



Lanark County Housing (LCH)
REQUEST FOR TENDER
LED LIGHTING UPGRADE

TENDER #: RFT - 2019 - 01

LOCATION:

252 Moffatt Street, Carleton Place, Ontario K7C 3C1

126 Sussex Street, Carleton Place, Ontario, K7C 3C1

30 McGill Street South, Smiths Falls, K7A 3Y2

72 Thurber Street, Smiths Falls, K7A 3Y2

CLOSING DATE:

May 24, 2019

CLOSING TIME:

3:00 PM, EST

TENDERS RECEIVED BY:
Lanark County Housing
52 Abbott Street North, Unit # 4
Smiths Falls, Ontario
K7A 1W3

Attention: David Dicaire
Housing Operations Supervisor

Telephone: (613) 267-4200 ext 1411
E-mail : ddicaire@lanarkcounty.ca

TABLE OF CONTENTS

DESCRIPTION	PAGES
SECTION 1 – STATEMENT OF WORK	2 - 10
SECTION 2 – TERMS & CONDITIONS	11 - 25
SECTION 3 – TABLES (1 TO 5) TO BE RETURNED BY BIDDER	26 - 32

SECTION 1 – STATMENT OF WORK

LCH will be upgrading to LED lighting at the following sites:

1. 30 McGill Street South, in Smith Falls
2. 72 Thurber Street in Smiths Falls
3. 252 Moffatt Street in Carleton Place
4. 126 Sussex Street in Carleton Place

LCH is therefore requesting bids from Contractors capable of providing this scope of work as outlined here.

Instructions:

1. One Price, in Canadian currency, shall be shown in RFT -2019-01 Table 2 – Cost Summary Sheet for the work specified herein and shall include all wages and benefits for those personnel engaged on this project, expenditures for materials, equipment, travel expenses, unemployment Insurance, Canada Pension Plan or any similar statute, costs of subcontracts, insurance premiums, bonds, royalties, permits and licenses, tariffs and duties, overhead, profit, and all other expenditures in connection with the work.
2. Freight costs are to be included in unit prices shown in Table 2 -Cost Summary Sheet.
3. Add/Delete unit prices should be included in Table 2 -Cost Summary Sheet.

SCOPE OF WORK

Base Project:

The Contractor's scope of work shall include, but not necessarily be limited to, the items listed below together with any other items required to ensure complete operating equipment.

1) 1-lamp & 2-lamp T8 fluorescent lamp and ballast retrofit to LED T8 lamps and new instant start electronic ballasts

QTY 118

Remove existing fluorescent T8 lamps and one fluorescent ballast and replace with new LED T8 lamps and one new 1-lamp or 2-lamp normal ballast factor instant start electronic T8 ballast (Type A, B, C & D in Appendix I – Product Cutsheets). Contractor is responsible for rewiring sockets to suit new instant start ballasts or providing and installing new shunted sockets where necessary.

2) 4-lamp T8 fluorescent lamp and ballast retrofit to LED T8 lamps and two new instant start electronic ballasts

QTY 12

Remove existing fluorescent T8 lamps and two fluorescent ballasts and replace with new LED T8 lamps and two new 2-lamp normal ballast factor instant start electronic T8 ballasts (Type A & B in Appendix I – Product Cutsheets). Contractor is responsible for rewiring sockets to suit new instant start ballasts or providing and installing new shunted sockets where necessary.

3) Medium base screw-in lamps (CFL & Incandescent) replacement to new LED medium base screw-in lamps

QTY 69

Remove existing lamps. Replace with new LED screw-in lamps of the same style (Type E in Appendix I – Product Cutsheets).

4) Replace existing recessed exterior downlight with new integral LED retrofit kit

QTY 6

Remove existing recessed downlight with and replace with new integral LED retrofit kits (Type J in Appendix I – Product Cutsheets). Contractor shall install and fasten luminaires such that compliance with all local codes is met. Contractor shall install luminaires as per manufacturer's installation instructions.

**5) Replace existing post-top fixture with new LED post-top luminaire
QTY 5**

Remove existing post-top fixture with high pressure sodium lamp. Install a new LED post-top luminaire (Type I in Appendix I – Product Cutsheets). Contractor shall install and fasten luminaires such that compliance with all local codes is met. Contractor shall install luminaires as per manufacturer’s installation instructions.

**6) Replace existing Exit sign lamps with new LED Exit sign lamps
QTY 52**

Remove existing exit sign incandescent lamps and replace with new LED lamps (Type K in Appendix I – Product Cutsheets).

**7) Replace existing exterior wall-packs with new LED wall-pack luminaires
QTY 28**

Remove existing exterior wall-packs with HPS lamps and replace with new LED wall-pack luminaires (Type F, G & H in Appendix I – Product Cutsheets). Contractor shall install and fasten luminaires such that compliance with all local codes is met. Contractor shall install luminaires as per manufacturer’s installation instructions.

General Notes

- Contractor is responsible for the supply and install of all mounting hardware that allow for a fully functional and complete lighting system. All associated costs to be included in this quotation.
- Refer to Table 1 for all the materials required to complete the project.
- Any questions regarding this shall be addressed during the RFT period.
- Contractor is responsible to fully caulk around all exterior luminaire housings and all exterior connections to prevent water infiltration.
- Contractor shall not modify any luminaire in any way without written approval from LCH. If Contractor modifies the luminaires in any way they will be responsible and liable for replacement costs (both labour and supply) and warranties. Contractor is to follow all manufacturer installation instructions.
- Contractor shall provide a Project Coordinator/Project Manager for the duration of the project.
- Contractor is responsible for identification of any PCB ballasts. If PCB ballasts are identified, LCH is to be contacted immediately for further direction. Contractor is responsible to have PCB ballast health and safety procedure in place prior to commencement of the project. Contractor is responsible for following the Environmental Protection Act (EPA) standards for handling of PCB ballasts. It is the responsibility of the facility staff to provide approved storage containers for PCB ballasts, and to have them removed from site at the end of the project.

- Contractor is responsible for packaging and returning of used non-PCB ballasts and luminaires to local distributor for recycling, according to distributor's requirements. A proof-of-recycling document must be attained by the contractor and submitted to LCH. Recyclable materials must be packaged and returned on a project-by-project basis (materials for multiple projects are not to be grouped together). **Contractor is responsible for all ballast and luminaire recycling costs on the project. Recycling certificates showing the recycled materials must be provided to LCH at the end of the project.**
- Contractor is responsible for packaging and returning of recyclable lamps (fluorescent and HID) to local distributor for recycling, according to distributor's requirements. A proof-of-recycling document must be attained by the contractor and submitted to LCH. Recyclable materials must be packaged and returned on a project-by-project basis (materials for multiple projects are not to be grouped together). **The Contractor is responsible for all lamp recycling costs on the project. Recycling certificates showing the balance of recycled lamps must be provided to LCH at the end of the project.**
- The successful Respondent is responsible for submitting the manufacturers' warranty for the product being supplied on the project. This includes processing and submitting all available warranties that require registration with respective manufacturers.
- A detailed outline of material warranty coverage and conditions for the products being offered is to be provided as part of this submission.
- The successful Respondent is to receive all materials at their location. The successful Respondent shall ship the complete order to site or to electrical subcontractor, at a location and date specified by LCH Technical Authority.
- All Materials are to be on site no later than six (6) weeks following approval of shop drawings and issuance of PO. If the six (6) week deadline cannot be met, the lead time for delivery must be clearly stated on quotation.
- Contractor is responsible for disposal of all non-recyclable lamps.
- Contractor is responsible for removal and recycling of old luminaires from job site.
- Contractor is responsible for cleaning of all lenses and reflectors of retrofitted luminaires.
- Contractor is responsible for full clean-up in each area after each shift.
- Work in each area is to be scheduled with facility staff at least 48 hours ahead of time.
- All work to occur **during regular work hours** between 07:00 and 17:00.
- Contractor is responsible for any assembly, and/or installation of lamps for luminaires as required.
- Contractor is responsible for installation of luminaires as per Manufacturer's Installations sheet and recommended practices.
- Contractor is responsible for providing all lifts and/or material that is not listed above to complete any and all work.
- Free parking is available on site.

- Contractor is responsible for all work permits and ESA inspections and certificates. All work to be completed to all local and national building codes.
- At project completion, Contractor shall provide LCH with ESA certificate and letter of warranty for labour.
- Contractor shall not remove spare materials from site at end of project unless directed by LCH.
- The contractor must assume full responsibility for the inventory and protection of all equipment, and will be responsible in the event of damage, theft, or vandalism while under the custody of the Contractor.
- Upon completion of the project, the working area and any damaged areas are to be fully restored to their original condition all to the satisfaction of LCH at the Contractor's expense.

- **Health and Safety**

- Contractor is responsible for implementing and maintaining their H&S policy and directives throughout the project duration in accordance with their own H&S program.
- Contractor responsible for all health and safety requirements including but not limited to the following:
 - Complete health and safety binder to remain on job site at all times for the duration of the project. Binder to include but not limited to Form 1000, H&S policy, job site risks and hazards, maps to nearest hospital, job steps/protocols, and MOL Notice of Project.
 - Contractor responsible for making all H&D documents accessible to all staff, visitors, MOL inspectors, etc.
 - All visitors and workers sign the tailboard on arrival and when leaving the site. Contractor to keep up to date daily log of all personnel on site for evacuation purposes.
 - Daily kickoff and tailboard meetings (always documented). Including identification of tasks, potential hazards and action plan, and sign-in sheet for all personnel accessing job site.
 - Contractor's project supervisor is responsible for documenting all directives given on site that are not covered in their daily tailboard/sign-off meetings.
- PPE to be worn at all times, including but not limited to, safety hardhat, steel-toe shoes, and safety glasses when working.

BACKGROUND:

Cree, Juno, Sylvania, Lithonia, Philips and General Electric lighting products will be accepted and must be eligible for the Save On Energy Rebate Program under IESO. All other lighting manufacturers submitted in the Request for Proposal must be eligible for the Save On Energy Rebate Program under the IESO and must come with a list of similar applications, two (2) minimum, and references for those applications. The County of Lanark will be checking those references for product performance. If the product is not performing properly, or up to the manufacturer's specifications in the similar application, the County of Lanark has the right to not award that submitted Proposal.

PROJECT ADDRESSES

- 252 Moffatt Street, Carleton Place, Ontario K7C 3C1.

- 126 Sussex Street, Carleton Place, Ontario, K7C 3C1

- 30 McGill Street South, Smiths Falls, K7A 3Y2

- 72 Thurber Street, Smiths Falls, K7A 3Y2

SIZE, STYLE, LOCATION AND NUMBER OF FIXTURES

Lighting Audit					
	Floor	Room Type	Existing Qty	Mounting	Required
30 McGill	Ground	Vestibule	1	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Common Room	4	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Cable Room	1	Incandescent A 19, Medium Base Downlight Ceiling, 60 W 120 V	LED A19 replacement
	Ground	Laundry Room	1	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Electrical Room	1	CFL Twist, Medium Base Wall Sconce Ceiling, 13 W, 120 V	LED A19 replacement
	Ground	Washroom	1	Incandescent A 19, Medium Base Downlight Ceiling, 60 W 120 V	LED A19 replacement
	Ground	Janitor Closet	1	CFL Twist, Medium Base Wall Sconce Ceiling, 13 W, 120 V	LED A19 replacement
	Ground	Hallway	5	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Hallway	1	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Garbage	1	Incandescent A 19, Medium Base Downlight Ceiling, 60 W 120 V	LED A19 replacement
	Ground	Hallway	4	Incandescent, W, 120 V, Exit Signs	LED Exit sign lamp replacement
	Stairs	Stairs	3	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Second	Storage	1	CFL Twist, Medium Base Wall Sconce Ceiling, 13 W, 120 V	LED A19 replacement
	Second	Mechanical	1	Incandescent A 19, Medium Base Downlight Ceiling, 60 W 120 V	LED A19 replacement
	Second	Hallway	4	Fluorescent T8 4ft, 1-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Exterior	Exterior	7	HID High Pressure Sodium Flood Post Top, 70 W, 120 V	LED Wallpack replacement
72 Thurber	Ground	Vestibule	1	Fluorescent T8 4ft, 1-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Hallway	5	Fluorescent T8 4ft, 1-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Electrical Room	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 replacement
	Ground	Back Mech. Room	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 replacement
	Exterior	Exterior	6	Incandescent A 19, Medium Base Downlight, Exterior Wall, 13 W 120 V	LED A19 replacement
	Exterior	Exterior	3	CFL Twist, Medium Base Downlight, Exterior Wall, 13 W, 120 V	LED A19 replacement
	Exterior	Exterior	1	HID High Pressure Sodium Flood Post Top, 100 W, 120 V, Post top	LED post top replacement
126 Sussex	Ground	Garbage	2	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Ground	Washroom	4	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Ground	Electrical Room	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 bulb
	Ground	Mechanical	2	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Ground	Custodian	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 bulb
	Ground	Main Water Shut Off	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 bulb
	Ground	Main Water Shut Off	1	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Ground	Vestibule	2	Fluorescent T8 ft, 2-lamp Strip Surface, 32 W, 12 V	LED lamp & ballast
	Ground	Common Room	6	Fluorescent T8 ft, 2-lamp Strip Surface, 32 W, 12 V	LED lamp & ballast
	Ground	Common Room Kitchen	1	Fluorescent T8 ft, 2-lamp Strip Surface, 32 W, 12 V	LED lamp & ballast
	Ground	Common Room Storage	1	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Ground	Laundry Room	3	Fluorescent T8 ft, 2-lamp Strip Surface, 32 W, 12 V	LED lamp & ballast
	Ground	Hallway	23	Fluorescent T8 ft, 2-lamp Strip Surface, 32 W, 12 V	LED lamp & ballast
	Second	Balcony	1	Incandescent A19, Medium Base Flushmount Wall, 60W, 120 V	LED A19 bulb
	Second	Garbage	2	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Second	Storage	4	Incandescent A19, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 bulb
	Second	Hallway	18	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast
	Second	Hallway	4	Fluorescent T8 4ft, 4-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast
	Second	Common Room	2	Fluorescent T8 4ft, 4-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast
	Second	Common Room	1	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast
	Second	Balcony	2	Incandescent A19, Medium Base Flushmount Wall, 60W, 120 V	LED A19 bulb
	Second	Exterior - Entrance	1	Incandescent A19, Medium Base Downlight Wall, 60 W, 120 V	LED A19 bulb
	Ground	Exterior - Back Entrance	1	Incandescent A 19, Medium Base Downlight, Exterior Wall, 60 W 120 V	LED A19 bulb
	Exterior	Mech Hot Water - Exterior	2	Incandescent A 19, Medium Base Downlight, Exterior Wall, 60 W 120 V	LED A19 bulb
	Exterior	Exterior	8	HID High Pressure Sodium Wallpack Surface, 70 W, 120 V	LED Wallpack replacement
	Exterior	Exterior	3	Incandescent A19, Medium Base Downlight, Exterior Surface, 60 W, 120 V	LED A19 bulb
	Exterior	Exterior	1	HID Metal Halide Wallpack Surface, 100 W, 120 V	LED Wallpack replacement
Stairs	Stairs	8	Fluorescent, T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast	
Various	Various	16	Exit Sign Incandescent Wall, W, 120 V	LED lamp replacement	
252 Moffatt	Ground	Vestibule	1	Fluorescent T8, 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Common Room	6	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V, 2-lamp fixture	LED A19 replacement
	Ground	Common Room Storage	1	Incandescent A198, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 replacement
	Ground	Laundry Room	2	Fluorescent T8, 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Hallway	14	Fluorescent T8, 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Second	Hallway	12	Fluorescent T8, 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Common Room	1	Fluorescent T8, 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Washroom	1	Incandescent A198, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 replacement
	Second	Mechanical Room	1	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
	Ground	Garbage	2	Incandescent A198, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 replacement
	Ground	Electrical Room	1	Incandescent A198, Medium Base Downlight Ceiling, 60 W, 120 V	LED A19 replacement
	Ground	Electrical Room	1	CFL Twist, Medium Base Downlight Ceiling, 13 W, 120 V	LED A19 replacement
	Exterior	Main Entrance	3	CFL Twist, Medium Base Downlight, Exterior Ceiling, 13 W, 120 V, 6" Pot Lights	LED Retrofit Kit
	Exterior	Main Entrance	1	HID High Pressure Sodium Wallpack Ceiling, 70 W, 120 V	LED Wallpack replacement
	Exterior	Exterior	9	HID High Pressure Sodium Wallpack Wall, 50 W, 120V	LED Wallpack replacement
	Exterior	Exterior	2	HID High Pressure Sodium Wallpack Wall, 50 W, 120 V	LED Wallpack replacement
	Exterior	Exterior	1	Incandescent A19, Medium Base Downlight, Exterior Wall, 60 W, 120 V	LED A19 replacement
	Exterior	Parking Lot	3	HID Metal Halide Flood Post Top, 70 W, 120 V	LED post top replacement
	Exterior	Parking Lot	1	HID Metal Halide Flood Post Top, 100 W, 120 V	LED post top replacement
	Stairs	Stairs	6	Fluorescent T8 4ft, 2-lamp Strip Surface, 32 W, 120 V	LED lamp & ballast replacement
Various	Various	6	Exit Sign Incandescent Wall, 15 W, 120 V, Exit Signs	LED Exit sign lamp replacement	

No oral explanation or interpretation shall modify any of the documents or provisions of this Tender. If required by the Lanark County Housing (LCH), addenda will be posted on LC's website. It is the Proponent's ultimate responsibility to ensure all addenda have been received.

Tender Bids will be

a) Received at:

Lanark County Housing Corporation
52 Abbott Street North, Unit # 4
Smiths Falls, ON K7A 1W3

Attention: David Dicaire - Housing Operations Supervisor

Email: ddicaire@lanarkcounty.ca

E-mail or hard copies only. Proposals will be received until May 24, 2019 at 3:00 p.m., local time, on May 24, 2019. Lowest bid or any proposal not necessarily accepted.

SECTION 2 – TERMS & CONDITIONS

1.0 Acceptance or Rejection of Tenders (RFT), Request for Proposals (RFP) & Request for Quotes (RFQ)

RFTs, RFPs & RFQs will be evaluated on the following basis:

a) The LCH shall have the right to reject any or all proposals for any reason, or to accept any proposals which the LCH in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, proposals will not necessarily be accepted and the LCH shall have the unfettered right to:

- i. Accept a non-compliant RFT, RFP or RFQ;
- ii. Accept a RFT, RFP or RFQ which is not the lowest tender; and
- iii. Reject a RFT, RFP or RFQ that is the lowest bid even if it is the only tender received.

b) The LCH reserves the right to consider, during the evaluation of proposals all or some of the following criteria in assessing a RFT, RFP & RFQ, none of which shall be binding on the LCH;

- i. information provided in the RFT, RFP & RFQ document itself, including but not limited to information relating to: the bidder's understanding of the project, quality of submission, cost savings, process improvements for the LCH, project schedule and cost;
- ii. Information provided in response to enquiries of credit and industry references set out in the RFT, RFP or RFQ;
- iii. Past performance in the provision of services to the LCH, the County of Lanark or local municipalities in the County of Lanark;
- iv. Information received in response to enquiries made by the LCH of third parties apart from those disclosed in the RFT, RFP or RFQ in relation to the reputation, reliability, experience and capabilities of the bidder;
- v. the manner in which the bidder provides services to others;
- vi. The experience and qualification of the bidder's senior management, and project management;
- vii. The compliance of the bidder with the LCH's requirements and specifications;
- viii. Innovative approaches proposed by the bidder in the tender, and,
- ix. The LCH's policies relating to tendering and issuing contracts to third parties.

c) The LCH may rely upon the criteria which the LCH deems relevant, even though such criteria may not have been disclosed to the bidder. By submitting a bid, the bidder acknowledges the LCH's rights under this Section and absolutely waives any right, or cause of action against the LCH and its consultants, by reason of the LCH's failure to accept the bid submitted by the bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

2.0 Examination of the Site, Specifications and Drawings

2.1 Before submitting a Tender/RFP the Bidder must carefully examine the site of the proposed work, evaluate the existing conditions and limitations and include the amounts in the Tender/RFP to cover the cost of all items required to be done to fulfill the Contract.

2.2 The Bidder must report any discrepancy between site conditions and the specifications and drawings, errors or omissions to the Owner not less than three working days prior to the Tender/RFP closing date.

2.3 If the Bidder fails to report any discrepancies, errors or omissions to the Owner, the Bidder will be deemed to have accepted all such specifications and drawings as being accurate and the Owner will not approve any extra charges subsequent to acceptance of the Tender.

3.0 Qualification Information

3.1 The LCH 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 Bidder's staff that may be employed in the execution of the Contract.

3.2 The LCH reserves the right of interpretation of qualification information and any decisions made by the LCH based upon its findings which may affect the award of the Contract shall be final.

3.3 The LCH reserves the right to give preference to materials, products and equipment:

- (a) of Canadian origin and manufacture,
- (b) which can demonstrate environmental benefit,
- (c) Which is energy efficient?

4.0 Taxes and Duties

4.1 The Bidder must make provision in his/her Tender/RFP to cover the full cost of Permits and Fees.

4.2 Bidders are to quote prices including all costs before the application of the Harmonized Sales Tax (HST).

5.0 Award of Contract

5.1 When a Tender/RFP is called for more than one project, a Contract may be awarded on the basis of all or any one or more of the projects, unless otherwise stated in the Invitation to Tender/RFP.

5.2 If the Bidder alters or withdraws the Bidder's Tender/RFP after the date of Tender/RFP closing or if the Bidder does not provide Insurance or other documents as required within the times specified by the Owner, then the Owner may treat the Bidder's Tender/RFP and any right of the Bidder to contract or Contract as terminated, and may take such further action as the Owner deems advisable to recover any damages suffered by the LCH.

5.3 If there is any discrepancy in the Tender/RFP Bid Form or documents submitted by the Bidder, between any amount shown in writing and in figures, the LCH may choose to accept the amount shown in writing or to reject the Tender/RFP.

6.0 Performance Security

6.1 The Contractor shall provide, at the Contractor's cost, performance security in favour of the Owner (LCH) in order to secure the due and faithful performance of the Contract, which shall be as follows:

- (a) a Performance Bond issued by a Surety Company acceptable to the Owner and shall be in an amount equal to 50% of the Contract Price;
- (b) if the Contract price is less than \$1,000,000, 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 money order or;
 - (ii) such other collateral, excluding a letter of guarantee, as may be acceptable to the Owner;And in each case, the alternate forms of security shall be equivalent to 10% of the Contract Price.

6.2 If the Contractor fails to meet the requirements of this section within 7 Business Days of receipt by the Contractor of the award letter, then the Owner at its sole option may terminate the Contract.

6.3 If the security is in the form of a Performance Bond, the document shall be retained by the Owner for a period of two years from the date on which the last payment under the Contract falls due, after which it will be returned to the Contractor on the Contractor's request.

6.4 If alternate security is provided pursuant to this section it will be returned to the Contractor 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 Contractor 45 days after all other work is completed.

7.0 Insurance

7.1 The contractor shall keep in force for the duration of the Contract, Public Liability and Property Damage Insurance in an amount not less than \$2,000,000.00. Without limiting the foregoing, such Insurance Coverage shall include Comprehensive General Liability, Contractual Liability, Personal Injury, and Contingent Liability with respect to Subcontractors, and name the Lanark County Housing as an additional insured.

7.2 The Contractor shall submit proof of such insurance in the form of an Insurance Certificate which shall contain a firm undertaking by the Insurer to give the Owner 30 days' notice prior to any cancellation or modification of such insurance.

7.3 If the Contractor fails to meet the requirements of this section within 7 Business Days of receipt by the contractor of the award letter, the Owner, at its sole option, shall have the right to terminate the Contract.

8.0 Workplace Safety Insurance Board Certificate of Clearance

8.1 The Contractor shall produce a W.S.I.B. Certificate of Clearance Form from time to time when requested by the Owner and prior to final payment under the Contract.

8.2 If the Contractor;

- (a) will be unable to produce clearance as required pursuant to subsection 8.1 because it claims it is an independent operator, with no insurable workers and is otherwise unable to obtain a clearance, it shall submit to the Owner written confirmation from W.S.I.B. of its status as an independent operator for the Contract, within 7 Business Days of receipt by the Contractor of the award letter.

9.0 Assignment of Contract or Proceeds of Contract

The Contractor shall not assign the Contract or the proceeds thereof without the written consent of the Owner.

10.0 Taking the Work Out of the Contractor's Hands

10.1 The Owner may, without any further authorization or authority, take all or any part of the Work out of the Contractor's hands and may employ such means as it may see fit to complete the Work, including the use of the performance security when applicable, in any of the following cases, namely;

- (a) where the contractor has made default or has delayed in commencing or in diligently executing the Work or any portion thereof to the satisfaction of the Owner and the Owner has given notice thereof to the Contractor, and has by such notice required the Contractor to put an end to such default or delay, and such default or delay continues for 7 Business Days after such notice was communicated;
- (b) where the Contractor has made default in the completion of the Work, or any portion thereof, within the time limited for such completion by the Contract;
- (c) where the Contractor has become insolvent;
- (d) where the Contractor has committed an act of bankruptcy or has been declared bankrupt or has made an assignment in bankruptcy;
- (e) where the contractor has abandoned the Work;
- (f) where the Contractor has made an assignment of the Contract without the required consent of the Owner;
- (g) Where the Contractor has otherwise failed to observe or perform any of the provisions of the Contract.

10.2 Where the Work or any part thereof has been taken out of the Contractor's hands under section 10.1, the Contractor shall not, except as provided in subsection 10.3, be entitled to any further payment, including payments then due and payable but not paid and the obligation of the Owner to make payments shall be at an end, and the Contractor shall be liable upon demand of the Owner to pay to the Owner an amount equal to all loss and damage suffered by the Owner by reason of the non-completion of the Work by the Contractor.

10.3 Where the Work or any portion thereof has been taken out of the Contractor's hands under subsection 10.1 and that portion is subsequently completed by the Surety, or by the Owner, the Owner shall determine the amount, if any, of the holdback and progress claims of the Contractor unpaid at the time of taking the work out of the Contractor's hands that in the Owner's opinion are not required by the Owner for the purposes of the Contract and the Owner may, if it is of the opinion that no financial prejudice to the Owner will result, pay that amount to the Contractor.

10.4 The taking of the Work, or any portion thereof, out of the Contractor's hands pursuant to section 10 does not operate so as to relieve or discharge the Contractor from any obligations under the Contract or imposed upon the Contractor by law, except the obligation to complete the physical execution of that portion of the Work so taken out of the Contractor's hands.

11.0 Indemnification Claims

The Contractor shall indemnify and save harmless the Owner and its respective officers and agent from all claims relating to labour and material furnished or supplied in executing the Contract and from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to the activities or omissions of the Contractor or those for whom the Contractor is at law responsible in performing the Contract or to an infringement or an alleged infringement of a patent of invention.

12.0 Subcontractors

12.1 On request of the Owner, the Contractor shall provide to the Owner a complete and firm list of the names and addresses of the subcontractors whom the Contractor will use for the Work.

12.2 The Contractor shall:

- (a) require the Contractor's subcontractors to perform their work in accordance with and subject to the terms and conditions of the Contract; and

- (b) Be as fully responsible to the Owner for acts and omissions of the Contractor's subcontractors and of persons directly or indirectly employed by them as the Contractor is for acts and omissions of persons directly employed by the Contractor.

12.3 The Contractor shall incorporate all the terms and conditions of the Contract necessary for the purpose of performing the Work pursuant to the Contract into all sub-contract agreements.

12.4 Nothing contained in the Contract shall create any contractual relationship between any subcontractor and the Owner.

13.0 The Residential Tenancies Act

13.1 The Contractor acknowledges that in accordance with the Residential Tenancies Act, access to premises of residents may only be gained by permission of the resident, or as necessary, upon the landlord giving notice to the resident specifying the time of entry during daylight hours not less than 24 hours prior to the time of entry between the hours of 8am – 8pm.

13.2 The Contractor shall schedule any work accordingly and shall advise the Owner or whom the Owner shall designate at the site of the Work not less than 72 hours in advance of requested access to any resident's premises.

14.0 Laws, Notices, Permits and Fees

14.1 The by-laws, ordinances and legal requirements, rules, regulations, codes and orders of the municipality where the building is situated shall apply to the Work.

14.2 The Contractor shall obtain all licenses, certificates and building permits and shall pay all fees required for the performance of the Work.

14.3 The Contractor shall give all required notices and comply with all laws, ordinances, rules, regulations, codes and orders of all authorities having jurisdiction relating to the Work, to the preservation of the public health and construction safety which are or become in force during the performance of the Work.

14.4 The Contractor shall not be responsible for verifying that the documents forming part of the Contract are in compliance with the applicable laws, ordinances, rules regulations and codes relating to the Work and if any part of the Contract is at variance therewith, or changes which require modification to the Contract are made to any of the laws, ordinances, rules, regulations and codes by the authorities having jurisdiction

subsequent to the date of tender submission, any resulting change in the cost shall constitute a corresponding change in the Contract Price. The Contractor shall notify the Owner in writing requesting direction immediately any such variance or change is observed by the Contractor.

14.5 If the Contractor fails to notify the Owner in writing and obtain its direction as required in subsection 14.4 and performs any work knowing it to be contrary to any laws, by-laws, ordinances, rules, regulations, codes and orders of any authority having jurisdiction, the Contractor shall be responsible for and shall correct any violations thereof and shall bear all costs, expense and damages attributable to the Contractor's failure to comply with the provisions of such laws, by-laws, ordinances, rules, regulations, codes and orders.

15.0 Ontario Labour Conditions and Construction Lien Claims

The Contractor shall employ on the Work only persons who are fully qualified to perform the work required. The Contractor shall comply with the provisions of the Construction Lien Act, 1983, and where applicable, the Employment Standards Act and any Regulations passed under any of these Statutes.

16.0 Site Facilities

16.1 The Contractor shall furnish all labour, materials, equipment, transportation, storage of tools, trucks and any other incidentals required to perform the Work.

16.2 The Owner may provide storage for the Contractor's tools in appropriate storage rooms only, providing space is available at the site.

16.3 The Contractor and the Contractor's personnel may use the existing sanitary services, where provided, but if not available at the site, the Contractor shall provide such service at the Contractor's expense.

16.4 The Owner will permit the Contractor to make use of the water and hydro facilities on the site. The Contractor shall:

- (a) make all necessary temporary connections:
 - (i) at the Contractor's expense;
 - (ii) in accordance with all applicable laws, by-laws, ordinances, rules, regulations, codes and orders; and
 - (iii) under the directions of the Owner: and
- (b) Remove all such temporary connections on the completion of the Work and make good all finishes and services to the satisfaction of the Owner.

16.5 The Contractor shall assume all liability for and be responsible for loss of or damage to the Contractor's materials or equipment and for any materials delivered to the Contractor from whatever source to the site of the Work.

17.0 Interference

17.1 The Contractor shall maintain normal building operation and traffic flow, with a minimum of inconvenience to the residents of the project.

17.2 The Contractor shall ensure that no essential services such as electric power and domestic hot water supply are interrupted for more than one continuous hour, and no longer than three consecutive hours for the heating system during the heating season except with the prior written permission of the Owner.

17.3 The Contractor shall in every case where an interruption of service is to occur, make prior arrangements with the Owner.

18.0 Protection

18.1 Until the owner accepts the Work, the Contractor shall;

- (a) provide adequate protection to public and property;
- (b) protect existing buildings, walls, floors, ceilings, furnishings, equipment, plant materials, lawns and other areas affected by the Work from any damages resulting from performing work on this Contract;
- (c) protect the Work from damages from any cause;
- (d) Protect and be responsible for all new finished and unfinished work which is exposed and susceptible to vandalism or theft.

19.0 Clean-Up

19.1 At the end of each day's work, the Contractor shall remove;

- (a) all debris and hazardous impediments from work areas and the site,
- (b) All equipment and material which is not to be re-used for the Work from the site unless stated otherwise in the Contract.

20.0 Underground and Concealed Services

20.1 The Contractor shall be responsible for the protection of all pipes, ducts, cables, conduits, wires and other services against damage arising from the performance of the Work.

20.2 The Contractor shall take all the necessary precautions to locate the underground and concealed services and to protect them from damage.

20.3 The Contractor is responsible for making good to the satisfaction of the authorities concerned, any damages to services resulting from the Contractor's performance of the Work, without any additional cost to the Owner.

21.0 Powder Actuated Fastening Tools

21.1 The Contractor shall not use high velocity powder actuated fastening tools.

21.2 The Contractor may use low velocity powder actuated fastening tools only if operated by an operator holding a valid operator's certificate for the device being used.

22.0 Fire Protection

22.1 The Contractor shall take all necessary precautions during the performance of the Work to prevent the possibility of fire, including the use of fire resistant sheets to protect adjoining areas, when welding, brazing and performing any operations with an open flame, combustible adhesives or inflammable solvents.

22.2 The Contractor shall at all times, when welding, brazing and performing any operations with an open flame, combustible adhesives or inflammable solvents keep a portable fire extinguisher within 3 meters of the operation.

22.3 The Contractor shall ensure that all rags and waste containing oil, grease or other inflammable materials are stored in an approved metal container and are removed from the site at the end of each working day.

23.0 Cutting and Patching

The Contractor shall not undertake any cutting, coring, drilling, grinding or the like of any portion of the building envelope or structural elements, other than those indicated in the Contract without prior written approval of the Owner and in cases where such permission is granted, the Contractor, before commencing to cut any structural member must provide adequate supports and install a structurally acceptable alternate system.

24.0 Materials and Workmanship – Acceptability

24.1 The Contractor shall ensure that all materials, products, equipment and systems are new and they must be listed in the Canadian Construction Materials Centre's "Evaluation Listing or Evaluation Reports".

24.2 The Contractor shall give preference to materials, products and equipment of Canadian origin and manufacture.

24.3 The Contractor shall ensure that all work is performed by competent personnel, skilled in the particular trade. Only first class workmanship will be accepted, not only with regard to safety, efficiency and durability, but also with regard to neatness and accuracy of detail.

24.4 The Contractor shall remove all unsatisfactory work and replace it at the Contractor's expense to the satisfaction of the Owner.

24.5 If in the opinion of the Owner it is not expedient to correct defective work or work not done in accordance with the Contract, the Owner may deduct from the Contract Price the difference in value between the Work as done and that called for by the Contract, the amount of which shall be determined by the Owner.

25.0 Deviations

The Contractor shall not make any deviations from the Drawings and Specifications without prior written permission from the Owner and the Contractor shall correct unauthorized deviations at the Contractor's expense.

26.0 Changes in Work

26.1 The Owner, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work, with the Contract Price and the completion date being adjusted accordingly.

26.2 No additional work shall be done nor shall other changes be made to the Contract without receiving prior written authority from the Owner.

27.0 Valuation of Changes in Work

27.1 The Owner shall determine the method of valuation of any change in the Work by any one or more of the following methods:

- (a) by estimate and acceptance in a lump sum;
- (b) by unit prices;
- (c) By cost and percentage or by cost and a fixed fee.

27.2 In cases of an addition to the Work to be paid for pursuant to clause 27.1(c), the Contractor shall keep and present to the Owner in such form as the Owner may direct a correct account setting out overhead and profit and the net cost of labour and materials, together with vouchers. The owner shall certify the amount including a total sum for overhead and profit not to exceed 15% of the net cost of labour and materials.

28.0 Samples of Materials, Testing of Materials

28.1 The Contractor shall furnish for the approval of the Owner or whomever the Owner designates such samples of materials, tests and designs as required from time to time. The Work must be in accordance with the approved samples, tests and designs.

28.2 The Contractor shall pay all costs for such samples and tests required by the specifications. If not specified, the cost of such samples and tests will be authorized as an addition to the Contract Price.

28.3 Any inspections or testing required by the Owner as a result of the defects which were revealed by inspections or testing carried out in the course of the Contract shall be carried out at the Contractor's expense.

29.0 Performance Tests

The Contractor shall perform and pay for all tests as required by the authorities having jurisdiction and as may be required by the Owner to prove that all systems and equipment are performing as designed.

30.0 Record Drawings

30.1 The Contractor shall:

- (a) when specified, obtain and pay for one set of erasable mylar sepias;
- (b) as the job progresses, mark the prints, accurately to indicate all deviations from the contract drawings;
- (c) At all times have all white prints available for inspection at the site.

30.2 The Contractor shall after the work is completed, transfer, all information to the set of sepias required pursuant to clause 30.1(a) taking special care to indicate buried drains, inverts and dimensioned distances from visible reference points such as walls or columns, and shall deliver that set of sepias to the Owner.

31.0 Payment and Holdbacks

31.1 For the purpose of the Construction, Lien Act, 1983, the Payment Certifier shall be the Owner or any person the Owner may designate from time to time and as required by the Construction Lien Act, 1983, the Payment Certifier shall;

- (a) determine and certify substantial performance; and
- (b) determine completion

31.2 The Owner makes payments to the Contractor as follows:

- (a) 90% of the invoiced amounts submitted by the Contractor to the Owner prior to substantial performance and not more frequently than monthly for labour, material and services incorporated in the Work to the satisfaction of the Payment Certifier or delivered to the site and supported by such evidence of correctness as the Payment Certifier may require;
- (b) 10% of the amounts invoiced prior to substantial performance and held back pursuant to the Construction Lien Act, 1983, within a reasonable time after the expiration of the applicable lien period following the date of publication of the Certificate of Substantial Performance if there are no claims outstanding pursuant to the Construction Lien Act, 1983 and if the Work performed is to the satisfaction of the Payment Certifier;
- (c) Any further amount due under the Contract upon completion of the Contract to the satisfaction of the Payment Certifier, subject to any holdback for deficiencies and as required by the Construction Lien Act, 1983.

31.3 Where applicable the Contractor shall obtain an inspection certificate for any installation which is part of the Work from the Federal, Provincial or Municipal Authority responsible for the issuance thereof and shall deliver such certification to the Owner before receiving final payment.

32.0 Evidence of Publication

If the Contractor requests and receives a Certificate of Substantial Performance, the Contractor shall provide the Owner with evidence of publication (including name of paper, date of publication, etc.) of the Certificate of Substantial Performance acceptable to it.

33.0 Tax Changes

In the event of any change in any applicable tax made public after the date of tender closing, the Contract Price shall be adjusted by an amount equal to the increase or decrease in the cost of the Work to Contractor brought about by the change in such tax.

34.0 No Additional Payment for Increased Costs

The amount payable to the Contractor under the Contract will not be increased or decreased by reason of any increase or decrease in the cost of the Work brought about by any increase or decrease in the cost of plant equipment, labour, materials or the wage rates set out and prescribed herein.

35.0 Warranty

35.1 The Contractor shall warrant the Work covering both labour and material for a period of one year (except where noted otherwise) from the date of completion to the satisfaction of the Owner and extend the warranty on replaced parts and workmanship for a period of one year from the date of acceptance of the replacement parts and workmanship.

35.2 The warranty given pursuant to this section shall not limit extended warranties on any items of equipment or material called for elsewhere in the Scope of Work specifications.

35.3 The Contractor shall, to the extent permitted by manufacturers and suppliers, assign to the Owner the benefit of any warranty by any manufacturer or supplier in addition to the warranty as provided in section 35.1.

36.0 Confidentiality and Freedom of Information

All information relating to the business and affairs of the Corporation which is not a matter of public record is confidential. In the event of a potential contract being endorsed by LCH, any such agreement will include a confidentiality clause requiring the strict protection of such confidentiality by any Proponent.

All documentation submitted to the Corporation by Proponents pursuant to this RFP is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.

1990, Chapter M.56, as amended (“**MFIPPA**”) which is a provincial statute governed by the Province under the auspices of the Privacy Commissioner.

Prior to the consideration of any proposal(s) at a public LCH council meeting, the Corporation will reasonably attempt to treat all proprietary and personal information contained in Proposals as confidential, in so far as such is reasonably allowable by the provisions of MFIPPA, as amended. The Corporation, however, is required upon receiving a Freedom of Information request to release information as is reasonably allowable pursuant to MFIPPA legislation or upon lawful order. Proponents in endorsing the Bidder Declaration Form does hereby fully release and hold harmless the Corporation, including their respective Warden, Councillors, officers, directors, employees, agents, consultants, representatives, and legal counsel from and against all responsibilities, claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed as a result of the release of information authorized under the provisions of MFIPPA or lawful order.

When proposal(s) are considered before the LC council, the Proponent does hereby consent to its Proposal, including all proprietary and personal information contained therein, becoming a part of the public record and being released to the public as part of the public agenda. The Proponent does hereby fully release and hold harmless the Corporation, including its respective Warden, Councillors, officers, directors, employees, agents, consultants, representatives, and legal counsel from and against all responsibilities, claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed as a result of the release of all information contained in its respective Proposal, including proprietary and personal information, in the event the Proposal is considered at a council meeting.

37.0 Errors and Omissions

The LCH shall not be held liable for any errors or omissions in any part of this Request for Tender (RFT). While the LCH has used considerable effort to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the LCH, nor is it necessarily comprehensive or exhaustive.

38.0 Bid Cancellation

The LCH reserves the right to accept or reject any and or all Proposals and/or to cancel this RFT in its entirety for final cancellation or potential reissue either in advance of or following the receipt of Proposals without providing reasons should such be determined by the LCH in its sole and absolute discretion to be in its best interest. Should only one Proposal be received, the LCH reserves the right to reject it.

39.0 Incurred Costs

Any expenses incurred by a Proponent in the preparation of the Proposal submission or incurred by a potential Successful Proponent in negotiating a potential contract with LCH are entirely the responsibility of the Proponent or the Successful Proponent and will NOT be charged to the LCH.

40.0 Ability and Experience of Respondent

The LCH will not award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and equipment / manpower to ensure acceptable performance and completion of the Proposal. Any proposal / tender will be considered non-compliant if reference checks or past experience is deemed unsatisfactory, in the opinion of the LCH.

41.0 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the LCH and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

42.0 Legal Claims

No proposal will be accepted from any Proponent which has a claim or has instituted a legal proceeding against the LCH or the Corporation of the County of Lanark, or against whom the LCH or the Corporation of the County of Lanark has a claim or has instituted a legal proceeding against with respect to any previous contract without prior approval by the LCH council.

SECTION 3 ITEMS TO BE COMPLETED BY CONTRACTOR

TABLE 1 – COST BREAKDOWN

Table 1- Cost Breakdown Sheet						
RFT:		Lanark County Housing Lighting project material				
Respondent:						
Item #	Description	Proposed Product	Item Lead Time (after shop drawing approval)	Add/Delete Unit Price	Quantity	Total Price (Quantity x Unit Price)
A	LED 4-Foot T8 Tube, 4000K, 2,150lm +/- 150lm, 15W +/- 1.5W Bare Lamp Wattage, 120V, >50,000hr Nominal Lifetime, Glass Lamp, Energy Star Rated	GE LED15ET8/4/840 OR Philips 14T8 PRO LED/48-4000 IF G 10/1			266	\$ -
B	2-Lamp Electronic Instant Start Ballast Compatible with Item 1, Normal Ballast Factor, 120V	GE 232MAX-G-N OR Philips 47011-2			125	\$ -
C	1-Lamp Electronic Instant Start Ballast Compatible with Item 1, Normal Ballast Factor, 120V	GE 232MAX-G-N OR Philips 47011-2			16	\$ -
D	LED 2-Foot T8 Tube, 4000K, 1,300lm +/- 100lm, 8W +/- 1W Bare Lamp Wattage, 120V, >50,000hr Nominal Lifetime, Plastic	GE LED8ET8/G/2/840 OR Philips 7T8 LED/24-4000 IF 10/1			2	\$ -

	Lamp, Energy Star Rated					
E	LED A19 Lamp, 4000K, 900lm +/- 100lm, 10W +/- 1W, 80+ CRI, 120V, 25,000hr Nominal Lifetime, Energy Star Rated	GE LED10DA19/840 OR Standard LED/A19/9.8W/40K/STD			69	\$ -
F	LED Wallpack, 4000K, 3,566lm, 27W, 120V, DLC Listed	RAB AWL-LED26-A-4K			26	\$ -
G	LED Square Canopy Luminaire, 4000K, 4,948lm, 44W, 120V, DLC Listed	RAB SQJ-LED45-B-4K-XXX-DIM			1	\$ -
H	LED Wallpack, 4000K, 4,880lm, 40W, 120V, DLC Listed	RAB WP-LED42-B-5K-XXX-XX			1	\$ -
I	LED Post-top Luminaire, 4000K, 4,936lm, 51W, Type 2 Optic, 120V, DLC Listed	VERD Verdeon A018 Type II			5	\$ -
J	LED 6-Inch Recessed Downlight, 4000K, 800lm +/- 100lm, 12W +/- 1W, 120V, 50,000hr Nominal Lifetime	EEL UTLED-6-S12W-4KWH			3	\$ -
K	LED Exit Lamp, 1.5W +/- 0.5W, Candelabra E12 Base	Standard LED/EXIT/1.2W/E12/STD			52	\$ -

Total Price (excluding taxes)							\$
*If the Respondent submits an alternate and it is approved by Energy Ottawa authority, Respondent must provide product code for the respective line item							
Signed:							
Date:							
RESPONDENTS MUST COMPLETE THIS SHEET FOR SUBMISSION TO BE VALID.							

TABLE 2 – COST SUMMARY

TABLE 2 - COST SUMMARY SHEET	
RFT:	Lanark County Housing - 2019
DESCRIPTION:	LED Lighting Upgrades at Lanark County Housing
RESPONDENT:	
	Price in Canadian \$ and Excluding HST
TOTAL PROJECT PRICE (includes all materials outlined in TABLE 1, as well as all associated installations):	\$ _____
SIGNED:	
DATE:	
RESPONDENTS MUST COMPLETE THIS SHEET FOR THE QUOTATION TO BE VALID.	

TABLE 3 – LIST OF SUBCONTRACTORS

Please fill in the below information:

Description of parts of work to be sublet to Subcontractors	Name, Address, and Telephone Number of Subcontractor(s) to be used to carry out the various parts of the work described herein.

TABLE 4 – REFERENCES

Please list below 3 references for recent jobs completed that are of similar nature to that requested in the Scope of Work section of this tender.

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

TABLE 5 – BIDDER DECLARATION

Name of Contractor:	
Contractor Address:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	

Housing Provider: Lanark County Housing

We hereby offer to perform the Scope of Work as described in the Call for Bids issued by Lanark County Housing as modified by the following addenda:

1. List addenda or insert "None"
2. We declare and agree to the following:
 - We have carefully examined the Call for Tender, including any addenda
 - We understand the work required under the Call for Tender
 - We understand and agree to the terms and conditions included in the Call for Tender
 - We enclose with this offer all items that are required to be submitted with this offer under the Call for Tender
 - This offer is irrevocable by us for a period of thirty (30) calendar days after the submission deadline stated in the Call for Tender.
3. We authorize Lanark County Housing to perform reference checks using the references listed in the Reference Form.

4. We confirm that we do not have any conflict of interest in connection with this bid as described in Sections 4 and 5 of Ontario Regulation 367/11 under the *Ontario Housing Services Act, 2011*. If any conflict of interest should subsequently arise, we will promptly report it under that section in the same manner as if we were an agent of Lanark County Housing and act on all reasonable directions of The Housing Provider.
5. We agree to keep confidential all information concerning Lanark County Housing.
6. We agree that, if our bid is accepted, we will execute an agreement with Lanark County Housing in accordance with the Call for Tender.
7. We agree, if our bid is accepted, to provide proof of insurance coverage as required by the Call for Tender prior to execution of the agreement.

Dated at _____, Ontario this ___ day of _____, 2019.

Per: _____ Signature of Respondent

_____ (Name), _____ (Position)

I have authority to bind the _____