

**TENDER PROPOSAL FORM
Gymnasium HVAC Upgrades – Notre Dame CES, Niagara Falls Tender #T24-002**

TENDER PROPOSAL FORM

Niagara Catholic District School Board
427 Rice Road
Welland, ON L3C 7C1
Attn: Mark Ferri – Administrator of Purchasing Services

Date: _____

TENDER FOR:
Gymnasium HVAC Upgrades – Notre Dame CES, Niagara Falls

NAME of CONTRACTOR/BIDDER: _____

Declaration & Offer:

1. We, the undersigned, declare that we have carefully examined all Drawings, Specifications and related Contract/Tender Documents for the captioned project, as prepared by Gruguric Architects Inc. [and related Consultants], including all Addenda numbered and listed below:

and having examined the Instruction to Bidders, and having visited, investigated and examined the site for all Conditions of the Contract affecting the Work, we agree to furnish all labour, material, plant, and equipment necessary for full completion of all the work outlined on the drawings and specifications.

for the Stipulated Price of:

\$ _____
[enter value in numeric digits]

_____ /100 dollars
[enter value in words]

in lawful Canadian dollars, which includes Allowances (as specified), all other charges such as Excise Taxes, custom duties, freight, exchange [where applicable] and all fees for permits for building and inspections required by government and municipal authorities as in effect on this date (unless noted otherwise).

Not included in the above Stipulated Price is:
The Harmonized Sales Tax (H.S.T.) @ 13%

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2. We the undersigned agree to perform the Work in compliance with the required completion schedule stated in the Tender Documents and to pay all extra wages and premiums necessary for overtime work daily and on weekends for all trades to complete the work within the required completion schedule stated in the Tender Documents.
3. The undersigned agrees that the list of Subcontractors, Appendix 'A', completed and submitted in accordance with Instructions to Bidders lists the Subcontractors who will perform the Work indicated. Failure to complete the list of subcontractors may result in the Tender being declared null and void.
4. In submitting this Tender, we recognize the right of the Owner to accept or reject any or all of the Tenders.
5. Upon the award of Contract the following will apply:
 - a) The undersigned will furnish Proof of Insurance (meeting requirements outlined elsewhere in the Contract Documents)
 - b) The undersigned will furnish Proof of WSIB Coverage (complying with regulatory legislation)
 - c) **Note – there is no bonding required for this project.**
6. The undersigned has satisfied himself that the Subcontractors, Material Suppliers, and Equipment Suppliers on which this Tender is based, are capable of meeting the requirements and executing the Work in accordance with the drawings and Specifications, the Instructions to Bidders, Tender Proposal Form, and Addenda listed on page 1 of this Tender Form and all related Contract/Tender Documents.
7. No person, firm or corporation other than the undersigned has any interest in this Bid or in the proposed Contract for which this Tender is made.
8. a) **Tender Form Supplements:**

We have attached to this Tender Form the following documents:

 - i) List of Subcontractors, Appendix 'A'

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Endorsement of Declaration & Offer:

I, the Contractor/Bidder, am bound to all items noted within this Tender Form and all companion documents forming part of the Contract/Tender Documents, as endorsed below:

FROM (BIDDER): _____
[LEGAL COMPANY NAME OF BIDDER]

Street Address

City, Province and postal code

Telephone Number

Email Address

DATE (month, day, year)

AUTHORIZED SIGNATURE (Tendering Authority)
I have the authority to bind the Bidder

Print Name of Signing Authority

Title of Signing Authority

WITNESS SIGNATURE

Attach or emboss Corporate Seal below:

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APPENDIX 'A': LIST OF SUB-TRADES

- (a) The following are the Subcontractors whose quotations we have employed in the preparations of this tender and whose use we propose should this tender be accepted. We agree not to change subcontractors without the expressed and written approval of the Client and the Architect.
- (b) Should more than one name be entered beside any category, the Client and the Architect shall have the option to choose either trade without a change in the tendered price. (Please note that all subcontractors must be filled in or the tender may be declared void. PLEASE PRINT LEGIBLY OR TYPE).
- (c) List each Subcontractor by his firm's proper legal designation, and to indicate whether his business is carried on as an individual, partnership, or limited company.
- (d) The undersigned submits that in proposing the undermentioned subcontractors he has consulted each and has ascertained to his complete satisfaction that those named are fully acquainted with the extent and nature of the work involved and of the proposed construction and that they will execute the work to conform to the requirements of the Contract Documents.
- (e) The phrase "own forces", which may appear, will be used in those categories which are generally accepted as being done by the General Contractor and providing the capability exists within the General Contractor's organization.
- (f) The phrase "own estimate" will only be accepted if the Contractor has his own qualified staff for the trade involved.
- (g) Appendix 'A' shall form an integral part of the Tender Form.

List of Sub-Trades

<u>Trade</u>	<u>Contractor Name</u>

NAME OF CONTRACTOR/BIDDER: _____

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REFERENCES

Company Name: _____
(your company name)

Please provide three (3) verifiable references with your proposal from contracts of a similar size and scope as this opportunity, with one from a School Board or Education Institute must accompany the submission.

1) _____
(Name of Firm/Company)

(Street Address)

(City) (Province) (Postal Code)

(Contact Person Name) (Contact Person Email Address)

(Phone No.) (Cell No.)

How long has this reference been your client? _____years

2) _____

(Name of Firm/Company)

(Street Address)

(City) (Province) (Postal Code)

(Contact Person Name) (Contact Person Email Address)

(Phone No.) (Cell No.)

How long has this reference been your client? _____years

3) _____

(Name of Firm/Company)

(Street Address)

(City) (Province) (Postal Code)

(Contact Person Name) (Contact Person Email Address)

(Phone No.) (Cell No.)

How long has this reference been your client? _____years

Niagara Catholic District School Board reserves the right to check any other references available from any other source than those listed above or herein.