

## INVITATION TO TENDER

**RETURN BIDS TO:**

**Bid Receiving / Agriculture and Agri-Food Canada**

Agriculture and Agri-Food Canada  
 Eastern Service Centre  
 Tender Receiving Unit  
 2001 Robert-Bourassa Blvd., Suite 671-TEN  
 Montréal, Quebec  
 H3A 3N2

**TENDER TO:**

**Agriculture and Agri-Food Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the construction listed herein and on any attached sheets at the price(s) set out therefor.

**Comments**

Tenders must be received by email only at the following email address :

[aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca](mailto:aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca)

Notes : Tenders received at an email address other than this one will be rejected.

**ISSUING OFFICE**

Agriculture and Agri-Food Canada  
 Eastern Service Centre  
 Tender Receiving Unit  
 2001 Robert-Bourassa Blvd., Suite 671-TEN  
 Montréal, Quebec  
 H3A 3N2

Title		
Harrow - Fire Access Roadway Paving Project		
Solicitation No.		Date
01B46-22-106		2022-09-27
Client Reference No.		
File No.		
Solicitation Closes:		
Friday, October 14, 2022, at 02:00 PM, Local Standard Time.		
F.O.B		
<input type="radio"/> Plant <input checked="" type="radio"/> Destination <input type="radio"/> Other		
Address Enquiries to:		
Jean-François Lemay		
Title:		
Procurement officer		
Email:		
jean-francois.lemay@agr.gc.ca		
Telephone Number	Ext.	Fax Number
343 571-9706		
Destination		
Harrow Research and Development Centre		
2585 County Road 20		
Harrow, Ontario		

**Instructions: See Herein**

Delivery Required	Delivery Offered	
November 30, 2022		
Vendor / Firm Name and Address		
Telephone Number	Ext.	Fax Number
Name and title of person authorized to sign on behalf of Vendor / Firm (type or print)		
Signature		Date
_____		_____



## TABLE OF CONTENTS

1. Invitation to Tender [AAC 5323](#)
2. Appendix "A" / General Instructions to Bidders [AAC 5313](#)
3. Appendix "B" / Special Instructions to Bidders [AAC 5301](#)
4. Appendix "C" / Bid and Acceptance Form [AAC 5320](#)
5. Appendix "D" / Major Works - General Conditions [AAC 5321](#)
6. Appendix "E" / Technical Specifications & Plans
7. Appendix "F" / Insurance Terms [AAC 5315](#)
8. Appendix "G" / Contract Documents [AAC 5322](#)
9. Appendix "H" / Contract [AAC 5324](#)

### Forms

- Bid Bond [AAC 5302](#)
- Certificate of Insurance [AAC 5314](#)
- Labour and Material Payment Bond [AAC 5304](#)
- Performance Bond [AAC 5303](#)
- T4-A Certification



## Appendix "A"

### GENERAL INSTRUCTIONS TO BIDDERS



## GENERAL INSTRUCTIONS TO BIDDERS

- [GI01](#) Completion of Bid
- [GI02](#) Identity or Legal Capacity of the Bidder
- [GI03](#) Applicable Taxes
- [GI04](#) Capital Development and Redevelopment Charges
- [GI05](#) Registry and Pre-qualification of Floating Plant
- [GI06](#) Listing of Subcontractors and Suppliers
- [GI07](#) Bid Security Requirements
- [GI08](#) Submission of Bid
- [GI09](#) Revision of Bid
- [GI10](#) Rejection of Bid
- [GI11](#) Bid Costs
- [GI12](#) Compliance with Applicable Laws
- [GI13](#) Approval of Alternative Materials
- [GI14](#) Conflict of Interest – Unfair Advantage
- [GI15](#) Integrity Provisions – Bid
- [GI16](#) Code of Conduct for Procurement – Bid

### **GI01 COMPLETION OF BID**

- 1) The bid shall be:
  - (a) submitted on the BID AND ACCEPTANCE FORM provided by AAFC with the bid package or on a clear and legible reproduced copy of such BID AND ACCEPTANCE FORM that must be identical in content and format to the BID AND ACCEPTANCE FORM provided by AAFC;
  - (b) based on the Bid Documents listed in the Special Instructions to Bidders;
  - (c) correctly completed in all respects;
  - (d) signed, with an original signature, by a duly authorized representative of the Bidder; and
  - (e) accompanied by
    - (i) bid security as specified in GI07; and
    - (ii) any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the bid.
- 2) Subject to paragraph 6) of GI10, any alteration to the pre-printed or pre-typed sections of the Bid and Acceptance Form, or any condition or qualification placed upon the bid shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Bid and Acceptance Form by the Bidder shall be initialed by the person or persons signing the bid. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the Bid Documents, facsimile copies of bids are not acceptable.



## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

### **GI02 IDENTITY OR LEGAL CAPACITY OF THE BIDDER**

- 1) In order to confirm the authority of the person or persons signing the bid or to establish the legal capacity under which the Bidder proposes to enter into Contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of
  - (a) such signing authority; and
  - (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this bid on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI03 APPLICABLE TAXES**

- 1) "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI04 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES**

- 1) For the purposes of GC1.8 LAWS, PERMITS AND TAXES in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Bidder shall not include any monies in the bid amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

### **GI05 REGISTRY AND PRE-QUALIFICATION OF FLOATING PLANT**

- 1) Dredges or other floating plant to be used in the performance of the Work must be of Canadian registry. For dredges or other floating plant that are not of Canadian make or manufacture, the Bidder must obtain a certificate of qualification from Industry Canada and this certificate must accompany the bid. Plant so qualified by Industry Canada may be accepted on this project.

### **GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS**

- 1) Notwithstanding any list of Subcontractors that the Bidder may be required to submit as part of the bid, the Bidder shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its bid.

### **GI07 BID SECURITY REQUIREMENTS**

- 1) The Bidder shall submit bid security with the bid in the form of a bid bond or a security deposit in an amount that is equal to not less than 10 percent of the bid amount. Applicable Taxes shall not be included when calculating the amount of any bid security that may be required. The maximum amount of bid security required with any bid is \$2,000,000.00.

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- 2) A bid bond shall be in an approved form <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494#appS>, properly completed, with original signature(s) and issued by an approved company whose bonds are acceptable to Canada either at the time of solicitation closing or as identified in Treasury Board Appendix L: [Acceptable Bonding Companies](#).
- 3) A security deposit shall be an original, properly completed, signed where required and be either:
  - (a) a bill of exchange, bank draft or money order made payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - (b) bonds of, or unconditionally guaranteed as to principal and interest by, the Government of Canada;
- 4) For the purposes of subparagraph 3) (a) of GI07
  - (a) a bill of exchange is an unconditional order in writing signed by the Bidder and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order of, the Receiver General for Canada;
  - (b) if a bill of exchange, bank draft or money order is certified by or drawn on an institution or corporation other than a chartered bank, it must be accompanied by proof that the said institution or corporation meets at least one of the criteria described in subparagraph 4.c. of GI07, either by letter or by a stamped certification on the bill of exchange, bank draft or money; and
  - (c) An approved financial institution is:
    - (i) a corporation or institution that is a member of the Canadian Payments Association as defined in the [Canadian Payments Act](#);
    - (ii) a corporation that accepts deposits that are insured, to the maximum permitted by law, by the Canada Deposit Insurance Corporation or the "Autorité des marchés financiers";
    - (iii) a corporation that accepts deposits from the public if repayment of the deposit is guaranteed by Her Majesty the Queen in right of a province;
    - (iv) a corporation, association or federation incorporated or organized as a credit union or co-operative credit society that conforms to the requirements of a credit union which are more particularly described in paragraph 137(6) of the [Income Tax Act](#); or
    - (v) Canada Post Corporation.
- 5) Bonds referred to in subparagraph 3)(b) of GI07 shall be provided on the basis of their market value current at the date of solicitation closing, and shall be:
  - (a) payable to bearer;
  - (b) accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations; or
  - (c) registered as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations.

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- 6) As an alternative to a security deposit an irrevocable standby letter of credit is acceptable to Canada and the amount shall be determined in the same manner as a security deposit referred to above.
- 7) An irrevocable standby letter of credit referred to in paragraph 6) of GI07 shall
  - (a) be an arrangement, however named or described, whereby a financial institution (the "Issuer") acting at the request and on the instructions of a customer (the "Applicant") or on its own behalf,
    - (i) is to make a payment to, or to the order of, the Receiver General for Canada as the beneficiary;
    - (ii) is to accept and pay bills of exchange drawn by the Receiver General for Canada;
    - (iii) authorizes another financial institution to effect such payment or accept and pay such bills of exchange; or
    - (iv) authorizes another financial institution to negotiate against written demand(s) for payment provided that the terms and conditions of the letter of credit are complied with;
  - (b) state the face amount which may be drawn against it;
  - (c) state its expiry date;
  - (d) provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the Departmental Representative identified in the letter of credit by his/her office;
  - (e) provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face value of the letter of credit;
  - (f) provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600; pursuant to the ICC UCP; a credit is irrevocable even if there is no indication to that effect; and
  - (g) be issued or confirmed, in either official language, by a financial institution which is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.
- 8) Bid security shall lapse or be returned as soon as practical following:
  - (a) the solicitation closing date, for those Bidders submitting non-compliant bids; and
  - (b) the administrative bid review, for those Bidders submitting compliant bids ranked fourth to last on the schedule of bids; and
  - (c) the award of contract, for those Bidders submitting the second and third ranked bids; and
  - (d) the receipt of contract security, for the successful Bidder; or
  - (e) the cancellation of the solicitation, for all Bidders.
- 9) Notwithstanding the provisions of paragraph 8) of GI07 and provided more than three compliant bids have been received, if one or more of the bids ranked third to first is withdrawn or rejected for whatever reason then Canada reserves the right to hold the security of the next highest ranked compliant bid in order to retain the bid security of at least three valid and compliant bids.

## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

### **GI08 SUBMISSION OF BID**

- 1) The Bid and Acceptance Form, duly completed, and the bid security shall be enclosed and sealed in an envelope provided by the Bidder, and shall be addressed and submitted to the office designated on the INVITATION TO TENDER Form for the receipt of bids. The bid must be received on or before the date and time set for solicitation closing.
- 2) Unless otherwise specified in the Special Instructions to Bidders
  - (a) the bid shall be in Canadian currency;
  - (b) exchange rate fluctuation protection is not offered; and
  - (c) any request for exchange rate fluctuation protection shall not be considered.
- 3) Prior to submitting the bid, the Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
  - (a) Solicitation Number;
  - (b) Name of Bidder;
  - (c) Return address; and
  - (d) Closing Date and Time.
- 4) Timely and correct delivery of bids is the sole responsibility of the Bidder.

### **GI09 REVISION OF BID**

- 1) A bid submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Bidder's letterhead or bear a signature that identifies the Bidder;
- 2) A revision to a bid that includes unit prices must clearly identify the changes(s) in the unit price(s) and the specific item(s) to which each change applies.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

### **GI10 REJECTION OF BID**

- 1) Canada may accept any bid, whether it is the lowest or not, or may reject any or all bids.
- 2) Without limiting the generality of paragraph 1) of GI10, Canada may reject a bid if any of the following circumstances is present:
  - (a) the Bidder, or any employee or subcontractor included as part of the bid, has been

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

convicted under Section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 ("Fraud committed against Her Majesty") or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) ("False entry, certificate or return"), subsection 80(2) ("Fraud against Her Majesty") or Section 154.01 ("Fraud against Her Majesty") of the *Financial Administration Act*,

- (b) the Bidder's bidding privileges are suspended or are in the process of being suspended;
  - (c) the bidding privileges of any employee or subcontractor included as part of the bid are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to bid on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - (d) the Bidder is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - (e) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its bid;
  - (f) evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - (g) with respect to current or prior transactions with Canada
    - (i) Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of its bid; or
    - (ii) Canada determines that the Bidder's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- 3) In assessing the Bidder's performance on other contracts pursuant to subparagraph 2)(g)(ii) of GI10, Canada may consider, but not be limited to, such matters as:
- (a) the quality of workmanship in performing the Work;
  - (b) the timeliness of completion of the Work;
  - (c) the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - (d) the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
- 4) Without limiting the generality of paragraphs 1), 2) and 3) of GI10, Canada may reject any bid based on an unfavourable assessment of the:
- (a) adequacy of the bid price to permit the work to be carried out and, in the case of a bid providing prices per unit or a combination of lump sum and prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that

## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

price applies;

- (b) Bidder's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - (c) Bidder's performance on other contracts.
- 5) Where Canada intends to reject a bid pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI10, other than subparagraph 2)(g) of IT10, the contracting authority will inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.
- 6) Canada may waive informalities and minor irregularities in bids received if Canada determines that the variation of the bid from the exact requirements set out in the Bid Documents can be corrected or waived without being prejudicial to other Bidders.

### **GI11 BID COSTS**

- 1) No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

### **GI12 COMPLIANCE WITH APPLICABLE LAWS**

- 1) By submission of a bid, the Bidder certifies that the Bidder has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the bid and entry into any ensuing contract for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI12, a Bidder shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.
- 3) Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the bid.

### **GI13 APPROVAL OF ALTERNATIVE MATERIALS**

- 1) When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the bid shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least 10 calendar days prior to the solicitation closing date.

### **GI14 CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

- 1) In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
- (a) if the Bidder, any of its subcontractors, any of their respective employees or former

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;

- (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
- 2) The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- 3) Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

### GI15 INTEGRITY PROVISIONS - BID

- 1) Ineligibility and Suspension Policy (the "Policy"), and all related Directives, are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
- 2) Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
- 3) In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement"; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
- 4) Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- 5) Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
- 6) Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Ineligibility and Suspension Policy - <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Declaration form for procurement - <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>

### GI16 CODE OF CONDUCT FOR PROCUREMENT - BID

- 1) The Code of Conduct for Procurement provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the bid non-responsive.





## Appendix "B"

### SPECIAL INSTRUCTIONS TO BIDDERS

## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01	Bid Documents
SI02	Enquiries during the Solicitation Period
SI03	Mandatory Site Visit
SI04	Revision of Bid
SI05	Bid Results
SI06	Insufficient Funds
SI07	Bid Validity Period
SI08	Construction Documents
SI09	Web Sites
SI10	Personnel Security Requirements
SI11	Certifications – Bid
SI12	Rights of Canada

### **SI01 BID DOCUMENTS**

- 1) The following are the bid documents:
  - (a) INVITATION TO TENDER - Page 1 form AAFC / AAC5323-E;
  - (b) SPECIAL INSTRUCTIONS TO BIDDERS form AAFC / AAC5301-E;
  - (c) GENERAL INSTRUCTIONS TO BIDDERS form AAFC / AAC5313-E;
  - (d) Clauses and Conditions identified in “CONTRACT DOCUMENTS”;
  - (e) Drawings and Specifications;
  - (f) BID AND ACCEPTANCE form AAFC / AAC5320-E and any Appendices attached thereto; and,
  - (g) Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

### **SI02 ENQUIRIES DURING THE SOLICITATION PERIOD**

- 1) Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the INVITATION TO TENDER - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI13 of the GENERAL INSTRUCTIONS TO BIDDERS, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the INVITATION TO TENDER - Page 1. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a bid.

## **SPECIAL INSTRUCTIONS TO BIDDERS (Continued)**

### **SI03 MANDATORY SITE VISIT**

- 1) There will be a site visit on Tuesday, October, 4, 2022 at  
10:30  AM  PM Local Standard Time.

Interested bidders are to meet at:

Harrow Research and Development Centre (2585 County Road 20, Harrow, Ontario)  
Main Reception of the Centre

The site visit for this project is MANDATORY. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will not be accepted.

### **SI04 REVISION OF BID**

- 1) A bid may be revised by letter, facsimile or e-mail in accordance with GI09 of the GENERAL INSTRUCTIONS TO BIDDERS. The e-mail address for receipt of revisions is:

Email address [aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca](mailto:aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca)

### **SI05 BID RESULTS**

- 1) Following bid closing, bid results may be obtained from the bid receiving office by email at [jean-francois.lemay@agr.gc.ca](mailto:jean-francois.lemay@agr.gc.ca).

### **SI06 INSUFFICIENT FUNDING**

- 1) In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may:
- (a) cancel the solicitation; or
  - (b) obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
  - (c) negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

## **SPECIAL INSTRUCTIONS TO BIDDERS (Continued)**

### **SI07 BID VALIDITY PERIOD**

- 1) Canada reserves the right to seek an extension to the bid validity period prescribed in Clause 4 of the BID AND ACCEPTANCE Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
- 2) If the extension referred to in paragraph 1) of SI07 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
- 3) If the extension referred to in paragraph 1) of SI07 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either:
  - (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - (b) cancel the invitation to bid.
- 4) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI10 of the GENERAL INSTRUCTIONS TO BIDDERS.

### **SI08 CONSTRUCTION DOCUMENTS**

- 1) The successful contractor will be provided with one paper copy of the sealed and signed plans, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of zero ( 0 ), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

### **SI09 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

### **SI10 PERSONNEL SECURITY REQUIREMENTS**

- 1) The successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract, must meet the following contract security requirements:
  - Unscreened personnel may be used for the work. Unscreened personnel will not need an escort.

### **SI11 Certifications – Bid**

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **SPECIAL INSTRUCTIONS TO BIDDERS (Continued)**

### **SI12 Rights of Canada**

Canada reserves the right to:

- a) Reject any or all bids received in response to the bid solicitation;
- b) Enter into negotiations with bidders on any or all aspects of their bids;
- c) Accept any bid in whole or in part without negotiations;
- d) Cancel the bid solicitation at any time;
- e) Reissue the bid solicitation;
- f) If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
- g) Negotiate with the sole compliant Bidder to ensure best value to Canada.



## Appendix "C"

### BID AND ACCEPTANCE FORM

## BID AND ACCEPTANCE FORM

### CONSTRUCTION CONTRACT - MAJOR WORKS

<b>BA01 IDENTIFICATION</b>					
Description of the Work Work of this Contract comprises general construction of the west Access Road located at the Harrow Research and Development Centre in Harrow, Ontario.					
Solicitation Number 01B46-22-106			File / Project Number		
<b>BA02 BUSINESS NAME AND ADDRESS OF BIDDER</b>					
Name					
Address					
Unit/Suite/Apt.	Street number	Number suffix	Street name	Street type	Street direction
PO Box or Route Number			Municipality (City, Town, etc.)	Province	Postal code
Phone number		Fax number		Email address	
<b>BA03 THE OFFER</b>					
1) The Bidder offers to Canada as represented by the Minister of Agriculture and Agri-food Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of: \$ _____ excluding Applicable Taxes (GST/HST/QST). (to be expressed in numbers only) which consists of: (a) the Lump Sum of \$ _____ for the Work that is not designated in the Unit Price Table and therefore subject to a Lump Sum Arrangement; and, (b) the Total Estimated Amount of \$ _____ for the portion of the Work that is subject to a Unit Price Arrangement. (Amount transferred from Appendix 1 - Unit Price Table).					
2) Any errors in the extension of the Price per Unit and in the addition of the Estimated Total Prices in the Unit Price Table shall be corrected by Canada in order to obtain the Total Estimated amount.					
3) Any errors in the addition of the amounts in subparagraph 1)(a) and 1)(b) of BA03 shall be corrected by Canada to obtain the Total Bid Amount.					
<b>BA04 BID VALIDITY PERIOD</b>					
1) The bid shall not be withdrawn for a period of <u>60</u> days following the date of solicitation closing.					
<b>BA05 APPENDICES</b>					
1) The following appendices are included in this Bid and Acceptance Form: <input checked="" type="checkbox"/> Appendix 1 <input checked="" type="checkbox"/> Appendix 2 <input type="checkbox"/> COVID-19 Vaccination Requirement Certification					
<b>BA06 ACCEPTANCE AND CONTRACT</b>					
1) Upon acceptance of the Bidder's offer by Canada, a binding Contract shall be formed between Canada and the resulting Contractor. The documents forming the Contract shall be the contract documents referred to in SC01 CONTRACT DOCUMENTS.					
<b>BA07 CONSTRUCTION TIME</b>					
1) The Contractor shall perform and complete the Work <u>on or before 2022-11-30</u>					
<b>BA08 BID SECURITY</b>					
1) The Bidder shall enclose bid security with its bid in accordance with GI07 BID SECURITY REQUIREMENTS.					

2) If a security deposit is furnished as bid security, it shall be forfeited in the event that the bid is accepted by Canada and the Contractor fails to provide Contract Security in accordance with GC9 CONTRACT SECURITY, provided that Canada may, if it is in the public interest, waive the right of Canada to forfeiture any or all of the security deposit.

**BA09 SIGNATURE**

Name and title of person authorized to sign on behalf of Bidder (type or print)	Name
	Title
	_____
	Signature _____ Date _____
	Name
	Title
_____	
Signature _____ Date _____	

**BA10 INTEGRITY PROVISIONS - LIST OF NAMES**

If the required list of names has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**BID AND ACCEPTANCE FORM**  
**CONSTRUCTION CONTRACT - MAJOR WORKS**  
**APPENDIX 1**

<b>UNIT PRICE TABLE</b>					
1) The Unit Price Table designates the Work to which a Unit Price Arrangement applies.					
2) The Price per Unit and the Estimated Total Price must be entered for each Item listed.					
Item No.	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit (Applicable Taxes extra)	Estimated Total Price (Applicable Taxes extra)
1	Mobilization and Demobilization	Lump Sum	1		
2	Geotechnical Engineer	Lump Sum	1		
3	Topographic Survey	Lump Sum	1		
4	Gravel Roadway Removal (Section 02 41 13)	Lump Sum	1		
5	Crushed Base Course Aggregate - Granular A (Section: 32 11 23)	Lump Sum	1		
6	Asphalt Pavement (section: 32 12 16, 32 17 23)	Lump Sum	1		
7	Topsoil, Cover and Finished Grading (Sections 32 91 19.13, 32 92 19.13, 32 92 23)	Lump sum	1		
8	Erosion Sediment Control Measures	Lump Sum	1		
9	PROVISIONAL: Manhole adjustments	Lump Sum	2		
10	PROVISIONAL: Unsuitable subgrade, roadway and drainage Excavation (Section 31 24 13)	m2	400		
11	PROVISIONAL: Crushed Base Course Aggregate - Granular 'B Type I' (Section 32 11 23)	tonne	450		
TOTAL ESTIMATED AMOUNT (Transfer amount to subparagraph 1(b) of BA03)					

**BID AND ACCEPTANCE FORM**  
CONSTRUCTION CONTRACT - MAJOR WORKS  
APPENDIX 2

**LIST OF SUBCONTRACTORS**

The Bidder will subcontract the parts of the work listed below to the subcontractor named for each part. The Bidder agrees not to make changes in the list of subcontractors without the written consent of the Departmental Representative. The Bidder understands that for each part of the work, if more than one subcontractor is named, or no subcontractor is named, or, the Bidder fails to state that the work will be done by its own forces where applicable, the bid will be subject to disqualification.

**LIST OF EQUIPMENT**

N/A

**LIST OF MATERIALS**

N/A



## Appendix "D"

### MAJOR WORKS - GENERAL CONDITIONS



**MAJOR WORKS GENERAL CONDITIONS :**

GC1	GENERAL PROVISIONS	R2810D (2017-11-28)
GC2	ADMINISTRATION OF THE CONTRACT	R2820D (2016-01-28)
GC3	EXECUTION AND CONTROL OF THE WORK	R2830D (2018-11-28)
GC4	PROTECTIVE MEASURES	R2840D (2008-05-12)
GC5	TERMS OF PAYMENT	R2850D (2019-11-28)
GC6	DELAYS AND CHANGES IN THE WORK	R2865D (2019-05-30)
GC7	DEFAULT, SUSPENSION OR TERMINATION OF CONTRACT	R2870D (2018-06-21)
GC8	DISPUTE RESOLUTION	R2880D (2019-11-28)
GC9	CONTRACT SECURITY	R2890D (2018-06-21)
GC10	INSURANCE	R2900D (2008-05-12)

The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) manual, issued by Public Works and Government Services Canada (PWGSC). The SACC manual is available on the PWGSC web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Agriculture and Agri-Food Canada.



## Appendix "E"

### TECHNICAL SPECIFICATIONS & DRAWINGS

# Harrow - Fire Access Roadway and ~~Parking Lot~~ Paving Project

English Specifications

September 9, 2022

**Note:** Work under this contract only involves the fire access roadway. Any reference to work related to the parking lot is not included in this tender.

## SECTION 00 01 10 Table of Contents

### Contents

SECTION 00 01 10 Table of Contents .....	1
Section 00 21 00 Specific Conditions .....	1
Section 01 11 00 Summary of work.....	2
Section 01 31 19 Project meetings .....	1
Section 01 45 00 Quality control.....	1
Section 02 41 13 Selective site demolition .....	1
<del>Section 02 41 13.13 Paving removal.....</del>	<del>1</del>
<del>Section 03 30 00 Cast in place concrete.....</del>	<del>1</del>
Section 31 24 13 Roadway and Drainage Excavation.....	1
Section 32 11 23 Aggregate Base Courses.....	1
Section 32 12 16 Asphalt paving .....	1
<del>Section 32 16 00 Curbs, gutters and sidewalks.....</del>	<del>1</del>
Section 32 17 23 Pavement markings.....	1
Section 32 91 19.13 Topsoil placement and grading.....	1
Section 32 92 19.13 Seeding .....	1
Section 32 92 23 Sodding .....	1
Section 33 05 16 Maintenance holes and catch basin structures.....	1

## **Section 00 21 00 Specific Conditions**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Review Summary of: Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021
- .2 Appendix A: Mitigation measures for the environmental impacts of the West Road paving project and the employee parking lot at the Harrow CRD

#### **1.2 OWNER**

- .1 Agriculture and Agri-Food Canada (AAFC) is the "Owner".

#### **1.3 CONTRACT ADMINISTRATOR**

- .1 Dillon Consulting Limited (Dillon) is the "Contract Administrator".

#### **1.4 SITE ACCESS**

- .1 The Contractor shall determine the condition and availability of public roads, clearances, restrictions, bridge load limits, bond requirements, condition of use, and other limitations that may affect ingress and egress from the Site.
- .2 The Contractor shall submit a site access plan in coordination with the Owner.

#### **1.5 MOBILIZATION**

- .1 Prior to disturbance, and as required during construction, erosion and sediment control measures shall be installed and/or constructed following the Drawing Set and Specifications.

#### **1.6 CONSTRUCTION**

- .1 The Contractor shall provide a traffic accommodation plan and haul route plan to the Owner prior to the commencement of any Work. All road use permits and approvals to be obtained by Contractor.
- .2 The Contractor shall limit haul roads and access roads to existing site access roads outside of designated borrow areas, unless otherwise approved by the Owner.
- .3 The Contractor shall, at their own expense:
  - .1 Maintain all roads used for hauling in a suitable condition.
  - .2 As soon as possible repair damage caused by hauling operations.
  - .3 Provide dust control where dust from construction operations may affect occupied dwellings or cause a potential safety hazard.
  - .4 Provide safe access for the Owner to inspect the Work.

#### **1.7 GEOTECHNICAL INFORMATION**

- .1 Review Summary of Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021.
- .2 The Contractor will retain and pay for independent, third party geotechnical inspection and testing to inspect, test, or perform other quality control reviews of parts of the work where indicated.

### **Part 2 Products - Not Used**

### **Part 3 Execution - Not Used**

**END OF SECTION**



## **Section 01 11 00 Summary of work**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Occupational Health and Safety Act, R.S.O. 1990, c. O.1

#### **1.2 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract comprises general construction of the Fire Access Road and ~~Parking Lot~~ located at the Harrow Research and Development Centre in Harrow, Ontario.
- .2 Where discrepancies between the French and English specifications are noted, the English specifications will govern.

#### **1.3 CONTRACT METHOD**

- .1 Construct Work under lump sum [unit price ]contract.
- .2 Employ subcontractors by Owner for:
  - .1 Third party geotechnical testing.

#### **1.4 SUBMITTALS**

- .1 Submit site-specific Work Plan Health and Safety Plan in accordance with the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 and other relevant requirements by the Owner as applicable.

#### **1.5 GEOTECHNICAL ENGINEERING SERVICES**

- .1 Contractor will hire a third party for geotechnical testing. Geotechnical testing to include the following in accordance with the Contract package:
  - .1 Inspection
  - .2 Granular testing
  - .3 Compaction testing
- .2 Co-operate with geotechnical Consultant in carrying out their respective works and carry out instructions from the Owner or Contract Administrator.
- .3 Co-ordinate work with other contractors. If any part of work under this Contract depends for its proper execution or result upon work of another contractor, report promptly to the Contract Administrator, in writing, any defects which may interfere with proper execution of Work.

#### **1.6 WORK SEQUENCE**

- .1 Construct Work in stages to accommodate Owner's continued use of premises during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.
- .3 Maintain fire access/control.
- .4 Protect workers and public safety.

#### **1.7 CONTRACTOR USE OF PREMISES**

- .1 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Contract Administrator, at no extra cost to the Owner.
- .2 Ensure that operations conditions of exiting work at completion are still the same, equal to or better than that which existed before new work started.
- .3 Location of parking, washrooms and/or site trailer to be approved by Owner prior to pre-construction meeting.

#### **1.8 OWNER OCCUPANCY**

- .1 Owner will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

**1.9 DOCUMENTS REQUIRED**

- .1 Maintain at job site, one copy of each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.
  - .11 Other documents as specified.

**Part 2 Products - Not Used**

**Part 3 Execution - Not Used**

**END OF SECTION**

## **Section 01 31 19 Project meetings**

### **Part 1 General**

#### **1.1 PRECONSTRUCTION MEETING**

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 The Owner, Contractor, major Subcontractors, field inspectors and Contract Administrator will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Site security including temporary barriers and enclosures.
  - .3 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .4 Owner provided products.
  - .5 Record drawings, maintenance manuals, and take-over procedures, acceptance and warranties.
  - .6 Monthly progress claims, administrative procedures, photographs, hold backs.
  - .7 Appointment of inspection and testing agencies or firms.
  - .8 Insurances, transcript of policies.

### **Part 2 Products**

#### **2.1 NOT USED**

- .1 Not Used.

### **Part 3 Execution**

#### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **Section 01 45 00 Quality control**

### **Part 1 General**

#### **1.1 SUMMARY**

- .1 This Section describes administrative and procedural requirements for reactive activities to verify that completed Work conforms to Contract Documents requirements.
- .2 Having inspection and testing agencies by Contractor or Owner does not relieve the Contractor of their responsibility to perform Work in accordance with Contract Documents.

#### **1.2 RELATED REQUIREMENTS**

- ~~.1 Section 02 41 13.13 Paving removal~~
- ~~.2 Section 03 30 00 Cast in place concrete~~
- .3 Section 32 11 23 Aggregate Base Courses
- .4 Section 32 12 16 Asphalt paving

#### **1.3 ADMINISTRATIVE REQUIREMENTS**

- .1 Retain and pay for inspection and testing that are designated for Contractor's own quality control plan, and when testing and inspection are required by the Contract Documents..
- .2 Give advanced notice to the Contract Administrator and to each inspection/testing agency for inspection and testing required by Contract Documents.

#### **1.4 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit schedule of testing and inspection activities to the Contract Administrator, Owner, applicable Subcontractors, testing agencies, and other affected parties. Include the following:
  - .1 List each testing and inspection agency
  - .2 Identify types of tests and inspections for each agency, and cross reference to applicable specification Section number-title in Contract Documents
  - .3 Description of test and inspection
  - .4 Identify applicable reference standard
  - .5 Identify test and inspection method
  - .6 Indicate number of each test and inspection required
- .2 Submit reports for inspection and testing required by Contract Documents and performed by Contractor-retained inspection and testing agencies within ten days after inspection or test is completed, except where a technical specification Section indicates a different time period.

#### **1.5 SITE QUALITY CONTROL PROCEDURES**

- .1 Deliver samples and materials required for testing, as requested in technical specification Sections. Submit with reasonable promptness and in an orderly sequence to avoid delays in Work.

#### **1.6 TESTING AND INSPECTION SERVICES**

- .1 The Contractor will retain and pay for independent, third party geotechnical inspection and testing to inspect, test, or perform other quality control reviews of parts of the work where indicated.
- .2 Correct defects and deficiencies when they are revealed during inspection or testing at sole cost to the Contractor. Costs for retesting and reinspection to demonstrate that the full degree of defects or deficiencies will be paid for by the Contractor.
- .3 Quality control testing and inspection reports to include the following:
  - .1 Project name and number
  - .2 Testing/Inspection agency's name, address, telephone number, and website

- .3 Date of issuing report
- .4 Dates and locations of tests, inspections, or samples
- .5 Description of the Work and test and inspection method
- .6 Numbers and titles of associated specification Sections
- .7 Test and inspection data and interpretation of test results (e.g., pass or fail)
- .8 Ambient conditions at time of test, inspection, or sampling
- .9 Recommendations on re-testing and re-inspecting, if applicable

**Part 2 Products - Not Used**

**Part 3 Execution - Not Used**

**END OF SECTION**

## **Section 02 41 13 Selective site demolition**

### **Part 1 General**

#### **1.1 SUMMARY**

- .1 Section includes descriptions for demolishing, salvaging, recycling and removing site work items identified for removal in whole or in part, and for backfilling trenches and excavations resulting from site demolition activities.

#### **1.2 RELATED REQUIREMENTS**

- .1 32 12 16 Asphalt Paving
- .2 Review Summary of Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021

#### **1.3 PRICE AND PAYMENT PROCEDURES**

- .1 Removal of existing asphalt pavement will be measured by lump sum based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
- .2 Removal of existing gravel roadway will be measured by lump sum based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - Estimated area: 1250 m<sup>2</sup>
- .3 Payment under this item will include operations involved in removing, hauling, stockpiling and disposing of designated pavement and cleaning of remaining pavement surface.
- .4 Payment for temporary erosion and sedimentation control will be measured by lump sum based on the estimate quantity for listed measures. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - Estimated length of silt fencing: 75 m

#### **1.4 REFERENCE STANDARDS**

- .1 *Ontario Regulation 406/19 On-Site and Excess Soil Management (O.Reg. 406/19)*
- .2 Rules for Soil Management and Excess Soil Quality Standards, MECP (the "Soil Rules")
- .3 Ontario Provincial Standard Specifications (OPSS)
  - .1 OPSS 1010 – April 2013, Material Specification for Aggregates – Base, Subbase, Select Subgrade. And Backfill Material

#### **1.5 ADMINISTRATIVE REQUIREMENTS**

- .1 Coordination: Coordinate with Owner for the material ownership including the following:
  - .1 Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.
- .2 Pre-Demolition Meetings.
  - .1 Convene pre-installation meeting 1 week before beginning work of this Section, with Consultant and the Owner in accordance with 01 31 19 - Project Meetings to:
    - .1 Verify project requirements.
    - .2 Verify existing site conditions adjacent to demolition work
    - .3 Coordinate with other construction sub trades
    - .4 Examine existing site conditions adjacent to demolition work, prior to start of Work
    - .5 Waste reporting requirements
- .3 The Contractor shall dispose of removal items that are not recycled at a location arranged by the Contractor.

- .1 Prior to commencement of removals, the Contractor shall provide written acknowledgment from the Owner of the dumpsite(s) to the Contract Administrator and a signed release by the Owners of the receiving facilities upon completion of disposal. Clearance shall be in the form of written correspondence.
- .2 The Contractor's attention is hereby drawn to the fact that construction of this Contract may necessitate special measures being taken with respect to the management of on-site and excess soil to meet the requirements of O.Reg. 406/19 and supporting documents, in particular the Rules for Soil Management and Excess Soil Quality Standards, MECP.
- .3 The Contractor shall prepare an excavation contingency plan in compliance with Section 23 of O.Reg. 406/19 and submit the procedure to the Client and the Contract Administrator for review and approval prior to excavating any soil in the Project Area.
- .4 The Contractor is responsible for ensuring that any vehicle hauling excess soil from the project area meets the criteria listed in Section 17 of O.Reg 406/19 and can provide the information set out in Section 18 of O.Reg. 406/19 upon request.

#### **1.6 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Informational Submittals: Provide following submittals during course of work:
  - .1 Certificates: Submit copies of certified weigh bills, bills of lading or receipts from authorized disposal sites and re use and recycling facilities for material removed from site on weekly basis.

#### **1.7 QUALITY ASSURANCE**

- .1 Regulatory Requirements: ensure Work is performed in compliance with O.Reg 406/19.

#### **1.8 SITE CONDITIONS**

- .1 Pumping of water containing suspended materials into watercourses, storm or sanitary sewers or onto adjacent properties, is not permitted.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with as directed by the Drawing Set.
- .3 Protect trees, plants and foliage on site and adjacent properties where indicated.
- .4 Cover or wet down dry materials and waste to prevent blowing dust and debris. Control dust on all temporary roads.

#### **Part 2 Products - Not Used**

#### **Part 3 Execution**

##### **3.1 EXAMINATION**

- .1 Survey existing conditions and correlate with requirements indicated to determine extent of selective site demolition required.
- .2 Consultant does not guaranty that existing conditions are the same as those indicated in Project Record Documents.
- .3 Inventory and record the condition of items being removed and salvaged.
- .4 When unanticipated mechanical, electrical, or structural elements are encountered, investigate and measure the nature and extent of the element. Promptly submit a written report to the Contract Administrator.

##### **3.2 PREPARATION**

- .1 Temporary Erosion and Sedimentation Control:
  - .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to: sediment and erosion control plan, specific to site, that complies with the Drawing Set.
  - .2 Inspect, repair, and maintain erosion and sedimentation control measures during demolition.

- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal after completion of demolition work.
- .2 Protection of in-place conditions:
  - .1 Prevent movement, settlement or damage of adjacent structures, services, walks, paving, trees, landscaping, properties.
    - .1 Provide bracing, shoring and underpinning as required.
    - .2 Repair damage caused by demolition as directed by the Owner.
  - .2 Prevent debris from blocking surface drainage system, elevators, mechanical and electrical systems which must remain in operation.

### **3.3 REMOVAL AND DEMOLITION OPERATIONS**

- .1 Remove items as indicated.
- .2 Disruption of items designated to remain in place is not permitted.
- .3 Stockpile topsoil for final grading and landscaping:
  - .1 Provide erosion control and seeding if not immediately used.
- .4 Salvage:
  - .1 Items to be salvaged: asphalt stripped in the employee parking area can be reused as per Geotechnical Report No. 20G082, Rev 00 and OPSS 1010 which allows for a maximum 30% allowance for asphalt coated particles in coarse aggregates for Granular A (parking lot), and for Granular A and Granular B (access road).
    - .1 The asphalt being stripped in the employee parking area can be reused if a screening plant is brought on site and all granular intended for use is properly mixed in with the asphalt particles.

### **3.4 REMOVAL FROM SITE**

- .1 Dispose of materials not designated for alternate disposal in accordance with applicable regulations.

### **3.5 RESTORATION**

- .1 Restore areas and existing works outside areas of demolition to conditions that existed prior to beginning of Work.
- .2 Use soil treatments and procedures which are not harmful to health, are not injurious to plants, and do not endanger wildlife, adjacent water courses or ground water.

**END OF SECTION**



## **Section 02-41-13.13- Paving removal**

### **Part 1 General**

#### **1.1 SUMMARY**

- .1 Section includes descriptions for demolishing, salvaging, recycling and removing of asphalt paving identified in whole or in part, and for backfilling trenches and excavations resulting from site demolition activities as required by scope of work.

#### **1.2 RELATED REQUIREMENTS**

- .1 Section 32-12-16 Asphalt paving
- .2 Section 01-45-00 Quality control
- .3 Review Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021

#### **1.3 REFERENCE STANDARDS**

- .1 Ontario Regulation 406/19 On-Site and Excess Soil Management (O.Reg. 406/19)
- .2 Rules for Soil Management and Excess Soil Quality Standards, MECP (the "Soil Rules")
- .3 Ontario Provincial Standard Specifications (OPSS)
  - .1 OPSS 510 – November 2018, Construction Specification for Removal

#### **1.4 PRICE AND PAYMENT**

- .1 Removal of existing asphalt pavement will be measured in square metres of surface actually removed regardless of depth removed, regardless of number of operations required.
- .2 Payment under this item will include operations involved in removing, hauling and stockpiling designated pavement and cleaning of remaining pavement surface.

#### **1.5 ADMINISTRATIVE REQUIREMENTS**

- .1 The Contractor shall dispose of removal items that are not recycled at a location arranged by the Contractor.
  - .1 Prior to commencement of removals, the Contractor shall provide written acknowledgment from the Owner of the dumpsite(s) to the Contract Administrator and a signed release by the Owners of the receiving facilities upon completion of disposal. Clearance shall be in the form of written correspondence.
  - .2 The Contractor's attention is hereby drawn to the fact that construction of this Contract may necessitate special measures being taken with respect to the management of on-site and excess soil to meet the requirements of O.Reg. 406/19 and supporting documents, in particular the Rules for Soil Management and Excess Soil Quality Standards, MECP.
  - .3 The Contractor shall prepare an excavation contingency plan in compliance with Section 23 of O.Reg. 406/19 and submit the procedure to the Client and the Contract Administrator for review and approval prior to excavating any soil in the Project Area.
  - .4 The Contractor is responsible for ensuring that any vehicle hauling excess soil from the project area meets the criteria listed in Section 17 of O.Reg. 406/19 and can provide the information set out in Section 18 of O.Reg. 406/19 upon request.

#### **1.6 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Informational Submittals: Provide following submittals during course of work:
  - .1 Certificates: Submit copies of certified weigh bills, bills of lading or receipts from authorized disposal sites and re-use and recycling facilities for material removed from site on weekly basis.

#### **1.7 QUALITY ASSURANCE**

- .1 — Regulatory Requirements: ensure Work is performed in compliance with CEPA, CEEA, TDGA, O.Reg 406/19.

#### **1.8 — SITE CONDITIONS**

- .1 — Protect existing site features to remain or identified for salvage or re-use; make repairs and restore to a similar condition to existing where damage to these items occurs as directed by Consultant and at no cost to Owner:
  - .1 — Remove and store salvaged materials to prevent contamination.
  - .2 — Store and protect salvaged materials as required for maximum preservation of material.
  - .3 — Handle salvaged materials same as new materials.
- .2 — Perform pavement removal work to prevent adverse effects to adjacent watercourses, groundwater and wildlife, and to prevent excess air and noise pollution:
  - .1 — Do not pump water containing suspended materials into watercourses, storm or sanitary sewers or onto adjacent properties.
  - .2 — Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with Authorities Having Jurisdiction.
- .3 — Protect existing site features and structures, trees, plants and foliage on site and adjacent properties.

#### **Part 2 — Products — Not Used**

#### **Part 3 — Execution**

##### **3.1 — PREPARATION**

- .1 — Verify extent and location of asphalt identified for removal, disposal, alternative disposal, recycling, salvage and items to remain.
- .2 — Locate and protect utilities, preserve active utilities traversing site in operating condition.
- .3 — Temporary Erosion and Sedimentation Control:
  - .1 — Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil bearing water runoff or airborne dust to adjacent properties and walkways, according to sediment and erosion control drawings- sediment and erosion control plan, specific to site, that complies with the drawing set.
  - .2 — Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
  - .3 — Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- .4 — Prior to beginning removal operation, inspect and verify with Contract Administrator areas, depths and lines of asphalt pavement to be removed.
- .5 — Protection: protect existing pavement not designated for removal, light units and structures from damage. In event of damage, immediately replace or make repairs to approval of the Owner at no additional cost.

##### **3.2 — REMOVAL**

- .1 — Remove existing asphalt pavement to lines and grades as indicated in the Drawing Set.
- .2 — Prevent contamination of removed asphalt pavement by topsoil, underlying gravel or other materials.
- .3 — Suppress dust generated by removal process.

**END OF SECTION**

## **Section 03-30-00 Cast-in-place concrete**

### **Part 1 – General**

#### **1.1 – RELATED REQUIREMENTS**

- .1 – Section 32-16-00 Curbs, gutters and sidewalks.
- .2 – Section 01-31-19 Project meetings
- .3 – Section 01-45-00 Quality control

#### **1.2 – PRICE AND PAYMENT PROCEDURES**

- .1 – Section 32-16-00 Curbs, gutters and sidewalks.
- .2 – Section 01-31-19 Project Meetings

#### **1.3 – REFERENCE STANDARDS**

- .1 – CSA Group (CSA):
  - .1 – [CSA A23.1/A23.2](#), Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete

#### **1.4 – ADMINISTRATIVE REQUIREMENTS**

- .1 – Preinstallation Meetings: in accordance with Section 01-31-19 – Project Meetings, convene preinstallation meeting before beginning concrete works.

#### **1.5 – QUALITY ASSURANCE**

- .1 – Minimum 2 weeks before starting concrete work, provide proposed quality control procedures for review by the Contract Administrator on following items:
  - .1 – Hot weather concrete.
  - .2 – Cold weather concrete.
  - .3 – Curing.
  - .4 – Finishes.
  - .5 – Formwork removal.

#### **1.6 – DELIVERY, STORAGE AND HANDLING**

- .1 – Concrete hauling time: deliver to site of Work and discharged within 120 minutes maximum after batching.
  - .1 – Concrete delivery: ensure continuous concrete delivery from plant meets [CSA-A23.1/A23.2](#).

#### **1.7 – SITE CONDITIONS**

- .1 – Placing concrete during rain or weather events that could damage concrete is prohibited.
- .2 – Protect newly placed concrete from rain or weather events in accordance with [CSA-A23.1/A23.2](#).
- .3 – Cold weather protection:
  - .1 – Maintain protection equipment, in readiness on Site.
  - .2 – Use such equipment when ambient temperature below 5°C, or when temperature may fall below 5°C before concrete cured.
  - .3 – Placing concrete upon or against surface at temperature below 5°C is prohibited.
- .4 – Hot weather protection:
  - .1 – Protect concrete from direct sunlight when ambient temperature above 27°C.
  - .2 – Prevent forms of getting too hot before concrete placed. Apply accepted methods of cooling not to affect concrete adversely.
- .5 – Protect concrete from drying.

### **Part 2 – Products**

#### **2.1 – MATERIALS**

- .1 — Portland Cement: [Normal]
  - .1 — Reduction in cement from Base Mix to Actual Supplementary Cementitious Materials (SCMs) Mix, as percentage.
- .2 — Water: to ~~CSA A23.1.~~
- .3 — Curing compound: to ~~CSA A23.1/A23.2.~~

### **Part 3 Execution**

#### **3.1 PREPARATION**

- .1 — Obtain the Owner's written approval before placing concrete.
  - .1 — Provide 24 hours minimum notice before placing of concrete.
- .2 — During concreting operations:
  - .1 — Development of cold joints not allowed.
  - .2 — Ensure concrete delivery and handling facilitate placing with minimum of re-handling, and without damage to existing structure or Work.
- .3 — Before placing of concrete obtain the Owner's approval of proposed method for protection of concrete during placing and curing in adverse weather.
- .4 — Protect previous Work from staining.
- .5 — Clean and remove stains before application for concrete finishes.
- .6 — Maintain accurate records of poured concrete items to indicate date, location of pour, quality, workability, air content, temperature and test samples taken.

#### **3.2 INSTALLATION/APPLICATION**

- .1 — Do cast in place concrete work in accordance with ~~CSA A23.1/A23.2.~~
- .2 — Grout under base plates and machinery using procedures in accordance with manufacturer's recommendations which result in 100% contact over grouted area.
- .3 — Finishing and curing:
  - .1 — Finish concrete to ~~CSA A23.1/A23.2.~~
  - .2 — Cure concrete in accordance with ~~CSA A23.1/23.2.~~

#### **3.3 SITE QUALITY CONTROL**

- .1 — Site tests: conduct tests as follows and submit report to the Owner.
  - .1 — Concrete pours.
  - .2 — Slump.
  - .3 — Air content.
- .2 — Inspection or testing by Consultant not to augment or replace Contractor quality control nor relieve Contractor of contractual responsibility.

**END OF SECTION**

## Section 31 24 13 Roadway and Drainage Excavation

### Part 1 General

#### 1.1 RELATED REQUIREMENTS

- .1 Section 32 91 19.13 - Topsoil Placement and Grading

#### 1.2 MEASUREMENT PROCEDURES

- .1 Payment will be by lump sum removed based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - .1 Provisional Estimated area = 400 m<sup>2</sup>
- .2 No separate payment for:
  - .1 Excavating unnecessarily beyond lines established by the Drawing Set, with exception of unavoidable slide material. Do not measure slide material, when such slides are attributable to negligence.
  - .2 Removing unsuitable material from embankment attributable to negligence.

### Part 2 Products - Not Used

### Part 3 Execution

#### 3.1 EXAMINATION

- .1 Verification of Conditions: verify that condition of substrate is acceptable for roadway embankment Work:
  - .1 Visually inspect substrate in presence of the Contract Administrator.
  - .2 Inform the Contract Administrator of unacceptable conditions immediately upon discovery.

#### 3.2 STRIPPING (OF TOPSOIL)

- .1 Place top soil and finish grading in accordance with Section 32 91 19.13 - Topsoil Placement and Grading.
- .2 Commence topsoil stripping of areas as indicated after grasses have been removed from these areas.
- .3 Dispose of unused topsoil as directed by the Owner.
- .4 Remove clearing and grubbing debris from stripping.

#### 3.3 FINISHING

- .1 Finish slopes, ditch bottoms and borrow pits true to lines, grades and drawings where applicable. Scale slope by removing loose fragments, for cut slopes in bedrock steeper than 1:1.
- .2 Remove rocks over 150 mm in dimension from slopes and ditch bottoms.
- .3 Hand finish slopes that cannot be finished satisfactorily by machine.
- .4 Trim between constructed slopes and edge of clearing to provide drainage and free of humps, sags and ruts.

#### 3.4 PROTECTION

- .1 Provide silt fences and erosion protection as required to mitigate and prevent impacts to adjacent properties.

**END OF SECTION**

## **Section 32 11 23 Aggregate Base Courses**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Section 01 45 00 Quality control
- .2 Review Summary of Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021

#### **1.2 REFERENCE STANDARDS**

- .1 Ontario Provincial Standard Specifications (OPSS)
  - .1 OPSS 314 – April 2013, Material Specification for Aggregates – Base, Subbase, Select Subgrade. And Backfill Material
  - .2 OPSS 1010 – April 2013 April 2013, Material Specification for Aggregates – Base, Subbase, Select Subgrade. And Backfill Material

#### **1.3 MEASUREMENT AND PAYMENT**

- .1 Measure granular base by lump sum based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - Estimated quantity Granular A: 1100 tonnes
- .2 Payment shall be full compensation for all labour, equipment, and materials to do the work. No additional payment will be made over the unit price for this item for additional material placed in sub excavated areas.

#### **1.4 DELIVERY, STORAGE, AND HANDLING**

- .1 Storage and Handling Requirements:
  - .1 Store materials in clean dry location and in accordance with manufacturer's recommendations.

### **Part 2 Products - Not Used**

### **Part 3 Execution**

#### **3.1 PLACEMENT AND INSTALLATION**

- .1 Place granular base after subgrade surface is inspected and approved in writing by the Geotechnical Engineer.
  - .1 After stripping operations have been completed, the exposed subgrade materials should be proof rolled in the presence of the Geotechnical Consultant.
  - .2 Remove all unsuitable fill and relict structures (where present). Additional fill material required to raise the general subgrade shall be Granular "B Type I".
  - .3 Fill material required to raise the general subgrade can be composed of Granular "B Type I" compacted to 98% of its Standard Proctor maximum dry density.
  - .4 The subgrade shall be shaped to promote drainage at minimum 2%.
  - .5 Catchbasin sub-drains shall be keyed into the subgrade radiating in all four directions, and be 2.5 metres long or end at edge of curb.
- .2 Placing:
  - .1 Construct granular base to depth and grade in areas indicated.
  - .2 Ensure no frozen material is placed.
  - .3 Place material only on clean unfrozen surface, free from snow and ice.
  - .4 Place material using methods which do not lead to segregation or degradation of aggregate.
  - .5 Place material to full width in uniform layers not exceeding 150mm compacted thickness.

- .1 The Geotechnical Engineer may authorize thicker lifts (layers) if specified compaction can be achieved.
- .6 Shape each layer to smooth contour and compact to specified density before succeeding layer is placed.
- .7 Remove and replace that portion of layer in which material becomes segregated during spreading.
- .3 Compaction Equipment:
  - .1 Ensure compaction equipment is capable of obtaining required material densities.
- .4 Compacting:
  - .1 Granular A shall be compact to density not less than 100 % of its Standard Proctor maximum dry density in lift thicknesses commensurate with the employed compaction equipment.
  - .2 Compaction testing should be completed on each lift to ensure SPMDD is achieved. Contractor responsible to complete compaction testing on each lift and submit a copy of results to Departmental Representative or designate prior to proceeding to next activity.
  - .3 Shape and roll alternately to obtain smooth, even and uniformly compacted base.
  - .4 Compaction testing shall be completed on each lift. Test results submitted per Section 01 45 00 Quality control.
- .5 Proof rolling:
  - .1 Where proof rolling reveals areas of defective subgrade:
    - .1 Remove base, sub-base and subgrade material to depth and extent as directed by the Geotechnical Engineer.

**END OF SECTION**

## **Section 32 12 16 Asphalt paving**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Section 01 45 00 Quality control
- .2 Review Summary of Geotechnical Report No. 20G082, Rev 00, by Soil & Materials Engineering Inc., dated March 2, 2021

#### **1.2 REFERENCE STANDARDS**

- .1 Ontario Provincial Standard Specifications (OPSS)
  - .1 OPSS 1150 - November 2020, Material Specification for Hot Mix Asphalt (HMA)
  - .2 OPSS 1010 - April 2013, Material Specification for Aggregates – Base, Subbase, Select Subgrade. And Backfill Material
  - .3 OPSS 1212 - November 2021, Material Specification for Hot Poured Rubberized Asphalt Joint Sealing Compound

#### **1.3 MEASUREMENT AND PAYMENT**

- .1 Measure asphalt concrete paving by lump sum based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - Estimated quantity HL-3 : 150 tonnes
  - Estimated quantity HL-4: 200 tonnes
- .2 Measure tack coat by lump sum based on estimate quantity. Contractor to notify Owner of any discrepancies of quantities during the bidding process, otherwise quantities will be deemed accepted and accurate.
  - Estimated quantity: 1150 m<sup>2</sup>

#### **1.4 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for asphalt mixes and aggregate and include product characteristics, performance criteria, physical size, finish and limitations.
- .2 Test and Evaluation Reports:
  - .1 Submit manufacturer's test data and certification that asphalt cement meets specification requirements.
- .3 Sustainable Design Submittals:
  - .1 Recycled Content:
  - .2 OPSS 1010 allows for a maximum 30 percent allowance for asphalt coated particles in coarse aggregates for Granular A in the employee parking area. The asphalt being stripped in the employee parking area can be reused if a screening plant is brought on site and all granular intended for use is properly mixed in with the asphalt particles.
  - .3 OPSS 1010 allows for a maximum 30 percent allowance for asphalt coated particles in coarse aggregates for both Granular A and Granular B in the West Roadway Pavement area. The asphalt being stripped in the employee parking area can be reused if a screening plant is brought on site and all granular intended for use is properly mixed in with the asphalt particles.

### **Part 2 Products**

#### **2.1 MATERIALS**

- .1 Pavement as indicated on the Drawing Set.

#### **2.2 EQUIPMENT**



- .1 Rollers: Sufficient number of type and weight to obtain specified density of compacted mix.
- .2 Haul trucks: Sufficient number and of adequate size, speed and condition to ensure orderly and continuous operation and as follows:
  - .1 Covers of sufficient size and weight to completely cover and protect asphalt mix when truck fully loaded.
  - .2 In cool weather or for long hauls, insulate entire contact area of each truck box.
  - .3 Use only trucks which can be weighed in single operation on scales supplied.

### **Part 3 Execution**

#### **3.1 EXAMINATION**

- .1 Verification of Conditions: Verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for asphalt paving in accordance with manufacturer's written instructions.
  - .1 Inform the Contract Administrator of unacceptable conditions immediately upon discovery.
  - .2 Proceed with installation only after unacceptable conditions have been remedied by the Geotechnical Engineer.

#### **3.2 PREPARATION**

- .1 Before laying mix, clean surfaces of loose and foreign material.

#### **3.3 TRANSPORTATION OF MIX**

- .1 Transport mix to job site in vehicles cleaned of foreign material.
- .2 Paint or spray truck beds with limewater, soap or detergent solution, or non petroleum based commercial product, at least daily or as required.
  - .1 Raise truck bed and thoroughly drain, and ensure no excess solution remains in truck bed.
- .3 Schedule delivery of material for placing in daylight, unless the Contract Administrator approves artificial light for night placing.
- .4 Deliver material to paver at uniform rate and in an amount within capacity of paving and compacting equipment.
- .5 Deliver loads continuously in covered vehicles and immediately spread and compact.

#### **3.4 PLACING**

- .1 Obtain Contract Administrator's approval of base before placing asphalt.
- .2 Place asphalt concrete to thicknesses, grades and lines as indicated.
- .3 Placing conditions:
  - .1 Place asphalt mixtures only when air temperature is 5 degrees C minimum.
  - .2 When temperature of surface on which material is to be placed falls below 10 degrees C, provide extra rollers as necessary to obtain required compaction before cooling.
  - .3 Do not place hot-mix asphalt when pools of standing water exist on surface to be paved, during rain, or when surface is damp.
- .4 Where possible do tapering and levelling where required in lower lifts. Overlap joints by not less than 1000 mm.
- .5 When hand spreading is used:
  - .1 Use approved wood or steel forms, rigidly supported to assure correct grade and cross section.
  - .2 Distribute material uniformly without broad casting material.
  - .3 During spreading operation, thoroughly loosen and uniformly distribute material by lutes or covered rakes.
    - .1 Reject material that has formed into lumps and does not break down readily.

- .4 After placing and before rolling, check surface with templates and straight edges and correct irregularities.
- .5 Provide heating equipment to keep hand tools free from asphalt.
  - .1 Control temperature to avoid burning material.
  - .2 Do not use tools at higher temperature than temperature of mix being placed.

### **3.5 COMPACTING**

- .1 All asphalt concrete should meet and be submitted as part of this contract as per the submission requirements noted in OPSS 1150, unless agreed to otherwise in writing.
- .2 All asphalt concrete should be placed in accordance with the requirements noted in OPSS 1150 and compacted to 92% of the Marshall mix design maximum relative density.

### **3.6 JOINTS**

- .1 General:
  - .1 Remove surplus material from surface of previously laid strip.
    - .1 Do not deposit on surface of freshly laid strip.
  - .2 Construct joints between asphalt concrete pavement and Portland cement concrete pavement as indicated.
  - .3 Paint contact surfaces of existing structures such as manholes, curbs or gutters with bituminous material before placing adjacent pavement.
- .2 Construct lap joints as indicated.

### **3.7 FINISH TOLERANCES**

- .1 Finished asphalt surface to be within 5mm of design elevation but not uniformly high or low.
- .2 Finished asphalt surface not to have irregularities exceeding 5mm when checked with 4.5m straight edge placed in any direction.

### **3.8 DEFECTIVE WORK**

- .1 Correct irregularities which develop before completion of rolling by loosening surface mix and removing or adding material as required.
  - .1 If irregularities or defects remain after final compaction, remove surface course promptly and lay new material to form true and even surface and compact immediately to specified density.
- .2 Repair areas showing checking, rippling, or segregation.
- .3 Adjust roller operation and screed settings on paver to prevent further defects such as rippling and checking of pavement.

**END OF SECTION**

## **~~Section 32-16-00- Curbs, gutters and sidewalks~~**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 ~~Section 03-30-00 – Cast-in-Place Concrete~~

#### **1.2 REFERENCE STANDARDS**

- .1 ~~Ontario Provincial Standard Specification (OPSS)~~
  - .1 ~~OPSS 353 – November 2021, Construction Specification for Concrete Curb and Gutter Systems~~
  - .2 ~~OPSS 1350 – November 2019, Material Specification for Concrete – Materials and Production~~

### **Part 2 Products**

#### **2.1 MATERIALS**

- .1 ~~Measure concrete curb by lump sum based on the estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct.~~
- .2 ~~Concrete mixes and materials: in accordance with Section 03-30-00 – Cast-in-Place Concrete, OPSS 353 and OPSS 1350.~~

### **Part 3 Execution**

#### **3.1 GRADE PREPARATION**

- .1 ~~Do grade preparation work as indicated on the drawing set.~~

#### **3.2 CONCRETE**

- .1 ~~Do concrete work in accordance with Section 03-30-00 – Cast-in-Place Concrete.~~

#### **3.3 TOLERANCES**

- .1 ~~Finish surfaces to within 3 mm of the existing curb.~~

#### **3.4 CLEANING**

- .1 ~~On completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.~~

**END OF SECTION**

## **Section 32 17 23 Pavement markings**

### **Part 1 General**

#### **1.1 MEASUREMENT AND PAYMENT**

- .1 Pavement marking: measured by lump sum based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct.

### **Part 2 Products - Not Used**

### **Part 3 Execution**

#### **3.1 EXAMINATION**

- .1 Pavement surface: dry, free from water, frost, ice, dust, oil, grease and other deleterious materials.

#### **3.2 APPLICATION**

- .1 Paint lines as indicated on Drawing Set.
- .2 Pavement markings shall be water-borne traffic paint.
  - .1 Paint shall be white, CGSB 1-GP-12C white 513-301
- .3 Pavement markings shall be 100mm wide.
- .4 Paint lines of uniform colour and density with sharp edges.

#### **3.3 PROTECTION**

- .1 Protect pavement markings until dry.
- .2 Repair damage to adjacent materials caused by pavement marking application.

**END OF SECTION**

## **Section 32 91 19.13 Topsoil placement and grading**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Section 02 41 13 Selective site demolition
- .2 Section 31 24 13 Roadway and Drainage Excavation
- .3 Section 32 92 23 Sodding
- .4 Section 32 92 19.13 Seeding

#### **1.2 PAYMENT**

- .1 Payment shall be lump sum for supplying, placing and spreading topsoil on finished slopes based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct..
  - Estimated quantity: 200 m<sup>2</sup>
- .2 Payment shall be lump sum for finish grading of swales and side slopes based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct..
  - Estimated quantity: 175 m

### **Part 2 Products - Not Used**

### **Part 3 Execution**

#### **3.1 STRIPPING OF TOPSOIL**

- .1 Topsoil shall be stripped in locations indicated on the Drawing Set and in accordance with Section 31 24 13 Roadway and Drainage Excavation, subsection 3.2.

#### **3.2 PREPARATION OF EXISTING GRADE**

- .1 Verify that grades are correct.
- .2 Grade soil, eliminate uneven areas and low spots, ensure positive drainage.

#### **3.3 PLACING AND SPREADING OF TOPSOIL/PLANTING SOIL**

- .1 Place topsoil after Contract Administrator has accepted subgrade.
- .2 Spread topsoil as indicated to the following minimum depths after settlement.
  - .1 100mm for seeded areas.
  - .2 100mm for sodded areas.
- .3 Manually spread topsoil/planting soil around trees, shrubs and obstacles.
- .4 Avoid spreading or grading in wet, frozen, or saturated state.

#### **3.4 FINISH GRADING**

- .1 Grade to eliminate rough spots and low areas and ensure positive drainage.

**END OF SECTION**

## Section 32 92 19.13 Seeding

### Part 1 General

#### 1.1 RELATED REQUIREMENTS

- .1 Section 32 91 19.13 - Topsoil Placement and Grading.

#### 1.2 MEASUREMENT AND PAYMENT

- .1 Payment for seeding will be made as a lump sum price bid based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct.  
Estimated quantity: 200 m<sup>2</sup>

#### 1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Scheduling:
  - .1 Schedule sod laying and/or seeding to coincide with preparation of soil surface.
  - .2 Schedule sod/seed installation when frost is not present in ground.

#### 1.4 QUALITY ASSURANCE

- .1 Contractor Qualifications:
  - .1 Landscape Contractor: to be a Member in Good Standing of Canadian Nursery Landscape Association.
  - .2 Landscape Planting Supervisor: Landscape Horticulturist Journeyperson or Landscape Industry Certified Technician with Softscape Installation designation or equivalent.

#### 1.5 DELIVERY, STORAGE AND HANDLING

- .1 Storage and Handling Requirements:
  - .1 Store materials in accordance with supplier's recommendations.
  - .2 Replace defective or damaged materials with new.

#### 1.6 WARRANTY

- .1 For seeding, 12 months warranty period is extended to 1 full growing season.
- .2 End-of-warranty inspection will be conducted by the Owner.

### Part 2 Products

#### 2.1 GRASS SEED

- .1 Canada "Certified" seed, "Canada No. 1 Lawn Grass Mixture" in accordance with Government of Canada "Seeds Act" and "Seeds Regulations".
  - .1 Lawn Grass seed mixture.
    - .1 Mixture composition:
      - .1 50% Creeping Red Fescue (*Festuca rubra*).
      - .2 10% Kentucky Bluegrass (*Poa pratensis*).
      - .3 35% Perennial Ryegrass (*Lolium perenne*).
      - .4 5% White Clover (*Trifolium repens*).

### Part 3 Execution

#### 3.1 SEED BED PREPARATION

- .1 Verify that grades are correct and prepared in accordance with Section 32 91 19.13 - Topsoil Placement and Grading. If discrepancies occur, notify Contract Administrator and commence work when instructed by Contract Administrator.
- .2 Do not perform work under adverse field conditions such as frozen soil, excessively wet soil or soil covered with snow, ice, or standing water.

#### 3.2 SEED PLACEMENT

- .1 Ensure seed is placed under supervision of certified Landscape Planting Supervisor.
- .2 For mechanical seeding:
  - .1 Mechanical landscape drill seeder ("Brillion" type or equivalent) which accurately places seed at specified depth and rate and rolls in single operation.
- .3 For manual seeding:
  - .1 Use manually operated drop seeder ("Cyclone" type or equivalent).
- .4 Sow half of required amount of seed in one direction and remainder at right angles as applicable.
- .5 Incorporate seed by light raking in cross directions.

**3.3 CLEANING**

- .1 Leave Work area clean at end of each day.
- .2 Keep pavement and area adjacent to site clean and free from mud, dirt, and debris at all times.
- .3 Clean and reinstate areas affected by Work.

**3.4 FINAL ACCEPTANCE**

- .1 The Owner will accept seeded areas provided that:
  - .1 Areas are uniformly established free of rutted, eroded, bare or dead spots and extent of weeds apparent in grass is acceptable.
- .2 Areas seeded in fall will be accepted in following spring, one month after start of growing season provided acceptance conditions are fulfilled.

**3.5 MAINTENANCE DURING WARRANTY PERIOD**

- .1 Perform following operations from time of acceptance until end of warranty period.
  - .1 Repair and reseed dead or bare spots to satisfaction of the Owner.

**END OF SECTION**

## **Section 32 92 23 Sodding**

### **Part 1 General**

#### **1.1 RELATED REQUIREMENTS**

- .1 Section 32 91 19.13 - Topsoil Placement and Grading

#### **1.2 MEASUREMENT AND PAYMENT**

- .1 Payment for sodding will be made as a lump sum price bid based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct.

Estimated quantity: 200 m<sup>2</sup>

#### **1.3 ADMINISTRATIVE REQUIREMENTS**

- .1 Scheduling:
  - .1 Schedule sod laying and/or seeding to coincide with preparation of soil surface.
  - .2 Schedule sod/seed installation when frost is not present in ground.

#### **1.4 QUALITY ASSURANCE**

- .1 Contractor Qualifications:
  - .1 Landscape Contractor: to be a Member in Good Standing of Canadian Nursery Landscape Association.
  - .2 Landscape Sodding Supervisor: Landscape Horticulturist Journeyman or Landscape Industry Certified Technician with Softscape Installation designation or equivalent.

#### **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Storage and Handling Requirements:
  - .1 Store materials in accordance with supplier's recommendations.
  - .2 Replace defective or damaged materials with new.

### **Part 2 Products**

#### **2.1 MATERIALS**

- .1 Number One Turf Grass Nursery Sod: sod that has been especially sown and cultivated in nursery fields as turf grass crop.
  - .1 Turf Grass Nursery Sod types:
    - .1 Number One Kentucky Bluegrass Sod - Fescue Sod: Nursery Sod grown solely from seed mixture of cultivars of Kentucky Bluegrass and Chewing Fescue or Creeping Red Fescue, containing not less than 40% Kentucky Bluegrass cultivars and 30% Chewing Fescue or Creeping Red Fescue cultivars.

### **Part 3 Execution**

#### **3.1 PREPARATION**

- .1 Verify that grades are correct and prepared in accordance with Section 32 91 19.13 - Topsoil Placement and Grading. If discrepancies occur, notify Contract Administrator and commence work when instructed by Contract Administrator .
- .2 Do not perform work under adverse field conditions such as frozen soil, excessively wet soil or soil covered with snow, ice, or standing water.

#### **3.2 SOD PLACEMENT**

- .1 Lay sod during active growing season for type of sod. Laying sod during dry, freezing, or over frozen soil is unacceptable.



- .2 If growing medium surface is dry, it shall be lightly moistened immediately before laying sod.
- .3 Lay sod flush with adjoining grass areas, paving and top surface of curbs, unless shown otherwise on the drawings.
- .4 Lay sod within 24 hours of being lifted if air temperature exceeds 20 degrees C.

**3.3 SOD PLACEMENT ON SLOPES AND PEGGING**

- .1 Start laying sod at bottom of slopes.
- .2 Peg sod on slopes steeper than three (3) horizontal to one (1) vertical, within one (1)m of catch basins and within one (1)m of drainage channels and ditches to following pattern:
  - .1 Not less than 3-6 pegs per square metre.
  - .2 Drive pegs to 20mm above soil surface of sod sections.

**3.4 CLEANING**

- .1 Leave Work area clean at end of each day.
- .2 Keep pavement and area adjacent to site clean and free from mud, dirt, and debris at all times.
- .3 Clean and reinstate areas affected by Work.

**3.5 MAINTENANCE DURING ESTABLISHMENT PERIOD**

- .1 Perform following operations from time of installation until acceptance.
  - .1 Water sodded areas in sufficient quantities and at frequency required to maintain optimum soil moisture condition to depth of 75 to 100mm.
  - .2 Cut grass to 50mm when or before it reaching height of 75mm.
  - .3 Maintain sodded areas weed free 95%.
  - .4 Temporary barriers or signage to be maintained where required to protect newly established sod.

**3.6 MAINTENANCE DURING WARRANTY PERIOD**

- .1 Repair and resod dead or bare spots to satisfaction of the Owner .
- .2 For sodding, there shall be a 12 months warranty period.
- .3 End-of-warranty inspection will be conducted by the Owner.

**END OF SECTION**

## **Section 33 05 16**

### **Maintenance holes and catch basin structures**

#### **Part 1 General**

##### **1.1 RELATED REQUIREMENTS**

- .1 Section 32 11 23 Aggregate Base Courses.

##### **1.2 REFERENCE STANDARDS**

- .1 Ontario Provincial Standard Specifications (OPSS)
  - .1 OPSS 407- November 2007(R2010), Construction Specification For Maintenance Hole, Catch Basin, Ditch Inlet And Valve Chamber Installation.
  - .2 OPSS 405 - November 2017, Construction Specification For Pipe Subdrains

##### **1.3 MEASUREMENT PROCEDURES**

- .1 Payment shall be lump sum based on estimated quantity. The Contractor must notify the Owner of any discrepancies in quantities during the bidding process or the quantities will be deemed accepted and correct.

##### **1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .2 Storage and Handling Requirements:
  - .1 Replace defective or damaged materials with new.

#### **Part 2 Products**

##### **2.1 MATERIALS**

- .1 Granular bedding and backfill: in accordance with Section 32 11 23 Aggregate Base Courses.
- .2 Catchbasin sub-drains shall have positive drainage, be keyed into the subgrade radiating in all four directions, and be 2.5 metres long or end at edge of curb.
  - .1 Connection to catchbasin shall be water tight using epoxy resin cement or cement mortar.

#### **Part 3 Execution**

##### **3.1 ADJUSTING TOPS OF EXISTING UNITS**

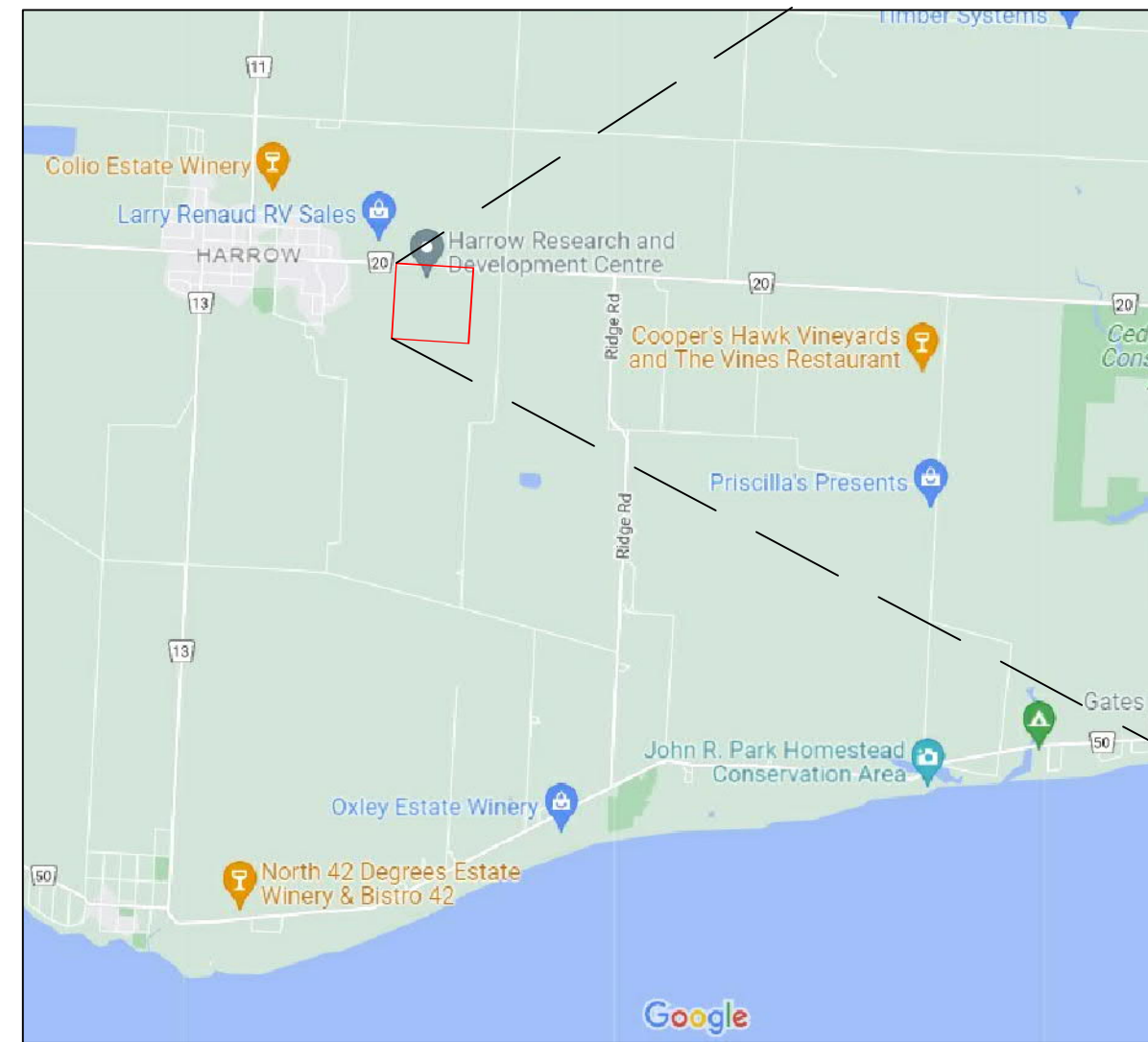
- .1 Remove existing gratings, frames and I beams and store for re-use at locations designated by the Owner.
- .2 Sectional units:
  - .1 Raise or lower straight walled sectional units by adding or removing precast sections as required.
  - .2 Raise or lower tapered units by removing cone section, adding, removing, or substituting riser sections to obtain required elevation, then replace cone section.
    - .1 When amount of raise is less than 600 mm use standard maintenance hole brick, modoloc or grade rings.

**END OF SECTION**



Specification created using NBS Chorus

# HARROW RESEARCH AND DEVELOPMENT CENTRE PAVING PROJECT ISSUED FOR TENDER 2022-09-09



LOCATION PLAN



KEY PLAN

DRAWING INDEX	
DWG.	DESCRIPTION
GENERAL	
	COVER SHEET & DRAWING INDEX
G01	REMOVALS - GRAVEL ROAD
<del>G02</del>	<del>REMOVALS - PARKING LOT</del>
CIVIL	
C01	GRADING - ROADWAY
<del>C02</del>	<del>GRADING - PARKING LOT</del>
C03	SECTIONS AND DETAILS

**Note:** Work under this contract only involves the fire access roadway. Any reference to work related to the parking lot is not included in this tender.

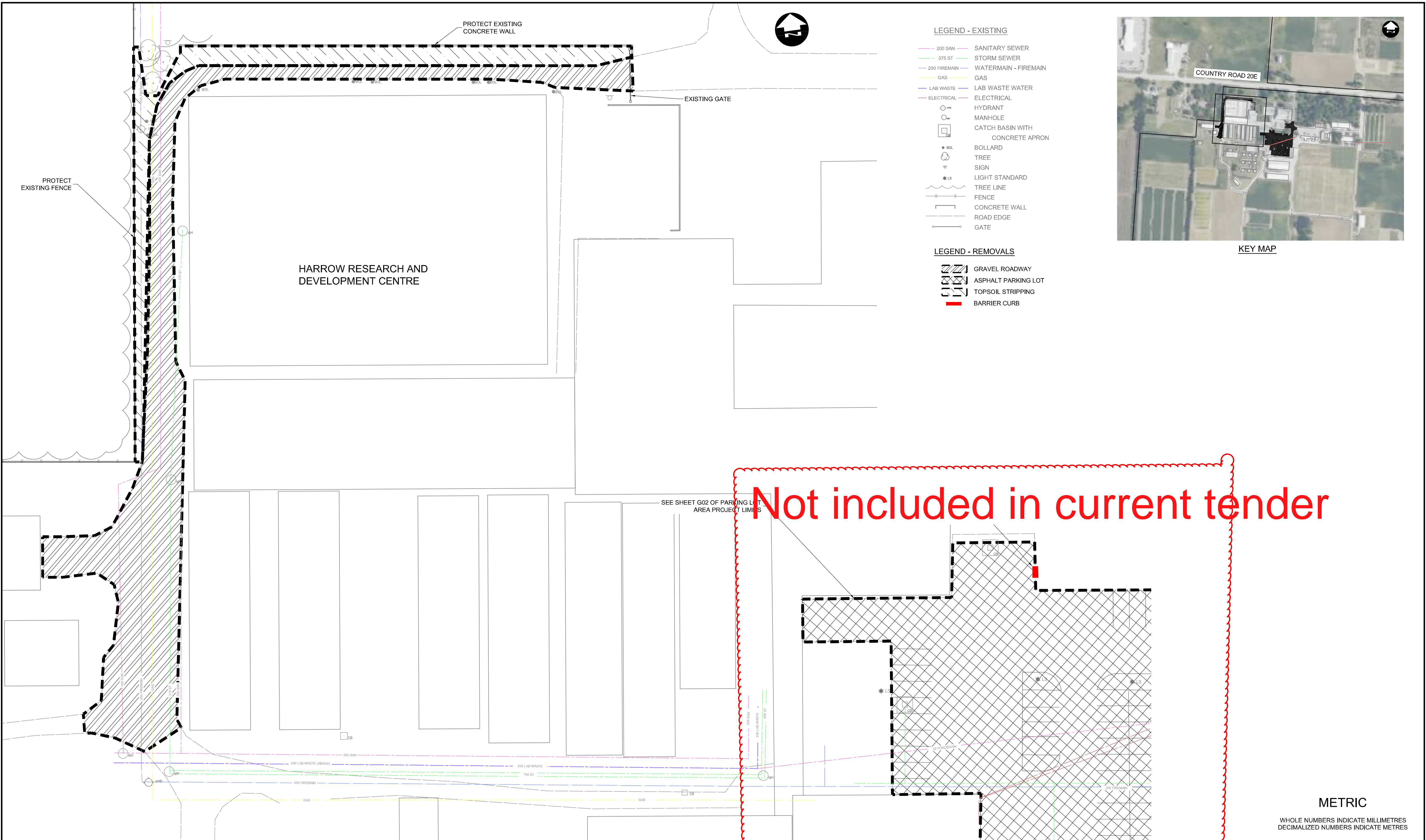


NOT FOR CONSTRUCTION

DILLON PROJECT: 22-4508



DILLON CONSULTING LIMITED 130 DUFFERIN AVENUE, LONDON, ONTARIO, CANADA N6A 5R2, PHONE (519) 436-6192, FAX (519) 672-8289



**Conditions of Use**  
 Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.  
 Do not scale dimensions from drawing.  
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**NOT FOR CONSTRUCTION**

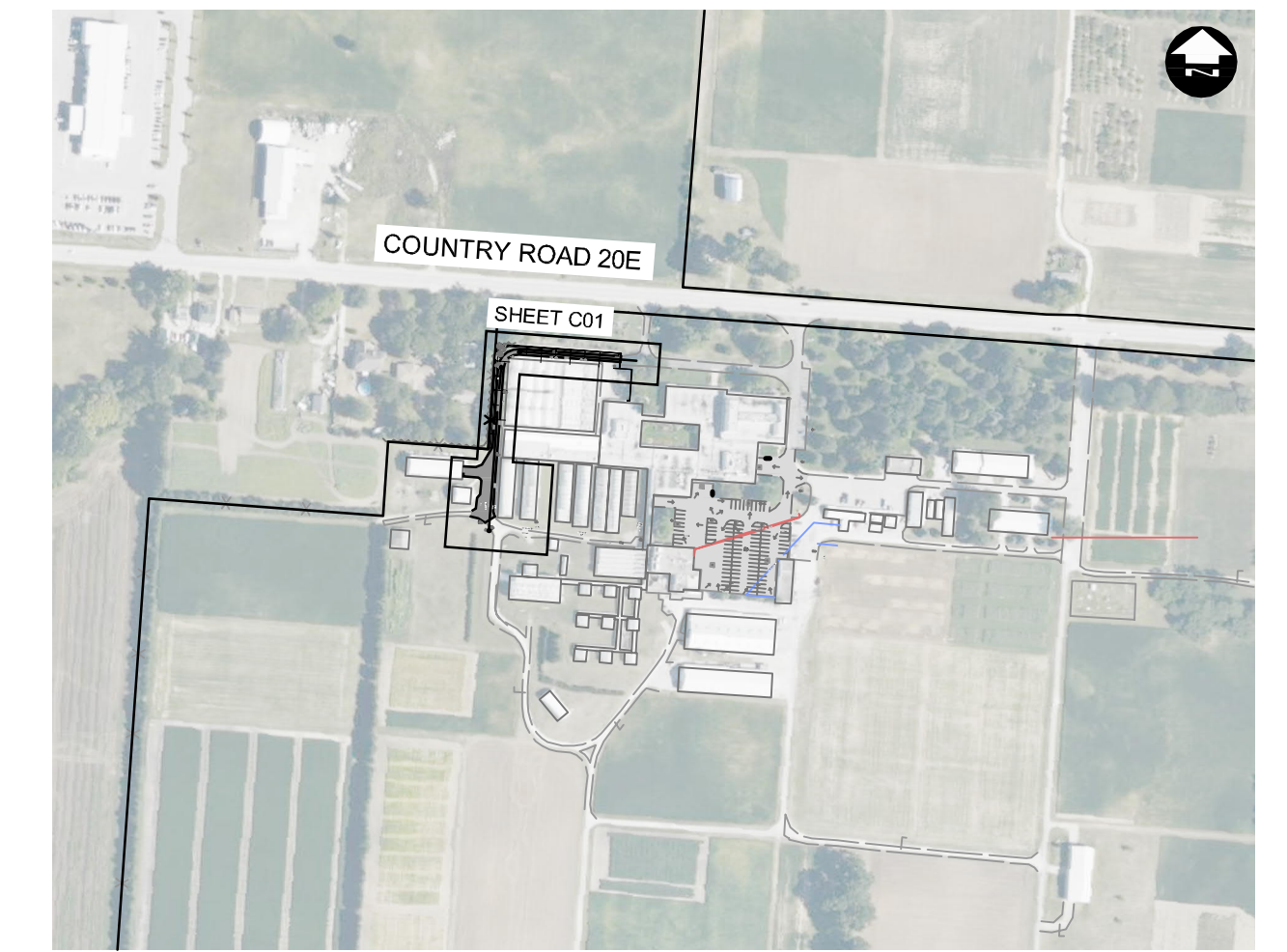
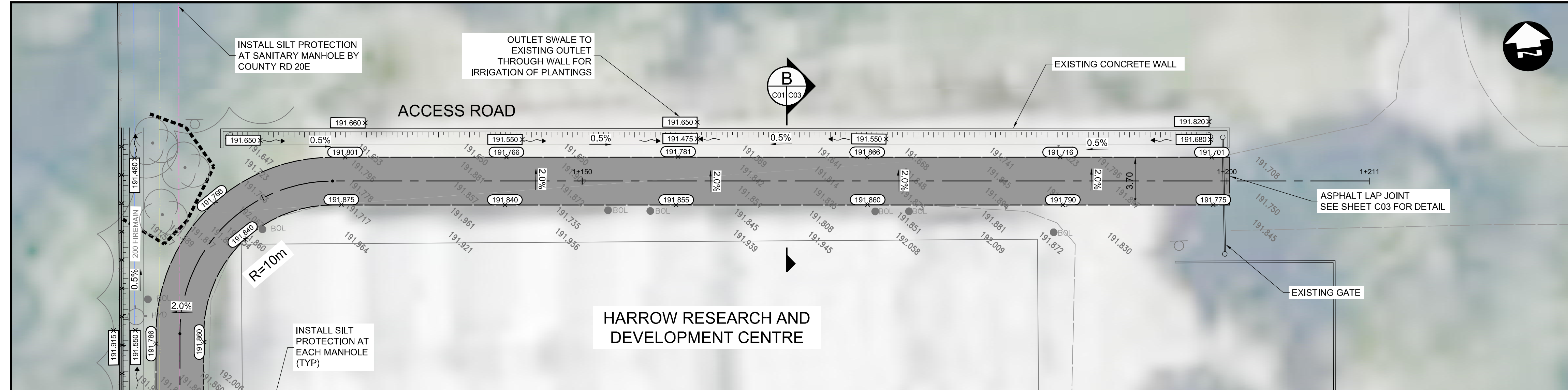


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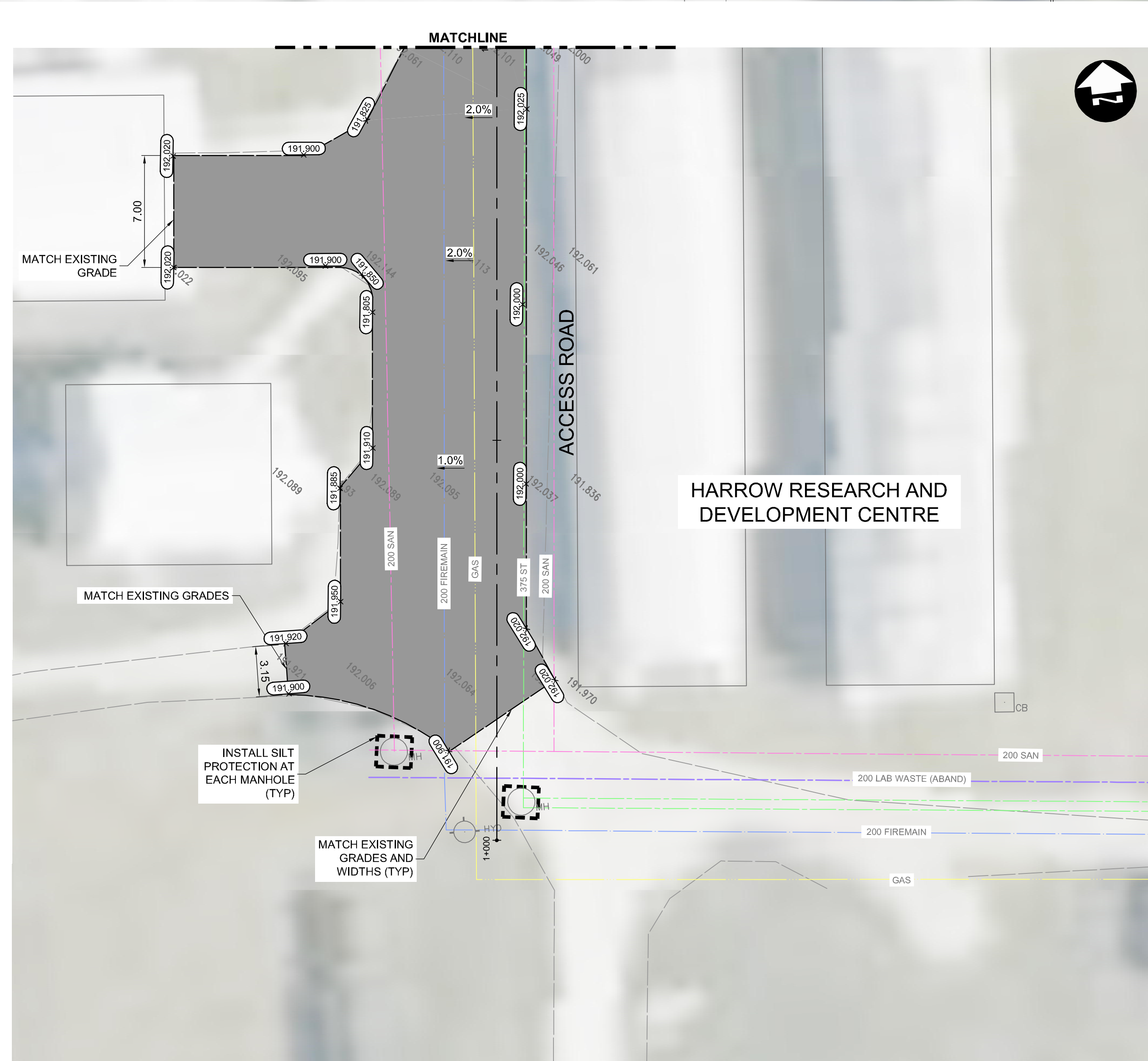
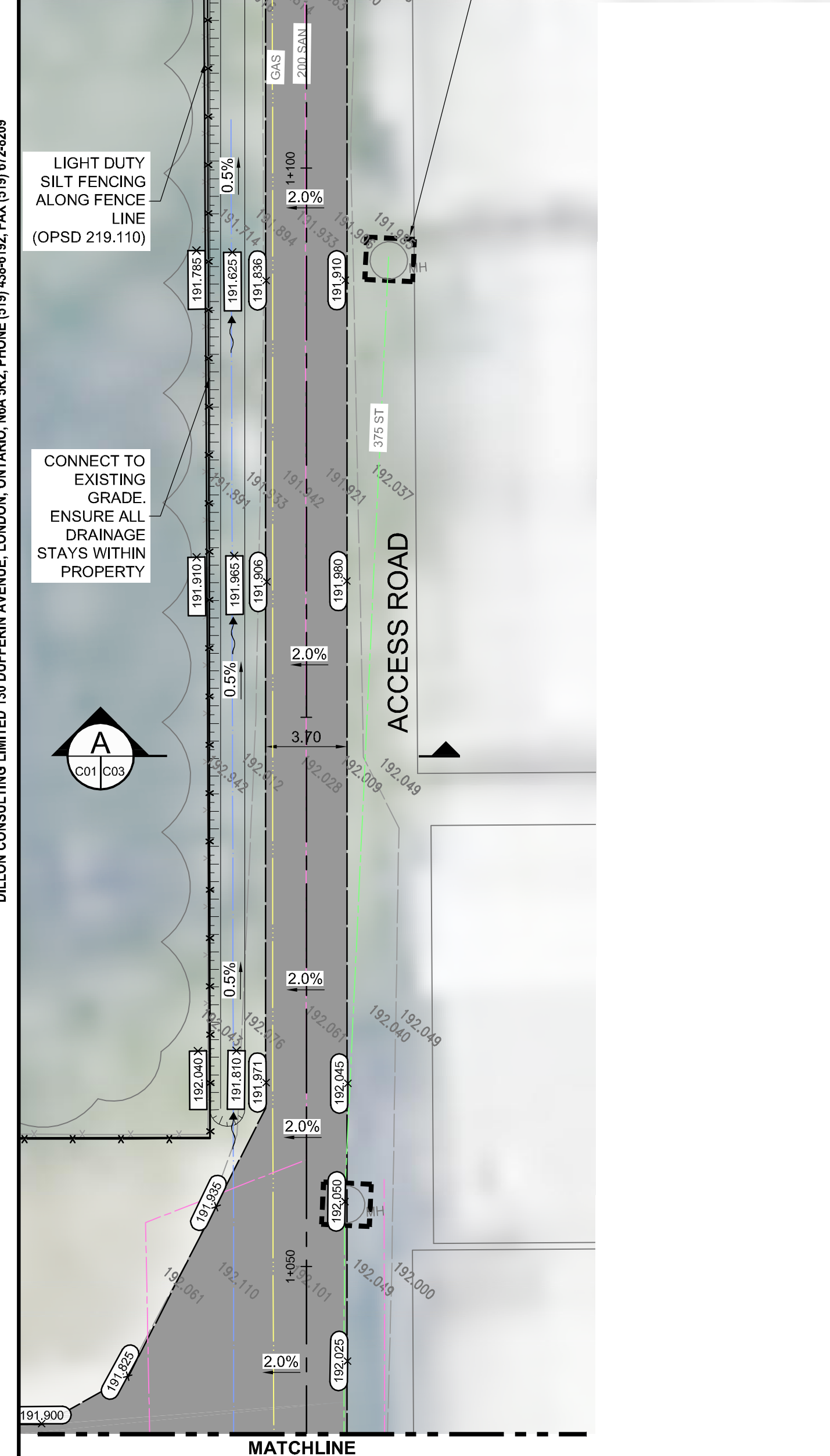
DESIGN: PMW CHECKED BY: DV DATE: 2022-09-09 SCALE: 1:300	<b>HARROW</b> <b>AAFC-HRDC - PAVING PROJECT</b> <b>GENERAL REMOVALS - GRAVEL ROAD</b>	PROJECT NO. <b>224508</b> SHEET NO. <b>G01</b>
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**METRIC**  
 WHOLE NUMBERS INDICATE MILLIMETRES  
 DECIMALIZED NUMBERS INDICATE METRES





KEY MAP



LEGEND - EXISTING

- 200 SAN SANITARY SEWER
- 375 ST STORM SEWER
- 200 FIREMAIN WATERMAIN - FIREMAIN
- GAS GAS
- LAB WASTE LAB WASTE WATER
- ELECTRICAL ELECTRICAL
- HYDRANT HYDRANT
- MANHOLE MANHOLE
- CATCH BASIN WITH CONCRETE APRON CATCH BASIN WITH CONCRETE APRON
- BOLLARD BOLLARD
- TREE TREE
- SIGN SIGN
- LIGHT STANDARD LIGHT STANDARD
- TREE LINE TREE LINE
- FENCE FENCE
- CONCRETE WALL CONCRETE WALL
- ROAD EDGE ROAD EDGE
- CURB CURB
- GATE GATE
- PARKING LOT DRAINAGE PARKING LOT DRAINAGE

LEGEND - PROPOSED

- XXX ROADWAY ELEVATION
- XXX SWALE BOTTOM ELEVATION
- XXX SWALE TIE IN ELEVATION
- ROAD EDGE ROAD EDGE
- CURB REPLACEMENT CURB REPLACEMENT
- SWALE BOTTOM SWALE BOTTOM
- SWALE TIE IN SWALE TIE IN
- ASPHALT PAVEMENT FULL RECONSTRUCTION (ACCESS ROAD) ASPHALT PAVEMENT FULL RECONSTRUCTION (ACCESS ROAD)
- ASPHALT PAVEMENT RECONSTRUCTION (PARKING LOT) ASPHALT PAVEMENT RECONSTRUCTION (PARKING LOT)
- SILT SACK SILT SACK
- LIGHT DUTY SILT FENCE LIGHT DUTY SILT FENCE
- TREE / SHRUB PROTECTION TREE / SHRUB PROTECTION

NOTES:

1. CONTRACTOR TO ENSURE POSITIVE DRAINAGE.
2. SUBGRADE SHALL BE PROOF-ROLLED AND GRADED TO PROMOTE MINIMUM 2%.
3. TOPOGRAPHIC INFORMATION PROVIDED DID NOT EXTEND TO PROPOSED LIMITS. CONTRACTOR TO FIELD FIT AS NECESSARY TO MAINTAIN EXISTING DRAINAGE PATTERN.
4. CONTRACTOR TO MATCH EXISTING GRADES AND DRIVEWAY WIDTH TO PROPOSED LIMITS.
5. CONTRACTOR TO PROVIDE TOPOGRAPHIC PRE- AND POST-SURVEY IN PARKING LOT TO CONFIRM DRAINAGE AND LOT GRADES. CONTRACTOR TO PROVIDE TOPOGRAPHIC POST SURVEY ALONG ACCESS ROAD.
6. EXPOSED SUBGRADE SHALL BE PROOF ROLLED IN THE PRESENCE OF THE GEOTECHNICAL CONSULTANT.
7. AS PER THE GEOTECHNICAL REPORT (No. 20G082), DETAILED PROOF LOADING OF THE SUBGRADE SHALL BE PERFORMED USING A LOADED TANDEM AXLE DUMP TRUCK IN THE PRESENCE OF THE GEOTECHNICAL CONSULTANT.
8. CONTRACTOR SHALL RECYCLE ASPHALT FROM THE PARKING LOT REMOVAL PER THE GEOTECHNICAL REPORT (No. 20G082).
9. ALL CATCH BASINS SHALL HAVE SUB-DRAINS KEYED INTO THE SUBGRADE RADIATING IN ALL FOUR DIRECTIONS. SUBDRAINS SHALL BE 2.5 METRES LONG OR TO THE EDGE OF CURB.
10. LINE CONFIGURATIONS TO MATCH EXISTING. CONTRACTOR TO TAKE ACCURATE MEASUREMENTS PRIOR TO REMOVALS.
11. INSTALL SUBDRAINS AT CATCH BASINS, TYPICAL. SEE NOTE 9.

METRIC

WHOLE NUMBERS INDICATE MILLIMETRES  
DECIMALIZED NUMBERS INDICATE METRES

DILLON CONSULTING LIMITED 130 DUFFERIN AVENUE, LONDON, ONTARIO, CANADA N6A 5R2, PHONE (519) 436-6192, FAX (519) 672-8209

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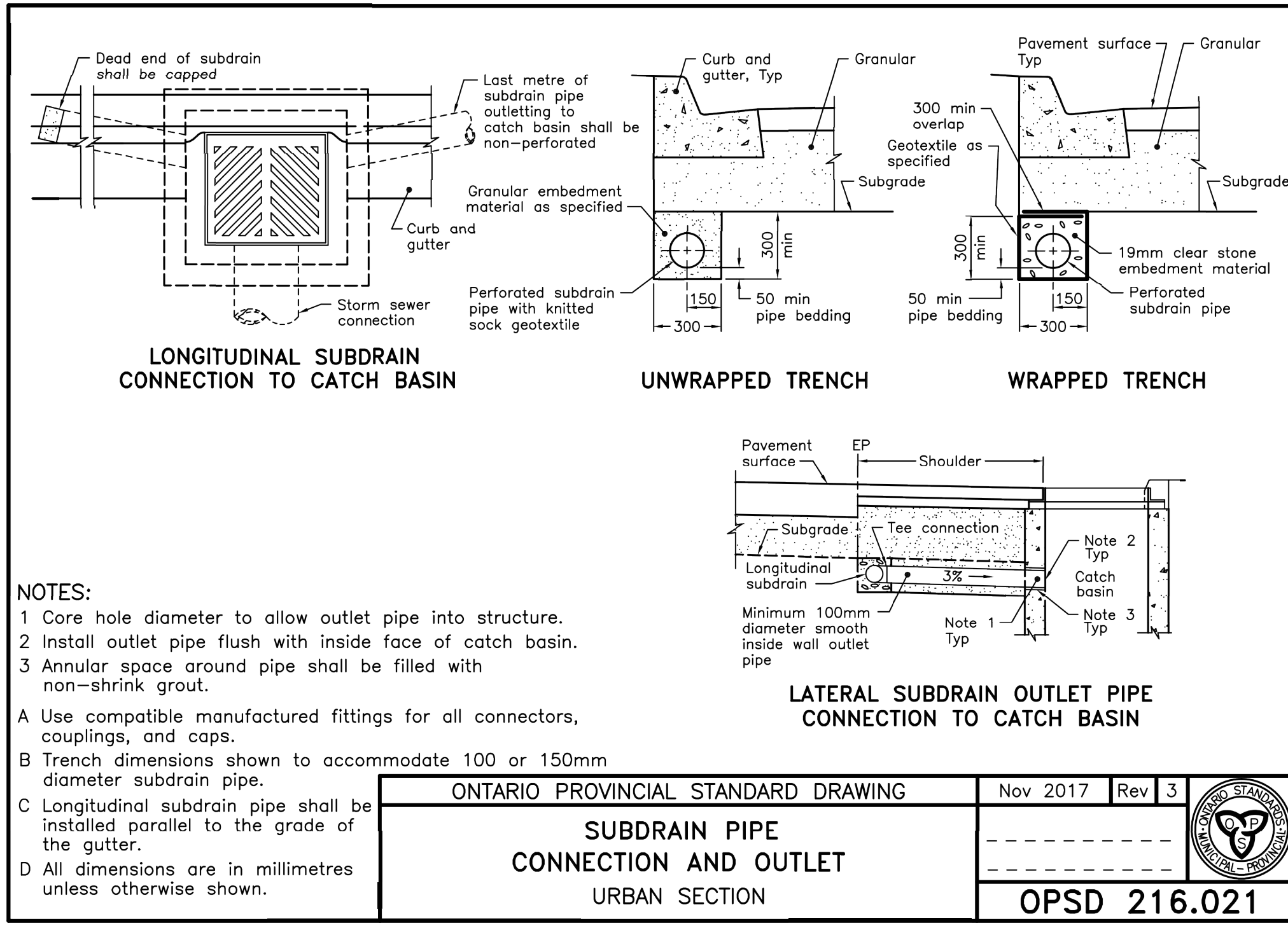
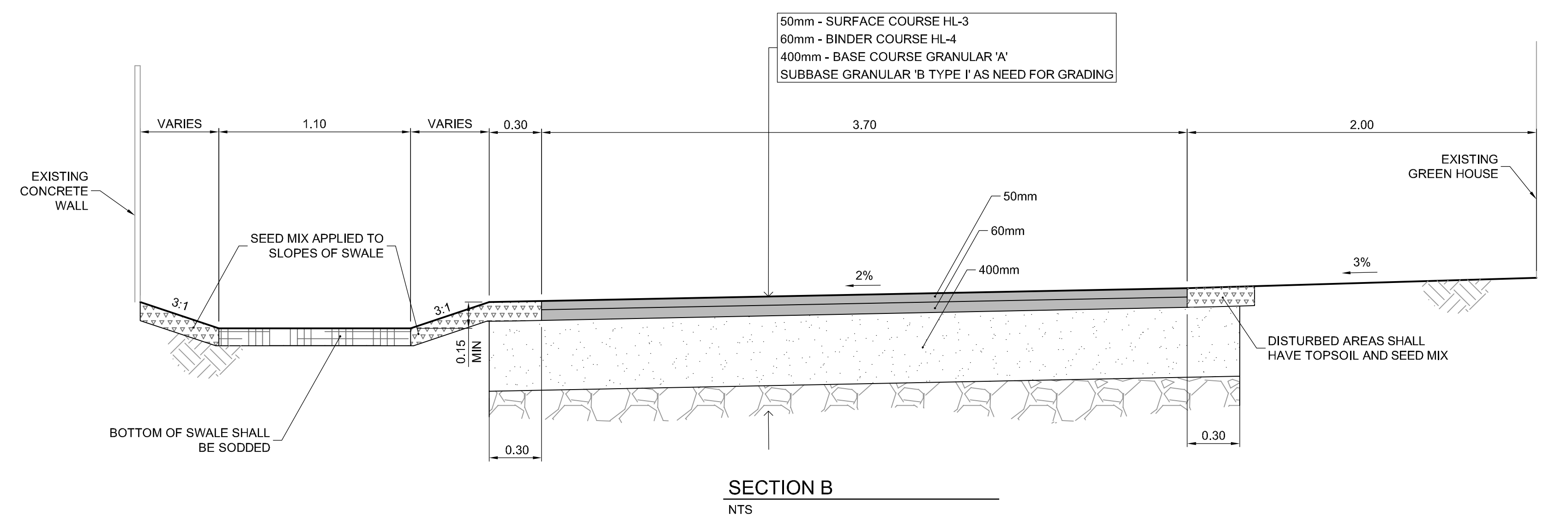
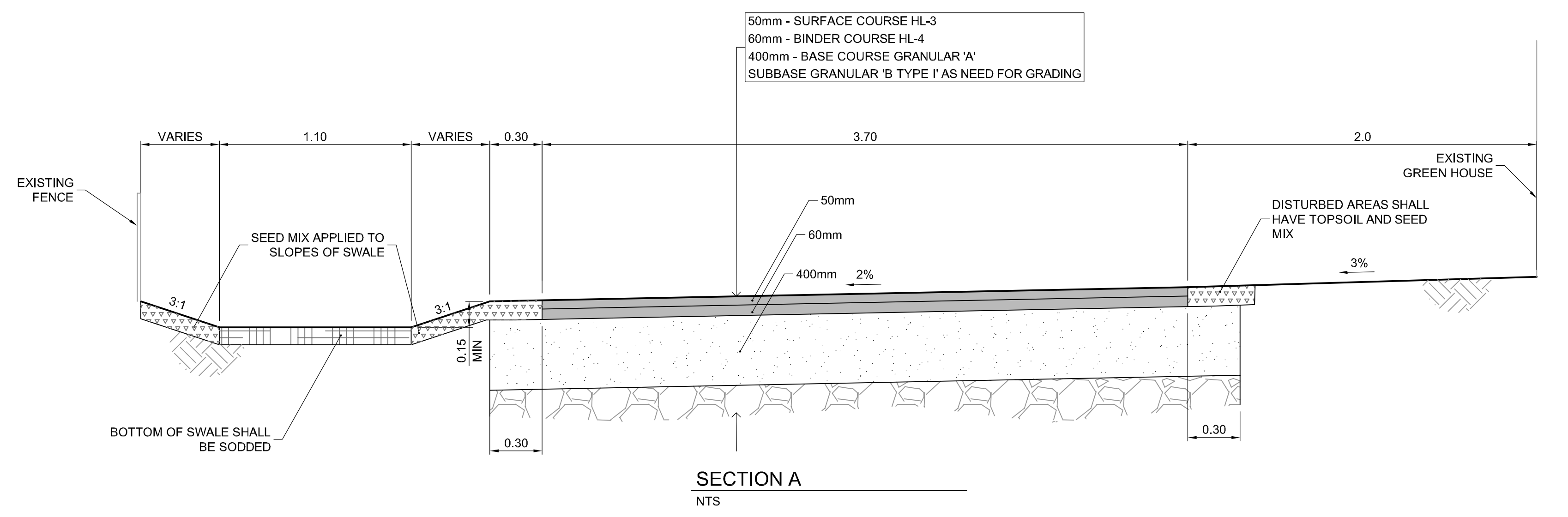
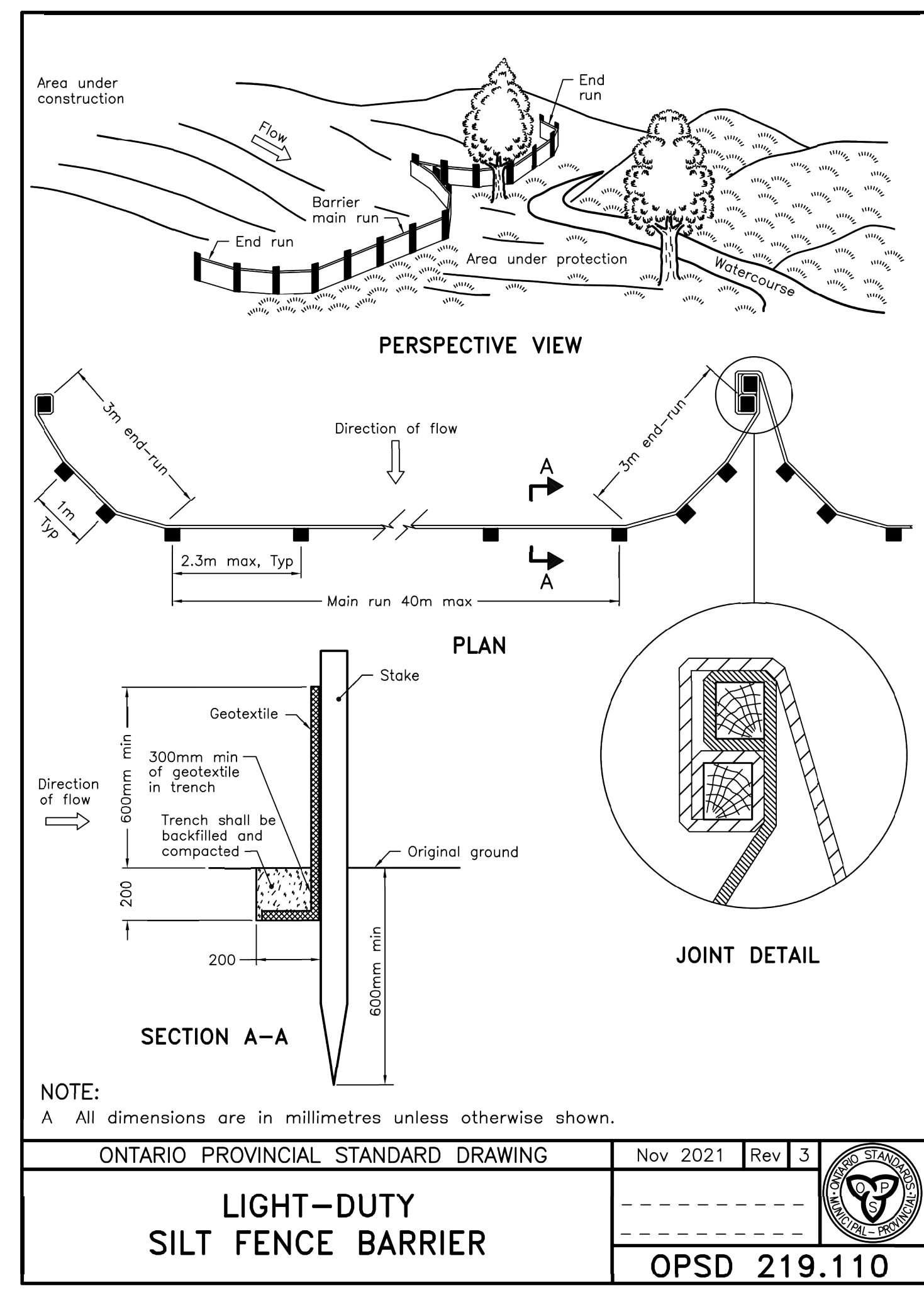
No.	ISSUED FOR	DATE	BY
2	ISSUED FOR TENDER	2022-09-09	KL
1	ISSUED FOR 100% REVIEW	2022-08-24	DB

<b>HARROW AAFC-HRDC - PAVING PROJECT</b>		PROJECT NO. <b>224508</b>
<b>CIVIL GRADING - ROADWAY</b>		SHEET NO. <b>C01</b>



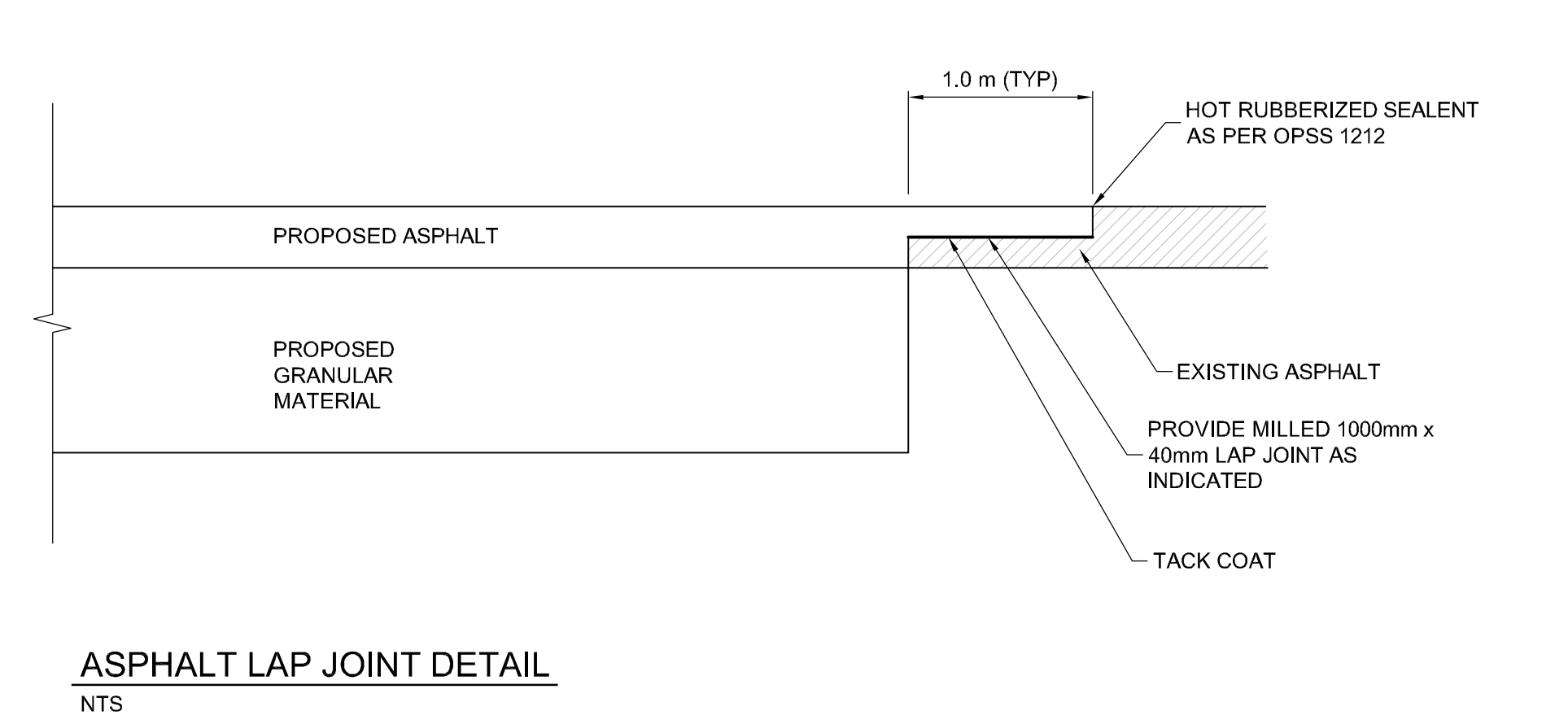
**NOTES:**

- THE OWNER AND DILLON CONSULTING LIMITED TO NOT GUARANTEE THE ACCURACY OF THE UTILITIES SHOWN ON THE DRAWINGS. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION FROM THOSE SHOWN. THE CONTRACTOR SHALL NOTE THAT SERVICES FROM THE MAIN LINES ARE NOT SHOWN. THE CONTRACTOR ASSUMES FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO REPAIR ANY DAMAGE IT MAY CAUSE TO THESE UTILITIES OR TO OTHER THIRD PARTIES. THE CONTRACTOR AGREES TO INDEMNIFY THE OWNER AND DILLON CONSULTING LIMITED AGAINST ANY CLAIMS WHICH MAY ARISE FROM THE CONTRACTOR'S ACTIONS.
- CONTRACTOR TO COMPLETE ALL CONSTRUCTION IN ACCORDANCE WITH ALL ONTARIO PROVINCIAL GUIDELINES, THE MINIMUM STANDARDS, SPECIFICATIONS OF WINDSOR/ESSEX REGION, AND NATIONAL MASTER SPECIFICATIONS.
- PAVEMENT GRADES SHOWN ARE TO EDGE OF PAVEMENT OR CENTRELINE OF ROAD.
- ANY WORK ON EXISTING GRASSED AREAS MUST BE RESTORED TO ITS ORIGINAL STATE OR BETTER, USING MINIMUM 100mm TOPSOIL AND SOD.
- ALL MAN-HOLE LIDS TO BE ADJUSTED TO FINAL ASPHALT SURFACES. CONTRACTOR TO LOCATE BURIED STRUCTURES ALONG ACCESS ROAD AND ADJUST FRAMES TO FINAL GRADE.
- ALL MAN-HOLE FRAMES AND GRATES TO BE SELF-ADJUSTABLE AS MANUFACTURED BY BIBBY-STE-CROIX MODEL C-50-ONT, CIP[21] (CEDAR INFRASTRUCTURE PRODUCTS INC.) OR EQUIVALENT.
- CONTRACTOR TO PROVIDE MINIMUM 1.0m LAP JOINT WHERE NEW ASPHALT MEETS EXISTING WHERE SHOWN ON PLANS. CONTRACTOR TO TIE INTO AND MATCH EXISTING GRADES.
- CONTRACTOR TO MATCH GRADES AT EXISTING CATCH BASINS WITHIN PARKING LOT AREA.
- PROPOSED SWALE TO BE 1.1m WIDTH WITH 0.15m DEPTH AND 0.5% MIN GRADE.
- PROVIDE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES AS INDICATED.



not included  
in current  
tender

PARKING LOT  
NTS



**METRIC**

WHOLE NUMBERS INDICATE MILLIMETRES  
DECIMALIZED NUMBERS INDICATE METRES

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DESIGN	REVIEWED BY	PROJECT NO.
PMW	DV	HARROW AAFC-HRDC - PAVING PROJECT 224508
DRAWN	CHECKED BY	SHEET NO.
PMW	KL	CIVIL SECTIONS AND DETAILS C03
DATE	SCALE	
2022-09-09	NTS	



## Appendix "F"

### INSURANCE TERMS





## INSURANCE TERMS

### IN1 GENERAL

- IN1.1 Worker's Compensation
- IN1.2 Indemnification
- IN1.3 Proof of Insurance
- IN1.4 Insured
- IN1.5 Payment of Deductible

### IN2 COMMERCIAL GENERAL LIABILITY

- IN2.1 Scope of Policy
- IN2.2 Period of Insurance

### IN3 AUTOMOBILE INSURANCE

- IN3.1 Scope of Policy

### IN1 GENERAL

#### IN1.1 Worker's Compensation

- 1) The Contractor shall provide and maintain Worker's Compensation Insurance in accordance with the legal requirements of the Province or Territory where the work is being carried out.

#### IN1.2 Indemnification

- 1) The insurance required by the provisions of these Insurance Terms shall in no way limit the Contractor's responsibility under the Indemnification clause of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill his obligations under the aforesaid clause shall be at his own discretion and expense.

#### IN1.3 Proof of Insurance

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Contractor shall deposit with Canada a CERTIFICATE OF INSURANCE (form AAFC / AAC5314) available upon request.
- 2) In the event that the Contractor already possesses an insurance certificate clearly demonstrating that their insurance coverage meets IN2.1 Scope of Policy provisions, then the Contractor may deposit an original copy of this insurance certificate.
- 3) Upon request by Canada, the Contractor shall provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the provisions contained herein.

#### IN1.4 Insured

- 1) Each policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Agriculture & Agri-Food Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.

#### IN1.5 Payment of Deductible

- 1) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Contractor.

## **INSURANCE TERMS (Continued)**

### **IN2 COMMERCIAL GENERAL LIABILITY**

#### **IN2.1 Scope of Policy**

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have:
  - (a) an Each Occurrence Limit of not less than \$5,000,000.00 ;
  - (b) a Products/Completed Operations Aggregate Limit of not less than \$5,000,000.00 ; and
  - (c) a General Aggregate Limit of not less than \$10,000,000.00 per policy year, if the policy is subject to such a limit.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
  - (a) Blasting.
  - (b) Pile driving and caisson work.
  - (c) Underpinning.
  - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
  - (e) Asbestos.
  - (f) Non-owed Automobile Policy.

#### **IN2.2 Period of Insurance**

- 1) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion except that the coverage for Completed Operations Liability shall, in any event, be maintained for a period of at least six (6) years beyond the date of the CERTIFICATE OF SUBSTANTIAL PERFORMANCE.

### **IN3 AUTOMOBILE INSURANCE**

#### **IN3.1 Scope of Policy**

- 1) Automobile Liability Insurance in respect of licensed vehicles shall have limits of not less than one million dollars inclusive per occurrence for bodily injury, death, and damage to property.



## Appendix "G"

### CONTRACT DOCUMENTS

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

For information on how to install Adobe Reader and configure your viewing environment please see [http://www.adobe.com/go/pdf\\_forms\\_configure](http://www.adobe.com/go/pdf_forms_configure).



Appendix "H"

CONTRACT

## CONTRACT

**Your tender is accepted** to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the construction listed herein and on any attached sheets at the price or prices set out therefor.

Comments

Vendor / Firm Name and Address

Title		
Solicitation / Contract No.		Date
Client Reference No.		
File No.		
Financial Code(s)		<input type="radio"/> GST <input type="radio"/> HST <input type="radio"/> QST
F.O.B Destination		
Applicable Taxes Excluded		
Destination		
Invoices - Original and two copies to be sent to :		
Address Enquiries to:		
Telephone No.	Ext.	Fax No.
Total Estimated Cost	Currency Type CAD	
For the Minister		
Signature		Date(YYYY-MM-DD)



## FORMS

- Bid Bond
- Certificate of Insurance
- Labour and Material Payment Bond
- Performance Bond
- T4-A Certification

## BID BOND

**BOND NUMBER:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Oblige, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, the Principal has submitted a written tender to the Crown, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

for \_\_\_\_\_

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that if:

- (a) the Principal, should his tender be accepted within the period specified by the Crown, or, if no period be specified, within sixty (60) days after closing date of the tender, does execute within a period specified by the Crown, or, if no period be specified therein, within fourteen (14) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the terms of the tender as accepted, and does furnish a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Contract price and satisfactory to the Crown, or other security acceptable to the Crown, or
- (b) the Principal does pay to the Crown the difference between the amount of the Principal's tender and the amount of the Contract entered into by the Crown for the work, supplies and services which were specified in the said tender, if the latter amount be in excess of the former,

then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that the Surety and the Principal shall not be liable to the Crown for an amount greater than the amount specified in this bond.

PROVIDED FURTHER that the Surety shall not be subject to any suit or action unless such suit or action is instituted and process therefore served upon the Surety at its Head Office in Canada, within twelve (12) months from the date of this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.



## CERTIFICATE OF INSURANCE

To be completed by the Insurer

CONTRACT						
Description and location of work					Contract No.	
					Project No.	
INSURER			BROKER			
Company name			Company name			
Unit/Suite/Apt.	Street number	Number suffix	Unit/Suite/Apt.	Street number	Number suffix	
Street name			Street name			
Street type	Street direction	PO Box or Route Number	Street type	Street direction	PO Box or Route Number	
Municipality (City, Town, etc.)			Municipality (City, Town, etc.)			
Province/State	Postal/ZIP code		Province/State	Postal/ZIP code		
INSURED			ADDITIONAL INSURED			
Contractor name			Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food Canada.			
Unit/Suite/Apt.	Street number	Number suffix				
Street name						
Street type	Street direction	PO Box or Route Number				
Municipality (City, Town, etc.)						
Province/State	Postal/ZIP code					
POLICY						
Scope of Policy	Number	Inception Date	Expiry Date	Limit of Liability		
				Per Occurrence	General Aggregate Limit	Products / Completed Operations Aggregate Limit
Commercial General Liability						
Builder's Risk "All Risks"/ Installation Floater "All Risks"						
Automobile Insurance				(not less than \$1,000,000.00 inclusive per occurrence)		
Other (list)						
Each of these policies includes the coverages and provisions as specified in Insurance Terms and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the Named insured in writing thirty (30) days prior to any material change in, or cancellation of any policy or coverage.						
_____ Name of Insurer's Officer or Authorized Employee			_____ Telephone number		_____ Ext.	
_____ Signature			_____ Date			

## LABOUR AND MATERIAL PAYMENT BOND

BOND NUMBER: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Obligee, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

WHEREAS, the Principal has entered into a Contract with the Crown dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
for \_\_\_\_\_

which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if payment is promptly made to all Claimants who have performed labour or services or supplied material in connection with the Contract and any and all duly authorized modifications and extensions of the Contract that may hereafter be made, notice of which modifications and extensions to the Surety being hereby waived, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. For the purpose of this bond, a Claimant is defined as one having a direct contract with the Principal or any Sub-Contractor of the Principal for labour, material or both, used or reasonably required for use in the performance of the Contract, labour and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone services or rental of equipment (but excluding rental of equipment where the rent pursuant to an agreement is to be applied towards the purchase price thereof) directly applicable to the Contract.
2. For the purpose of this Bond, no payment is required to be made in respect of a claim for payment for labour or services performed or material supplied in connection with the Contract that represents a capital expenditure, overhead or general administration costs incurred by the Principal during the currency or in respect of the Contract.
3. The Principal and the Surety hereby jointly and severally agree with the Crown that if any Claimant has not been paid as provided for under the terms of his contract with the Principal or a Sub-Contractor of the Principal before the expiration of a period of ninety (90) days after the date on which the last of such Claimant's labour or service was done or performed or materials were supplied by such Claimant, the Crown may sue on this bond, have the right to prosecute the suit to final judgment for such sum or sums as may be due and have execution thereon; and such right of the Crown is assigned by virtue of Part VIII of the *Financial Administration Act* to such Claimant.
4. For the purpose of this bond the liability of the Surety and the Principal to make payment to any claimant not having a contract directly with the Principal shall be limited to that amount which the Principal would have been obliged to pay to such claimant had the provisions of the applicable provincial or territorial legislation on lien or privileges been applicable to the work. A claimant need not comply with provisions of such legislation setting out steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which the claimant might have had. Any such claimant shall be entitled to pursue a claim and to recover judgment hereunder subject to the terms and notification provisions of the Bond.
5. Any material change in the Contract between the Principal and the Crown shall not prejudice the rights or interest of any Claimant under this Bond who is not instrumental in bringing about or has not caused such change.

6. No suit or action shall be commenced hereunder by any Claimant:

- (a) Unless such Claimant shall have given written notice within the time limits hereinafter set forth to the Principal and the Surety above named, stating with substantial accuracy the amount claimed. Such notice shall be served by mailing the same by registered mail to the Principal and the Surety at any place where an office is regularly maintained for the transaction of business by such persons or served in any manner in which legal process may be served in the Province or other part of Canada in which the subject matter of the Contract is located. Such notice shall be given
  - (i) in respect of any claim for the amount or any portion thereof required to be held back from the Claimant by the Principal or by the Sub-Contractor of the Principal under either the terms of the Claimant's Contract with the Principal or the Claimant's Contract with the Sub-Contractor of the Principal within one hundred and twenty (120) days after such Claimant should have been paid in full under this Contract;
  - (ii) in respect of any claim other than for the holdback or portion thereof referred to above within one hundred and twenty (120) days after the date upon which such Claimant did or performed the last of the service, work or labour or furnished the last of the materials for which such claim is made under the Claimant's Contract with the Principal or a Sub-Contractor of the Principal;
- (b) After the expiration of one (1) year following the date on which the Principal ceased work on the said Contract, including work performed under the guarantees provided in the Contract;
- (c) Other than in a court of competent jurisdiction in the province or district of Canada in which the subject matter of the Contract or any part thereof is situated and not elsewhere, and the parties hereto hereby agree to submit to the jurisdiction of such court.

7. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder.

8. The Surety shall not be entitled to claim any moneys relating to the Contract and the liability of the Surety under this Bond shall remain unchanged and, without restricting the generality of the foregoing, the Surety shall pay all valid claims of Claimants under this Bond before any moneys relating to the Contract held by the Crown are paid to the Surety by the Crown.

9. The Surety shall not be liable for a greater sum than the amount specified in this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.

## PERFORMANCE BOND

**BOND NUMBER:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Obligee, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, the Principal entered into a Contract with the Crown dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

for \_\_\_\_\_

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if the Principal shall well and faithfully observe and perform all the obligations on the part of the Principal to be observed and performed in connection with the Contract, then this obligation shall be void, otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. Whenever the Principal shall be, and declared by the Crown to be, in default under the Contract, the Surety shall:
  - (a) if the work is not taken out of the Principal's hands, remedy the default of the Principal,
  - (b) if the work is taken out of the Principal's hands and the Crown directs the Surety to undertake the completion of the work, complete the work in accordance with the Contract provided that if a contract is entered into for the completion of the work,
    - (i) it shall be between the Surety and the completing contractor, and
    - (ii) the selection of such completing contractor shall be subject to the approval of the Crown,
  - (c) if the work is taken out of the Principal's hands and the Crown, after reasonable notice to the Surety, does not direct the Surety to undertake the completion of the work, assume the financial responsibility for the cost of completion in excess of the moneys available to the Crown under the Contract,
  - (d) be liable for and pay all the excess costs of completion of the Contract, and
  - (e) not be entitled to any Contract moneys earned by the Principal, up to the date of his default on the Contract and any holdbacks relating to such earned Contract moneys held by the Crown, and the liability of the Surety under this Bond shall remain unchanged provided, however, and without restricting the generality of the foregoing, upon the completion of the Contract to the satisfaction of the Crown, any Contract moneys earned by the Principal or holdbacks related thereto held by the Crown may be paid to the Surety by the Crown.
2. The Surety shall not be liable for a greater sum than the amount specified in this Bond.
3. No suit or action shall be instituted by the Crown herein against the Surety pursuant to these presents after the expiration of two (2) years from the date on which final payment under the Contract is payable.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.



T4-A CERTIFICATION

The Contractor shall complete and submit this T4-A Certification within fourteen (14) calendar days of Notification of Contract award and within fourteen (14) calendar days immediately following any change to the information already provided under the Contract. Failure to provide this information or failure to provide the correct information shall result in a fundamental breach of the Contract.

1. The Contractor shall enter a [ x ] in one of the boxes below opposite the description that best describes its status.

- [ ] A business incorporated either federally or provincially;
[ ] An unincorporated business, either as a sole proprietor or a partnership; or
[ ] An individual.

Note: The information provided in Section 2 must correspond with that provided in Section 1.

Corporate or unincorporated business or individual's name: \_\_\_\_\_

Street Name or Box #: \_\_\_\_\_

City, Town or Village: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

2. Contractor shall complete Section 2(a) or 2(b) or 2(c), whichever is applicable to its situation.

(a) If incorporated:

Business Number (BN): \_\_\_\_\_, or
GST / HST Number: \_\_\_\_\_, or
T2 Corporation Tax Number (T2N): \_\_\_\_\_, whichever is applicable

(b) If unincorporated:

Social Insurance Number (SIN): \_\_\_\_\_, and
Business Number (BN): \_\_\_\_\_, or
GST / HST Number: \_\_\_\_\_, whichever is applicable

Note: The Unincorporated Business Name must be the same as the name associated with the Revenue Canada Business Number or the GST Number.

(c) If individual:

Social Insurance Number (SIN): \_\_\_\_\_, and
Business Number (BN): \_\_\_\_\_, or
GST / HST Number: \_\_\_\_\_, whichever is applicable

Note: The Individual's Name must be the same as the name associated with the Social Insurance Number.

3. WE HEREBY CERTIFY that I/We have examined the information provided above, including the legal name, address and Revenue Canada identifier (SIN, BN, GST / HST No., T2N), as applicable, and that it is correct and complete, and fully discloses my/our identification.

Contractor's signature Title of Signatory Date