ADDENDUM #1

This addendum shall form an integral part of the specifications and plans for the above project and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements of the previously issued specifications and plans with which it may prove to be at variance, unless otherwise clarified by the Contract Administrator.

This addendum must be signed by the tenderer in the appropriate space and must be attached to the Form of Tender for submission at the time of tendering. Tenders not including this addendum, signed as required, may be rejected as informal.

*In addition to the Contract cover & Section 00 21 13 – pages 1 and 2*

Date issued: Tuesday November 10, 2009.

John White
CAD GIS Coordinator

Tenderer’s Signature: ____________________________________

Company Name: _________________________________________

Date: _________________________________________
CONTRACT NO. 2009-20c

CITY OF PORT COLBORNE

76 Main Street

OLD HUMBERSTONE BUILDING RENOVATION

MAYOR: Vance Badawey
DIRECTOR: Ron Hanson, C.E.T.

CITY CLERK: Janet Beckett

CLOSING DATE: Tuesday, December 1, 2009, at 2:00:00 p.m. Local Time

Prepared by:
Quartek Group Inc.
Engineers, Architects, Project Managers
Main Office:
360 York Road
Niagara-on-the-Lake, ON
L3K 4H4
P 905 984 8676
F 905 682 5896
1 Instructions To Bidders

1.1 GENERAL DESCRIPTION OF WORK
.1 Work to be carried out under this contract includes but may not be limited to interior renovations to the Old Humberstone Building in Port Colborne. The existing washrooms and kitchen area are to be completely removed and replaced with new barrier free compliant washrooms. The main hall space is to have new floor and ceiling finishes installed as well as new lighting and power upgrades. An addition to the building constructed in 1955 is to be completely demolished. The existing boiler, hot water, air conditioning and power service panels are to be relocated to a new utility room adjacent to the new barrier free washrooms in the remaining building.

1.2 BIDDERS
.1 General Contractors are invited to submit a bid. Subcontractors for other trades proposed by the bidder shall be recognized firms skilled in their particular trades.

1.3 FORM OF AGREEMENT
.1 The form of agreement shall be the CCDC2 2008 (Stipulated Price Contract) including the General Conditions, subject to the amendments referred to in the "Supplementary General Conditions" (00500), and inclusive of all Technical Specifications and Drawings.

1.4 USE OF DOCUMENTS & SITE ACCESS DURING TENDER, EXAMINATION OF PLANS, SPECIFICATIONS
.1 Drawing plans and specifications are available at Quartek Group Inc. Bidders shall carefully examine and study all of the contract documents and the site of the work in order to satisfy themselves by examination as to all conditions affecting the contract and as to the detailed requirements of the construction.

.2 A mandatory inspection of the site has been scheduled for:

TUESDAY NOVEMBER 24, 2009, 10:00 a.m.

for the general information of all bidders.

All interested parties shall meet at Humberstone, 76 Main St., Port Colborne. Tenders will not be accepted from contractors who fail to attend the scheduled mandatory site inspection. All bidders are encouraged to arrange for the attendance at this inspection of any key sub-trades.

For more information, contact:

Mr. Nigel Scott, OAA
Quartek Group Inc. Architects, Engineers
T (905) 984-8676  F (905) 682-5896
nscott@quartekgroup.com

1.5 BID CALL
.1 All tenders must be sealed and submitted to:
Janet Beckett, City Clerk on the First Floor, City Hall
City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario L3K 3C

.2 By the following time: 2:00:00 p.m. local time on Tuesday, December 1, 2009.

.3 Tenders received later than the time specified will not be accepted, regardless of the postal seal date. Tenders received after this time will be unopened and destroyed or returned.
unopened.

.4 Tenders must be plainly marked to reveal the contents and the Tenderer’s name and address.

.5 Bids will be opened publicly the same day that tenders close at 2:15 p.m. local time, **Tuesday, December 1, 2009,** in Committee Room #2, Second Floor, City Hall. Contractors who have submitted a bid are welcome to attend.

1.6 **BID SUBMISSIONS**

.1 Bidders shall be solely responsible for the delivery of their bids in the manner and time described.

.2 Bids shall be sealed and submitted in two envelopes to:

Janet Beckett, City Clerk on the First Floor, City Hall
City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario L3K 3C8

.3 Tenders shall be delivered in two (2) sealed, opaque envelopes clearly marked as to their contents.

.4 **Envelope One** to contain:

.1 "Agreement to Bond", duly signed and sealed (no copies or facsimiles will be accepted).

.2 Bid Bond in the form of a certified cheque, money order, or an irrevocable letter of credit in the amount of **Fifteen Thousand Dollars $15,000.00**

.5 **Envelope Two** to contain:

.1 Form of Tender (including addenda if applicable).

.2 Please note that the tender specifications shall not be included in the second envelope. In the event the first envelope does not contain the proper documents, the second envelope will not be opened.

.6 Improperly completed information, irregularities in security deposit, may be cause not to open the bid envelope and declare the bid invalid or informal.

1.7 **BID SECURITY**

.1 Bids shall be accompanied by a Bid Security as follows:

.1 Bid Bond in the amount of **Fifteen Thousand Dollars ($15,000)**

.2 Endorse the Bid Bond in the name of **City of Port Colborne** as obligee, signed and sealed by the Principal (Contractor) and Surety.

.3 Shall indicate that this tender as submitted will remain in effect for sixty (60) days from the date of receipt of bids without alteration or cancellation.

1.8 **AGREEMENT TO BOND**

.1 Submit with the Bid Form and Bid Bond a Surety Consent that the Surety providing the Bid Bond is willing to supply the Performance and Labour and Materials Payment Bond, each in the amount of 100% (Renovation Work) of the Contract Price.

1.9 **THE BID ACCEPTANCE PERIOD**

.1 The **Bid Acceptance Period** is defined as a period of up to, and including, sixty (60) days, commencing at the **Bid Closing Time**, during which bids shall be irrevocable and open to acceptance by **Owner**.