



Date: February 2, 2011

To: Bidder

Re: COSTI  
Location 1: 7800 Jane St., Vaughan, Ont. – Retrofit

Location 2: 6750 Winston Churchill, Mississauga, Ont. – Build-out of new leased premises

Location 3: 10 Gillingham Rd., Brampton, Ont. - Expansion

Dear Bidder,

Jones Lang LaSalle has been retained by COSTI to provide Project Management Services in connection with the retrofit of their existing space at 7800 Jane St., Vaughan and the build-out of a new leased premises at 6750 Winston Churchill, Mississauga and the expansion of 10 Gillingham Rd. Your firm is invited to submit a proposal for the construction services associated with the build-out of these Tenant Interiors.

It is the intent of COSTI and Jones Lang LaSalle to select a General Contractor on the basis of the response to the enclosed Request for Proposal.

In order to provide a uniform basis for evaluating all proposals, we require your proposal conform in all respects to the requirements outlined in this Request for Proposal and the documents listed below:

Included in the Request for Proposal are the following documents:

1. Exhibit A – Project Information
2. Exhibit B – List of Construction Documents
3. Exhibit C – Proposal Guidelines
4. Exhibit D – Scope of Services
5. Exhibit E – Bid Proposal Form
6. Exhibit F – Contract Agreement

Three (2) copies of your sealed proposal (via overnight delivery) shall be due at the following location no later than February 9, 2011 at 10:30AM.

Jones Lang LaSalle  
150 King Street West, Suite 2103  
Toronto, ON M5H 1J9  
Attn: Andrew Grube

Should you have any questions regarding the Request for Proposal, please contact me at 416-304-6048.

Thank you,

Andrew Grube  
Project Manager

Enclosures

## **Exhibit A – Project Information**

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### **Location 1 -Project Scope of Work: 7800 Jane St., Vaughan, Ontario, Floor 1**

The office space is located on the ground floor. The project, for this location, will be the modification of existing offices into a large workshop and boardroom as well as the retrofit of an existing washroom to allow for AODA compliance, but not limited to modifications of mechanical, electrical, plumbing, drywall, acoustical, low voltage voice/data/security cabling, and finishes.

Work not included under the General Contractor scope includes: FF&E, Signage, Move Relocation.

### **Project Schedule**

RFP Tender Issue	February 2, 2011
General Contractor Proposals Due	February 9, 2011 at 10:30am
Bid Summary and Analysis	
Award	
Construction	as per schedule
Completion	March 18, 2011

### **Site Visit**

A mandatory site walkthrough is scheduled for Friday February 4, 2011. Starting at Location 3 in Brampton (10 Gillingham Rd.) at 11:00am followed immediately by 6750 Winston Churchill Blvd. and then 7800 Jane St.

### **Location 2 - Project Scope of Work: 6750 Winston Churchill, Ontario, Floor 1**

The new office space is located on the ground floor. The project, for this location, will be the complete build out of approximately 5,000 sq. ft., but not limited to modifications of mechanical, electrical, plumbing, drywall, acoustical, low voltage voice/data/security cabling, and finishes.

Work not included under the General Contractor scope includes: FF&E, Signage, Move Relocation.

**Location 2-Project Scope of Work: 6750 Winston Churchill, Ontario, Floor 1  
(Cont')**

**Project Schedule**

RFP Tender Issue	February 2, 2011
General Contractor Proposals Due	February 9, 2011 at 10:30am
Bid Summary and Analysis	
Award	
Construction	as per schedule
Completion	March 22, 2011

**Site Visit**

A mandatory site walkthrough is scheduled for Friday February 4, 2011. Starting at Location 3 in Brampton (10 Gillingham Rd.) at 11:00am followed immediately by 6750 Winston Churchill Blvd. and then 7800 Jane St.

**Location 3 - Project Scope of Work: 10 Gillingham, Floor 3**

The new office space is located on floor 3. The project, for this location, will be the expansion of approximately 1,200 sq. ft., but not limited to modifications of mechanical, electrical, plumbing, drywall, acoustical, low voltage voice/data/security cabling, and finishes.

Work not included under the General Contractor scope includes: FF&E, Signage, Move Relocation.

**Project Schedule**

RFP Tender Issue	February 2, 2011
General Contractor Proposals Due	February 9, 2011 at 10:30am
Bid Summary and Analysis	
Award	
Construction	as per schedule
Completion	March 22, 2011

**Site Visit**

A mandatory site walkthrough is scheduled for Friday February 4, 2011. Starting at Location 3 in Brampton (10 Gillingham Rd.) at 11:00am followed immediately by 6750 Winston Churchill Blvd. and then 7800 Jane St.

Tenant: COSTI

Project Manager: Jones Lang LaSalle  
Project and Development Services  
150 King Street West, Suite 2103  
Toronto, ON M5H 1J9  
Contact: Andrew Grube

Interior Design: Colarossi + associates inc.  
3 Church St., Suite 301  
Toronto, Ontario  
M5E 1M2

Engineers: Smith + Andersen  
4211 Yonge St. Suite 500  
Toronto, Ontario  
M2P 2A9

### **Liability Insurance**

Before final contract is awarded, the successful Bidder will be asked to provide the Project Manager with the following:

- Certificate of Insurance for a minimum of \$5,000,000.00 Comprehensive General Liability Insurance per occurrence.
- WSIB certificate clearance.

### **Pending Litigation**

Please state if your firm is currently or has been involved in any litigation's and reasons for said involvement.

## Exhibit B – List of Construction Documents

<b>Drawing No.</b>	<b>6750 Winston Churchill, Mississauga, Ontario - Drawing Description</b>	<b>Drawing Date</b>
A1	Demo Plan	January 31, 2011
A2	Partition Plan	January 31, 2011
A3	Reflected Ceiling Plan	January 31, 2011
A4	Furn – Power - Data Plan	January 31, 2011
A5	Wall Finishes Plan	January 31, 2011
A6	Elevations/Details	January 31, 2011
A7	Floor Finishes Plan	January 31, 2011
A8	Partition Details	January 31, 2011
	Electrical Specifications	January 31, 2011
TE-0.1	Drawing List and Legend	January 31, 2011
TE-0.2	Electrical Details	January 31, 2011
TE-1.1	Lighting Layout	January 31, 2011
TE-1.2	Power and system Layout	January 31, 2011
TE-1.3	Demolition Layout	January 31, 2011
	Mechanical specifications	January 31, 2011
TM-1.0	Mechanical Legend & Details	January 31, 2011
TM-1.2	Mechanical HVAC Layout	January 31, 2011
TM-1.3	Plumbing & Drainage Layout	January 31, 2011
TM-1.4	Sprinkler & Fire Protection Layout	January 31, 2011
TC-0.1	Drawing List, Legend, Details and Abbreviations	January 31, 2011
TC-1.0	Communications Layout	January 31, 2011

The design documents, as prepared by Colarossi + associates inc. and Smith + Andersen Engineers will be made part of the Contract Agreement.

<b>Drawing No.</b>	<b>7800 Jane St., Vaughan, Ontario - Drawing Description</b>	<b>Drawing Date</b>
A1	Demolition Plan	January 31, 2011
A2	Partition Plan	January 31, 2011
A3	Ceiling Plan	January 31, 2011
A4	Finishes Plan	January 31, 2011
A5	Furniture Data Plan	January 31, 2011
	Electrical Specifications	January 31, 2011
TE-0.1	Drawing List and Legend	January 31, 2011
TE-0.2	Electrical Details	January 31, 2011
TE-1.1	Lighting Plan	January 31, 2011
TE-1.2	Power and Systems Layout	January 31, 2011
	Mechanical Specifications	January 31, 2011
TM-1.2	Mechanical HVAC Layout	January 31, 2011
TM-1.3	Plumbing and Drainage layout	January 31, 2011
TM-1.4	Sprinkler & Fire Protection Layout	January 31, 2011
TC-1.1	Communications Layout	January 31, 2011

<b>Drawing No.</b>	<b>10 Gillingham Rd, Brampton, Ontario - Drawing Description</b>	<b>Drawing Date</b>
A1	Demolition Plan	January 31, 2011
A2	Partition Plan	January 31, 2011
A3	Ceiling Plan	January 31, 2011
A4	Furniture Power Data Plan	January 31, 2011
A5	Finishes Power Plan	January 31, 2011
A6	Details	January 31, 2011
	Electrical Specifications	January 31, 2011
TE-0.1	Drawing List and Legend	January 31, 2011
TE-0.2	Electrical Details	January 31, 2011
TE-3.1	Lighting Plan	January 31, 2011
TE-3.2	Power and Systems Layout	January 31, 2011
	Mechanical specifications	January 31, 2011
TM-3.2	Mechanical HVAC Layout	January 31, 2011
TM-3.3	Plumbing and Drainage layout	January 31, 2011
TM-3.4	Sprinkler & Fire Protection Layout	January 31, 2011
TC-3.0	Communications Layout	January 28, 2011

## **Exhibit C – Proposal Guidelines**

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The Contractor represents that, prior to submitting his response to this Request For Proposal, he has carefully reviewed the enclosed documents and has personally inspected the site of the proposed work and is fully informed of the conditions under which the work is to be performed. The Contractor further represents that he has satisfied himself as to the actual conditions of the premises, existing construction, actual elevations, site logistics including loading dock and hoisting requirements, local code restrictions, and any other conditions affecting the completion of the intended work, it being hereby understood and agreed that no considerations will be allowed subsequently to the Contractor's submission of his response to the Request For Proposal by reason of error or oversight on the part of the Contractor or on account of interference by other Contractor's activities.

**Note: This Exhibit will become part of the contract between COSTI and Contractor.**

The following items are intended to clarify, but not limit, the Request For Proposal:

- A. Contractor's Proposal shall, at a minimum, comment and address the following issues:
1. Provide detailed resumes of the proposed individuals who will be permanently or partially assigned to the project. Discuss percentage of time each individual will be assigned to the project and whether their location would be on-site or off.
  2. Provide an organizational chart of the personnel proposed for this project. Indicate the internal hierarchy based on authority and position.
  3. Summarize your approach to budgeting and purchasing subcontractor and material/men trade items. Provide a sample budget and reports of documentation your firm utilizes in making awards. Comment on procedures your firm utilizes in making subcontractor award recommendations.
  4. Submit a sample of your firm's job cost reporting system and advise on how often a report will be compiled for the Client.



5. Submit a list of proposed subcontractor and material men you intend to recommend as qualified bidders. Describe your process for evaluating subcontractors. If a form is available, please provide an example.
  6. General presentation as to your approach to the project relative to site logistics, hoisting, rubbish removal, phasing, site mobilization and demobilizations, subcontractor staging, employee parking, site utilities, security, etc. Indicate your approach to hoisting major material deliveries, normal deliveries, daily manpower and tools.
  7. Provide a schedule for the project based on the milestones enclosed. Comment on the milestone dates enclosed and advise your approval and acceptance with the dates.
  8. Acknowledge the acceptance of the Scope of Services defined in this Request For Proposal referenced in Exhibit D. If Contractor takes exception to the services that are requested, identify exceptions and provide explanation.
  9. Acknowledge the acceptance to the form of agreement identified in Exhibit F – Contract Agreement. If Contractor takes exception to any contract language requested, identify exceptions and provide complete explanation and proposed revisions.
  10. Discuss any special services your firm can provide on this project.
- B. Contractor shall manage, with his own personnel and qualified subcontractors, all construction work required for the demolition, construction, and refurbishing in accordance with the Contract Documents prepared by the Interior Designer and Engineers.
- C. It is the intent of this Request For Proposal to contract with a General Contractor who will provide “above” industry standard construction services as referenced in Exhibit D – Scope of Services.
- D. Contractor shall be responsible for protecting toilet rooms if made available by Landlord. If damage or repairs are required at the completion of the project, Contractor shall bear full responsibility (if applicable).
- E. Personnel and material hoisting shall be provided "free of charge" during the first shift on the freight car. Hoisting of all major deliveries shall be completed on a second shift or weekend basis and scheduled forty-eight hours in advance through the Landlord. Contractor shall include in his proposal the cost of his forces to accept major deliveries.
- F. Rubbish removal from the tenant space down to the loading dock will be the Contractor's responsibility. All labor, small dumpster and loading dock dumpster cost shall be included in Contractor's proposal.

- G. A final cleaning will be required by the Contractor prior to Substantial Completion. Contractor shall include in his proposal the cost to complete a final cleaning. The final cleaning shall include vacuuming carpets, wiping down millwork, cleaning window interiors, cleaning window blinds, bathrooms, base building grilles and/or filters.
- H. Contractor is required to conduct an existing conditions survey of the tenant space and provide report of the same prior to turnover by the Landlord. The intent of the existing conditions survey is to document the base building conditions of the site prior to Contractor takeover.
- I. Contractor shall visit the site to verify that he has familiarized himself with the building regarding access, hoisting, existing conditions, etc., and any cost associated with same are included in his proposal. See attached Exhibit G
- J. The Contractor shall maintain a detailed and accurate accounting system and such controls shall be in place as may be necessary for proper financial management. Contractor's records and receipts shall allow for ready identification of all charges included in subcontracts, purchase orders, change orders, invoices and Application For Payments and Owner shall have the right to audit, at any time, all of the Contractors records related to this project and the work.
- K. Contractor shall be responsible for advising Owner and his consultants of all laws, ordinances, rules, regulations, orders, state and local building codes or requirements of authorities having jurisdiction over the project. If Contractor performs work under the contract knowing it to be contrary to the requirements of authorities having jurisdiction over the work and without advising Owner nor his consultants of such requirements, the Contractor shall assume full responsibility of such work and all associated cost for appropriate modifications which may be required by authorities having jurisdiction over the work.
- L. Contractor shall clean up all waste materials, rubbish and debris resulting from its operations at such frequencies as required to maintain a clean and safe working job-site. Contractor shall coordinate the preferred route and procedures for removal of construction debris with Landlord and Building Management and shall coordinate all necessary additional clean-up as part of construction operations, such that the building corridors, elevators, stairwells and common areas are maintained free from accumulations of waste material, rubbish and debris.
- M. Contractor shall be responsible for the structural integrity of the building during its construction operations. All structural modifications and concentrated loading of materials must be reviewed and approved through the Landlord and/or Building Management.
- N. Contractor is responsible for maintaining a secured job site at all times. In addition, contractor and its subcontractor and representatives shall comply with all security regulations of the building. See attached Exhibit G
- O. All subcontracts and purchase order agreements for the project shall clearly provide that all the terms and conditions which govern the Contractor shall also govern the subcontractors of every tier.

- P. Contractor shall maintain a detailed and accurate shop drawing and product submittal control system for the project. The system shall be updated on a daily basis and reported to the Interior Designer and Engineer for coordination at Project Meetings. The schedule responsibility is that of the Contractor and negligence in coordinating the shop drawing process does not relieve Contractor from the contractual obligation of Substantial Completion.
- Q. Cost and/or Schedule changes consisting of additions, deletions or modifications shall be authorized by a written Scope Change signed by Project Manager and/or Owner. Contractor shall provide detailed back-up and pricing so that the cost claim can be properly evaluated.
- R. Owner reserves the right to terminate the Contractor's agreement, without cause, upon five (5) business days written notice to the Contractor. After such termination, Owner shall reimburse Contractor for that portion of the work in place, or services rendered, on the date of termination and for justifiable losses arising from Contractor's advanced commitments which cannot be cancelled.
- S. Contractor will be expected to extend indemnification provisions to the Landlord, COSTI and Jones Lang LaSalle.

## **Exhibit D – Scope of Services**

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### **Pre-Construction Phase (As Needed)**

Review project requirements with Owner, Interior Designer, Engineers and other consultants. Advise Owner and Interior Designer of material availability and construction process feasibility. Identify long lead items, material, and equipment to be pre-purchased. Prepare a detailed Construction schedule for the entire project, analyze and update the schedule as required and as requested by the Interior Designer, Project Management Consultant, and Owner. Identify means to compress schedule or insure a timely completion. Meet with the Building Owner and or his agent to ascertain regulations, procedures, constructions standards, approval processes, approved construction lists and procedures for coordinating the construction work with the building staff.

### **Construction Phase – General Management and Coordination**

Coordinate and supervise the work being performed by trade contractors, outside suppliers and vendors for the project's duration. Assure that all work and furnished materials comply with the contract documents.

The General Contractor shall coordinate the efforts of all trade contractors to insure that the project is on schedule and is well constructed in accordance with the documents.

Maintain a full-time superintendent at the job site with support staff(s) required for the coordination and inspection of work (if applicable).

Establish on-site organization and lines of authority in order to carry out the overall plans of the Owner and Interior Designer in all phases of the project.

Establish and implement procedures for, opening and maintaining a clear line of communication among Owner, Interior Designer, Consultants and Project Manager for all the phases of the project.

Prepare and develop an on-site record-keeping system which will be of sufficient detail to satisfy an audit by Owner. Such records shall include, but shall not be limited to, daily logs, progress schedules, manpower breakdowns (daily by trade), financial reports, quantities, material lists, shop drawing logs, and the like.

Obtain the required certificates of occupancy required by authorities having jurisdiction over the project.

Expedite and coordinate the procurement of all legally required permits, licenses, and certificates. Assemble these documents for the trade contractor and deliver to Owner at the completion of the project.

Coordinate the aspects of the work with local municipal authorities, governmental agencies, utility companies, etc., who may be involved in the project.

Coordinate the work of all trade contractors through final completion and the Owner's acceptance. A comprehensive final inspection to insure that the quality of labor and materials are in accordance with the contract documents will be performed, recorded

and all deficient items are to be satisfied in a timely fashion.

Conduct regularly scheduled and unscheduled job meetings through the construction process. These meetings should be attended by all affected parties, who will discuss procedures, progress, problems, scheduling and open items. Meeting Minutes to be prepared and issued for each project meeting.

Coordinate the activities of trade contractors and vendors that may be hired directly by the Owner.

Constantly review the adequacy of the trade contractor's supervision, personnel and equipment and the availability of necessary materials and supplies. Where inadequate, direct that the necessary action be taken by the trade contractors involved.

Establish and provide an inspection system for safety programs and procedures to be followed by all trade contractors.

### **Coordinate Testing and Controlled Inspection**

Develop a checking and testing procedure which will insure that all systems are adequately tested and balanced prior to their acceptance.

Coordinate all testing provided by others as required by the technical sections of the specifications, building ownership, and as required by the building code. Keep an accurate record of all tests, inspections conducted, findings and test reports. Submit final test reports to Owner and Interior Designer. Services of professional engineers and Interior Designer as required by the building code would be performed for Owner directly.

### **Coordinate Shop Drawing Submissions**

Prepare a detailed submittal schedule for approval and use by the Interior Designer.

Receive and review all shop drawings, cuts, samples, delivery schedules, materials lists, etc. for compliance with the contract documents. Provide comments before submitting information to the Interior Designer for concurring review and approval.

Oversee the submission of all shop drawings, composite shop and coordination drawings, brochures and material samples. Monitor and implement the follow-up of all documents and materials to insure the proper sequence of approvals by the Interior Designer so as not to delay the progress of the work.

Establish and maintain on-site, a complete library of all current contract documents, approved shop drawings and approved material samples.

### **Review All Payment Requests**

All applications for payment will be submitted through the General Contractor in accordance with established procedures. Trade contract applications for payment along with partial waiver of lien and an affidavit of payment made by each trade contractor must accompany each application.



Recommend to Owner the institution of any partial or complete default action against any contractor(s). Where deemed necessary, determine amounts due under default settlement and prepare budget estimated for completion of work.

**Review and Coordinate All Change Order Requests**

Receive and review all change order requests from the subcontractors. Review unit prices, time and material charges and similar items. Consult with the Project Manager, Interior Designer, and after mutual agreement, submit recommendations to Owner.

Review all changes proposed by Owner and/or Interior Designer and make recommendations regarding the impact with respect to cost and or schedule.

Ensure that all approved change orders are satisfactorily carried out in the construction process.

Implement the specification and Owner's procedures for the processing of change orders, including applications for extensions of time.

With respect to portions of the work performed by change orders, or otherwise, on a time-and-material, unit-cost, or similar basis, which requires the keeping of records and computations, maintain adequate cost accounting records to satisfy the specifications and Owner's procedures.

**Provide and Supervise General Conditions Items**

The General Contractor will provide and supervise general condition items. All items purchased specifically to satisfy general conditions for this project will be turned over to the Owner in good conditions, or be properly disposed of, at the conclusion of the project.

**The Provide Scheduling Administration**

During the course of construction, the General Contractor will make an analysis of the materials and equipment that will be required on the job. He will determine and issue dates for shop drawing submission and approval, off site fabrication and manufacturing, and delivery dates required to meet with job progress. He will maintain a scheduling system to expedite material and equipment deliveries through the course of construction.

**Post Construction**

At the proper time, coordinate the completion of punch lists, together with the Interior Designer + MEP, indicating the items or work remaining to be accomplished, and insure that these items are completed in an expeditious manner. Prepare certificates of substantial and final completion, if required.





Assemble all guarantees, warranties, etc., as required by the contract documents and forward two copies to the Project Manager, and one copy each to the Interior Designer and Engineer, certifying that they are complete and cover all work as required.

Coordinate and expedite the submission of operating manuals and similar instruction; obtain Interior Designer's approval to insure that they are complete and cover all items as required by the contract documents.

Receive, check and forward to Project Manager all releases of claims required prior to issuance of final certificate of completion and final payments to subcontractors.

Expedite the contractor's preparation of "as built" drawings of the entire project in accordance with the terms of the specifications. The complete "as-built" drawings shall be subject to the approval of the Interior Designer and submitted to Owner for its records upon final completion of the project.

After completion of project, General Contractor + MEP will be responsible for expeditious follow-up and correction of all punch list items

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**Unforeseen Work**

The RFP shall state on the RFP form the amounts, in percentages, which will apply for the overhead and profit for any unforeseen change to the work, required to perform under this contract.

Maintain and pay for insurance pr [ay such assessments as will protect Project Managers and all COSTI representatives and consultants from any other claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with COSTI on COSTI's behalf and shall be subject to COSTI's approval, as to the adequacy of protection, as stated in the General Requirements.

Project Managers or others engaged in the work shall protect their own interest in regard to any loss or damage to any of their plant or equipment being used on the work or stored on the work site.

**Performance Bonds**

Contractors and sub-contractors must post performance bonds for all work in excess of \$10,000.00

**Forfeiture of Contract**

If the contractor shall refuse or neglect to conduct the work so as to ensure its completion within the time stipulated or if the said time has expired and the work not completed, then the owner, after 24 hours written notice by the owner to the contractor, shall have the full right and power at its own discretion, without process or action at law, to take any parts of the work off the Project Manager without financial compensation for the unfinished work. Furthermore, the contractor will be liable for all additional cost of the work which may be incurred by reason thereof.

**Liens**

When payment is made to the contractor, the contractor shall promptly pay every contractor and sub contractor employed by him any amount properly due such parties on account of work covered by such certificate. Provided no lien has been registered or any and every lien so registered against the work shall have been fully discharged, the contract price shall become due after the expiration of thirty days after completion of the work and its acceptance by the owner. Before receiving the final payment, the contractor shall deposit with the said owner a statutory declaration that all material and/or labour incorporated in the work have been fully paid for, which declaration shall be attached to such certificate.

**Safety**

The contractor shall comply with the regulations of the Occupational Health and Safety Act of the Province in which the work is being performed.

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### **1A.2 – By-laws and Codes**

Abide by and conform to all requirements of the Ontario Building Code, Canadian Plumbing Code, Electrical Codes, Fire Sprinkler Codes and other codes and by-laws related to the type of work conducted.

### **1A.4 – Licences**

All Licences required for the execution of the work shall be secured and paid by the contractor.

Sub trades such as Structural, Mechanical and Electrical will be required to obtain and pay for all permits and inspections necessary to complete the project.

Contractor shall also secure the necessary inspection and permits required for occupancy upon completion of work.

### **1A.5 – Notices, Laws & Rules**

The contractor shall give all necessary notices and pay all fees required by law, and comply with all laws, acts, ordinances, rules and regulations relating to the work, and to the preservation of the public health and safety.

### **1A.6 – Insurance**

The contractor shall provide insurance as follows:

Personal liability in an amount not less than \$5,000,000.00 covering all claims for personal injury and death, which may be made upon the contractor and/or COSTI by any part personal and public.

### **1A.8 – Omissions and Discrepancies**

The drawings referred to in this specification represent generally the nature and extent of the work to be executed. The drawings and specifications are to be co-operative and together form an integral part of the contract.

Before RFP submission, the contractor shall visit the site and be thoroughly familiar with all existing conditions, and shall make due allowance for any such conditions, and shall make due allowance for any such conditions when submitting his RFP.

The contractor must verify all dimensions in the field and report discrepancies to COSTI prior to commencement of work.

### **1A.9 – Protection of Existing Property and Building**

Protect from damage existing property and existing building inside and outside, adjacent public and private property and work of other sections.

### **1A.12 – Abbreviation, Standards**

Where any by-law or code is quoted, it shall mean the latest edition including all revisions or amendments at the time of contract. Where reference is made to printed directions it shall mean the latest edition of such directions.

**1A.14 – Security**

The contractor shall ensure contractors and sub contractors are responsible for protection from all theft, fire and damages to their equipment and secure all necessary materials for the job.

**1A.19 – Safety**

The contractor shall comply with all regulations and amendments of the occupational health and safety act and regulations for construction projects, R.S.O. 1990.

**COSTI, JLL and their design team retain the right to delete or modify any combination of the specifications detailed in Exhibit B and Exhibit E.**

## **Exhibit E**

### **Bid Proposal/Breakdown**

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The undersigned, as bidder, declares that they have carefully reviewed and examined the information contained in this Request For Proposal and hereby proposes to complete the services requested including labor, material, equipment, supervision, insurance, freight, taxes, overhead and profit for the above mentioned project.

#### **Bid Form**

**Date: February 2, 2011**

**Bid Form Submitted by:** \_\_\_\_\_

**Project Location (s):**

#### **COSTI**

**Location 1: 7800 Jane St., Vaughan, Ontario**

**Location 2: 6750 Winston Churchill Blvd, Mississauga, Ontario**

**Location 3: 10 Gillingham, Brampton, Ont. - Expansion**

**Submit To:** Andrew Grube  
Jones Lang LaSalle  
150 King St. West, Toronto  
Suite 2103 M5H 1J9

Project Name

**Location 1: 7800 Jane St., Vaughan, Ontario**

Having carefully examined all the Tender Documents in this Bid, and Addenda No: \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having visited the Project Site and having a clear and comprehensive knowledge of the work required under the contract and of all the working conditions, hereby offer to enter into a contract to perform the work required by the Tender Documents for the stipulated price of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in Canadian Funds,

In legal currency of Canada, and including HST Tax, which price includes all necessary labour, materials, plant, equipment, duties and services for the execution and completion of the work in strict accordance with the requirements of the Contract Documents.

**I/We also submit below the breakdown of the Stipulated Sum Tender Price:**

<b>Description of Work</b>	<b>Amount (\$) included in Stipulated Sum Tender Price</b>
<b>Voice data cabling and connections</b>	_____
<b>Electrical Systems</b>	_____
<b>HVAC and Controls</b>	_____
<b>Plumbing</b>	_____
<b>Fire Protection</b>	_____
<b>Millwork</b>	_____
<b>Drywall</b>	_____
<b>Painting</b>	_____
<b>Doors &amp; Frames &amp; Hardware</b>	_____
<b>Glazing and its Frames</b>	_____
<b>Flooring Finishes</b>	_____
<b>Balance of work not listed above</b>	_____
<b>Location 1 Total:</b>	_____
<b>HST</b> _____	

Project Name

**Location 2: 6750 Winston Churchill Blvd, Mississauga, Ontario**

Having carefully examined all the Tender Documents in this Bid, and Addenda No: \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having visited the Project Site and having a clear and comprehensive knowledge of the work required under the contract and of all the working conditions, hereby offer to enter into a contract to perform the work required by the Tender Documents for the stipulated price of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in Canadian Funds,

In legal currency of Canada, and including HST Tax, which price includes all necessary labour, materials, plant, equipment, duties and services for the execution and completion of the work in strict accordance with the requirements of the Contract Documents.

**I/We also submit below the breakdown of the Stipulated Sum Tender Price (do not include separate prices in the following breakdown):**

<b>Description of Work</b>	<b>Amount (\$) included in Stipulated Sum Tender Price</b>
<b>Voice data cabling and connections</b>	_____
<b>Electrical Systems</b>	_____
<b>HVAC and Controls</b>	_____
<b>Plumbing</b>	_____
<b>Fire Protection</b>	_____
<b>Millwork</b>	_____
<b>Drywall</b>	_____
<b>Painting</b>	_____
<b>Doors &amp; Frames &amp; Hardware</b>	_____
<b>Glazing and its Frames</b>	_____
<b>Flooring Finishes</b>	_____
<b>Balance of work not listed above</b>	_____
<b>Location 2 Total:</b>	_____
<b>HST</b> _____	

Project Name

**Location 2: 6750 Winston Churchill Blvd, Mississauga, Ontario**

**Separate Price #1 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install Hunter Douglas Vertical Blinds. See drawing A3)**

**Separate Price #2 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install Sun Project Roller Blinds. See drawing A3)**

**Separate Price #3 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install glass partition in front of Workshops 003 and 004 as shown on the drawing A8. New door frames to be included in Separate Price 3 to accommodate design)**

**Separate Price #4 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install a new folding door partition to separate Workshops 003 and 004)**



Project Name

**Location 3: 10 Gillingham Rd, Brampton, Ontario**

Having carefully examined all the Tender Documents in this Bid, and Addenda No: \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having visited the Project Site and having a clear and comprehensive knowledge of the work required under the contract and of all the working conditions, hereby offer to enter into a contract to perform the work required by the Tender Documents for the stipulated price of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in Canadian Funds,

In legal currency of Canada, and including HST Tax, which price includes all necessary labour, materials, plant, equipment, duties and services for the execution and completion of the work in strict accordance with the requirements of the Contract Documents.

**I/We also submit below the breakdown of the Stipulated Sum Tender Price (do not include separate prices in the following breakdown):**

<b>Description of Work</b>	<b>Amount (\$) included in Stipulated Sum Tender Price</b>
<b>Voice data cabling and connections</b>	_____
<b>Electrical Systems</b>	_____
<b>HVAC and Controls</b>	_____
<b>Plumbing</b>	_____
<b>Fire Protection</b>	_____
<b>Drywall</b>	_____
<b>Painting</b>	_____
<b>Doors &amp; Frames &amp; Hardware</b>	_____
<b>Glazing and its Frames</b>	_____
<b>Flooring Finishes</b>	_____
<b>Balance of work not listed above</b>	_____
<b>Location 3 Total:</b>	_____
<b>HST</b> _____	

Project Name

**Location 3: 10 Gillingham Rd, Brampton, Ontario**

**Separate Price #1 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**Provide a cost to supply glass partition as shown on drawings A6, 1/A6, 2/A6. New door frames to be included in Separate Price 1 to accommodate design)**

**Separate Price #2 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install a folding door to separate Workshops 311 and 312. See 3/A6, 4/A6)**

**Separate Price #3 :** \_\_\_\_\_ **HST** \_\_\_\_\_

**(Provide a cost to supply and install new carpet in area shown hatched. See detail 5/A6. Separate Price # 3 to also include new paint as per detail 5/A6)**

**The Total Stipulated Sum Tender Price (Location 1+Location 2+Location 3):**

**(Do not include Separate Prices)**

**\$** \_\_\_\_\_

**HST \$** \_\_\_\_\_

Project Name

### **Completion Schedule**

We agree to perform the work in compliance with the required completion scheduled stated in the Bid Documents and as per enclosed schedule.

### **Tender Duration**

This Bid is valid for a period of forty five (45) days from the date of Bid Closing, and if accepted we agree to enter into contract for this stated amount.

### **Payments**

If the Owner fails to make payments to the Contractor as they become due under the terms of the Contract or in an award by arbitration or court, interest of \_\_\_\_\_ percent ( \_\_\_\_ %) per annum on such unpaid amounts shall also become due and payable until payment.

If the Owner wishes to make payments to the Contractor as they become due under the terms of the Contract in an accelerated schedule format (within 5 business days) a reduction in the form of a savings to the Owner for each payment application of

\_\_\_\_\_ five percent ( 5 %) will be applied to the Contract Sum.

### **Valuation of Changes**

We agree that changes to the work, either additional or deleted from bid amount shall be based on actual costs of labour and material plus a total mark-up of \_\_\_\_\_ percent ( \_\_\_\_ %) to cover overhead and profit.

Unit Prices, Alternate Prices, Separate prices as per attached (below).

Prices as requested must include all costs for overhead and profit, and all applicable taxes.

### **Acceptance**

If this Bid is accepted by the Owner within the time period stated above, and we receive written notice of this acceptance, we will:

- Execute the "Agreement" within seven days (7) of receipt of the form for execution.
- Commence work within (14) days after written notification of acceptance of this bid.
- Furnish to the Owner within 7 days of date of notification of award of Contract a detailed schedule of Work.
- Furnish a schedule of values to be jointly agreed with the Owner for billing purposes within 14 days.

The Owner reserves the right to reject any and all bids in its sole discretion. The proponent will not be compensated by the Owner for the preparation and delivery of this submission.

The undersigned being a company duly incorporated under the laws of Ontario do hereby declare as follows:

- The share holders or Partners of the Company submitting this Bid are the only persons interested in this Bid and no other person has any interest in this Bid.
- The Bid is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons or firms making a Bid for the same work and is in all respects fair and without collusion or fraud.

Project Name

**Signatures:**

Signed, sealed and submitted for and on behalf of:

Company:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Witness: \_\_\_\_\_

(seal)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## **Exhibit F – Contract Agreement**

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- Contract Format Shall be the standard CCDC 2 Documents A111 1997, A111-A Rider, A201 1997 and A201-A rider, Exhibit F-1 (Conditional Waiver and Release Upon Final Payment)
- Statement of Compliance to be completed.
- Attachments to the contract will include Exhibits A thru F of this Request for Proposal.