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Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

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Sault Ste. Marie Housing Corporation

548 Albert St. E
Sault Ste. Marie, ON P6A 7A7

REQUEST FOR TENDER

PTC 2025-07

588 Albert St W
District of Sault Ste. Marie Social Services
Lighting Upgrades

Sault Ste. Marie, ON.

Issue Date: February 21st 2025

February 21st 2025

SUBJECT: REQUEST FOR TENDERS

PTC 2025-07

Lighting Upgrades

588 Albert St W, SAULT STE. MARIE, ONTARIO

The Sault Ste. Marie Housing Corporation ("**SSMHC**") invites sealed proposals for the above-noted Project at the location listed in the enclosed documents.

In order to be considered, all tenders must be received by the Sault Ste. Marie Housing Corporation, **548 Albert Street East, Sault Ste. Marie, ON P6A 7A7, no later than March 12, 2025 at 12:30 P.M. LOCAL TIME** at which time the proposals will be publicly opened.

Please complete the tender and other related forms as applicable and return in the envelope provided.

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DEFINITIONS

- .1 The word "**Owner**" means the Sault Ste. Marie Housing Corporation.
- .2 The word "**Day**" means a calendar day unless otherwise stated.
- .3 The abbreviation "**PTC**" means Public Tender Call
- .4 "OHSA" Means Occupational Health & Safety Act

PART 1: INSTRUCTION TO BIDDERS

1. GENERAL DESCRIPTION OF WORK

- 1.1 The purpose of this Request for Tender is to invite Bidders to prepare competitive bids for the supply and install of all materials, labour and equipment required to upgrade the common area, stairwell and accessory room lighting at 588 Albert St W to LED.
- 1.2 If awarded, the Bidder will be responsible for ensuring that all work is completed to ESA standards by a Licensed Electrical Contractor and logged in the building book for ESA CSS program.

2. ANTICIPATED SCHEDULE & COMPLETION DATE

- 2.1 The approximate expected schedule for the Work is as follows:

Start date: Upon signing of the contract, as soon as March 21st 2025.

Substantial Completion date: On or before May 14th 2025, approximately 8 weeks after contract signing.
- 2.2 All Successful Bidders are to allow for this schedule when submitting their bid.

3. SITE LOCATION

- 3.1 The project site is located at:

588 Albert St W, SSM, ON

4. INQUIRIES

- 4.1 The Owner makes no representations or warranty as to the accuracy or completeness of the information provided in connection with this PTC and disclaims all express and implied representations, warranties and conditions in connection with this PTC. Successful Bidders should make their own investigations, projections and conclusions, and consult their own advisors, to independently verify the information contained in this PTC, and obtain any additional information that they may require, prior to submitting their Proposals.

Each Bidder shall review this PTC in a reasonable and prudent manner and satisfy itself that this PTC is complete and clear. Bidders finding discrepancies, errors or omissions, or having questions or comments, shall immediately notify the Infrastructure and Asset Manager. All correspondence must be received in writing and reference the PTC title in

the subject line and be received by the Question Submission Deadline in Article 4.2. No oral communication will be considered binding. The contact person for all matters related to this PTC is:

Luke Dufour
705 257 2992
l.dufour@socialservices-ssmd.ca

or

Jashar Rosauo
705 989 2286
j.rosauo@socialservices-ssmd.ca

Infrastructure and Asset Managers
Sault Ste. Marie Housing Corporation
548 Albert St. E
Sault Ste. Marie, ON P6A 7A7

- 4.2 All inquiries must be submitted in writing via email **no later than March 7, 2025 by 12:00 p.m. EST**. To permit consideration by SSMHC Bidders are encouraged to submit inquiries at an early date.
- 4.3 SSMHC may, in its discretion, amend, clarify or revise this Request for Tender by issuing formal addenda to this Request for Tender prior to Tender Closing. In their submission, Bidders must acknowledge receipt of all addenda received from SSMHC.
- 4.4 Where an addendum is issued, Bidders will be notified on the Social Services website located at www.socialservices-ssmd.ca/housing/info-for-contractors. Any addenda concerning the site or drawings will be posted by **March 7th, 2025 no later than 3:00 P.M EST**. The Bidder is responsible for ensuring they receive a copy of any addenda issued.

5. ACCESS TO SITE

- 5.1 Bidders may attend a non-mandatory site meeting on **March 3rd 2025 at 10:45am**. Meet at the entrance to the building.

6. BID SUBMISSION / SUBMISSION LOCATION

- 6.1 Bids must be received at the following location prior to Tender Closing:

Sault Ste. Marie Housing Corporation
548 Albert St. East
Sault Ste. Marie, ON P6A 7A7

- 6.2 Two (2) Hard copies of tender bid are required.

6.3 Bids submitted by other means, including Flash Drive submissions, fax or email, will not be accepted.

6.4 Bids will be opened publicly immediately after Tender Closing.

7. SUBMISSION DEADLINE

Bids must be submitted at the address listed in Article 6.1 by **12:30 PM EST on March 12th, 2025**. Electronic submissions will not be accepted. Bids delivered after the Bid Submission Deadline will be time stamped and returned to the Bidder unopened. Unsealed Bid envelopes will be time stamped and returned to the Bidder unopened.

8. REQUIREMENTS AT THE TIME OF BID SUBMISSION

Bidders shall complete and fully execute the Tender Submission Form in its entirety. Bids must be submitted in a sealed envelope. Bidders shall include the Bidder's name and return address on the envelope.

8.1 All writing shall be with ink or printer except with signature of the Bidder, which shall be written with ink. The total amount of the firm, fixed tender price shall be given in both writing and numerals. If there is any discrepancy in the Tender Submission Form or documents submitted by the Successful Bidder between any amount shown in writing and in numerals, SSMHC may choose to accept the amount shown in writing or to reject the bid.

8.2 The Tender Submission Form shall be properly signed. If the Bidder is a partnership, each member shall sign the tender. If the Bidder is a corporation, it shall execute the tender by its duly authorized officers.

8.3 The Bidder shall submit its bid based on using the products, materials and methods indicated or specified in the Request for Tender. Where alternatives are listed, use one only from the list.

8.4 Bidders shall include all proposals to substitute other products, materials and methods for those indicated or specified in the Request for Tender, under material variations, but do not include proposed substitutions in the firm fixed tender price. For each proposed substitution, submit the name of the manufacturer or supplier, the trade name, an explicit description, the amount by which the firm fixed tender price would be changed and all other information necessary for the evaluation of the proposal.

8.5 SSMHC in its sole discretion will determine which, if any, substitutions will be accepted, and the Contract price will be adjusted accordingly. The accepted products, material or method will become part of the Contract.

8.6 And the fixed tender amount shall be stated in Canadian dollars, and shall include all materials, labour, equipment, services, permits and incidentals

required for performance and completion of the Work. Harmonized Sales Tax (H.S.T.) is to be included with the total tender amount.

- 8.7 Upon request, a Bidder shall verify any information, including price, contained in its bid, and any bid may be rejected if SSMHC is not satisfied with the information furnished.
- 8.8 In submitting a bid, the Bidder represents and warrants that it has reviewed this Request for Tender including all addendums in full, and that the pricing in its bid accounts for all the Bidders obligations therein. The prices stated in the successful bid will be fixed and included in the Contract for execution and will thereafter be subject to adjustment only in accordance with the terms of the Contract.
- 8.9 The Bidder represents and warrants that every statement in its bid is accurate and complete and acknowledges that SSMHC is relying on such representations and warranties in selecting the successful bid and entering into the Contract. Misrepresentation in the successful bid may be grounds for SSMHC to cancel or terminate the Contract.

9. BIDS IRREVOCABLE

- 9.1 Bids shall not be withdrawn or modified, and shall remain firm, irrevocable and open for acceptance by SSMHC for a period of thirty (30) days after Tender Closing.
- 9.2 In the event that SSMHC deems it necessary to extend the thirty (30) day period, SSMHC shall, prior to the expiration of such period, provide Successful Bidders with written notice to that effect, whereupon a Bidder shall have five (5) business days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the notice or withdraw their bid. If a Bidder does not respond in writing within the five (5) business days described above, the Bidder shall be deemed to have accepted the requested extension.

10. BID AND PERFORMANCE SECURITY AND OTHER BONDING

10.1 Bid Security

- 10.1.1 The Bidder shall include together with the Bidders Tender Submission Form a bid deposit of ten percent (10%) of the Contract Price. The bid bond must meet the requirements set out in (10.1.1.1). The Bidder agrees that should the Bid be withdrawn within the stated Bid Acceptance Period; the bid deposit may be forfeited to the SSMHC. No interest shall be payable on any bid deposit.

10.1.1.1 Bid Bond Requirements:

Bid bonds shall be issued by an established surety company acceptable to the SSMHC and be irrevocable for the entire Bid Acceptance Period and thereafter, if the Bid is accepted, until such time as the performance security is provided. Bid bonds must meet all the following criteria:

- (i) The bid bond submitted by the bidder must be verifiable by the SSMHC with respect to the totality and wholeness of the bond form, including: the content (project name, bond number, Tender's name, total Tender Price, Tender closing date and PTC number); all signatures; with the surety company.

10.1.2 Such deposit shall be security to the Owner that the tenderer, if successful, will execute the Contract documents and supply the Contract Performance Security in accordance with Article 17, Clauses 17.1 and 17.1.4.

10.1.3 Failure to comply with Clause 10.1.2 may result in forfeiture of the Bid Security.

10.1.4 Bid Security of all tenderers, except the lowest and second lowest tenderers will be returned within three (3) business days of the award of the Contract.

10.1.5 The Bid Security of the two low tenderers will be returned when the Contract has been awarded in accordance with Article 17, clause 17.3.

10.2 Performance Security

10.2.1 The Successful Bidder shall provide, at the Successful Bidders costs, Performance Security in favour of the Owner to secure the due and faithful performance of the Contract, which shall be as follows:

10.2.1.1 Performance Bond is issued by a Surety Company acceptable to the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Bid Price.

10.2.1.2 If the Bid price is less than \$1,000,000.00, but over \$500,000.00, the following alternate forms of security are acceptable in lieu of such Performance Bond:

- (i) an irrevocable letter of credit, bank draft, or certified cheque; or
- (ii) bearer or negotiable bonds of Canada, the Province of Ontario, or the Ontario Hydro Electric Power Commission (bonds to be assessed at market rather than face value); or
- (iii) such other collateral as may be acceptable to the Owner and in each case, the alternate forms of security shall be equivalent to 20% of the Bid Price.

10.2.1.3 if the Bid price is less than \$500,000.00, no Performance Bond is required.

10.2.2 If the Successful Bidder fails to meet the requirements of this Section within seven (7) business days of receipt by the Contract of the award letter, then the Owner at is sole option may terminate the Contract and use the Bid Security toward damages.

10.2.3 If the Security is in the form of a Performance Bond, the document shall be retained by the Owner for a period of two (2) years from the date on which the last payment under the Contract falls due, after which it will be returned to the Successful Bidder on the Successful Bidders request.

10.2.4 If alternate security is provided pursuant to this section it will be returned to the Successful Bidder forty-five (45) days after completion of the Work and the correction of all deficiencies. If deficiencies involve seasonal work which must be postponed, the security shall be reduced to an amount equal to the value of the work which remains to be completed, and the balance of the security returned to the Successful Bidder forty-five (45) days after all other work is completed.

10.2.5 If the Bid Price is greater than \$500,000, the Successful Bidder shall also provide, at the Successful Bidders cost, a Labour and Material Payment Bond, in the Owner's approved form which is attached hereto, and it shall be in an amount equal to 50% of the total Bid Price.

11. RIGHT TO AMEND OR CANCEL THIS REQUEST FOR TENDER

11.1 SSMHC reserves the right to modify, suspend or cancel this Request for Tender at any time for any reason (including if the prices in the bids exceed available funding) and to reissue a Request for Tender, or to undertake another procurement process for the Work, or to obtain the Work in some other manner or to decide not to proceed with the Work or part of it.

12. FORM OF CONTRACT

- 12.1 The Contract between the Owner and the Successful Bidder will be the Canadian Construction Documents Committee's CCDC 2 – 2020 – Stipulated Price Contract, CCDC 2 Supplementary Conditions and Appendices to the supplementary Conditions.
- 12.2 If a Contract is awarded, the following documents will all form part of the Contract:
- PART 1 – Instruction to Successful Bidder
 - Tender Submission Form
 - Stipulated Price Contract CCDC 2 - 2020
 - CCDC2 Supplementary Conditions and the Appendices to the Supplementary Conditions
 - Specifications with Appendices and Addenda
 - Schedules
 - Award Letter
 - Purchase Order
- 12.3 SSMHC reserves the right to amend or supplement the Tender Documents at any time prior to Tender Closing. Additional information, changes, clarifications or corrections made by SSMHC or its consultant on SSMHC's behalf to the Tender Documents shall be issued in the form of addenda which will become part of the Contract and shall be covered in the tender price. The Successful Bidder shall acknowledge receipt of these addenda in the space provided in Tender Submission Form.

13. EXAMINATION OF THE SITE, DRAWINGS AND SPECIFICATIONS

The Bidder shall review the Tender Documents including the Drawings, Specifications and examine site of the proposed Work. The Bidder shall report promptly to the Consultant/Infrastructure Manager any error, inconsistency or omission the Bidder may discover. Such review shall be to the best of the Bidders knowledge, information and belief, exercising the knowledge and skill of any experienced Contractor. The Bid Price shall include the cost to the Bidder of relocations, coordination and completion Work readily discoverable or properly inferable from the Tender Documents including the Drawings and the Specifications and the accommodation of inconsistencies, conflicts, interferences and gaps in the Drawings and Specifications. In making this review, the Contractor does not assume any responsibility to the Consultant/Infrastructure Manager or the Owner for the accuracy of the review. If the Bidder does discover any error, inconsistency or omission in the Tender Documents, the Bidder shall notify the Consultant/Infrastructure Manager by email immediately for clarification from the Consultant/Infrastructure Manager. The Contractor acknowledges that the Drawings are, in part, diagrammatic and are intended to convey the scope of the Work and indicate general and approximate locations, arrangements and sizes.

Before submitting a bid, the Bidder must fully inform itself of the existing conditions, limitations and difficulties that may arise and include in its bid the cost of all labour, materials and services required to complete the Work and fulfill the Contract.

- 13.1 Before submitting a bid, the Bidder shall ascertain, from the relevant authorities, the availability and existing locations of all services to the project, and without limiting the generality of the foregoing, in particular such services as electric light, power, sewers, water supply, gas, telephone and transportation and availability of roads for traffic, and shall ascertain what prior notice will be required for the installation of the service to the project.
- 13.2 At SSMHC's discretion, questions arising from the Bidders inspection at the site will be answered in addenda. Existing building information may be available for inspection at the SSMHC's office. The Bidder shall interpret existing building information according to his own judgment and not rely upon it as an accurate description of subsurface conditions which may be found to exist.
- 13.3 The Bidder shall report any ambiguities, discrepancies, errors, non-compliance with applicable codes or standards, or omissions in the Tender Documents or this Request for Tender to the previously listed Infrastructure Managers and request clarification or correction thereof in accordance with Article 4 "INQUIRIES". By submitting its bid, the Successful Bidder will be deemed to have accepted the Tender Documents, including all specifications and drawings, as being accurate and the Owner will not approve any extra charges subsequent to acceptance of the Bidders bid which arise from any ambiguities, discrepancies, errors, non-compliance, or omissions in the Tender Documents or this Request for Tender which could have or should have been identified through the Bidders due diligence prior to bidding.

14. QUALIFICATION INFORMATION

- 14.1 SSMHC reserves the right to require any Bidder to submit qualification information prior to the award of the Contract which qualification information shall include the submission of evidence of the capability of the Bidder to carry out and to maintain properly the work and the equipment, together with details of the qualifications of the Bidders' staff that may be employed in the execution of the Contract.
- 14.2 SSMHC reserves the right of interpretation of qualification information and any decisions made by SSMHC based upon its findings which may affect the award of the Contract shall be final.
- 14.3 SSMHC reserves the right to give preference to materials, products and equipment:

- of Canadian origin and manufacture,
- which are environmentally friendly,
- which are energy efficient

14.4 The Bidders are required to complete the Tender Submission Form including Article 11.a listing the Project team consisting of staff from the Bidders' organization identifying by name and corporate affiliation all Key Personnel and their positions on the Project. The Chart should indicate staffing and reporting for both office and field personnel. On no more than a single sheet of 8.5 X 11 paper for each Key Personnel named indicate the name, qualifications and related design and construction experience of each key and back up person that will be assigned to the Project. Note: The Owner expects that Key Personnel will be the team assigned to the Project and any substitution will be in accordance with the Contract.

The Key Personnel shall include the following for management and construction of the Work that are applicable, such as:

- Principal in Charge
- Project Leader
- Superintendent
- Mechanical Project Leader
- Electrical Project Leader

14.5 The bidder shall supply proof of W.S.I.B. insurance and safety scores in Tender Submission Form Article 11b.

15. PRICE BREAKDOWN

Immediately upon the opening of tenders the Bidder may be requested to submit a detailed breakdown (trade by trade) of the cost of the work. SSMHC will indicate the amount of detail required and the Bidder must present the information promptly.

16. BID ACCEPTANCE AND REJECTION

SSMHC will conduct an evaluation of all compliant Bids. Bids will be evaluated as follows:

MANDATORY BID REQUIREMENTS EVALUATION CRITERIA					
Item	Criterion	Included		Disqualified	
		Y	N	Y	N
	Completeness of Tender Submission Form				
8.4	Bidders Substitutions Included				
8.5	Bidders Substitutions Accepted				
8.6	Pricing				
TOTAL	\$ _____	100%			

- 16.1 SSMHC is not obliged to award any Contract because of this Request for Tender.
- 16.2 Notwithstanding any other provision in this document, SSMHC shall have the right to accept any tender, reject any tender, and reject all tenders. Without limiting the generality of this right, SSMHC shall have the right to accept an irregular tender, accept a tender which is not the lowest tender, and reject a tender even if it is the only tender received by SSMHC
- 16.3 The final acceptance of bids and award of any Contract is subject to approval by the SSMHC Board of Directors and to the availability of funding for a Contract that SSMHC may award. SSMHC will not have any liability for any costs, expenses, loss, or damages incurred by a Bidder because of the failure of the SSMHC Board of Directors to approve final acceptance of a bid or award of a contract, or as a result of the failure by SSMHC to receive funding for a contract.
- 16.4 Conditional or qualified bids will be rejected as non-compliant. Incomplete bids shall be deemed non-compliant unless the information omitted is not substantially material, in which case SSMHC may ask the Bidder to provide the omitted information and, on receipt, may consider the bid. SSMHC

reserves the right to waive the formalities in this Request for Tender and to disregard any irregularity in the bids received, in accordance with SSMHC's Procurement Policy (copy available upon request).

- 16.5 The determination that a bid is non-compliant or does not meet the requirements in the Request for Tender is within the sole and absolute discretion of SSMHC, and the Bidder acknowledges that SSMHC's decision in this regard is final.
- 16.6 SSMHC reserves the right to seek clarification of the contents of any bid or to require a Bidder to submit further documentation. Following Tender Closing, SSMHC may request to meet with any Successful Bidder to discuss any aspect of its bid.

17. AWARD OF CONTRACT

- 17.1 When a Tender is called for more than one project, a Contract may be awarded based on all or any one or more of the projects, unless otherwise stated in the Request for Tender.
- 17.2 The Owner has up to thirty (30) days after the date of tender closing to notify the Successful Bidder that their Tender is accepted, unless this period is extended in accordance with Article 9.2.
- 17.3 The Contract shall be deemed to be awarded on the date that SSMHC advises the Successful Bidder in writing of such award.
- 17.4 If the Successful Bidder alters or withdraws the Successful Bidders bid after Tender Closing or if the Successful Bidder does not provide insurance or other documents in accordance with Article 17.5 "REQUIREMENTS AT THE TIME OF CONTRACT EXECUTION" within the times specified, then SSMHC may reject the Successful Bidder 's bid.
- 17.5 If the Successful Bidder that is awarded a Contract for the Work cannot complete the Work as specified, SSMHC, at its sole discretion, may issue the remainder of Work to the contractor of its choice.

18. REQUIREMENTS AT THE TIME OF CONTRACT EXECUTION

- 18.1 The Bidder who has submitted the successful bid shall submit the following documentation in a form satisfactory to SSMHC within ten (10) working days of its receipt of notice of Contract award from the SSMHC and a request from the SSMHC to submit:
 - 18.1.1 A copy of the Successful Bidders insurance policies for those insurance coverages required by the Contract.

- 18.1.2 The Successful Bidders current WSIB Clearance Certificate or WSIB issued "status determination" letter.
- 18.1.3 A copy of the Successful Bidders existing Corporate Health and Safety Policy and Program in electronic format, where required under the Occupational Health and Safety Act, and any other safe work procedures or safety practices applicable to the Work as per Article; and,
- 18.1.4 performance security, if required in accordance with Article 10.2 "Performance Security".
- 18.1.5 List of subcontractors as per Tender Submission Form, Article 4.

19. CONSTRUCTION SAFETY

- 19.1 From the date of commencement of the Work until the date of completion of the Work, the *Successful Bidder* shall assume overall responsibility for, and shall be solely responsible for, construction health and safety at the *area of the Work* (*Owner's* own forces or other Contractors, or any other person employed by any of them, and each of their respective employees, directors, officers, agents, and invitees, and whether or not any Contract relationship exists between the *Successful Bidder* and such person (collectively the "**Properties Work**") and for compliance with the rules, regulations, and practices required by, and other requirements of, the Occupational Health and Safety Administration. Without limiting generality of without limiting generality of the foregoing:
 - 19.1.1 the *Successful Bidder* acknowledges and agrees that the Successful Bidder is the Successful Bidder in respect of the area of Work and the Successful Bidder shall carry out and fulfill the duties and responsibilities of the *Successful Bidder* and those set out in Article 1.1; and
 - 19.1.2 The *Successful Bidder* shall carry out and fulfil the Owner's duties and responsibilities as an Employer in relation to workplace safety in respect of the Work, and the Place of the Work.
 - 19.1.3 Prior to the commencement of the *Work*, the *Successful Bidder* shall submit to the Owner:
 - 19.1.3.1 Current Workplace Safety & Insurance Board Clearance Certificate.
 - 19.1.3.2 Copies of the *Successful Bidders* insurance policies having application to the Properties or certificates of insurance, at the option of the Owner.

- 19.1.3.3 documentation setting out the *Successful Bidders* in-house safety programs; and
- 19.1.4 Without limiting the generality of paragraph 3.1, the *Successful Bidder* has provided, and shall continue to provide, the appropriate health and construction safety instruction and training to the *Successful Bidder*'s employees, attending on the work area.
 - 19.1.4.1 the *Successful Bidder* shall establish, initiate, maintain, supervise and comply with all safety precautions, policies, and programs with respect to the *Work* and shall be responsible for compliance with such precautions, policies, and programs.
 - 19.1.4.2 the *Successful Bidder* shall report to the Owner all health and safety violations of the *Successful Bidder*'s health and safety program and plan and any charges from the Ontario Ministry of Labour, Immigration, Training and Skills Development that are related to the *Work*, including *Successful Bidder*'s response, no later than one (1) Working Day after such incident.
- 19.1.5 The *Successful Bidder* represents and warrants and shall provide evidence to the Owner upon request that the *Successful Bidder* and Consultants, Other Consultants, Sub Contractors and Suppliers have in place safety programs, and that all employees of the *Successful Bidder* and have received training in occupational safety, all in compliance with the requirements of the Occupational Health and Safety Act and are effectively enforcing the applicable safety programs.
- 19.1.6 The Owner may request the *Successful Bidder* to stop the progress of the *Work* whenever in the reasonable opinion of the Owner there is danger to safety, life or property. However, and for greater certainty, any such action by the Owner is a temporary, emergency measure which the Owner and *Successful Bidder* agree, does not derogate from, limit, relieve or otherwise alter the *Successful Bidders* obligations as the *Successful Bidder* for the awarded work.
- 19.1.7 The *Successful Bidder* acknowledges that all employees of the *Successful Bidder* and/or its subcontractors executing work on SSMHC property are required to have a valid identification card that confirms the worker has attended a "Standardized Safety Orientation Course" administered by the Sault Safe Community Partnership, or the Sault Ste. Marie Construction Association or an equal Safety Course as determined by SSMHC.

20. LIABILITY INSURANCE

The Successful Bidder will be required to carry Commercial General Liability insurance with limits of not less than \$5,000,000 per occurrence, an aggregate limit of not less than \$5,000,000 within any policy year with respect to completed operations, and a deductible not exceeding \$5,000. The insurance coverage shall not be less than the insurance provided by Insurance Bureau of Canada (IBC) Form 2100 (including an extension for a standard provincial and territorial form of non-owned automobile liability policy) and IBC Form 2320. To achieve the desired limit, umbrella or excess liability insurance may be used. Subject to satisfactory proof of financial capability by the Proponent, the Owner may agree to increase the deductible amounts.

21. LIMITATION OF LIABILITY

- 21.1 SSMHC shall have no liability for any costs, expenses, loss, or damages of any Bidders in the event that SSMHC rejects all responses to this Request for Tender, amends or terminates the Request for Tender, awards a Contract to the Successful Bidder who has not submitted the lowest price, or disqualifies a Successful Bidder who has submitted a non-compliant bid or has a conflict of interest or unfair advantage.
- 21.2 The Bidder acknowledges that SSMHC will not reimburse the Successful Bidder for any costs incurred in preparation of a bid.

END OF SECTION

TENDER SUBMISSION FORM

RE: PTC 2025-01
Lighting Upgrades

LOCATION: 588 Albert St W

SAULT STE. MARIE, ONTARIO

TENDER CLOSING: Wednesday March 12th, 2025
@ 12:00 P.M. LOCAL TIME

I/We, the undersigned, have carefully read and examined this Request for Tender and all its Schedules in their entirety. We agree to be bound by their terms and conditions, including but not limited to the provisions relating to the limits place on my/our ability make a claim against SSMHC, and to submit the documentation required, when required.

1. BIDDER INFORMATION

Information	Response
Legal Name of Successful Bidder	
Mailing Address	
Head Office Address (if different)	
Contact Person	
Phone Number	
Mobile Number	
Fax Number	
Email Address	

2. PRICE

Having carefully examined the Documents and visited the site and examined all conditions, I/We agree to provide all materials, labour, equipment, services, permits and incidentals required for performance and completion of the above-referred project, all in full accordance with the Documents, for the **total lump sum fixed price** of:

a. Lump Sum Fixed Price	\$
<hr/>	
b. Harmonized Sales Tax (HST)	\$
<hr/>	
c. Total Lump Sum Fixed Price, including HST	\$
<hr/>	

The total lump sum fixed price, including HST, in writing, is:

_____ /100
Canadian Dollars

3. ALTERNATIVES

Further to our bid, I/we propose the following substitute products listed below showing the addition to or a deduction from the bid amount: For each proposed substitution, submit the name of the manufacturer or supplier, the trade name, an explicit description, the amount by which the firm fixed tender price would be changed and all other information necessary for the evaluation of the proposal as per Article 8.4 and 8.5.

Description of Proposed Alternative	Addition to Contract (including HST)	Deletion to Contract (including HST)

*Please attach addition sheets if required for additional Proposed Alternatives and required information.		

I/We acknowledge that each of the above proposed alternative(s) is subject to the written approval of SSMHC.

4. SUBCONTRACT WORK

If my/our bid is accepted, it is our intention to employ subcontractors in accordance with the General Conditions of the Contract. All portions of the work, other than those to be placed with the subcontractors will be executed by ourselves with our own workforce. List of sub trades for trade work is listed below.

SECTION	TRADEWORK	SUBCONTRACTOR

I/we acknowledge and agree that there shall be no change to the above list without the written consent of SSMHC.

5. ADDENDA

I/We agree acknowledge receiving and examining all addenda issued by SSMHC, as listed below:

ADDENDUM NUMBER	DATE

(If no addenda have been received, indicate "NIL" in the spaces provided.)

6. COMMENCEMENT AND COMPLETION

This bid will be considered accepted and a binding Contract entered, upon receipt of a duly authorized Contract. The Contract Documents listed in this Request for Tender shall constitute the Contract, subject to such modification as may be agreed to in writing between the parties.

If awarded the Contract, I/We agree and undertake to:

- a. commence the Work immediately upon being notified in writing to do so by SSMHC by duly authorized Contract, and that the Work will be on a continuous basis.
- b. complete the work in a manner acceptable to SSMHC within 30 Days of date of receiving the duly authorized Contract.
- c. complete whatever additional or extra work may be required, in accordance with the Contract.

7. NO COLLUSION / CONFLICT OF INTEREST

I/We expressly declare and warrant that the prices contained in my/our bid are quoted in utmost good faith, intended to be competitive, and have been arrived at independently without any collusive arrangement or Contract with any other person or partnership or corporation, including any competitor.

I/We expressly declare and warrant that I/We are not party or privy to any deceit tending to mislead SSMHC into accepting my/our bid as a truly competitive bid whether to the prejudice, injury or benefit of SSMHC.

I/We expressly declare that no member of SSMHC has or will have an interest indirectly or directly as a contracting party, partner shareholder, surety or otherwise

8. IRREVOCABILITY

I/We agree and confirm that this bid is irrevocable and is to continue to be open to acceptance by SSMHC for a period of **30 days** after Tender Closing, unless extended.

9. BID SECURITY

A bid deposit of ten percent (10%) of the Contract Price that must meet the requirements set out in Section 10.1.1.1. must be attached to the tender submission.

10. QUALIFICATION INFORMATION

a. Project Team

List key personnel who will be assigned to work on the project and attach resume to this appendix.

Name of Key Personal	Position

**b. PROOF OF W.S.I.B. INSURANCE AND SAFETY SCORES.
(attached to the Tender submission)**

SIGNED AND SEALED THIS

DAY OF

, 20

Full legal name of Successful Bidder (Corporation, Partnership or Individual)

1) Authorized Signing Officer

(I/We have the authority to bind the company)

Title

Signature

Witness

(Must be witnessed if no seal)

2) Authorized Signing Officer

(I/We have the authority to bind the company)

Title

Signature

Witness

(Must be witnessed if no seal)

NOTE: SUCCESSFUL BIDDER S ARE ADVISED THAT FAILURE TO COMPLETE THIS FORM WILL BE CAUSE FOR DISQUALIFICATION OF THE BID.

***Affix Corporate Seal**

APPENDIX A

1. Scope of Work

1. The successful bidder shall provide all labour, materials and equipment to change existing fluorescent fixtures throughout the common areas, corridors and accessory rooms to LED.
2. Disconnect, remove and dispose of existing fluorescent fixtures.
3. Re-use existing circuits and switching for new LED fixtures.
4. Replace all existing low voltage sound and motion detector sensor heads with ON/OFF motion-only heads. Program all new sensor heads to owner approved sensitivity, to allow for corridors and stairwells to be fully lit when in use.
5. Ensure that new Type 'E' fixtures work properly with existing Carrier timers.
6. Successful bidder will replace any ceiling tiles damaged during the installation process with owner specified tiles.
7. Ensure that tenant access and building cleanliness is maintained at all times during the course of the work.

2. ESA Permit and Inspection

1. The successful bidder shall be a Licensed Electrical Contractor and be able to complete the work using the ESA Continuous Safety Standards log book for this property. DSSMSSAB has confirmed with ESA that this Scope of Work can be permitted in this manner. ESA has advised that any modifications to this Scope of Work may require the issuance of a permit.

3. Specifications

1. 7units of Type 'A' – 4' wide wall mount LED light fixture.
Cooper Lighting Achieva Surface Selectable LED Wrap Light, Switchable Lumens, Variable LED Color 4AWWS-L3C3-UNV or Equivalent.
2. 43units of Type 'B' – 1'x4' recessed T-Bar ceiling mount LED light fixture.
Cooper Lighting CGTS/CGT Series LED Flat Panel Selectable Lumens, Variable LED Color 140GTS-L3C3 or Equivalent
3. 32units of Type 'C' – 1'x4' Surface Mount LED light fixture.
Cooper Lighting Multi Mount Selectable LED Flat Panel Selectable Lumens, Variable LED Color 14MMS-L3C3-UNV or Equivalent

4. 9units of Type 'D' – 3"x24" Surface Mount Strip-style LED fixture.
Cooper Lighting Metalux SLSTP Series LED Strip Light, Selectable Lumens, Variable LED Color 2SLSTPSC-UNV or equivalent.
5. 8units of Type 'E' – Flood Style LED light fixture.
Lithonia Lighting TWX1 LED Wall Luminaire or equivalent.
6. 2 of Type 'F' – 7" LED Disc style fixture.
 7. 24 units of Corridor Mounted - CM Series Ceiling Mount Occupancy Sensor, Large Motion 360 or equivalent.

Appendix B

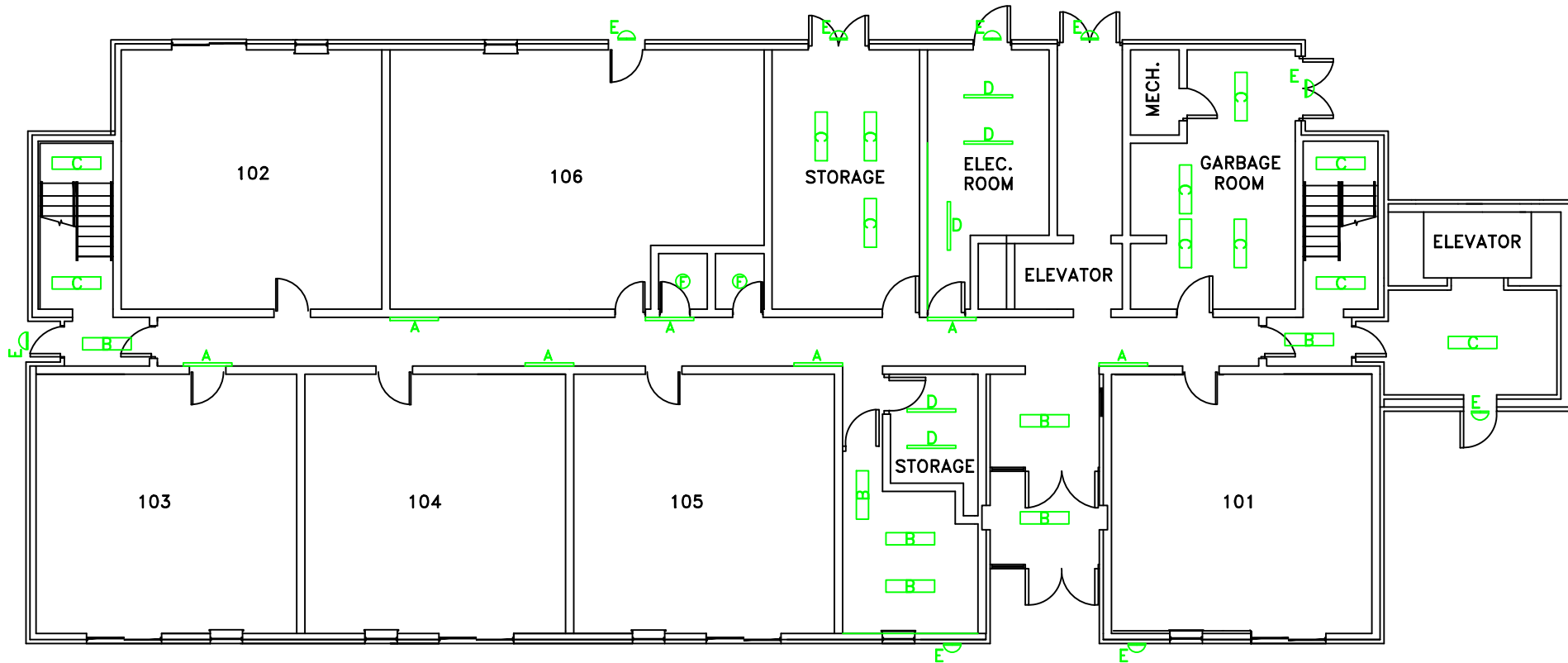
The following must be included on the envelope label:

**PTC 2025-07
Lighting Upgrades
588 Albert St W
SAULT STE. MARIE HOUSING CORPORATION
SAULT STE. MARIE, ONTARIO**

DUE: March 12th, 2025– 12:30 P.M. LOCAL TIME

**SAULT STE. MARIE HOUSING CORPORATION
HOUSING SERVICES OFFICE
548 ALBERT ST E STREET
SAULT STE. MARIE, ON P6A 7A7**

TENDER SUBMISSION – DO NOT OPEN



588 ALBERT STREET WEST
GROUND FLOOR

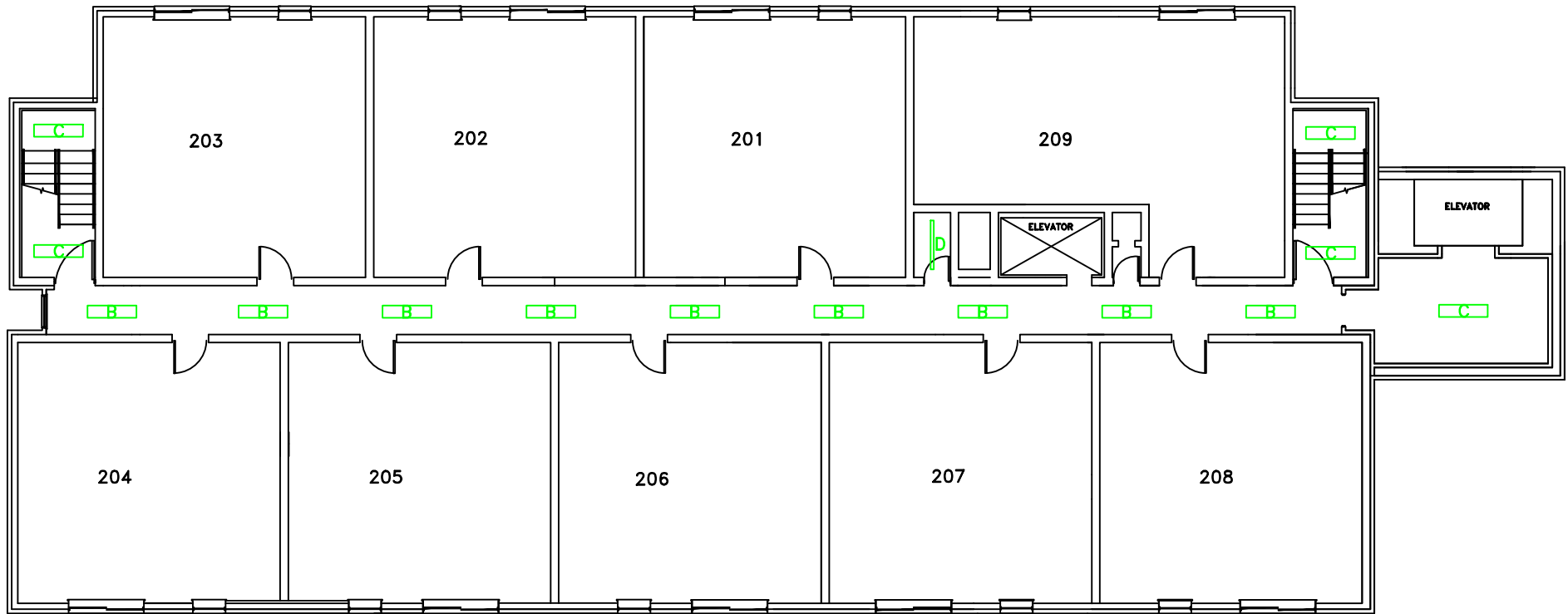
TYPE	SIZE	QUANTITY	DESCRIPTION
A	4' wide	7	Wall mount LED light fixture
B	1'x4'	43	Recessed T-bar ceiling mount LED light fixture
C	1'x4'	32	Surface mount LED light fixture
D	3"x24"	9	Surface mount strip-style LED light fixture
E		8	Flood style LED Light fixture w/daylight and motion sensors
F	ø7"	2	LED Disc style fixture



Project:
588 Albert Street West
Lighting Upgrades

Project Number:
2025-07

Dwg. No. 1



588 ALBERT STREET WEST
SECOND – FIFTH FLOOR

TYPE	SIZE	QUANTITY	DESCRIPTION
A	4' wide	7	Wall mount LED light fixture
B	1'x4'	43	Recessed T-bar ceiling mount LED light fixture
C	1'x4'	32	Surface mount LED light fixture
D	3"x24"	9	Surface mount strip-style LED light fixture
E		8	Flood style LED Light fixture w/daylight and motion sensors
F	ø7"	2	LED Disc style fixture



Project:
588 Albert Street West
Lighting Upgrades

Project Number:
2025-07

Dwg. No. 2