



REQUEST FOR PROPOSAL

Proposal Number 2024-006

Elevators & Lifts

**486 Donegal Street, Peterborough
136 Anson Street, Peterborough
53 Spring Street, Norwood
City of Peterborough & Peterborough County**

Operations Division

Issue Date: Friday, September 27, 2024, 4:00pm

Closing Date: Friday, October 25, 2024, 4:00pm

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1.0 Overview:

- 1.1 Peterborough Housing Corporation is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families. This means that PHC provides homes to well over 4000 residents in our community. Our housing is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quadplexes. PHC is under an agreement with the Service Manager, the City of Peterborough for Peterborough City and County.
- 1.1 The Peterborough Housing Corporation invites proposal submissions for Upgrade(s) and Modernization(s) of Elevators & Lifts at various properties.
- 1.2 Peterborough Housing Corporation is seeking 1-3 Elevator Contractor(s).
- 1.3 Firm pricing is required for the initial Contract Term.
- 1.4 The purpose of the Request for Proposal is to select Proponent(s) with the ability to provide the full scope of goods and services required, at the most advantageous cost to the Corporation.
- 1.5 Proponents are to familiarize themselves with the requirements of these instructions, terms and conditions, and specifications, which will all form part of the Contract between the successful Proponent(s) and the Housing Corporation. No consideration will be given to any Proponent for failure to comply with these requirements.
- 1.6 Peterborough Housing Corporation does not make any representation or warranty as to accuracy or completeness of the information contained herein. Nothing contained in this document, or subsequent addenda should be relied upon as a promise or representation as to future circumstances or arrangements with respect to the provision of Upgrade(s) and Modernization(s) of Elevators & Lifts at Peterborough Housing Corporation Properties. Proponents should conduct their own investigation and analysis of the proposed operations.

2.0 Definitions:

- 2.1 **“Housing Corporation”** Peterborough Housing Corporation
- 2.2 **“Facility Supervisor”** means the Manager or Supervisor responsible for the operations of the specific facility.
- 2.3 **“Facility”** means the work site location indicated in [Schedule A] where the services are to be performed.
- 2.4 **“Contract”** means the Contract Order issued and executed by Peterborough Housing Corporation and consists of Contract Documents identified in Appendix A: General Terms and Conditions of this RFP document.
- 2.5 **“Contractor”** means the successful proponent to the Request for Proposal who enters into a contract with Peterborough Housing Corporation.
- 2.6 **“Must”** “Mandatory” means a requirement that must be met in order for a Proposal to receive consideration.
- 2.7 **“Preferred Proponent”** means the Proponent selected by the Evaluation Committee to enter into negotiations for a contract.
- 2.8 **“Proponent”** means an entity that submits a Proposal.
- 2.9 **“Proposal”** means a Proposal submitted by a Proponent in response to this RFP.
- 2.10 **“RFP”** means this Request for Proposal document.
- 2.11 **“Services”** means the services as described generally in [Section 4.0] and [Schedule A] including anything required to be done for the fulfillment of the completion of this contract.
- 2.12 **“Work”** means the furnishings of all labour, materials, and modern industrial equipment to perform the services as set out in the Specifications [Section 4.0] and [Schedule A] Facility Service Requirements and Fee Schedule Attached hereto.

3.0 Instructions to Proponents:

3.1 Mandatory Information Meeting:

3.1.1 An information meeting will be held at the Peterborough Housing Corporation Hunt Terrace Meeting Room 112, 555 Bonaccord Street, Peterborough, Ontario, K9H 3A8 on the following date and time:

3.1.1.1 **Friday October 11, 2024, at 2:00 p.m. Eastern (EST)**

3.1.2 This meeting is mandatory and only Proposals from Proponents attending will be considered. Proponents must sign the attendance sheet.

3.1.3 **Alternatively, Proponents can attend the meeting via Microsoft Teams Link. Please request the link prior to the meeting date and time.**

3.2 Non-Mandatory Site Tours:

3.2.1 Scheduled non-mandatory site tours are being offered to Proponents who are interested, to give all Proponents, the best possible chance of pricing correctly.

3.2.2 All interested Proponents are to contact Lloyd Coke Jr, Building Asset Manager, before 12:00pm, Wednesday, October 16, 2024, by email lcoke@ptbohousingcorp.ca and state which facilities you are interested in viewing.

3.2.3 The Housing Corporation will compile a list with dates, times, and locations and forward to all interested Proponents by end of business day Wednesday, October 16, 2024.

3.3 Examination of RFP Proposal Documents and Facilities:

3.3.1 It is each Proponent(s) responsibility to carefully examine the RFP documents and facilities. The Proponent(s) may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the Service or Work and conditions imposed by the Housing Corporation.

3.3.2 There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not included in the Proposal fee submitted, unless the Housing Corporation, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

- 3.4 Proposal Closing Date and Delivery Instructions:
- 3.4.1 It is the sole responsibility of the Proponent to submit their Proposal via the online tendering portal, Biddingo & or by email to Building Asset Manager Lloyd Coke Jr at lcoke@ptbohousingcorp.ca. Hardcopy Proposals will not be accepted.
- 3.4.1.1 **The only exception to the above are the material sample(s) required.**
- 3.4.2 The closing date and time to upload your Proposal to Biddingo or email is as follows:
- 3.4.2.1 Friday, October 25, 2024, at 4:00pm EST.
- 3.4.2.2 Late Proposals, Hardcopy Proposals, or Proposals submitted by facsimile will not be considered. It is the Proponents sole responsibility to ensure they allow themselves enough time to submit their Proposal.
- 3.5 Mandatory Requirements:
- 3.5.1 The Peterborough Housing Corporation has several requirements that are deemed as “Mandatory” when submitting a Proposal for this RFP. Failure to comply with these Mandatory Requirements will result in the disqualification of your Proposal.
- 3.5.2 The following mandatory requirements must be met for your Proposal to be considered:
- 3.5.2.1 Proponent(s) must attend the Mandatory Information Meeting on Friday October 11, 2024, at 2:00 p.m. Eastern (EST).
- 3.5.2.2 Proposals must be submitted in English.
- 3.5.2.3 Proposal submitted as per Appendix A.
- 3.5.2.4 Proposal submitted as per Appendix B.
- 3.5.2.5 Proposals submitted as per the Specifications, Drawings, and Material Samples requirements.
- 3.5.2.6 Proposals must be submitted by Friday October 25, 2024, no later than 4:00pm EST.

3.6 Questions and Inquiries:

3.6.1 All questions and inquiries related to this RFP shall be directed via email to:

Lloyd Coke Jr
Building Asset Manager
Peterborough Housing Corporation
Email: lcoke@ptbohousingcorp.ca

3.6.2 Information received by any other person may be inaccurate and not relied upon.

3.6.3 Questions are to be submitted before Wednesday, October 16, 2024, no later than 12:00pm EST. The Housing Corporation reserves the right not to answer questions after this date and time.

3.6.4 If a change or additional information is warranted, the Housing Corporation's response will be communicated to all Proponents by means of written Addenda issued by the Building Asset Manager prior to the closing date and time.

3.6.5 The Housing Corporation will attempt to respond to all reasonable inquiries but reserves the right not to respond to inquiries. Proponents finding discrepancies or omissions in the RFP documentation or having doubts as to the meaning or intent of any provision should immediately notify the contact person above. If the Housing Corporation determines that an amendment is required to this RFP, the Building Asset Manager will issue an Addendum and such an Addendum will be sent to all parties who attend the Mandatory Information Meeting.

3.6.6 No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

3.6.7 Proponents are required to check their emails, Biddingo for any updated information and Addenda issued up until the "closing date and time".

3.7 Addenda:

3.7.1 Each Addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is

contained in a written Addendum issued by the Building Asset Manager. Upon submitting a Proposal submission, Proponents will be deemed to have received notice of all addenda that are emailed and on Bidding.

3.8 Proponent Expenses:

3.8.1 Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any sample requests, meetings, negotiations, or discussions with or presentations with the Housing Corporation or its representatives and consultants relating to or arising from this RFP.

3.9 Liability for Errors:

3.9.1 While the Housing Corporation has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Housing Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the work in this RFP.

3.10 Changes to RFP Document:

3.10.1 Proponent(s) must not alter any portion of this RFP document except for adding the information requested on [Appendix A & B] To do so will invalidate the submission of the Proposal.

3.11 Changes to the Proposal Wording and Content:

3.11.1 The Proponent will not be allowed the opportunity to change the wording or content of its Proposal after closing and no words will be added to the Proposal, including changing the intent or content of the presentation of the Proposal unless requested by the Housing Corporation (e.g., minor clarification).

3.12 Acceptance and Rejection of Proposals:

3.12.1 This RFP is not an agreement to purchase goods or services. The Housing Corporation is not bound to enter a Contract with any Proponent.

3.12.2 The Housing Corporation reserves the right to:

3.12.2.1 Not accept any proposal in response to this RFP.

- 3.12.2.2 To reject any, and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP.
- 3.12.2.3 To reject any Proposal at any time prior to the execution of a contract.
- 3.12.2.4 To reject Proposals which are incomplete, conditional, or obscure or have erasures or alterations of any kind.
- 3.12.2.5 To waive immaterial defects and minor irregularities in any Proposal.
- 3.12.2.6 To assess the ability of the Proponent to perform the contract and reject any Proposal where the Housing Corporation's sole estimation, the personnel and/or resources of the Proponent are insufficient.

3.13 **Right to Cancel the RFP Process:**

3.13.1 The Housing Corporation reserves the right in its sole discretion to postpone or cancel the RFP process at any time and may in its discretion; elicit offers from other parties (whether such parties have responded to this RFP) or engage in another procurement process, including re-issuing a substantially similar RFP or negotiating with any party if:

- 3.13.1.1 Only one Proposal is received.
- 3.13.1.2 A suitable Proponent has not been selected.
- 3.13.1.3 Proposal not approved by the Housing Corporation's Tender Evaluation Committee.
- 3.13.1.4 Proposal Exceeds the Housing Corporation's Budget

3.14 **Withdraw of Proposals:**

3.14.1 The Proponent may withdraw their Proposal at any time prior to Proposal closing date and time by submitting a written withdraw letter to the Building Asset Manager via email: lcoke@ptbohousingcorp.ca

3.15 **No Claims:**

3.15.1 The Housing Corporation and its representatives, agents, consultants, and advisors will not be liable to any Proponent for any claims whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal or participating in the negotiations for a contract, or any other activity related to or arising out of this RFP.

3.16 Irrevocability of Proposals:

3.16.1 At the appointed closing time, all Proposals become irrevocable. By Submission of a Proposal, the Proponent agrees that should its Proposal be selected, the successful Proponent will enter a Contract with the Housing Corporation. Proposals shall be irrevocable and shall remain open for acceptance by the Housing Corporation for at Least sixty (60) calendar days after the RFP closing date and time. The Housing Corporation may elect to extend the Proposal validity duration beyond (60) calendar days with written notice to all Proponents.

3.17 Ownership of Proposals:

3.17.1 All Proposals submitted, other than any Proposal withdrawn prior to the open of the Proposals or any late Proposals, become the property of the Housing Corporation and will not be returned to Proponents.

3.18 Debriefing:

3.18.1 Proponents may request a debriefing which may be made available at the Housing Corporation's convenience and must be made within fifteen (15) calendar days of notification of award. The intent of the debriefing is to aid the Proponent in presenting a stronger Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

3.19 Proposals WILL NOT be opened in public.

4.0 ELEVATOR GENERAL REQUIREMENTS:

4.1 To be read in conjunction with PHC General Requirements.

4.1.1 Scope of Work

4.1.1.1 The Contractor shall provide all labour, materials, equipment, and services that are necessary to fulfill the requirements of equipment modernization and preventive maintenance as outlined in this Specification with respect to the four (4) elevators outlined herein. Any conditions requiring special attention or deviations from standard product lines shall be calculated and included in the contract price.

4.1.1.2 The purpose of the Contract is to replace the existing equipment and to ensure that the new equipment is maintained during the included maintenance period in substantially new condition to provide trouble-free service, prolong the life of the equipment, and secure the Owner's equity.

4.1.1.3 Where site conditions and Specification are not conclusive or differing, the Contractor shall inform Peterborough Housing Corporation and/or a representative thereof, but in no way shall it relieve the Contractor of the obligation under the intent of the Specification, to install four complete, fitting and functional elevator systems, with full code compliance. Contractor to verify site measurements and conditions as well as Specification before providing shop drawings and manufacturing approvals.

4.1.1.4 Where a device or part of equipment is referred to in the singular, it shall apply to as many as are required to complete the installation in the intent of the Specification.

4.1.1.5 The Contractor shall also provide all labour, materials, equipment, and services that are necessary to fulfill requirements of preventive elevator maintenance as outlined in this Specification with respect to the four elevators.

4.1.2 Codes and Regulations

4.1.2.1 The Contractor shall complete work in compliance with the Technical Standards and Safety Act, 2000, and the Elevating Devices Code Adoption Document Amendment 295/22

including all code supplements and appendices, as a minimum standard.

- 4.1.2.2 All work performed and material supplied by the Contractor shall be in accordance with all building codes and local by-laws and also as per the requirements of Ontario and federal legislation.
- 4.1.2.3 Regarding the use, handling, storage, and disposal of hazardous material, the Contractor shall comply with the requirements as outlined by the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.). A copy of the WHMIS sheets for all products used by the Contractor shall be delivered to the building services manager prior to the commencement of the project.
- 4.1.2.4 Contractor to conform to the following standards:
 - 4.1.2.4.1 a./ ASME A17.1-2019/CSA B44-19 Safety Code for Elevators and Escalators as outlined within the Elevating Devices Code Adoption Document Amendment 295/22.
 - 4.1.2.4.2 b./ Technical Standards and Safety Act 2000, Statutes of Ontario, 2000, Chapter 16.
 - 4.1.2.4.3 c./ OHSA 2006 and Ontario Regulation 851, including Sections 24, 25, 75, and 76.
 - 4.1.2.4.4 d./ Canadian Standard Z432-04-(R2009) Safeguarding of Machinery.
 - 4.1.2.4.5 e./ TSSA Elevator Machine Room Equipment Guarding Guideline, June 1, 2009.
 - 4.1.2.4.6 f./ Ontario Building Code, latest edition.
 - 4.1.2.4.7 g./ C22.1 Part 1, Canadian Electrical Code, latest edition.
 - 4.1.2.4.8 h./ Certification of Elevating Device Mechanics, Ontario Reg. 222/01.
 - 4.1.2.4.9 i./ Codes and Standards Adopted by Reference, Ontario Reg. 223/01.
 - 4.1.2.4.10 j./ Ontario Electrical Safety Code, latest edition.
 - 4.1.2.4.11 k./ MOL Guidelines for Pre-Start Health and Safety Reviews, April 2001.

4.1.3 Workplace Safety

- 4.1.3.1 The Contractor shall comply with the Occupational Health and Safety Act (“OHSA”) of the Province of Ontario, and for the purposes of the elevator modernization project shall have overall responsibility as for health and safety and is deemed to be the “constructor” as such terms is defined in the OHSA.
- 4.1.3.2 Workplace Safety and Insurance Board coverage shall be provided by the Contractor for all its employees who provide services under this Contract. Proof of such coverage shall be submitted to the Owner prior to the commencement of the term of the Contract and every year thereafter during the term of the Contract.
- 4.1.3.3 The Contractor shall exercise a standard of care, skill and diligence that would normally be exercised by an experienced, skilled and prudent contractor supplying similar services for similar projects. The Contractor acknowledges and agrees that, throughout this Contract, the Contractor's obligations, duties and responsibilities shall be interpreted in accordance with this standard.
- 4.1.3.4 The Contractor shall erect proper barricades and signage indicating that work is in progress that shall be situated in areas where work is being performed without obstructing pathways and especially fire exits. The barricades shall be of a construction and design that is suitable for use in an occupied public building.
- 4.1.3.5 The Contractor shall ensure that an active workplace safety program is in place and understood by all employees providing services under the Contract.
- 4.1.3.6 All accidents must be immediately reported to the appropriate authorities and the Owner and/or building manager.
- 4.1.3.7 Building management must be given notice of any work that is likely to create smoke and/or fumes in order to make arrangements for a by-pass of the fire alarm system.
- 4.1.3.8 The Contractor shall be responsible for the work performed by its sub-contractors, which responsibility includes, but is not limited to, liability for any delay in the performance of the

work, liability to rectify any deficient work, and liability to indemnify the Owner against any damage or loss that may result from the work that was performed (or not performed) by the sub-contractors.

4.1.4 Contractor's Employees

4.1.4.1 The Contractor shall ensure that;

- 4.1.4.1.1 (a) all work is performed by licensed, skilled, experienced, elevator service and repair people, directly employed by and under the supervision of the Contractor;
- 4.1.4.1.2 (b) all personnel working on the Owner's premises are to sign-in upon entering the complex and sign-out upon exiting; and
- 4.1.4.1.3 (c) all personnel working on the Owner's premises are to be dressed in a uniform that has clear identification and that is neat in appearance.

4.1.4.2 The Contractor acknowledges that the Property is and will continue to be occupied during the Work and the Contractor shall perform the Work in the least intrusive manner possible, and shall take all reasonable steps to avoid interference with fire exits, building access and egress, continuity of electric power and all other utilities, to suppress dust and noise, and shall take all other steps reasonably necessary to promote and maintain the safety and comfort of the occupants of the Property and the public in general. Without Owner's prior approval, the Contractor shall not permit any worker to use any existing facilities including, without limitation, toilets, entrances, and parking areas, other than those designated by the Owner.

4.1.5 Non-performance

4.1.5.1 If the Contractor fails to perform any work required by hereunder, the Owner reserves the right:

- 4.1.5.1.1 to have such deficiencies corrected by an independent third party at the cost of the Contractor, by deducting the said cost from progress payments by the Owner to the Contractor; or

4.1.5.1.2 to withhold progress payments from the Contractor until the Contractor remedies such default.

4.1.6 Work Hours

4.1.6.1 Subject to section D3, the regular hours of work are considered to fall within the range from 8:00 am until 8:00 pm Monday to Friday, excluding statutory holidays.

4.1.6.2 Subject to the provisions of Section 4.1.6.1, the Contractor may, with the prior consent of the Owner or its property manager, work beyond the regular hours of work of 8:00 am to 8:00 pm Monday to Friday, excluding statutory holidays, ("Additional Working Period").

4.1.6.3 No noisy or disruptive work as deemed so by building management shall be performed by the Contractor between the hours starting at 6:00 pm in the evening and ending at 9:00 am in the morning, each and every day, or at any time on Saturdays, Sundays, or statutory holidays.

4.1.7 Electrical Diagrams and Equipment Manuals

4.7.1.1 The Contractor shall supply one new set of electrical diagrams in each machine room which shall be laminated in plastic. The Contractor shall ensure that the said diagrams are maintained in good condition. One additional set of schematics for each building is to be provided in electronic format on a USB memory stick.

4.7.1.2 If any changes to the electrical circuitry of the elevator(s) are made at any time during the course of the Contract, the Contractor shall ensure that the diagrams are updated in a neat and professional manner to reflect those changes.

4.7.1.3 The Contractor shall supply one hard copy set of manuals for equipment that is installed. Manuals are to be neatly organized in a three-ring binder. The complete set of manuals is also to be provided in electronic format. Manuals are to include the following information:

4.7.1.3.1 Details on all major components including controller, drive, machine, motor, rope brake (if applicable), door operator and detector, fixtures and emergency communication system.

4.7.1.3.2 Maintenance and service instructions for all major components.

4.7.1.3.3 Equipment supplier contact information.

4.7.1.4 All drawings, diagrams and manuals are the property of the Owner and are to be left on site and in the appropriate elevator machine room.

4.7.2 Replacement Parts

4.7.2.1 The Contractor shall ensure that;

4.7.2.1.1 it supplies only new original manufacturer's equipment;

4.7.2.1.2 where original manufacturer's equipment is not available, it substitutes parts of the same or better quality;

4.7.2.1.3 it replaces any defective component covered by the maintenance specification and repairs or pays for an independent third party to repair any damage that results from any such defective component that the Contractor has installed; and

4.7.2.1.4 maintenance items that are stored in the elevator machine room are placed inside a metal parts cabinet supplied by the Contractor.

4.7.3 Trademarks

4.7.3.1 No trademarks or logos of any kind are to be applied to any piece of equipment that is visible to the general public.

4.7.4 Permits and Inspections

4.7.4.1 The Contractor to obtain, submit and pay for necessary local and/or provincial permits and inspections. Also, submit to the Technical Standards and Safety Authority (T.S.S.A.) as required, a "Notification of Alteration" indicating the scope of work completed and pay all costs in connection therewith including costs associated with any tests to be performed for the T.S.S.A. in order to lawfully reinstate the elevator into service for safe use by the general public.

4.7.4.2 The Contractor shall apply to the TSSA on behalf of the St. Josephs Healthcare Hamilton to keep the license in the machine room of the elevators.

4.7.4.3 Submit all test results and approval certificates to both Peterborough Housing Corporation and also to National Elevator Consulting Limited.

4.7.5 **UNKNOWN CONDITIONS**

4.7.5.1 The Contractor confirms that, prior to executing the Contract, it carefully investigated the work site to fully ascertain existing conditions, circumstances and limitations affecting the work. If the Contractor has not conducted such careful investigation, it is deemed to assume all risk of conditions or circumstances now existing or arising in the course of the work which could make the work more expensive or more difficult to perform than was contemplated at the time the Contract was executed. This limitation does not apply to any deficiencies found within the building structure that are sub-surface or otherwise concealed at the time of site investigation. No allowances will be made for additional costs and no claims by the Contractor will be entertained in connection with conditions which could reasonably have been ascertained by such investigation or other due diligence undertaken prior to the execution of the Contract.

5.0 EXISTING ELEVATOR EQUIPMENT INFORMATION:**5.1 PART A:****5.1.1 53 Spring Street, Norwood**

5.1.2 One (1) passenger elevator - #1

5.1.3 Installation numbers: #1 - 64498369

Number in Group:	One (1)
Manufacturer:	Delta
Year of Installation:	~ 2010
Controller Model:	Delta P3CAR
Capacity:	635 kilograms
Elevator Type:	Passenger - LULA
Floors Served:	2 (1, 2)
Contract Speed:	0.15 meters per second
Governor tripping speed:	No tag found.
Power Unit:	Delta
Motor:	37 kW
Generator Data:	Not Applicable
Type of Drive:	Hydraulic
Hoist Ropes:	2 x 9.53 mm
Compensation:	None
Door Type:	2-speed
Door Dimensions and Openings:	42" X 84" / Front
Door Operator:	Movfe
Hall Door Interlocks:	GAL
Hall Door Closing Device:	Spriators
Car Guides:	Slippers
Counterweight Guides:	Not Applicable
Door Protection:	Infrared Detector
Car Stations:	1 Main
Car Position Indicator:	Analog at 1
Arrival Signal:	None
Emergency Communication:	Telephone and Alarm Bell
Emergency Service:	No
Emergency Power:	No
Security:	No

- 5.2 **PART B:**
- 5.2.1 136 Anson Street, Peterborough
- 5.2.2 One (1) passenger elevator - #1
- 5.2.3 Installation numbers: #1 - 36075

Number in Group:	One (1)
Manufacturer:	Otis
Year of Installation:	~ 1980
Controller Model:	Otis LRV 2500
Capacity:	1134 kilograms
Elevator Type:	Passenger
Floors Served:	4 (B, 1, 2, 3)
Contract Speed:	115 feet per minute
Governor tripping speed:	None
Power Unit:	Otis
Motor:	Leroy Somer 25 horsepower
Generator Data:	Not Applicable
Type of Drive:	Hydraulic
Hoist Ropes:	None
Compensation:	None
Door Type:	Single Speed Side Opening
Door Dimensions and Openings:	42" X 84" / Front
Door Operator:	Movfe
Hall Door Interlocks:	GAL
Hall Door Closing Device:	Spriators
Car Guides:	Slippers
Counterweight Guides:	Not Applicable
Door Protection:	Infrared Detector
Car Stations:	1 Main
Car Position Indicator:	Analog at 1
Arrival Signal:	None
Emergency Communication:	Telephone and Alarm Bell
Emergency Service:	No
Emergency Power:	No
Security:	No

5.3 **PART C:**5.3.1 486 Donegal Street

5.3.2 Two (2) passenger elevators - #1 and #2

5.3.3 Installation numbers: #1 - 29349 and #2 - 29350

Number in Group:	Two (2)
Manufacturer:	Armor with a TKE Modernization
Year of Installation:	Modernization in 2003
Controller Model:	Northern 3200
Capacity:	#1 - 680 kilograms / #1 - 1134 kilograms
Elevator Type:	Passenger
Floors Served:	10 (1-10)
Contract Speed:	1.01 m/s / 200 feet per minute
Governor tripping speed:	Northern Stamped 1.37 m/s
Machine Type:	Armor #2 Overhead Geared Traction
Motor:	#1 – 10 horsepower - #2 – 15 horsepower
Generator Data:	Not Applicable
Type of Drive:	Variable Voltage Variable Frequency
Hoist Ropes:	#1 - (4) x 1/2" / #2 - (4) x 5/8"
Compensation:	None
Door Type:	Side Opening Single Speed
Openings:	#1 – Front / #2 – Front and Rear
Door Operator:	ECI 1000
Hall Door Interlocks:	ECI
Hall Door Closing Device:	Spirators
Car Guides:	Rollers
Counterweight Guides:	Rollers
Door Protection:	Infrared Detector
Car Stations:	1 Main
Car Position Indicator:	Digital
Arrival Signal:	Digital P.I. at 1 and Door Jamb Arrows
Emergency Communication:	Telephone and Alarm Bell
Emergency Service:	Yes
Emergency Power:	No
Security:	None

6.0 SCOPE OF WORK:**6.1 PART A: EQUIPMENT UPGRADES @ 53 SPRING STREET****6.1.1 GENERAL SCOPE OF WORK:**

- 6.1.1.1 One (1) passenger elevator with installation number 64498369 is to be upgraded with a new door operator and a new door protection device.
- 6.1.1.2 The Contractor shall verify to the Owner and to the Consultant that all parts utilized in the modernization project shall be made available for sale to any other contractor that shall maintain the elevators.
- 6.1.1.3 The Contractor shall make available for sale at any time in the future any wiring schematics, adjusting manuals, or service tools for equipment installed to any other contractor that shall maintain the elevators.
- 6.1.1.4 Contract speed to remain at 115 feet per minute full load up within (plus or minus) 5%. The system is to be capable of providing comfortable, consistent and reliable floor-to-floor times in either direction regardless of load.
- 6.1.1.5 Retain the capacity, the number of openings and travel of the existing elevator.
- 6.1.1.6 The Contractor shall provide complete no charge maintenance service for a period of three (3) months following completion of elevator, and said elevator being returned to service for public use as approved by the Consultant. Include all labour, materials, equipment, and services that are necessary to fulfill the requirements of preventive elevator maintenance in accordance with the requirements of CAN/CSA B-44 Safety Code for Elevators and SECTION "8.0".
- 6.1.1.7 The Contractor shall make good any defect not resulting from vandalism or misuse, for a period of one (1) year from the date of final completion. The Contractor shall carry out all warranty work at its own cost and expense and at a time that is convenient to the Owner, which may be outside of normal working hours. Prior to performing the warranty work, the Contractor shall provide, for the Owner's review and approval, a proposed schedule for the performance of the warranty work.

6.1.1.8 The Contractor is not relieved from the responsibility of warranty regardless of testing, inspection, payment or acceptance of work.

6.1.2 **CAR DOOR OPERATOR**

6.1.2.1 Supply and install a new ECI MOVFE 2500 HH door operator capable of providing smooth and consistent door operation.

6.1.2.2 The new operator will cause the doors to adhere to a pre-defined opening and closing profile.

6.1.2.3 All controls for adjusting and regulating the operation of the door are to be located on top of the elevator adjacent to the door operator. Any service tool that is required to set parameters and make adjustments must be supplied and given to the Owner at no additional cost if not built into the operator.

6.1.2.4 Provide a car door operator data-plate complete with all pertinent information.

6.1.2.5 Ensure consistent door times on automatic mode as follows:

6.1.2.5.1 Door open time of 2.5 seconds

6.1.2.5.2 Car call dwell time of 5 seconds

6.1.2.5.3 Hall call dwell time of 5 seconds

6.1.2.5.4 Door close time of 4 seconds

6.1.2.6 Program door open button to fully re-open (not stop and hold) the door when pressed during normal door closing cycle.

6.1.3 **DOOR PROTECTION DEVICE**

6.1.3.1 Supply and install one new solid state electronically operated door reversal device on the leading edge of elevator door.

6.1.3.2 The device shall contain systems specifically designed for the application and be enclosed in an insulated chassis.

6.1.3.3 The device is to be constructed to provide long-term reliability and include no moving parts and having silent operation.

6.1.3.4 The device is to be installed behind the doorjamb, so as to provide a clear opening and present a clean architectural appearance.

6.1.3.5 The protection device shall initiate door reversal at any point of travel, when any object is in the path of the closing door without engaging the object.

- 6.1.3.6 Provide a device that includes visible diagnostics for either verification of proper operation or provide direction on cause of malfunction.
- 6.1.3.7 Ensure that the operation of the protection devices includes limited door reversal operation or “nudging”, and that it is set-up to operate as per the requirements of the CAN/B-44 Code.

6.1.4 HALL DOOR INTERLOCKS

- 6.1.4.1 Supply and install new internal contacts and keeper bridging contacts on all existing ECI interlocks.

6.1.5 SPECIFICATIONS, DRAWINGS AND MATERIAL SAMPLES

- 6.1.5.1 Specifications on the make and model of all major components that are to be used in completing the Project are to be submitted with the bid.
- 6.1.5.2 Fixture drawings plus material samples for all exposed surfaces are to be submitted to the Consultant for approval by the Owner prior to any work being completed.

6.2 **PART B: EQUIPMENT MODERNIZATION @ 136 ANSON STREET**

6.2.1 **GENERAL SCOPE OF WORK:**

- 6.2.1.1 One (1) passenger elevator with installation number 36075 is to be modernized with new solid-state control equipment, new power unit, new jack unit, plus new wiring, new cabin interior finishes and new fixtures.
- 6.2.1.2 The Contractor shall verify to the Owner and to the Consultant that all parts utilized in the modernization project shall be made available for sale to any other contractor that shall maintain the elevators.
- 6.2.1.3 The Contractor shall make available for sale at any time in the future any wiring schematics, adjusting manuals, service tools or a copy of the source programming code to any other contractor that shall maintain the elevators.
- 6.2.1.4 Contract speed to remain at 115 feet per minute full load up within (plus or minus) 5%. The system is to be capable of providing comfortable, consistent and reliable floor-to-floor times in either direction regardless of load.
- 6.2.1.5 Retain the capacity, the number of openings and travel of the existing elevator.
- 6.2.1.6 Contractor to supply and install on all machine room equipment MOL and TSSA approved machine guarding as per Occupational Health and Safety Act Industrial Establishments Ontario Regulation 851 (O Reg 851) – Machine Guarding and Maintenance and Repairs, and B-44 code requirements.
- 6.2.1.7 The Contractor shall provide complete no charge maintenance service for a period of three (3) months following completion of elevator, and said elevator being returned to service for public use as approved by the Consultant. Include all labour,

materials, equipment, and services that are necessary to fulfill the requirements of preventive elevator maintenance in accordance with the requirements of CAN/CSA B-44 Safety Code for Elevators and SECTION "8.0".

6.2.2 TEMPORARY SUPPORTS AND STRUCTURES

6.2.2.1 The Contractor shall design, erect, maintain, and remove any and all temporary supports and structures required to complete the project. Where required by law, the Contractor will hire and pay a professional engineer skilled in this specific discipline to ensure the design and safety of any such temporary supports and structures.

6.2.3 WARRANTY

6.2.3.1 The Contractor shall make good any defect not resulting from vandalism or misuse, for a period of one (1) year from the date of final completion. The Contractor shall carry out all warranty work at its own cost and expense and at a time that is convenient to the Owner, which may be outside of normal working hours. Prior to performing the warranty work, the Contractor shall provide, for the Owner's review and approval, a proposed schedule for the performance of the warranty work.

6.2.3.2 The Contractor is not relieved from the responsibility of warranty regardless of testing, inspection, payment or acceptance of work.

6.2.4 WORK SCHEDULE

6.2.4.1 The Contractor shall provide a detailed work schedule, including lead-time required to commence work. The elevator shall not be out-of-service for more than a period of six consecutive weeks (42 consecutive days).

6.2.4.2 Work is to commence on the date agreed upon by the Contractor and the Owner.

6.2.4.3 The Contractor shall absorb any extra costs for additional labour or overtime premiums in order to meet the agreed upon work schedule should the contractor fall behind on the project.

- 6.2.4.4 Work is to commence on the date agreed upon by the Contractor and the Owner prior to award of the contract. Contractor to submit a complete work schedule for approval.
- 6.2.4.5 Unless a result of an Act of God or another cause beyond the control of the Contractor, the Contractor shall take the necessary action and absorb any extra costs to meet the work schedule.
- 6.2.4.6 The Contractor is to submit a progress report to building management on the first business day of every month including the percentage of the total project that has been completed.
- 6.2.4.7 Unless otherwise instructed by the Owner or the Consultant, schedule all work so that no more than one elevator in a group is removed from service at any given time.

6.2.5 **CHANGES IN THE SCOPE OF WORK**

- 6.2.5.1 In the event that the Owner changes the scope of work in any manner once the Contract has been awarded, the contract price is to be adjusted accordingly. Any such change will not invalidate the Contract.
- 6.2.5.2 Appropriate Change order to be completed and submitted for approval by Owner before any work is to be completed.

6.2.6 **SPECIFICATIONS, DRAWINGS AND MATERIAL SAMPLES**

- 6.2.6.1 Specifications on the make and model of all major components that are to be used in completing the Project are to be submitted with the bid.
- 6.2.6.2 Fixture drawings plus material samples for all exposed surfaces are to be submitted to the Consultant for approval by the Owner prior to any work being completed.

6.2.7 **EXISTING SITE CONDITIONS**

- 6.2.7.1 The Contractor shall only provide equipment that can be utilized in conjunction with existing building infrastructure, including but not limited to:
 - 6.2.7.1.1 Hoistway walls, clear pit depth, and machine room.
 - 6.2.7.1.2 All supports to be designed to carry loads related to the elevator equipment, including machine room and

secondary floor slabs, machine beams, rail bracket fastenings, buffer stands, and sills supports. If a structural engineer is required to evaluate the integrity of the building structure in any manner, the cost thereof will be the responsibility of the Contractor.

- 6.2.7.2 The Contractor is responsible to install new equipment and remove existing equipment using existing accesses. If new access is required, Contractor is to submit with the bid a clear outline of what is required and which party (Owner or Contractor) shall take responsibility to provide such access. Any changes to the existing building structure must be reviewed and approved by Owner. Contractor is responsible to dispose of old equipment as approved by Owner.
- 6.2.7.3 The Contractor must protect all floors, stairs, and walls at all times during the modernization process. Carpeted areas must be covered with either plastic, hardboard, or wood, and the Contractor is responsible for any damage.
- 6.2.7.4 The Consultant must be notified if revisions to existing electrical power feeds for hoist motor, controller, signal fixtures, and cab lighting are required to accommodate the proposed equipment.
- 6.2.7.5 The Contractor shall assist all electrical, fire alarm, and HVAC trades undertaking work within elevator equipment spaces. The Contractor shall provide access to elevator shaft, pit and machine room spaces at times requested by the other trades performing work related to the elevator modernization project.
- 6.2.7.6 The Contractor shall undertake any coring required for hall call button stations, elevator position indicators, emergency telephones, or other elevator related equipment as required to run conduit and conductors through to fixtures mounted on shaft perimeter or other elevator related equipment such as fire alarm systems, emergency transfer switches, grounding, camera systems etc.

6.2.8 New Products and Equipment:

6.2.9 CONTROLLER

- 6.2.9.1 Supply and install one (1) new CSA approved microprocessor-based controllers (GAL e-hydro, Smartrise, or MCE) meeting all of the latest CAN/B44 Safety Code for Elevators requirements and providing full automatic operation. The elevators shall also offer Independent Service Operation, Phase I and Phase II Firefighter Emergency Operation, and be designed to be capable of automatically transferring to a future emergency power source.
- 6.2.9.2 Components to be installed in metal cabinets completely enclosed with covers and include at minimum one cooling fan per cabinet. Also, supply and install in elevator machine room one keyboard plus monitor to review operating parameters and fault logs of both elevators.
- 6.2.9.3 *Only non-proprietary equipment with parts and software readily available will be accepted.*
- 6.2.9.4 All components within the controller, including fuses, relays, contactors and printed circuit boards, are to be clearly identified.
- 6.2.9.5 Controller wiring is to be installed in a professional and neat manner with proper connecting devices.
- 6.2.9.6 The microprocessor shall include on-board diagnostics for trouble-shooting purposes, as well as a means to determine the position of the elevator cab in the hoistway. The hoistway position system shall be a touchless tape type system (Cedes APS or MCE equivalent).
- 6.2.9.7 The operation of the system is to be selective collective with a means provided to set and change the zoning / parking of the cars at different locations during different times of the day.
- 6.2.9.8 Provide a means to ensure that the system will automatically restart in the event of a power interruption and include soft start technology.
- 6.2.9.9 Provide emergency battery operated lowering devices that will return the elevator to the lowest landing and open the door during a building power failure.

6.2.10 **POWER UNIT – (tank, motor, pump and valve)**

- 6.2.10.1 Retain existing power unit.

6.2.11 HYDRAULIC PIPING and JACK UNIT

- 6.2.11.1 Remove and dispose of existing equipment in a professional manner.
- 6.2.11.2 Upon removal of the existing jack unit, excavate or pump any oil that has leaked from the cylinder or removal thereof, any contaminated soil, or any loose soil or debris that has built-up at the bottom of the hole and dispose of at an approved facility.
- 6.2.11.3 Provide new jack unit of a minimum size that is equal to that of the unit to be removed.
 - 6.2.11.3.1 The jack assembly consists of a new polished and seamless steel tubing plunger with an electrically welded stop ring, internal guide bearing, and a steel cylinder with a drip ring at the top and a packing designed to reduce wear and friction.
 - 6.2.11.3.2 Sound and vibration isolation is to be provided between the plunger and the frame of the cab.
 - 6.2.11.3.3 An automatic scavenger pump is to be provided to return oil leaking through the packing to the oil tank in the machine room. Prior to entering the tanks, the oil is to be adequately filtered to prevent contamination.
 - 6.2.11.3.4 The cylinder is to have a double bottom safety bulkhead capable of withstanding the pressures created within the system.
 - 6.2.11.3.5 The cylinder is to be protected against corrosion by means of a sealed polyvinyl chloride (PVC) outer sleeve with a minimum thickness of 3 mm. The seal is to prevent water from penetrating at any point above or below the surface of the ground.
- 6.2.11.4 Supply and install new hydraulic piping between the pump in the power unit of elevator and the hydraulic jack on elevator. All piping and/or couplings that require replacement are to be supplied and installed by the Contractor and the costs thereof are to be included in the bid price.
- 6.2.11.5 Any piping to be replaced between the jack unit and the power unit is to be done so with groove-end seamless or electric resistance welded steel pipe.

- 6.2.11.6 When piping or connections are replaced, use only new connections that are rated to withstand the pressure of the system and prevent any leakage of oil.

6.2.12 HOISTWAY ENTRANCES

- 6.2.12.1 Retain the existing hoistway doors making any necessary adjustments to ensure smooth and quiet operation.
- 6.2.12.2 Supply and install new lower guides on each door. Ensure that all fire gibs and safety retainers are installed and replace if missing or damaged. Replace damaged/bent sight guards and securely fasten any loose sight guards.
- 6.2.12.3 Supply and install new hall door rollers as required to provide smooth door operation. Refurbish tracks as required to ensure smooth door operation.
- 6.2.12.4 Ensure quiet and proper operation of door closers or replace with new heavy duty spirators.
- 6.2.12.5 Replace missing and/or damaged rubber stoppers with new.
- 6.2.12.6 Ensure hoistway access in compliance with B-44 Code Requirements including lunar key access at each floor served.
- 6.2.12.7 Supply and install new GAL hall door interlocks at each entrance.
- 6.2.12.8 Supply and install floor level jamb plates on both sides of the entrances complete with designation symbol combined on same plate. Raised star at ground and all characters shall be 50 mm high and shall comply with Appendix E of the ASME A17.1-2019/CSA B44-19 Safety Code for Elevators and Escalators

6.2.13 CAR DOORS

- 6.2.13.1 Retain the existing car doors.
- 6.2.13.2 Supply and install new lower guides on each door.
- 6.2.13.3 Supply and install new car door rollers to provide smooth door operation. Refurbish tracks as required to ensure smooth door operation.
- 6.2.13.4 Supply and install a new GAL gate lock and door restrictor on car door.

6.2.14 CAR DOOR OPERATOR

- 6.2.14.1 Retain existing door operator.
- 6.2.14.2 Adjust for consistent door times on automatic mode as follows:
 - 6.2.14.2.1 Door open time of 2.5 seconds
 - 6.2.14.2.2 Car call dwell time of 3 seconds
 - 6.2.14.2.3 Hall call dwell time of 5 seconds
 - 6.2.14.2.4 Door close times of 3.5 seconds
- 6.2.14.3 Program door open button to fully re-open (not stop and hold) the door when pressed during normal door closing cycle.

6.2.15 DOOR PROTECTION DEVICE

- 6.2.15.1 Retain existing door protection device.
- 6.2.15.2 Ensure that the operation of the protection devices includes limited door reversal operation or “nudging”, and that it is set-up to operate as per the requirements of the CAN/B-44 Code.

6.2.16 ELECTRICAL

- 6.2.16.1 Provide new wiring to connect all new equipment in compliance with the CSA Electrical Code. All wire is to be insulated and have a flame retarding cover. All wires are to be either colour coded or clearly numbered to ensure easy identification.
- 6.2.16.2 New travel cables are to be supplied and installed and only those designed for elevator use will be accepted. The traveling cables are to be waterproof with a flame retarding protective cover and include a minimum of 10% extra wires as spares. A minimum of one co-axial cable and 6 pairs of shielded wires per elevator is to be supplied within the travel cables for future use.
- 6.2.16.3 Supply and install all new slowdown and limit switches in the hoistway and new stop switches in the hoistway pit area.
- 6.2.16.4 Supply and install a separate power supply and one coaxial cable on each car top (inside a 2” x 4” electrical box) for use with a future in-cabin camera.

6.2.17 ELEVATOR PLATFORM AND CAR ENCLOSURE

- 6.2.17.1 Prepare all surfaces for installation of new materials ensuring that the platform and frame is structurally sound with all bolted connections checked and tightened where necessary, all sound isolation and fireproofing inspected and modified or corrected where required, and also inspect integrity of wood / steel stringers and steel frame and modify or correct where required.
- 6.2.17.2 Adjust guides to provide optimal ride quality. Replace slipper inserts with new.
- 6.2.17.3 Contractor to supply and install a new top of car inspection unit that provides for control of the elevator in compliance with B-44 Code requirements. In addition to a three button control panel for up and down direction, ensure that the unit includes an emergency stop button, a light fixture with switch, a 110 volt grounded duplex receptacle, and a battery back-up unit for an emergency light fixture for the cab.

6.2.18 CABIN INTERIORS

- 6.2.18.1 Elevator interiors are retained except as other wise noted below. Contractor is to replace all existing finishes noted below with new material that is to be approved by the Owner before installation.
- 6.2.18.2 Remove and dispose of all wall, ceiling, and floor material to be replaced.
- 6.2.18.3 **Ceiling:**
 - 6.2.18.3.1 Provide a brushed finish stainless steel panned and suspended ceiling.
 - 6.2.18.3.2 Six (6) energy efficient (LED) down light fixtures with polished stainless-steel trim are to be installed in a manner to allow for easy access for repairs from within the elevator cab or situated in an enclosed fixture on the top of the elevator cab.
 - 6.2.18.3.3 Supply and install a new exhaust fan in ceiling.
- 6.2.18.4 **Wall Panels:**
 - 6.2.18.4.1 Each sidewall is to consist of three horizontal panels of laminate above the handrail and one single panel of laminate below the handrail. Each rear wall (where applicable) is to consist of three horizontal panels of

laminated above the handrail and one single panel of laminate below the handrail. (Laminate: To be selected by Owner.)

6.2.18.4.2 All laminate and Rigitex panel edges are to have stainless J-trim.

6.2.18.4.3 The 15 mm reveals surrounding the wall panels shall be stainless steel with a #4 brushed finish.

6.2.18.4.4 Where required, provide only structurally sound backing material that meets all applicable codes (including but not limited to the fire code and Ontario Building Code) in regard to fire and smoke ratings.

6.2.18.4.5 Any finish shall be of Architectural Grade with all fastening systems invisible from view from within the elevator cab.

6.2.18.4.6 Ensure that all bonding, fasteners, frames and any other support is capable of maintaining all finishes in a secure position during an emergency stop situation.

6.2.18.5 **Door Cladding:**

6.2.18.5.1 The elevator door is to be clad with brushed stainless steel.

6.2.18.6 **Stainless Steel:**

6.2.18.6.1 Provide new stainless-steel finishes including front returns and transoms, 2" flat-bar handrails over 10 cm stainless steel handrails bands, new bases with ventilation slots, new top bands, new doorjamb, and new return posts.

6.2.18.6.2 All new stainless steel to have a #4 brushed finish.

6.2.18.7 **Directional Arrows:**

6.2.18.7.1 Provide two new vandal resistant type directional arrows in each doorjamb and return post.

6.2.18.7.2 Stainless steel plates with arrows that illuminate green for "Up" and red for "Down" and having corresponding audible signals are to be utilized. Stainless Steel finish to be a #4 brushed finish.

6.2.18.8 **Floor Material:**

6.2.18.8.1 Contractor to supply and install a porcelain floor tile. (Colour and pattern to be selected by Owner, but there will be a border tile and an infill tile). Prior to the

installation of the tile, the floor is to be prepared by the Contractor to be structurally sound and completely level so as to minimize the possibility of cracking or movement of the tiles.

6.2.18.8.2 If required, it will be the Contractor's responsibility to repair or replace the sub-floor to ensure a strong and level finished porcelain tile surface.

6.2.18.9 **Notice Boards:**

6.2.18.9.1 Provide one (1) lockable 81/2" x 11" brushed stainless-steel bulletin board in each elevator. (Location in cab to be selected by Owner.

6.2.19 **CAR STATIONS**

6.2.19.1 Supply all labour and material for one (1) main car station in elevator. Position all items on a main station panel and locate the panel itself in a position on the front return wall to ensure compliance with Handicapped Code requirements. The stainless-steel panel is to have a brushed finish. The car station is to be completed as per section 6.2.19.2.

6.2.19.2

6.2.19.2.1 Vandal proof metal fixtures (MAD or Dupar) with LED illumination for automatic operation to replace all existing buttons and also to include, door open button, door close button. Include corresponding Braille tactile to the left of each button. Owner to select from manufacturers entire product line.

6.2.19.2.2 Number the floor push buttons to correspond with the floors served.

6.2.19.2.3 Include corresponding Braille tactile to the left of each button or provide modular type assembly.

6.2.19.2.4 Ensure that the alarm button sounds the alarm bell.

6.2.19.2.5 Provide new key switches to include a stop switch, a service switch, a light switch, a fan switch, and voice announcement volume control in a separate cabinet with a lockable stainless-steel door.

6.2.19.2.6 Integrate a hands-free auto-dial telephone directly in the button panel of each cab and install a remote station in the main lobby at the security desk. A

pushbutton including appropriate Braille is to be incorporated into the car operating panel to activate the telephone. Also, provide and install the necessary shielded cables from the telephone units to one common point at the hoistway on a level designated by building management. (New telephone system not to 2019 code requirements, but rather to be a direct replacement for the existing telephone.)

- 6.2.19.2.7 Provide a digital car position indicator with characters at least 50 mm high in size.
- 6.2.19.2.8 Provide voice announcement with a volume adjustment inside the service cabinet.
- 6.2.19.2.9 Provide a rechargeable battery powered emergency light that is activated immediately upon power failure.
- 6.2.19.2.10 Include all engraving and instructions including capacity, persons, installation number, and TSSA symbol and any other necessary wording as requested by owner.
- 6.2.19.2.11 Existing plastic information plates to be replicated in and reapplied.

6.2.20 HALL STATIONS AND LOBBY POSITION INDICATOR

- 6.2.20.1 Replace all hall call stations with buttons to match the car stations. All fixtures to match finishes of existing fixtures.
- 6.2.20.2 The lobby hall station is to include an Emergency Recall keyed switch all with corresponding engraving as required by the B-44 Safety Code for Elevators.
- 6.2.20.3 Lobby Position Indicators
 - 6.2.20.3.1 Provide a digital car position indicator with characters at least 50mm high in size at main lobby level.
 - 6.2.20.3.2 Engrave elevator #1 to the left of the position indicator readout
 - 6.2.20.3.3 Provide separate directional arrows (Green ↑ Red ↓) on the left and right sides of the stainless steel fixture.
 - 6.2.20.3.4 The position indicator shall indicate when the elevator has been put on independent service operation (IS) and also when it is out of service (OS).

6.2.21 BUFFERS, PIT STEEL AND GUIDE RAILS

- 6.2.21.1 Clean and wire brush buffers, pit steel and all structural supports. Once cleaned, coat all steel with a rust inhibiting black paint.
- 6.2.21.2 The buffers are to be tested to certify proper operation as per CAN/CSA Code requirements. If required to meet CAN/CSA B-44 Code requirements or to accommodate new jack unit, new buffers and/or structural supports are to be provided at no additional cost to Owner.
- 6.2.21.3 Contractor to verify both condition and alignment of rails, and make any necessary modifications to ensure smooth travel of the car from the lowest landing to the highest landing. As required, clean and grind rails to provide a smooth surface that will ensure good ride quality.
- 6.2.21.4 Inspect all rail brackets and ensure that they are properly fastened to prevent any movement.
- 6.2.21.5 Repair or replace damaged, corroded, or loose fascia in the hoistway.

6.2.22 ADDITIONAL WORK

- 6.2.22.1 Each separate item of additional work shall be priced individually as required to include all costs associated to complete the project in accordance with the requirements of this Specification. The Owner must approve in writing any additional work prior to it being completed.
- 6.2.22.2 For each separate item, the corresponding price that has been approved by the Owner shall be added to the Bid Price upon receipt of a Change Order from Consultant.

6.2.23 HYDRAULIC JACK HOLE

- 6.2.23.1 In the event that the current hole will not accommodate the new cylinder with the PVC piping, and enlarging the hole with high pressure water was not successful, drill a new hole to suit the requirements.
- 6.2.23.2 Provide a separate metal casing the full depth of the hole to provide additional protection to the cylinder. The casing is to be run the entire length of the hole and is to be capped at the top to prevent the entry of dirt and debris.

- 6.2.23.3 The separate metal casing is to be a minimum of 2.5 mm in thickness and protected against rust and corrosion.
- 6.2.23.4 Any drilling that may be required by an outside company is to be invoiced separately by the Contractor, but is to be considered a part of the project. Only actual drilling costs plus 10% for administration of the work, plus any additional labour costs plus 10% to assist therewith will be accepted.

6.2.24 **OPTIONAL UPGRADES**

- 6.2.24.1 Optional Upgrades shall be priced to include all costs associated to complete the project in accordance with all requirements of this Specification. For optional upgrades selected by the Owner, the corresponding prices shall be added to the Modernization price.

6.2.25 **OPTIONAL UPGRADE #1 – POWER UNIT – (tank, motor, pump and valve)**

- 6.2.25.1 Provide on elevator a new oil tank with a minimum additional twenty-gallon capacity above the maximum normal oil level. Provide an oil level gauge, drain, and filter-screen over the inlet.
- 6.2.25.2 New vibration isolation pads are to be supplied between the tank unit and the floor.
- 6.2.25.3 Provide a new pump and motor. The pump is to be fitted to force oil directly to the cylinder with enough power to move the cab at full contract speed with a full load.
- 6.2.25.4 Provide an MEI muffler in the oil line between the pump unit and the jack. The muffler is to be installed as per the manufacturer's recommendations.
- 6.2.25.5 Provide a new master control valve assembly for the elevator. The valve assembly must include; relief valve, check valve, up-start valve, up-level valve, down valves, manual lowering valve and shut-off valve.
- 6.2.25.6 To prevent debris from entering the control valve, provide self-cleaning strainers.
- 6.2.25.7 Provide a system that includes a means to ensure reduced current starting (soft start). The starting current is not to exceed 300 percent of the current utilized during operation at full load.

- 6.2.25.8 The equipment is to continue providing normal elevator operation during line voltage fluctuations of (\pm) 10%. Adequate filters for both line pollution and distortion are to be included to provide for greater reliability by controlling interference.
- 6.2.25.9 A means to prevent the motor or pump from overheating during phase rotation or reversal is to be provided. To prevent the motor from starting when phase reversal or lost phase conditions occur, provide reverse phase relays at the control panel.
- 6.2.25.10 Permanent gauges to measure the temperature and the level of the oil in the tank and the pressure of oil in the to and from lines are to be provided.
- 6.2.25.11 The system is to be designed to ensure that the hydraulic oil never exceeds 80% of the maximum temperature rating of the valve manufacturer.
- 6.2.25.12 The entire power unit is to be enclosed with sheet steel panels and sound-deadening materials that reduce noise.

6.3 Part C: EQUIPMENT MODERNIZATION @ 486 DONEGAL STREET**6.3.1 GENERAL SCOPE OF WORK:**

- 6.3.1.1 Two (2) passenger elevators with installation numbers 29349 and 29350 are to be modernized with new VVVF drive solid-state control equipment, new hoist machines and new hoist motors, new over-speed governors, new door operators and door detectors, new wiring, new fixtures, and new cabin interior finishes.
- 6.3.1.2 The Contractor shall verify to the Owner and to the Consultant that all parts utilized in the modernization project shall be made available for sale to any other contractor that shall maintain the elevators.
- 6.3.1.3 The Contractor shall make available for sale at any time in the future any wiring schematics, adjusting manuals, service tools or a copy of the source programming code to any other contractor that shall maintain the elevators.
- 6.3.1.4 Contract speed to remain at 1.01 m/s – 200 fpm full load up within (\pm) 5%. The systems are to be capable of providing comfortable and reliable brake-to-brake times of 8.0 seconds in either direction.
- 6.3.1.5 Retain the existing capacity of the elevators.
- 6.3.1.6 Retain the existing number of openings and travel.
- 6.3.1.7 Contractor to retain all machine room equipment guarding and modify as necessary upon installation of new equipment to accommodate Ministry of Labour (MOL) and TSSA approved machine guarding as per Occupational Health and Safety Act Industrial Establishments Ontario Regulation 851 (O Reg 851) – Machine Guarding and Maintenance and Repairs, and B-44 code requirements on all new equipment.
- 6.3.1.8 The Contractor shall provide complete no charge maintenance service for a period of three (3) months following completion of final (2nd) elevator, and said elevator being returned to service for public use as approved by the Consultant. Include all labour, materials, equipment, and services that are necessary to fulfill the requirements of preventive elevator

maintenance in accordance with the requirements of CAN/CSA B-44 Safety Code for Elevators and SECTION "E".

6.3.2 Temporary Supports and Structures

6.3.2.1 The Contractor shall design, erect, maintain and remove any and all temporary supports and structures required to complete the project. Where required by law, the contractor will hire and pay a professional engineer skilled in this specific discipline to ensure the design and safety of any such temporary supports and structures.

6.3.3 Warranty

6.3.3.1 The Contractor shall make good any defect not resulting from vandalism or misuse, for a period of one (1) year from the date of final completion. The Contractor shall carry out all warranty work at its own cost and expense and at a time that is convenient to the Owner, which may be outside of normal working hours. Prior to performing the warranty work, the Contractor shall provide, for the Owner's review and approval, a proposed schedule for the performance of the warranty work.

6.3.3.2 The Contractor is not relived from the responsibility of warranty regardless of testing, inspection, payment or acceptance of work.

6.3.4 Work Schedule

6.3.4.1 The Contractor shall absorb any extra costs for additional labour or overtime premiums in order to meet the agreed upon work schedule should the contractor fall behind on the project.

6.3.4.2 Work is to commence on the date agreed upon by the Contractor and the Owner prior to award of the contract. Contractor to submit a complete work schedule for approval.

6.3.4.3 Unless a result of an Act of God or another cause beyond the control of the Contractor, the Contractor shall take the necessary action and absorb any extra costs to meet the work schedule.

6.3.4.4 The Contractor is to submit a progress report to building management on the first business day of every month including the percentage of the total project that has been completed.

6.3.4.5 Unless otherwise instructed by the Owner or the Consultant, schedule all work so that no more than one elevator in a group is removed from service at any given time.

6.3.5 Changes in the Scope of Work

6.3.5.1 In the event that the Owner changes the scope of work in any manner once the contract has been awarded, the contract price is to be adjusted accordingly. Any such change will not invalidate the contract.

6.3.5.2 Appropriate Change order to be completed and submitted for approval by Owner before any work is to be completed.

6.3.6 Specifications, Drawings and Material Samples

6.3.6.1 Specifications on the make and model of all major components that are to be used in completing the Project are to be submitted with the bid.

6.3.6.2 Fixture and cabin interior drawings plus material samples for all exposed surfaces are to be submitted to the Consultant for approval by the Owner prior to any work being completed.

6.3.7 Existing Site Conditions

6.3.7.1 The Contractor shall only provide equipment that can be utilized in conjunction with existing building infrastructure including but not limited to:

6.3.7.1.1 Hoistway walls, clear pit depth and machine room.

6.3.7.1.2 All supports designed to carry loads related to the elevator equipment including machine room and secondary floor slabs, machine beams, rail bracket fastenings, buffer stands and sills supports. If a structural engineer is required to evaluate the integrity of the building structure in any manner, the cost thereof will be the responsibility of the Contractor and any reports that are provided will be forwarded to both the Owner and Consultant.

- 6.3.7.2 Contractor is responsible to install new equipment and remove existing equipment using existing accesses as approved by Owner. If new access is required, Contractor is to submit upon award a clear outline of what is required. Contractor shall take responsibility to provide such accesses. Any changes to the existing building structure must be reviewed and approved by Owner. Contractor is responsible to dispose of old equipment.
- 6.3.7.3 Contractor must submit upon award details as to any required revisions or upgrades that might be required to the existing electrical power feeds for the hoist motors, controllers, signal fixtures and cab lighting to accommodate proposed new equipment.
- 6.3.7.4 The Contractor must protect all floors and walls at all times during the modernization process. Carpeted areas must be covered with either plastic, hardboard, or wood, and the Contractor is responsible to repair damage to any area of the building or items therein that is caused by its employees or sub-contractors.
- 6.3.7.5 Upon completion of the modernization project, the contractor shall paint the elevator mechanical room floor and hoistway pit floor grey with an appropriate type of paint to suit the existing surface conditions. Material must be non-odourous, meeting IPAC requirements.
- 6.3.7.6 The Contractor shall undertake any coring required for hall call button stations, elevator position indicators, emergency telephones, or other elevator related equipment as required to run conduit and conductors through to fixtures mounted on shaft perimeter or other elevator related equipment such as fire alarm systems, emergency transfer switches, grounding, camera systems etc.
- 6.3.7.7 The Contractor shall assist all electrical, fire alarm and HVAC trades undertaking work within elevator equipment spaces. The Contractor shall provide access to elevator shaft, pit and machine room spaces at times requested by the other trades completing performing work.

6.3.8 New Products and Equipment

6.3.9 Controller

- 6.3.9.1 Supply and install two (2) new CSA approved microprocessor-based controllers (MCE iControl, Smartrise, or GAL Galaxy IV) meeting all of the latest CAN/B44 Safety Code for Elevators requirements and providing full automatic operation. The elevators shall also offer Independent Service Operation, Phase I and Phase II Firefighter Emergency Operation, and be designed to be capable of automatically transferring to a future emergency power source.
- 6.3.9.2 Components to be installed in metal cabinets completely enclosed with covers and include at minimum one cooling fan per cabinet. Also, one keyboard plus monitor to review and adjust operating parameters of all elevators is to be provided in one controller or in a separate computer cabinet to be provided by the Contractor.
- 6.3.9.3 *Only non-proprietary equipment with parts and software readily available will be accepted.*
- 6.3.9.4 All components within the controller including fuses, relays, contactors and printed circuit boards are to be clearly identified.
- 6.3.9.5 Controller wiring to be installed in a professional and neat manner and with proper connecting devices in accordance with applicable electrical code/standards.
- 6.3.9.6 The microprocessors shall include on-board diagnostics for trouble-shooting purposes, as well as a means to determine the position of the elevator cab in the hoistway.
- 6.3.9.7 The operation of the system is to be selective collective with a means provided to set and change the zoning / parking of the car at different locations during different times of the day. A predictive parking software program operating on past history based on a 24 hour / 7 day clock is to be provided.

6.3.10 Drive System - VVVF

- 6.3.10.1 Supply and install new VVVF AC solid-state digital motor drive systems.
- 6.3.10.2 An automatic closed loop system is to provide an instant response to power requirements at a noise level not to exceed 65 decibels. A safety circuit is to be provided to prevent

continuous uncontrolled operation in the event of a closed loop feedback circuit failure.

- 6.3.10.3 The drive is to provide smooth and accurate speed control within 5% of contract speed and with accurate floor landings.
- 6.3.10.4 A means of dissipating heat generated by the solid-state drive is to be provided. The system is to automatically shut down in the event of over-heating.
- 6.3.10.5 The equipment is to continue providing normal elevator operation during line voltage fluctuations of (\pm) 10%. Adequate filters for both line pollution and distortion are to be included to provide for greater reliability by controlling interference.
- 6.3.10.6 Provide protection of the solid-state power device against surge currents.
- 6.3.10.7 Provide line contactors to remove power to the motor while the elevator is stopped. The brake on the elevator machine is to be applied whenever the contactors are dropped out.
- 6.3.10.8 All power to the elevator motor and brake mechanism is to be automatically disconnected whenever the auxiliary braking device is actuated. A manually reset electrical switch to reinstate power to the elevator motor and brake mechanism is to be supplied in the elevator machine room.
- 6.3.10.9 The solid-state drive unit is to be installed with sufficient isolation to prevent vibration transfer to the building structure.

6.3.11 Hoist Machine, Motor and Up Directional Safety

- 6.3.11.1 Contractor to supply and install a new hoist machine (Hollister Whitney, Imperial or Torin) and new motor directly over each of the existing two (2) hoistways. As required, new structural support beams are to be installed over top of the existing beams and the floor as determined by a structural engineer. Integrity of existing beams is to be verified by Contractor's structural engineer at Contractor's expense, and any repairs, adjustments or additions will be the responsibility of the Contractor. Also, should it be required to accommodate the design of the new machine, a new and properly grooved deflector sheave is to be provided.

- 6.3.11.2 Isolation pads shall be used between the machine base and the support beams to eliminate noise and vibration.
- 6.3.11.3 Provide a single wrap traction type worm-gear machine with the gears, drive sheave, motor and brake mechanism all mounted on a common bedplate.
- 6.3.11.4 Provide an electromechanical brake that is spring applied and electrically released in a smooth and quiet manner and without jerk, under varying load conditions.
- 6.3.11.5 Provide a new AC (VVVF) heavy-duty hoist motor for each machine. The motor is to be specifically designed for elevator service and operate with an absolute minimum amount of noise or vibration under any load condition. Contractor to supply and install a new hoist motor encoder.
- 6.3.11.6 All power to the elevator motor and brake mechanism is to be automatically disconnected whenever the auxiliary braking device is actuated. A manually reset electrical switch to reinstate power to the elevator motor and brake mechanism is to be supplied in the elevator machine room.
- 6.3.11.7 To prevent uncontrolled ascent due to either over-speed or the elevator departing from the floor with the doors open, provide an auxiliary braking device that is separate and independent of the machine brake and the car safeties.

6.3.12 Hoist Ropes

- 6.3.12.1 Provide new hoist ropes.
- 6.3.12.2 Contractor to supply and install a minimum of (4) steel ropes for each elevator that are properly spaced and tensioned to minimize noise and vibration.
- 6.3.12.3 Steel ropes to be utilized should be attached at both ends with wedge clamp rope shackles that are adjustable by means of a threaded rod.

6.3.13 Over-speed Governors and Safety

- 6.3.13.1 Contractor to supply and install a new over-speed governor, idler tension sheave and governor rope on each elevator.
- 6.3.13.2 Supply and install on each elevator a new automatic release safety in accordance with CAN/B-44 Code requirements on elevator.

6.3.14 Hoistway Entrances

- 6.3.14.1 Retain the existing hoistway doors making any necessary adjustments to ensure smooth and quiet operation.
- 6.3.14.2 Supply and install new lower guides on each door. Ensure that all fire gibs and safety retainers are installed and replace if missing, damaged or show signs of rust or wear.
- 6.3.14.3 Supply and install new hall door rollers as required to provide smooth door operation. Refurbish tracks or replace with new as required to provide smooth door operation.
- 6.3.14.4 Ensure proper and quiet operation of all door closers.
- 6.3.14.5 Supply and install at each opening new GAL hall door interlocks.
- 6.3.14.6 Replace missing and/or damaged rubber door stoppers with new, and repair or replace where necessary any damaged or bent sight guards.
- 6.3.14.7 Ensure hoistway access in compliance with B-44 Safety Code for Elevators requirements.
- 6.3.14.8 Supply and install on each floor new jamb plates on both sides of the entrance complete with designation symbol combined on same plate. Jamb plates to be applied with both adhesive and rivets. Raised star at ground and all characters shall be 50 mm high and shall comply with Appendix "E" of the B-44 Safety Code for Elevators.

6.3.15 Car Doors

- 6.3.15.1 Retain existing car doors.
- 6.3.15.2 Supply and install new lower guides on each door.
- 6.3.15.3 Supply and install new car door rollers to provide smooth door operation. Refurbish tracks as required.
- 6.3.15.4 Supply and install a new GAL car gate lock and door restrictor on each elevator car door.
- 6.3.15.5 Supply and install a new brushed aluminum door sill on each car door entrance.

6.3.16 Car Door Operators

- 6.3.16.1 Supply and install new ECI MOVFE 2500 HH door operators capable of providing smooth and consistent operation on doors of each elevator (front and rear).
- 6.3.16.2 The new operator will cause the doors to adhere to a pre-defined opening and closing profile.
- 6.3.16.3 All controls for adjusting and regulating the operation of the door are to be located on top of the elevator adjacent to the door operator. Any service tool that is required to set parameters and make adjustments must be supplied and given to the Owner at no additional cost if not built into the operator.
- 6.3.16.4 Provide a car door operator data-plate complete with all pertinent information.
- 6.3.16.5 B15.5 Ensure consistent door times on automatic mode as follows:
 - 6.3.16.5.1 Door open time of 2.5 seconds
 - 6.3.16.5.2 Car call dwell time of 3 seconds
 - 6.3.16.5.3 Hall call dwell time of 5 seconds
 - 6.3.16.5.4 Door close time of 3.5 seconds
 - 6.3.16.5.5 Nudging buzzer time at 30 seconds
 - 6.3.16.5.6 Nudging activation at 40 seconds
- 6.3.16.6 Program door open button to fully re-open (not stop and hold) the door when pressed during normal door closing cycle.

6.3.17 Door Protection Devices

- 6.3.17.1 Supply and install one new solid state electronically operated door reversal device on the leading edge of each elevator door (front and rear).
- 6.3.17.2 The device shall contain systems specifically designed for the application and be enclosed in an insulated chassis.
- 6.3.17.3 The device is to be constructed to provide long-term reliability and include no moving parts and having silent operation.
- 6.3.17.4 The device is to be installed behind the doorjamb, so as to provide a clear opening and present a clean architectural appearance.

- 6.3.17.5 The protection device shall initiate door reversal at any point of travel, when any object is in the path of the closing door without engaging the object.
- 6.3.17.6 Provide a device that includes visible diagnostics for either verification of proper operation or provide direction on cause of malfunction.
- 6.3.17.7 Ensure that the operation of the protection devices includes limited door reversal operation or “nudging”, and that it is set-up to operate as per the requirements of the CAN/B-44 Code.

6.3.18 Electrical

- 6.3.18.1 Provide new wiring to connect all new equipment in compliance with the CSA Electrical Code. All wire is to be insulated and have a flame retarding cover. All wires are to be either colour coded or clearly numbered to ensure easy identification.
- 6.3.18.2 New travel cables are to be supplied and installed and only those designed for elevator use will be accepted. The traveling cables are to be waterproof with a flame retarding protective cover and include a minimum of 10% extra wires as spares. A minimum of two (2) co-axial cables including an RG59 stranded core plus 6 pairs of shielded wires per elevator is to be supplied within the travel cables for future use.
- 6.3.18.3 Supply and install all new slowdown and limit switches in the hoistway and new stop switches in the hoistway pit area.
- 6.3.18.4 Supply and install a separate power supply and one coaxial cable on each car top (inside a 2” x 4” electrical box) for use with future in-cabin cameras.

6.3.19 Elevator Platform and Car Enclosure

- 6.3.19.1 Prepare all surfaces for installation of new materials ensuring that the platform and frame is structurally sound with all bolted connections checked and tightened where necessary, all sound isolation and fireproofing inspected and modified or corrected where required, and also inspect integrity of wood / steel stringers and steel frame and modify or correct where required.

- 6.3.19.2 Adjust guides to provide optimal ride quality. Replace damaged and/or worn guide rollers.
- 6.3.19.3 Ensure existing car top railings and toe guards comply with B44 Safety Code for Elevator requirements at completion of project and modify where necessary.
- 6.3.19.4 Supply and install new car top inspection controls on each elevator. In addition to a three-button control panel for up and down direction, ensure that the unit includes an emergency stop button, a light fixture with switch, a 110-volt grounded duplex receptacle, and a battery back-up unit for an emergency light fixture for the cab.

6.3.20 Elevator Cabin Interiors

- 6.3.20.1 Elevator interiors for the two elevators are to be renovated by the Contractor, replacing listed finishes with new material that is to be approved by the Owner.
- 6.3.20.2 Remove and dispose of all wall, ceiling, and floor material to be replaced.
- 6.3.20.3 **Ceiling**
 - 6.3.20.3.1 Provide a brushed finish stainless steel panned and suspended ceiling.
 - 6.3.20.3.2 Six (6) energy efficient (LED) down light fixtures with polished stainless-steel trim are to be installed in a manner to allow for easy access for repairs from within the elevator cab or situated in an enclosed fixture on the top of the elevator cab.
 - 6.3.20.3.3 Supply and install a new exhaust fan in ceiling.
- 6.3.20.4 **Wall Panels**
 - 6.3.20.4.1 Each sidewall is to consist of three horizontal panels of laminate above the handrail and one single panel of laminate below the handrail. Each rear wall (where applicable) is to consist of three horizontal panels of laminate above the handrail and one single panel of laminate below the handrail. (Laminate: To be selected by Owner.)
 - 6.3.20.4.2 All laminate panel edges to have stainless J-trim.
 - 6.3.20.4.3 The 15 mm reveals surrounding the wall panels shall be stainless steel with a #4 brushed finish.

- 6.3.20.4.4 Where required, provide only structurally sound backing material that meets all applicable codes (including but not limited to the fire code and Ontario Building Code) in regard to fire and smoke ratings.
- 6.3.20.4.5 Any finish shall be of Architectural Grade with all fastening systems invisible from view from within the elevator cab.
- 6.3.20.4.6 Ensure that all bonding, fasteners, frames and any other support is capable of maintaining all finishes in a secure position during an emergency stop situation.
- 6.3.20.5 **Door Cladding**
 - 6.3.20.5.1 The elevator door is to be clad with brushed stainless steel.
- 6.3.20.6 **Stainless Steel**
 - 6.3.20.6.1 Provide new stainless-steel finishes including front returns and transoms, 2" flat-bar handrails over 10 cm stainless steel handrails bands, new bases with ventilation slots, new top bands, new doorjambs, and new return posts.
 - 6.3.20.6.2 All new stainless steel to have a #4 brushed finish.
- 6.3.20.7 **Directional Arrows**
 - 6.3.20.7.1 Provide two new vandal resistant type directional arrows in each doorjamb and return post.
 - 6.3.20.7.2 Stainless steel plates with arrows that illuminate green for "Up" and red for "Down" and having corresponding audible signals are to be utilized. Stainless Steel finish to be a #4 brushed finish.
- 6.3.20.8 **Floor Material**
 - 6.3.20.8.1 Contractor to supply and install a porcelain floor tile. (Colour and pattern to be selected by Owner, but there will be a border tile and an infill tile). Prior to the installation of the tile, the floor is to be prepared by the Contractor to be structurally sound and completely level so as to minimize the possibility of cracking or movement of the tiles.
 - 6.3.20.8.2 If required, it will be the Contractor's responsibility to repair or replace the sub-floor to ensure a strong and level finished porcelain tile surface.

6.3.20.9 Notice Boards

6.3.20.9.1 Provide one (1) lockable 8 1/2" x 11" brushed stainless-steel bulletin board in each elevator. (Location in cab to be selected by Owner.)

6.3.21 Car Stations

- 6.3.21.1 Supply all labour and material for one (1) main stainless-steel car station in each elevator. Position all items on a main station panel and locate the panel itself in a position on the front return wall (side wall on elevator #2) to ensure compliance with Handicapped Code requirements. The stainless-steel panel is to have a brushed #4 finish. The car stations are to be completed as per section B20.2.
- 6.3.21.2 Vandal proof metal fixtures (MAD or Dupar) with LED illumination for automatic operation to replace all existing buttons and also to include, door open button, door close button, and telephone button. Include corresponding Braille tactile to the left of each button. Owner to select from manufacturers entire product line.
- 6.3.21.3 Number the floor push buttons to correspond with the floors served.
- 6.3.21.4 Provide new keyed switches to include a stop switch, a service switch, a light switch and a fan switch enclosed in a lockable cabinet with a hinged stainless-steel door or directly on the panel as determined by the Owner.
- 6.3.21.5 Integrate a hands-free auto-dial telephone directly in the button panel of each cab and install a remote station in the main lobby at the security desk. A pushbutton including appropriate Braille is to be incorporated into the car operating panel to activate the telephone. Also, provide and install the necessary shielded cables from the telephone units to one common point at the hoistway on a level designated by building management. (New telephone system not to 2019 code requirements, but rather to be a direct replacement for the existing telephone.)
- 6.3.21.6 Provide voice announcement system with a volume control.
- 6.3.21.7 Include all engraving and instructions including capacity, persons, installation number and TSSA symbol and any other wording as requested by Owner.

- 6.3.21.8 Contractor not permitted to advertise with any form of company logo or name on the car station.

6.3.22 Hall Stations and Lobby Position Indicators

- 6.3.22.1 Replace all hall call stations with buttons to match the car stations. All fixtures to match finishes of existing fixtures (brushed stainless steel). Gilda style surface mount fixtures to be installed. Rear entrance fixture is to include a security key switch to match the service key. The hall call button transfer (old to new) is to be completed between midnight and 6:00 am, and any overtime premiums are to be included in the bid price.
- 6.3.22.2 The lobby hall station is to include an Emergency Recall keyed switch with corresponding engraving as required by the B-44 Safety Code for Elevators.
- 6.3.22.3 Lobby Position Indicators
 - 6.3.22.3.1 Provide a digital car position indicator with characters at least 50 mm high in size at main lobby for each elevator.
 - 6.3.22.3.2 Engrave elevator #1 and #2 to the left of the position indicator readout.
 - 6.3.22.3.3 Provide separate directional arrow (Green ↑ on the right side of the stainless-steel fixture.
 - 6.3.22.3.4 The position indicator shall indicate when the elevator has been put on independent service operation (IS), and also when it is out of service (OS).

6.3.23 Counterweight

- 6.3.23.1 Retain existing counterweight.
- 6.3.23.2 Replace damaged and/or worn rollers with new rollers.
- 6.3.23.3 As required the weight is to be adjusted as per CAN/CSA B-44 Code requirements to provide a counter balance equal to the weight of the complete elevator plus approximately 40% of the specified load.
- 6.3.23.4 The entire counterweight assembly including frame and weights are to be cleaned and painted black with a rust inhibiting paint.

6.3.23.5 Clearly identify the maximum counterweight run-by in the elevator hoistway pit.

6.3.24 Hoistways, Buffers, Pit Steel and Guide Rails

6.3.24.1 Clean and wire brush all pit steel, buffers and all structural supports for both the elevator cabs and the counterweights. Replace all rusted or corroded pit steel and/or structural supports with new steel. Once cleaned, coat all steel with a rust inhibiting paint. Replace oil inside each buffer and also replace any worn or hardened seals.

6.3.24.2 The buffers are to be tested to certify proper operation as per CAN/CSA Code requirements. If required to meet CAN/CSA B-44 Code requirements for whatever reasons, new buffers and/or structural supports are to be provided by the Contractor.

6.3.24.3 Contractor to verify both condition and alignment of rails and make any necessary modifications to ensure smooth travel of the car from the lowest landing to the highest landing.

6.3.24.4 Repair or replace damaged or loose fascia in the hoistway. Clean and paint any fascia that has surface rust with a light grey rust inhibiting paint.

7.0 **CAB DESIGN:**

HORIZONTAL SERIES HX-1



Date: 22 | 08 | 2024

Client: Peterborough Housing

Thank you for using our Cab Design Studio! Please review your custom cab design with a summary of your elevator cab model, selection of finishes and interior components below.



WALL PANELS

River Cherry #7937



CEILING STYLE

Eclipse
Frameless w/ SSTL panels
Standard LED – MR16
Warm Light



HANDRAILS

2" flat solid stainless steel



ELEVATOR CAB INTERIOR STANDARD OPTIONS

CEILING LIGHTNING BY TYPE

Provident – T8 LED tube lights and fixtures – 3000k (Warm White) Transcend & Eclipse – MR-16 3000k with Brushed Stainless Finished trim All panels come complete with "J" trim in a Aluminum Brushed Stainless Steel finish - other optional anodized finishes: clear and black 1/4" x 2" Flat or 1.5" round #4 brushed stainless steel with round spacers All materials and manufacturing meet current ASME 17.1 & B44 Safety Codes Venting – provided as concealed within trim of panels

PANEL TRIMS

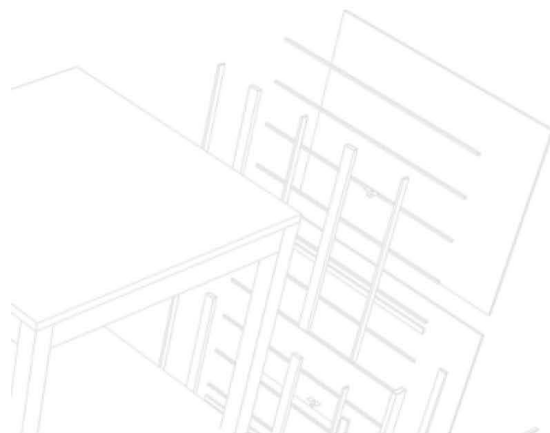
All panels come complete with "J" trim in a Aluminum Brushed Stainless Steel finish - other optional anodized finishes: clear and black

HANDRAILS

1/4" x 2" Flat or 1.5" round #4 brushed stainless steel with round spacers

COMPLIANCE

All materials and manufacturing meet current ASME 17.1 & B44 Safety Codes Venting – provided as concealed within trim of panels



GIVE YOUR ELEVATOR A LIFT

Contact a sales representative today to learn more and bring your elevator vision to life.

8.0 ELEVATOR MAINTENANCE:

8.1 Contract Term

- 8.1.1 The Contractor shall provide complete maintenance service on all elevators for a period of time starting on the 1st day of the month in which modernization or upgrade work on site will commence, and ending three (3) months following completion of final elevator in each building, and said elevator(s) being returned to service for public use as approved by the Consultant. Include all labour, materials, equipment, and services that are necessary to fulfill the requirements of preventive elevator maintenance in accordance with the requirements of CAN/CSA B-44 Safety Code for Elevators and 3rd section.
- 8.1.2 The Contract will automatically terminate three (3) months after the date of substantial performance of the final elevator(s) to be modernized or upgraded in each building unless a request for an extension of the Term is submitted to the Contractor by the Owner and accepted by the Contractor.

8.2 Frequency and Minimum Monthly Labour

- 8.2.1 Contractor shall at least once per month and never more than 35 consecutive days apart, examine, clean, adjust, lubricate and repair all electrical and mechanical components of the elevators.
- 8.2.2 Contractor shall provide the minimum monthly labour of two (2) hours per traction elevator and one (1) per hydraulic elevator for the purpose of performing preventive maintenance procedures and scheduled service repairs. (Call-back time is not included in the six hours of preventive maintenance time).

8.3 Callback Service

- 8.3.1 For great certainty, the Contractor acknowledges and agrees that the costs of regular and emergency callback services are included under the costs of monthly maintenance service of this Contract as submitted on the Bid Form.
- 8.3.2 Contractor shall provide regular callback service 24 hours a day, every day of the year. Regular callback service during regular Work Hours as defined in Section 6 herein is performed at no additional cost.
- 8.3.3 Contractor shall provide no charge emergency callback service 24 hours a day, every day of the year, and at no additional cost.

- 8.3.4 Subject to section C3.5, emergency callback service shall be provided within 45 minutes during regular working hours, and within 60 minutes during weekends and holidays, traffic and weather conditions permitting.
- 8.3.5 Emergency callback service in response to a passenger entrapment shall be a maximum of 30 minutes.
 - 8.3.5.1 The following are deemed an emergency:
 - 8.3.5.2 A passenger entrapment.
 - 8.3.5.3 Report of fire or flood.
 - 8.3.5.4 Report of any unsafe condition.
 - 8.3.5.5 A single elevator being reported as shut-down.
 - 8.3.5.6 Both elevators in a group of two being reported as shut-down.

8.4 Exclusions

- 8.4.1 The Contractor shall not be responsible under this Contract to repair or maintain:
 - 8.4.1.1 Damage resulting from misuse of equipment or vandalism if conclusively proven so by the Contractor
 - 8.4.1.2 Elevator cab enclosure including lights, hand rails (except to maintain tightness), floor coverings
 - 8.4.1.3 Hoistway entrance frames
 - 8.4.1.4 Door sills
 - 8.4.1.5 Machine room heating and ventilation
 - 8.4.1.6 Main disconnect switches
 - 8.4.1.7 Components related to the building structure that form part of the elevator installation.
- 8.4.2 If repair or replacement of components under subsection 8.4.1 is required, the Contractor shall notify the Owner and submit to the Owner a quotation to complete such work which must be approved by the Owner.

8.5 Termination

- 8.5.1 The Owner may terminate the Maintenance section of this agreement at any time prior to the expiry of the Term of the Contract upon providing thirty (30) days written notice, for any of the following reasons:
 - 8.5.1.1 If there is a significant change in the circumstances of the Contract as determined by the Owner, including but not limited to, an ownership change in regard to either building listed herein or the Contractor, a change of use of the

- building, a major elevator equipment modernization project, or an elevator(s) being permanently removed from service;
- 8.5.1.2 If maintenance is not executed in strict accordance with this Specification according to a report of National Elevator Consulting Limited or any other so qualified independent third party and deficiencies in such report are not rectified in the time allotted by the said report;
- 8.5.1.3 If deficiencies that are the Contractor's responsibilities as listed in a Technical Standards and Safety Authority (T.S.S.A.) report are not completed in the time allotted in the T.S.S.A. report. As a minimum if deemed acceptable to the Owner, the Contractor will assume responsibility for payment of any T.S.S.A. follow-up inspections that are required due to the Contractor not fulfilling its duties as per the CAN/CSA B-44 Code requirements;
- 8.5.1.4 Contractor is found to be sub-contracting the maintenance work without the prior written approval of Owner at which point Owner reserves the right to immediately terminate contract coverage;
- 8.5.1.5 Contractor is found to be disposing or transporting hazardous materials and compounds as used for equipment operation, function, or maintenance, in an unsafe or manner that is contradictory with provincial or local regulations at which point Owner reserves the right to immediately terminate contract coverage.
- 8.5.1.6 Contractor leaves an elevating device unattended which has one or more of its safety circuit protections bypassed, or departs from the Site with an elevating device left in an unsafe condition at which point Owner reserves the right to immediately terminate contract coverage.
- 8.5.1.7 Contractor fails to advise Owner or provincial regulators of an incident or accident relating to the elevating devices covered under this specification at which point Owner reserves the right to immediately terminate contract coverage.
- 8.5.1.8 Contractor disregards federal, provincial and local laws, regulations, by-laws, and ordinances or fails to follow any established practices, instructions, rules, as set out by Owner, or fails to satisfy environmental requirements as set out

herein or as supplemented locally by Owner at which point Owner reserves the right to immediately terminate contract coverage.

- 8.5.2 Major change in or revision to the legislation involving the maintenance and servicing of elevating devices equipment that would significantly affect the monthly price of this Contract.
- 8.5.3 The Owner may terminate the Contract if the Contractor fails to obtain and maintain insurance as required under section 6 upon providing three (3) days written notice. If the Contractor fails to remedy such breach within three (3) business days after notice by the Owner, the Contractor will be liable for any and all costs, liabilities, damages, and penalties resulting to the Owner from such termination including without limitation any costs incurred by the owner in obtaining a new maintenance agreement, unless a written waiver of the specific insurance requirements is provided to the Contractor by the Owner.

8.6 Housekeeping

- 8.6.1 The Contractor shall maintain the machinery in clean condition, and keep the machine room, hoistway and pit area free from accumulation of dirt and debris.
- 8.6.2 All lubricants and used wipers are to be removed by the Contractor from the machine room.
- 8.6.3 The Contractor shall paint the machine room floor annually.
- 8.6.4 The Contractor shall not store used or replaced components in the machine room after their removal. Such components shall be removed from the Building and properly disposed of by the Contractor.

8.7 Coverage

- 8.7.1 The Contractor shall maintain, repair or replace **all** elevator equipment including but not limited to:
 - 8.7.1.1 machines, motors, bearings, sheaves, worms and gears, governors, controllers, drives, selectors, signal devices, brakes, safety devices, door equipment, door operators, hoistway equipment, hoist ropes, governor ropes, traveling cables, compensating chains, hydraulic valves and pumps, pump motors, emergency cabin lighting and communications systems, operating buttons, exhaust fans and pit lights.

- 8.7.2 The Contractor shall be responsible for all labour costs required to remove and replace any defective component, as well as for the material replacement cost, and/or the cost to have a defective component repaired.
- 8.7.3 In the event an obsolete component becomes defective and needs to be replaced, the Owner will be responsible for the difference in material price between the original component cost and the new replacement component cost, as well as additional labour required to modify the existing equipment to accommodate the new component.

8.8 Performance

- 8.8.1 The Contractor shall maintain and adjust the elevator equipment to provide for:
 - 8.8.1.1 Original contract speed, operating times, brake-to-brake times, door open times, door close times and dwell times.
 - 8.8.1.2 A smooth ride with no harsh movements during acceleration, deceleration, leveling or stopping.
 - 8.8.1.3 Smooth and quiet door operation.
 - 8.8.1.4 Consistent leveling at all floors regardless of the load.
 - 8.8.1.5 Dispatching in accordance with the manufacturer's specification.

8.9 Repair

- 8.9.1 All scheduled repairs are to be coordinated by the Contractor with building management two (2) weeks in advance.
- 8.9.2 In the event that a repair cannot be completed during an emergency callback situation, the Contractor shall commence the repair the morning of the following business day with immediate notice provided to building management.

8.10 Log Books, Time Tickets and Inspections

- 8.10.1 The Contractor shall supply and administer a Maintenance Control Program and a maintenance logbook to be kept in the elevator machine room adjacent to the elevator.
- 8.10.2 Copies of all time tickets for each visit including maintenance, call-backs and repairs are to be left on site as directed by Owner.
- 8.10.3 In the event that a service call is answered after hours, a copy of the time ticket is also to be left in the elevator machine room.

8.10.4 In addition to the minimum maintenance requirements of the CAN/CSA B44 Code, the following checks and procedures are to be completed by the Contractor according to the schedule listed below and, where required, the Contractor shall take immediate corrective action for remedial work to repair, replace or readjust any component found to be worn, defective or out of adjustment:

8.10.4.1 Monthly

- 8.10.4.1.1 Check elevator ride quality including acceleration, deceleration, speed, leveling and noises
- 8.10.4.1.2 Check elevator machine room including cleanliness, temperature and ventilation
- 8.10.4.1.3 Check controller
- 8.10.4.1.4 Check operation of the machine and brake
- 8.10.4.1.5 Check hoist motors, generators and drives
- 8.10.4.1.6 Check hydraulic pumps and valves
- 8.10.4.1.7 Check hydraulic cylinder and head packing
- 8.10.4.1.8 Check governor and tension sheave
- 8.10.4.1.9 Check operation of the door operator and protective devices
- 8.10.4.1.10 Check hall and door gibs, pick-up rollers, door locks and door closers
- 8.10.4.1.11 Check roller guides and guide rail lubrication where applicable
- 8.10.4.1.12 Check all position indicators, signal devices and call buttons
- 8.10.4.1.13 Check all emergency communication devices
- 8.10.4.1.14 Check cab ventilation fan
- 8.10.4.1.15 Check entire hoistway including pit
- 8.10.4.1.16 Test Phase I and Phase II functions of Firefighter's Emergency Operation and record in a separate log (TSSA table AA checklist for FEO) provided by the Contractor for the Owner.

8.10.4.2 Quarterly

- 8.10.4.2.1 Check the machine gear
- 8.10.4.2.2 Check hoist rope traction sheave
- 8.10.4.2.3 Check governor and operate manually
- 8.10.4.2.4 Check all hoistway switches
- 8.10.4.2.5 Check buffer

- 8.10.4.2.6 Check emergency lighting in the elevator cab
- 8.10.4.2.7 Test aspects of Firefighter's Emergency Operation as required to conform with part 7 of the Ontario Fire Code at intervals not to exceed three months. Record results in a log to be provided for the Owner by the Contractor.

8.10.4.3 **Semi-Annual**

- 8.10.4.3.1 Test all functions of Firefighter Emergency Operation (FEO) and record in log
- 8.10.4.3.2 Check emergency power operation
- 8.10.4.3.3 Check controller voltages
- 8.10.4.3.4 Check hoist ropes and traveling cables
- 8.10.4.3.5 Check safeties

8.10.4.4 **Annual**

- 8.10.4.4.1 Check all safety devices (mechanical and electrical)
- 8.10.4.4.2 Check overload operation
- 8.10.4.4.3 Vacuum clean controller cabinets
- 8.10.4.4.4 Clean down the entire hoistways and hoistway equipment of all accumulated dirt, grease, dust, and debris, including hoistway ledges, projections. Lubricate all hangers, check brackets, rail fastenings and entrance fastenings
- 8.10.4.4.5 Perform Category 1 testing
- 8.10.4.4.6 Test all aspects of Firefighter's Emergency Operation and record in log
- 8.10.4.4.7 With respect to fire alarm testing, assist as required with the inspection of all hoistway fire alarms / detectors. If required, it may be necessary to provide access for the alarm company to complete the inspections after regular working hours as per the requirements of the Owner.

8.10.4.5 **5 Year**

- 8.10.4.5.1 Perform inspections and testing including full load Cat 5 testing of safety device.

9.0 ADDITIONAL WORK BY OTHER TRADES FOR ELEVATOR MODERNIZATION:

9.1 **The below items are optional additions to the modernization project.**

Proponents are not required to provide pricing for this section to be compliant for the bid submission.

9.2 PART B: 136 ANSON STREET:

9.2.1 Provide signals from the fire alarm panel to the machine room for automatic fire recall operation. (Manual firefighter's emergency operation (FEO) is an option on this elevator and would not require any connection to the building fire alarm system.)

9.2.1.1 A) one alarm signal from detectors located in front of the elevator at each floor above and below the main floor

9.2.1.2 B) one alarm signal from detector(s) at main floor for alternate floor recall

9.2.1.3 C) one alarm signal from detector in machine room

9.2.1.4 D) one alarm signal from detector in pit

9.2.1.5 E) one alarm signal from detector at top of hoistway

9.2.2 Note: Pull stations cannot recall elevators. Signals should all come directly from the fire alarm control panel.

9.2.3 The power disconnect switches should be inspected by an electrician to ensure that they are in good working order. The main disconnect switch will require a relay contact to send a signal to the elevator control system in the event of a power failure to activate the battery lowering device if no emergency power source is available. All disconnects will require grounding by a true ground wire (bond) from the power room. An electrician will be required to pipe and wire power from the disconnect switches to the new control system once it is installed.

9.2.4 Provide GFI receptacles in the machine room and the hoistway pit.

9.2.5 An air conditioning unit is required for the elevator machine room if the room is not already being cooled.

9.2.6 The elevator pit lighting should be upgraded with a sealed weatherproof 48" led fixture.

9.2.7 If the existing jack unit is not large enough for the new unit, a well driller may be required. This is an unknown until the existing cylinder is removed from the ground and will be an extra to the contract.

9.2.8 If cabin cameras are being installed, your security contractor must provide the cameras and make the connections. If the cameras require an

independent power source, an additional power supply will be required in the elevator machine room.

9.3 **PART C: 486 DONEGAL STREET:**

9.3.1 Provide signals from the building fire alarm panel to the machine room for automatic fire recall operation.

9.3.1.1 A) one alarm signal from detectors located above the main recall level in front of the elevators

9.3.1.2 B) one top of hoistway alarm signal

9.3.1.3 C) one machine room alarm signal

9.3.1.4 D) one pit alarm signal

9.3.1.5 E) one main floor alarm signal for alternate recall at both front and rear entrances

9.3.2 Note: Pull stations cannot recall elevators. Signal wires to elevator controllers must originate at fire alarm control panel.

9.3.3 Existing disconnects should be inspected by an electrician to ensure that they are in good working order and code complaint and replaced as necessary. All disconnects will require grounding by a true ground wire from the power room. Electrician will be required to install new conduit and wiring between new controllers and disconnect switches in the elevator mechanical room.

9.3.4 Replace existing power receptacles with new GFI receptacles in the machine room and the hoistway pit.

9.3.5 Guards must also be installed on the existing light fixtures in the machine room and hoistway pit. upgrade the lighting in both the elevator machine rooms and the hoistway pits with new weatherproof LED 48" fixtures.

9.3.6 If cabin cameras are being installed, your security contractor must provide the cameras and make the connections. If the cameras require an independent power source, an additional power supply will be required in the elevator machine room.

9.3.7 The roof top walkway needs to be an elevated walkway.

9.3.8 The air conditioning unit is an older window unit that should needs to be upgraded.

10.0 Evaluation & Selection Process

10.1 Evaluation Team

10.1.1 The evaluation of Proposal submissions will be undertaken on behalf of the Housing Corporation by an Evaluation Team appointed by the Housing Corporation which may consist of one or more persons. The Housing Corporation reserves the right and at its sole discretion to choose the Evaluation Team members.

10.2 Proposal Evaluation Process

10.2.1 Proposals received by the “closing date and time” will be screened for compliance with the mandatory requirements as stated in Section 3. The Evaluation Team reserves the right to (at its sole discretion) determine whether any Proposal is compliant. Non-compliant Proposals will be rejected.

10.2.2 Compliant Proposals will be reviewed and evaluated against the desirable criteria to determine the Proposal offering “Best Value” to the Housing Corporation. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent’s Proposal to another Proponent’s Proposal.

10.2.3 After an initial review of all Proposals, the Housing Corporation may, at its own discretion, develop a short list of Proponents and conduct interviews. This will provide the Housing Corporation an opportunity to meet the Proponent and ask questions regarding the contents of their Proposal. Alternatively, if the Housing Corporation determines there is a clear leading Proponent, the Housing Corporation retains the right to by-pass the interview process and proceeds directly to award.

10.2.4 It is the intent of the Housing Corporation to award the Contract to the highest-ranking Proponent. It is the Housing Corporation’s right to award the Contract to the Proponent other than the one with the most points if, in its sole determination, another Proposal is determined to be “Best Value” to the Housing Corporation, taking into consideration the evaluation criteria of this RFP.

10.2.5 Any award of a Contract will be subject to satisfactory reference checks in the sole opinion of the Housing Corporation. The Housing Corporation will not enter a Contract with a Proponent whose reference is found to be unsatisfactory.

10.2.6 No award will be made to any Proponent who cannot give satisfactory assurance of their ability to carry out the Contract. No award will be made to any Proponent that is legally constrained or not authorized to conduct the required acquisition.

10.2.7 All Proponents will be notified in writing by the Housing Corporation of the status of their Proposal within a reasonable period after the award.

10.3 Additional Information

10.3.1 The Evaluation Team may, at its sole discretion, request clarification or additional information from a Proponent with respect to its Proposal, and the Evaluation Team may make such request to only selected Proponents. The Evaluation Team may consider such clarification or additional information in evaluating Proposals.

11.0 Desirable Criteria

11.1 Proposals meeting all the mandatory criteria will be further assessed against the desirable criteria. The Evaluation Team will compare, evaluate, and score Proponent's Proposals based on the Proposal's submission. Proponents must respond following the format to ensure their Proposal receives full consideration.

Desirable Criterion	Point Value
Company Information As submitted in Appendix B.	10%
Certification That the Proponent has valid liability insurance. As per Section 13.0, Part 1.2. That the Proponent has a valid WSIB Certificate. As per Section 13.0, Part 1.3. That the Proponent can and will provide Performance Security. As per Section 13.0, Part 1.1.	20%
Fees & Quality As submitted in Appendix B Specifications, drawings & materials samples submitted.	40%
Interview (PHC - Option) Interview with Building Services Manager, Building Asset Manager and or Director of Operations.	30%
TOTAL	100

12.0 Negotiation of Contract & Award

12.1 It is the intent of the Housing Corporation to ensure the Housing Corporation has the flexibility it needs to arrive at a mutually agreeable final Contract. Negotiations may be held with the first Preferred Proponent including, but not limited to matters such as:

- 12.1.1 Price Adjustments
- 12.1.2 Minor Changes to Services
- 12.1.3 Scheduling of Work
- 12.1.4 Contract Details
- 12.1.5 Contract Payment Details

12.2 It is not the intent of the Housing Corporation to allow for new significantly altered Proposal. The Housing Corporation reserves the right to terminate negotiations with the

preferred Proponent if a Contract cannot be negotiated within a reasonable time and negotiate a Contract agreement with the next highest ranked Proponent or may choose to terminate the RFP process and not enter a Contract with any of the Proponents.

13.0 General Terms & Conditions

Open and Invitational Tenders

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Time is of the essence.

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Part 1 General Requirements

1.0 Definitions, Precedence of Documents, and Interpretation

- (1) Whenever any of the following words or phrases are used in the Contract, they have the meanings respectively attributed to them as follows:

“Tender” means any bid, tender or proposal submitted by a bidder pursuant to the Instructions to Bidders.

“Owner” means Peterborough Housing Corporation who is a party to this Agreement, or both Peterborough Housing Corporation and the County/City of Peterborough as the context of the Contract requires.

“Contractor” means the person or corporation whose Tender has been accepted by the Owner, and who is deemed to have entered the Contract with the Owner.

“Contract Price” means the total price the Owner has agreed to pay to the Contractor for the Work, and for everything supplied under the Contract and included in the Contract, and in any event shall not exceed the amount specified in the Contract Order.

“Work” means everything that the Contractor is required to supply in order to carry out the terms and conditions of the Contract.

“Business Day” means any day except a Saturday, Sunday, or statutory holiday.

- (2) Whenever the terms or initials “Housing Corporation”, “Local Housing Corporation”, or “PHC”, are used in the Contract, they shall mean the Peterborough Housing Corporation.
- (3) Whenever the words “shall” or “will” are used in the Contract, they have the meanings attributed to them in the Interpretation Act of Ontario.
- (4) Whenever words which have well known technical or trade meanings are used in the Contract, they are used in accordance with such recognized meanings.
- (5) The documents forming the Contract are complementary; and what is required by any one shall be as binding as if required by all.
- (6) The following documents all form part of the Contract:
- Instructions to Bidders
 - Supplementary Conditions
 - General Conditions
 - Tender Submission Form
 - Specifications with Appendices and Addenda
 - Schedules
 - Drawings
 - Award Letter

Contract Order

In the event of conflict between documents, the following priorities shall apply:

Documents of later date shall govern;

- a. Supplementary Conditions shall govern over General Conditions;
- b. General Conditions shall govern over Specifications;
- c. Specifications shall govern over Drawings;
- d. Figured dimensions shown on the Drawings shall govern even though they may differ from scaled dimensions;
- e. Drawings of larger scale shall govern over those of smaller scale of the same date.

(7) If at any time before the Work has been completed any question arises as to whether anything has been done as required by the Contract, or as to what the Contractor is required by the Contract to do, and, in particular, and without limiting the generality of the foregoing, as to:

- (a) the meaning of anything in the Drawings and Specifications;
- (b) the meaning to be given to the Drawings and Specifications in case of any error therein, an omission there from, or an obscurity or discrepancy in their wording or intention;
- (c) whether the quality or quantity of any material or work meets the requirements of the Contract;
- (d) whether the plant, materials or workmen provided by the Contractor for executing the Work and carrying out the Contract are adequate to ensure that the Work will be executed in accordance with the Contract and that the Contract will be carried out in accordance with its terms;
- (e) what work or quantity of any kind has been completed by the Contractor; or
- (f) the timing and scheduling of the execution of the Work,
The question shall be decided by the Owner.

1.1 Performance Security

(1) The Contractor shall provide, at the Contractor's cost, performance security in favour of the Owner in order to secure the due and faithful performance of the Contract, which shall be as follows:

- (a) A Performance Bond issued by a Surety Company acceptable to the Owner and in the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Contract Price;
- (b) If the Contract price is less than \$2,000,000.00, the following alternate forms of security are acceptable in lieu of such

Performance Bond:

- (i) an irrevocable letter of credit, bank draft, or certified cheque; or money order or;
- (ii) bearer or negotiable bonds of Canada, the Province of Ontario, or the Ontario Hydro Electric Power Commission (bonds to be assessed at market not face value); or
- (iii) Such other collateral, excluding a letter of guarantee, as may be acceptable to the Owner;

And in each case, the alternate forms of security shall be equivalent to 20% of the Contract Price for contracts having a Contract Price between \$100,001 and \$1,000,000, and 10% of the Contract Price for contracts having a Contract Price of \$100,000 or less.

- (2) If the Contractor fails to meet the requirements of this section within 7 Business Days of receipt by the Contractor of the award letter, then the Owner at its sole option may terminate the Contract and use the bid security toward damages.
- (3) If the security is in the form of a Performance Bond, the document shall be retained by the Owner for a period of two years from the date on which the last payment under the Contract falls due, after which it will be returned to the Contractor on the Contractor's request.
- (4) If alternate security is provided pursuant to this section it will be returned to the Contractor 90 days after completion of the Work and the correction of all deficiencies. If deficiencies involve seasonal work which must be postponed, the security shall be reduced to an amount equal to the value of the work which remains to be completed and the balance of the security returned to the Contractor 90 days after all other work is completed.
- (5) If required by the Supplementary Conditions, the Contractor shall provide at the Contractor's cost a Labour and Material Payment Bond, in the Owner's approved form which is attached hereto and it shall be in an amount equal to 50% of the total Contract Price.

1.2 Insurance

- (1) The Contractor shall keep in force for the duration of the Contract, Public Liability and Property Damage Insurance in an amount not less than \$2,000,000.00. Without limiting the foregoing, such Insurance Coverage shall include Comprehensive General Liability, Contractual Liability, Personal Injury, and Contingent Liability with respect to Subcontractors.
- (2) Peterborough Housing Corporation is to be shown as additional named insured on the Contractor Insurance Policy.

- (3) The Contractor shall submit proof of such insurance in the form of an Insurance Certificate which shall contain a firm undertaking by the Insurer to give the Owner 30 days' notice prior to any cancellation or modification of such insurance.
- (4) If the Contractor fails to meet the requirements of this section within 7 Business Days of receipt by the Contractor of the award letter, the Owner, at its sole option, shall have the right to terminate the Contract and use the bid security towards damages.

1.3 Workplace Safety & Insurance Board Certificate of Clearance

- (1) The Contractor shall produce a Workplace Safety & Insurance Board Certificate of Clearance Form from time to time when requested by the Owner and prior to final payment under the Contract.
- (2) If the Contractor:
 - (a) will be unable to produce clearance as required pursuant to subsection 1.3 (1) because it claims it is an independent operator, with no insurable workers and is otherwise unable to obtain a clearance, it shall submit to the Owner written confirmation from the Workplace Safety & Insurance Board of its status as an independent operator for the Contract, within 7 Business Days of receipt by the Contractor of the award letter.
 - (b) does not produce confirmation pursuant to clause 1.3 (2) (a), the Owner may at its sole option, terminate the Contract and use the bid security toward damages.

1.4 Assignment of Contract or Proceeds of Contract

The Contractor shall not assign the Contract or the proceeds thereof without the written consent of the Owner.

1.5 Taking the Work Out of the Contractor's Hands

- (1) The Owner may, without any further authorization or authority, take all or any part of the Work out of the Contractor's hands and may employ such means as it may see fit to complete the Work, including the use of the performance security when applicable, in any of the following cases, namely:
 - (a) where the Contractor has made default or has delayed in commencing or in diligently executing the Work or any portion thereof to the satisfaction of the Owner and the Owner has given notice thereof to the Contractor, and has by such notice required the Contractor to put an end to such default or delay, and such default or delay continues for 7 Business Days after such notice was communicated;
 - (b) where the Contractor has made default in the completion of the Work, or any portion thereof, within the time limited for such completion by the Contract;
 - (c) where the Contractor has become insolvent;

- (d) where the Contractor has committed an act of bankruptcy or has been declared bankrupt or has made an assignment in bankruptcy;
 - (e) where the Contractor has abandoned the Work;
 - (f) where the Contractor has made an assignment of the Contract without the required consent of the Owner;
 - (g) where the Contractor has otherwise failed to observe or perform any of the provisions of the Contract.
- (2) Where the Work or any part thereof has been taken out of the Contractor's hands under subsection 1.5 (1), the Contractor shall not, except as provided in subsection 1.5 (3), be entitled to any further payment, including payments then due and payable but not paid and the obligation of the Owner to make payments shall be at an end, and the Contractor shall be liable upon demand of the Owner to pay to the Owner an amount equal to all loss and damage suffered by the Owner by reason of the non-completion of the Work by the Contractor.
- (3) Where the Work or any portion thereof has been taken out of the Contractor's hands under section 1.5 (1) and that portion is subsequently completed by the Surety, or by the Owner, the Owner shall determine the amount, if any, of the holdback and progress claims of the Contractor unpaid at the time of taking the work out of the Contractor's hands that in the Owner's opinion are not required by the Owner for the purposes of the Contract and the Owner may, if it is of the opinion that no financial prejudice to the Owner will result, pay that amount to the Contractor.
- (4) The taking of the Work, or any portion thereof, out of the Contractor's hands pursuant to subsection 1.5 (1) does not operate so as to relieve or discharge the Contractor from any obligations under the Contract or imposed upon the Contractor by law, except the obligation to complete the physical execution of that portion of the Work so taken out of the Contractor's hands.

1.6 Indemnification Claims

The Contractor shall indemnify and save harmless the Owner and its respective officers and agent from all claims relating to labour and material furnished or supplied in executing the Contract and from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to the activities or omissions of the Contractor or those for whom the Contractor is at law responsible in performing the Contract or to an infringement or an alleged infringement of a patent of invention.

1.7 Subcontractors

- (1) On request of the Owner, the Contractor shall provide to the Owner a complete and firm list of the names and addresses of the subcontractors whom the Contractor will use for the Work.
- (2) The Contractor shall:
 - (a) require the Contractor's subcontractors to perform their work in accordance with and subject to the terms and conditions of the Contract; and
 - (b) be as fully responsible to the Owner for acts and omissions of the Contractor's subcontractors and of persons directly or indirectly employed by them as the Contractor is for acts and omissions of persons directly employed by the Contractor
- (3) The Contractor shall incorporate all the terms and conditions of the Contract necessary for the purpose of performing the Work pursuant to the Contract into all sub-contract agreements.
- (4) Nothing contained in the Contract shall create any contractual relationship between any subcontractor and the Owner.

1.8 Early Termination

At any time during the term of this contract, either party may terminate this agreement upon giving the other party at least 60 days written notice of its desire to do so.

Part 2 Governing Regulations

2.0 The Residential Tenancies Act

- (1) The Contractor acknowledges that in accordance with the Residential Tenancies Act, access to premises of residents may only be gained by permission of the resident, or as necessary, upon the landlord giving notice to the resident specifying the time of entry during daylight hours not less than 24 hours prior to the time of entry.
- (2) The Contractor shall schedule any work accordingly and shall advise the Owner or whom the Owner shall designate at the site of the Work not less than 72 hours in advance of requested access to any resident's premises.

2.1 Laws, Notices, Permits and Fees

- (1) The by-laws, ordinances and legal requirements, rules, regulations, codes and orders of the municipality where the building is situated shall apply to the Work.
- (2) The Contractor shall obtain all permits, licenses, and certificates and shall pay all fees required for the performance of the Work.
- (3) The Contractor shall give all required notices and comply with all laws, ordinances, rules, regulations, codes and orders of all authorities having jurisdiction relating to the Work, to

the preservation of the public health and construction safety which are or become in force during the performance of the Work.

- (4) The Contractor shall not be responsible for verifying that the documents forming part of the Contract are in compliance with the applicable laws, ordinances, rules, regulations and codes relating to the Work and if any part of the Contract is at variance therewith, or changes which require modification to the Contract are made to any of the laws, ordinances, rules, regulations and codes by the authorities having jurisdiction subsequent to the date of tender submission, any resulting change in the cost shall constitute a corresponding change in the Contract price. The Contractor shall notify the Owner in writing requesting direction immediately if any such variance or change is observed by the Contractor.
- (5) If the Contractor fails to notify the Owner in writing and obtain its direction as required in subsection 2.1 (4) and performs any work knowing it to be contrary to any laws, by-laws, ordinances, rules, regulations, codes and orders of any authority having jurisdiction, the Contractor shall be responsible for and shall correct any violations thereof and shall bear all costs, expense and damages attributable to the Contractor's failure to comply with the provisions of such laws, by-laws, ordinances, rules, regulations, codes and orders.

2.2 Ontario Labour Conditions, Fair Wage Scale and Construction Lien Claims

The Contractor shall employ on the Work only persons who are fully qualified to perform the work required. The Contractor shall comply with the provisions of the Government Contracts Hours and Wages Act, the Construction Lien Act, 1983, and where applicable, the Employment Standards Act and any Regulations passed under any of these Statutes. The Contractor shall ensure that all persons employed for the Work are paid not less than the wage rate set forth in the current Province of Ontario Fair Wage Schedule for the municipal location of the Work, and as it may be amended from time to time during the term of the Contract.

2.3 Minimum Truck Haul Rates

- (1) Where the Contractor engages the services of independent truckers to haul materials in the performance of the Contract the Contractor will pay at least the Minimum Truck Haul Rates as set by the Ministry of Transportation.
- (2) If the Contractor fails to pay the said rates, the Owner may pay any balance necessary to make up the minimum rate and charge it to the Contractor.

Part 3 Procedural requirements

3.0 Award Letter and Contract Order

The Owner shall issue an award letter which shall be acceptance of the Tender and award of the Contract to the Contractor and a Contract Order which shall specify the date of commencement of the Work and the Contract Price for the Work.

3.1 Commencement of Work

Upon receipt of the Contract Order, the Contractor shall immediately contact the Owner to arrange prompt commencement of the Work and thereafter the Contractor shall continue the Work until completion.

3.2 Completion Date

The Contractor shall complete the Work within the time specified in the Tender Submission Form.

3.3 Co-operation

The Contractor shall co-operate with the Owner or whomever the Owner shall designate and arrange for all work to be expedited with the minimum of inconvenience to all parties, and shall report in writing and difficulties encountered in expediting the Work.

3.4 Supervision

- (1) The Contractor shall perform the Work in the most efficient manner and in accordance with the directions and to the satisfaction of the Owner.
- (2) The Contractor shall cause the Work to be performed either under personal supervision or under the supervision of a competent foreman who shall remain in charge until the Work is completed.

3.5 Use of Site Facilities

- (1) The Contractor shall furnish all labour, materials, equipment, transportation, storage of tools, trucks and any other incidentals required to perform the Work.
- (2) The Owner may provide storage for the Contractor's tools in appropriate storage rooms only, providing space is available at the site.
- (3) The Contractor and the Contractor's personnel may use the existing sanitary services, where provided, but if not available at the site, the Contractor shall provide such services at the Contractor's expense.
- (4) The Owner will permit the Contractor to make use of the water and hydro facilities on the sites. The Contractor shall:
 - (a) Make all necessary temporary connections:
 - (i) at the Contractor's expense;
 - (ii) in accordance with all applicable laws, by-laws, ordinances, rules, regulations, codes and orders; and

(iii) under the directions of the Owner; and

(b) remove all such temporary connections on the completion of the Work and make good all finishes and services to the satisfaction of the Owner.

(5) The Contractor shall assume all liability for and be responsible for loss of or damage to the Contractor's materials or equipment and for any materials delivered to the Contractor from whatever source to the site of the Work.

3.6 Interference

(1) The Contractor shall maintain normal building operation and traffic flow, with a minimum of inconvenience to the residents of the project.

(2) The Contractor shall ensure that no essential services such as electric power and domestic hot water supply are interrupted for more than one continuous hour, and no longer than three consecutive hours for the heating system during the heating season except with the prior written permission of the Owner.

(3) The Contractor shall in every case where an interruption of service is to occur, make prior arrangements with the Owner.

3.7 Protection

(1) Until the owner accepts the Work, the Contractor shall:

(a) Provide adequate protection to public and property;

(b) Protect existing buildings, walls, floors, ceilings, furnishings, equipment, plant materials, lawns and other areas affected by the Work from any damages resulting from performing work on this Contract;

(c) Protect the Work from damages from any cause;

(d) Protect and be responsible for all new finished and unfinished work which is exposed and susceptible to vandalism or theft.

3.8 Clean-Up

(1) At the end of each day's work, the Contractor shall remove:

(a) All debris and hazardous impediments from work areas and the site,

(b) All equipment and material which is not to be re-used for the Work shall be removed from the site unless stated otherwise in the Contract.

- (c) No debris, excess materials, and or garbage shall be dumped or left behind at PHC properties.

3.9 Underground and Concealed Services

- (1) The Contractor shall be responsible for the protection of all pipes, ducts, cables, conduits, wires and other services against damage arising from the performance of the Work.
- (2) The Contractor shall take all the necessary precautions to locate the underground and concealed services and to protect them from damage.
- (3) The Contractor is responsible for making good to the satisfaction of the authorities concerned, any damages to services resulting from the Contractor's performance of the Work, without any additional cost to the Owner.

3.10 Powder Actuated Fastening Tools

- (1) The Contractor shall not use high velocity powder actuated fastening tools.
- (2) The Contractor may use low velocity powder actuated fastening tools only if operated by an operator holding a valid operator's certificate for the device being used.

3.11 Fire Protection

- (1) The Contractor shall take all necessary precautions during the performance of the Work to prevent the possibility of fire, including the use of fire resistant sheets to protect adjoining areas, when welding, brazing and performing any operations with an open flame, combustible adhesives or inflammable solvents.
- (2) The Contractor shall at all times, when welding, brazing and performing any operations with an open flame, combustible adhesives or inflammable solvents keep a portable fire extinguisher within 3 meters of the operation.
- (3) The Contractor shall ensure that all rags and waste containing oil, grease or other inflammable materials are stored in an approved metal container and are removed from the site at the end of each working day.

3.12 Cutting and Patching

The Contractor shall not undertake any cutting, coring, drilling, grinding or the like of any portion of the building envelope or structural elements, other than those indicated in the Contract without prior written approval of the Owner and in cases where such permission is granted, the Contractor, before commencing to cut any structural member must provide adequate supports and install a structurally acceptable alternate system.

Part 4 Adherence to Drawings and Specifications

4.0 Materials and Workmanship - Acceptability

- (1) The Contractor shall ensure that all materials, products, equipment and systems are new and they must be listed in the Canadian Construction Materials Centre's "Evaluation Listing or Evaluation Reports".
- (2) The Contractor shall give preference to materials, products and equipment of Canadian origin and manufacture.
- (3) The Contractor shall ensure that all work is performed by competent mechanics, skilled in the particular trade. Only first class workmanship will be accepted, not only with regard to safety, efficiency and durability, but also with regard to neatness and accuracy of detail.
- (4) The Contractor shall remove all unsatisfactory work and replace it at the Contractor's expense to the satisfaction of the Owner.
- (5) If in the opinion of the Owner it is not expedient to correct defective work or work not done in accordance with the Contract, the Owner may deduct from the Contract price the difference in value between the Work as done and that called for by the Contract, the amount of which shall be determined by the Owner.

4.1 Deviations

The Contractor shall not make any deviations from the Drawings and Specifications without prior written permission from the Owner and the Contractor shall correct unauthorized deviations at the Contractor's expense.

4.2 Changes in Work

- (1) The Owner, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work, with the Contract price and the completion date being adjusted accordingly.
- (2) No additional work shall be done nor shall other changes be made to the Contract without receiving prior written authority from the Owner.

4.3 Valuation of Changes in Work

- (1) The Owner shall determine the method of valuation of any changes in the Work by any one or more of the following methods:
 - (a) by estimate and acceptance in a lump sum;
 - (b) by unit prices;
 - (c) by cost and percentage or by cost and a fixed fee.
- (2) In cases of an addition to the Work to be paid for pursuant to clause 4.3 (1) (c), the Contractor shall keep and present to the Owner in such form as the Owner may direct a correct account setting out overhead and profit and the net cost of labour and materials,

together with vouchers. The Owner shall certify the amount including a total sum for overhead and profit not to exceed 15% of the net cost of labour and materials.

4.4 Samples of Materials, Testing of Materials

- (1) The Contractor shall furnish for the approval of the Owner or whomever the Owner designates such samples of materials, tests and designs as required from time to time. The Work must be in accordance with the approved samples, tests and designs.
- (2) The Contractor shall pay all costs for such samples and test required by the specifications. If not specified, the cost of such samples and tests will be authorized as an addition to the Contract Price.
- (3) Any inspections or testing required by the Owner as a result of the defects which were revealed by inspections or testing carried out in the course of the Contract shall be carried out at the Contractor's expense.

4.5 Performance Tests

The Contractor shall perform and pay for all tests as required by the authorities having jurisdiction and as may be required by the Owner to prove that all systems and equipment are performing as designed.

Part 5 Payment and Warranty

5.0 Payment and Holdbacks

- (1) For the purpose of the Construction Lien Act, 1990, the Payment Certifier shall be the Owner, or any person the Owner may designate from time to time and as required by the Construction Lien Act, 1990, the Payment Certifier shall:
 - (a) Determine and certify substantial performance; and
 - (b) Determine completion
- (2) The Owner will make payments to the Contractor as follows:
 - (a) 90% of the invoiced amounts submitted by the Contractor to the Owner prior to substantial performance and not more frequently than monthly for labour, material and services incorporated in the Work to the satisfaction of the Payment Certifier or delivered to the site and supported by such evidence of correctness as the Payment Certifier may require:
 - (b) 10% of the amounts invoiced prior to substantial performance and held back pursuant to the Construction Lien Act, 1990, within a reasonable time after the expiration of the applicable lien period following the date of publication of the Certificate of Substantial Performance if there are no claims outstanding pursuant to the Construction Lien Act, 1990 and if the Work performed is to the satisfaction of the Payment Certifier;

(c) Any further amount due under the Contract upon completion of the Contract to the satisfaction of the Payment Certifier, subject to any holdback for deficiencies and as required by the Construction Lien Act, 1990.

(2) Where applicable the Contractor shall obtain an inspection certificate for any installation which is part of the Work from the Federal, Provincial or Municipal Authority responsible for the issuance thereof and shall deliver such certification to the Owner before receiving final payment.

5.1 Evidence of Publication

If the Contractor requests and receives a Certificate of Substantial Performance, the Contractor shall provide the Owner with evidence of publication (including name of paper, date of publication, etc.), of the Certificate of Substantial Performance acceptable to it.

5.2 Tax Changes

In the event of any change in any applicable tax made public after the date of tender closing, the Contract Price shall be adjusted by an amount equal to the increase or decrease in the cost of the Work to the Contractor brought about by the change in such tax.

5.3 No Additional Payment for Increased Costs

The amount payable to the Contractor under the Contract will not be increased or decreased by reason of any increase or decrease in the cost of the Work brought about by any increase or decrease in the cost of plant equipment, labour, materials or the wage rates set out and prescribed herein.

5.4 Warranty

(1) The Contractor shall warrant the Work covering both labour and material for a period of one year (except where noted otherwise) from the date of completion to the satisfaction of the Owner and extend the warranty on replaced parts and workmanship for a period of one year from the date of acceptance of the replacement parts and workmanship.

(2) The warranty given pursuant to this section shall not limit extended warranties on any items of equipment or material called for elsewhere in the Specifications.

(3) The Contractor shall, to the extent permitted by manufacturers and suppliers, assign to the Owner the benefit of any warranty by any manufacturer or supplier in addition to the warranty as provided in subsection 5.4(1).

Part 6 Time

Time is of the essence of the Contract.

Part 7 PHC Policies

7.0 Peterborough Housing Corporation - Maintenance Performance Standards Policy For Contractors and Staff

Peterborough Housing Corporation is dedicated to the principles of "Quality Customer Service" in the operation of its housing portfolio. The policy, "Your Rights as a Resident to Maintenance Services", spells out our commitment and approach when we undertake repair work in our residents' homes.

Our policy for standards and procedures to be followed by staff and contractors authorized to complete work on behalf of the PHC includes:

- Equal, fair and courteous treatment of residents, staff and contractor personnel, free from any form of harassment or discrimination.
- Prompt completion of repair work. Emergency repairs shall be undertaken as quickly as possible. Non-emergency work shall be completed within two weeks.
- Work delays for any reason will be reported to the appropriate PHC staff.
- Only good quality work, using good quality material, is acceptable.
- Only the repair work described in the work order issued by PHC shall be undertaken, unless the PHC has been contacted and authorization given.
- Contractors are required to repair or arrange for repair of damages incurred during the course of their work, eg: drywall removed to repair a pipe, unless arrangements have been made with the PHC.
- Contractors will have adequate insurance to cover any liability they may incur due to damages caused to PHC or residents' property.
- Contractors will ensure that their employees display proper identification, including a photograph, company name and employee name, when they enter a resident's home. PHC staff will identify themselves and provide identification upon request.
- The work site will be left clean and all debris associated with the repairs shall be removed
- Safety footwear must be worn by PHC staff and contractors, but should be clean before entering a resident's premises. Staff/contractors are recommended to use overshoes when required by weather conditions.
- When necessary, contractors retained by the PHC to undertake work shall provide an after hours and weekend response to emergencies in accordance with a rotation schedule
- Smoking is not permitted by contractors or PHC staff in residents' homes
- Contractors and PHC staff shall not consume or be under the influence of alcohol or illicit substances while working on PHC property.

7.1 Peterborough Housing Corporation Policy Your Rights as a Resident To Maintenance Service

Peterborough Housing Corporation, through its staff and the contractors it hires, is committed to maintaining your home to a safe and comfortable standard. We will strive to ensure that our budgets receive enough funding to meet our standards.

You Should Expect...

- Prompt and good quality repair work.
- Adequate heat to meet municipal standards.
- Safety devices in good working order, including window locks, fire alarm systems or smoke detectors, door closers and locks.
- Appliances, where provided, in good working order.
- Effective treatment of pests (such as roaches or mice).
- Good quality painting in your home.

Our Service Commitment Includes...

Courteous Service:

You have a right to be treated fairly and courteously by our staff and contractors.

Identification:

Contractors and their employees will wear or show proper identification if they need to enter your home to complete repairs.

Emergency Work:

PHC supervisory staff will take turns being available for after hours “emergency” repair requests such as sewer back-ups, no heat, no water, fire damage, elevator breakdowns, etc., phone 705-742-7911 after hours.

7.2 PHC Equity Policy

Statement Of Principles

The Peterborough Housing Corporation fully supports the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and the Ontario Policy on Race Relations. Every person has a right to equal treatment. Harassment and discrimination are prohibited.

Peterborough Housing Corporation will ensure that:

- Discrimination and or harassment of any form will not be tolerated.
- Tenants and applicants have a right to equal treatment with respect to the occupancy of accommodation, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or the receipt of public assistance.
- Board members and staff have a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex,

sexual orientation, age, record of offences, marital status, family status or handicap.

- Contractors having legal capacity have a right to contract on equal terms without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.
- All staff, board members, tenants, applicants and contractors are made aware that discrimination and or harassment will not be tolerated.
- All tenants live in an environment free from any form of discrimination and or harassment.
- Incidents that cause conflict and tension are appropriately addressed.
- Healthy relations are promoted among staff, board members, tenants, applicants, and contractors.
- Policies and practises adhere to the principles stated above.

Appendix A: Acceptance of RFP Terms & Conditions

All proponents are required to have this document signed by a person authorized to sign on behalf of the Contractor and to bind the Proponent to statements made in response to this RFP.

I/We have read and accept all the Terms and Conditions of this RFP 2024-006 – Elevators & Lifts, document which includes the following sections:

Table of Contents

1.0	Overview
2.0	Definitions
3.0	Instructions to Proponents
4.0	Elevator General Requirements
5.0	Existing Elevator Equipment Information
6.0	Scope of Work & Specifications
7.0	Cab Design
8.0	Elevator Maintenance
9.0	Additional Work by Other Trades for Elevator Modernization
10.0	Evaluation & Selection Process
11.0	Desirable Criteria
12.0	Negotiation of Contract & Award
13.0	PHC General Terms & Conditions
14.0	Appendix A: Acceptance of General Terms & Conditions
15.0	Appendix B: Bid Form

Addenda: If applicable, please list Addenda and date below.

1. Addendum No. _____, Dated _____
2. Addendum No. _____, Dated _____
3. Addendum No. _____, Dated _____

Company Name (Please Print) _____

Name (Please Print) _____

Title (Please Print) _____

Telephone Number _____

Email _____

Signature

Date

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Housing Corporation in accordance with the Terms of the Contract and Contract Documents of this RFP.

APPENDIX B: BID FORM

The Contract Documents includes Peterborough Housing Corporation bidders instruction, the Specification including Section 4.0, 6.0, 8.0 & 9.0 the Bid Form plus any Addendum issued and shall constitute the entire agreement between the Owner and the Contractor.

The Contractor, having complete understanding of the Elevator Modernization and Maintenance Specification for the three buildings listed herein as prepared by National Elevator Consulting, and having inspected the site conditions, hereby agrees to carry out the equipment modernization including preventive maintenance service on the four (4) elevators in accordance with the Specification, inclusive of all equipment, labour, materials and supplies, for the prices stated hereafter. All Prices stated below include all taxes with the exception of the Harmonized Sales Tax (H.S.T.), which will be charged separately.

Bid Price for Elevators at 486 Donegal Street:

_____ (\$.00).

Bid Price for Additional work at 486 Donegal Street:

_____ (\$.00).

Bid Price for Elevator at 136 Anson Street:

_____ (\$.00).

Optional Upgrade #1 Price – POWER UNIT at 136 Anson Street – (tank, motor, pump and valve)

_____ (\$.00).

Bid Price for Additional work at 136 Anson Street:

_____ (\$.00).

Bid Price for Elevator at 53 Spring Street:

_____ (\$.00).

Billing Schedule:

10% of total modernization amount due on signing of contract.

30% of total modernization amount due on delivery of material on site.

15% of total modernization amount due upon completion of each elevator.

A 10% holdback will be applied to each modernization invoice that will be released 45 days following final completion, assuming that any and all noted deficiencies have been corrected to the satisfaction of the Owner and the Consultant.

Contractor's current hourly labour rates for post modernization service:

Per service technician for regular time: \$ _____

Per service technician for overtime (x 1 ½) \$ _____

Per service technician for overtime (x 2) \$ _____

Per service crew (technician and helper) \$ _____

Per service crew for overtime \$ _____

Equipment List and Sub-contractors:

Controller - Make: _____ **Model:** _____

Drive - Make: _____ **Model:** _____

Position/Levelling System - Make _____ **Model:** _____

Machine - Make: _____ **Model:** _____

Motor – Make: _____ **Model:** _____

Governor – Make: _____ **Model:** _____

Power Unit: _____ **Hydraulic Jack:** _____

Fixture Supplier: _____

Cabin Contractor: _____

Method of transporting equipment to machine room: _____

Construction Schedule following project award:

Prepare approval drawings: _____

Commence modernization after receipt of approvals: _____

Total down time per elevator: _____

A detailed construction schedule to be submitted to the Consultant within three weeks following project award.

SUBMITTED BY:

Contractor's Legal Name: _____

WSIB #: _____

Insurance Provider: _____

Insurance Policy #: _____

Performance Security: _____

Material Sample Included: _____

Street Address: _____

City, Province and Postal Code: _____

Telephone Number: (____) _____ Facsimile Number: (____) _____

Authorized Signature: _____

Name and Title: _____

Date: _____