Flooring replacement at True North Non-Profit January 17, 2008

**Scope of Work**

True North Non-Profit Corporation is seeking qualified flooring contractors to replace various floors in 18 properties. The project consists of removing existing flooring and installing ceramic tiles, VCT or sanding existing hardwood. The contractor is responsible for obtaining permits required to complete project. True North Non-Profit will provide floor drawings.

**Site Conditions**

It is the responsibility of the contractor to verify exact site conditions including access, measurements, existing floor surfaces, sub floor deficiencies.

**Proposal Deliverables**

1. Proposals must be accompanied by a signed acknowledgment that work will be completed according to scope of work.
2. A detailed work schedule with start and finish dates.
3. All work to be completed and invoiced by March 31, 2008.
4. Identify all workers and sub-contractors attending the site.
5. List all services being performed and applicable charges including GST.
6. Supply copy of comprehensive liability insurance, vehicle insurance and copy of clearance certificate from the Workplace Safety & Insurance Board.
7. All work to be carried out to a professional standard and subject to approval by  the property manager.
8. Ceramics – Premier ATENE 12x12 code 48130 with colour matching grout
9. Vinyl tread and risers VI HT-Rd sandalwood (colour subject to change within standard palate)

10. VCT – commercial grade 12X12 Armstrong Standard Excelon or approved equivalent in two colour - field and pattern with simple design and borders. 11.Include all transition strips required – metal for VCT and marble for ceramic. 12.Provide square foot prices for:

|  |  |
| --- | --- |
| Bathroom **ceramic** floor- with 4 inches up walls, 1 marble threshold and caulking including VCT disposal, re and re toilet. | (Price sq ft) |
| Kitchen **ceramic** floor (where VCT currently exists) with primed 1⁄4 round, 2 marble thresholds and caulking including VCT disposal. |  |
| Kitchen **ceramic** floor (where ceramic currently exists), with primed 1⁄4 round, 2 marble thresholds and caulking including existing ceramic disposal. |  |
| **VCT** (over wood floor) with 1⁄4 underlay with primed 1⁄4 round and caulking for pests, including carpet disposal. |  |
| **VCT** (over cement floor) with floor leveler and primed 1⁄4 round including carpet disposal. |  |
| Sand hardwood and 2 coats water based polyurethane |  |
| 3⁄4 inch plywood sub floor replacement |  |
| Vinyl tread and riser | (per step) |

**Terms and Conditions**

1. The Contractor is responsible for its staff and sub trades to ensure that all work is carried out in accordance to the Occupational Health and Safety Act of Ontario.
2. The Contractor, its staff, and sub trades must carry out duties in a professional manner and in accordance to the Governing Laws, Codes and Standards when carrying out work on behalf of True North Non-Profit Corporation and while on the property.
3. True North Non-Profit Corporation has a zero tolerance for any acts of discrimination, prejudice, harassment of racism of any kind or breach of the Ontario Human Rights Code.
4. The contractor is liable for any misbehavior, damages or theft as a result of any of its staff or sub-contractors.
5. The contractor is responsible at his own expense and in a timely manner to replace of repair any damaged or defective work that results within one year.
6. All fees are payable as per schedule or agreed upon conditions.
7. The Contractor agrees to indemnify and save harmless True North Non-Profit Corporation from any liability, loss, damage, or expense resulting from any act or omission on the contractors’ part or contractors’ staff or sub-contractor.
8. The lowest bidder for the scope of work may not necessarily be selected to carry out the work.
9. The contractor must sign for any access devices (codes, keys or fobs), and must not be duplicated. Upon completion of the work, the contractor must return the devices. Access devices are the sole possession of True North Non-Profit Corporation and must be retuned immediately upon request. Any access codes recorded by the contractor must be destroyed immediately upon leaving the site. Any unauthorized use of access devices or codes by the contractor will result in a minimum of immediate termination of the contract.

10. Final contract and work as described in the scope of work is subject to available funds.

11. All additional repair work subject to prior approval by True North Non-Profit.

12. After removal of carpets, True North Non-Profit must be allowed to inspect conditions and determine the course of action before work proceeds. 13.All measurements must be verified by True North Non-Profit before payment. 14.True North Non-Profit reserves the right to contract and subcontract all repair work to contractor of its choice. 15.Selected contractor must sign a conflict of interest declaration, and standard contract with True North Non-Profit.

For site access, contact Ann May, 416-123-1234 ext 3

Contractor to submit bids with a copy of this signed document in a sealed envelop and delivered no later than **1pm, Thursday, January 24, 2008** to,

True North Non-Profit Corporation RFP# FL2008 123 Any Street Toronto, Ontario A1A 1A1

Signed acknowledgement of these terms and conditions:

Company Signature Date