract for St. Clair Catholic District School Board using the Agreement between Owner and Contractor – Purchase Order described in the bid documents.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name & Title (please print or type): \_\_\_\_\_

**(END OF BID FORM)**