

1. INSTRUCTIONS TO BIDDERS

Instructions for submitting a Bid must be followed implicitly. Any Bid Submission that does not comply with the *Instruction to Bidders, CCDC 2 - 2008 Stipulated Price Contract, Supplementary General Conditions to CCDC 2 – 2008* and other pertinent sections of the Bidding Documents may be declared informal and might not be considered.

1.1. DEFINITIONS

- 1.1.1. The words “Bidder” & “Tenderer” and “Bids” or Bid Submissions” & “Tenders” are interchangeable in the Contract Documents and their meanings are identical.
- 1.1.2. The words “Owner” & “Board” are interchangeable in the Contract Documents and their meanings are identical.

1.2. DESCRIPTION

- 1.2.1. Work under this Contract covers the construction of the Project as identified in the Contract Documents.
- 1.2.2. Work not included in Contract comprises of a list of items as identified in the General Instructions and other pertinent sections of the Contract Documents.

1.3. CONTRACT DOCUMENTS

- 1.3.1. Consult the Documents consisting of the following:

- 1.3.1.1. Form of Tender* Document XXXXX
- 1.3.1.2. Supplementary Information Form* Document XXXXX

Above Bidding Documents (marked by asterisk) are to be signed and executed by the Bidders.

- 1.3.1.3. Instructions to Bidders Document XXXXX
- 1.3.1.4. Supplementary General Conditions to CCDC-2 2008 Document XXXXX
- 1.3.1.5. General Instructions Document XXXXX

And

- 1.3.1.6. Mechanical Supplementary Bid Submission Form *
- 1.3.1.7. Electrical Supplementary Bid Submission Form *

Above Mechanical and Electrical Supplementary Bid Submission Forms (marked by asterisk) are to be signed and executed by each of the prequalified Sub-Contractors named by the low Bidder in his/her Form of Tender.

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And

- 1.3.1.8. Specifications as listed in the Specification Table of Contents prepared by the Architect and Sub-Consultants.
- 1.3.1.9. Drawings as listed in the Drawing Index and Detail Sheets as listed in the Detail Sheet Index and as applicable - prepared by the Architects and Sub-Consultants.
- 1.3.1.10. Any Addenda issued prior to the closing of Bid Submissions.

1.4. BID SUBMISSION (TENDER)

- 1.4.1. The Bid Submission is to be submitted on the *Form of Tender*, Document **XXXXXX** and shall be known as the Bid Submission.
- 1.4.2. The Contractor must note that the Bid Submission (*Form of Tender*) requires the inclusion of the Contractor's *Bid Bond* and *Agreement to Bond*.
- 1.4.3. Sealed "Stipulated Sum Tender" submitted on the *Bid Submission Forms* for the Work as described in the specifications and/or as shown on the accompanying drawings, including all Addenda issued prior to the closing of Bid Submissions, will be addressed to, and received by the Board, at:

The Catholic Education Centre, Dufferin-Peel Catholic District School Board
40 Matheson Boulevard West, Mississauga ON L5R 1C5
- 1.4.4. Bid Submission must be time stamped and received at the Board's Catholic Education Centre offices, *Reception Counter* on, or before, the Bid Submission Deadline Time:

TIME p.m., local time, Date, Month, Year.
- 1.4.5. In the event of a discrepancy, the Board's "stamp device" shall be the standard of measurement. This "stamp device" (official clock) is set to local time, within reasonable tolerances. See also "Deadline Time" for official clock measurement.
- 1.4.6. Bid Submissions received after this time and date will not be accepted, and the unopened Bid Submission will be returned. The Board will not be responsible for Bid Submissions that are delivered to any location within the Board's offices other than at the designated location identified above.
- 1.4.7. Bid Submissions shall be submitted for this Project on forms provided by the Consultant and shall be marked on the outside of a 9" x 12" opaque envelope with the Bidder's name, address and phone number in the upper corner, and the name of the Project for which the Bid Submission is enclosed.
- 1.4.8. All blanks in the *Form of Tender* shall be fully completed or the Bid Submission may be invalidated and may, *at the discretion of the Board*, be rejected.

INSTRUCTIONS TO BIDDERS

- 1.4.9. The *Form of Tender* and the *Supplementary Information Form* must be signed by the appropriate officers of the Contractor's firm. Incorporated companies shall affix their corporate seal under the hands of their authorized officers.
- 1.4.10. Drawings and Specifications shall be returned to the Consultants within ten (10) days of closing as identified above. A second copy of the *Form of Tender* may be retained by the Bidder.
- 1.4.11. Bid Submissions shall be valid for (XXX - TBD) calendar days from the date of closing as identified above.

1.5. MECHANICAL AND ELECTRICAL SUB-CONTRACT BIDS

- 1.5.1. Mechanical and Electrical bids are to be submitted directly to the Contractor Bidders.
- 1.5.2. Each of the Mechanical and Electrical Sub-Contract Bidders must submit an Agreement to Bond directly to the Bidder with their bids.

1.6. SUPPLEMENTARY INFORMATION FORM & SUPPLEMENTARY CONDITIONS FORM

- 1.6.1. Only the LOW BIDDER will be required to submit the following documents to the offices of (NAME OF ARCHITECT, ADDRESS OF ARCHITECT), on or before, (TIME OF DAY) local time on the day following the close of Bid Submissions:

Supplementary Information Form	Document XXXXX
Mechanical Supplementary Bid Submission Form	Document XXXXX
Electrical Supplementary Bid Submission Form	Document XXXXX

(E-MAILING OR FAXING OF ANY OF THE ABOVE DOCUMENTS IS UNACCEPTABLE)

- 1.6.2. The *Supplementary Information Form* and the *Mechanical/Electrical Bid Submission Forms* must be signed by the appropriate officers of the General Contractor's firm and each of the Sub-Contractors' Firms. Incorporated companies shall affix their corporate seal under the hands of their authorized officers.
 - 1.6.2.1. The LOW BIDDER must complete IN FULL the requirements of the *Supplementary Information Form*.

1.7. MECHANICAL AND ELECTRICAL SUPPLEMENTARY BID SUBMISSION FORMS

- 1.7.1. *Mechanical and Electrical Supplementary Bid Submission Forms* are to be filled out in their entirety by the Mechanical and Electrical Sub-Contractors named in the *Form of Tender* by the Bidders, and submitted directly to the Contractor Bidders.

(E-MAILING OR FAXING OF ANY OF THE ABOVE FORMS IS UNACCEPTABLE)

INSTRUCTIONS TO BIDDERS

1.8. BOARD

1.8.1. The "Owner" of the project is:

**Dufferin-Peel Catholic District School Board
40 Matheson Boulevard West
Mississauga ON L5R 1C5**

1.8.2. The Contractor should note that after the Tender Award, all correspondence between the Contractor and the Consultants shall be copied to the Board's "Construction Department", at the following address:

Dufferin- Peel Catholic District School Board
Keaton Centre
5685 Keaton Crescent
Mississauga ON L5R 3H5

1.9. ARCHITECT

1.9.1. The Prime Consultant (Architect) on this project is identified in the Contract Documents.

1.10. CONSULTANTS

1.10.1. The Sub-Consultants on this project are identified in the Contract Documents.

1.11. BID SUBMISSION DEADLINE TIME

1.11.1. Time on the official clock ("time stamp device") is measured in hours and minutes only - not hours, minutes and seconds.

1.11.2. Submitted Bid Submissions shall be deemed "On Time" for as long as the official clock shows **XX.00 p.m.** Submitted Bid Submissions shall be deemed "Late" if the submission is stamped by the official clock as **XX.01 p.m.**

1.12. BID SUBMISSION ACCEPTANCE AND OPENING

1.12.1. The Board endeavours to open all Bid Submissions in public as soon as possible after **(TIME)** local time, on the date of the closing of the Bid Submission. Bidders and other interested parties may attend the opening.

1.13. BID SUBMISSION REJECTION

1.13.1. The Board reserves the right to reject any or all proposals submitted, without explanations, and to waive any informality in same. ***The lowest or any Bid Submission shall not necessarily be accepted.***

1.14. SUB-CONTRACTORS

- 1.14.1. The Contractor Bidders are required to submit, on the *Form of Tender*, the names of the prequalified Mechanical and Electrical Sub-Contractors.
 - 1.14.1.1. On the *Supplementary Information Form*, the bid amount of each of the named Mechanical and Electrical Sub-contractors must be identified. The bid amounts are to be exclusive of Value Added Taxes (**HST**).
- 1.14.2. The low Bidder is also required to submit, on the *Supplementary Information Form*, a further list of Sub-Contractors. The Bidder shall name in this list the Sub-Contractors proposed to perform the Work under the Contract. No substitutions to these lists shall be made without the written approval of the Consultants and Owner.
- 1.14.3. Other than the prequalified Mechanical/Electrical Sub-Contractors, the selection of all other Sub-Contractors must be acceptable to the Board and to the Consultants. If the required substitution of a Sub-Contractor affects the sub-tender price, an adjustment will be made in the amount of the Bid Price only by the amount of the difference in sub-prices, without additional overhead or profit to the Bidder.
- 1.14.4. If the Bidder proposes to do Work with persons directly in the Contractor's employ, and not sub-contract the Work, then the Bidder shall insert the words "*Contractor*" **provided** that the Bidder can submit proof that his forces have had extensive experience in this field of endeavour.
- 1.14.5. Sub-Contractors shall be actually engaged as their own recognized business, in the line of Work including Labour and Materials required by the specifications and shall carry out themselves the Work which they are awarded by subcontract. They shall not be permitted to re-subcontract their Work or portions thereof, to other contractors. THIS INCLUDES SHOP DRAWINGS.

1.15. UNIT PRICES

- 1.15.1. Refer to *Supplementary Information Form* for specific requirements. The Bidder should be aware, however, that Unit Prices for additional Work shall not exceed Unit Prices for deducted Work by more than twenty percent (20%); that the Board reserves the right to accept or reject any or all of the Unit Prices prior to entering into a contract; and that the Board reserves the right to negotiate any of all of the Unit Prices with the Contractor prior to the signing of the Contract.
- 1.15.2. Should the Board and the Contractor be unable to mutually agree on the amounts of the unit prices, the Bidder agrees that the Board has the right to hire outside contractors to perform the pertinent Work under a separate contract, without any financial penalty whatever to the Board and without additional overhead and profit to the Contractor.

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1.16. COMPLETION DATE

- 1.16.1. Bid Submissions must include all costs involved in having the Contract "Substantially Complete" by the date specified in the *Form of Tender*.
- 1.16.2. Work must continue during all adverse weather conditions as necessary to ensure completion by dates listed on the *Form of Tender*.

1.17. OCCUPANCY REQUIREMENTS

- 1.17.1. The building(s) shall be deemed to be ready for occupancy when the Contract meets the requirements of OAA/OGCA Document 100, Construction Lien Act (Latest Amendments) and occupancy approval of all Authorities Having Jurisdiction.
- 1.17.2. Refer to **Supplementary General Conditions to CCDC 2, 2008** for "Board Occupancy" and "Occupancy prior to Substantial Completion."

1.18. BID BOND, PERFORMANCE BOND, LABOUR & MATERIAL BOND/MAINTENANCE BOND

- 1.18.1. The undersigned encloses a *Bid Bond* in the amount of \$ XXXXX.XX made out in the name of the Dufferin-Peel Catholic District School Board, as well as an *Agreement to Bond* from an approved Bonding Company stating that the Bonding Company will issue a XXX% *Performance Bond* and a XXX% *Labour and Material Payment Bond*, if the undersigned's submitted Bid Price is successful and the Board awards the Contract to the undersigned.

(E-MAILING OR FAXING OF ANY OF THE ABOVE FORMS IS UNACCEPTABLE)

- 1.18.2. This Bid Bond shall be forfeited if the Bidder declines to enter into a Formal Contract in the amount tendered, or as adjusted according to the separate prices included in the Bid Submission, and to furnish, when called upon to do so, a Performance Bond. This Bid Bond shall be accompanied by an Agreement from the Surety Company that a XX% Performance Bond and a XX% Labour and Material Payment Bond will be issued to the Bidder if he/she is awarded the Contract. The cost of the Bonds shall be included in the amount of the Bid Submission.
 - 1.18.2.1. The Bid Bond must be valid for a minimum of (XXX - TBD) calendar days from the closing date of Tender.
- 1.18.3. Retention and use of the Bid Bond, as outlined above, shall not be deemed a penalty, but a consideration to the Board for inviting and considering the Bid Submission and as part payment for sustained damages and costs incurred by the Board, which shall be deemed to be the difference between the bid price of this Bidder and the bid price of the next lowest Bidder acceptable to the Board.
- 1.18.4. A Performance Bond, equal to xxxxx percent (XX%) of the Bid Price, shall be furnished through a Surety Company or Insurance Company approved by the Consultant and the Board according to terms and conditions acceptable to the Board and the Consultant.

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- 1.18.5. Labour and Material Payment Bond, equal to **xxxxx percent (XX%)** of the Contract is to be provided within ten (10) Working Days upon request, stating that Board will not be held responsible if payment to Sub-Contractors, as certified due by the Consultant, is not made by the Contractor when due.
- 1.18.6. On completion of the Work, the Performance Bond shall remain in force as a MAINTENANCE BOND for a period of one (1) year from the date of final completion as certified by the Architect. It shall form a *Guarantee of Workmanship and Materials* for the one (1) year period.
- 1.18.7. The Bidder to whom the Contract is awarded must properly sign the Contract and furnish a satisfactory Performance Bond, Labour and Material Payment Bond, Insurance Certificate and Workers' Compensation Board Certificate within ten (10) Working Days of acceptance of the Bid Submission by the Board, or forfeit the Bid Bond.
- 1.18.8. In addition, the Bidder shall require from the following Sub-Contractors a performance bond, issued by a duly licenced surety company authorized to transact a business of suretyship in the Province of Ontario, and which shall be maintained in good standing until the fulfilment of the Contract. The form of such bond shall be in accordance with the latest edition of the CCDC Bond forms. Performance Bond is to be in the amount of **xxxxx percent (XX%)** of the Sub-Contractors' tendered sum.

1.19. LIST OF SUB-CONTRACTORS REQUIRING BONDS

Architect to amend for Elementary/Secondary school project and review with owner prior to release of documents for Tender;

Alum. Windows, Curtain Wall, Skylights
(Secondary only)
Food Services Equipment
(Secondary only)
Mechanical*
Electrical*
Controls

* The **prequalified** Mechanical and Electrical Sub-Contractors carried by the Contractor must submit their Agreement to Bond with their bids directly to the Bidder.

- 1.19.1. The above noted Sub-Contractors requiring bonding shall be accompanied by an Agreement to Bond issued by a surety acceptable to Board, stating that a Performance Bond in the amount of **xxxxx percent (XX%)** of the subcontract Bid Price will be provided if the Sub-Contractor is awarded the contract. The cost for the Performance Bond shall be included in the Bid Price.

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1.20. PREQUALIFIED BIDDERS

1.20.1. Bid Submissions will only be accepted from the following prequalified General Contractors:

Name of General Contractor

Name of General Contractor

Name of General Contractor

Name of General Contractor

Name of General Contractor

Name of General Contractor

Name of General Contractor

1.20.2. Bid Submissions will only be accepted from the following prequalified Mechanical Sub-Contractors:

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

1.20.3. Bid Submissions will only be accepted from the following prequalified Electrical Sub-Contractors:

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

Name of Sub-Contractor

1.20.4. Bid Submissions will only be accepted from the following CONTROLS Sub-Contractors:

List to be reviewed with owner

ARCHITECT TO AMEND, DELETE/ADD AS REQUIRED FOR THE PROJECT.

1.21. BIDDERS

- 1.21.1. The Bidder submitting Bid Submission proposals shall be actually engaged as their recognized business in the lines of Work required by the specifications, and shall be able to refer to Work of a similar character which has been satisfactorily performed by them.

1.22. FAIR WAGE AND LABOUR

- 1.22.1. Rate of wages, hours and conditions of Work shall be in accordance with Provincial Codes and as generally recognized and accepted in the locality. Building mechanics and labourers resident in the district are to be employed where suitable.
- 1.22.2. Labour forces employed on the site may have compatible affiliation with any labour organization. Union contract itself is not a prerequisite.

1.23. DISCREPANCIES AND OMISSIONS

- 1.23.1. All Bidders finding specified items unavailable, finding discrepancies in, or omissions from, the drawings or specifications or other Contract Documents, or having any doubt as to the intent or meaning of any part thereof, shall at once notify the Consultants.
- 1.23.2. Corrections of such discrepancies, and/or omissions, further explanations, definitions or additional information as necessary will be issued by the Consultant(s) during the time of bidding in the form of Addenda to all prequalified Bidders. These shall become part of the Contract Documents and the number of Addenda included in the Bid Price must be shown on the *Form of Tender*.
- 1.23.3. Minor typographical or spelling mistakes in the Contract Documents may not necessarily be corrected by Addenda if they do not significantly affect the meaning of the sentence or phrase in which they occur, or alter the intent of the Work.
- 1.23.4. NO ORAL INSTRUCTIONS WILL BE VALID.

1.24. BIDDING ASSUMPTIONS

- 1.24.1. All bids submitted, including bids by Sub-Contractors, are assumed to be based upon the complete set of Contract Documents. No alterations in prices for items of Work will be considered even if it is determined by the Consultants and/or Bidder that sub-bids were not based on the complete set of documents (e.g. bids based upon Specifications but not on drawings and vice-versa, omitted addenda etc.).

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1.25. ERRORS IN BID SUBMISSION

1.25.1. The Board shall not entertain requests for gratuitous payments arising from errors or omissions alleged to have been made by the Bidder in a Bid Submission that the Board has accepted.

1.26. INQUIRY AND INSTRUCTION

1.26.1. All correspondence, inquiries, instructions, etc. in connection with the Work shall be made through the office of the Architect (Prime Consultant) whose name address and telephone number appear below:

**NAME, ADDRESS AND PHONE NUMBER OF ARCHITECT
NAME OF CONTACT PERSON**

1.27. EXAMINATION OF THE PLACE OF WORK

1.27.1. Before submitting the Bid, it is recommended that the Bidder and their qualified sub-trades submitting bids examine the Place of Work, and the Geotechnical and/or Environmental Soils Investigation Reports as may be included in the Bid Documents. The Bidder shall ascertain the extent and nature of the materials it may be necessary to remove or add in order to reach, or provide the depths, levels and grades required and shall be sure that the Bidder's determinations are made in accordance with the drawings and specifications and the Soils Investigations.

1.27.2. Bids shall include the cost imposed by existing conditions and limitations of site and the accepted bid shall be held to have included such costs. **NO ALLOWANCE WILL BE MADE FOR FAILURE TO EXAMINE THE EXISTING SITE.**

1.27.3. The levels and other information shown on the drawings are furnished in good faith for the guidance of the Bidders. This information, however, shall in no way relieve the Bidder and sub-trades of the responsibility in ascertaining to his/her own satisfaction the nature of all conditions at the site.

1.28. BUILDING PERMIT

1.28.1. Building Permit has been applied for by the Consultant and a deposit paid. Balance of the Permit cost shall be paid by the Contractor and reimbursed from the Cash Allowance.

1.28.2. The Building Permit has been prepaid by the Board. The Contractor is NOT to include the cost of the Building Permit in the Bid Submission.

ARCHITECT IS TO DETERMINE WHICH OF THE ABOVE TWO CLAUSES APPLY ON THE PROJECT.

1.28.3. The Contractor must, however, pay all other necessary fees, deposits and charges related to Municipal, Provincial and Federal Requirements. The

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Contractor is responsible for determining the amounts of these permits, fees, etc.

1.29. CONTRACT DOCUMENTS

- 1.29.1. The Contract shall be subject to the **Canadian Standard Construction Document CCDC – 2 2008 for Stipulated Price Contract** all Supplementary Conditions and Contract Documents as prepared by the Consultants. Successful Bidder must sign a Contract within ten (10) Working Days of notification of award. ***The Contractor shall not be entitled to any payment until the Contract is signed.***
- 1.29.2. All Bidders will be held to have examined and made themselves familiar with the various articles of these Standard Documents and shall be as binding for all sections of the following specifications as though written in full therein.

1.30. DEPOSIT ON PLANS

- 1.30.1. Each prequalified Contractor bidding and each prequalified Mechanical and Electrical Sub-contractor bidding, shall deposit with the Consultant, a certified cheque for xxxxxx dollars \$XXX.00 made out to Dufferin-Peel Catholic District School Board when requesting each set of drawings and specifications. Bidders may request two (2) sets only. Additional sets may be purchased at a cost of xxxxxx dollars \$XXX.00 per set. Drawings and Specification will be on view at the Toronto, Mississauga, Hamilton, Barrie and Grand Valley Construction Associations' offices.
- 1.30.2. The cheque of the unsuccessful Bidders shall be returned to them on return of the Contract Documents to the Consultant in an unmarked condition, but provided that these are returned within ten (10) days of receipt of tenders OR of rejection of all Bids. The Consultant shall be the sole arbiter of the Contract Document's unmarked condition.

1.31. FINAL ACCEPTANCE

- 1.31.1. It must be clearly understood that final acceptance of this Tender is subject to approvals of the Board and other Authorities and these may delay final approval. There will be no adjustments in the tendered price for a period of (XXX - TBD) calendar days from tender closing date. Submissions due to delays resulting from obtaining necessary approvals.

1.32. SALES TAXES

- 1.32.1. The Bid Submission amount shall include all applicable excise taxes, custom duties, freight, exchange and all other charges in effect and known to come into effect during the construction of the building described in this Contract. The Bid Submission (Form of Tender) shall exclude Value Added Taxes (**HST.**)
- 1.32.2. The successful Bidder must provide the Bidder's **HST** Registration Number and each request for payment must show this number.

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1.33. INSURANCE COVERAGE ON EXISTING SCHOOLS VACATED DURING CONSTRUCTION

1.33.1. On projects where the Board has vacated the premises and handed the building and/or property to the Contractor, it is the responsibility of the Contractor, as part of the Bid Submission, to carry an Insurance Policy that includes the value of the existing building and property, in addition to the value of the Contract. Such Insurance Policy will remain in effect until the Completion of the Work as certified by the Architect.

1.33.2. The Architect has determined that the value of the Board's building and property is \$XXX,XXX.

(ARCHITECT TO DELETE ITEM OR DETERMINE VALUE.)

1.34. WORK HOURS

1.34.1. Work in all schools occupied by students or staff, (including summer school) whether additions, renovations or for deficiency corrections in new schools, should be specified as follows:

1.34.1.1. As per Board policy, the normal work hours in, or access to, occupied school buildings are from 4:00 pm. to approximately 11:00 pm., Monday to Friday.

1.34.1.2. Weekend work may be arranged with 72 hours notice directly with the Board's Construction Department.

1.34.1.3. The Board does not allow any painting (other than minor touch-ups), gluing (resilient flooring), welding or any other activity that produces noxious smells on Monday through Friday.

1.34.1.4. Any asphalt paving or roofing work must be arranged for weekends and holidays.

1.34.2. There will be no interruption of utilities and life safety systems (fire alarm, emergency lighting and sprinklers) during occupied hours of the school. Where utilities must be interrupted, during unoccupied hours, the existing school and its equipment and/or contents must be protected and operation made good by qualified personnel.

1.34.3. All trades/ personnel must check in with the office and advise the Custodian the nature and location of their business. For emergency work, required during regular school hours, trades/personnel must report to the office and be accompanied at all times by school staff.

1.34.4. Criminal reference checks are required where personnel are required to access the occupied school, on a regular basis.

1.35. LONG DELIVERY BUILDING COMPONENTS

1.35.1. Bidders should note that the Consultants have identified below, building components that currently have long delivery dates. These components are to

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be purchased by the Contractor and or Sub-Contractors immediately upon award of Contract.

- 1.35.2. Contractors must note that the First Progress Payment will not be approved until proof of purchase, (by copy of a Purchase Order) is available for review by the Consultant.

ARCHITECT TO DISCUSS WITH BOARD AND FILL IN A LIST OF LONG DELIVERY BUILDING COMPONENTS IF ANY – IF NOT APPLICABLE, DELETE ENTIRE ITEM.

1.36. ADDITIONAL ITEMS REQUIRED BY CONSULTANT(S)

END OF INSTRUCTIONS TO BIDDERS

LATEST REVISION IS IN BLUE

ISSUED	NOVEMBER 2007	REV 3 (VALUE ADDED TAX [HST])	JUNE 2010
REV 1	MAY 2008	REV 4 (CCDC -2 2008)	DEC. 2010
REV 2	MAR 2009	REV 5	JULY 2012
REV 6	SEPT 2015		

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