

Huron-Superior Catholic District School  
Request for Tender  
Division 00

St Mary's College Secondary School  
Gymnasium Floor Refinishing  
868 Second Line East  
Sault Ste. Marie, Ontario

RFT Number : 24035  
Date of Solicitation: April 17th, 2025  
Submission Deadline: May 1st, 2025

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INSTRUCTIONS TO BIDDERS

1. Introduction. Your firm (Bidder) is invited to submit a Tender for the refinishing of the gymnasium wood floor to take place at St. Mary's Secondary School, 868 Second Line East.
  - 1.1. The Owner is Huron-Superior Catholic District School Board.
    - 1.1.1. 100 Ontario Avenue, Sault Ste. Marie, Ontario, P6B 1E3.
2. Scope of Work
  - 2.1. Provide all labour and material required to complete this scope of work and satisfy all requirements/provisions of this Request for Tender (RFT).
  - 2.2. Provide all labour and material required by the drawings referenced in Section 3.4 of this document.
  - 2.3. The Contractor is solely responsible to ensure that all Sub-Contractors meet all requirements of this RFT and ensure that all parties properly coordinate and correlate all activities to complete all work outlined for this project.
  - 2.4. The Contractor is to be considerate of activities that could disrupt or be harmful to the school activities. In the event of a conflict between project and school activities, school activities take priority. The Contractor agrees to comply with all the requirements of the Occupational Health and Safety Act and agrees to provide a safe environment for all occupants, workers and the general public.
3. Attachments
  - 3.1. H-SCDSB Tender Form (Page 8 of this document)
  - 3.2. H-SCDSB Declaration of Conflict-of-Interest Form (Page 9 of this document)
  - 3.3. H-SCDSB Reference Form (Page 10 of this document)
  - 3.4. Appendix A: Specification Section 09570: Hardwood Gymnasium Flooring Refinishing.
  - 3.5. Appendix B: Reference documents list.
  - 3.6. Appendix C: H-SCDSB Contractor Past Performance Evaluation Form
  - 3.7. The RFT documents shall be read as a whole. The forms, appendices and other attachments and Addenda, if any, constitute an integral part of this RFT and are incorporated by reference.
  - 3.8. If there are any inconsistencies between the terms, conditions and provisions of the RFT attachments, the RFT shall prevail over the attachments during the RFT process.
4. Site Visit

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- 4.1. Site Visit: Please contact Dave Coccimiglio (dave.coccimiglio@hscdsb.on.ca) to coordinate an appointment to review the site prior to the close of the tender.
- 4.2. Bidders are responsible to examine the existing conditions of the project site and deliverables proposed in the RFT. Bidders must report any unusual conditions, which might affect the Tender prior to submitting a Tender. Submitting a Tender indicates that the Bidder has familiarized itself with the Tender documents and the site. No additional costs shall be approved if the bidder has not familiarized themselves with the site.
5. Schedule & Phasing
  - 5.1. A detailed schedule is to be provided within 5 days of the award of the contract and is to be based on the schedule criteria listed in this section.
  - 5.2. The Owner intends to award this contract within 14 days of the closing date of this Tender.
  - 5.3. Construction activities are to be completed within the following time frames:
    - 5.3.1. Entire Scope of Work
      - ☐ Commence on site work after the 2024-2025 school year has completed on June 30<sup>th</sup> 2025
      - ☐ Achieve Total Performance of the Work no later than August 20, 2025
6. Inquiries during Tendering & Addendums
  - 6.1. Any Bidder who has questions as to the meaning of any part of this document or who believes the document contains any errors, inconsistencies or omissions should make an enquiry requesting clarification, interpretation or explanation in writing to the Project Coordinator:  
To: Even Lavallee  
E-mail: elavallee@integrateddesign.ca
  - 6.2. All replies not referencing Tender documents to such inquiries shall be in the form of written Addenda, copies of which will be distributed electronically to all Bidders. Verbal responses to Bidders' queries shall not be binding upon the Owner unless confirmed by written Addendum.
  - 6.3. During the Tender period, Bidders may be advised by Addenda of required additions to, deletion from, or modifications to the requirements of the Tender documents. The information contained in the Addenda may supersede and amend the Drawings, Specifications and schedules.
  - 6.4. Addendums shall become part of the Contract Documents.
  - 6.5. The Bidder must acknowledge receipt of all Addenda in the H-SCDSB Tender Form by clearly indicating them in the reserved space titled "Addendum Number(s)".
  - 6.6. All questions regarding the tender must be submitted five (5) working days prior to tender close. Questions received after this time will not be responded to.
  - 6.7. Any Bidder having questions as to the purchasing policies or Tendering procedures of the Owner shall direct all inquiries to Dave Coccimiglio, H-SCDSB with a copy issued to the project coordinator.  
Email: dave.coccimiglio@hscdsb.on.ca
7. Tendering Format. Submit Tender with all required forms and required documents via email, with the email subject line name "24035 – Tender for St. Mary's College Gym Floor Refinishing" to dave.coccimiglio@hscdsb.on.ca and elavallee@integrateddesign.ca
  - 7.1. Submissions must be received by 2:00:00 pm local time, May 1st, 2025.
  - 7.2. Tenders received after 2:00:00 p.m., on the date noted above, will be disqualified and the sender notified of the late receipt. The time of receipt will be based on the "received" time stamp as indicated in the Owner's email inbox. It is the Bidder's sole responsibility to ensure electronic Tender submissions are received on time.
8. Submission Requirements. The following items are required as part of the submission. The

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omission of any of these documents will result in the disqualification of the Tender. The Contractor is required to submit the following documents as part of their submission:

- 8.1. H-SCDSB Tender Form, completed with no omissions.
  - 8.2. H-SCDSB Declaration of Conflict of Interest, signed with no conflicts of interest.
  - 8.3. H-SCDSB References, provide names and contact coordinates of three (3) references (for similar scope and size projects completed during the last seven (7) years) to be contacted by H-SCDSB, as part of the past performance evaluation process;
9. Evaluation Criteria. Evaluation of the Tender will be based on the following for a total of 100 points. Points awarded at the discretion of the evaluator based on the information contained within the Tender submission.
- 9.1. Tendered Price (70 points): based on the following algorithm  
$$(\text{lowest Tender price} / \text{Bidders' Tender price}) \times 70 = \text{Points for Tendered price}$$
  - 9.2. Past Performance Evaluation (30 points). Calculation is based on Appendix B H-SCDSB Contractor Past Performance Evaluation Form which will be sent by the Owner to the three references provided.
  - 9.3. If, when all Tenders have been evaluated, there are two or more Bidders with the same score, the names of the tied Bidders will be placed in a container and a name will be drawn. The successful Bidder will be the Bidder whose name is drawn from the container. Affected Bidders will be invited to witness the draw.
10. Acceptance of Tender
- 10.1. Tender shall remain valid and open for acceptance by the H-SCDSB for a period of sixty (60) days from the date of Tender closing.
  - 10.2. The successful Bidder shall forward within five (5) working days all other requested documentation such as proof of Insurance, WSIB and Schedule, prior to entering into a formal contract.
  - 10.3. The lowest or any Tender is not necessarily accepted. The Owner reserves the right to accept any portion thereof, without having to accept a Tender in its entirety. In addition, the Owner reserves the right to cancel the Request for Tender in its entirety prior to or after closing date without providing reasons for such cancellation.
  - 10.4. The Owner will not accept a Tender which is received after the closing due date and time.
  - 10.5. Restrictions, omissions, errors and/or conditions to the Tender may warrant disqualification (at Owner's discretion).
  - 10.6. No oral, no fax, no in person submitted Tenders will be considered.
  - 10.7. If more than one Tender is received from the same company (Bidder) for the same Tender, and no withdrawal notice has been received in writing, the Tender received bearing the latest date and time will be considered the intended Tender. The first Tender received will be considered withdrawn and not opened.
11. Opening of Tenders
- 11.1. All submissions will be received by email. There will be no public opening of the Tenders.
12. Withdrawal of Tender
- 12.1. A Bidder may withdraw his Tender up until the advertised closing time.
  - 12.2. A request for withdrawal must be done by e-mail to the H-SCDSB representative Dave Coccimiglio at [dave.coccimiglio@hscdsb.on.ca](mailto:dave.coccimiglio@hscdsb.on.ca)
  - 12.3. The withdrawal of a Tender does not disqualify a Bidder from resubmitting another Tender for the same project provided they resubmit prior to the specified closing time.
13. Debriefing and Dispute Resolution Process

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13.1. Debriefing sessions are available to all unsuccessful Bidders who participated in the procurement process within sixty (60) calendar days following the date of the award contract notification. Interested Bidders are requested to communicate by email to [dave.coccimiglio@hscdsb.on.ca](mailto:dave.coccimiglio@hscdsb.on.ca). The Owner will determine the format, timing and contents of the debriefing session but will not disclose or discuss any confidential information of another Bidder.

13.2. In the event that an unsuccessful Bidder wishes to review the decision of the Owner in any respect of this RFT process, the unsuccessful Bidder shall submit a written document outlining its grounds within ten days of the debriefing session.

### 14. Bidders Responsible for Own Costs

14.1. Any and all costs and expenses incurred by a Bidder in the development, preparation and submission of a tender, or any other liabilities incurred in anticipation of the competitive procurement process or otherwise related to its participation in the process will be borne exclusively by the Bidder.

15. Award. The RFT process, the disqualification of a Bidder, the rejection of a Tender, the selection of the successful Bidder, the termination of this RFT process, or the exercise by the Owner of any of its rights and remedies shall not render the Owner liable to pay or reimburse or compensate a Bidder for any costs or damages.

15.1. Once the Owner has identified and notified a successful Bidder, this successful Bidder shall execute the applicable agreement within five (5) business days of being notified. If for any reason, the successful Bidder fails to execute the agreement within ten days of being notified, then the Owner may, at its sole discretion and in consideration of its own best interests:

- (a) Terminate the procurement process entirely and proceeding with some of the work in some other manner, including using other Contractors; or
- (b) Invite one of the other Bidders to execute the agreement.

15.2. The name of the successful Bidder will be posted on the Tendering platform used by the Owner.

### 16. Proceeding Against the Owner

16.1. The Contractor represents and warrants that the Contractor is not a party to any suits, actions, litigation proceedings, arbitrations, alternative dispute resolutions, investigations or claims by or against or otherwise involving the Owner. The Contractor acknowledges that the Owner will reject the Tender in view of current, pending or threatened litigation, arbitration, alternative dispute resolutions or disputes involving the Owner and the Contractor. NOTE: "Certificate: The successful Contractor(s) may also be required, at the discretion of the Owner, to sign a certificate in a form satisfactory to the Owner confirming that the successful Contractor(s) is not associated with any company involved in the litigation with the Owner.

### 17. Inappropriate Conduct

17.1. The Owner may prohibit a Bidder from participating in this RFT process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to:

- (a) The submitted Tender containing misrepresentations or any other inaccurate, misleading or incomplete information.
- (b) The refusal of the Bidder to honor its pricing or other commitments made in its response; (c) Any other conduct constituting a Conflict of Interest; or
- (d) Any proceeding against the Owner as described in 17 (Proceeding Against the Owner).

### 18. Prohibited Contacts

18.1. Bidders and their respective advisors, employees and representatives are prohibited

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from engaging in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of the RFT process.

- 18.2. Neither Bidders nor any of their respective advisors, employees or representatives shall contact or attempt to contact, either directly or indirectly, at any time during the RFT process, any employee or representative of the Owner with the exception of the Contact person identified in the Tender document on matters related to the RFT process, the RFT documents, or their Tenders.

### 19. General Safety Requirements

- 19.1. The Bidder agrees to comply with the Owner's accessibility standards, policies, practices and procedures, which are in effect during the agreement, and which apply to the deliverables provided by the Bidder. Copies of all the Owner's policies can be accessed through the Owner's web site.
- 19.2. The Bidder agrees to maintain and adhere to all required Owner's policies and procedures to maintain building security measures including on-going lock down of the building.
- 19.3. The Bidder will provide all temporary means required to ensure the safety of any occupants. This Bidder is to be considerate of activities that could disrupt or be harmful to the occupants of the school.

### 20. Security Clearance of Employees. Applicable if Bidders' personnel are to come into contact with students, children within the day-care facility:

- 20.1. The Bidder shall make reference to the requirements of Regulation 521/01 (collection of Personal Information) to the Education Act (Ontario) with respect to criminal background checks and offence declarations.
- 20.2. All personnel that would become in direct and frequent contact with students or day care clients shall be required to have a background check, or such other entity as the Owner may designate, with a criminal background check covering offences under the Criminal Code, Controlled Drugs and Substances Act in an Owner approved format.

### 21. Ontario Building Code

- 21.1. The Bidder agrees that all work shall conform to the requirements of the Ontario Building Code.

### 22. Laws, Notices, Permit and Fees

- 22.1. The laws of the Municipality where the building is situated shall apply to the work.
- 22.2. The Contractor shall obtain all permits, licenses, and certificates and pay all fees required for the performance of the work.
- 22.3. The Contractor shall apply and pay for the Building Permit. All fees and coordination with the municipality are the Contractors responsibility.
- 22.4. 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 come into force during the performance of the work.

### 23. Guarantee Bonds (Bonds are not required for this project.)

### 24. Terms of Payment

- 24.1. The Payment Certifier shall be the consultant and/or the project manager, or any person he may designate from time to time.
- 24.2. The Owner will follow the Construction Act (2024), to make payments to the Contractor.
- 24.3. Where applicable, inspection certificates for the installation of electrical wiring and equipment, natural gas, heating boilers, etc. shall be obtained from the Federal, Provincial, Municipal Authority or utility responsible for the issuance of same, and the Contractor agrees to obtain and deliver such certification to the H-SCDSB before

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receiving 10% payment as noted in the Terms of Payment section.

- 24.4. Proper invoices to include breakdown of work with the following lines as a minimum: Excavation, V/B and Insulation, Interior Finishes and other trades. Each of the listed breakdown items listed shall be divided into the following categories: materials and labour. Final list to be approved by the Consultant.

### **25. Qualifications of Bidder and Sub Trades**

- 25.1. The Bidder agrees to employ skilled and qualified trades people to complete all work. All work to be installed in accordance with the manufacturer's directions and to the satisfaction of the Owner. The Owner and or project consultant has the right to reject any portion of the completed work.

### **26. Safety**

- 26.1. The Bidder agrees to comply with all requirements of the Occupational Health and Safety Act and agrees to provide a safe environment for all occupants, workers and the general public.
- 26.2. The Bidder agrees to provide a temporary construction fence to segregate the project area from the balance of the school site.
- 26.3. The Bidder agrees to ensure that all workers are aware of all asbestos containing materials and other designated substances on the property and within the building. Prior to start of any work Bidder will ensure that all supervisors, foreman or lead persons review Building Environmental Assessment report located in the staff room on the shelf at the health and safety billboard.

### **27. Workers Compensation Board**

- 27.1. The Bidder and all Sub-Contractors will submit evidence of compliance with all of the requirements of the Worker's Compensation Act on Ontario, R.S.O./80 Chapter 539 as amended, including payments due there under.
- 27.2. The Bidder agrees to furnish to H-SCDSB, prior to any work proceeding on work site and prior to final payment a certificate of clearance clearly identifying the Contractor's Worker's Compensation Board account number and date.

### **28. Fire, Dust, Dirt and Contaminates Protection**

- 28.1. The Bidder is to take all necessary precautions during the installation of the work to prevent the possibility of fire, including the use of protective sheets to protect adjoining areas, when welding, brazing and performing any operations with an open flame, combustible adhesives and/or flammable solvents.
- 28.2. The Bidder agrees to maintain all temporary hoarding structures in order to properly confine the work area from the balance of the building.
- 28.3. The Bidder agrees to take all reasonable dust control measures to limit dust & dirt migration throughout the remainder of the school.
- 28.4. The Bidder agrees to maintain a clean site.

### **29. Construction Facilities and Temporary Controls**

- 29.1. The Bidder is to erect hoarding, as may be required to protect public, workers, public and private property from injury or damage.
- 29.2. The Bidder is to establish the location of all existing services and utilities prior to commencement of work.
- 29.3. The Bidder is to coordinate the location of the hoarding with the Owner.

### **30. Indemnity**

- 30.1. The Bidder indemnifies the Owner, his Consultants from all claims, suits and actions for any damages arising from, or attributable to the activities in performing the work outlined in this Tender document or any related or additional work required by the Owner.

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### **31. Insurance**

- 31.1. The Bidder agrees to carry Commercial General Liability Insurance with a minimum limit of \$5,000,000.00.
- 31.2. The Bidder shall carry Commercial General Liability Insurance naming as insured the Owner and his Consultant.

### **32. Pricing**

- 32.1. The Bidder agrees that this contract shall not be subject to escalation due to any cause, such as an increase in labour and/or material costs.
- 32.2. The Bidder agrees to provide a listing of major Sub-Contractor, and the costing related to major portions of the project.

### **33. Cash Allowances (N/A)**

### **34. Form of Contract**

- 34.1. The successful Bidder will be issued a purchase order
- 34.2. The construction contract between the Owner and the successful Bidder will include:
  - 34.2.1. This RFT Document and all appendices.
  - 34.2.2. Addenda(s)
  - 34.2.3. Insurance Certificates, WSIB Clearance & Schedule.

### **35. Verbal Arrangements**

- 35.1. In all cases of misunderstanding and disputes, verbal arrangements will not be considered. The Bidder(s) must produce written authority in support of their contentions to the Owner.
- 35.2. The misunderstanding or disputes will be reviewed at the Owner's discretion.

### **36. Tender Ownership**

- 36.1. The successful Bidder(s) further acknowledges that all reports, data, documents, materials and information of any kind whatsoever prepared while carrying out this project are the sole and exclusive property of the Owner and shall not be disclosed or released to any person or organization without the prior written consent of the Owner.

### **37. Disclosure Certification**

- 37.1. The Bidder hereby certifies that the Bidder has disclosed all relevant facts to the Owner and has acted in good faith in connection with the submission of the Tender. The Bidder further covenants and agrees to provide such additional information and consents to the release of information regarding the Bidder as may be reasonably requested by the Owner for the purposes of evaluating such Tender, including, without limitation, the Bidder's consent to the release of information pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (Ontario), as same may be amended from time to time.

### **38. Bidders Knowledge**

- 38.1. The submission of this Tender shall be proof that the Bidder(s) is satisfied as to the provisions of this document.
- 38.2. The Bidder agrees that he has become thoroughly familiar with the terms and conditions of the contract documents, with local and site specific conditions affecting the performance, and costs of the work at the place where work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the working strict accordance with the contract documents, including the furnishing of all labour, materials, equipment, building permit, fees, duties and taxes.

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I/We (FIRM Name)\_\_\_\_\_hereby agree to fulfill

All requirements of this Tender and our proposal for the total lump sum amount of:

\$\_\_\_\_\_plus H.S.T.

I, the Bidder, agree to achieve Total Completion of the project as stipulated under article 5.3 of the Instructions to Bidders.

Bidder confirms having received the following Addenda and/or instructions during the Tender period

Addendum Number(s): \_\_\_\_\_

The above price either based upon cost plus percentage, unit prices, or lump sum shall be full compensation, satisfaction, and discharge for all work done and all materials furnished and for all costs and expenses incurred, damages sustained and for each and every matter, thing or act performed, furnished or suffered in the full and complete performance of the work in accordance with the Contract terms.

Submission of this Tender form acts as confirmation that the Bidder will meet the schedule.

**Sub-Contracts**

Listed hereunder are the names of Sub-Contractors whose Tenders have been used in this Tender and to whom we intend to award sub-contracts if we are awarded the Contract. It is acknowledged that no changes to the list will be made without the advanced written approval of the Owner's Representative.

Trade	Name of Sub-Contractor
-------	------------------------

_____	_____
_____	_____

If awarded this contract, I/we agree that Substantial Performance and Total Completion deadlines shall be in accordance with the General Conditions.

This Tender is made by the Bidder without any connection, knowledge, comparison of figures, or arrangements and in all respects is fair without collusion or fraud.

Dated at \_\_\_\_\_ this day of \_\_\_\_\_  
city date

Signing Officer: \_\_\_\_\_ Witness: \_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature



#### 40. H-SCDSB DECLARATION OF CONFLICT OF INTEREST

The Education Act states that goods or services must not be purchased from a Teacher, Supervisory Officer, other Employee of the Board or an employee of the Ministry of Education and Training. This also applies to firms owned directly or indirectly by an employee of a Board. This is outlined in Chapter E.2, Section 217, of the Education Act, RSO 990 (latest revision). Any such purchase by a Bidder would constitute a conflict of interest.

Each Bidder shall declare in its Tender any situation that there may be a conflict of interest or a potential conflict of interest of the Bidder, including but not limited to its obligations to the Owner, the Consultant, the Contract and/or the Contract Price.

The Owner has a fiduciary responsibility to ensure that such behavior is not permitted and reserves the right to disqualify the Bidders Tender and remove from eligibility, the name of any Bidder for future projects for failure in complying with the above conditions.

The Bidder declares that this Tender submitted is not made in connection with any other Bidder submitting a Tender for the same commodity/service and is, in all respects fair and without collusion or fraud.

Based on the above, do you believe your firm may be in a possible conflict of interest or committing fraud? Please check appropriate

\_\_\_\_\_ No

\_\_\_\_\_ Yes – If yes is selected, please submit with your Tender Documents a detailed letter indicating any possible conflict of interest and any suggested process for managing the conflict of interest.

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME and TITLE of the authorized legal signing authority

#### 41. H-SCDSB REFERENCES

Please list three (3) references below.

##### Reference 1

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. (Office): ( \_\_\_\_\_ )

Tel. No. (Cell): ( \_\_\_\_\_ )

Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

Project Location: \_\_\_\_\_ Project Date: \_\_\_\_\_

Project Owner: \_\_\_\_\_

##### Reference 2

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. (Office): ( \_\_\_\_\_ )

Tel. No. (Cell): ( \_\_\_\_\_ )

Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

Project Location: \_\_\_\_\_ Project Date: \_\_\_\_\_

Project Owner: \_\_\_\_\_

##### Reference 3

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. (Office): ( \_\_\_\_\_ )

Tel. No. (Cell): ( \_\_\_\_\_ )

Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

Project Location: \_\_\_\_\_ Project Date: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Appendix A

Specifications

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## PART 1 GENERAL

### 1.1 General

- 1.1.1 This specification applies to the refinishing of an existing finished hardwood gymnasium floor.

### 1.2 Submittals

- 1.2.1 Submit game line layout drawing(s).
- 1.2.2 Submit samples of stain colours and game line colours.

### 1.3 Maintenance Data

- 1.3.1 Provide operation and maintenance data for floor finish and care for incorporation into manual.

## PART 2 PRODUCTS

### 2.1 Materials

- 2.1.1 Floor finish: oil modified Poly-Urethane, low VOC finishes and sealer, equivalent to "Sport Poly350" and "Sport Poly Seal 350" as manufactured by Bona.
- 2.1.2 Game lines and Centre Court Logo: best grade solvent-based sport floor paint, manufactured specifically for use with both waterborne and oil-modified sport floor sealers and finishes, equivalent to "Courtlines" as manufactured by Bona.

## PART 3 EXECUTION

### 3.1 Execution

- 3.1.1 Remove and retain for and reinstall existing retractable seating from gymnasium
- 3.1.2. Remove all existing baseboard and floor transitions and retain for and reinstall following floor refinishing.
- 3.1.3 Install new owner supplied recessed floor sockets for new volleyball court. Refer to details on drawings.
- 3.1.4 Existing floor to be thoroughly cleaned with an auto scrubber, in preparation for floor sanding. Sand floor, provide new lines and graphics and refinish floor.

### 3.2 Finish Flooring

- 3.2.1 Power sand floor surface smooth and level with coarse, medium and fine grades of sandpaper. Ensure floors are sanded down to bare wood. Vacuum clean and remove dust.
- 3.2.2 Apply game lines, graphics and logo to the floor surface, layout shall match existing and add one volleyball court complete with new the installation of new net floor sockets that will be supplied by the owner. Game line and graphics paint(s) shall be recommended by the finishing materials manufacturer and must be compatible with the finishing materials
- 3.2.3 Apply four (4) coats of finish. Permit to dry thoroughly prior to permitting any foot traffic.
- 3.2.4 Re-install floor base.
- 3.2.5 Reinstall thresholds/transitions at openings.

END OF SECTION

## Appendix B

### Reference Documents List

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Drawing a-2.10	Level 1 Floor Plan – Overall	36X48 drawing
Drawing ai-2.50	Level 1 – South Gym Court Layout	
Drawing ai-2.51	Level 1 - South Gym Court Dimensions	

## Appendix C

### H-SCDSB Contractor Past Performance Evaluation Form

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# Appendix C

## H-SCDSB CONTRACTOR PAST PERFORMANCE EVALUATION FORM

Included for informational purposes only: The Owner will send this form to the three references provided

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Reference for company \_\_\_\_\_

Based on your experience within the last 10 years with the Contractor, how would you rate them on a scale of 0 to 2?

PERFORMANCE	Poor (0pts)	Fair (0.5pts)	Aver (1pt)	Good	Excel (2 pts)
Pre-organization for project					
Organization during project					
Communication					
Project Safety Administration					
Project General Administration					
Relationship with Owner & Consultant(s)					
Relationship & control of sub trades					
Flow of documentation/information					
Quality of work/workmanship					
Change orders being priced fairly					
Adherence to project schedule					
Deficiency correction (corrected promptly and completely)					
Warranty response (corrected promptly and completely)					
Overall performance					
Personnel (Site Supervisor and Project Manager)					
	Never disrespectful attitude, not cooperative & has no interest in working as a team	With warnings and/or conditions & additional supervision 2.5 point	With Warnings and/or conditions 5 points	Works in a professional manner conforming to project requirements	Definitely Very respectful & cooperative Values a good working relationship 10 points
Would you work with this Contractor again? Check appropriate box					
Total Points 40 Total points received					

Have you ever been subject to a lien or court action when working with this Contractor? Yes ☐  
No ☐

If court action was initiated was it in relation to a problematic Sub-Contractor, please provide details

Have you ever been subject to a lien or court action when working with this \_\_\_\_\_ Contractor? On what size projects have you worked on with this Contractor?

Additional Comments: \_\_\_\_\_