

Addendum

Project: **Jasper III – Artist Brief - Canada**

Project No.: **20010**

Client: **GWLRA**
11012 Jasper Avenue NW
Edmonton, AB. T5K 2N8

Addendum No.: **I**
Date: **2020/11/30**

I. GENERAL – MURAL FOR JASPER III – Artist Questions

This Addendum consists of 3 pages including 31 pages of attachments.

List of attachments:

ADDENDUM No. I – 34 Pages including 31 pages of attachments.

002114 Instructions to Bidders

004113 Tender Form

004515 Certificate of Insurance (information only)

GWL Realty Advisors Residential – Vendor Package – ENG

Concrete Groove Details

2. QUESTIONS:

1. How big is the wall? (is it just the one wall?) (I am assuming the wall is located outside?)
The wall area for the Mural is 16.5 meters wide x 42.4 meters high and an exterior wall. Refer to pg.7 of the GWLRA_JOE111_ArtistBrief_Canada Package for wall dimensions.
2. Would you consider an application for hand-painted artwork on tiles installed onto the wall?
A panel mounted option could be considered. For example: Hardie panel or Aluminum composite panels. Installation will need to be included in the budget.
3. -Is the building rigged for swing stage or allow room for a boom lift?
A temporary swing stage will need to be set up for this face of the building.
4. Do you have any photos of the wall/ building you might be able to share? We were wondering if there is a straight on photo of the building available? Please advise!
There are no 'straight on' photos of the west side of the building.
5. - If the artwork doesn't necessarily need to cover the full height of the building, is there a minimum height/ percentage of the wall that needs to be covered.
There is no specified minimum – however, the mural will need to be impactful.

6. How much of the building do you envision the artist covering ?
This is left to the discretion of the Artist. The budget is fixed at 55,800.00 – The artist should propose a design that they feel is reasonable to suit the budget.
7. Are you expecting a complete design? In the past I have submitted concepts with sketches that, if selected, are then detailed/ fine tuned/ worked into.
The proposal call is requesting: A concept sketch, drawing or design, overlaid on West Building Elevation
8. Where it says the concrete will be made ready to receive paint - just clarifying that this means it will be primed?
Yes.
9. With the site demanding use of a certified lift for installation, there is likely need to secure a City permit to safely park the lift along the 111 Street block. Would the building owner be willing to cover this expenditure for that permit?
Yes - The permit would be applied for the awarded artist and GWLRA will reimburse for the cost.
10. With the West wall concrete facade footprint being "fluted or grooved horizontally" - can you please tell us if the relief is **raised or incised**, and to what the depth and width these horizontal ridges are aligned?
Please see attachment Concrete Groove Details.
11. Just to clarify the application deadline is December 7th, not tomorrow?
Application deadline has been extended to December 30th @ 2:00pm
12. Does the budget include the daily rental of installation equipment (swing stage ?) or is that included in the \$10K supplementary budget ?
This should be incorporated in the Installation Allowance of \$10,000
13. I believe a swing stage is the only option for installation if the plan is to have the mural span the entire height of the building, can you confirm this ?
Yes this is reasonable.
14. Is there a plan/ budget to do any additional anti-graffiti/ UV protectant coating once the mural is completed ? Or should the artist consider this in their budget ?
Given the height the mural would begin, and inaccessibility from balconies, we do not anticipate graffiti. A UV protectant coating should be considered within the artist budget – this cost can be broken out, for clarity.
15. I am hoping to submit both independently and collaboratively with friends and was wondering if that is possible and, if so, if there is a limit to how many times a single person applies.
There is not a limit on number of entries. Artists are free to submit solo and/or in a collaboration.

3. COMMENTS:

1. There have been 3 (three) specifications sections added to the Submission Package –

00 12 24 Instructions to Bidders

00 41 13 Tender Form

00 45 15 Certificate of Insurance

Please review these documents – there are submission requirements.

2. The GWL Realty Advisors Vendor package has been included for your reference.

3. The Application Deadline has been extended to December 30th @ 2:00pm.

4. GWLRA will inform all entrants of their acceptance or rejection to the interview process via email by/before January 20th, 2021.

END OF ADDENDUM NO. 1

1. DEFINITIONS

- .1 For the Instructions to Bidders are as follows:
 - .1 “Addendum” refers to a written communication issued by the Owner or the Owner’s designated representative during the Tender Period informing Bidders of changes or clarifications to the Tender Documents. “Addenda” is the plural form of Addendum.
 - .2 “Bidder” means an individual, partnership, or corporation that provides a Tender in response to the Owner’s Tender Invitation.
 - .3 “Tender” means the proposal submitted by the Bidder.
 - .4 “Tender Documents” include all documents, listed as follows, that form an integral part of the Tender:
 - .1 Artist Brief
 - .2 Instructions to Bidders
 - .3 Tender Form
 - .4 Plans, Sections & Detail Drawings
 - .5 Addenda (if applicable)
 - .5 “Tender Period” means the period of time from the date and time that Tender Documents are available for pickup until the date and time of the Tender submittal deadline.
 - .6 “Tender Price” means the Total Tender Price submitted by the Bidder in the Tender Form excluding applicable federal Goods and Services Tax (G.S.T.).

2. SITE VISIT

- .1 There shall be no site visit organized by the Owner at a date for the Artist to inspect the area(s) where the work is to be done. Artists are free to inspect the area(s) where the work is to be done at their own discretion.
 - .1 The area of work is accessible from public property.

3. PREPARATION & DELIVERY OF TENDER

- .1 It shall be the responsibility of the Bidder to ascertain that a full and complete set of said Tender Documents has been obtained.
 - .1 All tender documents shall be provided by the Architect via Electronic Distribution via selected distribution platforms.
- .2 The Tender shall be provided to the Architect via email.
- .3 Hard copy, oral, telephoned, or faxed bids will not be accepted nor acknowledged.
- .4 Bidders are to provide a breakdown of the Stipulated Price indicating major general conditions, major trades such as painting, equipment, labor, etc. as part of their Tender.

4. ALTERNATIVE MATERIALS – OWNER REQUESTED

- .1 It is intended that the Owner will work with the Artist on a timely basis to review and confirm various alternatives prior to the award of the work to individual sub-trades if necessary.
- .2 Artists are encouraged to propose savings to cost or schedule quality enhancing alternatives to the work as set out in the Contract Documents. Only those alternates confirmed in writing by the Architect shall become part of the Contract.
- .3 Separate and Alternative prices quoted shall include all related costs or schedule impacts including those of other affected trades.

5. OMISSIONS OR DISCREPANCIES

- .1 It is the responsibility of the Bidder to carefully examine the Tender Documents. Any errors, omissions, discrepancies, or articles requiring clarification must be reported to the Owner in writing at least five (5) days prior to the date of the Tender submission deadline.
- .2 No changes or modifications to the Tender Documents shall be valid unless such changes or modifications are issued by the Owner in writing.
- .3 The Owner also reserves the right to amend or revise the Tender Documents prior to the date of the Tender submission deadline. Bidders will be informed of all such changes through addenda. Any addenda issued with respect to the Tender shall form part of the Tender Documents and shall be included in the Tender Price.
- .4 It is the sole responsibility of the Bidder to ensure all suppliers and subcontractors are provided with all information from the Tender Documents regarding their subdivision of the Work.
- .5 All Requests for Information (RFI's) shall be submitted to the Architect via email and shall be responded in a reasonable amount of time by the Architect and/or the Owner where applicable.

6. SUPPORTING DOCUMENTATION

- .1 Upon Tender award the successful Bidder may be requested to provide the following documentation within two (2) days;
 - .1 Schedule identifying milestone dates.
 - .2 Work Plan including temporary requirements.

7. DATE FOR COMPLETION

- .1 Time will be of the essence in the execution of the Contract. The Owner anticipates awarding the Contract within (ten) 10 days of submission of tenders and having the site available to turn over to the Contractor immediately thereafter.
- .2 Federal Goods and Services Tax (G.S.T.)
 - .1 The Bidder shall not include G.S.T. in the tendered unit prices, lump sum prices or in the Tender Price.

8. TENDERS TO BE UNDER SEAL

- .1 All Tenders shall be signed by the bidder with an independent witness.
- .2 The Bidder's legal status must be disclosed, and business address given near signatures in the Tender Form.

9. WITHDRAWAL OF TENDERS

- .1 Permission will be given to a Bidder to withdraw the Tender without prejudice, provided a request in writing, signed by a person authorized to execute the Tender filed at the office of the Architect, #302, 10526 Jasper Avenue NW Edmonton, Alberta T5J 1Z7 before the date and time of the Tender submission deadline.

10. MODIFICATION OF PRICES

- .1 A Bidder may, without prejudice, modify or correct any unit price on the Tender on or before the submission deadline if the notice of modification or correction complies with the following:
 - .1 The notice must be in writing;
 - .2 The notice must be submitted in writing to the office of the Architect by; electronic transmission;
 - .3 The notice must identify the project;
 - .4 The notice must distinctly identify the item in the original Tender that is to be modified or corrected, and shall clearly specify the modification or correction to be made;
 - .5 The notice must be signed by a person authorized to execute the Tender, and the notice must be submitted to the office of the Architect before the date and time of the Tender submission deadline. The notice must be clearly marked as to content with the project name and submitting company name

11. ARTIST'S INSURANCE

- .1 Without restricting the indemnification provisions of the Contract, the Artist shall procure, maintain, pay for and keep in force for the duration of the Contract, prior to the commencement of work, coverage listed in the Conditions, unless otherwise stipulated herein, in a form acceptable to the Owner and placed with Insurers licensed in Alberta a minimum of the following; arising
 - .1 General Liability Insurance: The Limit shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence and shall include coverage as respects liability arising out of activities performed by or on behalf of the Contractor, including Non-Owned Automobile, Broad Form Property Damage, Tenants Legal Liability, Products and Completed Operations, Employers Liability and Blanket Contractual Liability. The policy shall include cross liability and severability of interest.
 - .2 Property Insurance: On an All Risks basis covering loss or damage to the Contractor's tools and equipment to be used in the execution of the work specified in the Contract. Insurance on this property shall be on a replacement cost form.
 - .3 Automobile Liability Insurance: The Limit shall not be less than Two Million

Dollars (\$2,000,000.00) per accident for bodily injury and property damage. The policy shall cover all vehicles owned, leased or licensed in the name of the Contractor.

- .4 Workers Compensation Insurance: Coverage to protect the Contractor from claims from injury to workers.
- .2 Other Insurance Provisions:
 - .1 General Liability policy will be endorsed to add the Owner as an Additional Insured with respect to liability arising out of the operations of the Named Insured.
 1. The Additional Insured shall be stated on the Certificate of Insurance as:
 - .1 Great West Life Realty Advisors Inc.
 - .2 All policies will provide for thirty (30) days advance Notice of Cancellation to the Owner.
 - .3 Contractor's property insurance policy shall provide a Waiver of Subrogation in favour of the Owner.
 - .4 Evidence of required insurance in the form of a Certificate of Insurance, shall be submitted to the Owner, prior the commencement of the Work. The Certificate of Insurance form provided in the Contract Documents shall be completed by the Contractor's broker and/or insurer. Replacement certificates showing evidence of renewed coverage shall be provided to the Owner within 10 days of the stated policy expiry date. Certified copies of policies may be requested at the discretion of the Owner.
 - .5 Representation: The Owner does not make any representation or warranty with respect to the extent or adequacy of the insurance protection as noted above.
 - .6 Obligations: The furnishing of this insurance shall not limit any of the obligations or liabilities expressed elsewhere in the Contract document.
 - .7 Contractor/Sub-Contractors: If there is no project insurance (Wrap-Up, Builders Risk) the Contractor will pass on all insurance requirements to Subcontractors and will secure the same Certificates as the Contractor is required to provide to the Owner.

12. CONTRACT EXECUTION AND COMMENCEMENT OF WORK

- .1 The successful Bidder, whose Tender is accepted, will be required to execute the Contract Agreement within five (5) days after notice that the Contract has been awarded. Failure or neglect to do so shall constitute a breach of the Agreement affected by the acceptance of the Tender.
- .2 The Contractor shall commence work on the project within five (5) days of a "Notice to Proceed" unless other arrangements have been approved by the Owner in writing.
- .3 Proof of insurance shall be submitted to the Owner prior to commencement of work using Section 00 45 15 Certificate of Insurance.

13. WORKERS' COMPENSATION

- .1 Bidders who do not have an account with the Workers' Compensation Board – Alberta shall provide evidence of a subcontractor or other company that will carry such coverage on their behalf.
- .2 If the Bidder is performing work in an exempt industry as defined under the Workers' Compensation Act - Alberta and does not carry coverage, the Bidder acknowledges that the Owner is subject to a deeming order under the Workers' Compensation Act - Alberta.

14. ADDENDA

- .1 During the bid period, the Consultant may issue addenda.
- .2 The Consultant shall issue all addenda via electronic transmission.
- .3 Addenda shall become part of the Bid and Contract Documents.
- .4 Each Bidder shall ascertain before bid submission that it has received all addenda issued by the Consultant and shall, by signing the Bid Form, acknowledge that all issued addenda have been examined, read, and considered in their bid.

15. INQUIRIES

- .1 Direct inquiries by email during the bid period to Heather Thompson of Next Architecture at heather.thompson@nextarchitecture.ca

END OF SECTION

1. TENDER SUMMARY

- .1 The Bidder submits the following with the Tender:
Completed and Authorized Tender Form to be utilized and populated in full.
Requested documents as per distributed call for submission.
- .2 All tenders submitted without the required documentation as specified in the above.
- .3 Items 1.1 to 1.4 inclusive shall be considered non-compliant and will be rejected.
- .4 Incomplete tenders will not be accepted.
- .5 The Bidder hereby acknowledges receipt of the following addenda:

Addendum	Number of Pages	Date

- .6 The Bidder understands that if Selected as the successful Bidder for this Tender, the Owner shall provide written notice to the Bidder to the address provided by the Bidder on the supplied Tender Form.
- .7 If selected as the successful Bidder, the Bidder shall:
Execute the Contract within five (5) days of receipt of the Contract from the Owner and return the Contract to the Owner.
- .8 Provide all requested information as specified in section 00-21-13 Instructions to Bidder within five (5) days of contract award.
- .9 The Bidder hereby represents to the Owner that the Bidder:
Has carefully examined the Tender Documents.

Has carefully examined the site of the Work and accepts the provisions Section 00 21 13 Instructions to Bidders.

Have the resources, skills and ability to perform the Work in accordance with the Contract.
- .10 The Bidder understands and agrees that:
 - .1 The Owner reserves the right to increase, decrease, delete or vary any portion of the Work, and the Bidder agrees to comply with any such change in the Work subject to valuation and adjustment as provided in the Contract.
 - .2 The quantities, if any, listed by the Owner in the schedule herein are approximate only and are for the purpose of comparing Tenders. In arriving at the Unit Prices set forth in this Tender form, the Bidder has made his own estimates of the respective

quantities involved and has not relied upon the estimates shown in the Schedule of Quantities and Prices. The Bidder shall have no claim for any loss of anticipated profits or other costs, extras or losses resulting from any excess or deficiency in the quantities shown, regardless of the extent of any excess or deficiency.

- .3 Payment under the Contract will be made on the basis of completed work, or portions thereof, measured and accepted by the Owner and valued at the applicable unit prices, or applicable lump sum prices or portions thereof.
- .4 The Owner may order extra work not covered by the Schedule of Quantities and Prices. Compensation for extra work will be determined in accordance with the executed Owner-Artist agreement.
- .11 The Bidder declares that with respect to federal commodity tax instructions, the Tender Documents have been duly observed and adhered to; the goods and services tax status of the goods involved has been properly determined; and all rates and entitlements provided for in the relevant tax statutes as affecting the Owner have been duly considered.
- .12 The Bidder represents and warrants to the Owner that the several declarations and matters stated in this Tender Form and this Bid are true and binding in all respects, and that this Bid has been compiled by the Bidder with full knowledge and understanding of all matters and things called for insofar as they relate to the Tender Documents.
- .13 The Bidder acknowledges that payment for work performed under the Contract shall be on the basis of a lump sum price.
- .14 The Bidder is prepared to begin work on the date specified in the Artist – Owner Agreement and to prosecute the Work in such a manner as to achieve completion as indicated, including all clean up and rectification of all deficiencies, also in accordance with the Completion Schedule.
- .15 That no person, firm or corporation other than the Bidder has any interest in this Tender or in the proposed Contract for which this Tender is made and to which it relates.
- .16 That this Tender is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same Contract and is in all respects fair and without collusion or fraud.
- .17 Unless and until the formal agreement is prepared and executed, it is understood that this Tender together with the Notice of Acceptance shall constitute a binding Contract between the Owner and the successful Bidder.

SCHEDULE OF QUANTITIES AND PRICES

- .1 The Bidder agrees that the Tender Price includes all items as outlined in the Artist Briefing or otherwise required to complete the Work.
- .2 The Bidder shall provide a cost breakdown of the Tender Price as per Appendix A attached to the distributed Artist Briefing.

COMPLETION SCHEDULE

- .1 The Bidder shall offer a completion schedule. Sheets are to be attached as part of the Bidder's Tender Documents. The Owner has the following schedule:

Project start date by	January 30, 2021
Substantial Performance	To be Determined by Owner
Final Completion	As determined by Contractor Schedule

This Tender Form is executed_____

This ____ day of _____ 2020.

FOR CORPORATION:

The Corporate Seal of:

(Bidder – Print Name) (Affix Seal)
was affixed by the following duly authorized signing authority:

(Print Name) (Signature)

(Print Title)
additional authorized signing authority if required:

(Print Name) (Signature)

(Print Title)

FOR INDIVIDUAL OR PARTNERSHIP:

Signed, and delivered by:

(Bidder – Print Name) (Bidder - Signature)

in the presence of:

(Witness - Print Name) (Witness - Signature)

(Witness - Print Title) (Witness - Print Address)

NOTES:

- .1 Should the Bidder not execute this Tender Form under corporate seal, the signing authorities of the company shall sign the Tender before a Witness who will then sign as a witness to the left of the authorities' signatures.
- .2 If the Bidder is not registered to do business in the Province of Alberta, the Bidder shall also provide with the Tender evidence that the individuals who signed on behalf of the company are the proper signing authorities of the Company.
- .3 If the Bidder is not a Corporation but rather a partnership or sole proprietorship, then the individual(s) who sign must do so before a Witness in the same format as a company who signs without a corporate seal.
- .4 If the Tender is by a joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policies listed below.

Name and Address of Agency	Companies Affording Coverages
	Company Letter A
	Company Letter B
Name and Address of Insured	Company Letter C
	Company Letter D

This is to certify that policies of insurance listed below have been issued to the insured named and are in force at this time.

Company Letter	Type of Insurance	Policy Number	Expiration Date	Limits of Liability in Thousands (000)		
				Type	Each Occurrence	Aggregate
	General Liability					
	Comprehensive Form			Bodily Injury		
	Contractual Liability					
	Independent Contractors					
	Products and Completed Operations			Property Damage		
	Excavation, Collapse, Shoring, and Underpinning					
	Broad Form Property Damage			Bodily Injury and Property Damage Combined		
	Employees as Additional Insureds					
	Occurrence Property Damage					
	Cross Liability			Fire Damage		
	Contingent Employers Liability					
	Premises and Operations Liability					
	Wrap-Up			Personal Injury		
	Fire Damage					
	Others (specify):					
	Automobile Liability			Bodily Injury (each person)		
	Comprehensive Form					
	Owned			Bodily Injury (each accident)		
	Hired					
	Non-Owned			Property Damage		
	Garage Liability			Bodily Injury and Property Damage Combined		
	Others (specify):					
	Excess Liability			Bodily Injury and Property Damage Combined		
	Umbrella Form					
	Other Than Umbrella Form					
	Other:					

Jasper 111 Mural
Edmonton, AB
PROJECT NO: 20010

CERTIFICATE OF INSURANCE
SECTION 00 45 15
PAGE 2 of 2

	Course of Construction			All Risk Property Damage	
	Environmental Liability				
	Professional Liability			\$ _____ each claim or in the aggregate with a	
				\$ _____ each claim deductible.	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES					
PROJECT NAME Jasper 111					
The Owner is named as Additional Insured. The Named Insured's coverage is primary and other insurance is excess and non-contributory. Waiver of Subrogation is included.					
Cancellation: The issuing company represents that these policies are endorsed to provide thirty (30) days prior written notice, to the below named certificate holder, of any cancellation or material change.					
CERTIFICATE HOLDER: Great West Life Realty Advisors 1800 10065 Jasper Avenue, Edmonton, Ab, T5J 3B1					
				(Authorized Representative – Signature)	
				(Name of Representative – Please Print)	
				(Date)	

END OF SECTION

Vendor Compliance Package

GWL Realty Advisors Residential



Bedford | Brampton | Burlington | Calgary | Dartmouth | Edmonton | Halifax | Milton
Montreal | Ottawa | Oakville | Toronto

We look forward to working with you...

Dear Vendor,

This package will allow your company to become one of our pre-qualified vendors should you meet our requirements. Its purpose is to make sure projects, as well as periodic maintenance, are on schedule by reducing time between RFP, tendering, and procurement. Vendors are eligible to be awarded work only upon completion and approval of this vendor package.

In this document,

“Vendor” means a Contractor and/or Supplier and/or Consultant.

“Contractor” means the provider of any trade or service where the individual performs physical work on GWL Realty Advisors Residential managed properties. Contractors are to provide items 1 through 12 on the attached *Required Documentation Checklist* found on pages 4 and 5 of this document.

“Consultant” means a person who provides professional services, expert advice or construction related design services (including but not limited to: Architects, Interior Designer, Engineers, real estate, property management and/or financial). Consultants are to provide items 1 through 5 and 8 through 12 on the attached *Required Documentation Checklist* found on pages 4 and 5 of this document.

“Supplier” means a person or entity that provides goods and/or services where the individual does not perform physical work on GWL Realty Advisors Residential managed properties (including but not limited to: distributors, legal service providers, and/or couriers). Suppliers are to provide items 1 through 5 and 8 through 9 on the attached *Required Documentation Checklist* found on pages 4 and 5 of this document.

Please complete and provide all applicable forms and requirements enclosed in this package for the region(s) you are qualified to work in.

For inquiries contact our reception: 416-507-2999

Submission formats:

Email: Vendors@gwlra.com
Subject: Vendor Compliance Package [*Company Name*].

Fax: 416-361-0882
Attn: GWL Realty Advisors Residential Vendor Compliance
Department [*Company Name*].

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Required Documentation Checklist

1. Provincial Business Registration Number

Vendors must provide their provincial business registration number (GST/HST/QST).

(GST NUMBER)

(HST NUMBER)

(QST NUMBER)

2. Three (3) Business References (attached references must be on company letterhead)

i:

(COMPANY NAME)

(CONTACT NAME)

(CONTACT TITLE)

() -

(EMAIL ADDRESS)

(PHONE NUMBER)

ii:

(COMPANY NAME)

(CONTACT NAME)

(CONTACT TITLE)

() -

(EMAIL ADDRESS)

(PHONE NUMBER)

iii:

(COMPANY NAME)

(CONTACT NAME)

(CONTACT TITLE)

() -

(EMAIL ADDRESS)

(PHONE NUMBER)

3. Vendor Information Form

Vendors must complete the vendor information form in its entirety.

4. Vendor Type

Vendors shall identify, by check box, all applicable trades and/or services that they provide.

5. Corporate Occupational Health & Safety (OH&S) Policy Statement

Vendors shall provide a copy of their OH&S statement signed by an authorized member of their organization.

6. Contractor Notification and Acknowledgement Form – Asbestos – review and signed

7. Contractor Guidelines – review and sign

8. Purchase Order General Conditions – review and sign

9. Accessibility for Ontarians with Disabilities Act (AODA)

Vendors operating within the province of Ontario shall review pages 13-15 of this document and sign the respective acknowledgement form, as applicable.

For more information visit <https://www.ontario.ca/laws/regulation/110191>

or call *ServiceOntario*:

Toll-free: 1-866-515-2025

TTY: 416-325-3408 / Toll-free: 1-800-268-7095

10. Workers Compensation Clearance Certificate

Refer to section 12.1 of the attached *Purchase Order General Conditions*.

Contractors and Consultants must provide the appropriate workers compensation clearance certificate for the province they will be working, which must be kept up to date, to avoid payment delays.

11. Certificate of Insurance

Refer to section 8 of the attached *Purchase Order General Conditions*.

i. Commercial General Liability Insurance

Operations Contractors must have a limit in an amount not less than two million (\$2,000,000) per occurrence, and five million (\$5,000,000) aggregate. Capital Contractors must have a limit in an amount not less than five million (\$5,000,000) per occurrence.

Additional insurance may be required for specific project work to be determined in bid documentation.

Vendors considered “low risk”, as determined by GWL Realty Advisors Residential, may be approved for a commercial general liability limit less than the amount stated above.

Vendors shall name GWL Realty Advisors Residential, **33 Yonge Street, Suite 1000, Toronto, ON, M5E 1G4**, as certificate holder on its general liability insurance policy and shall provide a 30-day notice of cancellation or non-renewal of said policy.

ii. Error and Omissions (E&O) Insurance

Consultants must provide proof of Error & Omissions Insurance with a minimum of five hundred thousand (\$500,000) coverage.

12. License(s)

i. Trade License

Contractors performing compulsory trades must provide the appropriate license/certification for the province they will be working.

“Compulsory trade” means a trade in which a registration as an apprentice or journey person is mandatory.

ii. Certificate of Professional Association

Consultants providing engineer or architectural services must provide a certificate of professional association (or equivalent) for the province they will be working.

All renewal certificates and updated documentation can be submitted via email to Vendors@gwlra.com.

Vendor Information Form

Company Information

Legal Registered Name:	_____	Year Company was Founded	_____			
Physical Address:	_____	Web Address (URL)	_____			
City:	_____		_____			
Province:	_____		_____			
Postal Code:	_____		_____			
Remittance Name:	_____	Company Principal(s)	_____			
(AS IT APPEARS ON INVOICE)	(MAX 40 CHARACTERS)					
Remittance Address:	_____	() -	_____			
City:	_____		Tel Number			
Province:	_____	() -	_____			
Postal Code:	_____		Fax Number			
			Email			
Other locations of business (If yes, please also complete pg. 7):						
<input type="checkbox"/> AB	<input type="checkbox"/> BC	<input type="checkbox"/> MB	<input type="checkbox"/> NB	<input type="checkbox"/> NF		Alt. Email
<input type="checkbox"/> NS	<input type="checkbox"/> ON	<input type="checkbox"/> PEI	<input type="checkbox"/> QC	<input type="checkbox"/> SK		
Please Describe your business:	Point of Contact					

Do you have any family members working with GWLRA and/or GWL Realty Advisors Residential? ☐ Yes ☐ No
If yes, please name: _____

Bank References

Name of Institution:	_____	() -	_____
Address:	_____		Tel Number
City:	_____	() -	_____
Province:	_____		Fax Number
Postal Code:	_____		Point of Contact

Attachments:

- | | | |
|--|--|--|
| <input type="checkbox"/> Provincial Business License | <input type="checkbox"/> Workers Comp. Clearance Cert. | <input type="checkbox"/> Liability Certificate |
| <input type="checkbox"/> License(s) (Trade/Professional) | <input type="checkbox"/> OH&S Policy Statement | <input type="checkbox"/> Sample Invoice |

Internal Use

Requested by (GWLRA Residential Staff):	_____	Vendor Code:	_____
Submitted by:	_____		
Approved by:	_____	Date set up completed:	_____
Approver Signature:	_____		(DD/MM/YYYY)
		Set up by:	_____
Notes & Comments:	_____		

Other Locations of Business

For vendors with multiple locations please fill in or attach a list of the various addresses for your company. Vendors applying to work in multiple regions must provide all applicable certification enclosed in this package for the region(s) they are qualified to work in.

Note: If remittance address for the following locations is different than that of the one provided in the *Company Information* section of the previous page please attach a list indicating the physical and remittance addresses for each location.

Physical Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Remittance Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Internal Use				Vendor Code:	

Physical Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Remittance Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Internal Use				Vendor Code:	

Physical Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Remittance Address					
Address:					
City:		Province:		Postal Code:	
Contact/title:					
Tel:		Fax:		Email:	
Internal Use				Vendor Code:	

Vendor Type (check all that apply)

CONSULTANT SERVICES

- ☐ Building Drawing / CAD Services
- ☐ Code Consultant
- ☐ Elevator & Escalator Consultant
- ☐ Interior Designer
- ☐ Occupational Health & Safety (OH&S)

Architect:

- ☐ Architect
- ☐ Landscape

Engineer:

- ☐ Acoustic
- ☐ BAS (Building Automation Systems)
- ☐ Building Sciences / Envelope
- ☐ Civil Engineer
- ☐ Electrical
- ☐ Energy Management
- ☐ Environmental
- ☐ Fire Alarm / Life Safety Consultant
- ☐ Geotechnical
- ☐ Mechanical
- ☐ Structural

MARKETING & ADVERTISING

- ☐ Web Design
- ☐ Creative Agency
- ☐ Signage
- ☐ Digital Marketing
- ☐ PPC (Pay-Per-Click) Agency
- ☐ Photographer
- ☐ Graphic Designer

OTHER SERVICES

- ☐ Accounting Services - Financial
- ☐ Collection Agency
- ☐ Leasing Services
- ☐ Legal Services
- ☐ Property Management Services
- ☐ Provider of Goods & Services
- ☐ Other Services (describe other services):

Internal:

- ☐ GWLRAR - Internal Accounting Purposes
- ☐ GWLRA - Internal Accounting Purposes

CONTRACTOR SERVICES

- ☐ Asphalt Paving
- ☐ BAS (Building Automation Systems)
- ☐ Building Controls
- ☐ Communication Services (Telecommunications, Data, I.T.)
- ☐ Core Drilling / Saw Cutting
- ☐ Drywall Finishing / Plastering
- ☐ Electrician
- ☐ Elevator & Escalator
- ☐ Energy Management
- ☐ Environmental & Hazardous Substances Abatement
- ☐ Excavation / Geotechnical
- ☐ Occupational Health & Safety (OH&S)
- ☐ Flooring
- ☐ Fuel Systems
- ☐ Gas Fitter
- ☐ General Contractor
- ☐ Generator / Back-up Power
- ☐ HVAC (Heating, Ventilation, Air Conditioning)
- ☐ Janitorial Cleaning
- ☐ Landscape / Snow Removal
- ☐ Life Safety (Fire Alarm, Sprinklers, CAP & Monitoring) / Elevator Monitoring / Security Monitoring
- ☐ Lighting
- ☐ Locksmith
- ☐ Millwork
- ☐ Overhead Door (Garage / Rolling)

- ☐ Painter / Decorator
- ☐ Pest Control
- ☐ Plumber
- ☐ Scanning Services
- ☐ Steel Work
- ☐ Testing Services (Load Test, Certification)
- ☐ Waste Disposal & Recycling
- ☐ Waterproofing
- ☐ Water Treatment
- ☐ Window Cleaning
- ☐ Window and Door

Amenities:

- ☐ Multi-purpose Sport Courts
- ☐ Pool
- ☐ Theatre Room
- ☐ Sauna
- ☐ Jacuzzi

Building Exterior:

- ☐ Building Restoration (Envelope)
- ☐ Chimney Repair
- ☐ Eavestrough
- ☐ Garage
- ☐ Masonry & Brickwork
- ☐ Roofing
- ☐ Siding
- ☐ Stucco
- ☐ Concrete Work

Corporate Occupational Health and Safety Policy Statement

GWL Realty Advisors Residential is committed to the occupational health and safety of our personnel, residents, tenants, contractors and visitors.

Through the implementation of our Corporate Occupational Health & Safety (OH&S) Policy, program and procedures, GWL Realty Advisors Residential will endeavour to meet or surpass applicable OH&S legislation; industry standards; as well as responsible practices that meet the standards of due diligence, throughout all GWL Realty Advisors Residential offices and properties.

Specifically, GWL Realty Advisors Residential will endeavour to:

- Ensure compliance with applicable OH&S legislation;
- Develop specific policies and procedures to ensure safe operating practices;
- Establish a system to identify, control and mitigate foreseeable hazards and risks that may result in personal injury, illness, contamination of the environment, fire, property damage, accidents or loss of security;
- Deliver to all GWL Realty Advisors Residential personnel OH&S awareness and training programs;
- Establish required occupational health and safety committees;
- Establish a process to inspect and review GWL Realty Advisors Residential managed properties; and
- Conduct an annual review of this Corporate OH&S Policy, program and procedures to ensure our continued compliance with all applicable OH&S legislation.



Anne Morash
Senior Vice President
Multi-Residential

May 2019

Contractor Notification and Acknowledgement Form - Asbestos

GWL Realty Advisors Residential managed properties may have asbestos containing materials. Please contact the Property Manager to obtain a copy of the Asbestos Management Plan (AMP).

WORKING WITH ASBESTOS CAN BE DANGEROUS. INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE INCLUDING CANCER. SMOKING INCREASES THE RISK OF LUNG CANCER FROM ASBESTOS EXPOSURE.

R.R.O. 1990, Reg. 838, Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations, applies to all maintenance and renovation work that may disturb asbestos materials. The disturbance of asbestos building materials may only be undertaken by contractors who have received applicable training and/or certification in asbestos-related precautions. The following activities may disturb asbestos materials (Type 1, 2 or 3 work). The **Property Manager** must be notified prior to performing the following:

- Removal or repair of asbestos mechanical insulation (various locations);
- Ceiling entry which may disturb sprayed fireproofing;
- Removal of sprayed fireproofing;
- Any other operation which may generate airborne asbestos.

As a condition of our contract to provide services and materials to this company we will not disturb asbestos-containing materials without prior notification to the **Property Manager**. This firm and its workers will follow all procedures specified by GWL Realty Advisors Residential and/or R.R.O. 1990, Reg. 838. All asbestos waste will be packaged and disposed of in accordance with Ministry of the Environment requirements.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____

Contractor Guidelines

FOREWORD

Contractors working on GWL Realty Advisors Residential Inc. managed properties, either pursuant to a contract, agreement, standard construction contract, work order, or to a purchase order, shall assume complete responsibility for the safe performance of such work.

This responsibility for safety extends both to GWL Realty Advisors Residential Inc., its employees, its tenants, its visitors and its property. Furthermore, the safety responsibility of the contractor also extends to its employees, its sub-contractor's employees, and all other persons coming onto GWL Realty Advisors Residential Inc. property in connection with the work.

GENERAL REQUIREMENTS FOR ALL CONTRACTORS

1. The listed safety rules are only a minimum. Full legislative safety responsibilities are available in the applicable *Provincial Occupational Health and Safety Act and Regulations*.
2. Contractors must recognize that their work may be performed while the building or property is operating or not or is occupied or not and that they are responsible for establishing the necessary safety precautions to permit the performance of work under safe operating conditions without endangering GWL Realty Advisors Residential Inc. personnel/ property/ tenants/ general public.
3. The contractor is expected to have complete familiarity with the applicable provincial Health and Safety Act, regulations and general duty obligations applicable to its work and to direct and require its employees to comply with it. The contractor also has the responsibility to correct any unsafe conditions that it creates.
4. The contractor and/or sub-contractors must report all injuries and accidents occurring while on GWL Realty Advisors Residential Inc. managed property to GWL Realty Advisors Residential Inc. and the incident must be recorded on the appropriate GWL Realty Advisors Residential Inc. reporting form.
5. All contractors' vehicles, operated on GWL Realty Advisors Residential Inc. managed property, must adhere to GWL Realty Advisors Residential Inc. requirements and must observe all warning and traffic signs. All vehicles must park where they are instructed to park.
6. The contractor is responsible for having each employee and sub-contractor obtain a contractor pass by signing in and out each day at the designated property management office. Contractors' employees and sub-contractors must wear the pass on their person at all times while on GWL Realty Advisors Residential Inc. managed property.
7. The contractor's on-site supervisor should contact GWL Realty Advisors Residential Inc. Property Management when any questions arise regarding the safe performance of a job or activity.
8. The contractor must receive approval with GWL Realty Advisors Residential Inc. for the use of hazardous materials or processes that may introduce hazardous or harmful substances or procedures to the work environment.
9. Violations of Safety rules and/or applicable federal, provincial, or municipal ordinances will result in expulsion from the property as well as necessary contact with applicable authorities.
10. Contractor's on-site employees must conduct and present themselves in a safe and orderly manner conducive to first class residential and commercial properties and consistent with GWL Realty Advisors Residential Inc.'s safety culture. GWL Realty Advisors Residential Inc. has the unilateral and absolute right to approve or disapprove of any Contractor's employees working on the property.

HAZARDOUS SUBSTANCES:

Includes but is not limited to Asbestos, CO2, per OH&S Act, lead, silica

PROPANE, ACETYLENE AND OXYGEN

1. Acetylene and oxygen cylinders must be used and stored in an upright position and secured to prevent falling. Do not roll or drop cylinders. Propane cylinders must be stored per provincial regulations.
2. All "Hot Work" (burning, welding, grinding, etc...) by the contractor requires a Hot Work Permit that can be obtained from GWL Realty Advisors Residential Inc. staff (sample form attached).
3. It is the contractor's responsibility to provide fire protection equipment and an adequate "fire-watch" while they are performing any "Hot Work" on GWL Realty Advisors Residential Inc. managed property.

MINIMUM REQUIREMENTS WHILE WORKING ON GWL REALTY ADVISORS RESIDENTIAL INC. PROPERTY

1. Contractor's employees must wear appropriate personal protection equipment such as, but not limited to, safety shoes, safety glasses, hearing protection, hard hats and/or other safety equipment as assigned while on the property.
2. Good Housekeeping conditions must be maintained on the job at all times.
3. All rigging equipment such as ropes, cables, hooks, shackles, chains, etc. should be inspected daily and also prior to each lift by a competent person.
4. Contractors shall consult GWL Realty Advisors Residential Inc. staff before working on or around high voltage, electrical wires or power circuits.
5. Contractor's employees shall consider all electric lines "hot" and comply with GWL Realty Advisors Residential Inc.'s Tag & Lockout policy.

6. Contractor's employees shall not ride on any mobile equipment.
7. The maximum speed limit on GWL Realty Advisors Residential Inc. managed property is 10 km/hr unless otherwise posted at each property.
8. No "visiting" or "sightseeing" is permitted outside of the contractor's work areas without proper authorization received from the Property Manager.
9. Contractor's employees shall not operate or use any of GWL Realty Advisors Residential Inc.'s forklifts, hoists, or any other type of equipment or tools.

GOOD HOUSEKEEPING AND FIRE PROTECTION

1. All job sites must be kept clean and orderly at all times.
2. Materials and equipment must be stored in such a manner that they will not collapse, block or cause excessive pressures on side of buildings, pipe lines, or hinder access to stretchers, valves, hose drops, fire extinguishers, electrical equipment, ladders, entrances and exits.
3. It is the contractor's responsibility to dispose of all scrap and rubbish. Open fires are not permitted.
4. Contractors must not use on site fire hoses or fire hydrants (other than in emergencies) unless authorized to do so by GWL Realty Advisors Residential Inc. Property Management.
5. Extinguisher and hose locations are installed throughout the various properties and are clearly marked and identified.

OVERHEAD WORK, SCAFFOLDS AND BARRICADES

1. Contractors shall be responsible for barricading the ground or floor when working above ground level to protect employees and all other persons from falling debris.
2. All scaffolds and work platforms must be constructed to the applicable provincial occupational health & safety act standard and be maintained free of defects. Guard rails and toe-boards shall be installed on all scaffolds and work platforms over ten (10) feet above the ground or supporting level. Decking must be at least two planks wide and tested before usage for compliance with standards and laws.
3. Barricades or guard rails meeting the applicable health and safety act standards must be provided around all openings, excavations, pits, open sewers, catch basins or any other "opening" in ground, roofs, or floors. These barricades or guardrails must be kept in place at all times and adequately lighted at night.
4. Contractor is to furnish all required safety warning lights and signs.
5. Ladders must be properly constructed and securely braced and tied-off to prevent shifting. Ladders and workers must maintain a three-point contact at all times.
6. Contractor's employees shall not work on lift truck forks unless platform work is approved.

AGREEMENT

I, _____ on _____
(PRINT NAME) (DD/MM/YYYY)
Representing: _____
(CONTRACTING FIRM)

have read and accepted the conditions set forth in the above "Contractor Guidelines" and accept full responsibility for the safe performance of work while on GWL Realty Advisors Residential Inc. managed property.

In addition to acknowledging and accepting the general conditions set forth in the above "Contractor Guidelines" I confirm that the contractor and its employees have full familiarity with the applicable Provincial Occupational Health and Safety Act, regulations and responsibilities applicable to the job and that the contractor accepts full responsibility for compliance with all such acts and the regulations and general duty obligations relating to the work it performs, including the responsibility to correct immediately any violative conditions created by its work.

I acknowledge that contractor's employees have to sign a "Property Hazard Assessment Form" prior to working on GWL Realty Advisors Residential Inc. managed property (sample form attached).

I confirm that the above guidelines have been provided to the contractor's employees performing the work.

I have the authority to bind the company:

(SIGNATURE)
Authorized Person

(DATE)

(TITLE)

Purchase Order and Work Order General Conditions

IMPORTANT: The commencement of performing services or the provision of the supplies by the Vendor is deemed to constitute acceptance by the Vendor of the general and specific conditions as stated in the Purchase Order and Work Order General Conditions.

1. Contractual Arrangements

1. GWL Realty Advisors Residential Inc. (the "Manager") serves as the Property Manager for the Property(ies) identified in Invoicing Instructions of the face page of the Purchase Order ("PO") and Work Order ("WO") and has full and complete authority to act on behalf of the Owner(s), including the making of all determinations, the giving and withholding of approvals, payments and terminating the PO and WO as well as all other matters with regards to the PO and WO.

2. Assignment of Contract

1. The Vendor (also referred to as "Contractor" for purpose of construction work, "Consultant" for purpose of design services, and/or "Supplier" for purpose of supply only of goods and services) cannot assign, subcontract or otherwise transfer its rights or obligations under the PO and WO without the prior written consent of the Manager, which consent may be arbitrarily withheld.

3. Supervision and Workers

1. The Vendor shall provide competent supervision of its workers, which workers will be skilled in the tasks assigned to them. Supervisors and workers not satisfactory to the Manager shall be removed from the Property and replaced forthwith. Vendor's on-site employees must conduct and present themselves in a manner conducive to first class residential and commercial properties and consistent with the Manager's service policy. All work must comply to provincial OHS regulations and governing labour codes and all other applicable legislation.

4. Protection and Housekeeping

1. The Vendor shall guard and otherwise protect the Property from damage arising from the goods and services ("Work") identified on the PO and WO. The Vendor shall make good all damage resulting from the Vendor's operations or negligence under the PO and WO at its own expense.

5. Rejected or Defective Work

1. Defective or damaged Work, if rejected by the Manager, shall be replaced and/or made good by the Vendor at the Vendor's expense.
2. The Vendor shall, at its own expense, rectify and make good any defect in the Work and resulting damage which may appear within one (1) year from the latest of the last delivery or final acceptance of the Work by Manager.

6. Laws, Notices and Permits

1. The Vendor shall give all required notices and shall comply with laws, by-laws, ordinances, rules, regulations, codes and orders of any authorities and utilities having jurisdiction which relate to the Work and the preservation of public health and safety, including Manager's building rules and regulations.

7. Indemnification by the Vendor

1. Vendor will defend, indemnify and hold harmless the Owner, the Manager, the Manager's affiliates and their respective present and former Directors, Officers, Agents, Servants and Employees from and against any and all claims, actions, suits, proceedings, damages, costs, losses, expenses, demands, liens, orders and awards (all of which collectively referred to as "claims") made, brought or caused by any person, together with all legal fees and disbursements to the extent that they are related to or arise as a result of the acts or omissions, negligent or otherwise, of the Vendor, its employees or those for whom it is responsible in law in connection with the Work or the breach of any of the terms and provisions of the PO and WO by the Vendor, its employees or those for whom it is responsible in law, including, without limitation, claims arising from: (a) injury to, or death of, any person, including but not limited to Vendor personnel; (b) loss of, or damage to any property; or (c) the employment of or performance of services by Vendor personnel; and (d) the termination, constructive or otherwise, of such employment or performance of services.

8. Insurance

1. The Vendor shall at all times during the term and any extension of the PO and WO, at its sole cost and expense, obtain and maintain the following insurance:
Capital Projects: \$5 million general liability; Operations Projects: \$2 million general liability and \$5 million aggregate.
2. Additional insurance requirements may be required for specific project work to be determined in bid documentation.
3. Any other insurance requested by the Manager related to the Work. The Vendor's Insurer shall notify the Manager of any revision to or cancellation of this insurance requirement of the Vendor. Valid copies of all insurance certificates shall be supplied to the Manager.

9. Suspension or Termination

1. The Manager shall have the absolute and unfettered right to terminate the PO and WO agreement at any time on 3 days' written notice to Vendor. Subject to the terms of the PO and WO, the Manager shall arrange payment to the Vendor for Services rendered up to the date of termination, less any amounts owing to Owner whether as a result of a right of set-off or otherwise.

10. Application for Payment

1. Subject to applicable legislation and in accordance with legislation and statutory regulations respecting holdback percentages, the Manager shall arrange payment to the Vendor for the Work the amount set forth in the Description. As a condition of payment, the Vendor shall provide the Manager with evidence that it is in compliance with applicable legislation, including where applicable submission of a statutory declaration pursuant to applicable provincial construction lien and workplace safety & insurance clearance certificates.
2. The Vendor shall obtain a valid Social Insurance Number Card before any employee commences employment on the Property. Non compliance with this is cause for termination without notice by Manager.
3. If the Manager agrees and the Work is scheduled to continue in duration longer than two (2) months, the Vendor may submit an application for progress payment monthly.

4. For projects involving a design Consultant, Contractor invoices shall be reviewed and approved for payment by the design Consultant.

5. Payments made by Manager on behalf of its client shall not be construed as evidence that Work is satisfactory or in accordance with the Contract.

6. The Manager will only pay for services provided and completed by the Vendor and accepted to the Manager's satisfaction for the amount stipulated on the approved PO and WO. The Manager will not accept or pay for additional invoiced amounts from the Vendor that have not been previously approved in writing and included in the approved PO and WO amount.

11. Payment Terms

1. Include 10% holdback on the invoice for contract amounts exceeding \$99,999.99.
2. Payment to Vendor made within 60 days after Manager's acceptance of invoice amount and receipt of required supporting documentation.

12. Workers Compensation

1. The Vendor must submit a Letter of Good Standing or obtain a certificate of clearance from the applicable provincial workplace safety & insurance board or otherwise as required by Manager before starting the Work, with each progress payment submission and such good standing must be maintained throughout the Term of the PO and WO.

13. Toxic and Hazardous Substances and Materials

1. If the Vendor encounters spills of, or releases, toxic or hazardous substances or materials, the Vendor shall take all reasonable steps to ensure that no person suffers injury, sickness or death and that no property is injured or destroyed as a result of exposure to, or the presence of, the substances or material and shall immediately upon discovering same, immediately call the police, fire and/or environmental authorities if the situation warrants this action and in any event, call the Manager's building contact at its regular or alternate number, document the incident completing the Manager's "Occurrence Report".

14. Cooperation and Protection

1. The Vendor shall:
a) Perform the Work and supply material in cooperation with and with minimum disturbance and interference to other Vendors, Suppliers, occupants, public and to the normal use of the Property and otherwise in a manner satisfactory to Manager. Consider mitigating impacts to tenant comfort.
b) Protect the Property from damage by Vendor.

15. Entire Agreement

1. In circumstances where the Vendor and the Owner and/or the Manager have entered into a long or short form of contract referencing work or services to be provided under the PO and WO the Manager will determine in the event of a conflict which contract will govern. In all other circumstances the PO and WO constitutes the entire agreement between the parties with respect to the Work and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the PO and WO.

16. Guarantee

1. The Vendor shall:
a) Guarantee all materials and workmanship used in the Work to be strictly in accordance with the PO and WO, to be of first class quality and suitable for the intended purposes.
b) Provide first class Work with proper and efficient operations and free from all defects. At a minimum, a warranty of one (1) year on material and labour shall be implemented.
c) Provide Operation and Maintenance manuals for all mechanical and electrical equipment.

17. Security Clearance

1. The Vendor shall, guarantee that all persons employed on the Property do not have a criminal background.
2. The Vendor shall, upon request by Manager, provide and cause all persons employed on the Property to provide personal data for Security Clearance purposes to the extent permitted by law. Such security clearance may include fingerprinting and/or other biometric data.

18. Contractor Guidelines and Acknowledgement

1. The Contractor agrees it has received, read and will be bound by Manager's "Contractor Guidelines".

19. Language of the PO and WO

1. This Agreement has been drawn up in English at the express request of the Parties. Ce contrat a été rédigé en la langue anglaise à la direction expresse des parties.

AGREEMENT

I, _____ on _____
(PRINT NAME) (DD/MM/YYYY)
Representing: _____
(COMPANY NAME)

have read and accepted the conditions set forth in the above "Purchase Order and Work Order General Conditions" and accept full responsibility for the quality, and safe performance of work while on GWL Realty Advisors Residential Inc. managed property.

In addition to acknowledging and accepting the general conditions set forth in the above "Purchase Order and Work Order General Conditions" I confirm that the Vendor and its employees have full familiarity with the applicable Provincial Occupational Health and Safety Act, related legislation, regulations and responsibilities applicable to the job and that the Vendor accepts full responsibility for compliance with all such acts and the regulations and general duty obligations relating to the work it performs, including the responsibility to correct immediately any violative conditions created by its work.

I confirm that the above guidelines have been provided to the Vendor's employees performing the work.

I have the authority to bind the company:

(SIGNATURE) (TITLE)
Authorized Person

Accessibility for Ontarians with Disabilities Act (AODA)
Part 1 of 2:
Accessibility Standards for Customer Service

To: Third Party Providers of services to GWL Realty Advisors Residential

As of January 1, 2012 the *Accessibility Standards for Customer Service* (the "**Regulation**"), a regulation made under the *Accessibility for Ontarians with Disabilities Act, 2005* (the "**Act**") came into effect and applies to private sector organizations that have at least one employee in Ontario. The Regulation imposes several requirements on providers of goods and services with respect to their communications and interactions with persons with disabilities.

One of the key requirements of the Regulation is that we ensure that employees, volunteers and all other personnel, including third party service providers, who deal with members of the Ontario public or other third parties on our behalf, receive training on providing goods and services to persons with disabilities, even where such third party service providers do not have any employees in Ontario.

To meet our commitment, we expect your company to:

- Provide accessible customer service training to all of your staff members who deal with members of the public on our behalf in Ontario;
- Have systems and procedures in place to ensure that any of your staff members who deal with members of the public in Ontario on our behalf receive accessible customer service training as soon as practicable after he or she is assigned the applicable duties;
- Ensure that training records are maintained, including dates when training is provided and the number of personnel who received training; and
- Provide access to training records upon request.

Accessibility for Ontarians with Disabilities Act (AODA)
Part 2 of 2:
Integrated Accessibility Standards

To: Third Party Providers of Services Requesting and Responding to Feedback

Effective January 1, 2015, the *Integrated Accessibility Standards Regulation* made under the *Accessibility for Ontarians with Disabilities Act, 2005* (collectively, the “AODA”) requires Ontario organizations to ensure that any processes that they have for requesting and responding to feedback are accessible to persons with disabilities.

We are committed to meeting our obligations under AODA. Your organization, including your organization’s affiliates, as applicable, (collectively, the “Company”) has been identified as a third party service provider to us or one of our affiliates. As we at **GWL Realty Advisors Residential** ensure our continued compliance with AODA, we intend to work with our third party service providers to help ensure that they are complying with AODA where they request and respond to feedback on our behalf.

We expect your Company to establish and maintain processes to:

- Provide notice that accessible formats or communication supports are available when requesting or responding to feedback on our behalf;
- Provide or arrange for the provision of accessible formats or communication supports to persons with disabilities when requested;
- Ensure that accessible formats and communication supports are provided in accordance with requirements for providing accessible formats and communication supports in the AODA.

For more information on AODA and the requirements under the Accessibility Standards for Customer Service and/or the Information and Communication Standard, including the requirement to make feedback processes accessible, please see the following website:

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_comm/index.aspx

We ask that you sign the enclosed acknowledgement form that confirms that your company will meet the requirements described above in part 1 and 2 with respect to services you provide on our behalf.

Yours very truly,

GWL Realty Advisors Residential

**AODA – Accessibility for Ontarians with Disabilities Act:
Acknowledgement Form (Ontario Only)**

To: GWL Realty Advisors Residential

From: _____
ORGANIZATION'S LEGAL NAME

Re: **Accessibility Standards for Customer Service (Part 1) and Integrated Accessibility Standards (Part 2)**

I, _____, am a duly authorized

(the Company) and hereby
confirm that the Company:

- Has provided accessible customer service training which meets the requirements for training under Ontario's *Accessibility Standards for Customer Service Regulation* (O.R. 427/09) to any of its staff members who deal with members of the public or other third parties in Ontario on behalf of GWL Realty Advisors Residential;
- Has systems and procedures in place to ensure that any of its staff members who deal with members of the public in Ontario on behalf of GWL Realty Advisors Residential receive accessible customer service training as soon as practicable after he or she is assigned the applicable duties; and
- Maintains training records, including dates when training was provided and the number of personnel who received training;

and that, where the Company requests or responds to feedback on behalf of GWL Realty Advisors Residential, the Company will:

- Provide notice that accessible formats or communication supports are available when requesting or responding to feedback on behalf of GWL Realty Advisors Residential;
- Provide or arrange for the provision of accessible formats or communication supports to persons with disabilities when requested; and
- Ensure that accessible formats and communication supports are provided in accordance with the requirements for providing accessible formats and communication supports under the *Integrated Accessibility Standards Regulation* made under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Signature: _____
Name _____
Title: _____

Date: _____
(DD/MM/YYYY)

Provincial Health and Safety Legislation requires contractors to complete a Property Hazard Assessment Form. The Contractor should request a copy of the site specific Property Hazard Assessment Form for information purposes and for the contractor to conduct their own Property Hazard Assessment. *This is an example form for informational purposes only.*

	Type of Hazard	Check (✓) All Applicable			Explanation of Hazard (If needed)	Controls currently in place
		Hazard Present	Applicable			
			YES	NO		
1	Building entrances					
2	Generator room					
3	Hallways					
4	Vehicle traffic on property					
5	Fire Exits – cross over floors					
6	Emergency Lighting					
7	Heating					
8	Fire Alarm Panel monitored					
9	Smoke / heat detectors					
10	Certified Roof Anchors					
11	Access Ladders					
12	Compactors					
13	Controlled Products					
14	Hazardous Substances					
15	Mould					
16	Asbestos Present					
17	Radiation					
18	Make up Air Intake					
19	Electrical					
20	Buried Utilities and irrigation systems requires Locating					
21	Uneven Surfaces					
22	Slippery Surfaces					
23	Noise					

	Type of Hazard	Check (✓) All Applicable			Explanation of Hazard (If needed)	Controls currently in place
24	Confined Space					
25	Restricted space					
26	Garbage bin equipment					
27	HVAC					
28	Hot Work on/in Facility					
29	PCB's					
30	Roof					
31	Mechanical					
32	Electrical room					
33	Electrical Panels					
34	Elevator Machine room					
35	Glycol system					
36	Extension cords					
37	Pools / Fountains					
38	Garbage/Chute					
39	Hot tub					
40	Saunas					
41	CO Detectors					
42	Chiller Coolant					
OTHER HAZARDS DUE TO CAPITAL PROJECTS						

Reviewed By	Title	Telephone	Email
Signature		Fax	Date

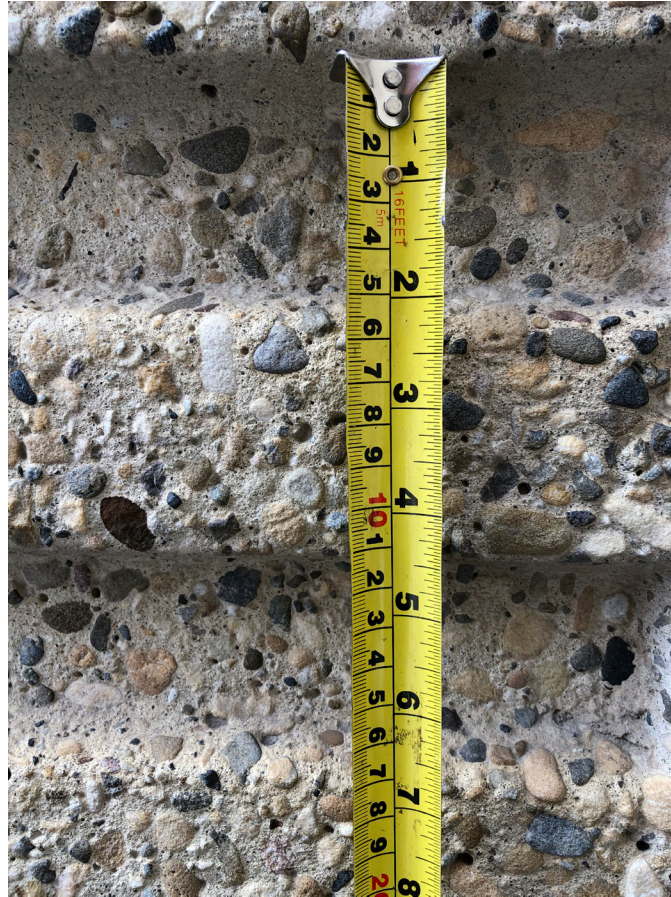
The contractor agrees that he/she has been informed and agrees with all items identified above.

Contractor	Title	Telephone	Email
Signature		Fax	Date

Do you require any sprinkler system or standpipe system to be isolated or drained? Do you require areas of the building fire alarm system to be bypassed? Will the work you are conducting create airborne dust? Are you coring through any slabs/walls? Are you using any open flame tools (torches, welders, cutting wheels or chop saws)? Are you demolishing any building structure with fire alarm or sprinkler equipment on the structure or in the immediate proximity? If you answered yes to any of the above questions you need to fill in and list the details in the below hot work permit.			
TENANT CONTACT INFORMATION			
Company Name:		Project Contact Name:	
Date		Email:	
		Cell:	
CONTRACTOR INFORMATION			
Company Name:		Project Contact Name:	
		Phone:	
		Fax:	
Sub Contractor(s) :		Email:	
		Cell:	
SCHEDULING			
(12 hr/ 1 day) By- Pass Request Date:		Start Time: Estimated Finish:	
Extended By-Pass request, specify date and time range:			
WORK DETAILS / Type of Work: <input type="checkbox"/> Sprinkler/ Standpipe Work <input type="checkbox"/> Hot Work (i.e. Welding) <input type="checkbox"/> Demo/ Dust <input type="checkbox"/> Coring <input type="checkbox"/> Other			
Specify Work Location & Details:			
REVIEW OF PERMIT BY OPERATIONS: Tech Services to verify what devices are in work area: <input type="checkbox"/> Smoke <input type="checkbox"/> Heat <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire System Impairment required (DCF booking see below) <input type="checkbox"/> No devices in area. Monitoring / Fire Disregard required only (no cost) <input type="checkbox"/> Ops to bypass systems in house			
BASE BUILDING FIRE PROTECTION SYSTEM - IF IMPAIRMENT REQUIRED			
Whenever the buildings fire alarm system is removed from regular operation the base building fire systems protection contractor is required to be onsite to complete work. This includes bypassing a fire systems device, area, floor, isolation of a sprinkler device and/ or drain down of a sprinklered area. The base building fire systems protection contractor will conduct the required logged fire watch of affected areas for a minimum of four (4) hours. Tenants are responsible for these associated costs as a chargeback from the Landlord.		Local Fire Department Contract Information:	
1. TENANT'S CONTRACTOR		2. BUILDING OPERATIONS	
Any open flame (soldering, welding, cutting torch, grinding wheel, or cut off saws) require the following safety equipment to be on site and in good working order and to be supplied by the contractor . <input type="checkbox"/> Fire blanket <input type="checkbox"/> 2.5 P.W. A class fire extinguisher <input type="checkbox"/> 10lb Co2 fire extinguisher <input type="checkbox"/> Cutting torch bottles must be in approved carry case, dolly, or adequately secured so as to prevent damage to the bottle resulting in a fire condition, no loose bottles are permitted <input type="checkbox"/> Absolutely no spare bottles are permitted on site. Vehicles holding spare bottles are not permitted in the loading dock <input type="checkbox"/> If fire alarm system or sprinklers/standpipe is impaired, a fire watch in affected area must be maintained for duration of the permit. Contractor must sign in and out with security and the Property Manager before work starts and when work is finished. This is to ensure the appropriate system impairment is in place. Failure to do so will result in immediate suspension of permit. Extensions to the permit times must be requested in advance. Any charges related to system damage or TFD response due to Contractor error will be charged back. You must have your hot work permit posted by the work area at all times. Failure to do so will result in the immediate suspension of the permit.		WHEN CONTRACTOR ARRIVES ON SITE Ensure contractor is aware of building operations requirements, and GWL Realty Advisors Residential contractor's safety guidelines, contractor fire safety site orientation. Confirm details and times of hot work permit with contractor Inspect contractor supplied safety equipment to ensure it is operational and good condition Verify bypass is in place for appropriate Fire Systems Verify Security has fire alarm system monitoring on disregard and duration (if required) Maintain strict log of any building bypassed or isolated systems. Ensure Fire Watch and log is in place. WHEN CONTRACTOR COMPLETES WORK Inspect all areas of work to ensure cleanliness of site, and all fire hazards have been removed Ensure all bypassed or isolated Fire Systems are reinstated. Ensure Building Fire Alarm System is returned to full monitoring. Add completed fire watch log to building records.	
		3. SECURITY	
		<input type="checkbox"/> Ensure security has an authorized hot work permit on file provided by the Management Office with standard back up documents (Contractor Safe Work Guidelines, WSIB & Cert. of Insurance) <input type="checkbox"/> Ensure contractor has a copy of the approved hot work permit and it is posted in work area. <input type="checkbox"/> Contact Property Manager to meet with contractor prior to work starting in order to confirm system impairments in place. <input type="checkbox"/> Verify Fire Alarm Monitoring vendor advised of disregards. Check in with Property Manager before ending. <input type="checkbox"/> Post bypass Notice (Magnet) in Control One security office advisory panel. <input type="checkbox"/> Patrol guard to maintain periodic walk by safety inspection over contractor to ensure that permit requirements are being maintained. <input type="checkbox"/> Immediately stop work if safety procedures are not maintained; inform building operations <input type="checkbox"/> Check that flammable materials are not stored in loading dock area i.e. propane, oxygen, or acetylene bottles. Absolutely no vehicle containing pressurized cylinders with flammable contents should enter the loading dock <input type="checkbox"/> Upon completion contact Property Manager and have Contractor provide copy of fire watch log (if applicable) and sign out, Post Hot Work (welding): Patrol guard to walk by area to check for smoke, fire, water, burning / gas smell Work Completed time: _____ 1 Hour Signoff: 2 Hour Signoff: 3 Hour Signoff: 4 Hour Signoff: <input type="checkbox"/> Remove Bypass Notice (Magnet) from control one security office advisory Panel once 4 hr post work fire watch is completed	
AUTHORIZATION			
(Print Name)		Signature	
Property Management (Print Name)		Signature	
		Date	
		Date	



Overall image of concrete grooves.



Inset grooves are 2". Proud grooves are 2".



Groove depth is approximately 1".