

Part 1 General

1.1 INVITATION Bid Call:

- .1 Ensure offers are signed under seal, executed, and dated and are received by the Port of Johnstown before 12:00 pm sharp, March 29, 2018 at the Port of Johnstown Administrative Office front desk.
- .2 Offers submitted after above time will be returned to Bidder unopened.
- .3 Submit Supplementary Bid Information Form within 48 hours after Bid closing time if required.
- .4 Offers will be opened publically after the time for receipt of Bids.

 Amendments or Alternatives, herein after called Amendments, to submitted offer will be permitted. Amendments must be enclosed in a separate envelope with the Bid stating the Bidders name and ‘Amendments to Port of Johnstown Administration and Bridge and Reno, 2018’. Amendments are those material, labour and/or equipment items that deviate from the bid documents.

1.2 INTENT

- .1 Intent of this Bid call is to obtain an offer to perform Work to construct the Port of Johnstown Administration Bridge and Reno 2018 project located in the Township of Edwardsburgh Cardinal for a Lump Sum Amount as per our bid and amount, in accordance with these Contract Documents.
- .2 Perform and complete Work within six weeks of contract award.
- .3 Initiate Work within 2 weeks of notice of contract award.

1.3 CONTRACT/BID DOCUMENTS

- .1 The Contract Documents include these Instructions to Bidders and,
- .2 the following:
 - .1 Contract Document: defined as CCDC 2, Stipulated Lump Sum Bid.
 - .2 Bid Documents:
 - .1 Bid Form.
 - .2 Drawings prepared by S. Houseman & Associates, dated 2/22/18:
 - .1 Drawing A0, General Notes and Specifications
 - .2 Drawing A1, Administrative Building Second Floor Plan and Demolition Notes.
 - .3 Drawing A2, Office Link Floor Plan.
 - .4 Drawing A3, Partial Existing Second Floor Plan and Construction Notes.
 - .5 Drawing A4, Elevation and Section.
 - .6 Drawing A5, Connection Concourse and Section Details.

- .7 Drawing 1696, Dated 1935, General Layout, prepared by the Department of Railways and Canals, (Existing Buildings).
 - .8 Drawing 1697, Dated 1935, Office Building Floor Plans, Elevations and Details, prepared by the Department of Railways and Canals, (Existing Buildings).
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- .3 Availability:
 - .1 Additional Bid Documents may be obtained on the Port of Johnstown web site under "Projects".
 - .2 Bid Documents are made available only for purpose of obtaining offers for this project. Their use does not confer license or grant privileges for other purposes.
 - .4 Examination:
 - .1 Bid Documents will be provided at the Mandatory Job Showing.
 - .2 Upon receipt of Bid Documents verify that documents are complete.
 - .3 Immediately notify the Port of Johnstown upon finding discrepancies or omissions in Bid Documents.
 - .5 Queries/Addenda:
 - .1 Direct questions to Steve Houseman P.Eng, of S. Houseman & Associates by e-mail only at shouseman@rogers.com.
 - .2 Addenda may be issued during Bidding period. Addenda will become part of Contract Documents. Include Addenda costs in Bid Price.
 - .3 Verbal answers are only binding when confirmed by written addenda.
 - .4 Clarifications requested by Bidders must be in writing not less than three days before date set for receipt of Bids. Reply will be in form of an addendum. Copy of addendum will be forwarded to known bidders no later than 1 working day before receipt of Bids.
 - .6 Product/System Options:
 - .1 Where Bid Documents stipulate a particular product, method or technique, substitutions or alternatives will be considered by the Consultant after receipt of Bids and should be submitted as an Amendment to Bid and enclosed in a separate envelope with the Bid at the time of the Bid.
 - .2 In submission of substitutions to products, methods or techniques specified, Bidders are to include in their Bid, changes required in Work to accommodate such substitutions. Later claim by Bidder for addition to Contract Price a result of changes in Work necessitated by use of substitutions will not be considered.
 - .3 Substituted products, methods or techniques will be considered if submitted as an Amendment to Bid.
 - .4 Ensure submission provides sufficient information to enable Consultant to determine acceptability of such products, methods or techniques.
 - .5 Provide complete information on required revisions to other work to accommodate each substitution, dollar amount of additions to or reductions from Bid Price, including revisions to other work.

- .6 Provide specified products unless substitutions are submitted as noted and subsequently accepted.
- .7 Approval to submit substitutions prior to submission of Bids is not required.

1.4 SITE ASSESSMENT

- .1 Site Examination:
 - .1 Visit project site and surrounding area before submitting Bid.
 - .2 A Mandatory visit to project site has been arranged for Bidders at the Port of Johnstown Administrative Office on March 14th, 2018 at 1:00 pm.
 - .3 Information relevant to Bid Documents will be recorded in Addendum and issued to known Bidders.

1.5 QUALIFICATIONS

1.6 BID SUBMISSION

- .1 Bid Depository:
 - .1 Not applicable.
- .2 Bid Ineligibility:
 - .1 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may be declared informal at Owner's discretion.
 - .2 Bids with Bid Forms and enclosures which are improperly prepared may be declared informal at Owner's discretion.
 - .3 Bids that fail to include security deposit and insurance requirements may be declared informal at Owner's discretion.
 - .4 Bids that do not comply with Schedule "C" of the Township of Edwardsburgh Cardinal Procurement Policy. A copy of the Procurement Policy can be found on the Ports web site.
- .3 Submissions:
 - .1 Bidders are solely responsible for delivery of their Bids in manner and time prescribed.
 - .2 Submit one copy of executed offer on Bid Forms provided, signed and with corporate seal together with required security in sealed opaque envelope, clearly identified with Bidder's name, project name and Owner's name on outside.
 - .3 Insert closed and sealed Bid Form in an envelope and insert in an 8 ½" x 11" opaque envelope along with any Amendments in a separate envelope in the Bid envelope and label both envelopes as noted above.

1.7 BID ENCLOSURES/REQUIREMENTS

- .1 Security Deposit:
 - .1 A Bid Bond is required and shall be submitted with the bid.

- .2 Performance Assurance:
 - .1 Accepted Bidder must provide Performance and Labour and Materials Payment Bond, as a 100% Performance bond and a 50% Labour and Materials Payment Bond.
 - .2 Include cost of bonds in Bid Price.
- .3 Insurance:
 - .1 Provide signed "Undertaking of Insurance" on standard form provided by insurance company stating intention to provide insurance to Bidder in accordance with insurance requirements of Contract Documents.
 - .2 Include cost of Insurance in Bid Price
- .4 Bid Form Requirements:
 - .1 State in Bid Form, time required to complete Work. Completion date in Agreement must be completion time added to commencement date.
 - .2 Bidders, in submitting an offer, accepts time period stated in Contract documents for performing Work. Completion date in Agreement is completion time added to commencement date.
 - .3 Bidders, in submitting an offer, agrees to complete Work by date indicated in Contract Documents , but may propose a revision to contract time with adjustment to Bid price.
 - .4 Consideration will be given to time of completion when reviewing Bids submitted.
 - .5 Bidder shall include all applicable taxes, except HST, in their Bid price.
- .5 Fees for Changes in Work:
 - .1 Include in Bid Form Unit Prices, percentage overhead and profit applicable for changes in Work, whether additions to or deductions from Work on which Bid price is based.
- .6 Bid Signing:
 - .1 Bid Form to be signed under seal by Bidder.
- .7 Supplementary Bid Information:
 - .1 Lowest two Bidders only may be requested to complete and supply Supplementary Bid Information.

1.8 OFFER ACCEPTANCE

- .1 Duration of Offer:
 - .1 Bids to remain open to acceptance, and irrevocable for 60 days after Bid closing date.
- .2 Acceptance of Offer:
 - .1 Owner reserves right to accept or reject any or all Bids and/or not proceed with the Work.
 - .2 After acceptance Owner will issue to successful Bidder, written Bid acceptance.
 - .3 After Bid has been accepted, unsuccessful Bidders will be notified.

- .4 Upon Acceptance the successful Bidder shall prepare a CCDC 2 – Lump Sum Contract for signing with all required bonding and insurance documents within two weeks of notification of Acceptance.
- .5 The successful Bidder will have all their Staff, Contractors, Sub-Contractors and Suppliers that will be on site, attend and complete the Ports Safety course. The successful Bidder shall designate one individual that will be on-site as their Safety co-ordinator and shall liaison weekly with the Ports Safety Officer.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION