



COLBOURNE & KEMBEL , ARCHITECTS INC.

739D ARLINGTON PARK PLACE KINGSTON ONTARIO K7M 8M8
E-MAIL info@ckai.ca

TEL 613-384-2240
FAX 613-384-1277

ADDENDUM #1

PROJECT: Amherstview Daycare
73 Kildare Avenue

PROJ. NO.: 18126

DATE: September 6, 2019

of pages: 1 + attachments

The following information supplements and/or supersedes the bid documents issued on August 29, 2019.

This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The Following revisions supersede the information contained in the original drawings and specifications issued for the above-named project to the extent referenced and shall become part thereof. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form. Failure to do so may subject bidder to disqualification.

PLEASE NOTE: THIS ADDENDUM CONTAINS A REVISION TO THE CLOSING DATE AND TIME

Specifications

1.1 Section 00 10 00 Instructions to Bidders, delete Section in its entirety and replace with attached Revised Section 00 10 00 Instructions to Bidders.

Refer to 1.2 Important Dates

Final Date for Questions:

Revised to September 19, 2019

Final Addendum:

Revised to September 24, 2019

Closing Date:

Revised to September 26, 2019, 2:00:00 PM local time for Envelope 1 Base Bid

Revised to September 26, 2019, 3:00:00 PM local time for Envelope 2 Supplementary Bid Information

Section 00 10 00 Instructions to Bidders, Refer to 1.5.2 Bid Form

Bids will be received in a sealed opaque envelope up to:

Revised to 2:00:00 p.m., local time, September 26, 2019 for Envelope 1 Base Bid
3:00:00 p.m., local time, September 26, 2019 for envelope 2
Supplementary Bid information.

End of Addendum (refer to attachments)

List of Attachments: Section 00 10 00 Instructions to Bidders (13 pages)

General

1.1 CONTRACT FORM

- .1 The form of contract between the Owner and the Contractor will be CCDC2-2008, as amended by the Supplementary Conditions described in Section 00 30 00.

1.2 IMPORTANT DATES

- .1 Issue Date: August 29, 2019
Final Date for Questions: September 19, 2019
Final date for Addenda: September 24, 2019
Closing Date: September 26, 2:00:00 PM local time for Envelope 1
Base Bid
September 26, 3:00:00 PM local time for Envelope 2
Supplementary Bid Information

1.3 REQUEST FOR TENDER COORDINATOR

- .1 The Coordinator of this request for tenders is:
Name: Justin Chapman
Title: Project Manager
Colbourne & Kembel, Architects Inc.
739D Arlington Park Place
Kingston, ON K7M 8M8
Email: justin@ckai.ca
Cc: info@ckai.ca

1.4 DEFINITIONS

- .1 "Closing Time", means the Tender submission date and time as herein.
.2 "Days", means calendar days.
.3 "Bidder", means an entity that submits a tender in response to this RFT and, in respect of the period prior to the RFT closing time, as the context may suggest, refers to a potential Bidder.
.4 "Contractor", means any person, firm or organization, as the case may be, that has been awarded the contact to perform the work as outlined within this RFT.

1.5 BID FORM

- .1 The form of bid between the Owner and the Contractor will be as follows in Section 00 20 00.
.2 Submit Stipulated Price Bid, as requested in Section 00 20 00. Bids shall be addressed to:

Prince Edward – Lennox & Addington Social Services
Attn: Lynn Chenier
c/o Colbourne & Kembel, Architects Inc.
739 D Arlington Park Place
Kingston ON K7M 8M8

and endorsed

**Amherstview Daycare 73 Kildare Avenue,
Amherstview, ON for Prince Edward – Lennox & Addington
Social Services**

Bids will be received up to:

**2:00:00 p.m., local time, September 26, 2019 for Envelope 1 Base Bid
3:00:00 p.m., local time, September 26, 2019 for envelope 2 Supplementary
Bid information.**

Local time shall be governed by the clock on the computer in the reception area of
Colbourne & Kembel, Architects Inc.

Bid Forms shall be submitted as one original with 3 (three) copies. Bids of Contractors
shall be valid for sixty (60) days.

1.6 LATE SUBMISSIONS

- .1 Any tender received after the closing time specified in this RFT, shall not be accepted for consideration and will be sent back to the Bidder unopened.

1.7 INTENT TO BID

- .1 To assist in the Bidding Process, Contractors are asked to indicate their intention to bid by completing the Intent to Bid form. This information may be shared with subtrades upon request. This does not imply an endorsement or pre-qualification of any bidder.

1.8 TENDER OPENING

- .1 A public opening of submissions for this RFT will be held at 3:00:00 p.m. on the date of the closing, as stated herein, at the Colbourne & Kembel, Architects Inc., 739D Arlington Park Place, Kingston, ON. Only the names and total bid amount will be read out. Tender submissions including mandatory and rated criteria will be reviewed after the tender opening by the Project Team. Bidders should not conclude any particular results from the reading.

1.9 ACCEPTANCE OF TERMS

- .1 Each Bidder, by submitting a tender, represents that the Bidder has read and completely understands, and accepts all provisions contained in this RFT.

1.10 DRAWINGS AND SPECIFICATIONS

- .1 Tender documents must be obtained through the website of the County of Lennox and Addington <https://lennox-addington.on.ca/rfps-and-tenders> .
- .2 If any clarification of the Drawings and Specifications is required, bidders shall immediately contact the Tender Coordinator in accordance with "Bidder Request for Clarification".
- .3 All bidders shall make themselves familiar and be responsible for the requirements set out in Division 00, Project Bidding and Contract Information; and Division 01, General Requirements.
- .4 Drawings and Specifications will be on display at:

.1 Colbourne & Kembel, Architects Inc.
739D Arlington Park Place
Kingston, Ontario

.2 The Bidder is to review the Bid Set upon receipt and verify that all drawings, specifications, and schedules are included. Inform Tender Coordinator immediately of any missing information.

1.11 COPYRIGHT

.1 Notwithstanding GC 1.1.11 of the contract, for the purposes of the bidding stage only, the related sections of the specifications and drawings may be copied for issue to sub-trades for this project. Each such subdivision shall be accompanied by Divisions 00 and 01 in their entirety.

1.12 ADDENDA

.1 Prior to the closing date, Addenda or clarifications may be posted on the website of the County of Lennox and Addington. These may include required additions to, deletions from, or alterations to requirements of the RFT documents. Please note that bidders will not receive notification of addenda, and it is their sole responsibility to retrieve any addenda from the website.

.2 All addenda shall become part of the RFT documents and shall be allowed for in arriving at a contract award.

.3 Each Bidder shall be responsible for verifying before depositing its bid that it has retrieved all addenda that may have been issued and acknowledge such addenda as required on the bid form.

1.13 MULTIPLE TENDERS

.1 A contractor may amend their submitted bid at any time up to closing time by submitting a further bid form, subject to the same requirements for submission as the original bid. The last bid received shall govern. Amendments by facsimile transmission, electronic mail, or telephone will not be accepted.

1.14 BIDDER EXPENSES

.1 Bidders are solely responsible for their own expenses in preparing a response to this RFT and for subsequent meetings with the Owner. If the Owner elects to reject all tenders, the Owner will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the tender, loss of anticipated profit, or any other matter.

1.15 PROJECT SCHEDULE

.1 The Bid is to be accompanied by a Project Schedule in Envelope 2. The Project Schedule must clearly identify key milestones dates such as construction start date, required inspections dates, Substantial Performance and final completion dates. The anticipated construction period is from October 1, 2019 through September 30, 2020.

.2 Commence administrative functions immediately upon award of contract.

- .3 On-site work to commence upon issuance of Building Permit.
- .4 Contractor to attain Substantial Performance by September 30, 2020.
- .5 If the Contract time allowed by the above-noted date is not sufficient to permit completion of the work by the Contractor working on a normal number of hours each day or a single daylight shift basis, it is expected that additional and/or augmented daylight shifts will be required throughout the life of the Contract to the extent deemed necessary by the Contractor to insure that the work will be completed within the Contract time specified. Any additional costs associated by compliance with these provisions will be considered to be included in the prices bid for the various items of work and no additional compensation will be allowed therefore.

1.16 LIQUIDATED DAMAGES

- .1 It is agreed by the parties to the Contract that in the case all the Work called for under the Contract is not completed by the Contractor and by the date specified, or as extended in accordance with Section GC 6.5 of the General Conditions, a loss or damage may be sustained by the Owner. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Owner will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay to the Owner the sum of \$2,000.00 as liquidated damages for each and every calendar days' delay in achieving Substantial Performance, as defined under the Construction Act, of the work beyond the dates prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Owner, which will accrue during the period in excess of the prescribed dates for completion. The Owner will deduct any amount under this paragraph from any monies that are due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Owner.
- .2 Further to the above, any amount of funding that is recoverable by the Ministry due to delay of substantial Performance may be withheld from progress payments under the Contract.

1.17 TENDER REJECTION

- .1 The lowest cost or any tender may not necessarily be accepted. The Owner, its sole discretion, reserves the right to accept any or all tenders or to cancel the RFT in whole or in part at any time without award.
- .2 Where the Owner receives only one compliant tender, the Owner reserves the right to either cancel the RFT, award to the Bidder or enter into negotiations with the Bidder.
- .3 Where the Owner exercises its right to cancel the RFT, the Owner may issue a new request for tender, sole source, or do nothing.
- .4 Bids will be declared informal and rejected if:
 - .1 The bid is qualified in any way.
 - .2 The bid deposit or consent to surety are not provided.
 - .3 The bid form is not completed properly or entirely.
 - .4 An improper bid form is used.

- .5 Late receipt.
- .6 The bid has been withdrawn prior to closing.
- .7 Other factors that would cause the bid to be rejected as noted herein, or as are considered reasonable.

.5 Refer also to **BASIS OF SELECTION & EVALUATION OF BIDS**

1.18 RIGHT TO WAIVE MINOR NON-COMPLIANCE

- .1 The Owner reserves the right, in its sole and unfettered discretion, to reject or waive minor errors and non-compliance contained in a tender without having to disqualify the Bidder. The Owner defines minor errors and matters of non-compliance as those which do not have the effect of creating an advantage of one submission over another but may be merely a matter of form.

1.19 ADDITIONAL RIGHTS OF THE OWNER

- .1 In addition to any other express rights or any other rights which may be implied in the circumstances, the Owner reserves the right to:
 - a) Make public the names of any or all Bidders and the total cost submitted by any Bidder;
 - b) Request written clarification or the submission of supplementary written information from any Bidder and incorporate such clarification or supplementary written information into the Bidder's tender, at the Owner's discretion, provided that any clarification or submission of supplementary written information shall not be an opportunity for the Bidder to correct errors in its tender or to change or enhance the tender in any material manner;
 - c) Disqualify any Bidder whose tender contains misrepresentations or any other inaccurate or misleading information, or any Bidder whose reasonable failure to cooperate with the Owner impedes the evaluation process, or whose tender is determined to be non-compliant with the requirement of the RFT;
 - d) Disqualify a tender where the Bidder reveals a conflict of interest or any unfair advantage is brought to the attention of the Owner;
 - e) Disqualify any tender of any Bidder who has breached any applicable laws or who has engaged in conduct prohibited by this RFT, including where there is any evidence that the Bidder or any of its employees or agents colluded with any other Bidder, its employees or agents in the preparation of the tender; and
 - f) Make changes, including substantial changes, to this RFT provided that those changes are issued by way of addenda in the manner set out in this RFT.

1.20 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- .1 The tender and any accompanying documentation submitted by the Bidder prior to the closing date specified in this document shall become the property of the Owner and shall not be returned. The tender shall be subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, M-56. The Bidder must identify any information contained in the tender that is submitted in confidence.

1.21 CONFLICT OF INTEREST

- .1 Each Bidder shall declare to the Owner as part of their tender any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their tender.
- .2 No officer or staff member of the Owner are, will be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surely or otherwise in the performance of any contract resulting from this solicitation or in the supplies, work or business in connection with any such contract resulting from this solicitation or in the supplies, work or business in connection with any such contract or in any portion thereof, or in any monies to be derived there from.

1.22 PROPRIETARY CONTENT

- .1 Information which the Bidder considers to be of a propriety or confidential nature must be clearly marked "proprietary".

1.23 BRIBERY COLLUSION

- .1 Should a Bidder or any of their agents offer any gratuity to or attempt to bribe any member of the Board, or attempt to commit fraud, the Board shall be at liberty to reject the Bidder's submission or cancel the contract.
- .2 The Bidder further acknowledges that its tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.

1.24 NO LIABILITY

- .1 The Bidder agrees that:
 - a) Any action of proceeding relating to this RFT process shall be brought in any court of competent jurisdiction in the Province of Ontario and for that purpose the Bidder irrevocably and unconditionally attorns and submits to the jurisdiction of that Ontario court;
 - b) It irrevocably waives any right to and shall not oppose any Ontario action or proceeding relating to this RFT process on any jurisdictional basis; and
 - c) It shall not oppose the enforcement against it, in any other jurisdiction, of any judgement or order duly obtained from an Ontario court as contemplated by this RFT.
- .2 The Bidder further agrees that if the Owner commits a material breach of the RFT (that is a material breach of Contract A), the Owner's liability to the Bidder, and the aggregate amount of damages recoverable against the Owner for any matter relating to or arising from that material breach, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the Owner, shall be no greater than the tender preparation costs that the Bidder seeking damages from the Owner can demonstrate.

1.25 ADDITIONAL INFORMATION FOR BID ANALYSIS

- .1 Within 3 working days of notification by the Consultant, and prior to award of contract, the low bidder or bidders shall submit a trade by trade breakdown of the bid price for analysis by Consultant.

- .2 Submit additional information promptly if requested by Consultant.
- .3 Requests for information shall not be construed as acceptance of a bid.
- .4 The Owner reserves the right to seek clarification from any Bidder without being obligated to all Bidders if it finds certain aspects of a tender unclear.

1.26 GOVERNING LAW

- .1 The RFT, the Bidder's tender, and any resulting agreement will be governed by the laws of Ontario and the federal laws of Canada applicable therein.

1.27 SUBSTITUTIONS

- .1 Bidders shall note that this is a base bid Specification. Products specified or shown on Drawings by Brand name or catalogue number and/or by name of the manufacturer or supplier shall form the basis of the bid.

1.28 COMMUNICATION DURING THE REQUEST FOR TENDER PROCESS

- .1 Communication to Bidders for significant inquiries will be in the way of an electronic amendment. An amendment will take one of two forms:
 - Questions and Clarifications; or
 - Addenda
- .2 Clarifications will be responses to Bidder questions that do not change the RFT documents.
- .3 Addenda are changes to the RFT documents that may impact a Bidder's submission. All addenda must be acknowledged on the Agreement to Contract as indicated.
- .4 To ensure consistency and quality of information provided to Bidders, any information with respect to significant inquiries received and the replies to such inquiries or changes to RFT documents will be provided simultaneously to all Bidders electronically by way of amendment to which this RFT has been sent without revealing the sources of the inquiries.
- .5 Where the RFT Coordinator deems a question to be either insignificant to others or the answer is readily apparent to all Bidders within the document, the RFT Coordinator may choose to respond only to that Bidder.
- .6 Under no circumstances will meetings related to this RFT be held with individual Bidders prior to the closing date and time of this RFT. Non-compliance with this condition will (for that reason alone) result in disqualification of the Bidder's submission.

1.29 BIDDER REQUEST FOR CLARIFICATION

- .1 It is the responsibility of the Bidder to seek clarification on any matter that they consider unclear before submitting a tender. The Owner is not responsible for any misunderstanding of the RFT on the part of a Bidder.
- .2 Bidders must obtain their own information on all matters that may in any way influence them in developing their tender. Bidders must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.
- .3 Written queries only should be directed to the RFTCoordinator.
- .4 The RFTCoordinator is the only person responsible for any and all information, instructions and interpretations of all information pertaining to this RFT.
- .5 The RFTCoordinator will acknowledge receipt of the request for clarification by reply. It will be the responsibility of the Bidder to ensure that it has received a response to the request for clarification before submitting a tender.
- .6 The following apply regarding any request for clarification of any aspect of the RFT

- a) Questions, inquiries and requests for clarification should be made by the date and time as stated herein;
- b) Bidders must submit requests for clarifications by email to the RFTCoordinator;
- c) In submitting a request for clarification, a Bidder should include its address, telephone number, email address and fax number; and
- d) Where a question relates to a specific section of this RFT, reference should be made to the specific paragraph number.

Inquiries not meeting these conditions may not be responded to.

- .7 In answering a Bidder's questions, the RFTCoordinator will set out the question(s), but without identifying the Bidder that submitted the question(s) the RFTCoordinator may, in its sole discretion,
 - a) Edit the question(s) for clarity;
 - b) Exclude questions that are either unclear or inappropriate; and
 - c) Answer similar questions from various Bidders only once.

1.30 TAXES

- .1 Refer to the General Conditions of the Contract.

1.31 BONDING AND CONSENT OF SURETY

- .1 The successful General Contractor shall be required to furnish a Surety Bond as approved by the C.C.A. from a licensed Canadian Surety Company as follows:
 - Performance Bond - 50% of the Contract Sum
 - Material and Labour Bond – 50% of the Contract SumEach Contractor shall include the cost of such Bond in their Bid.
- .2 Bids from General Contractors must be accompanied by a Consent of Surety from an approved Surety Company stating that they will bond the Contractor should they be the successful Bidder. Failure to include such consent form will cause the bid to be declared informal.

1.32 BID BOND

- .1 The Bid shall be accompanied by a Bid Bond, as approved by the C.C.A. from a licensed Canadian Surety Company or a certified cheque made out in favour of the Owner in the amount of 10% of the bid price. The Bid Bond shall be valid for a period of ninety (90) days from the date of receipt of Bids.

1.33 INSURANCE

- .1 Provide a signed "Undertaking of Insurance": including "Builder's Risk" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.
- .2 Refer to Supplementary General conditions 00 30 00 for Insurance requirements.

1.34 SITE FAMILIARITY

- .1 The site is vacant and available for Bidders to visit at their convenience.

- .2 By submitting this bid, Bidders warrant that they have visited the site and made themselves aware of any visible features which could affect their Bid price, and have made any necessary allowances and adjustments in the Bid Price accordingly.

1.35 CCDC11-2018

- .1 Contractor to submit as part of the rated criteria in Envelope 2, one original and three copies of the CCDC11-2018, with a minimum of three (3) projects listed in Appendices A and B.

1.36 PROJECT PERSONNEL

- .1 Provide resumes of assigned project personnel, demonstrating that the Project Manager and the Site Supervisor have a minimum of ten (10) years of Project Management and Site Supervisory experience.
- .2 Note that failure to demonstrate the necessary experience is grounds for disqualification.

1.37 DEBRIEFING

- .1 Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the Tender Coordinator and must be made within sixty (60) days of notification of award. Debriefing meetings will be held in person at the Tender Coordinator or Owner's Office, or may be conducted by phone at the discretion of the Owner.
- .2 The purpose of the debriefing meeting is to provide a Proponent with a general overview of the evaluation process set out in the RFT, discuss the strengths and weaknesses of the Proponent's submission in relation to the specific evaluation criteria and provide suggestions on how the Proponent may improve future submissions.
- .3 During the debriefing meetings, the Owner will address a Proponent's specific questions in relation to their submission. Questions unrelated to the RFT will not be responded to during the debriefing and will be noted as out of scope.

1.38 BID PROTEST PROCEDURES

- .1 Subsequent to a debriefing meeting where a Bidder believes that the competitive process has not been conducted in accordance with the process requirements contained herein, the Bidder may file a bid protest. Bid protests must be submitted in writing citing the clause of the RFT that has not been adhered to in the opinion of the Bidder and the resultant effect on the Bidder's tender.
- .2 Bid protests must be received in writing by the tender Coordinator, allowing the tender coordinator 5 days to investigate and respond to the protest. If the bid protest is not resolved by the tender coordinator, it will be forwarded on to the Owner by the tender coordinator, allowing the Owner 10 days to investigate and respond to the bid protest.
- .3 The Owner's findings and any resolution shall be final and will be communicated to the Bidders and kept on file.

1.39 BASIS OF SELECTION & EVALUATION OF BIDS

- .1 Stages of Evaluation
The evaluation of bids will be conducted in the following stages:

Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.

Stage II will consist of a scoring on the basis of the Rated Criteria. Subject to the Terms of Reference and Governing Law, the top ranked proponent, as established under the evaluation, will be selected to enter into a contract for the provision of the Deliverables. The selected proponent is expected to enter into a contract within the timeframe specified in the selection notice. The failure to do so may, among other things; result in the disqualification of the proponent and the selection of another proponent or the cancellation of the Request for Tender.

.2 Mandatory Requirements

Each quotation must include the following:

- Bid Form completed and signed by the proponent,
- Bid Bond
- Consent of Surety

.3 Rated Criteria

Each quotation to include in a separate sealed envelope the following:

- Bid Form Appendix "A"
- Undertaking of Insurance
- Completed CCDC11-2018
- Resumes of Project Personnel
- Project Understanding / Methodology Proposal
- Construction Work Plan Schedule

.4 The following shall be considered in selection:

- The County of Lennox and Addington will not necessarily accept the lowest price or any Bid. Any implication that the lowest or any Bid will be accepted is hereby expressly negated.
- Any features or advantages, which are unique to the Bidder's submission, which the County has not listed in the requirements.
- The Bidder's financial proposal.
- The Bidder's relevant experience, qualifications and success in providing work of the type described in the requirements, adequacy of resources and equipment.
- The quality of the Bidder's understanding of the project which shall be submitted under separate cover and shall provide a described plan of their work schedule and project methodology statement. This shall be prepared in a straight forward manner, and shall describe the Bidder's offering(s) and capabilities in a format that is reasonably consistent, comprehensible, and appropriate for the purpose. The Bidder shall outline their approach to construction identifying their understanding of the project, outlining the key components and the manner in which these components shall be constructed. This shall be inclusive of any time saving strategies, along with any and all other relevant and key items of construction.
- The Bidder's references from institutions and Municipalities which are comparable to the scope of work defined under this Tender.

.5 Evaluation of Bids:

- The evaluation of the Bids will be conducted by the Project Team and shall involve an evaluation of all of the submissions by the bidders. These shall include the relative experience, resources, qualifications and success in providing similar work completed by the bidders, the quality of the Bid submission, both from a technical and financial aspect, any unique offerings to the scope of work, the references of the bid package and the bidder's understanding of the process and the proposed

Project implementation, Contract time frame and work plan, technical expertise and the financial costing.

- The Bid shall be evaluated and scored by reference to the assessment criteria and the weight set out below.
- The County reserves the right to review any and all requirements of the bid and all information contained in the submitted bid package as part of its selection criteria in addition to or as part of the weighting set out below.
- In evaluating any of the categories, the score to be ascribed to the category or weighting to be ascribed to the category shall be determined by the Project Team in its sole discretion. The weighting and scoring shall be based upon the formulae and criteria as described below.
- Following the evaluation, the County and the Town reserves the right to accept or reject any and all bids or accept the bid which it deems the most advantageous to it notwithstanding the scoring of each of the bids. Furthermore the Project Team has the right to reject any or all bids, including specifically any bid whose weighting in any one particular category may be unacceptable even though it's weighting in other categories is superior. This could include a bid whose financial or cost component is significantly in excess of budgets and scope of work as established by the County of Lennox and Addington. The County and Town reserves the right to disqualify any bid which scores poorly in any category, as determined by the Project Team in its sole discretion.

.6 Assessment Criteria Weighting

Rated Criteria Category	Weighting (Points)
Cost	60%
Project References/ Company Experience	15%
Key Project Staff/ Company Resources	10%
Project Methodology/ Work Plan/ Schedule	15%
Total Points	100%

- The bids shall be evaluated by the Project Team using the above rating scheme and shall be ranked, with the best scoring proposal being ranked 1st, the second-best scoring proposal being ranked 2nd, and so on. The County will only disclose the overall rankings and project costs, individual scores will not be released.
- Tenders shall be evaluated with 60 points based upon tender price, and 40 points split amongst the remainder of items of evaluation. The highest aggregate score will determine the recommended bid.
- The lowest bid price will score 60 points and the other prices will receive points prorated based upon the percentage difference between their tender price compared to the lowest tender price.
- The formulae to calculate is as follows;

$$\frac{\text{Lowest Formal Price} \times 60}{\text{Bidder Price}}$$

1.40 **BID ENCLOSURES:**

The following items shall be submitted and returned with the Proponent's Bid submission, of which shall be considered a complete Bid package. Failure to return all items will negatively affect the ability to score the Proponent's submission, and may result in bid disqualification.

.1 ENVELOPE 1:

Bid Form (1) original complete bid package, and three (3) complete copies
Bid Bond
Consent of Surety

.2 ENVELOPE 2:

Bid Form Appendix "A"
Undertaking of Insurance
Completed CCDC11-2018
Resumes of Project Personnel
Project Understanding / Methodology Proposal
Construction Work Plan Schedule

END OF SECTION