

CONTRACTOR – BID INSTRUCTIONS

EH Project (CER) No.: C30A
Project Name: Huntmar Road
Project Address/Location:
225 Huntmar Road, Kanata, Ont

OWNER – Enterprise Rent A Car Canada Company
Project Manager: Ryan Firlotte
Email: ryan.g.firlotte@ehi.com Phone
Number: 613-274-6934

ARCHITECT – Flynn Architect
Project Manager: Jason Flynn
Email: j.flynn@flynnarchitect.com
Phone Number: (613) 299-8505

Owner invites you to bid on the above-referenced project. All necessary Construction Documents, Drawings, and Specifications for this project can be retrieved from 2300 Stevenage Drive, Ottawa, Ontario, K1G 3W3 at 12:00pm (noon)

Project Schedule:

Date: November 25th, 2019	Bid Release
Date: December 09th, 2019	Bid Due (5:00pm)
Date: December 16th, 2019	Notice of Award (estimated)
Date: December 18th, 2019	Notice to Proceed(estimated)
Date: June 1st, 2020	Substantial Completion

Fee Proposal / Submission Requirements: Fee proposal must be submitted on the **included Bid Template** form (**Document A**). Bidder shall not modify form – see additional instructions within the form for allowances, add alternates, and inclusions/exclusions.

Fee proposal shall include full-time supervision of the work for the duration of the project. Bidder is required to submit a proposed sequencing plan and construction schedule as part of their proposal package.

Fee proposal shall be signed and will remain firm through the timeline referenced above.

Fee proposal may be submitted electronically in MS Excel format, via email to Owner's Project Manager with "**Fee Proposal Response**" in subject line or hard copies may be dropped off at 2300 Stevenage Drive Ottawa, Ontario, K1G 3W3 by **Close of Business** on the '**Bid Due**' outlined in the **Project Schedule**. If supporting documents to the fee proposal exceed 10 MB, then they should be sent through an FTP-type source with notice sent to the Owner's Project Manager. It is the bidder's responsibility to verify the fee proposal was received.

Amendments: Owner reserves the right to provide written instructions to bidder in the form of written Addenda to the bid documents. Owner will not be bound by any oral statements.

Bidder's Duty to be Informed: Each bidder shall carefully examine bid documents and site to obtain first-hand knowledge of existing conditions and any applicable work restrictions. Failure or neglect to review any documentation referenced in the bid documents will not relieve such bidder of any contractual obligation contained in the bid documents, including **Contractor's Agreement**. Such bidder shall have no claim for relief based upon a lack of knowledge of the content or legal effect of any such provision.

Contractor's Agreement: It is expected that Owner and Contractor will enter into the **Contractor's Agreement (Document B)**. Questions related to the content of this document shall be directed to the Owner's Project Manager. Any revision requests shall be reviewed and approved by Owner prior to bid submittal.

Performance Bond, Labor and Material Payment Bond and Insurance Requirements: Bidder to whom award is made shall be required to furnish Owner with insurance coverage as set forth in **Contractor's Agreement (Article 13)**. Bidder shall include all premiums for insurance in its bid.

Bid Selection: Owner reserves the right to accept or reject any bid for any reason without liability to such bidder. The submission of a bid does not constitute a contractual obligation for Owner.

Bid Completion Delay Relief: owner reserves the right to assess a \$100.00 liquidated damages fee for each day that goes past the number of days bid. Note: change orders can add or subtract days depending on nature of alteration.

Addenda & Interpretations: No interpretation of the meaning of the Drawings, Specifications or other bidding documents will be made to bidder orally. Every request for such interpretations shall be in writing addressed to the Architect's Project Manager via email and to be given consideration must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretation and any supplemental instructions will be in the form of written Addenda emailed to all parties recorded as having received bidding documents, prior to the date fixed for the opening of bids. It will be the bidder's responsibility to verify with the Architect that all Addenda have been received prior to submitting a bid. All Addenda's so issued shall become part of the Contract Documents.

Please contact the Owner's Project Manager directly with any questions you may have regarding the information contained herein.

Thank you for your interest and we look forward to your submittal.