

SPECIAL INSTRUCTIONS TO BIDDERS

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SPECIAL INSTRUCTIONS TO BIDDERS

1. Named Parties

For the purposes of this contract the following parties are identified:

Owner	The Corporation of the City of Niagara Falls
Director of Municipal Works	Erik Nickel, P. Eng.
City Project Manager	Eric Lallouet, C.E.T.
Consultant	Wood Environment & Infrastructure Solutions
Contact for Enquiries	Eric Lallouet, C.E.T.
Telephone No:	905-356-7521 x4216

2. Tender Procedure

The following policy regarding the submission of tenders and the tender opening procedures will be applicable for this project. Tenderers are requested to adhere strictly to the instructions concerning submission.

a) All tenders must be sealed and submitted to:

Name:	Mr. Bill Matson
Title:	City Clerk
Address:	4310 Queen Street P.O. Box 1023 Niagara Falls, Ontario L2E 6X5

By the following time:

Time:	1:45 p.m. Local Standard Time
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Date:	Tuesday, August 20, 2019
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b) Tenders received later than the time specified will not be accepted, regardless of the postal seal date. Tenders must be plainly marked to reveal the contents and the Tenderer's name and address.

- c) Tenders shall be submitted in the two envelopes supplied, as follows:
- i. The first envelope shall contain:
 - "Agreement to Bond", duly signed and sealed (no copies or facsimiles will be accepted).
 - Tender deposit in the form of a **certified cheque, bank draft, money order, bid bond or letter of credit** (the Letter of Credit shall be in the format indicated in Agreement to Bond) and in the amount of **\$25,000.00**
 - ii. The second envelope shall contain:
 - Form of Tender (including addenda if applicable).

Please note that the tender specifications shall not be included in the second envelope. In the event the first envelope does not contain the proper documents, the second envelope will not be opened.
- d) Tenders will be opened the same day that tenders close.

Time: 2:00 p.m. Local Standard Time

Location: City Hall
4310 Queen Street
Niagara Falls, Ontario
Committee Room #2A & #2B (Lower Level)

Firms submitting tenders will be permitted to attend the tender opening.

- e) The total tender price will be announced for each tender opened (excluding H.S.T.).

3. **Estimated Tender Price**

An estimated tender price will not be provided for this project.

4. Tender Award

The award of this tender is subject to the Owner obtaining approval from the:

City of Niagara Falls Council

Ministry of the Environment and Climate Change (MECP)

Tentatively, construction may commence, but is not guaranteed, by **September 23, 2019** provided that the contract has been executed by the Contractor and the City of Niagara Falls.

5. Maintenance Holdback

The following maintenance holdback will apply to this contract:

Two Percent (2%) of Final Contract Value or Five Thousand Dollars (\$5,000.00), whichever is greater.

6. Liquidated Damages

The liquidated damages for this contract shall be One Thousand Dollars (\$1,000.00) for each and every day's delay, as outlined in Special Provisions – General, Item G16.

7. Additional Insured

The following parties are identified to be included as additional insured for this project:

Corporation of the City of Niagara Falls

Niagara Catholic District School Board

District School Board of Niagara

Wood Environment & Infrastructure Solutions

City's Geotechnical Consultant (EXP Services, Inc.)

8. Rights of Municipality

- a) The Municipality reserves the right in its absolute discretion to accept a Tender which it deems most advantageous to itself and the right to reject any or all Tenders, in each case without giving any notice. The lowest or any Tender will not necessarily be accepted. In no event will the Municipality be responsible for the costs of the preparation of the submission of a Tender from any Tendered.
- b) Tenders which contain conditions or otherwise fail to conform to the Instruction to Bidders may be disqualified or rejected. The Municipality may however, in its sole discretion, reject or retain for its consideration Tenders which are non-conforming because they do not contain the content or form

required by the Instructions to Bidders or for failure to comply with the process for submission set out in these Special Instruction to Bidders.

- c) Except as expressly and specifically permitted in the Instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Tender opportunity, and by submitting a Tender each Bidder shall be deemed to have agreed that it has no claim.

9. Harmonized Sales Taxes (HST)

The Contractor shall **NOT** include Harmonized Sales Tax (H.S.T.) in the 'Unit Bid Prices'. **H.S.T. will be included as a separate item which is to be shown on Statement "B".**

10. Questions Regarding the Tender

Questions regarding this tender must be directed to Project Manager up to 1:00 p.m. local time on **Friday, August 16, 2019**.

Questions received after this stated time and date may not be acknowledged, or answered. It is the Bidder's sole responsibility to ensure that questions submitted have been received.

11. Safe Drinking Water Act

Prior to commencing construction on City projects, all personnel who will be directing activities on the work site, including site foremen, supervisors and lead hands of both the Contractor and/or Subcontractor shall familiarize themselves with Appendix B (Performing Work on the Niagara Falls Drinking System) to ensure they understand the rules and regulations of the Safe Drinking Water Act. A signed copy of the "Record of Review", Appendix C must be submitted to the City's Project Manager prior to the commencement of any work.

12. Additions and Deletions

The City of Niagara Falls reserves the right to add to or delete from any portion or portions of the Schedule of Quantities and Unit Prices. These changes under this contract shall **not** be subject to the unit price adjustment provisions in the OPS General Conditions of Contract.

13. Bidder Registration

All bidders must register with the City of Niagara Falls, Municipal Works Department (Engineering) prior to submitting a tender. The fee for registration is **\$50.00 (HST included)**. Tenders that are submitted to the City of Niagara Falls by unregistered bidders will be rejected and returned unopened to the bidder.

14. Project Description & Scheduling

This contract encompasses the provision of all labour, materials and equipment necessary for the Kalar Road Sports Park parking lot reconstruction at the north and south parking lots and portions of the parking lot access road including but not limited to base and surface course asphalt, concrete curb installation, replacement of existing culverts and all required appurtenances. In addition to the above noted works, earth excavation, topsoil removal, pre-grading of existing perimeter swales, installation of bio-swales and rip-rap.

The south parking lot adjacent to Loretto Catholic and Kate S. Durdan Schools shall be constructed first. Work on the north parking lot shall not commence until the south lot is complete. Both parking lots shall be completed within the allotted working days and by the dates set in the form of tender.

The contractor will be responsible for winter maintenance and snow clearing on parking lots, roads and pathways in accordance with Provincial minimum maintenance standards during construction periods.

The Contractor is required to stage and schedule the work with the Niagara United Soccer Club, Niagara Catholic District School Board and the District School Board of Niagara to ensure access is provided to maintain daily operations.

The above description is general only and shall not be construed as limiting the scope of the contract. The City reserves the right to increase or decrease the scope of this contract. There shall be **no compensation** to the contractor for any reduction in contract value and scope.

The scope of work is subject to change due to budget constraints or increases.