Issued on February 13, 2011

ADDENDUM # 3

Change in Closing Date
Clarifications
Questions and Answers
Label # 2

The following **Addendum #1** consists of 6 pages including this cover letter. It forms an integral part of your submission.

The addendum includes:

Change in Closing Date
Clarifications
Questions and Answers
Label # 2

The addendum must be acknowledged in the Mandatory Submission PQ-C Form – Declaration and Acknowledgement to Comply.

Yours truly,

Sam Petralito
Manager, Strategic Sourcing

Change in Closing Date

Due to the Family Day Holiday observed on Monday, February 20, 2011. The Closing Date has been changed to Tuesday, February 21, 2012 at 11:00:00 am (local time) at 729 Petrolia Rd, Toronto, On, M3J 2N6.

Clarifications

1. **Information Session – The Information Session which was held on Friday January 27 at 9:30:00 am at 35 Carl Hall Rd was not mandatory. Therefore, contractors who did not attend the Information Session are still eligible to submit for Pre-Qualification. Please disregard Attendance at Mandatory Meeting (Section 1.0) – Mandatory as described in Section 17.0 of the Instructions to Respondents.**

2. **Bid Security & Performance Security– Although Bid Security is not required for this Pre-Qualification, contractors who are successful in pre-qualifying may be required to provide security as follows:**

Bid security: the Bid Submission must include bid security in favor of **TCH** or **hsi** in the amount of ten per cent (10%) of the contract price and be valid for a period of sixty (60) days from the date of Bid closing unless otherwise stipulated. Bid security must be in the form of any one of the following:

- a Bid Bond (using the "Bid Bond" Form provided at time of tender) from a Surety authorized to transact the business of suretyship in the Province of Ontario; or
- a certified cheque; or
- a Bank Draft or an irrevocable Letter of Credit (not a letter of guarantee)

Performance security: the Bid Submission must include an agreement to bond (Surety consent) from a Surety authorized to transact the business of suretyship in the Province of Ontario (using the "Agreement to Bond" Form provided at time of tender).

For greater certainty:

- A Performance Bond issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Contract Price.
- A Labour and Material Payment Bond, be issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Contract Price.

As an alternate to the Performance Security for this tender: if the contract price is less than $1,500,000, the following alternate forms of security are acceptable in lieu of the Performance Security as mentioned in the General Terms and Conditions (Appendix B):

- an irrevocable letter of credit;
- a bank draft; or
- a certified cheque

in the amount of 20% of the contract price (including applicable taxes).

If this alternate form of security is used, it will be returned to the Contractor ninety (90) days after the completion of the work and the correction of all deficiencies. If deficiencies involve seasonal work that must be postponed, the security will 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 ninety (90) days after all outstanding work is complete.

If you intend to submit this alternate form of performance security:

- include a note to this effect with your Submission. The note must be on the company's letterhead, signed by a duly authorized member of the company and sealed by a commissioner.

3. SUBMISSIONS

Replace Section 7.0 from the instructions to bidders in the original tender document with the following.

7.1 Submissions must:

- be submitted in a sealed envelope with the labels provided as indicated below in Section 7.5.2;
- meet the requirements as identified in Section 17.0 (Submission Requirements); and
- be delivered so that it is in the hands of **TCH and its subsidiaries** within the time and at the location specified in Section 3.0 (Closing).

7.2 Submissions must be in hard copy format. The Submission and any amendments will not be accepted if submitted by way of fax machine or by telephone or by any other method of telecommunication.

7.3 **TCH and its subsidiaries** will not accept couriered Submissions which are not delivered in accordance with the Submission Label (i.e., submission must clearly be identified with the pre-printed enclosed label and delivered to the exact location by the time and date as specified in the Instructions to Respondents.)

7.4 Submissions received after the Closing will not be accepted and will be returned unopened.

7.5 Respondents are to make their Submissions using the following procedure.

All Respondents are required to provide Submissions demonstrating their ability to meet the Submission Requirements as identified in Section 17.0.

Submit one (1) unbound original and three (3) copies of the Submission Requirements in a sealed envelope using Label Number 1 as provided.

Submit form PQ – E in a separate envelope using Label #2. Place this envelope in the main Label # 1 envelope. If the respondent fails to meet the mandatory or evaluated requirements, the envelope with Label #2 will be returned unopened to the respondent.

Compliance with the required Submission format may be reflected in the scoring.

Respondents must complete the forms provided (Forms PQ-A, B, C, D, E and F), and keep responses to the maximum number of pages, if indicated. Submissions should demonstrate your ability to meet the mandatory requirements and

evaluated requirements. Respondents who do not meet the mandatory requirements will not be considered further.

7.6 **Verification and misleading information:** Each Respondent understands and agrees that **TCH and its subsidiaries** may, if deemed necessary, verify any information provided in the Submission. Modifications to Submissions after the Closing will not be considered. Each Respondent understands and agrees that, if there is any evidence of misleading or false information, **TCH and its subsidiaries** may, in its sole discretion, reject the Respondent's Submission.

7.7 **No implied commitment/undertaking:** The issuance of this PQ to any prospective Respondent shall not create any implied commitment or undertaking on the part of **TCH and its subsidiaries**.

7.8 **No liability for expenses or damages: TCH and its subsidiaries** shall not be liable for any expenses incurred in the preparation and delivery of the Submission, or any work performed in connection therewith. **TCH and its subsidiaries** shall not be responsible for any costs related to any delays in the PQ or any costs associated with any review or approval process related to the PQ.

Questions and Answers

1. I was wondering if it was a requirement to attend the Information Session in order to bid on the documents.

Answer
Please refer to Clarification # 1.

2. With regards to Form PQ-E Pricing Schedule, and the table titled, "Electrical work unit pricing - Construction" found on pages 3 and 4 of form PQ-E. Please confirm that unit prices do not include light fixtures, conduit and wire.

Answer
Labour only (equipment being ladders, scaffolds etc.)

3. Please note that pg 15 of 25 Form PQ-E Pricing Schedule indicates - "must be submitted in a separate envelope as indicated in Section 7.5.2". So pricing must be separate from all other documents (Label 1). Label 2 seems to be missing? Can you please advise as Submission Labels 1 & 2 are mandatory.

Answer
Please refer to Clarification # 3

4. Please clarify what you mean by "In-House" staff. The office staff or all staff less the sub contractors.

Answer
In house forces refer to Field Staff. You may also include office staff if they are involved in operations.

Label 2

Please firmly affix this address label
to your own envelope containing your submission.
Please ensure that your envelope is sealed.

Please contact **TCH** Procurement staff if you have any questions.

----------Cut here----------

To: Toronto Community Housing. (TCH)

Respondent's Name: _____

Reference No.: **PQ 08/11**
Pre-Qualification for the Provision of
Sub-Contracted Electrical Construction Services

Form PQ-E